RESTRICTED

FORCE HEADQUARTER

SSB

NEW DELHI,

SOP FOR SSB DEPENDENT’S IDENTITY
CARD(SSBDIC)

SSB Dependent’s Identity Cards (SSBDIC)

1. Sashastra Seema Bal Dependent’s Identity Card (SSBDIC) is an official document of identity of all dependents of SSB Force personnel including non combatised. The SSBDIC is to be issued to all entitled dependents on receipt of a request, in the form of an application as per Annexure ‘A’, from the SSB personnel.

2. The aim of this SOP is to lay down eligibility criteria and the procedure for issue of SSB Dependents identity card (SSBDIC) to dependents of SSB personnel.

3. All Serving SSB personnel are entitled for issue of SSBDIC for each of his/her dependent as mentioned in his/her service documents. The SSBDIC will be issued by Unit to which the SSB person is posted after verification of his/her documents.

4. SSBDIC issued to dependents will be valid for 5 years or up to date of retirement, whichever is earlier.
5. Eligibility Conditions:

As per Govt. of India, Min of Health & Family Welfare (Deptt of Health & Family Welfare) letter No.4-24/96-C&P/CGHS/CGHS(P) dated 31 May 07, the eligibility conditions for being dependent are as under:-

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<th>S No.</th>
<th>Details of family</th>
<th>Eligibility conditions</th>
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<td>(a)</td>
<td>Son</td>
<td>Till he starts earning or attains the age of 25 years, whichever is earlier.</td>
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<td>(b)</td>
<td>Daughter</td>
<td>Till she starts earning or gets married, irrespective of the age limit, whichever is earlier.</td>
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<td>(c)</td>
<td>Son suffering any permanent disability of any kind (physical or mental)</td>
<td>Irrespective of the age limit.</td>
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<td>(d)</td>
<td>Dependent divorced/abandoned or separated from their husband/widowed daughters and dependent unmarried/divorced/abandoned or separated from their husband/widowed sisters.</td>
<td>Irrespective of the age limit.</td>
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<td>(e)</td>
<td>Minor brother(s)</td>
<td>Up to the age of becoming a major</td>
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<td>(f)</td>
<td>Father/Mother</td>
<td>Irrespective of the age limit. If both are fully dependent on person</td>
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6. SSBDIC issued to dependent of SSB personnel shall be for the purpose of identification for
(a) Travel in Air India/private Airlines on concession.
(b) Medical facilities in any CAPF Hospital.
(c) Travel by amenity vehicles of SSB.
(d) Central Police Canteen facilities.
(e) To avail any welfare facility offered by WARB(MHA)

Supply of Blank Dependent Identity Cards

7. It is the responsibility of the unit to ensure that the dependents of personnel are issued with SSBDIC. Blank SSBDIC are to be printed by the Unit concerned and are to be issued on payment.

8. Each SSBDIC will have a printed six digit serial number.

Photographs

9. Two copies of recent coloured photograph measuring 1”x1”. The photograph must bear true resemblance to the person photographed. The photos will be used as follows :-

(a) One copy of photograph to be affixed to the SSBDIC.
(b) The second photograph is to be affixed to the Register for Dependent Identity Card (RDIC) in individual’s document copy.
10. Providing of photographs of the dependents will be the responsibility of the personnel who has applied for SSBDIC.

11. Units will fill up all the required information/details in the blank SSBDIC and affix the photograph. A uniform pattern for making entries in the SSBDIC is to be followed by all Units as per sample enclosed.

12. A register is to be maintained by the Units for receipt and issue of SSBDIC as being maintained for ID cards.

13. The SSBDIC is to be issued to the applicant for his/her dependent against his signature in the appropriate register. The holder should make a separate note of the serial number of the SSBDIC issued to him for reference in the event of a loss.

14. On transfer SSBDIC will be deposited with the old unit. New card will be issued at the new unit. On retirement SSBDIC will be deposited with the unit from which the individual is retiring.

**Loss of Sashastra Seema Bal Dependent Identity Card.**

15. The person to whom the dependent belongs is to be held personally responsible for taking all such precautions for his dependents as are expected of a prudent person against loss, theft or damage/misuse of his SSBDIC.

16. In the event of loss of an SSBDIC, the SSB personnel (to whom the dependent belongs) is to immediately report the loss, in writing, to his Office for further suitable action by the Unit.
Replacement

17. On SSBDIC becoming unfit for further use, a new SSBDIC will be issued on payment and the old card will be withdrawn. The SSBDIC, complete with photographs are to be issued to the dependents of all service personnel for which the cost is to borne by the concerned individual.

18. Every SSBDIC replaced / withdrawn or returned to a Unit are to be cancelled by punching the face and place of signature and destroyed on the last working day of each month under the supervision of a Gazetted Officer. SSBDIC if recovered after loss is to be destroyed and not be re-issued. A register of records of destruction as per details given in Annexure’C’ is to be maintained. An endorsement is to be made in the concerned register regarding the destruction of SSBDIC.

[Signature]

Assistant Director (Welfare)
APPLICATION FORM SSBDIC
for Dependent Identity Card

Service Details Issue/Re-Issue I/II/III

New SSBDIC No. __________ Old SSBDIC No __________

Name of Dependent ________________________________________
Relationship with Dependent _________________________________

Identification mark _________________________________________

Particulars of SSB Personnel

Regimental No. ......................... UID No. ................ Rank ............... 
Name .................................................. 
Branch/trade ......................... Unit ...................... 
Date of Enrolment.....................

Reasons for Issue: Initial/Defaced/Loss

Earlier Issues
(a) SSBDIC Nos (i) ...................(ii) ...............(iii) ................
(b) Date of issue (i) ................(ii) ...............(iii) ............... 
(c) Reason for issue (i) ................(ii) ...............(iii) ............... 

Earlier Losses
(a) SSBDIC Sl.No. (i) ................(ii) ...............(iii) ............... 
(b) Date of Loss (i) ................(iii) ...............(iii) ............... 
(c) Action Taken (i) ................(ii) ...............(iii) ...............
Loss Details  
(in case of issue due to loss)

(a) Lost SSBDIC No. .................. Date of Issue ..................
(b) Action taken (If any) ..................

Signature of Applicant  
(SSB Personnel)

FOR USE OF ISSUING UNIT

The applicant is authorized for issue of SSBDIC as per service records ..................

Signature of H.O.O./Admn Officer
SASHASTRA SEEMA BAL
DEPENDENT IDENTITY CARD
(if found please forward to issuing authority)

Name........................................
Date of Birth................................
Visible identification marks (1)..........
(2)..........................

Dependent of
Personal No........... UID No........
Rank........................................
Name........................................
Unit/Station..............................

Signature of holder Issuing Authority

TO WHOM IT MAY CONCERN

Certified that the family details and photos affixed on reverse
are entitled to:—

a) Travel in Air India/any Private Airlines on concession.
b) Medical facilities in any CAPF Hospital.
c) Travel by amenity vehicles of SSB.
d) Central Police Canteen facilities.
e) To avail any welfare facility offered by WARB (MHA).

Valid upto ......................

Station: ...................... Dated ...............
**SSBDIC DESTRUCTION REGISTER**

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<tr>
<th>Sl No</th>
<th>SSBDIC Sl No</th>
<th>Issued to Service No /Rank/Name/Branch/trade</th>
<th>Place of Issue</th>
<th>Destruction Date &amp; reason</th>
<th>Sig. of Officer</th>
<th>Remarks</th>
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