

**GOVERNMENT OF INDIA (भारत सरकार)**  
**MINISTRY OF RAILWAYS (रेल मंत्रालय)**  
**(RAILWAY BOARD) (रेलवे बोर्ड)**

No. 2025/Catering/631/06

New Delhi, dated 17/07/2025

The General Managers  
All Indian Railways

**(Commercial Circular No.13/2025)**

Sub: Issue of standardised Identity Cards to staff /vendors/helpers deployed in catering units of licensees.

Ref: (i) Commercial Circular No.20 of 2017.  
(ii) Commercial Circular No.52 of 2018.  
(iii) Commercial Circular No.24 of 2023.

The issue of unauthorised vending in trains and stations has been examined in Board's office and the following is advised for implementation with immediate effect to curb unauthorised vending:

1. All authorised vendors/helpers/staff of licensees must be issued standardised Identity Cards (IDs) by Railway Administration/IRCTC in the name of individual vendors/helpers/staff (**standardised format is enclosed herewith**).
2. Licensee should request Railway Administration/IRCTC for issue of ID cards to vendors/helpers/staff with the following details (to be displayed on scanning QR code):
  - a. Name -
  - b. Aadhaar No. -
  - c. Medical fitness certificate & date of validity -
  - d. Police verification date & validity -
  - e. Unit of deployment -
  - f. Name of Licensee -
3. Identity Cards shall be signed by the Station Superintendent/Station Manager of the respective station or IRCTC's authorised official.
4. Identity Cards shall be issued in the name of vendors/helpers/staff only after due process. Identity Cards are to be issued for total number of vendors/helpers permitted for the unit plus a certain number of reserve vendors/helpers to manage services in case of leave/non-turn up.
5. No vendor shall be allowed to sell catering items in the railway station

17/7/25

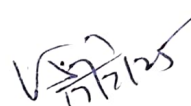
premises without prominent display of this Identity Card.

6. In case a vendor/helper leaves the job, he/she must surrender the Identity Card with the concerned licensee. Accordingly, the licensee shall request the Railway Administration/IRCTC for issue of Identity Card in the name of the new vendor/helper on surrender of the Identity Card of the vendor leaving the job.

7. Records of all licensee staff/ vendors/helpers shall be kept in a defined register at the station/train where the staff is deployed.

8. All Zonal Railways and IRCTC shall ensure compliance of these guidelines. It is expected that this will help in identifying authorised vendors.

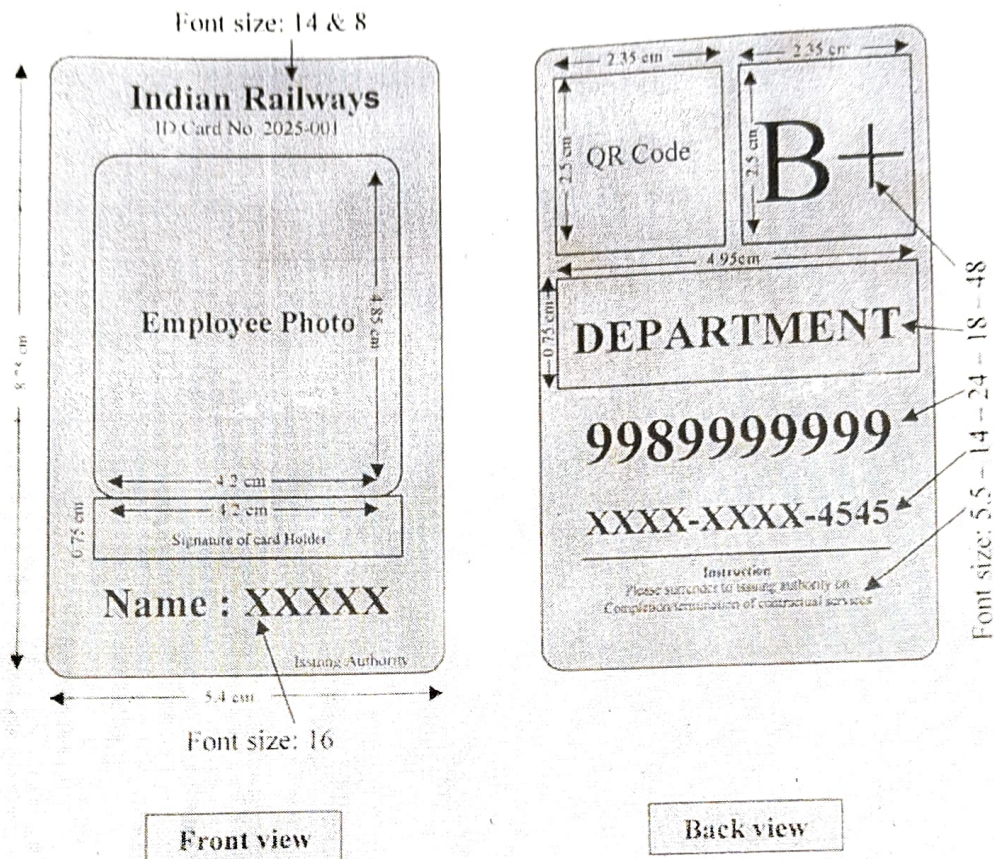
Encl : As above.

  
(Vikram Singh)  
Executive Director/T&C  
Railway Board

Copy to:

- (i) DG/RPF for information.
- (ii) The PCCMs, All Zonal Railways for information & necessary action.
- (iii) CMD/IRCTC for information & necessary action.

## Sample of Identity Card for Contract Service Providers in Indian Railways



Note:- 1. Writing font – Times New Roman

2. In the photo, face should have coverage of minimum 50% with white background without any shadows.