

Tele: 2309 3660

Integrated HQ of MOD (Army)  
Quartermaster General's Branch  
Dy Dte Gen Canteen Services  
Army Headquarters  
Room No. 14A, L-1 Block,  
Church Road, New Delhi- 110001

No. 96410/Q/DDGCS/

13 Jul 2015

HQ Southern Command(OL),  
HQ Western Command (OL),  
HQ Northern Command (OL),  
HQ IDS, HQ SFS, HQ ARTRAC  
HQ DG Assam Rifles, Naval HQ (PDPS) Air HQ (D/ Accts),  
HQ DG NCC (P &F), HQ Coast Guard (AD)  
HQ DGBR (Q), HQ Territorial Army, Ordnance Factory Board  
Kendriya Sainik Board

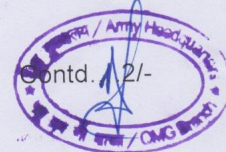
**DISCONTINUING CENTRALISED CAR SANCTION FOR PURCHASE  
OF CAR THROUGH CSD**

1. Refer following letters:-

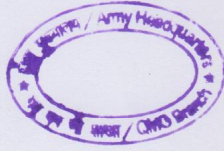
- (a) This HQ letter No 96410/Q/DDGCS dated 15 Apr 2011.
- (b) This HQ letter No 96410/Q/DDGCS dated 16 Jan 2012

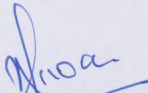
2. Due to budgetary constraints, the car sanction was centralised in Jan 2012. However, due to the improved Budgetary allocations, the centralised Car Sanction by CS Dte on behalf of the QMG is being discontinued with effect from 20 Jul 2015. Individual(s) will process the car sanction through the CSD Depots as hither- to- fore prior to Jan 2012. The new indent form to be submitted to CSD Depot is att at Appx and also can be downloaded from [www.csdindia.gov.in/www.indianarmy.nic.in](http://www.csdindia.gov.in/www.indianarmy.nic.in). Guidelines for purchase of four wheeler from CSD is also enclosed.

3. The countersigning authorities and CSD Depots will exercise due diligence while scrutinising the documents to verify the authenticity of applicant and ensure that only eligible category avail this facility as enunciated vide our letter No 95286/SG/Q/DDGCS dated 29 Apr 2015 (Copy att). The onus of correctness of application will be on both applicant and countersigning authority to prevent any misuse/malpractice of this facility. Each application will be vetted by CSD Depot for correctness in all respects. In case any malpractice/misuse is noticed, strict disciplinary action will be initiated.



4. This letter be given vide publicity including display in the notice boards in Station HQs, Zila Sainik Boards and URCs for information of all concerned.



  
(Vivek Siwach)  
Lt Col  
Joint Director  
Canteen Services  
For DDGCS

Copy to-

QMG(Coord)- For info please.

- CSD HO -
1. For issuing necessary instructions to the CSD Depots and for maintain a Centralised Data Base of all Four Wheeler purchases.
  2. Please ensure that data of four wheeler sale to incl each purchase is fwd to this Dte in consolidated form (hard/soft copy both) by 10<sup>th</sup> of each month.
  3. Please ensure that this letter with New Indent form & guidelines is uploaded in [www.csdindia.gov.in](http://www.csdindia.gov.in) and also available with each CSD Depot.
  4. Suitable instructions be issued to all CSD Depot for detailed checking of each application for purchase of four wheeler for correctness before accepting the same.

ADGPI

AHCC

Veteran Cell

} For information and uploading on internet/intranet please.



**GUIDELINES FOR PURCHASE OF FOUR WHEELERS FROM CSD**

1. **Entitlement for Four Wheelers:-**

<b><u>Eligibility</u></b>		
<b>Category</b>	<b>CC</b>	<b>Periodicity</b>
Offrs(Serving/Retd)	3000	Once in Four Years
Hony Commissioned JCOs ( Serving/Retd)	2500	Once in Seven Years
JCOs (Serving/Retd)	2000	Once in Service and once after retirement. First car after 10 years and gap between Two cars 10 years.
OR(Serving/Retd)	1800	Once in Service and once after retirement. First car after 10 years and gap between Two cars 10 years.
Defence Civilian Officers of MoD(Serving) GP of Rs. 6600 and above	3000	Once in Four years

2. **Procedure for Purchase of Four Wheelers:-**

- (a) Obtain availability certificate from the dealer.
- (b) Submit prescribed application (CSD Depot Indent form) at the concerned depot along with availability certificate and payment in the form of DD or RTGS/NEFT.

3. **Other Documents required at the Depot for Verification:-**

- (a) CSD depot indent form duly countersigned by Commanding Officer of the unit for serving personnel or by Station Commander or Dy Director of Zila Sainik Board for ESM.
- (b) Copy of PAN Card.
- (c) Copy of driving license (relaxable for retired JCO/OR & Senior Citizens.)
- (d) Certified copy of pay book bearing entry with regard to purchase of car (applicable only for serving JCOs/OR and equivalents).
- (e) Certificate from the CO/OC of Unit confirming that financial position of the applicant allows to purchase a car (applicable only for serving JCOs/OR and equivalents).
- (f) PPO/Discharge book/Release Order(For ESM).
- (g) Any other document as prescribed under the respective State Govt notification. This is essential since State Govts while extending VAT relaxation prescribe specific documents to be submitted.
- (h) Address proof.
- (j) Defence Civilian Officers of MoD to enclose duly attested latest salary slip for Verification of Grade Pay as per entitlement.

4. **Miscellaneous Points:-**

(a) DD to be drawn in favour of %Canteen Stores Department, Public Fund Account (Main) payable at the station of CSD Depot. Prior to making the bank draft latest rates should be confirmed from the concerned depot/ dealer as these are subject to change. For approximate rates please go to product search on the Home page of CSD India website.

(b) On submission of application and payment, concerned depot will release documents such as OR, Sale letter, Supply Order, Authority letter etc.

(c) These documents have to be submitted to the concerned dealer for effecting delivery of the item.

(d) Payment for registration and insurance will be made to the dealer and not to CSD Depots.

(e) For additional accessories, customer has to bear the expenses.

(f) In case a vehicle has a waiting list in the civil market, the same should be booked with a dealer who is affiliated with CSD, with minimum booking amount as decided by the manufacturer. Full payment can be made with CSD depot once the vehicle is available and the dealer issues an availability certificate. Advance booking of the vehicle with the civil dealer will be governed by the rules as promulgated by the manufacturer/dealer. This will save unnecessary blockage of funds.

(g) No payment is to be made on account of CSD handling charges/ logistic charges etc. to the dealer.

(h) Price will be charged as applicable at the time of delivery of vehicle.

(j) No interest will be paid by CSD or by the dealer for late delivery of the vehicle.

(k) Business hours of CSD depots vary so please contact CSD depot concerned to ascertain truncation timings.

(l) No transactions are entertained on Sundays and Holidays.

(m) In case of accident/theft cases/EC officers released with less than five years of service, application will be forwarded to CS Directorate for sanction by the QMG.

(n) In case of TA officers certificate as following will be attached:-

**CERTIFICATE FROM THE COMMANDING OFFICER TA BN/TA DTE**

1. It is certified that No \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_ is a Departmental/Non Departmental Officer of Territorial Army. His date of commission is \_\_\_\_\_ and has got total embodied service of \_\_\_\_\_ Years \_\_\_\_\_ Months as on this date.

Date:

(Signature of Commanding Officer)

Office Stamp:

Tele: 2309 2347

Integrated HQ of MOD (Army)  
Quartermaster General's Branch  
Dy Dte Gen Canteen Services  
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Church Road, New Delhi- 110001

No. 95286/SG/Q/DDGCS

29 Apr 2015

HQ Southern Command (Q),  
HQ Western Command (Q),  
HQ Northern Command (Q),  
HQ South Western Command (Q),  
HQ IDS, HQ SFS, HQ ARTRAC (Q),  
HQ DG Assam Rifles, Naval HQ (PDPS)  
Air HQ (D/ Accts), HQ DG NCC (F &A),  
HQ DGBR (Q), HQ Territorial Army, Kendriya Sainik Board

HQ Eastern Command (Q)  
HQ Central Command (Q)  
HQ A & N Command  
HQ Coast Guard (AD)  
HQ Ordnance Factory Board

**REVIEW OF ENTITLEMENT OF FOUR WHEELERS**

1. With immediate effect from, the entitlement of Four Wheelers will be as under:-

S No	Cat	Cubic Capacity	Frequency
(a)	Officers (Incl Retd)	Upto 3000 cc	Once in Four Years
(b)	JCOs granted Honorary Commission & Equivalent (Incl Retd)	Upto 2500 cc	Once in Seven Years
(c)	JCOs & equivalent (Incl Retd)	Upto 2000 cc	Once in Service & Once after Retirement. First Car after ten years of Service. Gap between purchase of Two Cars to be Ten years.
(d)	OR & Equivalent (Incl Retd)	Upto 1800 cc	Once in Service & Once after Retirement. First Car after ten years of Service. Gap between purchase of Two Cars to be ten years.
(e)	Civ Officers of MoD paid out of Defence Estimates and Officers of CSD (Grade Pay Rs 6600/- and above)	Upto 3000 cc	Once in Four Years.

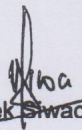
2. The categories of personnel who are entitled to purchase four wheelers will be as laid down in AO 2/2006/QMG.

Contd. 

3. Para 8(g) (i) of this HQ letter No 95286/SG/Q/DDGCS dated 26 Sep 2012 be amended accordingly.

4. This letter be given wide publicity including display in CSD Canteens and Station HQs.



  
(Vivek Swach)  
Lt Col  
Joint Director  
Canteen Services  
For DDGCS

Copy to:-

QMG Branch(Dir Coord) - For information please.

GM, CSD HO - For information please.