

Tele: 2309 2563

Integrated HQ of MOD (Army)
Quartermaster General's Branch
Dy Dte Gen Canteen Services
Army Headquarters
Room No. 14A, L-1 Block,
Church Road, New Delhi- 110001

No. 96301/Q/DDGCS/Policy

12 Aug 2015

HQ Southern Command(OL),	HQ Eastern Command (OL)
HQ Western Command (OL),	HQ Central Command (OL)
HQ Northern Command (OL),	HQ South Western Command (OL)
HQ IDS, HQ SFS, HQ ARTRAC	HQ A & N Command, E-in-C Br
HQ DG Assam Rifles, Naval HQ (PDPS)	HQ DRDO, HQ DGQA, HQ IDAS
Air HQ (D/ Accts), HQ DG NCC (F &A),	HQ Coast Guard (AD), HQ DAD
JS (Trg) & CAO, HQ DGBR (Q), HQ Territorial Army, Ordnance Factory Board	

CSD CANTEEN FACILITIES TO RETIRED DEFENCE CIVILIANS

1. Refer Army Order 02/2006/QMG.
2. Government of India has decided to extend the CSD Canteen facilities to the Retired Defence Civilian Employees vide MoD letter No F.No. 8(14)/2015-D(Mov) dated 31 Jul 2015.

3. **Eligibility** Retired Defence Civilian Employees of following departments who were not entitled to avail CSD facilities will now be entitled for CSD facilities:-

- (a) Ministry of Defence including those working in their respective attached offices and those working in lower military formations.
- (b) Defence Audit Department.
- (c) Executive Officer Cantonment Board.
- (d) Hindustan Aeronautics Ltd personnel retired from Air Force Station Hyderabad, Jorhat, Air Force Academy, Dundigal(Hyderabad) and Air Force Station Yelahanka(Bangalore)
- (e) Indian Defence Accounts Services.
- (f) Secretariat Border Roads Development Board and HQ Director General Border Roads.
- (g) Retired employees of Canteen Stores Department who are getting pension from CSD Fund.

(h) MES Employees.

4. **Entitlement** They will be entitled for only Grocery Stores. No Liquor will be authorised.

Contd....2/-

5. **Validity** The cards will have a validity of 10 years, from the date of issue and will be renewed every year.

6. **Process for applying for Retired Defence Civilian Employees Card**
All Retired Defence Civilian Employees will apply for the Smart card to the URC through which they want to avail the Canteen facilities after authentication of the application.

7. **Authentication** The application form will be authenticated for its correctness by the Department from which the employee has retired. The form will be countersigned by an officer not below the Rank of Under Secretary or equivalent.

8. **Documents to be submitted to Dependent URC** The following attested documents will be submitted to the URC:-

- (a) Application for Canteen Smart card duly countersigned by the competent authority.
- (b) Govt order for Retirement.
- (c) Copy of Pension Payment Order(PPO).
- (d) Address Proof and Copy of PAN Card.
- (e) Payment of Rs 135/- to the URC.

9. **Guidelines for Authenticating Authority**

- (a) Each concerned department should appoint officer authorised to countersign and promulgate orders and forward details to this office.
- (b) Countersigning officer will verify that all columns are filled correctly prior to countersigning.

10. **Guidelines for URC** Vetting of application will be done at URC for correctness. The following will be checked:-

- (a) That application is filled in all respect and no column is left blank.
- (b) Signature of Countersigning authority.
- (c) All personal particulars are checked for correctness with PPO and other supporting documents.
- (d) In case an application is rejected the same will be informed to the applicant.

(e) New card will be sent by M/s. Smart Chip Ltd to the URC for issue to applicant. URC will check details with individuals Departmental retired identity Card prior to issue of new Canteen Smart Card.

(f) Since large number of applications are likely to be received initially at the URCs, the URC Manager must exercise due diligence while scrutinising and verifying the applications.

11. **Guidelines for SCL** The following will be ensured:-

(a) All applications are sent by CCTS to M/s. Smart Chip Ltd at the earliest.

(b) On receipt of application check for correctness with existing records through old Grocery Card number.

(c) Verify applicants personal details through PAN No on www.verifypan.in .

(d) Ensure previous card of applicant is hotlisted prior to handing over of new card for Retired Defence Civilian Employees.

12. The application form (Blue Colour) for Retired Defence Civilian Employees attached as Appendix will be made available in the URCs at the earliest by M/s. Smart Chip Ltd.

13. This letter be given wide publicity by displaying at prominent places like URCs, Station HQs, CAO and other controlling HQs.



(MP Varghese)
Col
OIC Smart Card Cell
Canteen Services
For DDG CS

Copy to:-

QMG(Dir Coord)- For info please.

MoD/D(Mov)- W.r.t your letter No 8(14)/2015-D(Mov) dated 31 Jul 2015.

CSD HO- For information please.

CANTEEN SMART CARD APPLICATION FORM

(For RETIRED DEFENCE CIVILIANS Only)

Errors or Blanks will be Rejected

Please read instructions carefully before filling Application Form. To be Filled in Original, No Photostats Allowed

ATTESTED

Paste your single Passport Size Photo.

Please Paste, Don't Staple

ATTESTED

If Married Paste your Photo with spouse without head gear (no separate Photos)

Please Paste, Don't Staple

Sign inside the box (Applicant only)

Application Number

WC

Applying 1st time

*Reapplying

For use of URC Staff only

URC No.

URC Name

Service Army Navy Airforce MoD

Category of Pay Band Jt. Secy & above PB 3&4 PB 2 PB 1&1S

Date of Birth: (DD/MM/YYYY)

Retired from Dept. / Branch / Office (Name)

Date of Retirement Pan Card

Old Grocery Card Id

PPO No. & Date

Name in full
(Please leave blank box for space)

Designation

Identification Mark *(Please leave blank box for space)*

Gender: Male Female

Marital Status: Married Unmarried Divorcee

Spouse Name

Applicant Mobile No.

Applicant Father's Name

RECEIPT Application Number

WC

Received with thanks a sum of Rs. from _____ Personal No. _____

for number of Canteen Cards applied for through Cheque / Draft Number _____ drawn on _____

_____ Bank _____ Branch.

Date: _____ Signature & Stamp of Competent Authority

Contact Address:

Address

City Pin

Tel. No:

E-mail

CERTIFICATE

Certified that all information given above is correct to best of my knowledge. I am liable for legal action including cancellation of Grocery Card at any point of time, if the information furnished by me is found incorrect or the CSD facility is misused by me.

Station:
Date:

Signature of Applicant

COUNTER SIGNED

Certified that the applicant retired from this organization is a pensioner and all information submitted in the form is verified as correct as per records held with this office and to the best of my knowledge.

Designation & Name of the Competent Authority
Round Stamp :

Signature & Stamp of Branch / Dept. / Office of Competent Authority
(Not below Under Secretary or Equivalent)

Date:

AUTHENTICATION BY URC

Certified that the all personal details submitted in the application have been duly vetted with supporting documents and supporting documents have been retained by the URC. Old Grocery Card if any will be destroyed by punching of chip before handing over newly personalised Retired Defence Civilian Grocery Smart Card.

Designation & Name of Authority
Round Stamp :

Signature & Stamp of OIC URC

For URC use only

Forwarded for personalisation of cards to SCL on (date) _____

Date:

Signature and Stamp Approving Authority at URC

Payment Details

Received with thanks a sum of Rs. from _____ Personal No. _____ for
Canteen Grocery Card applied for through Cheque / Draft Number _____ drawn on
_____ Bank _____ Branch.

Signature & Stamp of Competent Authority

Instructions:

(USE BLACK INK ONLY)

1. All photographs to be attested by countersigning Authority.
2. Only high resolution photographs will be accepted. Computer generated / Photostat photos will not be accepted
3. One passport size photograph each (Single & Joint) to be affixed at given box
4. USE BLOCK LETTERS ONLY. Illegible and incomplete documents can be rejected and applicant would be responsible for same.
5. **Mode of Payment: A)** Cost of one card being Rs.130/-+Rs.5/- (to URC) to be deposited by applicant.
B) URC to pay Rs.130/- per card in favour of "SMART CHIP LTD." by Demand Draft.
6. Smart Card(s) will be issued only to applicant in person due to security reasons.