

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/

14 Jul 2015

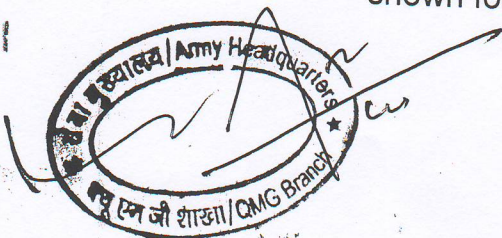
CSD HO  
Adelphi  
119 MK Road  
Mumbai- 400 020

### DECENTRALISATION OF CAR SANCTION

1. Refer this HQ letter No 96410/Q/DDGCS dated 13 Jul 2015.
2. Wef 20 Jul 2015, the Car Sanction through CSD accorded by CS Dte has been discontinued. However, there is a need for suitable measures to ensure that this facility extended to all of us is not misused. In view of the above, there is a requirement to institute stringent checks/ guidelines at all CSD Depots to ensure strict compliance to the eligibility criteria laid down as spelt out in our letter No. 96410/Q/DDGCS dated 29 Apr 2015.
3. In order to ensure that only Eligible individuals purchase a car through CSD there is a requirement to maintain a Data base of all cars purchased at the Depot level as well as at CSD HO. In addition this data base requires to be updated and shared with all the Depots to ensure that no individual is able to purchase a car from two different Depots in less than the stipulated spelt out period gap. **Two CDs containing the data base maintained at this Dte are enclosed herewith.** The Data base contains record of all the Car Sanctions since 2012 in MS Access and in MS Excel both for Army (Serving/ESM) and for AF/IN & Others (Serving /ESM). This should be shared with all CSD Depots.
4. **Verification of Application for Four Wheeler** Common mistakes observed while scrutinising the car application is attached at Appx A. **To obviate any malpractices the undermentioned measures are recommended to be taken by the CSD Depots for authenticating/verification of the Indent form for four wheelers:-**

(a) **Data on CD** Two CDs enclosed contain data of all Car Sanction given since 2012 in Excel/PDF format. The following path be followed to verify the applicant:-

- (i) Open the file.
- (ii) Using **Ctrl F** feature type the service No/ Name of the applicant. In case the details of applicant exist on the file it will be shown for verification.



Contd.....2/-



(b) **Verification through PAN No** All Indents must have PAN Card No quoted on indent as per our letter No 96410/Q/DDGCS dated 13 Jul 2015. The name of the individual can also be cross checked with the PAN CARD number by visiting the site:-

(i) <http://incometaxindiaefiling.gov.in>.

(ii) By visiting [www.verifypan.in](http://www.verifypan.in)

(iii) Once the web page opens, click on option verify pan by Number. Thereafter PAN No and image as shown be entered followed by the submit option. Basic data of individual will be displayed from which individual details can be verified.

(c) **Canteen Services Dte** In case of any doubt/clarification, CSD HO/CSD Depot can also cross check with CS Dte on telephone/email as under:-

(i) Telephone 011-2309 3660/ 2309 2208

(ii) E mail [ddgcs@csdindia.gov.in](mailto:ddgcs@csdindia.gov.in)

5. To keep the records updated with this Dte, a consolidated list of car purchased will be forwarded to this office by 10<sup>th</sup> of every month (both soft copy on a CD and hard copy) as per format attached at Appx B. Please ensure that this data is fwd by Regd Post and not through internet. In addition, the total car sales category wise will be fwd every month for our records.

6. Please acknowledge.



Copy to-

**QMG Branch/Dir Coord-**

For info please.

(Nitin Chopra)  
Col  
OIC Car Cell  
For DDGCS

HQ Southern Command(OL),  
HQ Eastern Command (OL)  
HQ Western Command (OL),  
HQ Central Command (OL)  
HQ Northern Command (OL),  
HQ South Western Command (OL)  
HQ IDS, HQ SFS, HQ ARTRAC OL),  
HQ A & N Command  
HQ DG Assam Rifles,  
Naval HQ (PDPS)  
Air HQ (D/ Accts),  
HQ DG INCC (F &A), HQ DRDO  
HQ Coast Guard (AD),HQ DGBR (Q),  
HQ Territorial Army,  
Ordnance Factory Board

For info and dissemination please.