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Integrated Headquarters  
Ministry of Defence (Navy)  
New Delhi - 110011

PS/1309/1

31 Dec 18

The Flag Officer Commanding-in-Chief  
{for CSO (P&A)}  
Headquarters, Western Naval Command  
Mumbai - 400 023

The Commander-in-Chief  
{for CSO (LA&P)}  
Andaman and Nicobar Command  
Port Blair- 744 102

The Flag Officer Commanding-in-Chief  
{for CSO (P&A)}  
Headquarters, Eastern Naval Command  
Visakhapatnam - 530 014

The Flag Officer Commanding-in-Chief  
{for CSO (P&A)}  
Headquarters, Southern Naval Command  
Kochi - 640 001

The Commanding Officer  
INS India  
Dara Shukoh Road  
New Delhi- 110 011

**DECENTRALISATION OF ISSUE OF RETIRED OFFICERS  
IDENTITY CARD (ROIC)**

1. Refer to IHQ MoD(N)/ DPS letter PS/1309/1 dated 31 Oct 18.
2. The decentralisation of issue of Retired Officers Identity Cards (ROIC) from INS Kunjali to all Identity Card Organisation of Commands including INS India was approved by Competent Authority vide IHQ MOD(N) letter ibid. The Command Identity Card Organisation (CICO) at INS Kunjali/ HQWNC will continue to be the central repository for ROIC. In order to streamline this process of decentralisation, following measures are to be implemented:-

(a) **Initial Issue**. The Officers retiring/ to be released from Service w.e.f. 01 Jan 19 onwards are required to apply for ROIC from their respective Commands & INS India. The Central Identity Card Sections of Commands & Regulating Office, INS India are to prepare ROIC in accordance with **Para 37 of CNO 03/12** and send through Registered/ safe hand mail to the concerned unit for issue to the Officer and maintain complete records of the same.

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(b) Serial Numbers for Issue of ROIC. The Serial numbers for ROICs from Central Identity Card Sections of Commands & Regulating Office, INS India are as follows:-

<u>Central Identity Card Section</u>	<u>Serial</u>	
WNC	10001	20000
ENC	20001	30000
SNC	30001	40000
ANC	40001	50000
INS INDIA	50001	60000

(c) Renewal of ROIC. Any future renewals in case of fair, wear & tear or loss be undertaken at the place of initial issue only. Same will avoid duplicity/ any errors in the process.

(d) Loss of ROIC. The loss of ROIC be reported to the respective Central Identity Card Section (initial place of issue) by Retired Officers keeping Central Identity Card Section at INS Kunjali informed. The respective Command Identity Card Section/ INS India is to confirm from Central Identity Card Section, INS Kunjali regarding any previous loss of ROIC issued against the Officer by Fax. Thereafter, a case be taken up with IHQ MOD (N)/ DPS by the respective Command Identity Card Section/ INS India for approval for issue of fresh ROIC to the Retired Officer.

(e) Returns (Fresh Issue, Renewal & Loss of ROIC). To maintain updated records of fresh issue, renewal & loss of ROICs at Central Identity Card Section at INS Kunjali, returns of ROICs (fresh, renewal & loss) be forwarded to INS Kunjali on Monthly basis. In addition, copies of duly filled Application forms (fresh, renewal and loss) are to be forwarded to CICO at INS Kunjali along with the monthly return for updating the ARC records of the Officers. Updation of data on monthly basis would also help in retrieval of records in an efficient way. A pro forma for monthly returns from Commands/ INS India is placed at Enclosure for reference.

3. Information to Retired Officers. IHQ MoD (N)/ DESA is to intimate all retired Naval officers regarding the change in issue of ROIC w.e.f. 01 Jan 19.

4. It is requested that the policy letter be provided wide publicity.

5. Copy of this letter is uploaded on DPS website [HTTP://159.12.45.115:500](http://159.12.45.115:500).

  
(Atul Kumar)  
Commodore  
Cmde (PS) & PM (Navy)

Encl:- As above

Internal

SO/COP

SO/CPS

✓ Cmde (ESM Affairs)

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## MONTHLY RETURNS

**RETIRED OFFICERS IDENTITY CARD (ROIC)**

(A) FRESH ISSUE

[illegible]

(B) RENEWAL (FWT/LOSS)

[illegible]

(c) LOSS

[illegible]