

Block No. 09, CGO Complex
Lodhi Road, New Delhi-3

Dated: 16th January, 2026

OFFICE MEMORANDUM

Subject : Guidelines for Consumer (Beneficiary) Registration & Issue of KPKB Beneficiary Cards to the Employees of MHA

Guidelines for KPKB Beneficiary Cards registration and issue of the Cards to beneficiaries (employees of MHA) obtained from MHA (Police-II Division), Resettlement & Welfare Directorate vide their ID Note No 27011/75/2025-R&W(CF-3759831) dated **08th September, 11th September** and **23th September 2025 (photocopies attached)**.

2. As per the guidelines of the above ID Notes, individual beneficiary will apply through portal (<http://home.kpkbmha.in>) under consumer login tab and select the new consumer registration. Fill up the details and attach required documents as per description on the portal.

3. All beneficiaries are requested that after filling the online application, take the print out of the application form and submit to this Directorate alongwith the following documents and *additional information in enclosed format (Annexure - I) & Proforma attached as Appx A* for onward submission to R&W Dte, Police-II Division (MHA).

(a) Photocopies of Departmental Identity Card, PAN Card, Aadhar Card duly self attested.

(b) One passport size of photograph duly endorsed self details (Name and Designation) on back side of photograph.

4. A separate application form for retired MHA employees will be submitted to this Directorate alongwith the above documents and expenditure on providing a laminated card (i.e. Rs 50/-) will be borne by the retired employees. The Demand Draft / Banker's cheque of Rs 50/- in favour of DIG/CEO, KPKB, payable at SBI, Bhika Ji Cama Place should be enclosed with the application form.

Contd...2/-

Gourish

5. After activation. The consumer (beneficiary) will be able to login on the portal for downloading their KPKB card under the consumer login and card will also be forwarded on registered e-mail ID.

Gopintra
16.1.26

(Gopal Singh Khatri)

Joint Assistant Director (Admin)

Copy to,

1. PS to Director.
2. PA to Addl. Director (I) / PA to Addl.(Director (II).
3. All JDs/DDs.
4. I/C of All Sections HQrs/CPRTI/POLNET Hub & I/C of All ISPW Stations / All RPWTIs : to bring into the notice to all Officers / Officials under their control.
5. AD (IT) : for uploading on the website of DCPW.
6. File.

Government of India/भारत सरकार
Ministry of Home Affairs/गृह मंत्रालय
[Police-II Division/पुलिस-2 प्रभाग]
[Resettlement & Welfare Directorate]
[पुनर्वास एवं कल्याण निदेशालय]

23 SEP 2025

Subject :- Guidelines for Consumer (Beneficiary) Registration & Issue of KPKB Beneficiary Cards to the Employees of MHA.

In continuation to MHA, P-II Division (R&W Dte) ID No. 27011/75/2025-R&W (CF-3759831) dated 08th Sept' 2025 and dated 11th Sept' 2025 (uploaded on e-Office portal), all beneficiaries are requested that after filling the online application, take the print out of the application form before final submission and submit to concerned division i.e. Administration Division (as per rank structure) along with additional information in enclosed format (Annexure-I) and Administration Division may forward the same to R&W Dte, MHA duly verify the details in prescribed format.

2. Besides above, it is also to inform that the KPKB portal is presently under maintenance. Therefore, all beneficiaries are kindly requested to submit their application after 15th Oct' 2025.
3. Rest guidelines will remain unchanged.



(Shivam)
Section Officer (R&W Dte)
Telephone : 24010192
e-Mail : ic-rw@mha.gov.in

All Divisions/Section of MHA

MHA ID No.27011/75/2025-R&W (CF-3759831)

Dated 23rd September, 2025

Copy to:-

- 1) DIG/CEO-cum-GM KPKB, R K Puram, New Delhi:- For info, please.

Internal :-

- 1) DS (Estt) & DS (Adm), MHA :- with the request to submit the received applications along with additional information as **Annexure –I** duly verified, please.
- 2) SO (IT), MHA – For uploading the same on e-Office portal, please.

23 SEP 2025

ANNEXURE-I

1. KPKB application Number generated by Portal : CON _____
2. Are you from CSSS/CCS/CSCS or on Deputation? :
3. Date of joining in MHA :
4. If completed total 5 yrs. of service in MHA :
(Complete posting details)
5. Date of Joining in service :
6. Date of validity of KPKB card :
(to be furnished , by concerned controlling authority)

Signature of official applying for
KPKB card

Counter Signature of Controlling Authority with Seal

Note: After filling the application form, individual to select CTRL+P to take the print out of the application form before final submission and enclosed with this annexure and submit to the administrative division of concerned office for onward submission to R&W Dte, Police-II Division (MHA).

Government of India/भारत सरकार
Ministry of Home Affairs/गृह मंत्रालय
[Police-II Division/पुलिस-2 प्रभाग]
[Resettlement & Welfare Directorate]
[पुनर्वास एवं कल्याण निदेशालय]

11 SEP 2025

Subject :- Guidelines for Consumer (Beneficiary) Registration & Issue of KPKB Beneficiary Cards to the Employee of MHA.

In continuation to para-2(iii) of MHA, P-II Division (R&W Dte) ID No. 27011/75/2025-R&W (CF-3759831) dated 08th Sept 2025 (Copy enclosed), all beneficiaries are requested that after submitting of online application, the copy of application may be submitted to their concerned division i.e. Administration Division (as per rank structure) and Administration Division may forward the same to R&W Dte, MHA duly verify the details in prescribed format.

2. Rest guidelines will remain unchanged.



(Shivam)
Section Officer (R&W Dte)
Telephone : 24010192
e-Mail : ic-rw@mha.gov.in

All Divisions/Section of MHA

MHA ID No. 27011/75/2025-R&W (CF-3759831)

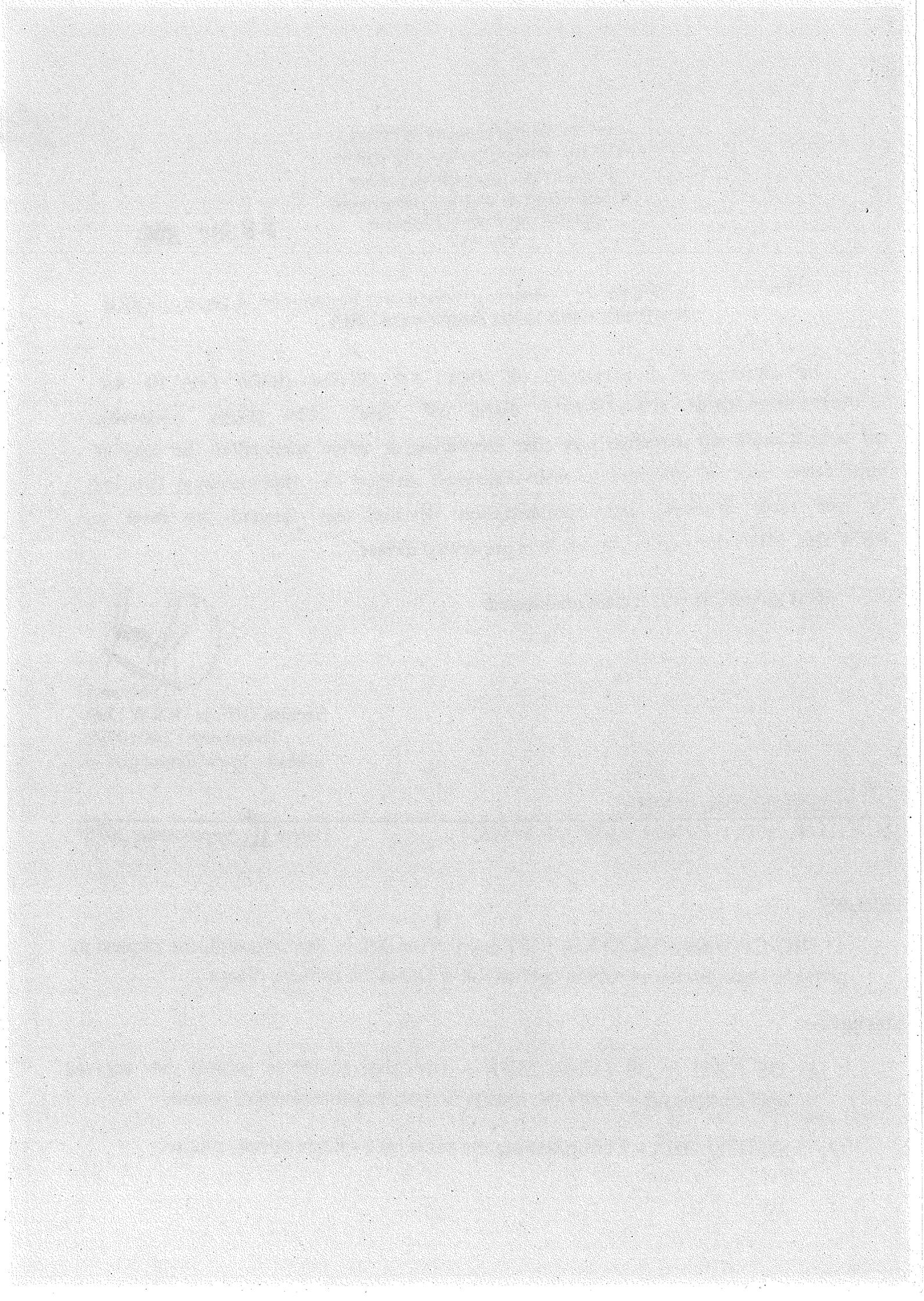
Dated 11th September, 2025

Copy to:-

1) DIG/CEO-cum-GM KPKB, RK Puram, New Delhi:- For info with the request to provide login access as Admin user to R&W Dte at the earliest, please.

Internal :-

- 1) DS (Estt) & DS (Adm), MHA :- with the request to submit the received applications after verify the details in the prescribed format, please.
- 2) SO (IT), MHA - For uploading the same on e-Office portal, please.



Government of India/भारत सरकार
Ministry of Home Affairs/गृह मंत्रालय
[Police-II Division/पुलिस-2 प्रभाग]
[Resettlement & Welfare Directorate]
[पुनर्वास एवं कल्याण निदेशालय]

08 SEP 2025

Subject :- Guidelines for Consumer (Beneficiary) Registration & Issue of KPKB Beneficiary Cards to the Employee of MHA.

The Kendriya Police Kalyan Bhandar (KPKB) has developed a new portal under the PAN India project of modernization/automation of KPKB which is open for all the stakeholders of KPKB system and will enable new beneficiaries to register their details in the System.

2. The procedure to be adopted by the beneficiaries of MHA as given below :-

a) Step - 1

- (i) Login access will be created for R&W Dte for approval of cards of beneficiaries of MHA as per existing guidelines.
- (ii) Individual beneficiary will apply through portal (<http://home.kpkbmha.in>) under consumer login tab and select the new consumer registration. Fill up the details and attach required documents as per description on the portal.
- (iii) After submitting of application the user will submit the necessary documents to his concerned division and division will forward the same to R&W Dte MHA (clearly mentioning the application ID received through the portal). Proforma attached as **Appendix - 'A'**.
- (iv) After getting the application ID generated through the portal, the Admin at R&W Dte will approve the beneficiary after verification of documents uploaded by individual on the portal and will receive through the concerned division.
- (v) After verification by the Admin User it activates the consumer's account on the portal and the same shall get marked in the system to the admin user of the HQ KPKB who shall act as the 2nd level of check.

b) Step - 2

- (i) Admin user at HQ KPKB level would be allowed to check the details as entered by the consumer, documents uploaded by them and comments as entered by Admin of R&W Dte. If satisfied, the admin user at HQ KPKB would confirm the activation of the consumer.

Contd.....

:: 02 ::

- (ii) After activation, the consumer will be able to login on the portal for downloading their KPKB card under the consumer login and card will also be forwarded on registered e-mail ID. User guide for Consumers/beneficiary is **enclosed**.
3. Further, the printed KPKB cards will be valid till the project goes live, but cards will be kept by beneficiaries till 31st March' 2026 to check their AFD-1 purchase quota. After 31st March' 2026, cards will be disposed off by concerned individual. The limit of purchase for KPKB beneficiaries are as under:-

| Rank | Monthly limit value items (Grocery/consumable items) | Annual Limit (AFD items or items above Rs. 12,000/-) |
|-----------------------------------|--|--|
| Gazetted Officers & Equivalent | Rs. 11,000/- | Rs. 1,00,000/- |
| Subordinate Officers & Equivalent | Rs. 9,000/- | Rs. 1,00,000/- |
| Other Ranks & Equivalent | Rs. 8,000/- | Rs. 75,000/- |

4. Rest guidelines are same as issued vide MHA, Police-II Division (R&W Dte) UO No. 27011/75 (ii)/2013-R&W dated 10th December' 2013. (**Copy enclosed**)
5. This has the approval of Competent Authority.

Enclosed: As above.


(Shivam)

Section Officer (R&W Dte)

All Divisions/Section of MHA

MHA ID No.27011/75/2025-R&W (CF-3759831)

Dated 9th Sept' 2025

Copy to:-

- 1) DsG : BSF, CRPF, CISF, ITBP, SSB & AR (through LOAR) - for info, please.
- 2) DIG/CEO-cum-GM KPKB, RK Puram, New Delhi:- w.r.t. their UO No. KPKB/DA-6/Modernization/2024/3171 dated 18th July' 2025. KPKB HQr also requested to provide login access as Admin user to R&W Dte at the earliest.

Internal :-

SO (IT), MHA – For uploading the same on e-Office portal, please.

APPENDIX-A

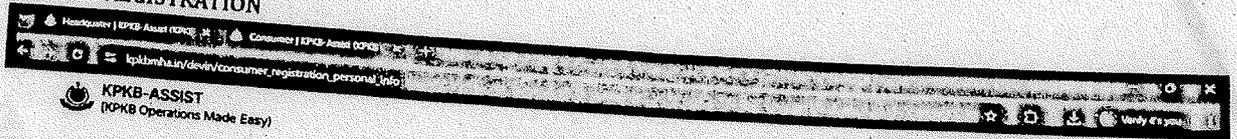
**PROFORMA OF FORWARDING TO BE SUBMITTED BY DIVISION/DEPARTMENT
TO R&W DTE ALONG WITH REQUIRED DOCUMENTS**

| Srl No. | Name of Beneficiary Along with old card No. (If Prepared) | Designation with Employee code and Categorization | Application No. (Generated on Portal) | Division/Department of MHA | Eligible for KPKB facility (Yes/No) | Remarks |
|---------|--|---|---------------------------------------|----------------------------|--------------------------------------|---------|
| | | | | | | |
| | | | | | | |

Signature of Officer
Not below the rank of Under
secretary/administrative Head

CONSUMER REGISTRATION

1. REGISTRATION



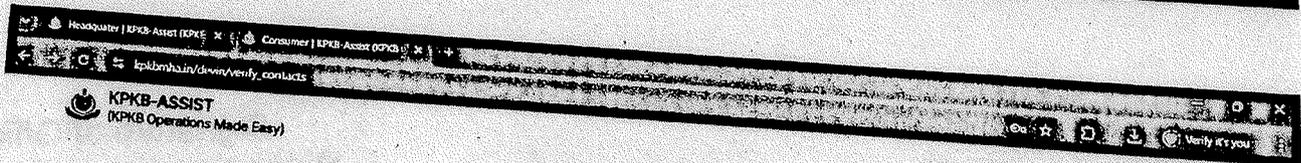
REGISTRATION

- 1 PERSONAL INFO
- 2 VERIFY CONTACTS
- 3 ADDITIONAL INFO
- 4 PREVIEW & SUBMIT

INDIVIDUAL CONSUMER

| | | | | | |
|------------|------|---------------------------|---------------------|-----------|--------|
| FULL NAME | | | | | |
| First Name | Setu | Middle Name | Dutt | Last Name | Sharma |
| MOBILE NO. | | EMAIL ID | DATE OF BIRTH | | |
| 7878055855 | | sdsharma@mscteindia.co.in | 24/04/2025 | | |
| PAN | | SERVICE STATUS | SERVICE NO | | |
| CXUP58132B | | Serving | Regimental Id SDS11 | | |

CANCEL NEXT



REGISTRATION

- 1 PERSONAL INFO
- 2 VERIFY CONTACTS
- 3 ADDITIONAL INFO
- 4 PREVIEW & SUBMIT

CONSUMER

Mobile OTP = F93CD705 Email OTP = AD70789D
SMS OTP SENT ON *****8855

F93CD705 0:04:29 RESEND VERIFY

EMAIL OTP SENT ON *****A@MSTCINDIA.CO.IN
AD70789D 0:04:29 RESEND VERIFY

ENTER PASSWORD * CONFIRM PASSWORD *

Create a strong password with a mix of letters (uppercase & lowercase), numbers and symbols (e.g., @, #, \$).

NEXT



Consumer | KPKB-Assist (KPKB Operations Made Easy) | DASHBOARD CATALOGUE SB CATALOGUE STORE QUOTA HISTORY INVOICE LIST ORGANISATION | LOGOUT

CONSUMER ID: CRPOFCSS002PA01 | CONSUMER STATUS: VERIFIED

Congratulations!! Your application No. CON015 dated 29/04/2025 has been successfully approved by MB-DL-CEN-KOT-01.

Quick Links

[DOWNLOAD ID CARD](#)

[CHECK QUOTA](#) [SEARCH STORE](#)

[USER GUIDE](#)

Recent Invoices

| Invoice Date | Invoice No. | Store | Total (Rs.) |
|--------------|-------------|----------|-------------|
| 01/01/1970 | 802KJ04M2 | SB Store | 4824.85 |
| 01/01/1970 | OCK150KHVJ | SB Store | 285.814 |
| 01/01/1970 | 8TKV1M5G2H | SB Store | 5792.22 |
| 01/01/1970 | GG2U74DU98 | SB Store | 579.222 |
| 01/01/1970 | JHYZWVTKBD | SB Store | 6178.368 |
| 01/01/1970 | 10RY74CZBO | SB Store | 9782.892 |
| 01/01/1970 | EB2B7755L | SB Store | 1781.429 |
| 01/01/1970 | R3DSMUVTWE | SB Store | 98.537 |
| 01/01/1970 | GUJL04309E | SB Store | 591.742 |

[VIEW ALL](#)

Application Status

[VIEW ALL](#)

Download ID Card

Consumer | KPKB-Assist (KPKB Operations Made Easy) | DASHBOARD CATALOGUE SB CATALOGUE STORE QUOTA HISTORY INVOICE LIST ORGANISATION | LOGOUT

KPKB-Assist ID Card
Ben Id.: CRPOFCSS002PA01

 **Manoj Pandey**
SERVING: Regimental Id - SDS002
Force No: CRPF(085)
Rank: Officer (RK01)

* Computer generated ID does not require Signature

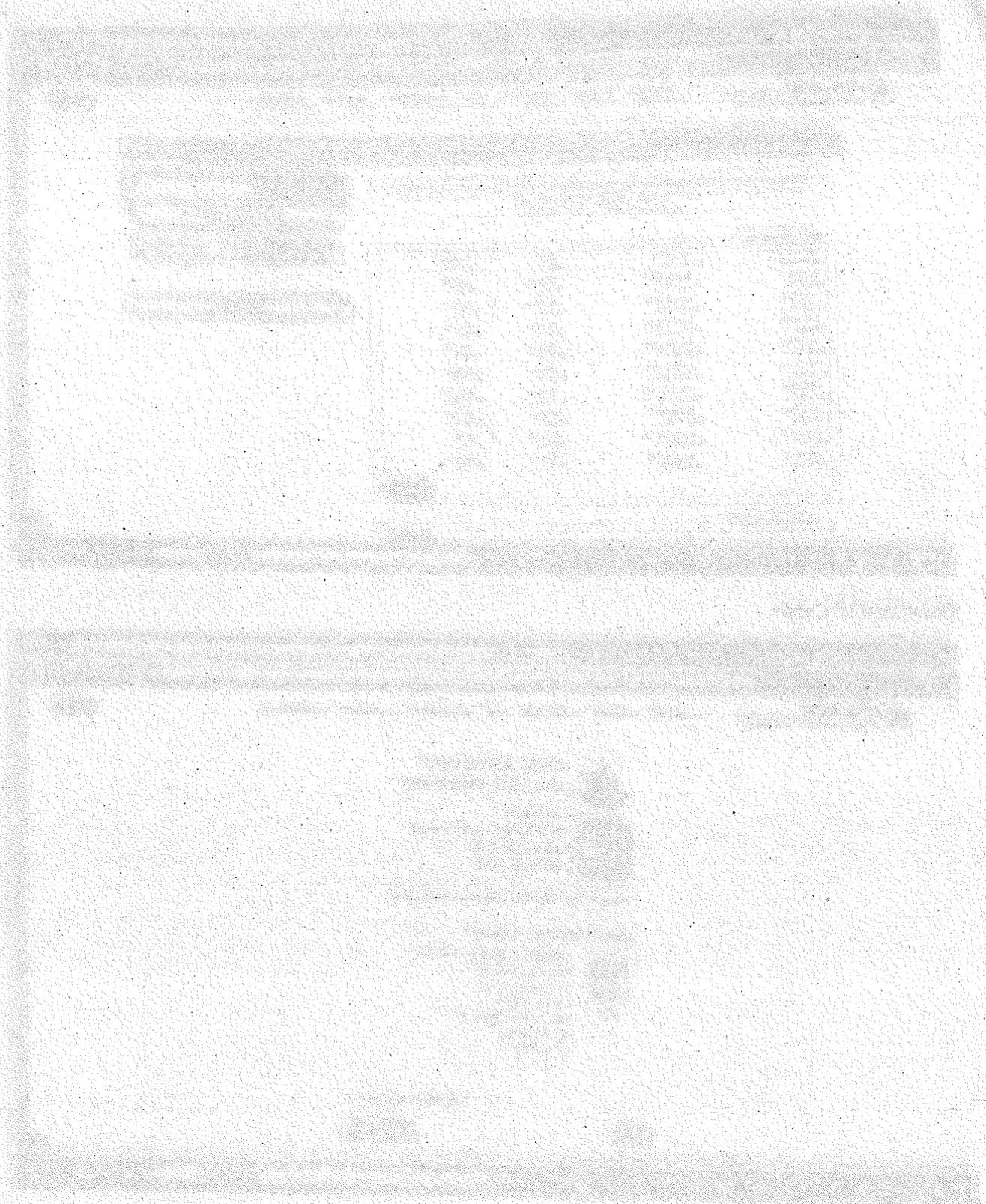
Ben Id.: CRPOFCSS002PA01

 **150 MHz**
Mobile No. (Verified): *****0102
Permanent Address:
Demo Address Line 1,
Address Line 2,
State: Uttar Pradesh (UP),
City: Ghaziaabad,
Pin - 201002.

Beneficiary Signature

[BACK](#) [DOWNLOAD](#)

SB Catalogue



Government of India
Ministry of Home Affairs
Police Division-II
[Resettlement & Welfare Directorate]

159
1 DEC 2013

Room No 171-C
North Block, New Delhi

Subject: Guidelines for Issue of Central Police Canteen (CPC) beneficiary Cards to the employees of MHA.

In continuation to this Ministry's communications No.27011/75/2011-R&W dated 18/10/2011, dated 17/01/2012 and dated 17/02/2012, on the above-mentioned subject (copy enclosed), the undersigned is directed to convey that:

- i) All employees on the strength of MHA (being paid salary out of MHA Budget) are eligible to be issued CPC beneficiary cards.
- ii) The employees/officers of MHA are required to submit an application in the enclosed proforma, duly filled and verified by the Administration Division of MHA for getting CPC beneficiary cards issued to them.
- iii) The officials who are on deputation to the MHA will be issued CPC beneficiary card up to completion of their tenure.
- iv) The employees/officers who have worked in MHA for five years or more (including retired MHA employees) during their entire service career may be issued CPC card for a period of 5 years and thereafter they have to get it renewed after every five years.
- v) The officers of the level of Additional secretary and above who have been in MHA for a period of three years or more in their entire service career will be issued CPC beneficiary card for a period of 5 years and the card will be renewed by the CPC subsequently.
- vi) The officials under CSS/CSCS/CSSS who have not completed the stipulated period of 5 years in MHA and are currently on the strength of MHA will be issued CPC card for a period of one year only. The card for these officials will be renewed by CPC every year till their transfer or retirement from MHA or completion of their term in MHA which ever is earlier. However, after completion of five years of these officials in MHA the CPC card will be issued for five years and renewed thereafter for every five year period.
- vii) For calculation of the period of five years or three years, as the case may be, the intermittent period of posting in MHA during the entire service career will be counted.
- viii) The period of service rendered in MHA will be required to be verified from the Administration Division of the Ministry.
- ix) The application for issue of CPC beneficiary card duly verified by the Administration will be sent to Resettlement & Welfare Section of Police-II Division.
- x) The application received in this regard will be first scrutinized in R&W Section and sent to CEO CPC, if found in order, for issue of CPC card.

Contd.....2.....

- xi) A separate application form for retired MHA employees is enclosed. Period of service rendered in MHA should be verified by the last controlling authority for the purpose. Expenditure on providing a laminated card (i.e. Rs.50/-) will be borne by the retired employee. The Demand Draft / Bankers cheque of Rs. 50/- in favour of CEO, CPC, payable at SBI, CGO Complex, Lodhi Road should be enclosed with the application form.
- xii) MHA employees will be entitled to avail the CPC facilities all over the country for purchase of all items/goods available with CPC store (except liquor) on production of their CPC beneficiary Card.
- xiii) Details of CPC cards issued to the employees will be maintained by the CEO, CPC and validity of each card will be checked and renewed as per above guidelines. Detail of cards issued from time to time to the MHA employees may be provided to MHA on quarterly basis.

Encls : As above.

G.C. Yadav

(G.C. Yadav)
Under Secretary to the Govt. of India
2309 3443

All Sections/Divisions of MHA
Welfare Officer of MHA
MHA UO.No.27011/75(ii)/2013-R&W

Dated the, December, 2013
10 DEC 2013

Copy to:-

- 1.) DsG : BSF, CRPF, CISF, ITBP, SSB & AR (through LOAR) -- for information please.
- 2.) DIGP/CEO-cum-GM CPC c/o Dte. General CRPF , CGO Complex, New Delhi - for information w.r.t. his letter No. DA.VII/CPC/2013-1645 dated 16/09/2013.

Internal:-

SO (IT), MHA -- for uploading the same on MHA's website.