

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.

(1) MES Employees.

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.

Contd....3/-

(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 HQ- 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 Photocopies Allowed

ATTESTED
Paste your single Passport
Size Photo.
Please Paste, Don't Staple

ATTESTED
If Marked Paste your Photo with
spouse without head gear
(on separate Photos)
Please Paste, Don't Staple

Sign inside the box (Applicant only)
Applying 1st time ☐
*Reapplying ☐

Application Number
WC

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 ☐ Divorced ☐

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

[illegible]City

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 Pk

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[illegible]

E-mail:

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 CSO facility is misused by me.

Blackburn

Order:

Signature of Applicant

 Certified that the applicant retired from this organization as a peacekeeper 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

Rounded Shuttles

Diversity

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

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

Description & Name of Authority

Round Shamp

Display:

Signature & Stamp of CEC LHO

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

Chair:

Signature and Stamp Approving Authority at URC

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

1. All photographs to be obtained by overwriting Authority.
2. Only High resolution photographs will be accepted. Computer generated / PhotoNet photos will not be accepted.
3. One passport size photograph each (Steps 6, 20) to be affixed at given time.
4. **NOB BLOCK LETTERS ONLY.** Legible and Inscrutable documents can be rejected and applicant would be responsible for same.
5. **Modes of Payment:** a) Cash or one order being Rs.120/- (Rs.100/- in UPRC) is to be submitted by applicant.
b) UPRC to pay Rs.120/- per card in favour of "TMAGET SHIP LTD." by Demand Draft.
6. Smart Center will be issued only in accordance in person card to actually receive.