

## INSTRUCTIONS

### DOCUMENTS TO BE ATTACHED WITH THE APPLICATION FORM FOR DSOI MEMBERSHIP AND MEMBERSHIP CARDS

1. **DSOWF Card.** DSOWF Card can be obtained from **Establishment Section**, on payment of **Rs 500/-** in cheque, on all working days. (**Monday upto 1400 hrs & Tuesday Closed**)
2. Copy of Posting Order.
3. A Certificate from CO or Head of the Branch/Department, stating Certified that No \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_ Identity Card No \_\_\_\_\_ is posted to \_\_\_\_\_ with effect from \_\_\_\_\_. He is a Permanent/ Short Service Commissioned / Re Employed Officer (**Serving SSC officers are required to mention the service validity in the service certificate**).
3. Stamp size coloured photograph one each of the officer and his wife duly attested by the Adjutant/CO, to be pasted on the Application form.
4. **Form should be filled in block letters and not in running hand. Form is to be countersigned by the Commanding Officer/HOD of the applicant along with Serving Certificate of Posting Order.**
5. For officers posted within NCR of Delhi, (**Gurugram/Faridabad/Ghaziabad/Hindon/Noida/Greater Noida**) a local cheque or Draft of **Rs 25,000/-** (includable security deposit of **Rs 12,000/-** plus **Rs 750/-** per month as advance membership subscription and Sports Development charges of **Rs 40/-** per month upto **31 Mar 2025**) payable at Delhi to be enclosed.
6. For Outstation officers posted out of the NCR of Delhi, a Local cheque/Draft of **Rs 20,000/-** to be (includes refundable security deposit of **Rs 12,000/-** plus **Rs 375/-** per month as advance membership subscription and Sports Development charges @ **Rs 40/-** per month upto **31 Mar 2025**).
7. Cheque/Draft to be issued in favor of Defence Services Officers Institute Dhaula Kuan, New Delhi. Cheque/Draft can be deposited at the DSOI Cash Counter near CSD Canteen between 1000 hrs and 1430 hrs to 1600 hrs on all working days except Tuesdays and upto 1300 hrs on Mondays.
8. Details of family members should include name of wife, unemployed sons below **25 years** and unmarried/divorced daughter's along with age proof.
9. In case of unmarried dependent daughters above 30 years, **submit Form 26AS for the FY 2022-23 & 2023-24** and an affidavit stating the fact that daughter is unmarried and incase of marriage the same will be immediately notified to DSOI will be attached.
10. A separate Application form for making Smart Cards available with the Billing Section is to be filled up. Stamp size coloured photograph, one each of the officers, spouse, and eligible dependents children should be pasted, along with copy of Aadhar card/pan card/passport/school certificate/birth certificate.
11. Membership Application Form complete in all respect, along with all documents, cheque/draft to be submitted to the Manager Billing Section for processing.
12. For any further query, please contact Billing Section on Tel No **25694081** to **85** Ext **108/199** or log on to DSOI website: **www.dsoi.org.in**
14. **Every application must be nominated by any two existing DSOI members.**
15. **For Retired Offrs:** Copy of PPO & Retired ID card duly attested by Delhi HQ or concerned Zila Sainik Board.
16. **For SSC Offrs :** Copy of Service Book & Retired ID card duly attested by Delhi HQ or concerned Zila Sainik Board.