

**APPLICATION FOR THE IRBn SUBSIDIARY CANTEEN
SMART CARD**

FILL UP THE APPLICATION IN CAPITAL LETTERS

1. Name of the Employee: _____
2. Buckle No./Employee No./PPO NO. : _____
3. RANK : _____
4. CATEGORY : GO / SO / OR
5. DATE OF BIRTH : _____
6. GENDER : MALE / FEMALE :
7. MARTIAL STATUS : MARRIED / UNMARRIED/WIDOW/WIDOWER
8. MOBILE NO. : _____
9. NAME OF THE NOMINATED FAMILY MEMBER, WITH RELATIONSHIP AS PER PASS DECLARATION:

Sl.No.	Name	Relationship

I certify that the information furnished above is correct and myself or any other member of my family has not been issued with Canteen card. I undertake to return the card on my transfer out of Puducherry or Repatriation. I have read and understood the instructions relating to the issue of Canteen card. I am aware that I am liable for disciplinary action including cancellation of card at any point of time, if the information furnished above is found wrong.

Signature of Applicant

Certified that the information furnished above are correct as per records.

Date:

Signature of Immediate Superior

Place:

with Seal

INSTRUCTIONS

- 1) Fill up the application form in CAPITAL LETTERS
- 2) Attach a copy of the Identity card with the application
- 3) Passport size photographs of the Govt servant should be attached (In an envelope) with the application. Also attach Family Photo in Post Card size. The photographs should not be pasted or stapled or attested. Please write the Employee No. on the reverse-side of the photograph.
- 4) Please indicate the category as per Rank: (GO- Gazetted Officer) / (SO- ASI to Inspector/Equivalent) (OR- Constable to Head Constable / Others / Equivalent)
- 5) Filled up applications duly countersigned by the Immediate Superior are to be submitted to the canteen officer along with a fee of Rs. 125/- (Rupees One Hundred and Twenty Five Only) per application, in cash
- 6) Canteen card will be delivered to the applicant in person by canteen officer for security reasons
- 7) Only one Canteen card will be issued to the family of government servants
- 8) Only the Government servant/ Family member is authorized to use the canteen card to purchase the items
- 9) The quantum of purchase is subject to the authorized purchase limits prescribed in line with IRBn Subsidiary canteen.
- 10) Loss of the card should be intimated to the canteen staff immediately and new card will be issued only on payment.