

Integrated HQ of MoD (Army)  
Quartermaster General's Branch  
Canteen Services Dte  
West Block-3 Wing-III, R.K. Puram,  
New Delhi-110066

No 95350/Q/DDGCS/AFD

HQ Northern Command(OL)  
HQ Eastern Command(OL)  
HQ Central Command (OL)  
HQ ARTRAC (Q)  
Air HQ (Accts)  
HQ DG Assam Rifles  
DGBR (Q), DG NCC(Lgs), OFB  
E in C Branch

HQ Southern Command (OL)  
HQ Western Command (OL)  
HQ South Western Comd (OL)  
Naval HQ (PDPS)  
HQ IDS, HQ SFC, HQ ANC  
HQ Coast Guard (AD)  
DGQA, DRDO(DMS), DAD  
DG NSG, IG SFF, DIAV

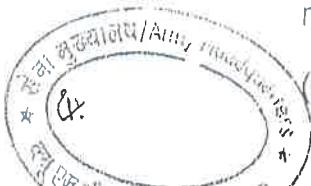
23 December 2019

ADVISORY: PROCEDURE WRT SALE OF AGAINST FIRM DEMAND( AFD)  
ITEMS

1. Further to CS Dte letter No 95350/Q/DDGCS/AFD dated 27 November 2018.
2. Procedure wrt sale of AFD items through nominated URCs was promulgated vide above mentioned letter and feedback has been received over the past ten months. The nominated URCs are the only authorized entity to process documents for AFD-I items and the depots for issue of Local Supply(LS) Orders. Entitled beneficiary will be permitted to submit their documents and collect Local Supply (LS) Order from nominated URCs.
3. Several representations was received from Ex- Servicemen as well as serving personnel to simplify procedure with respect to AFD purchase. Based on the feedback, the revised policy wrt documentation is as given below:-

(a) Documents Required for Purchase of AFD Stores.

- (i) Self attested copy of individual Canteen Smart Card.
- (ii) Indent form(available at URCs and also on [www.csdindia.gov.in](http://www.csdindia.gov.in)), duly filled & countersigned. Common format for indent form for purchase of AFD is att at Appx.
- (iii) Availability certificate from authorized CSD dealer. The details of authorized CSD dealers are available at [www.csdindia.gov.in](http://www.csdindia.gov.in).
- (iv) Copy of payment details made through RTGS/NEFT to the CSD Account Number by the beneficiary from his/ her/ joint account only (except loan cases). Payment in loan cases can be through the Banker /Individual's account. The bank account number of CSD Depot can be obtained through nominated URC.
- (v) Self attested copy of PPO/discharge book/ discharge certificate/ release certificate wrt ESM and Serving Certificate wrt serving personnel.
- (vi) Self attested copy of PAN card.



(b) Affidavit by the individual, proof of address, self attested copy of driving license has been done away with.

(c) Action by Beneficiaries/URCs.

(i) Check and confirm availability of desired product in CSD through [www.csdindia.gov.in](http://www.csdindia.gov.in).

(ii) Visit the authorized CSD dealer and obtain availability certificate. The details of authorized CSD dealers are available at [www.csdindia.gov.in](http://www.csdindia.gov.in). No advance amount is to be paid to the dealers by the beneficiaries.

(iii) If the item is listed in CSD and available with the authorized dealer, visit any nominated URC for AFD, fill up the indent form, obtain countersignature from Chairman URC/ designated officer (Serving officer not below the rank of full Colonel/ equivalent) nominated by the Formation HQ (not from Station HQ/ZSWB) and submit the documents at the URC. Beneficiaries will be responsible for the correctness of data. Further, Beneficiaries will not visit the depot and are not required to visit Station HQ/ ZSWB for countersignature, as the same will be done by Chairman URC/ designated officer(Serving officer not below the rank of full Colonel/ equivalent) nominated by the Formation HQ. Formation HQ must consider proximity location of nominated Officers wrt URCs and availability of such Officers to avoid inconvenience to beneficiaries.

(iv) Post verification of documents by URC management, make payment to CSD HO (the bank account number of CSD depot can be obtained through nominated URC) and hand over the complete set of documents (Two sets), including copy of payment slip to URC. The URC will thereafter take action to collect the Local Supply (LS) order from the CSD Depot. Beneficiaries are requested not to contact any middlemen or so called "CSD Dealers" to process applications for AFD-I items.

(v) Beneficiaries will ensure that the Canteen Smart cards are functional and validity of card has not expired prior to making online payments.

(vi) In cases of refunds/ cancellation of order, beneficiaries will submit a written application alongwith supporting documents for cancellation/ refund at URC from where the indent form was submitted. The nominated URC will process it to the depot at the earliest. In all such cases, the refund will be made within 30 days from date of receipt of refund application at nominated URC.

(vii) URCs will record sale of AFD items on the canteen smart card of individual only post issue of LS order by CSD Depot.

(viii) For special sanction cases, URC will forward a copy of LS

(d) There is no requirement to make entry into original documents (PPO/ Discharge documents).

(e) Actions by Countersigning Authority.

(i) Countersigning Authority will fully be conversant on the entitlement policies, documentation procedure and also will satisfy him/ herself about the authenticity of the documents, before countersigning them.

(ii) Countersigning Authority alongwith the beneficiary will be held responsible for correctness of details in the documents.

5. Only entitled beneficiary will be permitted to submit documents and collect Local Supply (LS) Order from nominated URCs. Exemptions will be given only to physically handicapped/ disabled and veterans above 75 years. In such cases on authority letter from the beneficiary will be required, Copy of Disability certificate will be attached with authority letter submitted with nominated URCs. Date of birth can be verified from the indent itself and should be mentioned in the authority letter.

6. This letter may please be disseminated to all ranks under respective command and given wide publicity.



Rohit M Nair  
 (Rohit M Nair)  
 Lt Col  
 AQMG CS  
 For Brig CS

Copy to-

Q1(E)/QMG Branch - For information please.

CSD HO - (i) Amended Indent Form may be uploaded on CSD web page.  
 (ii) For info, dissemination to all depots and strict implementation please.

M/s SCPL - For information please.

INDENT FOR PURCHASE OF AFD STORES THROUGH CANTEEN STORES DEPARTMENT

From (Unit / Fmn & Correspondence Address)

To,  
CSD Depot

PAN No

**Primary Grocery Card No**

A horizontal grid consisting of two rows of ten empty squares each. The top row has a bounding box of approximately [113, 111, 886, 161] and the bottom row has a bounding box of approximately [113, 111, 886, 161]. These squares are intended for a child to draw a bar graph on.

1. I, No. .... Rank ..... Name ..... a Serving/ Retd / Other  
Entitled Cat personnel, wish to purchase ..... through CSD. My particulars are as under:-

(a) Service. Army /Navy/Air Force/AR/CG/GREF/ Defence Civilian Personnel  
 (b) Cat Offr/JCO/OR/Other Entitled Pers.  
 (c) Date of Enrolment DD/MM/YYYY ..... / ..... / .....  
 (d) Date of Retirement DD/MM/YYYY ..... / ..... / ..... (Total Service- ..... Yrs)  
 (e) Details of last purchase of the ibid item from CSD (DD/MM/YYYY) ..... / ..... / .....  
 (f) Pay Level- ..... (g) Mobile No .....  
 (g) PPO No/ Discharge book/ Discharge Certificate (Att Copy)- .....  
 (h) AFD Item ..... (j) Index No & Colour .....  
 (k) Name of the Dealer & Address- .....

2. It is certified that :-

- (i) Certified that I am eligible to purchase the ibid items as per existing policy.
- (ii) The AFD Store applied, is for personal use and will not be used for any commercial purpose.
- (iii) I also under take that items will not be sold/ transferred for four yrs (five yrs for cars)
- (iv) I am liable to pay GST concessions availed by me, in case of any violation of the above conditions of purchase.
- (v) I affirm that above details are correct to the best of my knowledge.

Place:

(Signature of Applicant)  
(No, Rank, Name)

Date:

**COUNTERSIGNATURE OF CHAIRMAN UBC/DESIGNATED OFFICER**

**CONSIDERATION OF CHAIRMAN URC/ DESIGNATED OFFICER**  
It is certified that the information/particulars/details given by the applicant is verified and found correct.

Place:

Signature of Competent Authority with stamp

Date:

(Unit/ HQ Round Stamp)

Pay Band	Eligibility	Periodicity
Pay Level 10-18 (Incl Retired) & Widows (As Applicable)	Upto 2500 CC but not exceeding Rs 12 Lakh excl GST	One in Eight Years
Pay Level 3A to 9 (Incl Retired) & Widows (As Applicable)	Upto 1400 CC but not exceeding Rs 5 Lakh excl GST	Once in Service and Once after Retirement. First car after six years of service. Gap between purchases of Two Cars to be eight years. If the late husband had purchased a car each while in service/ after retirement then the widow will not be eligible to buy a car. In case late husband had purchased only one car then widow can buy one car through CSD after gap of eight years from the date of last purchase.
Serving Defence Civilian officers (Paid out of Defence Estimates) in Pay level 11-18.	Upto 2500 CC but not exceeding Rs 12 Lakh excl GST	Once in Eight Years.