

CITIZEN CHARTER

DEPARTMENT OF DEFENCE
SERVICES WELFARE

PUNJAB

VISION AND MISSION STATEMENT

CITIZEN CHARTER : DEPARTMENT OF DEFENCE SERVICES WELFARE

COMPONENTS OF CHARTER

1. Vision and Mission Statement

The Department of Defence Services Welfare endeavors to look after the Ex-Servicemen for their rehabilitation by way of training for employment/starting own ventures, help them in solving their problems regarding pension, medical, canteen, family discord, land dispute cases in conjunction with Civil Administration, Police and Revenue Departments.

2. Details of Business transacted by the organization

Responsibilities of the Department of Sainik Welfare Punjab towards its beneficiaries are as follows: -

- Provide assistance to the Ex-Servicemen and their widows in getting their pension and other retiral benefits.
- To look after the welfare of widows/wards of soldiers and provide financial assistance to them.
- Assist gallantry award winners in getting their cash awards i.e. annuity, and lump sum grant.
- Provide old age pension to deserving Ex-Servicemen/widows.
- Assist parents in getting the sanction for War Jagir and make payments.
- Ensure timely payment of scholarship to children of Ex-Servicemen,
- Financial assistance to totally blind soldiers/widow.
- Financial assistance to disabled soldiers from Punjab Amalgamated Fund.
- Ensure that widows/NOK of martyrs and disabled soldiers get their due financial assistance from the State Govt. i.e. Ex Gratia, cash in lieu of plot etc.
- Maintain liaison with Centre Govt./KSB for getting funds allotted against their welfare schemes.
- Assist Ex-Servicemen and their widows in getting Daughters' Marriage Grant from Punjab Govt./Centre Govt.
- To monitor and ensure the implementation of Govt. policy for 13% reservation for all posts with Govt/PSU at the state level, and 10% to 20% in Gp 'C' and 'D' at Centre/Union Territory level as applicable to Northern Zone.
- Rehabilitation of soldiers & their families affected during Operation Blue Star.
- Organize jobs for the wards against Honour & Gratitude appointments.
- To organize coaching facility to brilliant wards of the ESM for appearing in various competitive/entrance examinations conducted by UPSC, military authorities and universities (PMT/CET).
- Ensure that the reservation in Educational Institutions for wards of ESM are implemented.
- Conduct exam for RIMC Dehradun and help children in getting admission in Sainik Schools.

- To maintain liaison with DGR, HQ Western Command and all formation/Station Headquarters located in Punjab.
- Maintain liaison with local industries for seeking employment for ESM/their wards.
- Disseminate information to general public regarding the armed forces and for taking measures to enhance interest in Armed Forces amongst general public.
- Organize rallies for Ex-Servicemen with a view to listen to their problems, take remedial measures and inform them about various Welfare Scheme of the Govt.
- Organize celebration of Flag Day Fund and provide financial assistance from it to needy Ex-Servicemen/widows.
- To ensure proper selection and nomination of Vice President and members of Zila Sainik Boards.
- Act as Secretary of Rajya Sainik Boards and organize its meetings regularly.
- Management of Punjab Amalgamated Fund.
- To receive the Mortal remains of the soldiers who attain martyrdom during various operations, organizing their funeral in liaison with Army authorities and to provide succor to the family. Also to help NOK to get entitled benefits.
- To organize the construction of Memorials and naming the schools/roads/dispensaries on the name's of martyrs
- To maintain the Sainik Rest Houses in Punjab to provide accommodation to ESM/families at subsidized rates.
- To help the Civil Administration during natural calamities.

3. **Details of Customers/Clients**

The department of Sainik of Sainik Welfare look after the following: -

- (a) 7 Lakh Ex-Servicemen and their widows.
- (b) 2 Lakh Serving (Officers, Junior Commissioned Officers and Other Ranks).
- (c) 27 Lakh family members of above categories.

4. **Statement of services provided to each Citizen/Client Group separately and time limits for the same**

Details are already on Website. The Performa/procedure for all benefits provided by the Central and State Govt are attached.

5. **Expectation from the Citizen/Clients**

All the Ex-Servicemen irrespective of rank are requested to extend full co-operation and show patience for dealing with their cases within the purview of rules and instructions.

I N D E X

DETAILS OF BENEFITS/SCHEMES FOR EX-SERVICEMEN/WIDOWS/WARDS BY CENTRE AND STATE GOVT

Ser No	CENTRE GOVERNMENT BENEFITS	Page No.
1.	Issue of Identity Card to War Widows for Rail Travel Concession	
2.	Financial Assistance towards Daughter's Marriage Grant (Rs. 8000/-)	
3.	Financial Assistance towards House Repairs (Rs. 10,000/-)	
4.	Financial Assistance towards Education Grant for three Children up to XII Standard (Rs. 100/- pm per child)	
5.	Financial Assistance towards Medical Grant	
6.	Financial Assistance towards Monthly Grant (Rs. 1000/- pm for two years)	
7.	Financial Assistance towards Penury Grant (Rs. 15,000/-)	
8.	Distress Grant out of Adjutant General's Welfare Fund	
9.	Scholarship to Children of Service Personnel who die while in service during peace time from Army Wives Welfare Association Fund.	
10.	Education Scholarship by Adjutant General's Branch, Army Headquarters, New Delhi.	
	PUNJAB GOVERNMENT BENEFITS	
11.	Ex-Gratia Grant to the Next of Kin of Martyrs	
12.	Daughter Marriage Grant of Rs.5000/-	
13.	Monetary benefits for Gallantry Awardees and Widows/Next of Kin	
14.	World War Veteran/Old Age Financial Assistance to Non-Pensioners/Their Widows (Rs. 300/- p.m.).	
15.	Financial Assistance to Totally Blind Ex-Servicemen/Widows (Rs. 500/- p.m.)	
16.	Re-imbursment of Pre-Coaching Charges for appearing in Competitive Examination - PMT/CET & Service Selection Board (SSB)	
17.	Scholarship to the wards of Ex-Servicemen/Widows	
18.	Financial Assistance out of Flag Day Fund to needy ESM/Widows/Wards	
19.	Issue of Lineal Dependent Certificate	
20.	Issue of Tube well connection on Priority Basis	
21.	War Jagir	
22.	Mechanism for Redressal Grievances of Ex-Servicemen/Wards.	

ISSUE OF IDENTITY CARD TO WAR WIDOWS FOR RAIL TRAVEL CONCESSION

1.	BENEFIT	Issue of Identity Card to War Widows for Rail Travel Concession
2.	ELIGIBILITY	1. Widows of Defence Personnel who were killed in Wars of 1948, 1962, 1965, 1971. 2. Widows of Defence Personnel who were killed in action against terrorists & extremists.
3.	DOCUMENTS REQUIRED TO THE SUBMITTED BY THE APPELLANT/BENEFICIARY	1. Application from the Widow (Specimen att as Annx) 2. Photocopy of Service Particulars / Discharge Book of the deceased soldier. 3. Photocopy of Pension Book. 4. Postal Order of Rs 5/- in favour of Secretary Flag Day Fund. 5. Three Photographs of the Widow duly attested by DSWO. 6. Photocopy of Identity Card and Ration Card.
4.	ACTION TO BE TAKEN BY DEALING HAND AT DISTT LEVEL	Scrutiny of documents as per check list, submitted by the beneficiary put up the case to Supdt. verification through Welfare Worker.
5.	TIME REQUIRED	5 Working Days
6.	ACTION BY SUPDT AT DISTT LEVEL	Check all documents and put up to DSWO for signatures - One day
7.	ACTION CHECKED BY DSWO	Scrutiny of required documents, signing
8.	TIME	One day.
9.	TIME REQUIRED AT DISTT LEVEL	7 Working days.
10.	ACTION AT DTE LEVEL	NA, as the cases are sent directly to concerned Record Office by the DSWO, who further submit to KSB.
11.	POINT TO BE CHECKED AT DTE LEVEL	NA
12.	TIME REQUIRED AT DTE LEVEL	NA
13.	TOTAL TIME FOR GRANTING BENEFIT TO BENEFICIARY	3-4 Months for disposal by KSB New Delhi.

Annexure

**PARTICULARS OF THE WAR WIDOWS FOR ISSUE OF IDENTITY CARD FOR
RAIL TRAVEL CONCESSION**

1. Name of the Widow :
2. Age :
3. Widow of Late : No _____ Rank _____
Name _____
4. Who died actually in 1948/1962/1965/1971 War/ _____Operational
duty on _____(Name of the operation and exact date
should be clearly indicated).
5. Full address of Widow : Vill _____ PO _____
Tehsil _____ Distt _____
6. Details of pension/allowance: -
 - (a) Ordinary Family Pension : Rs _____ PM
 - (b) Special Family Pension : Rs _____ PM
 - (c) Children Allowance : Rs _____ PM
7. Name and dates of birth of dependent children: -
 - (a) _____
 - (b) _____
 - (c) _____
8. Identification marks: -
 - (a) _____
 - (b) _____

Signature of the widow

Enclosures: Postal Order of Rs 5/- in favour of the Secretary Flag Day Fund,2
Photostat attested copies of the Service Book/ Pension Book

Recommendation of the verify authority: -

Case verified and recommended.

District Sainik Welfare Officer

(FOR USE OF RECORD OFFICE ONLY)

Cause of death is recorded in the sheet Roll/Records

Certified that I have checked the above details and they are found correct.

Signature

**FINANCIAL ASSISTANCE TOWARDS DAUGHTER'S MARRIAGE GRANT
BY KSB OUT OF RMDF**

1.	BENEFIT	Financial Assistance towards Marriage of Daughter (Rs 8000/-)
2.	ELIGIBILITY	<ol style="list-style-type: none"> 1. All Ex-servicemen/Widows/dependents who are neither in receipt of any pensionary benefits nor re-employed. 2. All widows of Defence personnel/War Widows/dependents (only JCOs/Ors/equivalents) who have not been provided any financial assistance by State Govt or any other source for the purpose. 3. Ex-Servicemen who are in receipt of pension but have no other source of income may be considered under the following circumstances:- <ol style="list-style-type: none"> (i) If he has any more daughters to marry and has no son/ daughter to support him. (ii) His children are young and not able to support him. (iii) Any of his family member is suffering from incurable disease.
3.	DOCUMENTS REQUIRED TO THE SUBMITTED BY THE APPELLANT/ BENEFICIARY	<ol style="list-style-type: none"> 1. Application from the individual. (Specimen att as Annx I) 2. Copy of the ESM/Widow/Dependent Identity Card. 3. An Attested Photocopy of the Ration Card. 4. Detailed Financial Condition report. (Specimen att as Annx II). 5. An attested copy of the Discharge Certificate. 6. Certificate from the Zila Sainik Board that the applicant has not been provided any financial assistance from the state Govt or any other source. 7. Certificate confirming the solemnization of marriage issued by the competent authority. 8. Invitation Cards/actual date of marriage. 9. Details regarding means/source from where the marriage expenditure has been incurred and also the amount still outstanding. 10. Birth Certificate/Proof of age of the daughter for whose marriage the FA is sought.
4.	ACTION TO BE	Scrutiny of documents as per check list, submitted by

	TAKEN BY DEALING HAND AT DISTT LEVEL	the beneficiary before putting to the Supdt, getting verified through Welfare Worker. Verification & Completion of F.C.R by Welfare Worker. (Note : FCR is to be filled by hand by Welfare Worker)
5.	TIME REQUIRED	15 Working Days
6.	ACTION AT DISTT LEVEL	<ul style="list-style-type: none"> - Checking of all documents as per list by the dealing Clerk. - Verification by Welfare Worker - Checking of documents by the office Supdt.
7.	ACTIONBY DSWO	<ul style="list-style-type: none"> - Scrutiny of required documents counter signing the Application
8.	TIME	Two days.
9.	TIME REQUIRED AT DISTT LEVEL	One Month
10.	ACTION AT DTE LEVEL	NA, as the cases are sent directly to KSB by the DSWO.
11.	POINT TO BE CHECKED AT DTE LEVEL	NA
12.	TIME REQUIRED AT DTE LEVEL	NA
13.	TOTAL TIME FOR GRANTING BENEFIT TO BENEFICIARY	3-4 Months for disposal by KSB New Delhi on availability of Funds and approval by the Committee.

Annexure I

APPLICATION PERFORMA FOR DAUGHTER MARRIAGE GRANT

1. Name of the applicant (ESM/Widow) : _____
2. Army No. : _____
3. Rank : _____
4. Unit/Corps/Regiment : _____
5. Date of Enrolment/Commission : _____
6. Date of Discharge/ Retirement : _____
7. Date of Death of ESM (in case the applicant is widow) : _____

8. Benefit Required : _____
9. Date of marriage : _____
10. Daughter's name and age : _____
11. Married to whom/ Groom's name/ : _____
12. Father's name and Address (Grooms) _____

Signature of Applicant

Date : _____

Address _____

Annexure II

FINANCIAL CONDITION REPORT

(Particulars of ex-serviceman and his family for grant of financial assistance from Raksha Mantri's Discretionary Fund)

1. Name of the Applicant/ex-serviceman : _____
2. Service No. _____ Rank : _____
3. Address : _____

4. Date of (a) Enrolment : _____ (b) Discharge _____
5. Reasons for discharge : _____
(As mentioned in Discharge document)
6. Character at the time of discharge : _____
7. In case of dependent, mention relation with ex-serviceman _____
8. Date of death of ex-serviceman (If applicable) _____

9. Particulars of family members (details of all the children to be covered) :-

Srl No.	Name	Relationship with the ex-serviceman	Whether dependent/ Independent	Age	Occupation/ Monthly income

10. Detailed report on the Financial condition of the petitioner/petitioner's family: -

- (i) Was/is the ex-serviceman in receipt of pension : Yes/No.
- (ii) Is the applicant in receipt of pension Yes/No.
- (iii) Nature of pension : Service pension/family pension/ disability pension/civil pension.
- (iv) Total emoluments : Basic Rs. : _____
Dearness Relief : Rs. _____
Total Rs : _____
- (v) Other terminal benefits at the time of retirement Rs. _____
(such as Group Insurance, Gratuity, Encashment of Leave)
- (vi) Land holding, if any : _____
Annual income from the land Rs. _____
- (vii) Income from any other source : Rs. _____
(such as rented houses, others)
- (viii) Present employment and income there from : _____
- (ix) If reply to Para 10(viii) is nil, mention how he/she is maintaining his/her family _____
- (x) Whether in receipt of Second Pension from re-employment, if yes, state

Amount : Rs._____.

11. Is/Was the ex-serviceman re-employed : _____
12. If not, what was the source of income after retirement from the Armed Forces
_____.
13. Financial Assistance received from various other sources. Rs._____.
(Details of financial assistance received from KSB/RSB/ZSB for any purpose in
the past).
14. State whether financial assistance received from any source for self-
employment (if any) was utilized for the purpose: -

15. Nature of financial assistance required : _____

—
(Applicant/ZSB is required to fill up the particulars given below in respect of the
nature of financial assistance required only).

16. Assistance to old and infirm ex-servicemen/widows (Rs, 500/- per month for
two years: -

- (i) Whether the ESM/dependent is in receipt of old age/WW II pension/
financial assistance given by State Govt. under various State Govt.
Scheme._____.
- (ii) If not eligible for old age/WW II/FA under any State Govt Scheme, the
reasons thereof_____.

17. Financial Assistance for Daughter's Marriage (Rs. 8,000/-)

- (i) Actual date of solemnization :_____.
- (ii) Whether confirmation certificate/ Marriage invitation
Card attached :_____.
- (iii) How the marriage expenditure was
met:_____.
- _____.
- (iv) Details of loan taken for the purpose if any, and amount still outstanding:
Rs. _____.

18. Medical Reimbursement (Up to a maximum of Rs, 15,000/-)

- (i) Whether the applicant approached MH/Govt. Hospital for
treatment:_____.
- (ii) If so, whether a copy of MH/Govt. Hospital reference enclosed :_____.
- (iii) If not, the reasons for not approaching MH/Govt. Hospital:_____.
- _____.
- (iv) If re-employed, details of medical benefit scheme, if any available with
the re-employer:_____.
- (v) Whether the applicant is member of AGI/AFGI Medical Benefit scheme?
If so, the AGI/AFGI Number:_____.
- (vi) Whether original medical bills/receipts have been countersigned by
competent medical authority._____.
- (vii) Whether summary of medical bills enclosed:_____.
- (viii) Details of financial assistance provided from State Govt funds in respect
of instant case, if not, reasons thereof:_____.
- _____.

19. Grant for Children Education (Rs 100/-per month per child for maximum of 3 Children).

(i) Particulars of child/children from whom the education grant is applied for: -

Sr. No.	Name	Name of School	Class in which studying	Year

(ii) Whether certificate obtained from the concerned school confirming the date of birth and above details have been enclosed: _____

(iii) Whether in receipt of scholarship/stipend for education purpose from any other source: _____.

20. Grant for House Repair (Up to a maximum of Rs. 10,000/-)

(i) Cause of damage : _____ .

(ii) Estimated cost of repairs Rs. _____.

(iii) Whether certificate obtained from Gram Pradhan is enclosed: _____.

(iv) Whether any relief given by the State Govt./Other authority? If not, reasons thereof: _____

21. Specific recommendations of Secretary, Zila Sainik Board :_

Date :

Signature DSWO

Office Seal

Designation

Note : The cases of financial assistance from RMDF are processed on the basis of information/particulars furnished in the FCR form by the ZSB. The Zila Sainik Welfare Officers should ensure that information/particulars given in the form are correct and in accordance with the discharge certificate and other documents.

No column should be left blank.

FINANCIAL ASSISTANCE TOWARDS HOUSE REPAIR BY KSB OUT OF RMDF

1.	BENEFIT	Financial Assistance towards House Repairs (Rs 10,000/-)
2.	ELIGIBILITY	<ol style="list-style-type: none"> 1. All ESM who are non pensioners and have no other source of income/livelihood. 2. All ESM/their widows whose houses have collapsed/got damaged due to natural causes like fire, earthquake, flood and cyclone etc and have not been provided with any assistance by state Govt or any other source for the purpose. 3. Cases of all widows whether in receipt of family pension or not.
3.	DOCUMENTS REQUIRED TO THE SUBMITTED BY THE APPELLANT/ BENEFICIARY	<ol style="list-style-type: none"> 1. Application from the individual. (Specimen att as Annx I) 2. Copy of the ESM/Widow/Dependent Identity Card. 3. An Attested/ Photocopy of the Ration Card 4. Detailed Financial Condition Report. 5. An attested Photo copy of the Discharge Certificate. 6. Certificate from the Zila Sainik Board that the applicant has not been provided any financial assistance from the State Govt or any other source. 7. Owners certificate of the damaged house. 8. Certificate by the competent authority regarding cause and extent of damage. 9. The estimated cost of the repair of the damaged house evaluated by the competent authority.
4.	ACTION TO BE TAKEN BY DEALING HAND AT DISTT LEVEL	Scrutiny of documents as per check list, submitted by the beneficiary before putting to the Supdt, getting verified through Welfare Worker. Verification & Completion of F.C.R by Welfare Worker. (Note : FCR is to be filled by hand by Welfare Worker)
5.	TIME REQUIRED	15 Working Days
6.	ACTION TO BE BY SUPDT AT DISTT LEVEL	One Day
7.	ACTION/POINT TO BE CHECKED BY DSWO	Scrutiny of required documents, signing and dispatch.
8.	TIME	Two days.
9.	TIME REQUIRED AT DISTT LEVEL	One Month
10.	ACTION AT DTE LEVEL	NA, as the cases are sent directly to KSB by the DSWO.
11.	POINT TO BE CHECKED AT DTE LEVEL	NA
12.	TIME REQUIRED AT DTE LEVEL	NA
13.	TOTAL TIME FOR GRANTING BENEFIT TO BENEFICIARY	3-4 Months for disposal by KSB New Delhi on availability of Funds and approval by the Committee.

Annexure I

APPLICATION PERFORMA FOR HOUSE REPAIR

1. Name of the applicant (ESM/Widow) : _____
2. Army No. : _____
3. Rank : _____
4. Unit/Corps/Regiment : _____
5. Date of Enrolment /Commission : _____
6. Date of Discharge/ Retirement/Release: _____
7. Date of Death of ESM (in case the applicant is widow) : _____
8. Date and nature of natural calamity : _____
9. Estimated Expenditures From Architect /Contractor /Sarpanch) _____

Date : _____

Signature of Applicant

Address _____

FINANCIAL ASSISTANCE TOWARDS EDUCATION GRANT BY KSB OUT OF RMDF

1.	BENEFIT	Education Grant of Rs.100/- PM per child (for three children up to XII std)
2.	ELIGIBILITY	<ol style="list-style-type: none"> 1. All ESM who are not in receipt of pension or have no other source of income/livelihood. 2. All ESM/their widows who have got more number of children but their pension is not commensurate with the family expenses. 3. Cases of all widows be considered very sympathetically whether in receipt of family pension or not.
3.	DOCUMENTS REQUIRED TO THE SUBMITTED BY THE APPELLANT/BENEFICIARY	<ol style="list-style-type: none"> 1. Application from the individual. (Specimen att as Annx I) 2. Copy of the ESM/Widow/Dependent Identity Card. 3. An Attested Photocopy of the Ration Card. 4. An attested copy of the Discharge Certificate. 5. Detailed Financial Condition Report. 6. Certificate from the Zila Sainik Board that the applicant has not been provided any financial assistance from the state Govt or any other source. 7. Certificate from School to the effect that: - <ol style="list-style-type: none"> (i) The student/children of the applicant is a bonafide student of that school. (ii) Class/year/session in which the child is studying (iii) Date of the birth of the student.
4.	ACTION TO BE TAKEN BY DEALING HAND AT DISTT LEVEL	Scrutiny of documents as per check list, submitted by the beneficiary before putting to the Supdt, getting verified through Welfare Worker. Verification & Completion of F.C.R by Welfare Worker. (Note : FCR is to be filled by hand by Welfare Worker)
5.	TIME REQUIRED	15 Working Days
6.	ACTION TO BE BY SUPDT AT DISTT LEVEL	One Day
7.	ACTION/POINT TO BE CHECKED BY DSWO	Scrutiny of required documents, signing and dispatch.
8.	TIME	Two days.
9.	TIME REQUIRED AT DISTT LEVEL	One Month
10.	ACTION AT DTE LEVEL	NA, as the cases are sent directly to KSB by the DSWO.
11.	POINT TO BE CHECKED AT DTE LEVEL	NA
12.	TIME REQUIRED AT DTE LEVEL	NA
13.	TOTAL TIME FOR GRANTING BENEFIT TO BENEFICIARY	3-4 Months for disposal by KSB New Delhi on availability of Funds and approval by the Committee.

Annexure I

APPLICATION PERFORMA FOR EDUCATION GRANT

1. Name of the applicant (ESM/Widow) : _____
2. Army No. : _____
3. Rank : _____
4. Unit/Corps/Regiment : _____
5. Date of Enrolment/Commission : _____
6. Date of Discharge/ Retirement/Release: _____
7. Date of Death of ESM (in case the applicant is widow) : _____

8. Details of the child
 - (a) Name : _____
 - (b) Age/Date of Birth : _____
 - (c) Class in which studying : _____

Signature of Applicant

Date:

Address

FINANCIAL ASSISTANCE TOWARDS MEDICAL GRANT BY KSB OUT OF RMDF

1.	BENEFIT	Financial Assistance towards Medical Grant (on submission of original medical bills-Rs 15000-00 (Maximum).
2.	ELIGIBILITY	<ol style="list-style-type: none"> 1. All ESM/their widows who take treatment in Civil (Govt/Private) Hospital on the Recommendation of MH. 2. All ESM/their widows who are not in receipt of fixed medical allowance. 3. All ESM/widows/dependent in receipt of Fixed Medical allowance of Rs 100/- p.m. But had to spend more than Rs 2400/- on the present treatment for which the assistance is sought. 4. All cases of PBORs/their widows be considered provided they have not been assisted from any other source. 5. Cases of officers who have incurred expenditure of over Rs. 50,000/- on treatment and have not been assisted from any other source. 6. All cases involving accidents.
3.	DOCUMENTS REQUIRED TO THE SUBMITTED BY THE APPELLANT/BENEFICIARY	<ol style="list-style-type: none"> 1. Application from the Individual. (Specimen att as Annx I) 2. Copy of the ESM/Widow/Dependent Identity Card. 3. An Attested Photocopy of the Ration Card. 4. Detailed Financial Condition Report. 5. An Attested copy of the Discharge Certificate. 6. Certificate from Zila Sainik Board that the applicant has not been provided any financial assistance from the state Govt or any other source. 7. Whether the Ex-Servicemen was a member of AGI/AFGI medical insurance scheme. If yes, whether he/she has been provided financial Assistance from them. 8. Any reference from Military Hospital/reason as to why the ex-servicemen/patient did/could not visit the MH for treatment. 9. Discharge Summary / Diagnostic sheet from the hospital. 10. All medical bills (in original) duly countersigned by the attending doctor/competent medical authority.
4.	ACTION TO BE TAKEN BY DEALING HAND AT DISTT LEVEL	Scrutiny of documents as per check list, submitted by the beneficiary before putting to the Supdt, getting verified through Welfare Worker. Verification & Completion of F.C.R by Welfare Worker. (Note : FCR is to be filled by hand by Welfare Worker)
5.	TIME REQUIRED	15 Working Days
6.	ACTION BY SUPDT AT DISTT LEVEL	Scrutiny of documents and verification by Welfare Worker Two days

7.	ACTION/POINT TO BE CHECKED BY DSWO	Scrutiny of required documents, and signing Application along with recommendation.
8.	TIME	Two days.
9.	TIME REQUIRED AT DISTT LEVEL	One Month
10.	ACTION AT DTE LEVEL	NA, as the cases are sent directly to KSB by the DSWO.
11.	POINT TO BE CHECKED AT DTE LEVEL	NA
12.	TIME REQUIRED AT DTE LEVEL	NA
13.	TOTAL TIME FOR GRANTING BENEFIT TO BENEFICIARY	3-4 Months for disposal by KSB New Delhi on availability of Funds and approval by the Committee.

Annexure I

APPLICATION PERFORMA FOR MEDICAL GRANT

1. Name of the applicant (ESM/Widow) : _____
2. Army No. : _____
3. Rank : _____
4. Unit/Corps/Regiment : _____
5. Date of Enrolment/Commission : _____
6. Date of Discharge/ Retirement/Release: _____
7. Date of Death of ESM (in case the applicant is widow) : _____

8. Date of Admission in Hospital : _____
9. Date of Discharge from Hospital : _____
10. Name of the Hospital : _____
11. Reason for Hospitalization : _____
12. Expenditure _____ : _____

Signature of Applicant

Date :

Address _____

FINANCIAL ASSISTANCE TOWARDS MONTHLY GRANT BY KSB OUT OF RMDF

1.	BENEFIT	Financial Assistance towards Monthly Grant (Rs 1000/-p.m. only.
2.	ELIGIBILITY	<ol style="list-style-type: none"> 1. All ESM/their widows who are non pensioners, old, destitute and without any family support. 2. All ESM/their Widows who are not being provided financial assistance old age/World War II veterans pension schemes from the respective State Govt.
3.	DOCUMENTS REQUIRED TO THE SUBMITTED BY THE APPELLANT/BENEFICIARY	<ol style="list-style-type: none"> 1. Application from the individual. (Specimen att as Annx I) 2. Copy of the ESM/Widow/Dependent Identity Card. 3. An Attested Photocopy of the Ration Card. 4. Detailed Financial Condition Report. 5. An attested copy of the Discharge Certificate. 6. Certificate from the Zila Sainik Board that the applicant has not been provided any financial assistance from the state Govt or any other source. 7. Confirmation from the State Govt. as to why the applicant is not getting financial assistance from State Govt. 8. What will the applicant do on expiry of the 2 yrs period. 9. Source of livelihood after discharge from service.
4.	ACTION TO BE TAKEN BY DEALING HAND AT DISTT LEVEL	Scrutiny of documents as per check list, submitted by the beneficiary before putting to the Supdt, getting verified through Welfare Worker. Verification & Completion of F.C.R by Welfare Worker. (Note : FCR is to be filled by hand by Welfare Worker)
5.	TIME REOURIED	15 Working Days
6.	ACTION TO BE BY SUPDT AT DISTT LEVEL	One Day
7.	ACTION/POINT TO BE CHECKED BY DSWO	Scrutiny of required documents, signing and dispatch.

8.	TIME	Two days.
9.	TIME REQUIRED AT DISTT LEVEL	One Month
10.	ACTION AT DTE LEVEL	NA, as the cases are sent directly to KSB by the DSWO.
11.	POINT TO BE CHECKED AT DTE LEVEL	NA
12.	TIME REQUIRED AT DTE LEVEL	NA
13.	TOTAL TIME FOR GRANTING BENEFIT TO BENEFICIARY	3-4 Months for disposal by KSB New Delhi on availability of Funds and approval by the Committee.

Annexure

APPLICATION PERFORMA FOR MONTHLY GRANT

1. Name of the applicant (ESM/Widow) : _____
2. Army No. : _____
3. Rank : _____
4. Unit/Corps/Regiment : _____
5. Date of Enrolment /Commission : _____
6. Date of Discharge/ Retirement/Release: _____
7. Reasons for Discharge/ Retirement : _____
8. Date of Death of ESM (in case the applicant is widow) : _____
9. Purpose for which grant is required : _____

Signature of Applicant

Date: _____

Address _____

FINANCIAL ASSISTANCE TOWARDS PENURY GRANT (RS.15,000/-) BY KSB OUT OF RMDF

1.	BENEFIT	Financial Assistance towards Penury Grant (Rs 15,000/-).
2.	ELIGIBILITY	<ol style="list-style-type: none"> 1. All ESM/their widows/dependents who are not covered under above schemes and have some special circumstances like accidental death of spouse, crops damaged due to fire or flood etc and has not been provided any assistance by State Govt or any other source for the purpose. 2. Any other case at the discretion of the Hon'ble Raksha Mantri.
3.	DOCUMENTS REQUIRED TO THE SUBMITTED BY THE APPELLANT/BENEFICIARY	<ol style="list-style-type: none"> 1. Application from the individual. (Specimen att as Annx I) 2. Copy of the ESM/Widow/Dependent Identity Card. 3. An Attested Photocopy of the Ration Card. 4. Detailed Financial Condition Report. 5. An attested copy of the Discharge Certificate. 6. Certificate from the Zila Sainik Board that the applicant has not been provided any financial assistance from the state Govt or any other source. 7. Confirmation from the State Govt. as to why the applicant is not getting financial assistance from State Govt. 8. Source of livelihood after discharge from service.
4.	ACTION TO BE TAKEN BY DEALING HAND AT DISTT LEVEL	Scrutiny of documents as per check list, submitted by the beneficiary before putting to the Supdt, getting verified through Welfare Worker. Verification & Completion of F.C.R by Welfare Worker. (Note : FCR is to be filled by hand by Welfare Worker)
5.	TIME REQUIRIED	15 Working Days
6.	ACTION TO BE BY SUPDT AT DISTT LEVEL	One Day
7.	ACTION/POINT TO BE CHECKED BY DSWO	Scrutiny of required documents, signing and dispatch.
8.	TIME	Two days.
9.	TIME REQUIRED AT DISTT LEVEL	One Month
10.	ACTION AT DTE LEVEL	NA, as the cases are sent directly to KSB by the DSWO.
11.	POINT TO BE CHECKED AT DTE LEVEL	NA
12.	TIME REQUIRED AT DTE LEVEL	NA
13.	TOTAL TIME FOR GRANTING BENEFIT TO BENEFICIARY	3-4 Months for disposal by KSB New Delhi on availability of Funds and approval by the Committee.

Annexure

APPLICATION PERFORMA FOR PENURY GRANT

1. Name of the applicant (ESM/Widow) : _____
2. Army No. : _____
3. Rank : _____
4. Unit/Corps/Regiment : _____
5. Date of Enrolment /Commission : _____
6. Date of Discharge/ Retirement/Release: _____
7. Date of Death of ESM (in case the applicant is widow) : _____
8. Reasons for Discharge/ Retirement : _____
9. Purpose for which penury grant is required (Proof to be attached) : _____

Date: _____

Signature of Applicant

Address _____

DISTRESS GRANT OUT OF ADJUTANT GENERAL 'S WELFARE FUND
(DD40)

1.	BENEFIT	Distress Grant out of Adjutant General's Welfare Fund.
2.	ELIGIBILITY	1. All ESM/their widows/dependents who are not in receipt of any kind of Pension and have not been provided any assistance by State Govt or any other source for the purpose.
3.	DOCUMENTS REQUIRED TO THE SUBMITTED BY THE APPLICANT BENEFICIARY	1. Application as per Form DD-40 (Specimen att as Annx). 2. Photocopy of Service Particulars / Discharge Book of the deceased soldier. 3. Photocopy of Identity Card.
4.	ACTION TO BE TAKEN BY DEALING HAND AT DISTT LEVEL	Scrutiny of documents as per check list, submitted by the beneficiary before putting to the Supdt, getting verified through Welfare Worker.
5.	TIME REOURIED	15 Working Days
6.	ACTION TO BE BY SUPDT AT DISTT LEVEL	One Day - Scrutiny of all documents
7.	ACTION/POINT TO BE CHECKED BY DSWO	Scrutiny of required documents, signing and dispatch to concerned Record Office who further submit the same to concerned Corps HQ.
8.	TIME	Two days.
9.	TIME REQUIRED AT DISTT LEVEL	One Month
10.	ACTION AT DTE LEVEL	NA.
11.	POINT TO BE CHECKED AT DTE LEVEL	NA
12.	TIME REQUIRED AT DTE LEVEL	NA
13.	TOTAL TIME FOR GRANTING BENEFIT TO BENEFICIARY	1-2 Months for disposal by Adjutant General's Branch, PS-5, Army Headquarters, New Delhi subject to availability of funds.

Annexure

In lieu of Form DD – 40

APPLICATION FOR GRANTS FROM WELFARE FUND ADJUTANT GENERAL'S BRANCH

PART 1 : PARTICULARS OF THE APPLICANT/EX-SERVICEMAN

1. (a) Name of Applicant : _____
(b) Date of Birth : _____
(c) Relationship with Applicant : Wife / Widow/ Son/ Daughter/ Parents
(d) Permanent Home Address : _____

(e) Present Home Address : _____

PART II : DETAILS OF EX-SERVICEMAN

2. (a) Personal Number : _____ Rank _____ Name _____
(b) Unit/ Corps : _____
(c) Date of Commission/Enrolment : _____
(d) Date of Retirement/Discharge : _____
(e) Total Service : _____ Years _____ Months.
(f) Date of Casualty/Death : _____
(g) Cause of Casualty/Death : _____
(h) PPO Number : _____
3. Tick as applicable to the applicant :-
- (a) If Infirm or unable to support wife & children : Yes/ No
(b) Totally Blind : Yes/ No
(c) If Over 65 Years of age : Yes/ No

PART 3 : PRESENT FINANCIAL STATE OF APPLICANT

4. Monthly Income from all sources (including property) : Rs _____
(Give brief details).
5. Details of Grants received :-
- (a) AGI : Rs _____ (b) LIC : Rs _____
(c) Gratuity : Rs _____ (d) Ex Gratia : Rs _____
(e) AFPP/DSOP : Rs _____ (f) AOCEF : Rs _____
(g) Others : Rs _____

6. Details of all previous grants/assistance received from :-
(a) Army : Rs _____ (b) State Govt : Rs _____
(c) Central Govt : Rs _____ (d) Total : Rs _____

7. Monthly expenditure on following :-

(a) Housing (Own house/Rent) : Rs _____

(b) Food Clothing & other necessities : Rs _____

(c) Education of dependent children : Rs _____

8. No of members wholly dependents on him : _____

9. Details of dependents :-

Name Sex Age Relationship Occupation Monthly Income

10. Details of Bank and Account Number : _____

PART 4 : BRIEF CIRCUMSTANCES OF DISTRESS

11.

CERTIFICATE

12. Certified that all the above facts are correct to the best of my knowledge and no information has been concealed.

Date :

(Signature of Applicant)

VERIFICATION AND RECOMMENDATIONS

13. Information given above are verified as correct except the following :-

14. Recommendations :-

Place : Office Seal (Secretary Zila/Rajya Sainik Board or Sponsoring
Officer of the rank of Lt Col & above)

Date :

15. Sanctioned/Not Sanctioned as follows :-

(a) Rs _____ per month for _____ months/ OR

(b) Rs _____ as lump sum grant.

Place :

Date :

(Sanctioning Authority)

**SCHOLARSHIP TO CHILDREN OF SERVICE PERSONNEL WHO DIE
WHILE IN SERVICE DURING PEACE TIME FROM ARMY WIVES
WELFARE ASSOCIATION FUND**

1.	BENEFIT	<p>Scholarship to children of Service Personnel who die while in service during peace time from Army Wives Welfare Association Fund.</p> <p>2. The scale of yearly scholarship is as under :-</p> <p>(a) Officers - Rs 1,200/- (b) JCOs - Rs 800/- (c) OR - Rs 300/-</p> <p>3. Lump-sum grant to peace time Widows :-</p> <p>(a) Officers - Rs 2,000/- (b) JCOs - Rs 1500/- (c) OR - Rs 1000/-</p>
2.	ELIGIBILITY	<p>1. A child who has attained the age of 10 years and has not attained the age of 20 years is eligible for scholarship provided income of his parent/guardian does not exceed Rs 9000/- per annum for Officers, Rs 6000/- for JCOs and Rs 4000/- for OR.</p>
3.	DOCUMENTS REQUIRED TO THE SUBMITTED BY THE APPELLANT/BENEFICIARY	<p>1. Application (Specimen att as Annx) from the applicant to be submitted to Army Wives Welfare Association, C/O Adjutant General's Branch, PS-5, Army Headquarters, New Delhi.</p> <p>2. Photocopy of Service Particulars / Discharge Book of the deceased soldier.</p> <p>3. Photocopy of Pension Book.</p> <p>4. Photocopy of Identity Card and Ration Card.</p>
4.	ACTION TO BE TAKEN BY DEALING HAND AT DISTT LEVEL	<p>Scrutiny of documents as per check list, submitted by the beneficiary before putting to the Supdt, getting verified through Welfare Worker.</p>
5.	TIME REQUIRED	15 Working Days
6.	ACTION TO BE BY SUPDT AT DISTT LEVEL	One Day
7.	ACTION/POINT TO BE CHECKED BY DSWO	Scrutiny of required documents, signing and dispatch.
8.	TIME	Two days.
9.	TIME REQUIRED AT DISTT LEVEL	One Month
10.	ACTION AT DTE LEVEL	NA. The cases are sent directly to Army Wives Welfare Association, C/O Adjutant General's Branch, PS-5, Army Headquarters, New Delhi by the DSWO.
11.	POINT TO BE CHECKED AT DTE LEVEL	NA
12.	TIME REQUIRED AT DTE LEVEL	NA
13.	TOTAL TIME FOR GRANTING BENEFIT TO BENEFICIARY	1-2 Months for disposal by Army Wives Welfare Association, C/O Adjutant General's Branch, PS-5, Army Headquarters, New Delhi.

APPLICATION FOR GRANTS FROM AMRY WIVES WEFLARE ASSOCIATION

Part I – Particulars of the Applicant /Serviceman/Ex-Serviceman

1. (a) Name of the applicant : _____
(b) Permanent Address : _____

2. Details of the Serviceman/Ex-Serviceman :-
 - (a) No _____ Rank _____ Name _____
Unit/Corps _____
 - (b) Relationship with applicant _____
 - (c) Date of commission/enrolment _____
 - (d) Date of retirement/discharge _____ Total Service _____
 - (e) Date of casualty including Death _____
 - (f) Cause of casualty including Death _____
 - (g) Age at the time casualty including Death _____
 - (h) Is Death/Disability attributable or aggravated to service _____
 - (j) Character (As assessed on discharge Certificate) _____ Yes/No
 - (k) Physical condition of the applicant _____
3. Details of applicant's Bankers :-
 - (a) Name of Bank and Branch _____
 - (b) Postal Address _____

 - (c) Account No. _____
4. Details of family/dependants :-

<u>Name</u>	<u>Age</u>	<u>Relationship</u>	<u>Profession and individual income if applicable</u>	<u>School and Class Studying</u>
(a) _____	_____	_____	_____	_____
(b) _____	_____	_____	_____	_____
(c) _____	_____	_____	_____	_____
(d) _____	_____	_____	_____	_____
(e) _____	_____	_____	_____	_____
(f) _____	_____	_____	_____	_____

Part-II-PRESENT FINANCIAL STATE OF APPLICANT

Monthly Income

5. (a) Rate of monthly pension and or salary : _____
(including allowances)
- (b) Children allowance :-
 - (i) For No of children : _____
 - (ii) Rate per month : _____
 - (iii) Total Amount : _____
- (c) Children education allowance :-
 - (i) For No of children : _____
 - (ii) Rate per month : _____
 - (iii) Form AOCEF : _____
 - (iv) Aid from any other Scholarship/State : _____

Previous Grant

6. Details of previous grants/ assistance received from centre/State Govt /Army source including DGR, Kendriya/Rajya Sainik Board

	<u>Date</u>	<u>Source Fund</u>	<u>Amount</u>
(a)	_____	_____	_____
(b)	_____	_____	_____
(c)	_____	_____	_____
(d)	_____	_____	_____
(e)	_____	_____	_____

LUMPSUM RECEIPTS

7. Details of all lump sum receipts are as under :-

	<u>DATE</u>	<u>AMOUNT</u>
(a) From Army Group Insurance Scheme	_____	_____
(b) DSOP	_____	_____
(c) From LIC	_____	_____
(d) Service gratuity	_____	_____
(e) Family gratuity	_____	_____
(f) Terminal gratuity	_____	_____
(g) Death-cum-retirement gratuity	_____	_____
(j) Rehabilitation grant (for EC Officers)	_____	_____
(k) Commuted value of pension received	_____	_____
(l) Any other amount received	_____	_____
TOTAL RS.		_____

OTHER ASSETS

8. My other assets are as under: -

	<u>Name of the Bank/Company</u>	<u>AMOUNT</u>	<u>Income (Yearly)</u>
(a) Current /Saving Account	_____	_____	_____
(b) Fixed Deposits	_____	_____	_____
(c) Recurring Deposit	_____	_____	_____
(d) Shares/Bonds	_____	_____	_____
(e) Saving Certificate	_____	_____	_____
(f) Unit Trust	_____	_____	_____
(g) Any other deposits	_____	_____	_____
TOTAL RS.		_____	_____

Details and income from property :-

Immovable Property

	<u>Urban/ Rural</u>	<u>Area</u>	<u>Total Value</u>	<u>Income (Yearly)</u>
(a) Land		_____		
(i) Agriculture		_____		
(ii) Non-agricultural		_____		
(b) House (s)				
(i)		_____		
(ii)		_____		
(c) Commercial				
(i)		_____		
(ii)		_____		
(d) Hired land/Buildings		_____		

Movable Property (Above Rs. 2,000/- each)

	<u>Details of property</u>	<u>Value</u>	<u>Income if any</u>
(a)	_____	_____	_____
(b)	_____	_____	_____
(c)	_____	_____	_____
(d)	_____	_____	_____
(e)	_____	_____	_____
(f)	_____	_____	_____
		TOTAL RS.	_____

10. Details of monthly income from other sources are as follows :-

Income from other sources

	<u>Source</u>	<u>Income (Monthly)</u>
(a)	_____	_____
(b)	_____	_____
(c)	_____	_____
	TOTAL RS	_____

Family Budget

12. Present monthly budget as follows: -

- (a) House/Own/hired house at the rate of _____ per month
 - (b) Total education expense _____
 - (c) Food cost _____
 - (d) Clothing and other necessities _____
- TOTAL RS. _____

PART-III-BRIEF CIRCUMSTANCES OF DISTRESS

CERTIFICATE

Certified that all the above facts have been correctly revealed no information has been concealed to the best of my knowledge.

Date _____

Signature of the applicant

Caution :- Any other declaration of concealing of facts may adversely effect consideration of application and may debar you from any further assistance/financial help. In your own interest please fill the details correctly.

NOTES

1. Applications for the first grant should be submitted in duplicate, direct to the command in which Serving or to the Zila/Rajya Sainik Board/OC Records/Army HQ whichever applicable.
2. Applications for the subsequent grants should be submitted, in duplicate, direct to the respective the Zila/Rajya Sainik Board/OC Records including the Command/Zila/Rajya Sainik Board/OC Records which dealt with the first application.
3. Causality includes death, invalidment, release discharge, resignation, dismissal or cashiering.
4. Case of invalidment /death should Battle causality/ Peace time causality with authority, if possible.
5. Write NA or NIL wherever applicable.

PART IV-VERIFICATION AND RECOMMENDATIONS

1. The above statements have been verified as correct except as under :-
2. Recommendation: -

Sponsoring Office of the rank of
Lt Col & above & equivalents
Or
Secretary Zila/ Rajya Sainik Board

Affix Office Seal

PART V-GRANT (S) SANCTIONED

FUND

AMOUNT

Date

Sanctioning Authority

EDUCATION CONCESSION BY MINISTRY OF HUMAN RESOURCES,
NEW DELHI

1.	BENEFIT	(a) Tuition Fee (b) Hostel Charges/Books (Rs.250/- PA) (c) Uniform (Rs.810/- 1st year of Rs.350/- subsequently) (c) Clothing other than Uniform (Rs.250/- 1st year & Rs.150/- subsequently)
2.	ELIGIBILITY	Only War Widows.
3.	DOCUMENTS REQUIRED TO THE SUBMITTED BY THE APPELLANT/ BENEFICIARY	1. Application (Specimen att as Annx I). 2. Photocopy of Service Particulars / Discharge Book of the deceased soldier. 3. Photocopy of Pension Book. 4. Photocopy of Identity Card and Ration Card.
4.	ACTION TO BE TAKEN BY DEALING HAND AT DISTT LEVEL	Scrutiny of documents as per check list, submitted by the beneficiary before putting to the Supdt, getting verified through Welfare Worker.
5.	TIME REQUIRED	15 Working Days
6.	ACTION TO BE BY SUPDT AT DISTT LEVEL	One Day
7.	ACTION/POINT TO BE CHECKED BY DSWO	Scrutiny of required documents, signing and dispatch.
8.	TIME	Two days.
9.	TIME REQUIRED AT DISTT LEVEL	One Month
10.	ACTION AT DTE LEVEL	NA. The cases are sent directly to Rehabilitation Welfare Section, Adjutant General's Branch, PS-5, Army Headquarters, New Delhi by the DSWO.
11.	POINT TO BE CHECKED AT DTE LEVEL	NA
12.	TIME REQUIRED AT DTE LEVEL	NA
13.	TOTAL TIME FOR GRANTING BENEFIT TO BENEFICIARY	1-2 Months for disposal by Adjutant General's Branch, PS-5, Army Headquarters, New Delhi subject to availability of funds.

Annexure

Rehabilitation & Welfare Section
Adjutant General's Branch
Army HQ, DHQ Post
New Delhi-110011

APPLICATION FORM FOR EDUCATION SCHOLARSHIP SCHEME
FOR THE ACADEMIC YEAR 20 - 20

NOTE: PLEASE DO NOT LEAVE ANYT INFORMATION BLANK.
(USE BLOCK LETTERS)

PASSPORT SIZE
PHOTOGRAPHY
OF THE CHILD

(Attested by ZSB/
School/College
Principal/Maj & Above

1. Personal Particulars of Soldier

(a) Army
No

--	--	--	--	--	--	--	--	--	--

(b) Rank

--	--	--	--	--

(c) Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

(d) Arms/Service

--	--	--	--	--	--	--	--	--	--	--	--	--

(e) Retired/Serving

(f) Name of
Killed/Disabled

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Operation (g)

(attach death/disability

certificate)

(h) Percentage
Parent unit _____

--	--	--	--	--	--

disability

(i) (i)

(ii) Regiment

(j) Date of Casualty

Date		Month		Year	

(k) Date of

invalidment

(l) Name and address of NOK: -

Name of NOK _____ Relationship _____

(Attach supporting documents)

Vill _____ Post Office _____

Tehsil _____ District _____

State _____ PIN _____ Tele No. _____

(m) Discharge Book (attach copy duly attested)

(n) Annual income of the soldier/NOK is Rs _____

(To be filled by the ZSB/KSB/Record Office)

Certified that Miss/Master _____ Son/Daughter of _____ is recorded in his Record of Service and that his/her date of birth is as per records. The application has been scrutinized and is in order.

Station:

Date:

(Signature of Secy ZSB/OIC
Records)

CERTIFICATE FROM SCHOOL

Certificate that Miss/Master _____ Son/daughter of _____ bonafide student of _____ Class/course in this institute. The student has successfully passed exam for Class _____ (month & year) and is presently studying in class _____. Aggregate percentage of marks of the student in class _____ are _____. The total fees including hostel charges (if any) for the current session _____ (Rupees) _____.

Station:

Date:

(Signature of Principal)

CONTINGENT BILL

Contingent Bill No _____ of _____

Total allotment Fund _____

Expenditure already incurred : Rs _____

Amount of this Bill : Rs _____

Balance : _____

Expenditure on account of scholarship in respect of Master/Kum _____
 son/daughter of _____ studying in class _____ School/College
 _____ for the academic
 year _____ to _____.

Sr No	Date	Details of actual expenditure	Amount	
			Rs	Ps
1.		Tuition fee and other fees		
2.		Hostel feel (excluding mess charges)		
3.		School bus charges (certificate enclosed)		
4.		Books & stationer		
5.		Uniform		
6.		Clothing		
		<u>Grand Total</u>		

(Rupees _____ only)

1. Certified that the above charge/expenditure have been necessarily incurred by the student & he/she is not in receipt of any other concession scholarship from the school/college as well as from the State/Central Government.
2. Certified that the claim has been prepared strictly as per the rates and instructions laid down in Govt of India, Min of Def letter NO 9 (1)/703/Edn Concession/D (Res) dated 06 Aug 2003.
3. Certified that amount claimed does not exceed the amount which has been actually incurred by the child during the period of the claim.

4. Certified that the school/college is Govt/Govt aided/unaided but recognized by State/Central Government (name of the state/UT) _____ vide Govt letter No _____ dated _____.

Received Payment

Signature on revenue stamp
Mother/Father of the Child

Date: _____

Place: _____

Certified that: -

- (a) Amount claimed above has actually been incurred by the student.
- (b) Rates of tuition fee, hostel charges (messing and administrative charges not included), bus/rail fair charges etc claimed above are the actual charges as approved by the Competent Authority for the academic year _____ vide circular no _____ dated _____.

COUNTERSIGNED

Principal
(Name of the school/college with
rubber stamp of the institution.)

Office seal/Round stamp

EX-GRATIA TO THE NEXT OF KIN OF MARTYRS

Bene fit	<u>Ex-Gratia</u> - Death or above - 2.00 lac 75 to 100% disability - Disability 50% - 1.00 lac to 75% - Disability 25% to 50% -Rs 50,000/-	50% - 1 lac to wife. 50% - 1 lac to parents	
	Additional Relief	2 Lacs	To parents of Martyr Soldiers who were married.
	House/Plot	5 Lacs	NOK of martyr & Disabled soldiers whose disability is above 75% to 100%.
1.	Eligibility	<p>Next of Kin and parents of Defence & Para Military Forces Personnel who die or are disabled during the performance of their bonafide official duties on or after 1.1.1999.</p> <p>(a) Wife - Rs. 1 lac (b) Parents - Rs.50,000 (each to father & mother. (Rs. 2 lacs additional amount, if funds available) (c) In case un-married - Rs. 2 lac (Rs.1 lac each to father & mother)</p>	
2.	Documents required to be submitted by the applicant/beneficiary	<p>(a) Application in triplicate (original) on prescribed Performa.(attached as per annexure I) (b) Affidavit (original)(as per annexure II) (c) Punjab residence certificate.(Performa available with Tehsildar/SDM) (d) Attested copy of Battle Causality/Battle Accident (e) Original/Attested copy of Death Certificate in case parents are not alive (f) Birth Certificate/School Admission Certificate/ Army Part II Order reg Birth (g) Permanent Home Address in the form of Battle Causality/Battle Accident Report/Certificate issued by Military /Para Military Authority.</p>	
3.	Action to be taken by dealing Clerk at District level	<p>To acquire the following documents:</p> <p>a) BC/Battle Accident Report (Photostat copy duly attested) from the concerned unit. b) In case father/mother already dead, death certificates in respect of parents in original or attested copy of the same. c) Dependent certificate. d) Where permanent address/information of NoK is not mentioned in Battle Casualty/Battle Accident Report, in that case a certificate to be issued by military authority regarding NoK and his residential address. e) All documents to be checked as per check list attached at Annexure III.</p>	

4.	Action to be taken by Supdt at District level	All documents to be scrutinized and compiled as per check sheet.
5.	Time required	20 days from the day of Bhog/Kiriya
6.	Time required at District level	4 days
7.	Action/Points to be checked by DSWO	All documents to be checked as per check list attached at annexure III and with recommendation, the case will be submitted to Dte Sainik Welfare, Punjab.
8.	Time	2 days
9.	Action at Dte level	All documents to be checked as per check list & forward to Secretary Defence Services Welfare, Punjab for sanction.
10.	Points to be checked at Dte level	As mentioned at Serial No. 3 & 4.
11.	Time required at Dte level	7 days (including days taken in transit) in case all documents are correct.
12.	Total time required	30 days.
13.	Time required at AD	45 days
14.	Prepare & Submit Bill to Treasury	10 days
15.	Action at treasury level	10 days to pass the claim and issue of cheque in favour of respective DDO.
16.	Total time for granting benefit to beneficiary	70 days(including 2 days for preparation of a draft in favour of beneficiary.

Presiding Officer _____

Annexure I

APPLICATION

**EX-GRATIA GRANT TO WAR WIDOWS/FAMILIES OF DECEASED PERSONNEL
KILLED/DISABLED DEFENCE PERSONNEL IN OPERATION PAWAN,
MEGHDOOT AND RAKSHAK**

1. Name of the applicant :
(In Block Letters)
2. Status, widow/dependent :
3. Residential Address :
4. Exact relationship with the war :
casualty.
5. No., Rank and Name of :
deceased officer/soldier
 - (a) Name of Unit :
 - (b) Date & place of occurrence :
 - (c) Cause of Casualty :
 - (d) Record office authority, :
letter to be attached. .
6. Nature of disability :-
 - (a) Percentage of disability
(attached proof)
 - (b) Date & place of occurrence
7. Whether the applicant had received
such assistance earlier, if yes,
give details.
8. Amount of Ex-Gratia award admissible:

Date :

(Signature of applicant)

Verification/Recommendation of concerned
District Sainik Welfare Officer.

(Signature & Designation with Seal)

ANNEXURE 'II'

Specimen

AFFIDAVIT

I _____ wife of _____ Rank _____

Name _____ permanent resident of

village _____ PO _____ Tehsil _____ District _____

do hereby solemnly affirm and declare as under :-

1. That, I am the legally wedded wife of No _____ Rank _____ Name _____ and eligible for _____% of ex-gratia grant.
2. That, I am in receipt of pension of the deceased soldier and eligible for the receipt of this benefit
3. That, I have not been given/paid or received such grant (Ex-gratia) earlier from the Punjab State or any other state and after receiving this grant, I will not claim this benefit in future from Punjab State or any other State.
4. That, I have not re-married after the death of my husband.
5. That, in case it is found that I am not legal heir of the decease Soldier, the whole amount received will be returned to Govt. and I will be liable for any action as per law.
6. That, I am permanent resident of Punjab State and residing in Punjab State since my birth.

Deponent

Verification:

I, the above named deponent further solemnly affirm and declare that the contents of my above affidavit are true and correct to the best of my knowledge and belief and that nothing has been concealed therein.

Dated: _____

Deponent

ANNEXURE 'III'

CHECK LIST

1. Check the actual eligibility as per Punjab Govt Rules.
 - (a) In case Martyr is married - Widow - Rs. 1,00,000/-
Rs. 50,000/- each to Father & Mother
(Additional grant of Rs 2 lacs, if funds are available)
 - (b) In case Martyr is unmarried -Father - 1,00,000/-
Mother - 1,00,000/-
2. Application in triplicate as per annexure I to be submitted to Director Sainik Welfare, Punjab in triplicate.
3. Affidavit of each beneficiary in original duly attested by Executive Magistrate along with two attested photo stat copies.
4. Three photo stat attested copies of battle casualty/accident report.
5. In case father/mother is already dead, original copy of death certificate issued by Registrar (Birth & Death) along with ,two attested photo stat copies.
6. In case of dependent children, their birth certificates/school admission certificate/part-II order regarding birth casualty issued by Army authority.
7. Where endorsement of home address of Martyr or NOK/information regarding NOK is not mentioned In Battle Casualty /accident report by the Army/Para Military force, a certificate to be obtained regarding permanent home address.

DAUGHTER MARRIAGE GRANT OF Rs 5,000/-

1.	Benefit	MARRIAGE GRANT FOR RS 5,000/- OUT OF PUNJAB DEFENCE & SECURITY & RELIEF FUND
2.	Eligibility	Ex-Serviceman/Widow of Ex-Serviceman (whose annual income is less than Rs 25,000) The following categories are also considered for marriage grant irrespective of their income: - Daughter of War Widows Daughter of Def Personnel who die in harness. Daughter of War disabled personnel and their disability is attributable to Military Services. Daughter of disabled Ex-servicemen including Officers who are in receipt of Disability pension. Orphan daughter of Ex-servicemen.
3.	Documents required to be submitted by the applicant/beneficiary	a) Application on specific Performa attached as per Annexure I b) Photostat attested copy of Discharge Certificate c) Pension Certificate issued by PDA d) Affidavit (specimen attached as per Annexure II) e) Age proof of Daughter (Birth certificate/school leaving cert) f) Wedding Card g) Photostat attested copy of Ration Card h) Income certificate from revenue Deptt
4.	Action to be taken by dealing hand at District level	a) Verification by Welfare Worker b) Scrutiny of documents c) Recommendation of DSWO and case prepared along with a Noting Sheet to President, Zila Sainik Board
5.	Time required	13 days
6.	Action to be taken by Supdt at District level	(a)Scrutiny of documents as per check list attached as per Annexure I. (b)Forward case to Deputy Commissioner on Noting Sheet.
7.	Time required at District level	15 days
8.	Action/Points to be checked by DSWO	a) All documents as mentioned above to be checked as per Check list attached at Annexure III and ensure that the claim is filled within 6 months from the date of marriage by applicant parent. b) Forward complete application to Member Secretary, Punjab Defence & Security Relief Fund Committee, Chandigarh, directly.
9.	Time	One day
10.	Action at Dte level	-
11.	Points to be checked at Dte level	-
12.	Time taken at CM office	15-30 days.
13.	Total time for granting benefit to beneficiary	90 days. Including transit period and clearance of cheque from Chandigarh as sent by Chief Minister's Office.

Presiding Officer _____

APPLICATION
FOR THE GRANT OF RELIEF OUT OF THE PUNJAB DEFENCE
SECURITY RELIEF FUND

(Referred to in clause 24 of the Punjab Defence and Security Relief Fund Rule)

- 1.
- Name (in Block letters) :
Age
Date of Birth of the applicant
 2. Residence :
Vill & PO
Teh & Distt
 3. Exact relationship of the applicant with deceased :
engaged in the defence of the country or having
done conspicuous service in the defence of
the country

Particulars of dependent children
 4. (i) Date of casualty/enrolment :
(ii) Nature of casualty/discharge
(iii) Percentage of disability
(iv) Place of occurrence
 5. Guardian (if not father
Name

Profession and relation to the applicant
 6. Financial position of the Guardian/Applicant

(a) Monthly income of the Guardian/Applicant
from all sources.
(b) Monthly income of the Dependent
children
(c) Sources of income
(d) Whether she/he has received such assistance
earlier or not
(e) Land revenue paid
(f) Income tax if any paid
(g) Any other Adhoc or monthly assistance
already received, likely to be received
from Govt, or other source.
 7. Concession claimed admission of fee remission,
book aid or scholarship or other financial assistance.
 8. Date..... (Signature of applicant)
 9. An authenticated copy of the report of the last
educational institute where necessary
 10. Recommendation of the head of the
institution where necessary.
 11. Recommendation of the Deputy Commissioner
 12. Recommendations of the Secretary Punjab
Defence and Security Relief Fund
Committee.
 13. Orders of the Committee

Annexure II

Specimen

AFFIDAVIT

I, No _____ Rank _____ Name _____ / Smt _____ widow of
_____ resident of village _____ Distt.

_____ do solemnly affirm and declare that :

1. I/my husband had served in the Indian Army/Navy/Air Force from _____ to _____.
2. My annual income from all sources is Rs _____
3. I am owner of _____ acres land
4. The date of birth of my daughter named _____ is _____, who got marriage on _____ with Shri _____ son of Shri _____ resident of Village _____ according to _____ rites.

5. The detail of my family member is as follows :-

<u>Name</u>	<u>Date of birth/Age</u>	<u>Occupation</u>
<u>Marital sttus</u>		

6. The above family members are dependent upon me.

Deponent

Verification

I, the above named deponent certify that the above declaration is true and correct as per my knowledge and belief and nothing has been concealed therein.

Dated _____

Deponent

(To be attested by class I Magistrate)

CHECK LIST ; MARRIAGE GRANT

1. The income of ex-servicemen/widow from all sources should be less than Rs 25,000/-
2. The ex-servicemen/widows has applied for Daughter Marriage Grant within six months from the date of marriage.
3. The particular of ex-servicemen/widow and married daughter duly signed by DSWO & Deputy Commissioner & President Zila Sainik Board is to be attached with claim (Proforma attached as per annexure IV).
4. Income certificate issued by Tehsildar or affidavit regarding income is to be attached. In case the beneficiary is drawing service/disability/family pension from Defence, a certificate to be obtained from their respective DPDO/Banker and to be attached with claim.
5. In case the ex-serviceman has been discharged from service on medical ground, a certificate to be obtained from respective DPDO.
6. As a proof of marriage a wedding card/a certificate issued by Village Sarpanch should be attached with claim.
7. The following category will be given marriage grant irrespective of their income :
 - (a) Daughter of war widows.
 - (b) Daughter of Defence personnel who died in harness.
 - (c) Daughter of war disabled personnel and their disability is attributable to military service.
 - (d) Daughter of 20% to 100% disabled personnel including officers.
 - (e) Orphan daughter of ex-servicemen.

PROFORMA

**PARTICULARS OF EX-SERVICEMEN/WIDOWS BENEFICIARIES OF MARRIAGE
GRANT OUT OF PDSR FUND**

Sr No.	Name of Beneficiary & Address	Name of Daughter & her date of marriage	Annual Income	Percentage of Disability	Amount of Grant	Remarks

Certified :-

- (a) Marriage Grant in respect of above cases were not received previously from Punjab Defence & Security Relief Fund.
- (b) Applications in respect of above cases are received within six months from the beneficiary for grant of marriage grant.
- (c) All the documents of above cases have been verified and found correct.

Distt Sainik Welfare Officer

Deputy Commissioner & President Zila Sainik Board

MONETARY BENEFITS TO GALLANTRY AWARDEES
(PUNJAB GOVT. GRANT)

1	Benefit	Details of Monetary benefits to Gallantry Awardees (Attached as Appendix A)
2.	Eligibility	Gallantry Awardees and widows/NOK of soldier
3.	Documents required to be submitted by the applicant/beneficiary	a) Application in triplicate as per Annexure I attached. b) Affidavit duly attested by Class-I Magistrate as per Annexure II, III & IV
4.	Action to be taken by dealing hand at District level	a) Scrutiny of the documents as per check List att at Annexure VI b) Case to be forwarded to Dte Sainik Welfare, Punjab along with recommendation of DSWO. c) Extract of Gazette of India Notification d) Address of Awardee at the time of enrollment issued by Army authority.
5.	Time required	3 Days
6.	Action to be taken by Supdt at District level	Scrutiny of documents, compile the same with check list as per Annexure V attached.
7.	Time required at District level	1 day
8.	Action/Points to be checked by DSWO	As per serial No. 3 re-check the documents as per check List (Annx V) & Despatch to Directorate Sainik Welfare Punjab for onward submission to Deptt of Defence Services Welfare Pb.
9.	Time	1 day
10.	Action at Dte level	Scrutiny of documents & forward to Deptt of Defence Services Welfare, Punjab for sanction.
11.	Points to be checked at Dte level	Check along with the Gazette Notification received from Army HQ, obtain Director Sainik Welfare Punjab's recommendation and forward to Defence Services Welfare Pb .
12.	Time required at Dte level	7 day.
13.	Time required at AD's for issue of sanction	30 days. Also depends on availability funds to be allotted. And transit period.
14.	Action at Distt level after receipt of sanction	Prepare the Bill and forward to Distt Treasury
15	Time Taken	4 days
16	Action at Distt Treasury	10 days
17	Issue of Cheque to beneficiary	4 days
18	Total time required	60 days.

Presiding Officer _____

Proforma

Application for grant of Cash Award
(GALLANTRY AWARDEES)

1. Rank, Name, Number and Branch/Trade :
of the applicant.

2. Unit where serving. :

3. Permanent home address :

4. Address given at the time of joining :
service.

5. Nature of award :

6. Date of award :

- 7 Authority for award :
(Notification No of Gazette of India)

8. Copy of Citation.

(Signature of the applicant)

Recommendation/Remarks of the DSWO

Annexure II

Specimen

AFFIDAVIT

(Application in case of "Awardee" only)

I, No _____ Rank _____ Name _____
resident of village _____ PO _____ Tehsil _____ Distt _____
_____ and Awardee of _____ solemnly affirm and declare
as under :-

1. That I have not taken/will not take any benefit for this award from any other state in future.
2. I am willing to accept monetary benefit for this award in lieu of land (in cases before 6.11.02) (in cases of MID award before 27.5.04)

OR

I am willing to accept lump sum amount in lieu of land and I shall not claim any other benefit for this award in future (in cases from 6.11.02 onwards except MID award) (in cases of MID award from 27.5.04 onwards)

3. That I understand and am conscious of the fact that this is one time lump sum award. As such I will not claim any other benefit such as land, cash award and annuity etc, under any pretext/rationale (in cases from 6.11.02 onwards except MID award) (in cases of MID award from 27.5.04 onwards).

Place :
Date

Deponent

Verification

Verified at _____ on this _____ day of _____ that the contents of the above affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed therein.

Place :
Date

Deponent

(Attested by Magistrate)

Annexure III

Specimen

AFFIDAVIT

**(In case of Posthumous Awardee : Beneficiary Wife
(Widow))**

I, Name Smt _____ wife (widow of) No _____ Rank _____
Name _____ resident of _____ village
_____ PO _____ Tehsil
_____ Distt _____ and _____ Awardee of
_____ solemnly affirm and declare as under :-
(Name of award)

- 1 That I am real wedded wife (widow) of the said awardee.
- 2 That I have not re-married on the date of conferment of award.
3. That I have not taken/will not take any benefit for this award from any other state in future.
- 4.. That I am willing to accept monetary benefit for this award in lieu of land (in cases before 6.11.02) (in cases of MID award before 27.5.04)

OR

I am willing to accept lump sum amount in lieu of land and I shall not claim any other benefit for this award in future (in cases from 6.11.02 onwards except MID award) (in cases of MID award from 27.5.04 onwards)

3. That I understand and am conscious of the fact that this is one time lump sum award. As such I will not claim any other benefit such as land, cash award and annuity etc, under any pretext/rationale (in cases from 6.11.02 onwards except MID award) (in cases of MID award from 27.5.04 onwards).

Place :
Date

Deponent

Verification

Verified at _____ on this _____ day of _____ that the contents of the above affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed therein.

Place :
Date

Deponent

(Attested by Magistrate)

Annexure IV

Specimen

AFFIDAVIT

(In case of Bachelor Martyr Awardee)

The parent(s) named _____ of No_ _____ Rank _____
Name _____ resident of village _____ PO _____ Tehsil
_____ Distt _____ and _____

Award of _____ solemnly affirm and declare as under :-
(Name of award)

1. That my son/brother was unmarried at the time of his death.
2. That I am legal heir of my son/brother
No _____ Rank _____ Name _____.
3. That I have not taken/will not take any benefit for this award from any other state in future.
4. That I am willing to accept monetary benefit for this award in lieu of land (in cases before 6.11.02) (in cases of MID award before 27.5.04)

OR

I am willing to accept lump sum amount in lieu of land and I shall not claim any other benefit for this award in future (in cases from 6.11.02 onwards except MID award) (in cases of MID award from 27.5.04 onwards)

5. That I understand and am conscious of the fact that this is one time lump sum award. As such I will not claim any other benefit such as land, cash award and annuity etc, under any pretext/rationale (in cases from 6.11.02 onwards except MID award) (in cases of MID award from 27.5.04 onwards).

Place :

Date

Deponent

Verification

Verified at _____ on this _____ day of _____ that the contents of the above affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed therein.

Place :

Date

Deponent

(Attested by Magistrate)

Annexure V

CHECK LIST

1. Ensure application on specific perform attached at annexure I, in triplicate is completed and submitted to Dte Sainik Welfare Punjab.

2. Affidavit as per performa attached at annexure II duly attested by Class I Magistrate is received from applicant as follows :-
 - (a) If beneficiary is self awardee - Annexure II
 - (b) If beneficiary is widow - Annexure III
 - (c) If awardee martyr bachelor - Annexure IV

3. DSWO recommends the case on application of individual showing the amount of award.

4. Ensure address of awardee is issued by Army authority should be of Punjab State.

FINANCIAL ASSISTANCE (OLD AGE)

1	Benefit	Rs.300/- PM
2.	Eligibility	Ex-Servicemen/Widows of Ex-Servicemen of World War-II above the age of 65 years who are not in receipt of any pension.
3.	Documents required to be submitted by the applicant/beneficiary	a) Application on specific proforma attached at Annexure I b) Age assessed by Medical Officer c) Income certificate from revenue authority d) A certificate from Distt Social & Security Officer regarding non pensioner attached as per Annexure II. e) Affidavit as per Annexure III f) Discharge certificate g) Saving Bank Account h) Photostat attested copy of Ration Card.
4.	Action to be taken by dealing hand at District level	a) Ensure verification of case carried out by Welfare worker. b) Scrutiny of documents as per check List. d) ESM/widow advised to open bank account & obtain account Number. e) Obtain sanction of Zila Sainik Board screening committee f) Forward case to Dte Sainik Welfare with recommendation of DSWO.
5.	Time required	10days
6.	Action to be taken by Supdt at District level	Scrutiny of documents as per check list att at Annexure IV.
7.	Time required at District level	11 days
8.	Action/Points to be checked by DSWO	a) Period of service rendered by Ex-serviceman in the Army b) Reason for Discharge: (i) Not discharged at his own request. (ii) Not discharged under disciplinary reasons. (iii) Ex-serviceman falls under ex-servicemen Punjab Rect Rule 1982. (iv) Enrolment of ex-servicemen should be within or prior to Second World War (v) Age of Ex-serviceman should be 65 years or above (vi) Income of Ex-servicemen/widows should not exceed Rs. 15000/- annually. c) Recheck as per serial 3 & 4.
9.	Time	1 day
10.	Action at Dte level	Check documents & accord sanction
11.	Points to be checked at Dte level	Check All points mentioned at Serial No.3,4 & 8.
12.	Time required at Dte level	10 days
13.	Total time for granting benefit to beneficiary	One month Including transit period.

Presiding Officer _____

Annexure 'I'

(Proforma)

**APPLICATION FORM FOR PAYMENT OF FINANCIAL ASSISTANCE TO
EX-SERVICEMEN/WIDOWS ABOVE THE AGE 65 YEARS**

1. Name of Ex-serviceman
2. Name of Wife/Widows
3. Father's Name
(Only in case of ESM)
4. Date of Birth
5. Date of enrollment in Army
6. Date of Retirement
7. Reasons for retirement
8. Permanent address
9. Name of Banker and Saving Account No.
10. Monthly income from all sources:
 - (a) Land
 - (b) Shop/Business
 - (c) Financial assistance
 - (d) Pension
11. Is he/she living with dependent

Signature of Applicant

Recommendations of Screening Committee of District Sainik Welfare Office

Recommended/Not Recommended

District Sainik Welfare Officer

Sanctioned/Not Sanctioned

Director Sainik Welfare Punjab

ANNEXURE II

(Refers to Appendix 'D')

Specimen

CERTIFICATE

(To be prepared by Distt Social & Security Officer)

It is certified that Shri/Smt_____ son /wife of
Shri_____ resident of village_____PO
_____ Teh _____ Distt_____

has /has not drawn old age pension from Punjab Govt through this office upto
_____and has been discontinued wef _____ as Shri/Smt
_____intends to draw financial assistance being paid to the ex-
servicemen/widows of above 65 years of age by Distt Sainik Welfare Officer
.....

No _____
Dated_____

Distt Social & Security Officer

Annexure III

Specimen

AFFIDAVIT

I, _____ (widow of) No _____ Rank
_____ Name _____
resident of Village _____ PO _____ Teh _____ Distt

do hereby solemnly affirm and declare that :-

1. That I/my husband has/had served in second world war from _____ to _____
2. That I am the legal wedded widow of _____. My husband had not contacted second marriage during his life time.
3. That I am not receiving any pension from any sources.
4. That I have no income.
5. That My annual income is not more than Rs 12,000/- P.A.

Dated :

Deponent

Verification :

That my above statement is true and correct as per best of my knowledge and belief and nothing has been concealed therein.

Deponent

(to be attested by class I Magistrate)

ANNEXURE IV

CHECK LIST

1. Check the correctness of discharge certificate from Record Office.
2. Ensure ex-serviceman has served in second world war.
3. Ensure monthly income of ex-serviceman is not more than Rs 12,000/- annually.
4. Income certificate should be obtained from revenue authority
5. A certificate of Distt Social and Security Officer for not drawing old age pension to be obtained.
6. Affidavit of ex-serviceman/widow.
7. The account of applicant should be opened in the Bank from where other beneficiaries of Distt are drawing pension.
- 8 Obtain three pass port size photographs (one photographs should be attested from village sarpanch/MC).
- 9 Obtain a photostat attested copy of Ration card

BLIND PENSION OUT OF PUNJAB AMALGAMATED FUND (PAF)

1.	Benefits	Rs.500/- PM
2.	Eligibility	Ex-servicemen/widows who are 100% Blind
3.	Documents required to be submitted by the applicant/beneficiary	a) Simple application b) A medical certificate issued by Civil Surgeon with Photo of the applicant. c) Discharge certificate
4.	Action to be taken by dealing hand at District level	a) Documents to be scrutinized as per check List as per Annexure I. b) Ensure Ex-serviceman/widow is completely blind. c) Put up application to DSWO for recommendation.
5.	Time required	15 days
6.	Action to be taken by Supdt at District level	Scrutiny of the documents and compile for onward submission to Director Sainik Welfare, Punjab.
7.	Time required at District level	2 days
8.	Action/Points to be checked by DSWO	Recheck as per check list and ensure authenticity of documents as per serial 3 & 4.
9.	Time	One day
10.	Points to be checked at Dte level	Scrutinize the documents as per Check list attached at Annexure I.
11.	Action at Dte level	Accord sanction and send the same to the respective DSWO.
12.	Time required at Dte level	One day.
13.	Total time for granting benefit to beneficiary	30 days including transit period.

Presiding Officer _____

CHECK LIST

1. Medical certificate from Civil Surgeon as per Specimen attached at annexure II.
2. Photostat attested copy of Discharge Certificate.
3. Certificate from the beneficiary to the effect that he is not in receipt of such pension from Kendriya Sainik Board.
4. Simple application.
5. Details of Bank Account
6. Three Photographs.

ANNEXURE II

OFFICE OF THE CIVIL SURGEON

No. _____

Date _____

Certified that Shri/Smt _____

S/o, w/o _____ Resident of village

_____ Post office _____ Tehsil _____

District _____ State (Punjab) has been examined by Dr.

_____ and found to be totally blind.

His/her signature/LTI/RTI is given below.

Signature/L.T.I/RTI
of the applicant

Civil Surgeon

Photograph duly
attested by Civil
Surgeon

**REIMBURSEMENT OF PRE-COACHING CHARGES FOR SSB
INTERVIEWS/PMT/CET**

1.	Benefit	SSB Coaching - Rs.1000/- or actual whichever is less PMT/CET - Rs.2500/- or actual whichever is less
2.	Eligibility	1. For entry to NDA/IMA/OTA, only wards who have qualified in respective written examination. 2. For PMT/CET Competitive examination, wards who have passed 10+2 (Medical or Non Medical) and have obtained minimum of 55% marks in their exam and are aspirant for competing in the examination. Coaching fee will only be reimbursed in respect of those ward who get coaching from the approved Institute/Centre.
3.	Documents required to be submitted by the applicant/beneficiary	Only such wards are eligible for reimbursement of Pre-coaching who are recommended for pre-coaching by the screening committee of Distt Sainik Welfare Office.
4.	Action to be taken by dealing hand at District level	After checking the eligibility conditions as per check list attached at annexure I, the cases are required to be put up to office Supdt.
5.	Time required	Two days
6.	Action to be taken by Supdt at District level	After thoroughly checking the documents as per check List. The case is put up for signatures of DSWO for onward submission to Director Sainik Welfare, Punjab.
7.	Time required at District level	One day
8.	Action/Points to be checked by DSWO	Recheck as per serial 2 & 3.
9.	Time	One day
10.	Points to be checked at Dte level	Recheck documents as per serial 2 & 3.
11.	Action at Dte level	Put to PAF Committee for sanction.
12.	Time required at Dte level	7 days
13.	Total time for granting benefit to beneficiary	17 days including Transit time. It will also depend upon the availability of funds.

Presiding Officer _____

Annexure I

CHECK LIST

1. As per Director Sainik Welfare Punjab's directions conveyed vide their Memo No 2/35/22/97/4438 dated 12 Jun 97 (Annexure I) only those wards are entitled, who are sponsored by respective DSWO for pre-coaching after screening by the Distt Committee.
2. Simple application from ex-serviceman.
3. Receipt for amount charged by Institute to be verified and countersigned by respective DSWO..
4. Only children of JCOs/OR (Including granted Honorary Commission) are eligible.
5. Certificate from Institute that candidate has attended the training.
6. Photostat copy of Discharge certificate.

**PAYMENT OF SCHOLARSHIP TO THE WARDS OF
EX-SERVICEMEN/WIDOWS (PAF)**

1	Benefit	Scholarship as mentioned against each to eligible wards of Ex-servicemen
2.	Eligibility	<p><u>Wards of Ex-servicemen/Widows:</u></p> <p>a) Post Graduate Diploma in E-Commerce & Internet application/diploma in Computer Engineering who stood first/Second in these Courses at the University level. - Rs.10,000/-PA</p> <p>b) Special scholarship to BA/BSc (Degree Exam) & MA/MSc (Post Graduate Exam) who stood first & second in University, respectively. - Rs.8000/- PA</p> <p>c) Who obtains 80% or above marks in Matric & 10+2. - Rs.250/- PM</p>
3.	Documents required to be submitted by the applicant/beneficiary	Simple application from the ex-servicemen/widows along with detailed mark sheet of the concerned course/class.
4.	Action to be taken by dealing hand at District level	After checking the eligibility conditions as per check list attached at annexure I, the cases are required to be put up to office Supdt.
5.	Time required	Two days
6.	Action to be taken by Supdt at District level	After thoroughly checking the documents as per check List. The case is put up for signatures of DSWO for onward submission to Director Sainik Welfare, Punjab.
7.	Time required at District level	One days
8.	Action/Points to be checked by DSWO	Recheck as per serial 2 & 3.
9.	Time	One day
10..	Points to be checked at Dte level	Recheck documents as per serial 2 & 3.
11.	Action at Dte level	Put to PAF Committee for sanction.
12.	Time required at Dte level	7 days
13.	Total time for granting benefit to beneficiary	17 days including Transit time. It will also depend upon the availability of funds.

Presiding Officer _____

ANNEXURE I

CHECK LIST

1. Certificate from the Educational Institute that ward is continuing in studies in 10+1/BA Ist year after passing Matric/10+2 examinations.
2. Simple application from ex-servicemen.
3. Should have passed 10th or 12th from Govt. aided school.
4. Photo copies of testimonials.
5. Photo copy of discharge certificate.
6. Undertaking/certificate that child is studying further for next two years.

FINANCIAL ASSISTANCE OUT OF FLAG DAY FUND

- Benefits :
1. Financial Assistance upto Rs.10,000/- to each individual case of extreme compassionate nature but total assistance not exceeding Rs.3.00 lac in a financial year by the Director Sainik Welfare Punjab.
 2. Immediate grant of Rs.2000/- at District level to the NOK of Martyrs at the time of Bhog ceremony/Antim Ardas.
 3. Financial Assistance upto Rs.5000/- to each individual case of extreme compassionate nature at District level.

1.	Eligibility	<ol style="list-style-type: none"> a) Non-Pensioner Ex-servicemen and the Widows of Ex-servicemen in penury. b) Disabled Ex-servicemen in penury. c) Ex-servicemen above the age of 65 years who are not capable sustaining themselves by self employment and who are not supported by their members and are in penury. d) Ex-Servicemen who have been incapacitated by ailment such as leprosy & TB etc and who can not make a living for themselves. e) Orphan children of Ex-Servicemen. f) Ex-servicemen for their own treatment or the treatment of a member of their family, provided they are not admitted in the State Govt. Hospital/Military Hospitals and cannot meet the expenses, which in the opinion of Hospitals are essential and cannot be met from the Govt. or from other sources.
2.	Documents required to be submitted by the applicant/beneficiary	Application on specific proforma, copy of Discharge Certificate and other relevant medical certificate. Verification report by Welfare Worker.
3.	Action to be taken by dealing hand at District level	After having gone through the documents provided by the beneficiary, and proper verification, necessary application on the prescribed proforma given in the Flag Day Fund rules will be filled.
4.	Time required	One day
5.	Action to be taken by Supdt at District level	All the documents received from the beneficiaries are checked thoroughly before putting upto the DSWO.
6.	Time required at District level	One day
7.	Action/Points to be checked by DSWO	<ol style="list-style-type: none"> a) Recheck the eligibility & documents as per serial 2 & 3. b) Beyond DSWO power, put up to Distt Level Committee for necessary sanction. c) Forward documents to Director Sainik Welfare, Punjab, where necessary, for his sanction.
8.	Time	7 days
9.	Points to be checked at Dte level	Scrutinize documents as per serial 2 & 3.
10.	Action at Dte level	Accord sanction.
11.	Time required at Dte level	7 days
12.	Total time for granting benefit to beneficiary	30 days. Including transit period. In case the case is presented for financial assistance out of DSW's powers.

Presiding Officer _____

CHECK LIST

1. Photo Copy of Discharge certificate to be attached
2. Application from the ex-servicemen/widow on the prescribed Performa given in Flag Day Fund Rules.
3. Detailed report from the Welfare worker about the Financial condition of the beneficiary.

**ISSUE OF LINEAL DEPENDENT CERTIFICATE
FOR AVAILING RESERVED QUOTA IN INSTITUTIONS**

1	BENEFITS	For availing benefit of reserved vacancies meant for the ex-servicemen
2.	ELIGIBILITY	All Ex-servicemen/Widows (Pensioner or Non- Pensioner)
3.	DOCUMENTS REQUIRED TO BE SUBMITTED BY THE APPLICANT/ BENEFICIARY	An Application (Format as Annexure I) A photo copy of Discharge Certificate. Proof of DOB of dependent for whom the requisite certificate is required.

Annexure I

APPLICATION PROFORMA FOR ISSUE OF LINEAL DEPENDENT CERTIFICATE

1. Name of the Applicant (ESM/Widows) : _____
2. Army No : _____
3. Rank : _____
4. Unit/Corps/Regiment : _____
5. Date of Enrolment : _____
6. Date of Discharge : _____
7. I. Card No. : _____
8. Name of Vacancy/Course/Class : _____
9. Name of Deptt/Institution : _____

Date :

Signature of Applicant

Address:

ISSUE OF TUBEWELL CONNECTION ON PRIORITY BASIS

1	BENEFITS	For availing priority benefit in connection with getting Tube well Connection
2.	ELIGIBILITY	All Ex-servicemen/Widows (Pensioner or Non Pensioner), serving soldiers
3.	DOCUMENTS REQUIRED TO BE SUBMITTED BY THE APPLICANT/BENEFICIARY	An Application (Format as Annexure I) A photo copy of Discharge Certificate. A photo copy of FARAD showing ownership of Agricultural land..

Annexure I

APPLICATION PROFORMA FOR ISSUE OF EX-SERVICEMEN CERTIFICATE IN CONNECTION WITH TUBEWELL CONNECTION ON PRIORITY BASIS

1. Name of the Applicant(ESM/Widows) : _____
2. Army No : _____
3. Rank : _____
4. Unit/Corps/Regiment : _____
5. Date of Enrolment : _____
6. Date of Discharge : _____
7. I. Card No. : _____
8. Place of Tube well Connection where required : _____

Date :

Signature of Applicant

Address:

WAR JAGIR

1.	BENEFIT	WAR JAGIR @ Rs.500/- & Rs.1200 PA
2.	ELEGIBILITY	Father or where the father is dead to the mother: - (a) Whose only son or child. (b) Whose only two sons or two children. (c) Whose three sons or more children is/are serving or has/have served in the Armed Forces of Indian Union during the Emergency declared by the President of India on 26th October, 1962 or 3rd December, 1971.
3.	Procedure	1.Application Form - Annexure I 2. Military Certificate from the CO of the concerned Unit.

APPLICATION PROFORMA FOR WAR JAGIR

Military certificate for the grant of war jagir under the East Punjab Awards Act, 1948, as amended to date.

Note: - (1) Certificate to be issued by the Commanding Officer of the unit or OC Records under the Official Seal.

(2) This certificate should not be issued by the Commanding Officer, unless person concerned has served/is serving in the Armed Forces of the Indian Union during emergency(s) declared on 26 Oct 1962 and 3rd December 1971 or World War-II.

1. Name of the Applicant (Father/Mother) :
2. Name of the child : _____

3. Father's Name : _____
 - (i) No. in the Army : _____
 - (ii) Rank : _____
 - (iii) Name and address : _____
(No abbreviation to be used)
Village : _____
Post Office : _____
Tehsil : _____
District : _____
4. Date of enrolment
5. Length of Service in world War II or in National Emergency (s) from 26-10-62 to 9-1-68 and from 3.12.71 to 26.3.77 :

From_____	To _____
From_____	To_____
Total Emergency Service	_____Years _____Months _____ days
6. Date of Discharge : _____
7. Ground of Discharge : _____
8. Character : _____

9. Name of the units and Regiments in which he/they, has/have served is/are, serving from the date of enrolment to date.

Unit_____ From_____ To_____

Unit_____ From_____ To_____

Unit _____ From_____ To_____

Unit _____ From _____ To _____

(No abbreviation to be used. Full details of the units to be given)

I have examined the records and certify that the facts mentioned above are correct.

It is also certified that No _____ Rank _____ Name _____ has/have served/is/or are serving in the aforesaid unit(s) during the Emergency which is a part of Armed Forces.

Station : _____

Signature of Officer Commanding or OC

Records
(with Office Seal)

Date: _____
(Round Stamp)

AFFIDAVIT

- (a) That he is the real father of the child/children has/have served/serving in the Armed Forces,
- (b) That he has not applied for war jagir on account of enrolment of the son/sons/child/children in the Armed Forces at any place in the State of Punjab.

2. **For Female Applicant (Mother)**

The same procedure is to be adopted as given in para 1 above including in the affidavit: -

- (a) That she is the real mother of the Son/Sons/child/children, who has/have served/serving in the Armed Forces.
- (b) That she has not re-married or performed any "Chaddar Andaji or "Krewa" with any person after the death of her husband.
- (c) That such son(s), child (s) were born out of the Wedlock of her deceased husband.
- (d) That she has not applied for the grant of war jagir in her name at any in her name at any place in the State of Punjab.

3. **Action By District Sainik Welfare Officer**

On receipt of case the District Sainik Welfare Officer will get the case verified from Field Staff. He will get the following application forms completed in all respects of eligible parents according to any one of the categories stated therein and then forward the case to the Director Sainik Welfare, Punjab for approval/sanction of the Government.

**APPLICATION FORM THE GRANT OF WAR JAGIR UNDER THE EAST PUNJAB
AWARDS ACT, 1948 AS AMENDED TO DATE (TO BE SUBMITTED TO THE
DISTRICT SAINIK WELFARE OFFICER)**

NOTE: - This application form should only be used by the parents who have only son, two sons, three sons/only child, Two children, Three children or more, and he/they has/have served in the Armed Forces of the union during the Emergency(s) declared on 26.10.1962 or 3rd December 1971.

To
The District Sainik Welfare Officer

1. Name of the Applicant (Father)
(Mother)
2. Home Address:
(i) Village _____ (ii) Post Office _____
(iii) Tehsil _____ (iii) District _____
3. Name of only son(s)/child(s) who is/are serving/served in the National Emergency(s) : Military certificate(s) attached).
4. My husband died on _____. The death certificate is attached (for widow applicant only)

5. I hereby solemnly affirm and declare that I am the Father/Mother of the above named son/sons/child/children who is/are my only son/child/children and I have not by reason of having him/them enrolled in the Indian Army during the National Emergency so far received from the Punjab Government any land or other award except the war jagir .

6. That I have no other male/female issue except the above named son(s)/child(s).

7. That the particulars are true and correct to the best of my knowledge and belief and nothing therein entered is false, nor has any thing relevant been concealed or suppressed and that if it is found to be false, it will amount not only to breach of the conditions of war Jagir grant being granted on my part justifying the termination of the War Jagir but also an offence under Section 180 I.P.C.

8. In view of the above information, I request that a War Jagir in lieu of services rendered by my son/sons/child/children in the Indian Army during the National Emergency(s), may kindly be granted to me.

Place: _____ Signature/Thumb Impression of the applicant

Date: _____

VERIFICATION REPORT OF DISTRICT SAINIK WELFARE OFFICER

Date:

Signature of District Sainik Welfare Officer

RECOMMENDATION OF DIRECTOR SAINIK WELFARE, PUNJAB

Date:

Signature of Director Sainik Welfare, Punjab

Sanctioned/not Sanctioned

Date:

Secretary to Govt. Punjab Defence
Services Welfare, Punjab, Chandigarh

REDRESSAL OF GRIEVANCES MECHANISM FOR EX-SERVICEMEN

BACKGROUND

1. The Ex-servicemen after spending 15-20 years in the Army are out of touch with civil environment and not accustomed to the conditions prevailing in the civil society. With personal experience, it is felt that the Ex-servicemen and widows normally face following types of problems in their retired life while they inhabit villages/towns in Punjab: -

- (a) Revenue matters
- (b) Land Encroachment
- (c) Police cases
- (d) Strained married life, mostly between daughter & in laws & inter personal relations
- (e) Money lending
- (f) Husband - wife strained relations
- (g) Matters related to divorce
- (h) And other social problems of trivial nature
- (i) Back home, parents & wives of serving soldiers facing such problems.

2. Though, village panchayats are suppose to take care of their problems but in most of the cases Ex-servicemen do not get full justice and requisite social support from the village set up. Thus, compelling them to take up their cases with Police Authorities, District Heads of different Departments and judiciary. Though, some problems are genuine and Ex-servicemen do require serious support from the Sainik Welfare Organization.

Action on Complaints

3. Directorate Sainik Welfare pointed out that many complaints are not timely attended to and these remain pending for long time. He directed that the following procedure will be adopted as and when complaint is received by the District Sainik Welfare Officer: -

- (a) Complaint will be recorded in computer.
- (b) District Sainik Welfare Officer will direct the welfare worker in writing Welfare Worker as to what all actions are to be taken by him. Welfare Worker will make efforts to attend to the complaint at his own level. In case, it is not sorted out, he will give a written report within 15 days to his District Sainik Welfare Officer for further action.
- (c) District Sainik Welfare Officer will make the liaison & correspondence with the Head of the concerned Department at District Level. In case there is no action within 15 days, District Sainik Welfare Officer will send agenda point to the concerned head at District level for holding a meeting to discuss the complaint and find a solution.

(d) In case the concerned head at District level even after personal meeting does not take necessary action, the complaint will be referred to the Deputy Commissioner with a request to issue instructions to the concerned head at District level.

(e) Even then, in case the complaint is not sorted out, it will be included in Quarterly Meeting of the Zila Sainik Board for discussion and decision/directions by the DC/President Zila Sainik Board.

(f) If the problem still is not sorted out, the complaint will be forwarded as Agenda Point for inclusion in the Dist Grievances Committee headed by the Minister concerned.

(g) In case the complaint is not attended to within three months, District Sainik Welfare Officer will forward the complaint with full details and action taken on it under a DO letter to Director Sainik Welfare, Punjab. Thereafter Director Sainik Welfare Punjab will take up the case at his level with the concerned Principal Secretary/Secretary.