STANDING OPERATIVE PROCEDURE (SOP)

SUB: INSTITUTIONAL MEMBERSHIP CARD AND INSTITUTIONAL MEMBERSHIP ADD ON CARD FOR SERVING AND RETIRED OFFICERS OF THE FORCE AND THEIR FAMILIES INCLUDING OFFICERS WHO REMAINED ON DEPUTATION WITH ITBP.

1. AIM

To issue digital ‘Institutional Membership Card’ and ‘Institutional Add-on card’ in order to facilitate the serving and retired officers of ITBP and those who remained on deputation with ITBP and their families.

2. PURPOSE

The card will help the members in getting:

i) Officer’s Mess facility for the Officers and his/her family members.

ii) Canteen facility (CPC, Grain Shop, Liquor (if authorized) and Wet Canteen etc.).

iii) Facility for Amenity vehicles.

iv) M.I. room facility at ITBP locations.

v) Any other facility notified from time to time.

3. ELIGIBILITY

i) All serving & retired ITBP officers (drawing pension) out of the Central Fund and other proceeded on voluntary retirement.

ii) All IPS/Police Officers who have served in ITBP on deputation.

iii) All Ex-Army officers who had tenure in ITBP on re-employment basis or deputation.
iv) Facilities of the messes/institute will also be available to the widows of the deceased ITBP officers along with their dependent children (above the age of 15 years) who have laid down their lives while in service or died after retirement.

v) Officers having been dismissed from service or sent on compulsory retirement on certain charges or indiscipline grounds will not be issued above membership cards.

4 TERMS AND CONDITIONS

i) The card will be valid in all the institutions of the ITBP Force for getting the above mentioned facilities.


iii) Both serving and retired ITBP officers (superannuation, VRS and medically boarded out) and the officers who remained on deputation with ITBP are eligible for the Institutional membership cards.

iv) Add-on membership card will be issued to the family members of the officer on the payment of Rs. 50/- each (family includes Spouse, Son & Daughter, including legally adopted).

v) For the purpose, a separate Saving Bank Account 31758920822, SBI Branch, CGO COMPLEX, IFSC Code. SBIN0007837 with e-banking facility has been made operative. All transactions will be made only through e-banking.

vi) DIG (Admn), Dte. Genl. will be the custodian of the fund.

vii) The Card will be issued centrally by the Officer In-charge, Seminar Hall, Dte. Genl. ITBP under the overall supervision of DIG(Admn).

viii) The application form for the card will be uploaded on the ITBP website and willing officer can fill the form after downloading the same and forward the same, along with duly filled requisite copies of scanned documents at the e-mail id: incarddte@itbp.nic.in and submit online payment of prescribed fee.

ix) Safe custody of the membership card is the responsibility of the member and in case of loss of the card, member is required to inform the police and ITBP authority. In case loss, damage or any change in the card, duplicate card will be issued on payment of Rs. 100/-
5. **MEMBERSHIP FEE**

One time non-refundable membership fee for the Institutional membership card is Rs. 1000/- and Rs. 50/- for each Add-on card. Membership fee is to be deposited online in favour of DIG Adm, Dte.Genl., Account No.31758920822, SBI Br. CGO COMPLEX, IFSC Code. SBIN0007837

6. **TERMINATION OF MEMBERSHIP**

Membership can be terminated for the following reasons.

i) Voluntary withdrawal by addressing a letter to the DIG (Admn), Dte. Gen. ITBP.

ii) Ex-officers involved in criminal cases and had not disclosed this fact while taking membership.

iii) Any member who habitually violates rules and regulations.

iv) For non-payment of dues/bills etc.

7. **RE-ADMISSION**

Member who might have been removed from membership for non-payment of dues etc. may be considered for re-admission provided such a member clears all the dues and pays fresh requisite membership fee to revive his membership again. However members removed for gross misconduct will not be considered for the re-admission.

8. **PROCEDURE TO APPLY FOR THE CARD**

Any eligible officer (serving/retired) who wants to apply for the membership card is required to fill the prescribed form (available on the ITBP website [www.itbp.gov.in](http://www.itbp.gov.in)) and send it to DIG (Adm) along with two passport size photographs, photocopy of service Identity card (where applicable), proof of pension receipt (if applicable), two photographs of family members and online cash deposit receipt to DIG(Admn), Dte. Genl. ITBP. However, in case of serving employees the application for the membership card is to be submitted through the concerned unit/formation after due endorsement by the HOO.
9 **GENERAL:**

All Institutional Card holders are required to adhere to the laid down rules and regulations of the concerned mess/Institute and also ensure proper decorum with regard to wearing of dress etc.

These issues with the approval of competent authority.

\[Signature\]

Dy. Inspector General(Admn)
Dte. Genl. ITBP

**Distribution:**

1. All Ftr. Hqrs/Zonal Hqrs/Referral Hospital/ITBP Academy/SHqrs/CHs/Training Centres/CRO and all Units of ITBP.

**Internal**

1. PS to DG, ITBP for information please.
2. PS to ADG, ITBP for information please.
3. PS to all IsG/IG (Medical)/IFA, Dte Gen.
4. All DIsG, Dte Gen. ITBP.
5. DC (Admn), Dte Gen w.r.t. circulate the above SOP to all Ex-officers of ITBP and those who remained on deputation with ITBP.
6. Mess Secretary, Seminar Hall, Dte Gen. ITBP.
7. Guard File.