

एकीकृत मुख्यालय रक्षा मंत्रालय (सेना)  
Integrated HQ Min of Def (Army)  
क्वार्टर मास्टर जनरल शाखा  
Quartermaster General's Branch  
कैंटीन सेवाएँ निदेशालय  
Canteen Services Directorate  
विंग-3, पश्चिमी ब्लॉक-3, आर के पुरम  
Wing-III, West Block-III, R. K. Puram,  
नई दिल्ली - 110 066/New Delhi - 110 066

95301/Q/DDGCS/CanteenSmartCard

March 2021

HQ Southern Command (OL)  
HQ Western Command (OL)  
HQ Northern Command (OL)  
HQ ARTRAC(Q)  
HQ DG Assam Rifles  
Naval HQ (PDPS)  
DGBR(Q), HQ DG NSG  
E in C Branch, DAD

HQ Eastern Command (OL)  
HQ Central Command (OL)  
HQ South Western Command (OL)  
HQ ANC, HQ IDS, HQ SFC,  
DG NCC, HQ DG Coast Guard  
Air HQ (Accts)  
HQ IG SFF, DRDO (DMS), OFB  
DGQA, O/o JS(Training)CAO

**PROCEDURE FOR ANNUAL RENEWAL OF CANTEEN SMART CARDS FOR EX-SERVICEMEN & CIVILIANS DEFENCE EMPLOYEES (SERVING & RETD)**

1. Refer para 7 of CS Dte letter No 95286/SG/Q/DDGCS dated 26 Sep 2012.
2. All Ex-Servicemen & Civilian Defence Employees (Serving & Retired) are required to renew their Smart Cards every year. This renewal is to be carried out at the parent URC through CIMS with an aim to ensure that the said indl/ ESM is alive and that he continues to be eligible for the canteen facilities. However, it has come to light that URCs are neither checking any documents of the individual nor ensuring that individual gets the card renewed himself. As a result, a large No of smart cards, which actually should have become invalid, are still being used by beneficiaries/ in some cases by others too. This needs to be corrected on priority so that genuine users do not suffer.
3. The Annual Renewal can be done from the nearest URC & the following procedure will be followed at all URCs for Annual Renewal of Smart Card:-
  - (a) **For all Ex-Servicemen.**
    - (i) Indl to come in person to get the card renewed.
    - (ii) Copy of latest PPO/ Discharge Certificate/ Discharge book to be submitted to the URC & checked by the URC staff.
  - (b) **For Civil Defence Employees (Serving)**
    - (i) Indl to come in person to get the card renewed.

(ii) Copy of latest Pay Slip/Salary Slip to be submitted to the URC & the same to be checked by URC Staff. (In case of deputation, serving cert from Dir level offr indicating the indl is still serving with the org & entitled for CSD facilities).

(c) Civil Defence Employees (Retired)

(i) Indl to come in person to get the card renewed.

(ii) Copy of PPO to be submitted to the URC & the same to be checked by URC Staff (whether he is getting perision form Defence Estimates).

4. URCs to verify all documents of the individual as per above mentioned procedure before renewal of the card & retain documents as record in the URCs. This will be checked by the OIC canteen on occurrence, by the CO/ OC unit on monthly basis & the same be produced for Annual Adm Insp. Three separate registers will be prepared in each canteen for all ESMs, Civil Defence employees (Serving) and Civil Defence Employees (Retd) whose cards have been renewed in the canteen.

5. You are requested to ensure compliance and disseminate this letter to all URCs, all Fmns and units, Area & Sub Areas under your Command.



(APS Chahal)  
Brig  
Brig CS  
For QMG

Copy to:-

QMG's Br/ Q1(E)  
CSD HO

} For info please.

M/s SCPL

For info & necessary action please.