

Telephone: 21411428

REGISTERED

Integrated Headquarters
Ministry of Defence (Navy)
Directorate of Personnel Services
Sena Bhawan
New Delhi 110011

CT/0161/Smart Card/XX

28 May 21

The Flag Officer Commanding-in-Chief
{for CSO (P&A)}
Headquarters, Southern Naval Command
Kochi 682004

The Flag Officer Commanding-in-Chief
{for CSO (P&A)}
Headquarters, Western Naval Command
Mumbai 400001

The Flag Officer Commanding-in-Chief
{for CSO (P&A)}
Headquarters, Eastern Naval Command
Visakhapatnam 530014

The Commander-in-Chief
{for Chief Staff Officer (L,A&P)}
Andaman & Nicobar Command
Port Blair 744102

The Chief Hydrographer to Govt of India
National Hydrographic Office
107-A, Rajpur Road
Post Box 75
Dehradun 248001

The Commanding Officer
INS India
Dara Shukoh Road
New Delhi 110011

The General Manager
Indian Naval Canteen Service
Navy Nagar, Colaba
Mumbai 400005


PROCESSING OF CANTEEN SMART CARDS ON RETIREMENT

1. Refer to IHQ MoD (Navy)/DPS letter CT/0161/X dated 15 May 08.
2. CABS URC is nominated as the nodal URC for processing Smart Card applications prior retirement of sailors vide IHQ MoD (N)/DPS letter ibid. As discharge of sailors from

INS Tanaji has been held in abeyance due to COVID-19, the procedure for processing of Smart Card application has been reviewed. The following procedure is to be adopted by units to assist personnel due for discharge from duty station in processing ESM Smart Card application form:-

- (a) All retiring sailors are to process their ESM application form at nearest URC. Commands are to preferably identify one URC, region wise, to process all the forms as it would help M/s Smart Chip for quick dispatch of bulk processed cards.
- (b) Scrutinised forms are to reach M/s Smart Chip 30 days prior to retirement along with charges at existing rates.
- (c) On receipt of forms, M/s Smart Chip Ltd shall process the forms and ensure ESM smart cards are dispatched to concerned URCs.
- (d) Respective units are to ensure scrutiny of application form and ensure withdrawal of existing Smart Cards of retiring personnel and their dependents. Punch the chip on surrendered Smart Card and dispatch them to M/s Smart Chip Ltd.

3. This procedure for processing of ESM Smart Card application shall come in force with immediate effect till such time release formalities recommence at CABS, whereupon earlier procedure vide IHQ MoD (N)/DPS letter ibid is to be observed.


(MMS Shergill)
Commodore
Cmde {PS & PM (Navy)}

Copy to:-

The Deputy Director General Canteen Services
IHQ MoD(Army)/QMG's Branch
Room No. C-21, 2nd Floor, Wing - III
West Block-III, RK Puram
New Delhi 110066

The Logistics Officer-in-Charge
Naval Pension Office
c/o INS Tanaji
Sion Trombay Road, Mankhurd
Mumbai 400088

M/s Smart Chip Pvt.Ltd.
D-216, Sector - 63
Noida 201301
Uttar Pradesh

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CAPT NAVPEN	✓
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SO (GB)	
SO (ECHS)	
DY JUDGE ADVOCATE	
LOGO	
DATE	07 Jun 21
ACTION	R/c

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