Govt. of Madhya Pradesh

Forest Department
Proforma for Identity Card
for
I.F.S. Officers

Affix recent PP size coloured photograph.

(Please read
Photograph
Instructions.)

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Photograph Instructions

- The photo should show full front view of the face, and the shoulders. Broadly speaking, both the ears should be visible and the head should be centered in the middle of the photograph. Facial features should be clearly visible in the photo.
- The head should not be tilted up, down or to the side. It should cover about 50% of the area of the photo.
- The person should be in normal dress, without hat or headgear (unless worn for religious reasons) and should have a natural expression, mouth closed, and eyes open and looking directly ahead.
- Persons who wear eyeglasses on a daily basis should wear them for the photo. Please make sure that there is no glare on the glasses. If the subject does not wear eyeglasses constantly, then wearing glasses should be avoided for the photo.
- Dark glasses or nonprescription glasses with tinted lenses are not acceptable.
- Have the camera at the subject's eye level.
- Photographs should be in colour and should measure 3.5 cm x 4.5 cm. Top of the head of the person should not be too close to the upper border of the photo.
- The photo must be no older than six months.
- Use a plain wall or a photographer's backdrop cloth as the background. The background should be of light colour (not white). A distracting background should be avoided. Also, background colour and the dress colour should not be the same.
- Use a light source to illuminate the background to avoid shadows in the background. Position light sources on both sides of subject to avoid distracting shadows on the face or on the background.
- Over-exposure or under-exposure may render the photo unusable.
- Photograph should not be stapled and should not have any signature on it. The photograph should be pasted in the box provided in the format.