

Amendment No.	01
Date of Amendment	07/03/2017

DEPARTMENT OF SMART CARD REGISTRATION SERVICES

SOP

Standard Operating Procedures for Registering for smart cards for gas victim dependents by Health Centres

1. Process for obtaining smart cards for gas victim dependents by Health Centres

The Health Centre In charges will send the documents to smart card department for obtaining smart cards of Gas Victim Dependents. The documentary requirements for obtaining smart cards for gas victim dependents by Health Centre are as follows:

1.1 For Fresh Registration

- Attested copy (by respective mini unit Incharge) of Antim Aadesh Patra of Gas Victims
- Attested copy (by respective mini unit Incharge) of Pro rata paper of Gas Victims
- Attested copy (by respective mini unit Incharge) of following documents
 - i. गैस पीडित आश्रितों के स्मार्ट कार्ड बनाने के लिए जन्मतिथी के प्रमाण के दस्तावेजों के रूप में नगर निगम द्वारा जारी जन्म प्रमाण पत्र अथवा हाई स्कूल की अंकसूची (कक्षा दसवीं) के नहीं होने पर निम्नलिखित दस्तावेज भी जन्मतिथी प्रमाण के दस्तावेजों के रूप में मान्य होंगे जिनमें गैस पीडित माता या पिता का नाम अंकित हो अथवा दस्तावेजों में माता या पिता का आश्रित से संबंध स्थापित होता हो।
 - (1) मान्यता प्राप्त विद्यालय द्वारा जारी किसी भी कक्षा की अंकसूची जिसमें जन्मतिथी अंकित हो।
 - (2) राशन कार्ड (यदि जन्मतिथि लिखी हो)
 - (3) पासपोर्ट
 - (4) पेन कार्ड
 - (5) ड्रायविंग लायसेंस
 - (6) आधार कार्ड
 - (7) मतदाता पहचान पत्र

In case of non availability of all above documents, self declaration from the gas victim (in case of dependent is minor) or self declaration from

the gas victim dependent (in case dependent is major) to be obtained in order to ascertain the age of dependent in DDMMYYYY format. e.g. 01/03/2010

- 2 Passport size photographs of the dependent
- Adhar Card no. (Copy) if available

1.2 For missing smart card

- Attested copy of police complaint along with above mentioned documents
- No charge for missing card for gas victim dependents. Only FIR copy is required.

1.3 For duplicate smart card

- Wrecked / not readable card along with above mentioned documents
 - No charge for making duplicate card for gas victim dependents
2. The smart card section will prepare the smart cards on the basis of above documentary requirements and will send the smart cards to the mini unit coordinator for distribution to patients at earliest but not later than 30 days from the date of receipt of documents from the concerned Health Centre. The distribution of smart cards to patients will be carried out within 15 days from the date of receipt of smart cards by respective Health Centre.
 3. A proper acknowledgement of the patient regarding receipt of smart card will be obtained and kept in record by respective unit In-charge.
 4. The smart card section will ensure that all gas victim dependents, whose has been issued ID, are covered with smart card after completing all procedures/formalities as per rule.