

एकीकृत मुख्यालय रक्षा मंत्रालय (सेना)  
Integrated HQ of Min of Def.(Army)  
क्वार्टरमास्टर जनरल शाखा  
Quartermaster General's Branch  
कैटीन सेवाएँ निदेशालय  
Canteen Services Directorate  
विंग, 3-पश्चिमी ब्लाक, 3-आर के पुरम  
Wing-III, West Block-3, R.K Puram  
नई दिल्ली-110066 New Delhi- 110066

No. 96301/Q/DDGCS/SOP

As per Distribution list

07 August 2021

### ADVISORY : INSTRs FOR FILLING CSD SMART CARD APPLICATION

1. **Intro** The extant procedure for applying for CSD Smart Cards hinges on the diligent completion of the blank application form with correct details and all, legible supporting documents. It is also essential to provide good quality photos in correct attire for personalization of the cards. In a bid to avoid incl of Service No on the CSD Smart Cards, the PAN is being slowly adopted as the principle iden and hence, its incl in the supporting docus is also an imperative. It has been observed that due to oversight in form-completion, lack of sp docus and incomplete vetting, there is a significant percentage of rejection of applications. In order to reduce these numbers, the following instrs are reiterated for dissemination to CSD beneficiaries and for being diligently ensured at the level of the URCs.
2. **PAN No.** This being the Principle Fd for est of iden, it is to be ensured that correct and complete details are incl in the Form.
3. **Applying Afresh/ Re-applying.** The 're-applying' coln is to be ticked only when the applicant already had/was in possession of a card previously.
4. **PPO/Disch Papers as Sp Docus-ESM.** Legible, complete sp docus (PPO & Disch Book) are central for consideration of eligibility for CSD Smart Cards. URCs to ensure that legible & complete docus for est the ESMs iden are appended to the application forms.
5. **Salary Slips for Serving Civs.** Serving Civs are reqd to submit photocopies of their latest Salary Slip as proof of their (still) being in service.
6. **Attestation/Counter Sign.** All sp docus and applications must be self-attested. The filled application form must be counter-signed by the OIC Canteen with the round stamp of the Unit/URC affixed.
7. **Date of Joining (Service).** AFD 1 items (Cars, Scooters etc) are authorised periodically, viz, after a certain No of years of service. While filling details of joining (service), applicants-especially JCOs, fill their date of promotion instead. This leads to rejection of demands of AFD items due to lack of requisite years of service (five years).
8. **Date of Retirement.** Date of retirement is pre-decided wrt rk. Cases of promotion to higher rks (for auth of addl entitlement) such as Hony JCOs/Lts/Captts etc entail a fresh application. The date of retirement is the last date of the month pertaining to relevant yr (wrt age for retirement by rk).

9 Photos.

(a) Size & Quality. Good quality (Min 12 Mega Pixel Clarity):

- (i) Single : 3 x 3 cms.
- (ii) Jt : 4.4 x 2.8 cms.

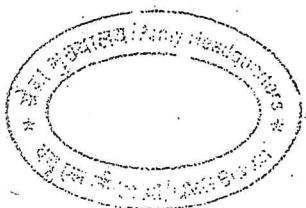
(b) Rejections. The u/m cats of photos would be rejected:-

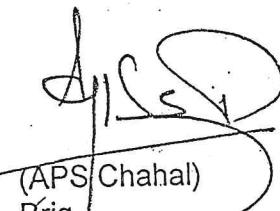
- (i) Photocopies (ii) Blurred, Hazy, Smudged.
- (iii) Black & White (iv) Side Profile.

(c) Background. Contrasting background. Lt Blue for all less IAF pers who may have lt shade of red in the background.

(d) Head Gear. No photo with headgear except for Sikh pers.

10 The above instrs be disseminated and implemented at all URCs receiving applications in letter & spirit.



  
 (APS Chahal)  
 Brig  
 Brig CS  
 For QMG

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