

95365/Q/DDGCS/Canteen Smart Cards

16 Nov 2022

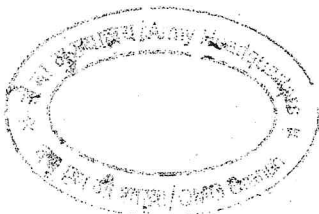
**As Per Distribution List**

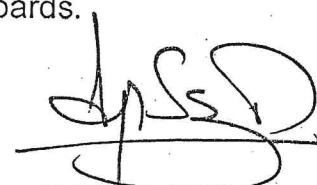
**ADVISORY : PROCESSING OF CSD SMART CARD APPLICATIONS BY URCs**

1. Refer the following:-
  - (a) CS Dte Letter No 96301/Q/DDGCS/SOP dated 04 Aug 2021.
  - (b) CS Dte Letter No 95359/Q/DDGCS/Rejected dated 31 Mar 2022.
  - (c) CS Dte Letter No 95366/Q/DDGCS/SCPL dated 25 Apr 2022.
2. Instructions for filling & submission of CSD Smart Card Application Forms including documents required to be attached with each form have been promulgated vide above mentioned letters. **However, URCs are still insisting upon beneficiaries to attach documents which are not required due to lack of clarity; thus causing avoidable inconvenience.**
3. Recently, all application forms have been revised & disseminated to the environment. Instructions for filling the form, countersigning authority & documents to be attached are clearly mentioned on the reverse side of the forms. **These must be followed in letter & spirit.** The same are enunciated at Appendix for clarification & reiteration.

**Instructions for URCs**

4. **Instructions for Scrutiny of Application Forms.** All URCs are requested to scrutinize the applications & ensure that details entered in the application match the details endorsed in supporting documents before accepting the forms. URCs should not insist on any other document, apart from the documents listed in the Appendix. Beneficiaries are required to sign '**Self Declaration**' about correctness of data filled in the form. The forms are to be countersigned/ authenticated by OIC Canteen/ Field Officer/ Director Level Officer (for Civ Def employees) as mentioned in the form. The forms once collected should be handed over to Card Collection Cum Technical Support Centre (CCTSC) of M/s Smart Chip Private Limited (SCPL) within five days and cards once received should be handed over to the beneficiary within five days of collection.
5. **Instructions for Destruction of Old Cards.** While activating newly prepared CSD Smart Cards of a beneficiary, the **existing CSD Smart Cards of the beneficiary must be collected by the URC & punched immediately after activation of the new cards.** All such cards must then be destroyed by a Board of Officers on a monthly basis & record of the same be kept with URC.
6. The contents of this advisory must be disseminated to all units, formations & URCs for strict compliance and wide publicity must be given to the instructions contained in the Appendix attached through URC notice boards.



  
(APS Chahal)  
Brig  
Brig CS  
for QMG

**Distribution List :-**

HQ Northern Command (OL)  
 HQ Southern Command (OL)  
 HQ Central Command (OL)  
 HQ ARTRAC (Q), Naval HQ (PDPS)  
 Air HQ (Accts), HQ Coast Guard (AD)  
 HQ DGBR (Q), HQ NSG, IG SFF, DIAV  
 All Sub Area HQs, All Cat A & B Ests  
 RR Force HQs

HQ Eastern Command (OL)  
 HQ Western Command (OL)  
 HQ South Western Command (OL)  
 HQ IDS, HQ SFC, HQ ANC  
 HQ DG Assam Rifles, HQ DG NCC  
 DRDO (DMS), OFB, All Corps HQ,  
 E-in-C Branch, DGQA, All Area HQs

**Copy to**

QMG's Br (Interface B)

CSD HO

SCPL

- For information please.

- For information & necessary action please.

**Internal**

'A' Wing

'B' Wing

**CSD SMART CARD APPLICATION FORMS, DOCUMENTS TO BE ATTACHED AND COUNTERSIGNING AUTHORITY**

Ser	Category	Color of Form	Documents to be Attached (Self Attested Copy)	Self Declaration	Verification & Countersignatures	Authentication
(a)	Serving Armed Forces Personnel	White	PAN Card	Beneficiary	OIC Canteen/ Field Officer (Maj/ Equivalent)	-
(b)	Retiring Armed Forces Personnel	Pink	PAN Card	Beneficiary	OIC Canteen/ Field Officer (Maj/ Equivalent)	-
(c)	ESM & Pensioner Widow/ Nok	Green	<p>&gt; <u>In Receipt of Pension</u></p> <ul style="list-style-type: none"> <li>• PAN Card</li> <li>• PPO/ e-PPO</li> </ul> <p>&gt; <u>Not In Receipt of Pension</u></p> <ul style="list-style-type: none"> <li>• PAN Card</li> <li>• Extract of Discharge Book (Containing details of Date of Commission/ Enrollment, Date of Discharge &amp; Reasons for Discharge)</li> </ul>	Beneficiary	OIC Canteen/ Field Officer (Maj/ Equivalent)	-
(d)	Serving Civil Defence Employees	Yellow	<ul style="list-style-type: none"> <li>• PAN Card</li> <li>• Pay Slip</li> <li>• Undertaking Certificate containing details of Deputation period countersigned by Officer of concerned Branch/ Department (Not below Director/ Equivalent) – <b>Only for beneficiaries on deputation</b></li> </ul>	Beneficiary	Officer of concerned Branch/ Department (Not below Director/ Equivalent)	OIC Canteen
(e)	Civil Defence Employees (Retired, Retiring & Family Pensioners)	Light Blue	<ul style="list-style-type: none"> <li>• PAN Card</li> <li>• PPO/ e-PPO</li> </ul>	Beneficiary	Officer of concerned Branch/ Department (Not below Director/ Equivalent)	OIC Canteen
(f)	Serving Cadets in All Three Services	White (With Red Font)	PAN Card	Beneficiary	OIC Canteen/ Field Officer (Maj/ Equivalent)	-
(g)	Agriaveer	White (Blue Font)	PAN Card	Beneficiary	OIC Canteen/ Field Officer (Maj/ Equivalent)	-

**Note** – This Appendix should be displayed on Notice Board of all URCs. No additional documents are to be asked from beneficiaries.