

HOW TO APPLY FOR A CSD SMART CARD

Eligibility

The following personnel are eligible to be issued CSD Smart Card:-

1. Serving Defence Personnel
2. Ex-Servicemen (ESM) having completed at least 5 years of service.
3. Spouses of deceased service personnel.
4. Dependent spouses, children, or parents of service personnel & ESM.
5. Personnel from defence-related organizations, such as DRDO, MES, etc

Process of Applying for Smart Card the First Time (Offline)

1. Either download and print the Application Form ([sample](#)) or obtain it from a CSD canteen.
2. Fill up the Form with the relevant details supported by attached documents
 - (a) Passport photos of self and dependents.
 - (b) Mobile number.
 - (c) PAN card.
 - (d) Address Proof.
 - (e) Date of Commissioning.
3. All photos must be in civil dress
4. Pay level as per current pay slip/PPO.
5. Submit the form along with attached documents to a CSD Canteen.
6. Your card will be processed and mailed to your registered address within 7-20 days, depending on verification.

Process for Renewing or Replacing Smart Card (Online)

1. Go to the [CSD Smart Card Website](#).
2. If a new user, you will have to first register and provide your mobile number, email, and a secure password.
3. For existing users, you have to log in with your PAN number and password.
 - (a) Enter Existing Canteen Grocery/Liquor Smart Card ID & SI No.

- (b) Provide details of PAN Card.
 - (c) Enter and Verify Mobile Number and Email ID with OTP.
 - (d) Fill in personal and service particulars.
 - (e) Add dependent details (each needs a separate application).
 - (f) Upload digital copies of PAN, official ID, grocery/liquor card, Aadhaar, and other required documents.
 - (g) Upload clear digital photos of self, joint with spouse, dependent(s) each not more than 150 kb.
 - (h) Upload clear digital images of signatures of self and dependents, each not more than 20 kb.
 - (i) Check all the details filled in, agree to the self declaration and submit the form.
- 4. Cards will be couriered to your registered address within 7-20 days.
 - 5. Save the acknowledgment number for tracking. Monitor application status on the portal using the acknowledgment number.
 - 6. Track and Receive Card:

Notes

- 1. Replacing a lost card incurs a penalty fee.
- 2. Each dependent requires a separate application and card.
- 3. Cards remain valid for 10 years, with the expiry date printed on the card and receipts.

Support and Assistance

For queries or issues, contact the CSD support team:

Head Office: "ADELPHI", 119 Maharshi Karve Road, Mumbai — 400 020

Contact Numbers: 0120-6933434, 2203-7120, 2203-7140, 2203-7142

Email: ddgcs@csdindia.gov.in