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149. Government of India, Ministry of Petroleum and Natural Gas letter No.P-19011/56/95-IOC dated 01/04/97


151. Government of India, Ministry of Petroleum and Natural Gas letter No.RET/SM/MKT dated 06/01/04

152. Govt of India, Ministry of Defence Office Memorandum dated 10/04/02.

You are undoubtedly aware that there has been growing dissatisfaction amongst retiring Defence Service Personnel about the avenues available to them for their resettlement when they retire from the Armed Forces at a comparatively young age. Although the Central Government as well as the State Governments and Union Territories have from time to time taken policy initiatives to deal with the situation, it was felt that a closer look was required at the whole problem. Accordingly, in March 1984 the Government of India constituted a High Level Committee to go into the problems of ex-Servicemen. Having consulted with a broad cross section of ex-servicemen, as well as the States and Union Territory Administrations, the Committee has finalized and submitted its report, a copy of which is enclosed.

As most ex-servicemen, on retirement take up residence in the States/Union Territories to which they belong, frequently in the rural area, their resettlement in large numbers can only be achieved by means of appropriate measures by the State Governments and the Union territory Administrations. In overcoming the problems faced by them, and in assisting them to find resettlement, as well as enabling them to add to the productivity of society as a whole, therefore, the State Governments and Union Territories must evidently play a pivotal role. The recommendations of the High Level Committee can only be implemented with the fullest cooperation and active participation of your administration. I shall be most grateful, therefore, if your Government/Administration could act immediately in accepting and implementing the recommendations of the High Level Committee. While there are many recommendations which relate to your Government/Administration, I would like specifically to invite your attention to the following :-

(i) Making suitable plan provision for schemes of welfare for ex-Serviceman as an integral part of the State plans

(ii) Revitalization of Zila/Kendriya Sainik Boards to bring about an agency capable of effectively dealing with their problems.

(iii) Suitable amendments to Rent Control Legislation and tenancy laws to assist ex-Servicemen to re-occupy/retain possession of their homes/agricultural land.

(iv) Essential steps necessary to bring about reservations in Government and public sector job opportunities and monitoring systems to ensure that the reserved vacancies are filled by ex-Servicemen.

(v) Extending to ex-Servicemen due social recognition of their contribution to the Defence of the nation, and an appropriate code of conduct for the administration whilst dealing with them
These are some, though by no means all, of the areas which need immediate attention. While Defence Secretary is also addressing your Chief Secretary in the matter I trust that you will emphasize upon your administration the imperative need for tackling the recommendations of the High Level Committee with promptitude and sympathy.

Yours sincerely,

Sd/-

(P.V.Narasimha Rao)
SUMMARY OF HIGH LEVEL COMMITTEE RECOMMENDATIONS

Census

15.1 It is recommended that in the 1991 Census, the ex-servicemen should be included as a separate category so that a reliable data base is built up for formulating need-based plans and programmes for the ex-servicemen.

Definition of Ex-servicemen

15.2 It is recommended that the existing definition of "Ex-servicemen" be replaced by the definition given in Para 4.6, 4.7 and 4.8 for all purposes.

Employment

15.3 The Committee has noted with concern the poor utilization of reserved vacancies in Central and State Government posts, Public Sector Undertakings and the organized sector. As this has been caused due to poor implementation of orders on reservation, absence of roster system, small vacancy arising periodically and inadequate monitoring, the Committee strongly recommends that a comprehensive National Ex-servicemen Resettlement Act be enacted to cover the organisations under the Government of India. A model Act in consultation with States may also be drafted and States requested to legislate on these lines for safeguarding the interests of ex-servicemen in their respective jurisdiction.

15.4 The Committee strongly recommends that a Parliamentary Committee consisting of Members from both the Houses be constituted to oversee the implementation of various schemes and facilities for ex-servicemen. This, in itself, is bound to ensure that existing reservation schemes and facilities are better implemented than at present.

15.5 Similar to the Scheduled Castes and Scheduled Tribes Commission, an Ex-servicemen Resettlement Commission (or Commissioner), be also established under the proposed Act. Such a Commission or Commissioner would be in a position to effectively monitor placement of ex-servicemen.

15.6 To settle about 3 lakh ex-servicemen now held on the live roster, it is recommended that special Ex-servicemen placement drives be undertaken by Ministries employing larger number of people. Railways, Posts and Telegraph and some Central Public Sector Undertakings like Coal India, ONGC, SAIL, BHEL and others should be able to absorb a large number in the immediate future. All these organisations should pool the vacancy arising in small offices at higher levels, e.g., Zones or Circles and the percentages of reservations of ex-servicemen of these totals should be filled up. The Directorate General Resettlement should be given three months advance information to arrange maximum number of suitable ex-servicemen for bulk recruitment at the appointed places. This will clear the backlog to some extent. Similarly, State Governments and Union Territories Administration should be addressed for similar special ex-servicemen recruitment drives to place ex-servicemen in State Government Undertakings against pooled vacancies.

15.7 Regarding Group 'A' and 'B' posts, it is strongly recommended that qualified and suitable officers, junior commissioned officers and junior ranks should be laterally inducted in these posts during the last year of their service. The orders of the Ministry of Home Affairs issued in 1979 for identification of suitable Group 'A' and 'B' posts have still not been complied with fully, though some Ministries have indicated some of these posts at the liaison officers meeting held on 20th June, 1984. The task should be completed by all the Ministries/Public Sector Undertakings expeditiously. Similarly, Junior ranks of the three Services, should be absorbed in various suitable jobs by lateral induction one year before they are due to retire from the Services. A wide variety of technical tradesmen and the non-technical personnel are available for selection. Therefore, the transfer of a man for man and post for post
in all fields in the organised sector is recommended. Along the same lines, States/Union Territories should also be addressed to implement the lateral induction scheme.

15.8 In the discharge certificate given to each servicing person on retirement, it is recommended that his correct status in accordance with the recommended definition of ex-servicemen be indicated clearly for employment assistance in a civil job. Further, pragmatic improvements in the contents of discharge certificate should be done by the Service Headquarters, for example, equation of trade, specific experience like type of vehicles driven by the individual in service and so on should be clearly indicated so that it is possible for a prospective employer to understand easily the previous military experience of an individual ex-servicemen.

15.9 The employment exchanges throughout the country must continue to sponsor the names of ex-servicemen both for reserved and unreserved vacancies, in addition to similar work being carried out by the Rajya/Zila Sainik Boards for reserved vacancies, especially since a large number of States have yet to implement the revitalization recommendations for additional staff at these Boards.

15.10 It is further recommended that the procedure for de-reservation of reserved posts for ex-servicemen be done strictly in accordance with the existing rules. Directorate General Resettlement should be given 30 clear days for confirmation regarding non-availability of suitable ex-servicemen for specific post. It is recommended that the reserved vacancies for ex-servicemen be kept vacant and carried forward for at least one year before these are de-reserved and filled up by others.

15.11 Modification and amendments to recruitment rules must be carried out immediately, particularly incorporation of the existing age and educational relaxations. Further relaxations of educational qualifications for such post where previous military experience in a given discipline or trade is suitable for a second career job should be appropriately included in the recruitment rules to help place ex-servicemen.

15.12 The revitalisation of the Rajya and Zila Sainik Boards recommended in 1981 should be implemented fully by those States and Union Territories who have yet to do so. Only then would these Boards be in a position to carry out sponsorship duties adequately.

15.13 Ordnance factories, banks and large Public Sector Undertakings should make special efforts to absorb the released Short Service Commissioned Officers every year. Concerned Ministries and Directorate General Resettlement in consultation with Ministry of Home Affairs should intensify efforts to increase the placement of these Short Service Commissioned Officers in Para Military Forces.

15.14 Avenues and opportunities in new areas for Nation building tasks in which ex-servicemen can play a major and constructive role should be constantly assessed and implemented. The latest innovation of the two ex-servicemen ecological infantry battalions has already shown good results. It is recommended that more such battalions be raised in the future. In certain other fields, like the additional peace keeping forces required by the Central and State Governments, major projects in the country like National Road Safety Scheme and the proposed Coal Protection Force, ex-servicemen could be absorbed. In other areas like land reclamation, environmental protection work like Forest Protection Force, there is scope for employing these personnel. In the agricultural and animal husbandry sector, ex-servicemen could play a major role in development work. So is the case in social forestry. All these avenues could be explored to resettle these personnel.

15.15 The persistent demands from ex-servicemen for re-employment and various other concessions emanate from the fact mainly due to the requirements of the Services to maintain a youthful profile, these personnel are made to retire from the Services at a comparatively younger age compared to the civilian counterparts who retire uniformly at the age of 58 or above. In this context, the plea that Service personnel retiring at ages below 58 years should
automatically be provided placement in civilian careers so as to be able to continue in Government Service till they attain the age of 58 years merits very careful and sympathetic consideration.

15.16 Considering that the number of Defence personnel retiring every year is around 60,000, while the number of Government posts which are filled up every year is through fresh recruitment is around half a million, given the required will and determination, this proposal would not be difficult to implement. However, it would require the maintenance of detailed data relating to a large number of Defence personnel who would be due for retirement in the next two or three years, their qualification, background and experience and also matching it with the vacancies that are likely to arise in the different Ministries/organizations from year to year so that by and large the training and experience of the retiring Defence personnel could be matched with the requirement of the jobs in the civilian departments.

15.17 The Committee would strongly recommend that the Government of India should get this proposal examined in detail and work out suitable modalities so that in next few years a system could be devised under which all retiring Defence personnel, should they so desire, would be provided with an alternative civilian job which will enable them to continue in Government service till the age of 58 years. Once this system comes into force, such of the retiring Defence personnel who through the exercise of free choice do not opt for civilian employment, would thus not be entitled to any special benefits.

15.18 As the details of this arrangement are worked out and implemented most of the special concessions now being given to the ex-servicemen could be dispensed with since the "hardship" relating to their service conditions in the Defence Services could be matched by an appropriate remuneration package. Simultaneously, the elaborate package of concessions for ex-servicemen worked out over the years could be dismantled. As a consequence, the role and responsibility of the Directorate General Resettlement in the welfare and other matters relating to the ex-Servicemen could also be substantially reduced. It would then concern itself mainly with the advance planning required for finding civilian employment for those Defence personnel who are likely to retire in the next one or two years, instead of dealing with lakhs of ex-servicemen after they leave the Services and are dispersed all over the Country.

Terms and Conditions of Service on Re-employment

15.19 Orders governing initial fixation of pay and other benefits on re-employment of ex-Servicemen pensioners and non-pensioners should be simplified and made uniformly applicable in all public employing agencies, including, Central/State Ministries/Departments and their subordinate organisations, as well as the Public Sector Undertakings and autonomous bodies under their administrative control. Suitable provisions should be embodied in the proposed 'Ex-Servicemen Resettlement Act'.

15.20 An Ex-Serviceman who falls within the definition of the terms as evolved in this Report, and is not in receipt of pension, should be permitted to count full military service up to five years and 50% of service beyond five years, for grant of annual increment in initial fixation of pay on re-employment but not for seniority. In the case of ex-Servicemen in receipt of military pension, counting of military service for additional annual increments would amount to giving them double benefits, especially when their full military pension and other retirement benefits are already exempted in fixation of their pay on re-employment with effect from 25th January, 1983.

15.21 Seniority and pay fixation of Emergency and Short Service Commissioned Officers who joined pre-commission training, or were commissioned after 1st November, 1962 but before 10th January 1968 and appointed against unreserved Group 'A' and 'B' posts should be determined on the same basis as was done in the case of officers of this category who were absorbed in reserved Group 'A' and 'B' posts under the provisions of Cabinet Secretariat, Department of Personnel, Notification 9/20/69- Estts (c) dated 26th August, 1971, in all organisations.
15.22 Short Service Commissioned Officers commissioned on or after 10th January, 1968, who fall within the revised definition recommended by the Committee, should be permitted to count their full military service up to five years and 50% of service beyond five years for purposes of fixation of pay on re-employment, but not for seniority.

15.23 All ex-servicemen as per the definition recommended by the Committee should on re-employment be permitted to count their total military service for grant of conveyance loan, housing loan, loans of other types, allotment of family accommodation and all other facilities the entitlement to which is based on the length of service.

15.24 In the case of permanent commissioned officers who take up second career jobs in organisations where Central Government rules on pay fixation are applicable, it recommended that consideration may be given by the Central Government to a suitable enhancement in the exemptable limit of pension, which is now limited to Rs. 250 in the fixation of pay of retired officers on re-employment on the analogy of the full exemption of pensionary benefits permitted in the case of ex-JCOs and Other Ranks with effect from 25th January 1983.

15.25 On promotion of a re-employed ex-serviceman to a higher post grade, his new pay should be fixed so as to provide for protection of his previous basic pay as well as the grant of one increment in the higher pay scale applicable to the new post or grade.

Training for Resettlement

15.26 Training opportunities for personnel due to retire within 18 months of their service should be enlarged. However, training an individual in specific skills or subjects which help to resettle him after retirement ought to be a continuous process, particularly for the non-technical personnel of the three Service. The manner in which this objective should be achieved, and the question of providing specific financial assistance at regiment Centre and formations, needs separate study.

15.27 Formal facilities for training officers with a view to better resettlement should be provided to a greater extent than is being done now. This may not, however, be necessary, if lateral induction is accepted as one of the primary means of filling up vacancies, particularly in non-technical fields.

15.28 Such of the institutions and training centres of the Army, Navy and Air Force as are in a position to carry out even limited resettlement training, should be assisted with finance and infrastructure to implement meaningful programmes. Formal recognition should also be accorded to such training.

15.29 Equation of military qualifications, trades, and professional experience with civil trades must be done on a continuous basis, so that the employment prospects can show considerable improvement. To ensure that these equations are updated, they should be reviewed periodically and at regular intervals of say once in six months- by a Committee consisting representatives of the three Services, Director General Resettlement, Ministry of Labour and the Department of Personnel. The State Government should also automatically adopt these equations for the purposes of employment under the State Government and their Public Sector Undertakings.

Self- Employment

15.30 Ex-Servicemen entrepreneurs are clearly in need of both financial and technical assistance. The lack of such assistance is the major factor deterring large numbers of ex-servicemen from joining the ranks of the self-employed. The establishment of a National Ex-servicemen Financial Corporation at the Centre, similar to those functioning in Punjab and Himachal Pradesh and being set up in Maharashtra, is an urgent need. The proposed corporation should be entrusted with all activities relating to the self-employment of ex-servicemen. The details of this scheme are
presented in Chapter where a proposal for integrating ex-servicemen in the Seventh Five Year Plan, has been discussed at length and financial allocations proposed.

15.31 Utilising modern data processing methods, it would be possible to ascertain as much as three years in advance whether a servicemen, due to retire from service, wishes to involve himself in a self-employment venture. Having done so, the proposed Corporation could ensure suitable training/additional training to help him start a venture during the last 18 months of his service. All other assistance needed can then be rendered by this Corporation soon after his retirement.

15.32 There is also a need for statutory reservations both at the Central and State Government levels to help ex-servicemen in self-employment schemes. Presently, in a number of States and Union Territories, even small shops are 'auctioned' thus putting them beyond the reach of the average ex-servicemen.

15.33 The Armed Forces must encourage ex-servicemen small self-employment projects in formation headquarters and units. There are a number of such activities in almost all formations and units, like wet canteens, tailor shops, shoe maker shops, cycle repair shops etc. There are a number of activities/institutions run by the Services in which the ex-servicemen could be assigned an increasing role to provide self-employment.

15.34 At the Central/State Government levels, ex-servicemen may be accorded a preferential treatment in the field of transportation of goods supply of items and other such ventures. Such preferential treatment should be institutionalized by reserving a certain fixed percentage of available opportunities for ex-servicemen.

15.35 At the Kendriya Sainik Board meeting held in 1983, the then Raksha Mantri had indicated that ex-servicemen should be encouraged to set up small ancillary units to manufacture and supply parts to Defence industries. Further, in the case of certain other items of supply to the Ministry of Defence, captive small-scale industries, established by ex-servicemen with assistance from the proposed Ex-Servicemen Financial Corporation, could be given greater priority. In doing so, the Ministry of Defence would be setting an example in resettling ex-servicemen.

Pension Structure

15.36 The Committee recommends that the pension policy for the future and past pensioners may be examined by the Fourth Pay Commission with a view to arrive at a proper pension structure for all the pensioners. Hence an amendment to the terms of the Fourth Central Pay Commission to this extent is recommended by the Committee.

15.37 Regarding rank for rank pension and grant of increased pension whenever it is revised for old pensioners, the Committee requests the Government to consider this matter particularly in the light of the principle which has been established regarding the pensions of Judges of the Supreme Court and High Court.

15.38 The Committee recommends that the Government may consider the question of appointing a permanent standing committee for inter-relating the cost of living index to the pensions. This Committee could give its award every two years. During the interim period, reliefs to pensioners may be sanctioned every six months to the same extent as is given to the serving persons with respect to their pay.

15.39 The Committee recommends that the Government may consider the restoration of commuted value of pension to Defence pensioners on reaching the age of 65 years or on completion of the commutation period whichever is later. While considering this aspect, extension of such restoration may be considered for all Central Government pensioners.

15.40 The Committee recommends that the Government should immediately look into and re-arrange the work of
sanctioning of pension of Service personnel by making use of the Record Offices of Army, Navy and Air Force. This may be done with effect from 1st April, 1985. The pay and Accounts Offices located along with the Record Office may be given the responsibility of sanctioning pensions. Controller General of Defence Accounts may be directed to identify those items of work which can be better managed by one overall controlling unit and keep that in Allahabad so that the existing office at Allahabad is not materially disturbed.

15.41 The Committee recommends that the Government should take immediate steps in consultation with the Controller General of Defence Accounts to simplify the procedure for sanction and disbursement of pensions. The entire work relating to pension has to be handled by making use of modern methods of management, accounting and record keeping with a view to improve efficiency and avoid delay.

15.42 Government should take immediate steps for providing proper facilities to the office at Allahabad with a view to improving the working conditions, security and safety of records which are preserved there. The housing scheme for the staff employed in that office should also be considered immediately on priority basis.

15.43 The Committee recommends that widows of pensioners who retired prior to 1st January, 1964 be made eligible for pension, instead of relief. Government may consider granting them immediately the minimum family pension i.e. Rs.150 per month pending decision on the recommendation of similar pension to similar ranks being extended to this category also.

Seventh Five Year Plan and Ex-Servicemen

15.44 The activities and areas for the benefit of ex-servicemen given in this chapter require Plan outlay to the extent of Rs. 170 crores at the Central Government level and Rs. 180 crores at the State Government level. This proposed amount is also related to the ex-servicemen population in the country to the extent known. The breakdown of the amount suggested is as under:

<table>
<thead>
<tr>
<th>Centre (Rupees in crores)</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Ex-servicemen Financial Corporations in various States</td>
<td>27</td>
</tr>
<tr>
<td>(b) Ex-servicemen Industrial Development Corporation</td>
<td>25</td>
</tr>
<tr>
<td>(c) Vocational training</td>
<td>05</td>
</tr>
<tr>
<td>(d) Welfare schemes/projects e.g. Hostels and medical facilities</td>
<td>25.5</td>
</tr>
<tr>
<td>(e) Additional schooling facilities</td>
<td>05.5</td>
</tr>
<tr>
<td>(f) Old Age Homes</td>
<td>11</td>
</tr>
<tr>
<td>(g) Other Schemes (Para 10.11 to 10.17)</td>
<td>67</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>166</strong></td>
</tr>
</tbody>
</table>

15.45 The allocation of above funds is to be spread over a period of five years of the Seventh Five Plan. The annual allocation for the proposed scheme amounts to about Rs.34 crores for the Centre and Rs. 36 crores for the States. The States should be advised to make provisions from the very first year of the Plan. As is done for other activities, 15% may be provided in the first year, 25% in the second and so on for subsequent years of the Plan. This amount is a very small percentage considering that Seventh Five Year Plan envisages an expenditure of Rs. 3,20,000/- crores. The above proposals for planned resettlement of ex-servicemen be referred to the planning Commission for inclusion in the Seventh Five Year Plan.
Code of Conduct

15.46 The Committee is fully convinced that the 'Code of Conduct' for ex-servicemen should be given due importance as it has definite bearing on the morale of the Services and affects the quality of candidates recruited to the Armed Forces. Hence the Committee would like to place before the Government, recommendations contained in the succeeding paragraphs.

15.47 It is recommended that the ex-servicemen should be looked after and treated with dignity and respect by the other members of the society. To sub-serve this aim, Central and State Government officials should consciously strive to improve upon the existing climate which seems to promote a feeling of frustration and a sense of alienation among ex-servicemen. Chief Minister of States and other Ministers, senior serving military officers during their visits and tours, may be requested to meet some ex-servicemen, widows and disabled personnel whenever possible. This by itself will significantly boost the morale of ex-servicemen now settled in their villages.

15.48 It is recommended that practice of Chief Ministers and Collectors holdings Sainik Sammelans for ex-servicemen should be revived. Ex-servicemen's rallies should be held periodically, say once in six months, and should be attended by ministers and Service representative. The representatives of ex-servicemen should be invited to important Government ceremonies and "At-Home" functions held by Government / Chief Minister / Collectors.

15.49 It is recommended that special steps be taken by the State Government and District Administration at the levels of Chief and District Collectors to ensure timely assistance and dignified treatment to ex-servicemen. Similarly, the Chief Secretary could well co-ordinate and regularly oversee the work of District Collectors in this regard.

15.50 It is recommended that the Service personnel at all levels of command should keep in touch with the ex-Servicemen in their jurisdiction and attend to matters relating to ex-Servicemen with sympathy and with a genuine desire to be of service. Regimental Centres should try and maintain contact with the ex-Servicemen regularly.

15.51 It is recommended that Services Headquarters, should organise properly designed orientation courses for serving personnel prior to their retirement so as enable them to adjust and integrate themselves in the society on retirement.

15.52 It is recommended that at the National Academy of Administration at Mussorie all IAS trainees be given lectures on the responsibilities towards ex-Servicemen while they are posted in Sub-Divisions and Districts.

15.53 The ex-Servicemen themselves should display a high sense of discipline and conduct themselves with dignity setting a good example for other citizens to follow. The ex-Servicemen's associations should take special steps for ensuring this and preserving the prestige and honour of ex-Servicemen.

Welfare

15.54 State Governments may be requested to take steps for bringing necessary changes in their Land Reforms Act and Rules to protect the land holding of Defence personnel while in service and to exempt them from Tenancy Laws to enable them to get back their land when they retire from service. State Government should, while assigning surplus land, reserve a definite percentage exclusively for ex-Servicemen who would like to settle on land. The Central Government may issue necessary guidelines to all the State Governments.

15.55 The Committee recommends that all the Housing Boards under State Governments and Union Territories may be requested to reserve a minimum of 10% of the house sites/houses for the ex-Servicemen.
15.56 The Committee also recommends that when the serving personnel come back to their places on retirement, the Rent Control legislation should provide for them getting back their houses on retirement for self occupation on a time bound basis and under summary procedures. If necessary, legislation may be undertaken by all the State Governments. The Committee further recommends that the Government should give all possible assistance and encouragement to housing organisations such as Army Welfare Housing Scheme and also instruct financial institutions to assist the ex-Servicemen to put up their own houses by sanctioning loans, if possible, at concessional rates of interest. The Group Insurance Scheme for the services may be directed to pay special attention to this aspect with a view to enable the ex-Servicemen to own a house.

15.57 It is recommended that the children of Defence personnel studying in Central Schools may automatically be given admission in any Central School at or near the place where the parent, on retirement from service, settles down.

15.58 The State Governments should be addressed to provide reservation facilities and concessions to the wards of ex-servicemen for admission in professional institutions.

15.59 It is recommended that existing facilities in military hospitals be enhanced for ex-Servicemen and their entitled dependents in a phased manner in the next few years.

15.60 States/Union Territories be addressed to extend free medical treatment to ex-servicemen in all their civil hospitals on the analogy of the system being followed in some States.

15.61 It is recommended that extension of canteen facilities particularly in districts with large number of ex-servicemen, in a phased manner, be planned and executed. The static formation headquarters of the Services could extend branch canteens in the districts as has been done recently in a district each in six States as pilot project.

Re-organisation of the Office of Directorate General Resettlement and Kendriya Sainik Board

15.62 The Directorate General Resettlement should be suitably re-organised, strengthened and made dynamic enough to carry out its functions and supervising resettlement and welfare of ex-servicemen. Proposed organisation is given at Appendix 'AB'

15.63 The recommendations contained in the Report submitted by the India Institute of Public Administration New Delhi in November, 1983 on the restructuring of Directorate General Resettlement should be implemented to the extent required in conjunction with other recommendations made in this Report.

15.64 The Sainik Board organisations in the States and Union Territories should be revitalized as recommended by the Kendriya Sainik Board within a period of one year.

15.65 Zonal Resettlement Directorates should be strengthened by one additional officer of the rank of Colonel or equivalent and three clerks. As static headquarters i.e. Station, Sub-Area and Area Headquarters, serving officers of the rank of Lt. Col or equivalent be provided along with clerical staff to oversee the implementation of the policies recommended/enunciated by the Directorate General Resettlement.

15.66 The requirement of maintaining a data bank of retiring personnel in a suitable electronic data processing system is already under consideration in the Ministry of Defence. The Committee recommends that immediate steps should be undertaken to commence work on such a data bank. All particulars of serving personnel due to retire in two years should be maintained in such a system with requisite particulars. Based on this, the identification of an
individual or a group of individuals for sponsoring to suitable posts can be better done than the present manual system.

Publicity

15.67 At present all ex-servicemen are not able to avail the concessions and assistance to which they are entitled for their resettlement due to lack of good and effective publicity. There is a need for major publicity drive using all media i.e. press, radio and television with its coverage now extended by increased number of relay stations and publication of new pamphlets. For this purpose, adequate financial resources should be allocated. Doordarshan and All India Radio should broadcast regular features of 10 to 15 minutes duration once a week, on matters of interest to ex-servicemen throughout the country both at the National and regional levels. Directorate Publicity should be suitably strengthened to undertake this additional work.

15.68 A new publication covering employment and self-employment guidelines, various relaxations and concessions available to the ex-servicemen should be published by the Directorate General Resettlement and issued free of cost to all ex-servicemen at the time of retirement. About 75,000 copies would need to be printed every year and adequate financial resources should be made available for this purpose. Directorate General Resettlement should publish a monthly "Resettlement News" and distribute these down to the unit level and Sainik Board organisations as well as ex-servicemen organisations. Necessary funds should be allocated for this purpose. Some of these could even be made available on payment.
RECOMMENDATIONS OF THE COMMITTEE FOR REVITALISATION OF THE SAINIK BOARD ORGANISATION IN INDIA

The recommendations made by the Additional Secretary Minister of State, Ministry of Defence for suggesting measures to revitalize the Sainik Board Organizations in India are summarised below:-

(I) New Zila Sainik Boards can be set up by the concerned State Governments themselves if the population of ex-Servicemen and families of serving/deceased service personnel is 7500 and above. In other cases, prior approval of the Central Government will be required for setting up of new Zila Sainik Boards.

(II) The standard establishment of a Zila Sainik Board should be as indicated below:-

(a) For Zila Sainik Board with a population of 7500 and over of ex-Servicemen and families

   (i) Secretary 1

   (ii) Asstt Secretary 1 (For Zila Sainik Boards where the population of ex-Servicemen and families is more than 20,000)

   (iii) Superintendent/Head Clerk 1

   (iv) Welfare Organiser 1 (Add one for every additional 10,000 ex-servicemen and families of serving/deceased personnel).

   (v) Clerk UDC/LDC 1

   (vi) Clerk Typist 1

   (vii) Clerk Accounts 1

   (viii) Peon 1

   (ix) Chowkidar 1

   (x) Driver 1 (Where an independent transport is authorised)

   (xi) Sweeper 1 (Instead of Class IV as recommended by the Sub-Committee).
(b) For Zila Sainik Boards with a population of below 7500 ex-servicemen and families.

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Secretary</td>
<td>1</td>
</tr>
<tr>
<td>Superintendent/Head Clerk</td>
<td>1</td>
</tr>
<tr>
<td>Welfare Organiser</td>
<td>1</td>
</tr>
<tr>
<td>Clerk UDC/LDC</td>
<td>1</td>
</tr>
<tr>
<td>Clerk Typist</td>
<td>1</td>
</tr>
<tr>
<td>Driver (Where an independent transport is provided)</td>
<td>1</td>
</tr>
<tr>
<td>Sweeper</td>
<td>1</td>
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</tbody>
</table>

(c) Where additional staff of the above-mentioned categories is required to be provided, it is to be provided at the instance of the States themselves subject to the norms for provision of additional staff as per State Government rules.

(d) Where the new categories of posts other than those specified in sub-para (a) and (b) above are required, prior approval of the Centre is to be obtained.

(e) Prior sanction of the Centre is also to be obtained where posts of Assistant Secretary are required in Zila Sainik Boards, which have a population of less than 20,000 ex-servicemen and families.

(III) The committee did not recommend any standard establishment for the Rajya Sainik Boards. The revision of the existing categories of staff upwards or downwards in these Boards is also to be left to the State Govts to decide as per their norms.

(IV) The TA/DA of the Secretaries Welfare Organizers and staff of the Rajya and Zila Sainik Boards should also be regulated in accordance with prevailing rules on the subject in force in the concerned State.

(V) The requirements of office accommodation, furniture and other office requirements, including contingent expenditure of the Rajya Sainik Boards and Zila Sainik Boards are to be met as per the State rules and norms.

(VI) The Committee recommended that:

(a) All Rajya and Zila Sainik Boards should be authorised office telephones.

(b) All Secretaries/Directors of State/UTs Rajya Sainik Board should be authorised both office and residential telephones.

(VII) The committee recommended that:

(a) Independent transport should be authorised for all Secretaries of the Rajya Sainik Boards. Where
Rajya Sainik Boards have a complement of 3 or more officers, additional transport may be authorised with prior sanction of the Central Govt.

(b) Independent transport should be authorised to all Zila Sainik Boards having a population of 20,000 or more ex-Servicemen and families under their jurisdiction.

(c) Where geographical and other special circumstances justify, independent transport for other Zila Sainik Boards may be sanctioned with prior approval of the Centre Govt.

(VIII) The pattern of record-keeping in the Rajya and Zila Sainik Boards should be in conformity with that followed by their respective State Govts.

(IX) The Committee recommended that:-

(a) (i) Secretary of the Rajya Sainik Boards should be a Class I Gazetted Officer with a status of Head of Deptt enjoying administrative and financial powers of similar Head of other Deptts in the State Govt. He should also be accorded a status of an ex-officio Deputy Secretary in the State Govt.

(ii) The Office of the Sainik Board at the State level should be designated as Deptt of Sainik Welfare and its Secretary/Director as Director, Sainik Welfare.

(iii) For the purpose of continuity and efficient functioning, the ex-Service officers appointed to the post of Directors, Sainik Welfare, should be given a tenure of service of minimum three years at the time of appointment.

(b) (i) Secretaries of the Zila Sainik Boards should be Class I Gazetted Officers with a status of Head of Office with similar administrative and financial powers as enjoyed by other Head of office in the District administration.

(ii) The Office at the District level should be designated as Zila Sainik Welfare Office and its Secretary as Zila Sainik Welfare officer.

(c) All Rajya Sainik Boards and posts of Secretary/Director, Rajya Sainik Boards, should be declared as permanent departments and posts respectively as has already been done in the case of Zila Sainik Boards.

(X) The guidelines laid down in respect of sharing of expenditure on the maintenance of Zila Sainik Boards in letters Nos.5 (4)/54-55/ISSAB dated 13 Aug 1955, 9(3)/55-56/ISSAB dated 17 April 1956 and DO letter No. 27(23)/61/ISSAB/6338/D(AG-I) dated 19 Jul 1962, should continue to be followed: -

(a) The Budgets of the Boards will be examined and sanctioned by the State Govts, but copies of the sanctioned budgets will be furnished to the Central Board. The Central Govt on reviewing the estimates may draw the attention of the States to any items of expenditure, which in its opinion appear exorbitant and can be curtailed.

(b) The Boards shall continue to furnish statements of actual expenditure and audit reports to the Central Boards. The responsibility for ensuring that the observations made in audit reports are investigated and other recommendations made therein are implemented will devolve on the states. Each Zila
Sainik Board shall also be required to submit an annual report at the end of each financial year describing the activities during the year under report.

However, in regard to the share of the Centre for the maintenance expenditure, it was recommended by the Committee that this should be transacted as under:-

(i) 50% to be released in the month of Jun following the receipt of the Budget Estimates from the States.

(ii) 40% to be released in the months of Nov/Dec on receipt of the Revised Estimates from the States, and

(iii) balance of 10% on receipt of audited statement of accounts from the States.

(XI) The Committee recommended that the definition of ex-Servicemen, as given in the Deptt of Personnel and Administrative Reforms Notification No.39016/16-79/Esstt(c) dated 15 Dec 1979 should be adopted uniformly by the Sainik Boards Organisation for use in connection with their welfare activities.

(XII) The under-mentioned revised charter of duties of the Zila Sainik Boards was recommended by the Committee:-

(a) The Welfare responsibilities of the Zila Sainik Boards will encompass all such traditional activities performed by the Boards as heretofore with particular reference to :-

(i) settlement of financial problems such as pension and other retirement/release benefits/due to ex-Servicemen and grants and assistance in kind to ex-Servicemen beneficiaries and their dependents from the Central/State Govts or other Organisations such as the Indian Red Cross Society etc.

(ii) maintain close liaison with the pension disbursing authorities/agencies in the district to ensure prompt correct payment of pension and relief to ex-servicemen pensioners or their dependents.

(iii) providing assistance for settlement of land and other disputes.

(iv) assist families of serving personnel in regard to their safety/security during absence away on duty of the serving personnel.

(v) promote and maintain under the guidance of the State Rajya Sainik Boards, welfare measures in the district such as a rest House for ex-Servicemen, old age pensioners homes, Jawans Bhavans/Shops, Vocational and other Training facilities etc.

(vi) provide assistance for medical treatment in Military/Civil Hospitals.

(vii) maintain liaison with other welfare organisations such as Indian Red Cross Society, etc. with a view to enlarge the field of additional sources of welfare and concessions for ex-Servicemen and their families/dependents in the district.
(viii) maintain an up-to-date register of war widows and dependents of those disabled in action with a view to ensure their welfare and security.

(b) The responsibilities of the Zila Sainik Boards in regard to resettlement of ex-Servicemen are:-

(i) To maintain close and effective liaison for purpose of resettlement through employment of ex-servicemen with:-

(1) local Central/State/Private Industrial organisations;

(2) local employment exchange particularly in States where co-sponsoring power for re-employment of ex-servicemen;

(3) local revenue authorities in connection with schemes for resettlement on land of ex-Servicemen;

(4) District Industries / Block Development Offices and assisting such of these ex-servicemen desirous of setting up small industries.

(ii) assist ex-Servicemen in forming and setting up of co-operatives for their self-employment.

(iii) Provide all resettlement assistance to war widows and dependents of war disabled as well as those who die/are disabled while in service due to attributable reasons.

(c) Other responsibilities of the Zila Sainik Boards are:-

(i) Organise Flag Day and Flag Day collections and any other authorised fund raising measures in the district.

(ii) Organise rallies/re-union of ex-Servicemen.

(iii) Explore avenues for providing educational and vocational training facilities for ex-Servicemen and their dependents to enable them to seek and obtain employment or set up self-employment schemes.

(iv) Assist the three Services whenever called upon to do so, to disseminate information within the district regarding terms and conditions of service in the Armed Forces, publicity for recruitment notices, publicity for assistance rendered by the Armed Forces in times of natural calamities, notifications of awards of gallantry and other decorations, introduction of welfare schemes for service personnel and their families etc.

(XIII) (a) The Committee recommended that in those States where the Secretaries of the Zila Sainik Boards are Indian Commissioned Officers (as distinct for ECOs/SSCOs) and do not get any pensionary and retirement benefits after retirement/release from their posts, they should be paid a terminal gratuity at the rate of Rs.1000 for each year of satisfactory service; rendered by them subject to minimum qualifying service of two years. They should also be made eligible for other terminal benefits such as encashment of leave travel concessions, eligibility to the membership of Group Insurance Scheme, etc.
(b) The Committee recommended that ex-Emergency Commissioned and Short Service Commissioned Officers, who are appointed as Secretaries of the Zila Sainik Boards, should be considered by the State Govt for absorption into the State Civil Cadre after completion of 2 years of satisfactory service. Where such Officers cannot be absorbed in the state Civil Service they should be made entitled to terminal and other benefits as applicable to ex-Indian Commissioned Officers mentioned in sub-para (a) above.

(XIV) The Committee recommended that suitable re-orientation training for the staff of the Zila Sainik Board Organisation, especially for Welfare Organisers, should be arranged under the aegis of the concerned Rajya Sainik Boards."

Dear

I have been writing to you from time to time regarding the rehabilitation and welfare of ex-Servicemen and war widows. In my previous letters I had written about their particular demands, which get conveyed, to us through many ex-Servicemen's Associations.

2. In this context, it is observed that there is wide variance in concessions given by the different States. We do of course appreciate that each State has its own constraints on resources and differing liabilities. However, the States/UTs have always been taking a positive view in respect of the matters pertaining to the welfare of ex-Servicemen & Widows. It is, therefore, suggested for your consideration that in those benefits which do not involve direct cash liability we can strive for some measure of standardization. The list of such items is enclosed. It will be noticed that this list does also contain four items involving direct cash benefits. Since these are welfare measure for which your State might already have taken an initiative, you may like to consider these suggestions.

3. I will be looking forward to an early and positive response from you

With warm regards,

Yours sincerely,

Sd/-

(SHARAD PAWAR)

All Chief Ministers/Governors/
Lt Governors/Administrators
<table>
<thead>
<tr>
<th>No.</th>
<th>Scheme</th>
<th>Category</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Reservation of Industrial Plots/Sheds</td>
<td>-</td>
<td>10%</td>
</tr>
<tr>
<td>2.</td>
<td>National Permits for Transport</td>
<td>-</td>
<td>10%</td>
</tr>
<tr>
<td>3.</td>
<td>Jai Jawan Stalls</td>
<td>-</td>
<td>10%</td>
</tr>
<tr>
<td>4.</td>
<td>Fair Price Shops</td>
<td>-</td>
<td>7%</td>
</tr>
<tr>
<td>5.</td>
<td>Reservation in Medical Colleges</td>
<td>-</td>
<td>10%</td>
</tr>
<tr>
<td>6.</td>
<td>Old Age Pension</td>
<td>-</td>
<td>Rs.300/-</td>
</tr>
<tr>
<td>7.</td>
<td>Reservation in Medical Colleges</td>
<td>-</td>
<td>5%</td>
</tr>
<tr>
<td>8.</td>
<td>Reservation in Engineering Colleges</td>
<td>-</td>
<td>5%</td>
</tr>
<tr>
<td>9.</td>
<td>Ex-gratia grants to war widows</td>
<td>-</td>
<td>Rs.10,000/-</td>
</tr>
<tr>
<td></td>
<td>(On Death of Husband)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Grant to war widows for marriage daughter</td>
<td>-</td>
<td>Rs.4,000/-</td>
</tr>
<tr>
<td>11.</td>
<td>House building grant to war widows</td>
<td>-</td>
<td>Rs.15,000/-</td>
</tr>
</tbody>
</table>

In addition to above, free legal aid, Medical aid and exemption from court fee, stamp fee, exam fee, registration fee, house tax and hospital purchi may also be considered.
Dear Shri,

As you are aware, majority of the Defence service personnel retire between 35 and 47 years of age as we need to keep the Armed Forced young and fighting fit. Every year approximately 55,000 personnel so retire from the three Services. Even while in service, as they serve mostly in Field and non-Field areas far away from their homes, they are not able to attend to their social and family responsibilities. Due to the changing socio-economic conditions in the country, like the breaking down of the joint family system etc., these ex-Servicemen need support both at the Centre and in the States/Union Territories have, in fact already taken a number of support measures in this regard.

However, as most of the ex-Servicemen take up residence in the State/Union Territory to which they belong, frequently in rural areas, their rehabilitation can be achieved best by the concerned State Government/Union Territory Administration. The programmes and various schemes for rehabilitation of ex-Servicemen introduced by the Kendriya Sainik Board (KSB), the apex body at the Centre, have by and large been accepted and implemented by the State/Union Territories. Nevertheless, some of the schemes launched and the proposals recommended by the KSB or otherwise taken by Ministry of Defence in the past are yet to be implemented on the desired lines by certain State Governments/Union Territory Administrations. I am enclosing a list of such issues requiring your personnel attention.

I believe that action with promptitude and sympathy on these issues and their regular and periodical review at your level will have a salutary effect in resolution of the problems of ex-Servicemen. I shall be grateful if you could share with us the results of this review at the earliest, preferably by the end of November, 1995.

With regards,

Yours sincerely

Sd/-

(P.V. Narasimha Rao)

To,

Chief Ministers of the all States and the Lt Governors of the Union Territories.
ISSUES DISCUSSED IN THE MEETING OF THE KENDRIYA SAINIK BOARD/SECRETARIES OF THE RAJYA SAINIK BOARDS, OR REFERRED OTHERWISE TO THE STATE GOVTS/UTs CONCERNING THE RESETTLEMENT AND WELFARE OF EX-SERVICEMEN

(i) Optimum utilization of the vacancies reserved for ex-Servicemen by making provision for carry forward of the reserved vacancies for a period of at least one year before they are de-reserved and introducing an effective monitoring system. The clarification regarding the continued reservation of the vacancies for ex-servicemen in spite of the Supreme Court Judgment regarding the maximum permissible limit for reservation consequent to the Mandal Commission Report issued by the Department of Personnel has also been brought to the notice of the State Governments through their Rajya Sainik Boards.


(iii) Amendment to the requirement rules for providing relaxation in age/educational qualifications for ex-Servicemen on the lines adopted by the Central Government.

(iv) Setting up of ex-Servicemen Corporations to enable ex-Servicemen to get greater employment / staff-employment opportunities.

(v) To make provision for absorption of ex-Servicemen in the respective State Police Services.

(vi) Reservation for allotment of Fair Price Shops for ex-Servicemen.

(vii) Removal of domiciliary restrictions for admission of wards of Defence personnel/ex-Servicemen in technical and vocational courses.

(viii) Reservation of at least 10% house sites and industrial plots/industrial sheds for ex-Servicemen / widows.

(ix) Amendment of Rent Control Act and Land Tenancy Act in the States to assist ex-Servicemen to take possession of their houses for self-occupation after retirement from service.

(x) Exemption from payment of house tax/property tax to ex-Servicemen once they use the premises for self-occupation.

(xi) Reservation of larger number of seats for wards of ex-Servicemen in Professional colleges.

(xii) Uniform rates of cash grants/monetary allowances to gallantry award winners as per the scale suggested by the Kendriya Sainik Board.
(xiii) Implementation of the recommendations of the sub-Committee for suitably upgrading the rank and financial powers of the Secretary, Rajya Sainik Board in the Department of Sainik Welfare in the States.

(xiv) Grant of old age pension at uniform rates for the veterans of the World Wars I & II

(xv) To provide for the employment assistance to the widows/dependents of Defence personnel killed in action or died due to reasons attributable to service, near their places of domicile.

(xvi) To create Wards for ex-Servicemen in the civil hospitals.

(xvii) Allotment of land to ex-Servicemen Co-operative Housing Societies in the districts having large concentration of the ex-Servicemen.
Dear __________

As you all know, that the XXIV meeting of the Kendriya Sainik Board was held on 24th August 1996 at Delhi. In this meeting, the Chief Ministers/Ministers of State Govt and the Central Govt. Chiefs of three Services and senior Officers of State & Central Govt took part in the deliberations regarding various problems of ex-Servicemen.

2. It was emphasized in the meeting that it is very essential in the present circumstances that we should give proper respect to our valiant soldiers and of our Front liners so that their moral remains high and the young people get encouraged to join Defence Forces. A proposal in this regard was that, on special occasion a public reception be given to honour our valiant soldiers and special programmes on them be conducted in educational institutions. In addition, it may also be ensured that effective welfare schemes are formulated for the Defence Service personnel, ex-Servicemen and their families so that they may feel that the whole nation is there to look after them and their families and they be vigilant on the borders of the country.

3. All present in the meeting were unanimous on the suggestion that Central Govt. should prepare a package 'Common Minimum Programme' for solving the problems of ex-Servicemen and all the State Govt./Union Territory should implement it. In this regard, I would like to say that the problems of ex-Servicemen are discussed in the annual meetings of Kendriya Sainik Board and Secretary, Rajya Sainik Boards held from time to time and to implement the decisions taken therein, minutes of meetings and detailed letters are sent to State Govts. But no concrete steps have been taken on most of them by the State Govts so far. I am also enclosing a list of important points along with the letter. I request you to kindly ensure early action on these points.

4. In the meeting, while discussing the subject of reservation of vacancies in State Govt. and Public Sector Undertakings for the resettlement of ex-Servicemen, it was highlighted that though provisions of reservation are there, but the same is not being followed up fully, with the result that ex-Servicemen do not get full benefit of reservation policy. It was also emphasized in the meeting that whatever vacancies exist for the ex-Servicemen, only ex-Servicemen should be recruited against such vacancies and to ensure its compliance an ex-Servicemen Reservation Monitoring Cell be established. On the basis of decisions taken during the meeting I request you for immediate establishment of a 'Reservation Monitoring Cell' in your State so that maximum ex-Servicemen could get re-employment in their own State.

5. In addition to the above, I would like to draw your attention to an important issue which is related to providing assistance to the Second World War veterans. For a long time, the ex-Servicemen have been demanding that keeping in view the pitiable condition of these war veterans, monthly assistance may be provided to them. The Central Govt. had appointed an inter Departmental Committee to look into their demands. On the basis of recommendations made by this committee, I request the State Govt. to grant minimum of Rs. 300/ per month to those veterans who now are in the group of 70 to 80 years.
I not only hope but also have full confidence that you will take an early action on the above recommendations and in the points mentioned in the list attached and will also let us know about the action thereon.

With thanks and best wishes.

Yours

Sd/-
(Mulayam Singh Yadav)

11 Oct 96

To

Governors/Lt Governors/
Chief Ministers of all States
LIST OF IMPORTANT PROGRAMMES RELATING TO WELFARE AND RESETTELMENT OF EX-SERVICEMEN ON WHICH AN IMMEDIATE ACTION REQUIRED TO BE TAKEN BY THE STATE GOVTS./UNION TERRITORY ADMINISTRATION

(A) Case Regarding Reservation: -

1. Reservation up to 10% in Group 'C' posts and 20% in Group 'D' posts have been provided by the Central Govt. for recruitment of ex-Servicemen.

Some States like Bihar, J & K, Kerala, Meghalaya and UP have not provided any reservation for ex-Servicemen in recruitment, whereas in most of the other States percentage of reservation for ex-Servicemen is inadequate. State Govt. are requested to make provision for as much reservation in their State Govt. and Public Sector Undertaking as has been given by the Central Govt.

2. By virtue of military service experience and discipline, maximum ex-Servicemen may be absorbed in State Police Service.

3. The reserved vacancies for ex-Servicemen may be carried forward for another one year before de-reserving them and arrangements may be made for effective monitoring for the same.

4. Group 'A' & 'B' post may be identified for lateral induction of ex-Servicemen by the States.

5. To ensure recruitment on reserved posts an amendment may be made for exemption of Examination fee and other relaxation in recruitment rules.

(B) Self- Employment Schemes: -

6. Ex-Servicemen Corporations have been established in the States of UP, HP, Punjab and Tamil Nadu. This has generated employment/self-employment to many ex-Servicemen. In the States, where Ex-Servicemen Corporations have not been set up, it may be set up soon so that maximum number of ex-Servicemen settled in those States may be benefited.

7. State Govts are required to take special steps to provide self-employment in the following:-

   (a) 10% reservation in allotment of industrial sheds/plots

   (b) 7.5% reservation in allotment of Fair Price Shops.

   (c) To issue guidelines for obtaining the Service personnel from DGR Sponsored Security Agencies run by ex-Servicemen for Security cover in State Govt. Public Undertakings. Central Govt. has already issued such instructions to its undertakings

(C) Welfare Schemes: -

8. Gallantry Award Winners are being given cash grant/cash allowance by different States at different rates. To
bring parity, the State Govts were requested to pay same cash grant/cash allowance as suggested by the Kendriya Sainik Board. An early action is requested in the matter.

(9) Defence Services Personnel killed in action/Widows or discharged on account of physical disability, their dependents may be provided employment on compassionate grounds near their place of domicile and arrangements may be made for their housing.

(10) Need to allot more seats in professional colleges for the dependents of Defence Service Personnel killed/disabled during action.

(11) It is also very necessary to remove domiciliary restrictions so as to enable the Defence Service personnel/dependents of ex-Servicemen to have admission in the technical and professional courses.

(12) Provision may be made in Rent Control Act/Tenancy Act for eviction of tenant from the house/land where the property of ex-Servicemen and it for self use and necessary amendments may be carried out.

(13) The houses which are self-occupied by ex-Servicemen/widows of Defence Service Personnel may be exempted from House Tax/Property Tax.

(14) Housing sites may be allotted to the Housing societies of ex-Servicemen in those cities/areas where number of ex-Servicemen are more.

(15) The State Govt. should pay compassionate grant to the next of kin of the soldiers killed during insurgency operations.

(16) State Resettlement Deptt may be revitalized, standardized and the post Secretary of Rajya Sainik Board may be upgraded as Department Head. Fax facilities be provided as per the recommendations of Committee of DG Resettlement and the vacant post in DSWs are required to be filled.

(17) A high powered" Monitoring Cell" should be set up to redress the grievances of ex-Servicemen and to monitor the progress on their Resettlement and welfare schemes, from time to time.
CONSTITUTION OF RAJYA/ZILA SAINIK BOARDS

1. It is noted with concern that some of the States of late have adopted non-standard constitution of Rajya and Zila Sainik Boards. Some of these aberrations are likely to have an adverse impact on the decision making process of these Boards with long term implications for the Resettlement and Welfare of Ex-Servicemen of the State.

2. You are, therefore, advised to adhere to the constitution of the Boards as recommended by the High Level Committee (1984) and approved by the Govt. Relevant copy of the extract from the Report is enclosed for your information and compliance.

Sd/-
(K. Sridharan)
Air Cmde
Secretary, KSB
COMPOSITION OF RAJYA SAINIK BOARD

PRESIDENT
Government/Chief Minister

VICE PRESIDENT (S)
GOC-in-C Command
FOC-in-C Command
AOC-in-C Command

EX-OFFICIAL MEMBERS

State Ministers
Heads of Departments
Local Formation Commanders
Director Resettlement Zones

NON-OFFICIAL MEMBERS

Four Ex-Servicemen
Two Prominent Citizens

SECRETARY

Secretary, Rajya Sainik Board

Note 1:-
(a) DGR/Secretary KSB are special invitees at the meetings.

(b) The Ex-Officio Members nominated in RSB should be the officials from various Government Department dealing with employment, industries, co-operatives and other development activities.

(c) Out of total of six non-official members in RSB, four should be ex-Service personnel of various ranks and if possible from the three Services and two should be out of local industrialists, financiers, social workers and MLAs.

Note 2:- As per the policy of MoD, in case of nomination of State Govt Ministers in the RSBs, all officials other than the President will be made the members. The appointment of Non-official members and Secretary will, however, be treated separately.
COMPOSITION OF ZILA SAINIK BOARDS

PRESIDENT
District Collector

VICE PRESIDENT
Senior Ex-Service Officer

EX-OFFICIO MEMBERS
Heads of Departments
Recruiting Officer

NON-OFFICIAL MEMBERS
Two Ex-Servicemen
Four Prominent Citizens

SECRETARY
Secretary, Zila Sainik Board

Note: - (a) The Ex-Officio Members nominated in Zila Sainik Board should be the Head of Office in District Administration who are connected with the welfare and resettlement of ex-servicemen including the Recruiting Officer of the Area.

(b) Four non-official members nominated by President ZSB should be local Industrialists, Financiers and Social Worker and two should be ex-servicemen.
To

Director/Secretary
Dept of Sainik Welfare

APPOINTMENT OF OFFICIALS : DEPTTS OF SAINIK WELFARE

1. During several meetings of Kendriya Sainik Board in the past, the appointments of Director, Department of Sainik Welfare (Secretary, Rajya Sainik Board) and Zila Sainik Welfare Officer (Secretary, Zila Sainik Board) were discussed. In view of the consensus arrived at, and the recommendations of the High Level Committee on problems of ex-Servicemen, the guidelines for appointment of these officials are mentioned below :-

(a) (i) Director, Deptt of Sainik Welfare (Secretary, Rajya Sainik Board) should be selected from retired Brigadiers/Colonels or equivalent ranks from the Navy or Air Force.

(ii) Zila Sainik Welfare Officer (Secretary, Zila Sainik Board) should be selected from retired Lt Cols/Majors or equivalent ranks from the Navy or Air Force.

(b) The selection should be based on a panel of names framed in consultation with the Director General Resettlement, who has access to the past records of the service officers.

(c) It is obligatory for the State Govts to associate Director General Resettlement or an officer nominated by him to be a member of the Selection Board, for selecting the Director, Sainik Welfare and the Zila Sainik Welfare Officer.

3. It is also recommended that the status of Director Sainik Welfare should be that of a head of an independent department functioning directly under the Chief Secretary or Secretary in-charge of Sainik Welfare. Zila Sainik Welfare Officer should be Class I Gazetted Officer with a status of Head of Officer with similar administrative and financial powers as enjoyed by other Heads of offices in the District Administration.

4. For the purpose of continuity and efficient functioning, it is desirable that the ex-Service officers appointed to the post of Directors, Sainik Welfare, be given a tenure of service minimum three years at the time of appointment. Similarly in the case of ZSWO, it is desirable that the minimum appointment is 3 to 5 years.

5. Ex EC/SSC Officer may be considered in the event of non availability of the above mentioned categories of regular commissioned officers. In exceptional cases where the above categories of officers are not available, JCOs or other equivalents of the Navy and Air Force with required education and outstanding ability may be considered for the post of Zila Sainik Welfare Officer.
6. The problem of inter-se-seniority between regular commissioned officers and EC/SSC officers appointed in the States had come up in the number of States. The following guidelines, therefore, be kept in mind while deciding their seniority:

(a) The seniority of the officers of the RSB and ZSB should be counted on the basis of the following formula:

   (i) Total reckonable service in Armed Forces plus service in State Govt (Sainik Welfare Organisation) = total length of service for seniority. Wherever the total length of service works out to be the same in case a regular commission officer and an EC/SSC officer re-employed by the State, the regular officer should get precedent over the ex-SSC officer.

(b) The seniority will not depend on the last rank held nor the last pay drawn in service, but on the total length of service as calculated at (a) (i) above.

7. This letter supersedes all letters issued earlier on the subject.

   Sd/-
   (K Sridharan)
   Air Cmde
   Secretary, KSB
All Directors, Deptt of Sainik Welfare
Secretaries, Rajya Sainik Boards
States/ UTs.

Subject: - CONSTITUTION OF RAJYA & ZILA SAINIK BOARDS

1. A number of queries have been raised by some States at various times in regard to the constitution/composition of the Rajya & Zila Sainik Boards, tenure of non-official members etc. This letter is, therefore, being issued with a view to clarify the position.

2. In accordance with the decision taken at the Xth Meeting of the Kendriya Sainik Board held on 09 Jan 1975 the Sainik Board Organisation is responsible for resettlement of ex-Servicemen besides their traditional welfare tasks. Therefore, wherever the constitution of Rajya and Zila Sainik Boards are desired to be reviewed, this aspect may be kept in view and officials of Government Department dealing with employment, industries, co-operatives and other developmental activities may need to be inducted as ex-officio members on the Boards.

3. Governor of the State is normally the President of the Rajya Sainik Board otherwise the Chief Minister is nominated as the President and the GOC-in-C Commands in which the State is located is the Vice-President. F.O's/ AOs C-in-C Command may be included as additional Vice-Presidents as has been done by some States. If for any reason the GOC-in-C is unable to attend the meeting he will send a representative not below the rank of Brigadier. The representative will, however, not act as Vice-President.

4. As for the non-official members, these may include ex-Servicemen (both ex-Officers and JCOs/ORs) who are known to take an active and keen interest in matter of recruitment to the Armed Forces and welfare & resettlement of ex-servicemen and their families, prominent industrialists/financiers/social welfare workers/Members of State Legislature etc.

5. Non-official members should normally be nominated for a period of not more than three years. In regard to the tenure of members of the State Legislature nominated as non-official members of the Boards, they may be allowed to continue for so long as they retain their seats on the State legislature or the terms of the State legislature itself whichever is earlier.

6. Please acknowledge.

Sd/-
(K. Sridharan)
Secretary, Kendriya Sainik Board

Copy to:-
Directors, Resettlements Zones.
GUIDELINES FOR APPOINTMENT OF OFFICIALS:
DEPARTMENTS OF SAINIK WELFARE

1. **Aim and Responsibilities of Rajya Sainik Welfare and Zila Sainik Welfare Organisations.** The aim of the Rajya and Zila Sainik Welfare organisations is two fold; viz:-

   (a) To assist State Governments in the welfare of serving soldiers and resettlement and welfare of ex-Servicemen, War widows and dependents of ex-Servicemen;

   (b) To exercise a general control and supervision over the various welfare funds and schemes organised for the ex-Servicemen, war widows and dependents of the ex-Servicemen by the Center and the State Governments;

2. **Expenditure** 50% of all expenditure incurred by the States on the Zila and Rajya Sainik Boards is paid by the Central Govt. Complete expenditure incurred in the Directorate General Resettlement and Kendriya Sainik Board is met by the Central Govt. The Central Govt. also finances various training courses for retiring/retired Defence personnel and re-employment schemes operated in most cases, through Rajya/Zila Sainik Boards. Receipts and proceeds from the Armed Forces Flag Day Fund and Amalgamated Fund are utilised for various welfare schemes initiated by the Centre for various categories of ex-servicemen.

3. **General**

   (a) All employees will be ex-Servicemen who have retired with full pension or widows of ex-Servicemen.

   (b) All employees should have had a clean record of service and good character.

   (c) All employees will be employed on tenure basis (initially for two years and extendable by two years at a time subject to satisfactory performance but in no case extendable beyond a total of ten years or 58 years of age whichever is earlier for Group 'C' & 'D' posts and six years or 60 years of age whichever is earlier for Group 'A' & 'B' posts.)

   (d) Appointments will be made by duly constituted selection boards/committees at State and District levels.
4. Secretary Rajya Sainik Board/Director Department Of Sainik Welfare and Secretary Zila Sainik Board/Zila Sainik Welfare Officer

(a) Secretary Rajya Sainik Board/Director Department of Sainik Welfare will be a retired Brigadier or of equivalent ranks from Navy or Air Force. In case suitable officers of the rank of Brigadier or equivalent are not available, officers of the rank of Col or equivalent in Navy and Air Force may be selected. Officer selected should have put in a minimum of 25 years of commissioned pensionable service.

(b) Secretary Zila Sainik Welfare Office will be a retired Col/Lt Col/Maj or equivalent in Navy and Air Force who have put in a minimum of 15 years of commissioned pensionable service or short service officers who have put in a minimum of 10 years of service. In case of non-availability of officers as stipulated above, short service officers with five years of service, Honorary Commissioned officers or JCOs/ equivalent ranks in Navy and Air Force, with outstanding ability and requisite education may be considered in that order of priority.

(c) Selection for the above appointment at (a) & (b) will be from a panel drawn in consultation with the Director General Resettlement who has access to past records of service of the service officers.

(d) Director General Resettlement or an officer appointed by him will be a member of the selection board/committee for selection of officers at (a) and (b) above.

5. The status of Director Sainik Welfare will be that of a head of an independent functioning department directly under the Chief Secretary or Secretary-in-change of Sainik Welfare. Zila Sainik Welfare Officer should be Class I Gazetted Officer with a status of Head of Office with similar administrative and financial powers as enjoyed by other Heads of offices in the District Administration.

6. The following guidelines will be kept in mind while deciding the inter-se seniority between regular commissioned officers and EC/SSC officers appointed in the States:-

(a) The seniority of the officers of the RSB and ZBS should be counted on the basis of the following formula:-

(i) Total reckonable service in Armed Forces plus service in State Govt (Sainik Welfare Organisation)= total length of service for seniority. Wherever the total length of service works out to be same in case of a regular commissioned officer and an EC/SS officer re-employed by the State, the regular officer should get precedence over the ex-SSC officer.

(b) The seniority will not depend on the last rank held nor the last pay drawn in service, but on the total length of service as calculated at (a) (i) above

7. This letter supersedes our letter No. 1(1)/POL/KSB/A/1994 dated 09 May 94.

Sd/
(Ashok Sondhi)
Brig
Secretary
APPOINTMENT OF SECRETARIES, RAJYA SAINIKBOARDS/ZILA SAINIK BOARDS

1. As you are aware that personnel from the Defence Services retire at a much younger age (bulk of them retiring at the age of 35 to 45) as compared to their counterpart in civil Govt service who retire at the age of 58. There are already about 50 lac ex-Servicemen and their dependents and the number is increasing by about 1 lac every year. The Central Govt in addition to their pension meets 50% of all the expenses incurred by the States on running the Rajya Sainik Boards and Zila Sainik Boards. Welfare of such a large population depends entirely on the efficiency of the officers and staff appointed to manage the Rajya Sainik Boards and Zila Sainik Boards by the respective State Govts.

2. On perusal of records, it has been observed that in a number of States, Secretary Rajya Sainik Board (RSB) and Zila Sainik Boards (ZSBs) have been appointed from amongst the civilian officers serving in the State Govt which is not permissible under the existing rules. In addition, there are some ex-Service officers who have been selected and appointed as Secretary Rajya Sainik Board/Zila Sainik Board but do not meet the criteria laid down by the Ministry of Defence vide their letter No.1/1(POL/KSB/A/1994 dated 09 May 94, since revised vide our letter No.1(1)/POL/KSB/A/98 dated 16 Apr 1998 (copy enclosed).

3. The policy on appointment of Secretary RSB and ZSB is laid down after gaining an adequate insight into the job requirements and deliberations at the highest level. Appointments are to be made by properly instituted Selection Committees. In many cases, regrettably, the laid down guidelines are not being followed.

4. Keeping the above selection parameters in view, State Govts are required to review the appointment of all officials to their RSBs/ZSBs by 31 Jul 98. Where the laid down criteria has not been followed, the officers/officials be removed from the appointment forthwith and a fresh selection board be constituted under the policy guidelines.

5. Release of Central Govt share of 50% budgetary support is liable to be withheld in case the laid down guidelines are not followed.

6. Please acknowledge receipt.

Sd/-
(Ashok Sondhi)
Brig
Secretary

Encls: As mentioned above.
GUIDELINES FOR APPOINTMENT OF OFFICIALS OF DEPARTMENTS OF SAINIK WELFARE

1. Please refer to para 3(c) of this letter No.1(1)POL/KSB/A dated 16 Apr 98 on the above subject.

2. In view of the extension of 2 years service of all ranks of the Central Government, there is a need to amend the present para which reads as follows, "quote,

"All employees will be employed on tenure basis (initially for two years and extendable by two years at a time subject to satisfactory performance but in no case extendable beyond a total of ten years or 55 years of age whichever is earlier for Group 'C' & 'D' posts and six years or 58 years of age whichever is earlier for 'A' & 'B' posts.)"

"All employees will be employed on tenure basis (initially for two years and extendable by two years at a time subject to satisfactory performance but in no case extendable beyond a total of ten years or 57 years of age whichever is earlier for Group 'C' & 'D' posts and six years or 60 years of age whichever is earlier for Group 'A' & 'B' posts)" unquote.

3. It is requested necessary amendment be carried out at your end under intimation to all concerned.

Sd/-
(Ashok Sondhi)
Brig
Secretary, KSB
HANDING/TAKING OVER: DIRECTOR, DSWs/SECY, RSBs

1. Of late, it has been observed that Secretary, RSBs/Director, DSW in the States, at the time of taking over or relinquishing their posts do not inform Kendriya Sainik Board (KSB) and other concerned Departments about it. It may be stated that KSB is the apex body of the Sainik Welfare organisation in the country and all RSBs/DSWs are required to function in close co-ordination with KSB. In other words, Directors, DSWs, though employed by State Govts, are in fact the ambassadors of the KSB and it is entirely with their support, that the policies and schemes for the welfare of ESM are activated.

2. Needless to say that most of the Directors, DSWs function in close co-ordination with the KSB and therefore, it is reasonable to expect that the Secy, KSB is kept informed by the Director, DSW about his date of retirement at least one month in advance. It would not only assist in finding a suitable replacement for him but would also ensure that all important pending issues pertaining to his State have been adequately taken care of, prior to his retirement. Also, if required, the case for extension of service of the retiring incumbent may be taken up with the respective State Govt. The officer is also expected to inform all concerned Departments once again at the time of his finally retiring from the post of Director, DSW. In case of an officer taking over the duties of Director, DSW, the same should also be brought to the notice of Secy, KSB immediately. It will help KSB in inviting the new incumbent to Delhi for briefing them about their assignment and areas of responsibility as also about further interactions with Dte General Resettlement and this office.

3. It is, therefore, requested that all Secys, RSBs/Directors, DSWs should adhere to the above instructions at the time of taking over or relinquishing their office.

Sd/-
(TS Chhatwal)
Air Cmde
Secretary, KSB
APPOINTMENT OF A LADY OFFICER IN THE POST OF ASSISTANT ZILA SAINIK WELFARE OFFICER

1. During the meeting of National Commission for Women (NCW) held recently in Delhi, issues pertaining to welfare of women including Widows/War Widows were discussed at length.

2. It was generally expressed that majority of the Widows/War Widows belong to rural India and are illiterate. The lack of awareness and social obligation are the biggest hindrance for them to lead a respectful life in society. They are subject to exploitation by even own relatives at time due to lack of proper advise and guidance. These widows are reluctant to approach their Zila Sainik Boards/Rajya Sainik Boards as they are shy of conveying their problems to the male dominated staff in these organisations.

3. Keeping the above in view, it has been decided to recommend to the State Govts to ensure that at least one lady preferably the Assistant Zila Sainik Welfare Officer should be appointed at the Rajya/Zila Sainik Boards in their State. The lady should preferably be a widow/war widow suitably qualified who could share the problems of the other widows/war widows and settle them to their satisfaction.

4. Director, Deptt of Sainik Welfare/Secretary, Rajya Sainik Boards are requested that early necessary steps be taken at their level to appoint a lady member preferably a lady officer in their Zila Sainik Welfare Offices in the State.

Sd/-
(R Sharma)
Cdr
AW & CO
for Secretary
COMPOSITION OF RAJYA SAINIK BOARD

1. Keeping in view the observation made by certain States regarding rank and precedence of the persons named in the existing Composition of the Rajya Sainik Boards of the States/UTs, certain amendments have been carried out.

2. The same are forwarded herewith at enclosure for implementation at your end.

Sd/-

(R Sharma)
Cdr
AW & CO
for Secy, KSB

Enclosure : As above.
COMPOSITION OF RAJYA SAINIK BOARD

PRESIDENT

Government/Chief Minister

MEMBERS

State Ministers
GOC-in-C Command
FOC-in-C Command
AOC-in-C Command
Heads of Departments
Local Formation Commanders
Director Resettlement Zones

NON-OFFICIAL MEMBERS

Four Ex-Servicemen
Two Prominent Citizens

SECRETARY

Secretary, Rajya Sainik Board
To
The Secretaries
All Rajya Sainik Boards
& UT Administrations.

Subject:-ANNUAL INSPECTIONS-RAJYA& ZILA SAINIK BOARDS

Reference our letter No.27(1)/X-M/Item XXIII/75/ISSAB dated 25.7.76 conveying sanction of Govt of India for the sharing of expenditure on the maintenance of Rajya Sainik Boards between the Centre and the State Govt with effect from 1 Apr 1976 on 50-50 basis.

2. As a sequel to the above, it has now been decided that the Secretary, Kendriya Sainik Board will be Inspector of the Rajya Sainik Boards as well. Inspections of the Rajya Sainik Boards will be carried out by the Secretary, Kendriya Sainik Board during his visits to the State Capitals in connection with attendance at annual meetings of the Rajya Sainik Board/the PWSR/Special/ Amalgamated Fund or independently thereof. Inspections of selected Zila Sainik Boards will be undertaken by the staff officers of this Board and the Directorate General as well.

3. The main object of these inspections will be to evaluate the effectiveness and functional efficiency of the Sainik Board Organisation in the State with particular reference to the implementation of the policies on welfare and resettlement of ex-Servicemen and families of serving/deceased personnel of the Armed Forced, as laid down by the General & State Governments from time to time.

4. Secretaries, Rajya Sainik Boards will ensure effective functioning of the Zila Sainik Boards and will carry out inspections of all the Zila Sainik Boards within their jurisdiction at least once a year. Special attention will be paid in respect of those Zila Sainik Boards, which are not functioning effectively. The efficiency of those Boards is to be assessed from the point of view of results achieved in the implementation of new welfare measures, number of ex-Servicemen and their dependents resettled through employment in Govt Departments/Private Industries, assistance accorded for self-employment ventures of ex-Servicemen etc.

5. Brief reports of the inspections carried out by Secretaries, Rajya Sainik Boards are to be forwarded to Secretary, Kendriya Sainik Board with a copy to Director Resettlement of the Zone. The reports are to highlight both the achievements and the deficiencies of the Zila Boards. It will be appreciated if Secretaries, Rajya Sainik Boards also indicate in the report remedial action taken by them in regard to the deficiencies noted during the inspection e.g. initiation of prompt action to fill up sanctioned but vacant posts like welfare organizers etc. A format of the brief report required is given at Appendix 'A' to this letter.

6. Secretaries, Rajya Sainik Boards should ensure the Secretaries, Zila Sainik Boards & Welfare Organizers tour the villages in their district frequently every month. These tours so undertaken will enable Secretaries, Rajya Sainik Boards to obtain first hand knowledge of the problems of the ex-Servicemen & their families.
7. It will be appreciated that these measures will considerably enhance the effective functioning of the Sainik Board Organisation in the State.

8. Please acknowledge.

Sd/-
(S.C. Vadera)
Brig
Secretary,
Kendriya Sainik Board

Copy to :-

Directors Resettlement Zones - with immediate effect, you are requested to carry out annual inspections of Rajya Sainik Boards and regular tours and inspections of the Zila Sainik Boards in your Zone with particular emphasis, on the inspection of problem Distts. Reports as mentioned in para 6 of the letter are to be submitted.
DIRECTOR RESETTLEMENT, ZONE
INSPECTION REPORT ON THE PERFORMANCE OF DEPTT OF SAINIK WELFARE
(OffICE OF THE RAJYA SAINIK BOARD)

1. Brief :

........................................................................................................................................
........................................................................................................................................

2. Period of visit..................................................................................................................

3. Has the revitalization been carried out as recommended by HLC in respect of manning, telephone, transport etc., in ZSWOs? Yes/No

If not, state reasons...........................................................................................................
........................................................................................................................................

4. No. of ZSW Offices without ZSW Officers.................................................................

5. Reason for shortfall...........................................................................................................
........................................................................................................................................

6. Accounts audited upto year...........................................................................................

7. Money fully claimed from KSB up to year.....................................................................

8. No. of State level rallies held during last one year.......................................................

9. No. of District level rallies held during last one year...................................................

10. No. of new welfare schemes introduced during the year...........................................

11. Is Rajya Sainik Board constituted as recommended by HLC Yes/No

12. Last RSB Meeting held on (attach list of major decisions taken)..............................

13. Is the Managing Committee of Amalgamated Fund constituted as recommended by KSB. Yes/No

14. Last meeting of the Amalgamated Fund held on (attach list of major decisions taken)...

15. Efforts made to complete the census of ex-Servicemen and widows population in the State.
........................................................................................................................................

16. The number of ex-Servicemen and widows placed for employment during the year with:
(a) PSUs ..............(b) Local Bodies ............ (c) State PSUs............
(d) State Govt........ (e) Private Sector.......

59
17. No. of loan applications processed for self-employment entrepreneurship of ex-Servicemen…….

18. Total amount of money released by financial institutions Rs…………………………….

19. Efforts made to enhance Flag Day Fund collections…………………………………………
……………………………………………………………………………………………………

20. Progress on the minutes of KSB and Secretaries RSB meetings:-

(a) ……………………………………………………………………………………………

(b) ……………………………………………………………………………………………

(c) ……………………………………………………………………………………………

(d) ……………………………………………………………………………………………

(e) ……………………………………………………………………………………………

(f) ……………………………………………………………………………………………

21. Main problems faced by Director, Deptt of Sainik Welfare:-

(a) ……………………………………………………………………………………………

(b) ……………………………………………………………………………………………

(c) ……………………………………………………………………………………………

(d) ……………………………………………………………………………………………

Date: Name……………………………...
Place:
Copy to:- Rank………………………………
DGR Secretary, KSB Designation………………………

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To

Directors/Secretaries
All Deptt of Sainik Welfare/
Rajya Sainik Boards

27 Apr 94

ANNUAL PERFORMANCE RETURNS FROM DEPTT OF SAINIK WELFARE
AND ZILA SAINIK WELFARE OFFICES

1. Please refer to KSB letter of even reference dated 18 Mar 87 regarding "Periodical Returns" required to be submitted by Deptts of Sainik Welfare (Secretariat of KSB).

2. It is needless to emphasize that accurate and authentic information is essential for the appraisal of the annual performance of the Sainik Boards and also for reviewing our policy guidelines regarding matters affecting the welfare of ex-Servicemen. The information provided is also used in answering the Parliament Questions related to the ex-Servicemen's welfare activities.

3. The Periodical Returns submitted by the Deptts of Sainik Welfare and Zila Sainik Welfare Offices have recently been revised based on the suggestions received from the Deptts during the year. Blank copies of the Pink and Green Returns are enclosed herewith for your completion and dispatch to KSB as follows:-
   (a) Pink returns by Deptts of Sainik Welfare by 15 Mar and 15 Nov each year.
   (b) Green returns by Zila Sainik Welfare Offices through Deptt of Sainik Welfare by 15 May each year.

4. Based on the format enclosed, required number of copies be printed locally for use.

Sd/-
(RP Limaye)
Maj. Gen.
Dte Gen. Resettlement

Encls : As stated

Copy to

1. All Directors Resettlement Zones
2. All Zila Sainik Boards.
The Secretary,
Kendriya Sainik Board,
Ministry of Defence
West Block IV Wing-5
R.K. Puram, New Delhi-110066

GENERAL INFORMATION AND PERFORMANCE REPORT
FOR THE FINANCIAL YEAR (FROM ________ TO ________)

1. Reference KSB letter No............................ Dtd............. The required information is given in succeeding paragraph:

2. (a) Name of the Minister-in-charge of Sainik Welfare............................
 (b) Telephone No. Office ............................
     Res ............................

3. Chief Secretary

   (a) Name .........................................................
   (b) Office Address ............................................
   ......................................................................
   (c) Telephone No. Office ..............................
     Res ............................
   (d) Fax No (if available) .................................

4. Dealing Ministry of State Govt. ......................

5. Secretary in-Charge of Sainik Welfare State Govt.

   (a) Name .........................................................
   (b) Office Address ............................................
   ......................................................................
   (c) Telephone No. Office ..............................
     Res ............................

6. Director Dept of Sainik Welfare (Secretary RSB)

   (a) Name (Rank, if retd ESM).........................
   (b) Date of Appointment.................................
   (c) Term of Appointment : Superannuation/ contract/Temporary (delete which is not applicable)
   (d) Monthly Salary:-
       Scale..................................................
       Basic pay Rs....................................
       Gross salary ....................................
   (e) Office Status: Class I/II/III
   (f) Is Director the Head of Deptt. (Yes/No)
   (g) Telephone No. Office ..............................
     Res ............................
   (h) No. of Jt/Dy Director Auth......................
     Held .............................................
   (j) Pay Scale of Director Rs. ..........................
   (k) Pay Scale of Dy. Director Rs. ..................
   (l) Total No of officers Auth......................
       (Indicate, if ESM) Held..........................
   (m) Total No. of Staff Auth......................
       Deptt of Sainik Welfare Held..............
(n) No. of ESM in Staff ....................................
(f) 
(p) No. of ESM widows/ladies in Staff.............

7. Facilities:

(a) No. of Cars/Jeeps .................................
(b) No of Motor cycles ...............................
(c) Fax No. (if available) ............................
(d) If No Fax with Deptt of Sainik Welfare/RSB
(State reason) ....................................

8. Contingency Budget

(a) Amount allotted for contingency items
   during 2……….2…… Rs..................
(b) Budget sanctioned for Welfare and
   resettlement during 2……….2……Rs........

9. ESM Population in the State (As per Zila
   Sainik Welfare office/ZSB census completed)
   (a) ESM and Widows holding I-Cards
       issued by ZSW Office (As on
       31 Mar 20....)

   ESM ............... Widows ...............

   (b) ESM and widows I-Card holders
      surviving ( As on 31 Mar 20....)

   ESM ............... Widows ...............

   (c) Population of families of ESM and
       Widows registered (the number of ESM
       and Widows is issued with I-Card x 3)

   ............... .............

   (d) Estimated number of ESM and Widows
       who are are yet to be registered ............

   (e) Number of War Widows

   (i) 1962 .................................
   (ii) 1965 .................................
   (iii) 1971 .................................
   (iv) OP Meghdoot ..........................
   (v) OP Pawan ............................
   (vi) Kargil ..............................
   (vii) OP Vijay.........................

(viii) Any other OP..................................

(g) No. of Demobilized II World War
   Veterans without pension.................

(h) Is old age pension paid Yes/No

   If yes, amount Rs.............

(j) Eligible Criteria for the old age pension like:

   (i) Age ..........................
   (ii) Yearly income ............... 

(iii) Domiciliary condition if any………

(k) (i) No. of World War Veterans in receipt
   of any pension/financial assistance

   Eligibility Criterion

   Age ..................
   Yearly Income ............

   Domiciliary condition if any...........

   (ii) Amount per head Rs..............

   (iii) If Widows of War Veterans eligible
        for pension/financial assistance

        Yes/No

If no, reasons thereof:.........................

10. RSB and Fund meetings

(a) Date of last RSB meeting:.................

(b) Major decisions taken during the last
    RSB meeting (Attach as Appendix 'A')

(c) Govt notification of members of Rajya
    Sainik Board (Attach as Appendix 'B')

(d) Date of last Managing Committee of
    Amalgamated Funds meeting.............

(e) Major decisions taken during the last
    meeting of the Management Committee
    of Amalgamated Fund (Attach as
    Appendix 'C')

(f) Govt notification of members of
Managing Committee of Amalgamated Fund (attach as Appendix 'D')

(g) Status of decisions of last meeting taken up with State Govt and implementation (attach as Appendix 'E')

11. Rallies held during the year

(a) State level (Locations)
   (i) ................(ii).......... (iii)..............
   (iv).............(v)........... (vii)..............

(b) District level (Locations)
   (i) ................(ii).......... (iii)..............
   (iv).............(v)........... (vii)..............

(c) Reasons for not holding rally

.........................................................

12. Welfare Complaints: No of petitions received from ESM during the year:-

(a) On financial assistance .........................
(b) On land matters .................................
(c) On other matters .................................
(d) Total numbers ...................................

(e) Disposed off  .................................
(f) In hand for further action..........................

13. Discipline department staff

Status of disciplinary action initiated against department staff

14. (a) Total number of ZSW offices/ZSBs in the State 17. Rent Control Act

   Auth .................. Existing.............

(b) No of ZSW Officers(Secretary ZSB)

   Auth............. Held....................

(c) No of ZSWO not headed by ESM officers......

(e) Tenure of Service of ZSWO (Secretary ZSB):- Superannuation/contract/temporary (delete which is not applicable)

(f) Pay Scale

(g) Pay status of ZSW Officer:- (equivalent to Class I/Class II/Class III of Central Govt)

(h) No. of ZSW Offices having telephones..........

(j) Total No. of staff in all ZSWOs
   Auth.............held.............

(k) Total No. of Welfare organizers with ZSW offices..........

(l) Total No. of women staff in ZSWOs
   Dependents/widows of ESM..........
   Others........

15. Inspection of ZSWO

Name of the ZSWOs inspected during the year:

.........................................................
.........................................................
.........................................................
.........................................................

16. Details of any new Welfare and Resettlement schemes introduced during the year:-

.........................................................
.........................................................
.........................................................

State Concessions

(a) Nomenclature of the Act enabling Defence personnel/ESM/dependents to get their rented houses vacated for their bonafide use:-

.........................................................

(b) Does it favour ESM/dependents Yes/No

(c) Attach the copy of the Act.
(18) Amendment of land Tenancy/Reform Act.
……%OR…Seats
(a) Nomenclature of the Act enabling Defence personnel/ESM/departments to get their
agricultural land back for their bonafide use.
........................................................................
...........................................................................
(b) Does the Act favour ESM/dependents
Yes/No
(c) Attach the copy of Act as Appendix ‘G’

19. Reservation for Widows/ESM/Dependents

(a) Reservation of Home States...........%  
(b) Reservation of Houses/Flates...........%  
(c) Reservation of Industrial plots...........%  
(d) Reservation of Industrial sheds...........%  
(e) Reservation of Jai Jawan Stalls...........%  
(f) Reservation of National Permit...........%  
(g) Reservation of Fair price shops...........%  
(h) Any other Reservation
..........................................................................%  
..........................................................................%  
..........................................................................%  
..........................................................................%  

20. (a) Ex-Gratia grant to War Widows/dependents/
War disabled ESM
Rs....................
(b) Home building/repair grant to Widows/
War disabled ESM
Rs....................
(c) Grant to War Widows for marriage of
their daughter(s)
Rs....................
(d) Grant to other Widows/ESM for marriage
of their daughter(s)
Rs...........

21. Reservation for dependents of ESM in the
Professional Colleges:-

(a) MBBS ......%OR...... Seats
(b) Engg. Colleges ......%OR...... Seats
(c) Agriculture Colleges ......%OR...... Seats
(d) Polytechnic ......%OR...... Seats
(e) ITI ......%OR...... Seats

22. Legal Assistance for ex-Servicemen

(a) Court fee Yes/No
(b) Stamp fee Yes/No
(c) Examination fee Yes/No
(d) Registration fee Yes/No
(e) Hospital Parchee fee Yes/No
(f) Entertainment tax for cinema ticket Yes/No
(g) Free legal Aid for ESM Yes/No
(h) If answer to (g) is yes then indicate
competent authority according approval:-
......................................................
......................................................
......................................................

23. Other concessions :-

(a) No. of policlinics established under
ECHS...........
(b) Efforts made to disseminate information
about ECHS to ESM/widows
(c) Case taken up with KSB for empanelment of hospitals in State for treatment of serious diseases.

…………………………………………

…………………………………………

24. Free Medical Treatment in Govt. Hospital

(a) Provision for ESM Yes/No

(b) Annual income ceiling if any, Rs.................

(c) Details of reservation of beds in hospitals for ESM

…………………………………………

…………………………………………

(d) Future plans to augment facilities for ESM:-

…………………………………………

…………………………………………

25. Maintenance grant to disabled ex-Servicemen undergoing training at QMTI Kirkee

Rs........... P.M.

Code of Conduct

26. (a) Instructions have been issued by State Govt to Head of Deptt to ensure that no disrespect is shown to ESM approaching for legitimate needs

Yes/No

(b) If yes indicate circular no..........................

…………………………………………(copy enclosed)

(c) Circular issuing authority ......................

…………………………………………

…………………………………………

27. List of special concessions/Rehabilitation Schemes for War Widows/War disabled ESM of all operations including 1962, 1965, 1971, OP Pawan, OP Meghdoot Also OP orchid, OP Blue Star, Kargil etc. separately. Present details of Welfare package being extended (financial and other concessions separately)

(a) ..........................................

(b) ..........................................

(c) ..........................................

(d) ..........................................

(e) ..........................................

28. Name of the Training cum Production Centres set up for War Widows/Dependents/ESM

(a) ..........................................

(b) ..........................................

(c) ..........................................

29. Name of War Memorial Hostels in the State and their locations :-

…………………………………………

…………………………………………

…………………………………………

30. Confirm any free House/Home sites given to war Widows/War disabled Yes/ No

31. Any penury grant to Widows of ESM not in receipt of any pension due to any reason Rs.............

32. Name of Defence Colonies set up in the

(a) ..........................................

(b) ..........................................

(c) ..........................................

33. Concessions exclusively for disabled ex-Servicemen i.e. Blind ESM, paraplegic, Tetraplegic :-

…………………………………………

…………………………………………

…………………………………………

34. (a) Exemption from payment of House Tax when occupied by self :- Yes/No
(b) Any income ceiling for exemption of House Tax:- Rs.………………

35. Financial assistance to orphan children of ex-Servicemen

(a) Rs.…………………………..per month

(b) No of beneficiaries during the year………

36. (a) Financial assistance to Widows of the ex-servicemen at the time of death of their husband: Rs………

(b) Any funeral expenses given to Widows of ESM: Rs………

37. Details of Financial assistance receipts during the year of report:-

No. of Cases Amount
(a) Medical ..................... .....................
(b) Educational including scholarship and stipend ..................... .....................
(c) penury grant ..................... .....................
(d) Daughter marriage grant ..................... .....................
(e) petty business ..................... .....................
(f) House repair ..................... .....................
(g) Old age pension ..................... .....................
(h) War veterans fin. assistance ..................... .....................
(j) Disabled ESM ..................... .....................
(k) Assistance to War Widows ..................... .....................

38. Total amount spent on Financial assistance during the year

(a) State Budget Rs.…………………………..

(b) Welfare Funds Rs.…………………………..

39. Educational concessions provided from

(a) ………………………………………

(b) ………………………………………

(c) ………………………………………

(d) ………………………………………

(e) ………………………………………

(f) ………………………………………

(g) Budget Rs.………No. of beneficiaries………

40. Cash grants/Cash in lieu of land/Annuity

<table>
<thead>
<tr>
<th>CASH</th>
<th>CASH IN LIEU</th>
<th>ANNUITY</th>
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</thead>
<tbody>
<tr>
<td>(a)</td>
<td>PVC</td>
<td></td>
</tr>
<tr>
<td>(b)</td>
<td>MVC</td>
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<td>(c)</td>
<td>VrC</td>
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<td>(d)</td>
<td>Ashok Chakra</td>
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<td>(e)</td>
<td>Kirti Chakra</td>
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<td>Shaurya Chakra</td>
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<td>(g)</td>
<td>Sarvottam Yudh Seva Medal</td>
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<td>Uttam Yudh Seva Medal</td>
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<td>Sena/Nao-Sena/Vayu Sena Medal</td>
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<td>(l)</td>
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<tr>
<td>(m)</td>
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<td>(n)</td>
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<tr>
<td>(p)</td>
<td>VSM</td>
<td></td>
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</tbody>
</table>

41. (a) Grant at para 39 above (a) to (l) are given w.e.f………. (GO No.………………

…………………………..dated………………..)

(b) Grant at para 39 above (m) to (p) are given w.e.f………………(GO No………………

…………………………..dated………………..)
42. (a) War Jagir to the parents of only son or two or more sons who served in Armed Forces during 1962 to 1971 emergencies
   Yes/No

   (b) War Jagir allowance is Rs.……….Per annum
   Source of Funds is……………………………………

43. (a) Provision existing for allotment of surplus land to ESM/War Widows Yes/No

   (b) No. of beneficiaries in last 3 years………..

Sainik Rest House

44. (a) Total No of Sainik Rest Houses in the State.................

   (b) Location of Sainik Rest Houses in the State with full postal address and Accommodation for Officer's JCO's, OR's (Attach as Appendix 'h')

   (c) Have the rules been framed for utilising these Rest Houses Yes/No

   (d) Any Sainik Rest Houses under construction

   ……………………………………………………………

   (e) Any proposal pending with KSB for construction of Sainik Rest House (s) .............

   (f) Any Sainik Rest House being used for any other purpose………………………………

   (g) Confirm if any income being generated from commercial use of space in Sainik Rest House

   Yes/No

45. List of concessions to ex-servicemen other than covered in this Proforma :-

   (a) ……………………………………………

   (b) ……………………………………………

   (c) ……………………………………………

   (d) ……………………………………………

   (e) ……………………………………………

   (f) ……………………………………………

46. Re-Employment Benefits

   (a) Reservation in State Govt jobs % % % %

   (b) Carry forward of vacancies Yes/No

   (c) If the answer to (b) is yes then for number of years……………

   (d) State recruitment rules amended in respect of age and educational qualification of ex-servicemen to find second career Yes/No

   (e) Give brief description of amended rules…. ………………………………………

   ……………………………………………………………

   (f) Induction of ex-Servicemen at suitable levels in State's Police Force Yes/No

   (g) Compassionate employment to the dependents of Defence Service personal who are boarded out with 50% disability being given in State Govt jobs Yes/No

47. Accounts

   Name of the Fund Corpus As Yearly Total Yearly Account
   on 31 Mar Income Expenditure audited till date

   (a) ……………………………………………

   (b) ……………………………………………

   (c) ……………………………………………

   (d) ……………………………………………

48. Have you submitted a statement of case for augmentation of corpus from NDF (Yes/No)

   If yes for how much amount……………

   and in the year……………………………..

49. Have you been forwarding applications of ex-Servicemen to KSB for grant of financial assistance from RMD Fund for the following, with F.C.R.
   No. of beneficiaries

   (a) Assistance to old and infirm ESM/Widows of ESM (Rs.150/- p.m. for two years) Yes/No………..

   (b) Marriage of daughter (Rs.4000/-) Yes/No………..
50. (a) Have you been forwarding applications of ex-Servicemen for Financial grant from Funds administered by K.SB/Service HQ for treatment of serious diseases of ESM/ dependents on the basis of expenditure in General ward of Govt Hospitals or other Hospitals recognized by MOD for:

- Bypass Surgery Yes/No..............
- Angiography Yes/No.............
- Kidney/renal/paraplegic Yes/No..........
- Cancer/spastic/paraplegic Yes/No..........
- Coronary Artery Surgery Yes/No..........

Number of beneficiaries

51. Budget Estimates

Deprt of Sainik Welfare/RSBs are requested to project the Budget estimates separately to KSB (Attn SAO) every year by the dates indicated against each as follows:-

(a) Modified appropriation 18 Jan (for last year)
(b) Preliminary revised estimates 20 Aug (for the current year)
(c) Forecast estimates in r/o Deprt of Sainik Welfare/Zila Sainik Welfare Officer/RSB/ZSB 20 Oct
(d) Revised estimates 20 Oct (current year)
(e) Budget estimates (next year) 20 Oct

52. The State Govt Budget for Welfare of ESM for the last two years:-

Year...............Rs............... Year...............Rs............... 

53. Enclose at Appendix 'II' the list of concessions provided to ESM, Widows and dependents along with the reference of Govt Order Nos.

54. (a) Flag Day Fund collection Yes/No targets being given to ZSWOs/ZSBs

(b) Flag Day Fund collection Rs........ targets set for Deptt of Sainik Welfare/RSB

(c) Collections last three years:-

200......Rs.............
200......Rs.............
200......Rs.............

(d) Efforts carried out to enhance collections Yes/No

(e) Any running trophy for ZSWO/ZSB for maximum collection. Yes/No

Registration and Placement of ex-Servicemen (Jan - Dec 200......)

55. Number of ESM registered for employment

(i) Disabled ..............
(ii) Total..............
56. No. of ESM placed in employment

| (i) Central Govt. | ................. |
| (ii) Central PSUs | ................. |
| (including Nationalized Banks) | |
| (iii) State Govt. | ................. |
| (iv) State PSUs | ................. |
| (v) Local Bodies | ................. |
| (vi) Private sector | ................. |
| (vii) Disabled | ................. |
| (viii) Total | ................. |

56. No. of ESM live Registers of Zila Sainik Boards
(As on 31 Dec 200..........)

| ESM Pensioners | ................. |
| ESM non-pensioners | ................. |
| Widows Pensioners | ................. |
| Widows non-pensioners | ................. |

NOTE: All columns to be filled. NIL report also needs to be shown.

58. Any significant achievement in regard to Resettlement/Welfare during the period attach as Appendix (j).

Date .......... Signature
Date .......... Director, Sainik Welfare/
Place .......... Secretary, RSB
To  
Secretary  
Kendriya Sainik Board  
Ministry of Defence  
West Block IV, Wing 5  
R.K. Puram, New Delhi-110066  

PERFORMANCE RETURN FOR THE FINANCIAL YEAR 200..............200……

1. Reference letter No. KSB/……………............dated...........the required information is given in the succeeding paragraphs:-  

### General Information

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>2.</td>
<td>Name of Zila Sainik Welfare Officer (Secretary, Zila Sainik Board) Ex-Service officers to mention rank.</td>
</tr>
<tr>
<td>3.</td>
<td>Date of appointment ____________________________</td>
</tr>
<tr>
<td>4. (a)</td>
<td>Office Status (equivalent) ClassI/ClassII/Class III</td>
</tr>
<tr>
<td></td>
<td>(a) Head of Office status provided Yes/No</td>
</tr>
<tr>
<td>5.</td>
<td>Pay Scale and Pension ____________________________</td>
</tr>
<tr>
<td>6.</td>
<td>Term of Employment Contract/Superannuation</td>
</tr>
<tr>
<td>7. (a)</td>
<td>Date of expiry of contract/Superannuation ____________________________</td>
</tr>
<tr>
<td></td>
<td>(b) Period of contract ____________________________</td>
</tr>
<tr>
<td>8.</td>
<td>Name and address of President, Zila Sainik Board (DC of the Distt) ____________________________</td>
</tr>
</tbody>
</table>

### Zila Sainik Welfare Office

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>9.</td>
<td>Telephone No. of President ZSB ____________________________</td>
</tr>
<tr>
<td>10.</td>
<td>Establishment of Sainik Welfare Office</td>
</tr>
<tr>
<td></td>
<td>(a) Officers strength Auth …… Held…</td>
</tr>
<tr>
<td></td>
<td>(b) Staff strength Auth …… Held…</td>
</tr>
<tr>
<td>11.</td>
<td>Deficiencies</td>
</tr>
<tr>
<td></td>
<td>(a) Officers ____________________________</td>
</tr>
<tr>
<td></td>
<td>(b) Staff ____________________________</td>
</tr>
<tr>
<td>12.</td>
<td>Reasons for deficiencies, if any ____________________________</td>
</tr>
<tr>
<td>13.</td>
<td>Zila Sainik Welfare Officer Res Tele No. ____________________________</td>
</tr>
<tr>
<td>15.</td>
<td>If not adequate explain the problem ____________________________</td>
</tr>
</tbody>
</table>
16. Any independent transport given to Zila Sainik Welfare Officer? Yes/No………..
    Photocopier held Yes/No………..
    Computer with internet facility Yes/No………..
    FAX No. (if available)………………………….

Redressal of Grievances from ESM

17. No. of grievances/complaints received during the period of report………..
18. No. of grievances/complaints resolved………..
19. No. of Pension cases received………..
20. No. of Pension cases resolved………..

Financial Assistance to ESM Sponsored by the State

21. (a) Medical No. of case Amount………..
    (b) Educational including scholarship and stipend………..
    (c) For ESM in Penury………..
    (d) For starting petty business………..
    (e) For daughter's marriage………..
    (f) For house repair………..
    (g) For disabled ESM………..
    (h) For Pre 1.1.64 widows………..
    (i) For war widows………..
    (j) For Pre 1.1.64 widows………..
    (k) Any other scheme………..

Financial Assistance Provided Through Centrally Sponsored Schemes

22. (a) War widows disabled………..
    (b) House repair of war widows/ war disabled ex-Servicemen………..
    (c) Tool Kit Allowance………..
    (d) Raksha Mantri's Discretionary Fund………..
    (e) Serious diseases like Heart Kidney transplant & Cancer………..

23. No. of cases where assistance was provided to families of serving personnel:………..
24. No. of cases for assistance of land dealt………..
25. (a) Old Age Pension for ESM/widows Rs.………..
    (b) Any pre-condition for grant of pension………..
26. (a) No. of World War II Veterans in receipt of any pension/financial assistance………..
    (b) Amount of pension/ financial assistance………..

Canteen Facilities

27. No. of CSD canteen in the District………..
28. If no CSD canteen then confirm if mobile canteen/Ext Counter is operating in your area Yes/No………..

Sainik Rest Houses

29. No. of Sainik Rest Houses/Aramgrah in the district………..
30. Postal address of Sainik Rest House Aramgrah (attach a separate list if required)………..
    ……………………………………………………………
    ……………………………………………………………
    ……………………………………………………………
    ……………………………………………………………
    ……………………………………………………………
    Pin Code………..
31. Whether the Sainik Rest House is also being used as the office of ZSWO Yes/No………..
32. Yearly expenditure on maintenance of Rest House/Income

33. Sainik Rest Houses/Aramghah planned for next year (Location)
   (a) ..........................................................
   (b) ..........................................................
   (c) ..........................................................
   (d) ..........................................................

**Miscellaneous**

34. Any grievances/complaints received against the Deptt/staff

35. Number of tours undertaken by Zila Sainik Welfare Officer

36. Yearly interest subsidy paid to ESM on loans from Banks

37. No. of ex-Servicemen/widows settled in self employment ventures

38. Any other assistance being provided to ESM
   No. of cases
   (a) In litigation Yes/No……
   (b) In getting power connections Yes/No……
   (c) In getting village surplus land in the Distt Yes/No……
   (d) In getting water connections Yes/No……
   (e) IN Police cases Yes/No……
   (f) Any other cases Yes/No……

**Composition of Zila Sainik Boards**

39. Are there any deviation in the constitution of members recommended by the High Level Committee? Yes/No

**Self Employment**

40. Ex-Servicemen Entrepreneurs

<table>
<thead>
<tr>
<th>Nos.</th>
<th>Type of items manufactured</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
<td>Offrs</td>
</tr>
<tr>
<td>(b)</td>
<td>JCOs</td>
</tr>
<tr>
<td>(c)</td>
<td>ORs</td>
</tr>
<tr>
<td>(d)</td>
<td>Widows/Dependents</td>
</tr>
</tbody>
</table>

41. SEMFEX Schemes

<table>
<thead>
<tr>
<th>Category</th>
<th>No. of beneficiaries</th>
<th>Amount sanctioned</th>
<th>Amount disbursed</th>
<th>Total loan disbursed</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) SEMFEX I</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(b) SEMFEX II</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(c) SEMFEX III</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

42. Commercial Bank loan schemes

<table>
<thead>
<tr>
<th>Category</th>
<th>Type of activity</th>
<th>Total loan disbursed</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Oriental Bank of Commerce</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(b) Bombay Mercantile Corp Bank</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

43. Oil Product Agencies

<table>
<thead>
<tr>
<th>Category</th>
<th>No. of Allottes</th>
<th>ESM/Widows/Dependents</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) LPG</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(b) K. Oil</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(c) Petrol Pumps/Out-lets</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
44. Miscellaneous activities

Nos. Allotted

(a) Jain Jawan Stalls/Kiosks/Shops
(b) FPS/Kerosene Agencies
(c) PCO/STD Booths
(d) Land
(e) Milk Booths
(f) Any other agencies/activities

Training

45. (a) No. of Vocational Training Centres in the district

(b) Type of Vocational Training

(ii) ...........................................
(iii) ...........................................

(c) No. of ESM trained during the period

(d) No. of families trained ......

(h) No. of cases where loan has actually been granted ......

(j) No. of Self-Employment ventures set-up by ESM ...........

46. What efforts have been made to popularize the various Resettlement and Welfare schemes to ex-Servicemen population in your District:-

(a) ...........................................

(b) ...........................................

(c) ...........................................

Census

47. Population of ESM and dependents and families of serving Soldiers residing in the district

(a) ESM and widows holding I-Cards issued by ZSW Office (As on 31 Mar 20….)

ESM......... Widows......

(b) ESM and Widows I-Card holders surviving (As on 31 Mar 20….)

ESM......... Widows......

(c) Population of families of ESM and Widows registered (the number of ESM and Widows issued with I-Card x 3) .................

(d) Estimated number of ESM and Widows who are yet to be registered..........

(e) Number of War Widows

(i) 1962 ............

(ii) 1965 ............

(iii) 1971 ............

(iv) OP Meghdoot ............

(v) OP Pawan ............

(vi) OP Vijay ............

(vii) Any other OP ............

(f) Pre 1.1.64 widow ............

(g) No. of serving service personnel families......

(Industry(Registration & Placement Jan…..to Dec…))

48. No. of ESM registered for employment

(a) ESM Pensioner ............

(b) ESM Non-pensioners ............
(c) Widows Pensioners ............
(d) Widows non-pensioners ............
(ii) Total ............

49. No. of ESM/widows employment
   (i) Central Govt ............
(ii) CentralPSUs ............
   (Including Nationalised Banks)
(iii) State Govt ............
(iv) State PSUs ............
   (v) Local Bodies ............
   (vi) PrivateSector ............
   (vii) Disabled ............
   (viii) Total ............

50. No. of ESM on live Registers of Zila Sainik Board (As on 31 Dec 20....)
   (a) ESM Pensioner ............
   (b) ESM Non-pensioners ............
   (c) Widows Pensioners ............
   (d) Widows non-pensioners ............
   (ii) Total ............

Flag Day

51. Collections last three years :-
   20..... Rs....................
   20..... Rs....................
   20..... Rs....................

52. Flag Day Fund Collection Rs............
   targets as given by Deptt of Sainik Welfare/RSB

53. Efforts carried out to enhance collections.
    Yes/No

Date : Signature
   (Zila Sainik Welfare
Place : Officer/Secretary ZSB)

Copy to :-

Director - For information
Deptt of Sainik Welfare retention
Secretary, Rajya Sainik Board
BRIEFING BY SECRETARIES RSB/ZSB

1. To ensure that all local Formation Commanders are kept informed about the welfare activities and problems related to ex-Servicemen, Secretary, Zila/Rajya Sainik Boards (as the case may be) will brief them once a quarter formally. This will enable the local Formation Commanders in not only getting a periodic update, but also to take appropriate action as deemed fit on issues relating to welfare of ex-Servicemen in the area.

2. Secretary RSB of the State will co-ordinate this action at the State level. He will also brief the senior most Formation Commanders in Station, during the Formation Commanders Conference or as decided by the Commands, during a formal conference, on details pertaining to welfare of ex-Servicemen.

3. The above action is being instituted to ensure that an update on ex-Servicemen is always available to Formation Commander at District and State level. This will also enable Formation Commanders to attend to the problems of ex-Servicemen expeditiously at their level to the extent possible.

4. Command Headquarters are requested to please issue instructions to Formations under Command to include attendance of Secretary Rajya Sainik Board/Zila Sainik Board at least once every quarter during their conference.

Sd/-
(Ashok Sondhi)
Brig
Secretary.KSB

Copy to:-

Director Resettlement
.........................Zone

Secretary/Director
Rajya Sainik Board/
Directorate of Sainik Welfare
..............................

DGR - For information
ANNUAL INSPECTION/ LIAISON VISITS-
RAJYA AND ZILA SAINIK BOARDS

1. Refer policy letter No. 27(29)/76/AR/KSB dated 08 Oct 1976 issued by Kendriya Sainik Board (KSB), Ministry of Defence (copy enclosed).

2. In the present context, it has been decided that Secretary, KSB will continue to remain the authorized official of Ministry of Defence to carry out inspection of Rajya Sainik Board during his visits to State capitals in connection with attendance at annual meetings of the Rajya Sainik Boards/Amalgamated Fund or at any time at his discretion. The Director General Resettlement may also carryout inspection of Rajya Sainik Board/Zila Sainik Boards at any time at his discretion.

3. The main object of these inspections will be to evaluate the effectiveness and functional efficiency of the Sainik Board Organisation in the State with particular reference to the implementation of the policies for the Welfare and Resettlement of ex-Servicemen and families of serving/deceased personnel of the Armed Forces, as laid down by the Central and State Govts from time to time.

4. Secretaries, Rajya Sainik Boards will ensure effective functioning of the Zila Sainik Boards and will carry out inspections of all the Zila Sainik Boards within their jurisdiction at least once a year. Special attention will be paid in respect of those Zila Sainik Boards which are not functioning effectively. The efficiency of these Boards is to be assessed from the point of view of results achieved in the implementation of new welfare measures, number of ex-Servicemen and their dependents resettled through employment in Govt. Departments/Private Industries, assistance accorded for self employment venture of ex-Servicemen etc.

5. Brief reports of the inspections carried out by Secretaries, Rajya Sainik Boards are to be forwarded to Secretary, Kendriya Sainik Board with a copy to the relevant Directorate of Resettlement Zone. The reports are to highlight both the achievements and the deficiencies of the Zila Sainik Boards. It will be appreciated if Secretaries, Rajya Sainik Boards also indicate in the report remedial action taken by them in regard to the deficiencies noted during the inspection e.g. initiation of prompt action to fill up sanctioned but vacant posts like welfare organizers etc. A format of the brief report required is given at Appendix to this letter. Also a completion report is to be submitted by all Rajya Sainik Boards latest by 31 March of the following year confirming that inspection of each and every Zila Sainik Board has been carried out in the preceding year as per the guidelines/proforma issued vide this policy letter.

6. Secretary, Rajya Sainik Board should ensure that the Secretaries, Zila Sainik Boards and Welfare Organizers tour the village in their district frequently, at least once a month. These tours so undertaken will enable Secretaries, Rajya Sainik Boards to obtain first hand knowledge of the problems of the ex-Servicemen and their families.
7. Meticulous implementation of the above mentioned measures will considerably enhance the effective functioning of the Sainik Board Organisation in the State. This letter supersedes the previous policy letter referred at para one above.

8. Confirm compliance and acknowledge.

Sd/-
(T S Chhatwal)
Air Cmde
Secy, KSB

Copy to:-

Director Resettlement Zones : You are requested to carry out liaison visits to RSBs/ZSBs under your jurisdiction for the specific purpose of Resettlement and Welfare of ESM with particular emphasis on visits in RSBs/ZSBs where functional efficiency is below par.
Appendix

(Refer to para 5 of letter No.2(2)/POL/KSB/A dated Mar 2001)

INSPECTION REPORT ON THE PERFORMANCE OF DEPTT OF SAINIK WELFARE (OFFICE OF THE RAJYA SAINIK BOARD)

1. Brief:

__________________________________________________________________________
__________________________________________________________________________

2. Period of visit _____________________________________________________________

3. No. of ZSW Offices without ZSW Officers _______________________________________

__________________________________________________________________________

4. Reasons for shortfall _________________________________________________________

__________________________________________________________________________

5. Accounts audited upto year ___________________________________________________

6. Details of disbursement from KSB _____________________________________________

__________________________________________________________________________

7. No. of State level rallies held during last one year ______________________________

__________________________________________________________________________

8. No. of District level rallies held during last one year ____________________________

__________________________________________________________________________

9. Details of new welfare schemes introduced during the year, if any __________________

__________________________________________________________________________

10. Maintenance of policy letter folder: -
    (a) Central/State Govt _______________________________________________________

    (b) Central/State Govt _______________________________________________________

    (c) Central/State Govt _______________________________________________________

11. Last RSB Meeting held on (attach list of major decisions taken) ..........................
12. Last meeting of the Amalgamated Fund held on (attach list of major decisions taken)……
13. Efforts made to complete the census of ex-Servicemen and widows population in the State.
14. The number of ex-Servicemen and widows placed for employment during the year with:
   (a) PSUs ………(b) Local Bodies …….. (c) State PSUs……
   (d) State Govt…… (e) Private Sector……
15. No. of loan applications processed for self-employment entrepreneurship of ex-Servicemen……
16. Total amount of money released by financial institutions  Rs.…………………………
17. Efforts made to enhance Flag Day Fund collections…………………………………………
18. Progress on the minutes of KSB and Secretaries RSB meetings:-
   (a) …………………………………………………………………………………………
   (b) …………………………………………………………………………………………
   (c) …………………………………………………………………………………………
   (d) …………………………………………………………………………………………
   (e) …………………………………………………………………………………………
   (f) …………………………………………………………………………………………
19. Main problems faced by Secy RSB/ZSB (as applicable):-
   (a) …………………………………………………………………………………………
   (b) …………………………………………………………………………………………
   (c) …………………………………………………………………………………………
   (d) …………………………………………………………………………………………

Date: 
Place: 
Copy to:-

Name……………………………
Rank……………………………
Designation………………………
BRIEFING OF DIRECTOR, DEPTT OF SAINIK WELFARE

1. The need for effective interaction between Sainik Board Organisations established at the Central and State level involved in Welfare and Resettlement of ESM/families has been stressed at all times. In order to facilitate the efforts towards welfare and rehabilitation of ESM, widows and dependents, the key organisations i.e. Directorate General Resettlement, Kendriya Sainik Board and Departments of Sainik Welfare are required to work in close coordination with each other.

2. The role of Director, Deptt of Sainik Welfare (DSW)/Secretary, Rajya Sainik Board (RSB) in having an effective Sainik Board Organisation in his State is of extreme importance. It has, therefore, been decided that all the Director, DSWs/Secy, RSBs on their taking over these appointments, will visit DGR and KSB at Delhi at the earliest so that they could be briefed about the Sainik Board Organization in general and areas of concern which need to be given due attention especially with regard to their States.

3. Since the tenure of the Director, Deptt of Sainik Welfare is of short duration, it will help him in contributing effectively in improving the efficiency of his DSW, thereby attending to the main subject of Welfare and rehabilitation of ESM in a more professional manner.

Sd/-
(SG Saincher)
Brigadier
Secretary, KSB
To

The Chief Secretary to the Government of

Sub:- Expenditure for the office of the Secretary Rajya Sainik Board

Sir,

I am directed to invite your kind attention to the minutes of the 10th meeting of the ISS&A Board (Item-XXIII) held on 9.1.75 wherein it was agreed that 50% of the expenditure on the maintenance of the office of the Secretaries of Rajya Sainik Boards will be shared by the Centre, like Zila Sainik Boards. It was also stated in our letter of even number dated 15.7.76 that this expenditure will be shared by the Centre w.e.f. 1.4.76.

2. On Scrutiny of the Budget estimates for 1976-77 and 1977-78 received from the Rajya Sainik Boards it has been observed that expenditure on certain items which are not connected with the maintenance of Rajya Sainik Boards have been included therein. A few examples are given below:-

(i) Military Boys Hostels establishments.

(ii) Purchase of Jeeps and expenditure on petrol and repairs, pay and allowances of drivers etc.

(iii) Expenses on legal advice and special services.

(iv) Exorbitant budget estimates as compared to the number of Zila Sainik Boards in the State and last year's budget estimates.

(v) Preparation of Sticks and payment of journey fares of the receivers.

(vi) Grant-in-aid to ex-servicemen and their dependents.

Expenditure on these or similar items is not a charge on the Centre and should be met by the States from their own funds. Regarding provision of a transport vehicle for the Secretaries of Rajya Sainik Boards, each case has to be considered on its merits. The Rajya Sainik Boards should therefore make out a case justifying the expenditure and obtain the prior approval of the Government of India before claiming the reimbursement on 50:50 bases. You may like to issue necessary instructions to your Rajya Sainik Board accordingly.
3. The Centre will share the expenditure on Rajya Sainik Boards like pay & allowances of the Officers and Staff (existing) and other allied expenses like TA/DA (Secretary, Asstt Secretary/Director/Asstt Director and non-official members only), telephone charges, stationery & printing, purchase/repair of furniture, purchase/repair of typewriters, office rent (if the building is hired one and no Govt accommodation is available), leveries to Class IV, pensions and gratuity to the retired personnel.

4. The Rajya Sainik Board should prepare their statements of actual expenditure item-wise on the proforma already supplied to all Rajya Sainik Boards and get it audited and certified by the AG of the State at the end of the financial year and forward the same to Kendriya Sainik Board for re-imbursement of 50% of the expenditure.

5. The State Government can regulate expenditure on Rajya Sainik Board either by way of increase or decrease under existing 'Budget Heads'. The prior sanction of the Central Government will, however, be necessary if expenditure is proposed to be incurred on new items. For example, if an increase in the staff strength of a Board is necessary, the State Government can sanction such an increase, but if new categories of posts are sought to be created, Central Government's prior sanction is necessary. Likewise for replacement/or additional new items like furniture, typewriter, bicycles etc (not in any case excess of the State Govt scale) prior approval of the Centre would be necessary.

6. It is requested that the receipt of this communication may kindly be acknowledged.

Sd/-
(S C VADERA)
Brig
Secretary Kendriya Sainik Board

Copy to :-

The Secretary
Rajya Sainik Board
SCHEME FOR ADMINISTRATION OF THE SPECIAL FUND FOR RECONSTRUCTION AND REHABILITATION OF EX-SERVICEMEN IN STATES AND UNION TERRITORIES

1. In pursuance of the decision of the Central Managing Committee of the respective Welfare Funds, the following Welfare Funds administered by Kendriya Sainik Board have been merged wef 01 Apr 88 and titled as "Amalgamated Special Fund for War Bereaved, War Disabled and other Ex-Serviceman/Serving personnel:--

   (a) War Bereaved and Disabled Servicemen Special Relief Fund
   (b) Special Fund for Reconstruction and Rehabilitation of Ex-Servicemen
   (c) Armed forces Reconstruction Fund
   (d) Armed Forces Benevolent Fund
   (e) Services Welfare Fund

   The Scheme for the administration of the Central Amalgamated Special fund for War Bereaved, War Disabled and other ex-Servicemen/Serving Personnel has been laid down in SRO 124 dated 02 Apr 88.

2. Prior to the formation of the Central special Fund the scheme for its administration and management as also for the States/UTs Special fund for R&R of ex-Servicemen was laid down in SRO 234 dated 27 Sep 66. The new SRO 124 dated 01 Apr 88 on the administration of the Central Amalgamated Special Fund does not include any reference to the operation of the Special Fund for R&R of Ex-Servicemen or other Welfare Funds at the States/UTs level. Therefore, the guidelines contained in SRO 234 dated 27 Sep 66 are still being followed for management of the funds by some of the States/UTs.

3. In this context certain State Govts suggested changes in the composition of the State Managing Committee of the Special Fund for R&R of ex-Servicemen at the State level. It has, therefore, been considered necessary to review the policy for the management of the UTs Welfare Funds.
4. Since there are multiple Welfare Funds with commonness of objects, the question of amalgamation the Welfare Funds at the States/UTs level on the central pattern has also been examined and it has been decided in consultation with the Ministry of Defence that State/UTs may be requested to amalgamate their welfare funds so as to achieve an effective economic administration of the funds and ensure equitable distribution of benefits to the beneficiaries. This will also bring uniformity in the administration of the Welfare Funds.

5. Accordingly, draft Laws /Guidelines for administration of States/UTs Welfare Funds as per appendix 'A' to this Min of Defence. The States/UTs are requested to keep these in view while framing the laws and bye-laws which may become necessary as a result of amalgamation of the Welfare Funds. Other States/UTs which have already amalgamated their Funds may also frame/modify their laws in accordance with these Guidelines in the interest of uniformity. A copy of laws/bye-laws framed may be forwarded to Ministry of Defence(D/Res) and Kendriya Sainik Board.

Sd/-
(Shakti Singh)
Brig
Secretary
Kendriya Sainik Board
SCHEME FOR ADMINISTRATION OF THE SPECIAL FUND FOR RECONSTRUCTION AND REHABILITATION OF EX-SERVICEMEN IN STATES AND UNION TERRITORIES

1. Since the inception of Indian Soldiers, Sailor and Airmen Board in 1919 (later to be named as Kendriya Sainik Board), number of welfare funds were created at different points of time to meet the expenditure of various welfare schemes for the benefit of ex-Servicemen, widows and their dependents. Some of these funds were created with the contributions received from NDF, share of Indian Armed Forces subsequent to the partition and donation from the public and private Organisations. Each fund had a set of objectives and specific beneficiaries.

2. In 1945, post war service reconstruction fund was created in States with contribution from the Centre. As this fund was nearly exhausted by 1966 in most of the States, a special fund for reconstruction and rehabilitation of ex-servicemen was created in 1966 with contribution of Rs. 5 crores from the National Defence Fund and Rs. 3 crores from the Defence Services Estimate. 80% of the fund was distributed to the various States/UTs and balance was kept with Centre. Due to an ever increasing expenditure on implementation of various welfare schemes by the States, it has been found necessary to further augment their Special Fund for Reconstruction and Rehabilitation of ex-Servicemen periodically. During the years 1975, 1980 and 1985, a sum of Rs. 0.50 crores, Rs. 2.03 crores and Rs.2.82 crores respectively was sanctioned from the NDF for the purpose of augmentation of States Special Fund for Reconstruction and Rehabilitation of ex-Servicemen. The amount was distributed to those States/UTs who also made similar contribution to the fund. Based on proposals received from States/UTs in 1993-94, Rs.5.60 crores have been required to be released from the NDF for further augmenting the States Amalgamated Special Funds.

3. As it will be evident from the facts mentioned at para 2 above that at any point of time, the Centre's contributions to the States Special Fund for Reconstruction and Rehabilitation of ex-Servicemen will be to the extent of more than 50%. It is, therefore necessary that the fund is managed by the States/UTs as per the objectives laid down in Govt of India, and Ministry of Defence SRO 234 dated 27 Sep 1966. Reiteration of this policy has become necessary as some States/UTs are not adhering to the fund laid down by the Centre.

4. In addition to the guidelines provided in Govt of India, Ministry of Defence SRO 234 dated 27 Sep 1966, (a copy of the SRO attached) the following guidelines are to be adhered to by the States/UTs in respect of the management of the Special Fund for Reconstruction and Rehabilitation of ex-Servicemen.

(a) Corpus is a fixed amount in an account which should not be spent. With enhanced rates available these days on investment, it is well possible to limit the expenditure from the welfare fund to the amount of interest earned from the corpus. Only under extra-ordinary circumstances the corpus may be used after obtaining prior approval of the Executive Committee of the Armed Forces Flag Day Fund.
(b) The whole corpus of the Fund should be invested in PSUs/UTIs/Nationalized Banks with a view to derive optimum interest for the amount invested. In this regard there is no need to maintain any ratio in respect of investments in PSUs/Banks.

(c) The State Managing Committee of the Fund should periodically lay down overall target to be achieved with the investments made, (In fact, the target set for the Armed Forces Flag Day Fund for the annual return of interest for 93-94 was 15%).

(d) Based on the expenditure pattern of the funds during the previous three years and the proposed budget a flow chart of quarterly expenditure vis-a-vis income by way of interest from the corpus should be prepared by the Secretary of the fund to obtain maximum benefit from the investments.

(e) Under no circumstances, speculative investments or investments in portfolio management or such like ventures should be made.

(f) At the end of each financial year, atleast 15% of income earned (inclusive of unspent money) in a year should be ploughed back into the corpus to cater for inflation.

(g) It is mandatory that each year, the fund accounts should be audited by a Chartered Accountant and audit report along with balance sheet be forwarded to Kendriya Sainik board.

5. Action is in hand to issue fresh SRO incorporating the guidelines mentioned above.

6. Please acknowledge receipt of this policy guideline.

Sd/-
(RP Limaye)
Maj Gen.
Dir Gen Resettlement
To
The Secretary/Director
Sainik Welfare

SUB: PAYMENT OF 50% SHARE OF EXPENDITURE ON THE MAINTENANCE OF RAJYA AND ZILA SAINIK BOARDS


2. As per orders cited in the above Government letter, advance payments of the Central Share have to be made by the Government of India, Ministry of Defence to the following extent on the basis of budget estimate/revised estimates duly sanctioned by the State Governments:-

   (i) 50% in June on the basis of sanctioned budget estimates; and

   (ii) 40% in November-December, on the basis of sanctioned revised estimates.

3. The balance of 10% is payable only after the audited expenditure statements are furnished by the States/Union Territories to Kendriya Sainik Board.

3.1 With the object of ensuring that adequate funds are provided well in time in the Defence budget and advance payments are promptly released to the concerned States/Union Territories, it is necessary that the under-noted schedule regarding submission of periodical budget is strictly adhered to:-

   (i) Preliminary report : 30 Jun (the submission of this report will be necessary only if the sanctioned budget estimates cannot be sent by 30 Jun)

   (ii) Preliminary revised estimate (for the current year) : 20 Aug

   (iii) Forecast estimates : 20 Aug

   (iv) Revised estimates (for the current year) : 20 Oct
3.2 The above estimates may please be sent to this Board by Registered post in the Proforma attached as Annexure 'A'. The non-receipt of any of these estimates will result in non-inclusion of the demand in our consolidated estimates due to be submitted to the Ministry of Defence (Finance Division) and consequent non-payment of the Central Share. The need for promptness in this matter may, therefore, kindly be ensured.

4. The advance payments to be made under the above orders will be treated as "Provisional" as the same are subject to readjustment on receipt of final expenditure statements duly audited by the State Accountant General. It would, therefore, be necessary to clear our books and finalise cases of provisional payment without delay. Accordingly, it is requested that the final statements of expenditure should be prepared on the revised format, which is enclosed as Annexure 'B' to this letter, soon after the close of the financial year and sent to this Board, duly audited/endorsed by the State Accountant General, so as to reach here latest by 30 Jun. This will be accompanied by a Nominal Roll of the Officers and Staff on your strength as on 01 Apr of the year (separately for Director Sainik Welfare and each Zila Sainik Welfare Officer), their scales of pay, and the date from which each officer/individual is in continued employment of the Board. Further, advance payments for the succeeding year will be made only after receipt of the statement of expenditure for the preceding year duly endorsed by the State Accountant General as stated above.

5. In order that the above advance payments to the extent of 50% in Jun/Jul and 40% in Nov/Dec are made promptly, the claims for the same may please be sent duly signed by the Director/Secretary of the Department of Sainik Welfare in the Contingent Bill Form. These should be supported by signed copies of the budget estimates, and revised estimates bearing No. and date of sanction of the State Govt, in respect of the claims for 50% and 40% payments respectively; and

6. The Govt. orders of 25th Aug 83, referred to above have been issued in order that the increased expenditure resulting from revitalization of Sainik Board Organisation is paid into the State's revenue in time rather than being over delayed as per the earlier system. Accordingly, the States/Union Territories which have not yet implemented the revitalization scheme, will not be covered under the new procedure of advance payments. The claims will therefore, indicates at the top block letters the date from which revitalization was brought into force, illustrated below:-

"REVITALISATION SCHEME IMPLEMENTED WITH EFFECT FROM..................(actual date)

Sd/-
(K Sridharan)
Air Cmde
Secretary, Kendriya Sainik Board

Copy to-

The Chief Secretary : For information and devising suitable methods for streamlining the above revised procedure of payment of 50% Central share.
CONDUCT OF RAJYA SAINIK BOARD MEETINGS AND MANAGING COMMITTEE OF SPECIAL FUND FOR RECONSTRUCTION AND REHABILITATION TO EX-SERVICEMEN IN STATES/UTS

1. As recommended by the HCL Report in 1985, and accepted by all States and UTs, the DGR or Secretary, KSB are required to attend Rajya Sainik Board Meeting held in the States and UTs basically to apprise the State authorities of various schemes as also to co-relate the ex-Servicemen work done in various States and suggest improvements and new ideas at these meetings. The DGR/Secretary KSB is also obliged to be invited to attend the Managing Committee of Special Fund for Re-construction and Re-habilitation as per MOD SRO-234 dated 22 Sep 66 as the Center's contribution towards the fund is to the extent of more than 50% at any point of time.

2. Notwithstanding the guidelines mentioned at Para 1 above, it has been observed that a number of short notice intimations about the date of Rajya Sainik Board Meetings/Managing Committee of Special Fund for Re-Construction and Rehabilitation (Amalgamated Special Fund in respect of some States) have been received in the recent months by DGR/Secretary KSB from Deptt of Sainik Welfare of States/UTs without the Agenda for the meeting. Such short notices often put the DGR/Secretary KSB into difficulties in rescheduling their programmes and also in making travel arrangements. Lack of agenda points to be discussed in the meeting, leaves little room for an in-depth study of the problem prior to discussion. To prevent such situations in future, the Directors Deptt of Sainik Welfare are requested to provide a minimum of three weeks notice of the meetings to the DGR/Secretary KSB. Forwarding of the agenda is a must prior to the meeting to enable effective participation by the DGR/Secretary KSB during the meetings. Additionally, if information of the likely meeting date is sent to Secretary KSB by Fax Number 26192362, it will be of great assistance in planning visit programme.

Sd/-
(K.Sridharan)
Air Cmde
Secretary, KSB
MINISTRY OF DEFENCE

NOTIFICATION

New Delhi, the 27th September, 1966.

S.R.O.234 (As amended) - Whereas the Secretary of the Indian Soldiers; Sailors' and Airmen's Board and of the Special Fund for Reconstruction and Rehabilitation of ex-Servicemen who proposes to apply the Fund described in Schedule 'A' annexed hereto (hereinafter referred to as the Fund) in trust for Charitable objects, has applied for vesting the Fund in the Treasurer of Charitable Endowments for India and for the settlements for the administration of the Fund.

It is hereby notified that in exercise of the conferred by Sections 4 and 5 of the Charitable Endowment Act 1890 (6 of 1890); and upon the application as aforesaid and with the concurrence of the said Secretary, the Central Govt hereby orders that the Fund shall, as from the publication of this notification, vest and be henceforth vested in the Treasure of Charitable Endowments for India to be held by him and his successors in office (subject to the provisions of the said Act and the rules made the under) upon trust to held the Fund and the income thereof in accordance with the trusts and the terms set out in the scheme set forth in Schedule 'B' annexed for the administration of the Fund.

And it is hereby further notified that the said scheme has been settled for the administration of the Fund under Sub-Section (1) of Section 5 of the said Act, and that it shall come into force on the 1st Oct 1966.
SCHEDULE 'A'

Rupees one crore only to be invested in the trustee securities

SCHEDULE 'B'

SCHEME FOR THE ADMINISTRATION OF THE FUND

1. DEFINITIONS- In this scheme, unless the context otherwise requires:-

(a) FUND Means the Special Fund for Reconstruction and Rehabilitation of ex-Servicemen. "Central Fund" means the portion of the Fund which is retained, and is managed by, the Central Managing Committee; "State Fund" means portion of the Fund which is set apart for expenditure on schemes of a State and is managed by the State Managing Committee; "Union Territory Fund" means the portion of the Fund which is set apart for expenditure on schemes of a Union Territory and is managed by the Union Territory Managing Committee.

(b) "Ex-Servicemen" means any person who has been released from the Armed Forces after having served in any rank or as non-combatant (enrolled).

(bb) "Ex-service Officers" means a Commissioned Officer who served as such in the Armed Forces, other than a Junior Commissioned Officer in the Army or Master Chief Petty Officer/Chief Petty Officer in the as amended Navy or Master Warrant Officer/ Warrant Officer in the Air Force.

(c) "Dependent" means the wife, non-earning sons below the age of 21 years, unmarried or widows daughters, non-earning brothers below the age of 21 years, non-earning unmarried sisters, and non-earning parents of the ex-Servicemen actually dependent on the Ex-Servicemen. Provided that in the case of non-earning son or brother the age of 21 years may be relaxed up to 25 years in case such a son, brother is pursing a Post-Graduate or Technical Course which cannot be completed (as amended) within the age specified.

2. OBJECT OF THE FUND. The objects of the Fund are:-

(i) to award stipends to Ex-Servicemen for technical, managerial, vocational or agricultural training at recognised training institutions;

(ii) to sanction grant on loans to co-operative societies or other associations of Ex-Servicemen for schemes and projects of resettlement that is to say, horticulture, animal husbandry, industry, transport and the like;

(iii) to sanction scholarship or grants to dependents of ex-Servicemen and children of deceased Service Officers up to the maximum age of 25 years for higher studies in India beyond High School or Higher Secondary stage in Technical, Vocational or Agricultural education at Govt recognised institutes, the sanction of such scholarship being subject to satisfactory performance in such courses of studies by the recipients;

(iv) to sanction expenditure on special measures of a collective nature for the maintenance of old and destitute Ex-Servicemen or widows of Ex-Servicemen;
(v) to grant loans to individual Ex-Servicemen for starting industries or business undertaking;
(vi) to do all other things to promote measures for the benefits of Ex-Servicemen and their dependents.

3. ASSETS OF THE FUND

(a) The Fund will be constituted with

(i) an initial contribution of Rs. 5 crores from the National Defence Fund; and

(ii) an initial contribution of Rs. 1 crore from the Central Govt.

(b) The assets of the Fund at any time shall include, in addition to the above-

(i) further contribution to the Fund for the National Defence Fund or from the Central Govt,

(ii) Contributions received from the State Govts or Union Territory Govts or Administrations from time to time,

(iii) any other donations or voluntary endowments which may be received, and

(iv) income from the assets of the Fund.

4. DIVISION OF THE FUND

(a) 80% of the contribution from the National Defence Fund and from the Central Govt shall be reserved for distribution to the States and Union Territories on the basis of the number of service personnel in the Armed Forces recruited from the respective State or Union Territories as on the 1st Day of Jan, 1965 in regard to the initial contribution and on the basis of the strength of such personnel as on the 1st Day of Jan of the year in which subsequent contribution as aforesaid are received.

(b) The share of a State or Union Territory from the contributions from the Central Govt shall be distributed thereto only if a contribution equal to such share is made to the Fund by the State Govt or, as the case may be, by the Union Territory Govt or Administration. Any such share not distributed within a period of 3 Calendar years starting from the Calendar year in which it is due to be distributed for want of matching contribution will be kept at the disposal of the Central Managing Committee for being spent in accordance with Sub Para (c) below.

(c) The balance of the Fund will be available for expenditure on the management of the Fund and in furtherance of its objects under the directions of the Central Managing Committee.

(d) The share of Nepal, Bhutan and Sikkim on the basis of the number of recruits from these countries in the Armed Forces of India as on the 1st Jan, 1965 and also of subsequent years will be placed at the disposal of the Central Managing Committee for utilisation on account of the Welfare of the Ex-Servicemen of these countries for such purposes and in such manner as it may deem fit.
(e) The Central Managing Committee may also, at its discretion, allot such Funds out of the Funds placed at its disposal to Nepal, Bhutan and Sikkim as it may consider necessary for the Welfare of Ex-Servicemen released from the Indian Armed Forces and belonging to these territories.

5. **VESTING OF ASSETS**- The assets of the Central Funds and those of the Union Territories Fund shall be vested in the Treasurer of Charitable Endowments for India and those of a State Fund in the Treasurer of Charitable Endowments of that State.

6. **MANAGEMENT**- The Treasurer of Charitable Endowments shall not act in the management or administration of the Fund but subject to any general or special directions given by the Central Govt, the management and administration shall be vested in, and shall rest with the Central, State or Union Territory Managing Committee, as the case may be.

7. **CENTRAL MANAGING COMMITTEE**:- For the management and administration of the Fund, a Central Managing Committee shall be constituted. It shall consist of-

   - **Chairman**
   - Minister of Defence
   - First Vice-Chairman
   - Minister in Ministry of Defence
   - Second Vice-Chairman
   - Deputy Defence Minister
   - Members
   - Secretary, Ministry of Defence
   - Addl Secretary, Ministry of Defence
   - Chief of the Army Staff
   - Chief of the Naval Staff
   - Chief of the Air Staff
   - Financial Advisor, Ministry of Finance (Defence)
   - Joint Secretary in-Charge of Resettlement of Ex-Servicemen, Ministry of Defence
   - Three Ex-Servicemen Officers (one from each Service) nominated by the Central Govt
   - Director General Resettlement, Ministry of Defence
   - Secretary
   - Secretary, Kendriya Sainik Board.

8. **STATE/UNION TERRITORY MANAGING COMMITTEE**

   (a) Subject to the general policy and direction of the Central Managing Committee which will inter alia specify the type of the schemes which will qualify for grant and loans from the Fund. State Union Territory Managing Committee shall be constituted for the Management and administration of the State/Union Territory Funds. A State/Union Territory Managing Committee shall consist of the following:
Chairman

(i) Governor/Lt. Governor/Chief Commissioner/Administrator.

First Vice-Chairman

(ii) Chief Secretary or a Senior Officer of the State Govt or Administration of the status of Secretary deputed by him as his representative.

Second Vice-Chairman

(iii) GOC of an Area, or an Army Officer of the same rank or Commander of an Independent Sub Area, or an Officer of corresponding rank in the Navy or in the Air Force to be nominated by the Chiefs of the Staff Committee.

Members

(iv) One Ex-Servicemen Officer residing in the State/Union Territory nominated by the Chiefs of the Staff Committee.

(v) Persons not exceeding two in number, having interest in the Welfare of the Ex-Servicemen nominated by the State Govt/Administration.

representative of Ministry of Defence

(vi) The State/Union Territory Managing Committee shall have powers to co-opt any other person as member but such co-opted member will have no right to vote.

(b) The Secretary to the State/Union Territory Soldiers', Sailors' and Airmen's Board shall be the Secretary to the State/Union Territory Managing Committee. Any other Officer may be appointed as the Secretary with the previous approval of the Central Govt.

(c) Change in the composition of the State/Union Territory Managing Committee may be made with the previous approval of the Central Govt.

9. TENURE-

(a) When a person becomes a member of the Central or State/Union Territory Managing Committee by virtue of the office or appointment he holds, his membership will terminate when he ceases to hold such office or appointment.

(b) Subject to Clause (a), the tenure of Nominated members shall be two years. A member shall be eligible for re-appointment.
10. APPLICATION OF THE FUND -

(i) Subject to the provisions of the Charitable Endowments Act 18, the Central or State or Union Territory Managing Committee shall have the power to control and administer the Fund and to apply the same or any part thereof as they may consider necessary having regard to the object to the Fund provided that:

   (a) Only Loan shall be granted to Ex-Servicemen Officers and their dependents.

   (b) the rate of interest for loans shall be the rate fixed by the respective Govt/Administration each year.

   (bb) Emergency commissioned and short service commissioned officers who have been released or are due to be released from the Armed Forces and who apply for jobs under the Central or State Govt Department or Public Sector Undertakings and are not exempted from payment of application, examination of other fees, will allow reimbursement thereof from the Fund on production of the relevant receipt for such payment. The Fund shall not be used to finance any scheme, the provision of which is normally the responsibility of the Central or State or Union Territory Govt or Administration. Provided further that any such scheme may be financed from the Fund with the previous approval of the Central or State or Union Territory Govt (as amended) or Administration as the case may be.

(ii) The State/Union Territory Managing Committee shall forward in Feb each year a statement giving a brief account of its activities during the year indicating the manner in which the Fund have been spent on the object of the Fund, the balance of the disposal of the Fund and the manner in which the assets of the Fund are proposed to be spent in the succeeding year.

(iii) The Central Managing Committee may communicate their comments on the proposals to the State or Union Territory Managing Committee and the State or Union Territory Managing Committee shall take such comments into consideration before finalising their proposals

11. CONDUCT OF BUSINESS -

(a) The Central, State or Union Territory Managing Committee may meet for the conduct of business, adjourn and otherwise regulate its meetings and proceedings as may be determined by the bye-laws.

(b) The quorum for a meeting of the Managing Committee shall be three members personally present at the meeting and a meeting of the Managing Committee at which a quorum is present shall be competent to exercise all or any of the functions of the Committee.

(c) The Meeting shall be presided over by the Chairman or in his absence by the 1st Vice-Chairman of the Managing Committee. In case the Chairman and the First vice Chairman are not present in a meeting it shall be presided over the Second Vice-Chairman. If none of them is present in a meeting the members present in persons shall, before the commencement of the proceeding, elect the Chairman of the meeting.

(d) Every matter shall be determined by a majority of votes of the members present and voting. The Secretary, unless he is also a member, shall have no right to vote. In case of equality of votes the matter shall be decided according to the casting vote of the Chairman of the Committee or Meeting as the case may be.
12. **FRAMING BYE-LAWS**- The Central, State or Union Territory Managing Committee may make bye-laws for the detailed regulation, management and any other purpose connected with the execution of the Fund and the Trustee thereof and may after, vary or rescind the same from time to time.

13. **APPOINTMENT OF SUB-COMMITTEE**- The Central/State/Union Territory Managing Committee may appoint an Executive Sub-Committee formed from amongst its members to which it may delegate such powers as it may deem fit. It may also appoint an Advisory Sub-Committee formed from amongst its members or their representatives to scrutinize Schemes or other proposals for assistance from the Fund and submit them with its recommendations to the Managing Committee and to advise the Managing Committee on other matters connected with the administration of the Fund. The Advisory Sub-Committee may co-opt as its members, an ex-Service Officer who may be locally available.

14. **RIGHT TO TRANSFER THE FUND** -

   (i) The Central, State or Union Territory Managing Committee shall have the right to transfer the respective Fund or any part thereof to any other Society or Association established for the promotion of objects similar to the objects of the Fund provided that prior approval of the Central Govt or the concerned State/Union Territory Govt/Administration as the case may be, has been obtained in that regard.

   (ii) The Central Govt may if it deems necessary on account of the re-organisation of a State, distribute the Fund of that State to other States or Union Territories for management by the Managing Committee of such States or Union Territories.

15. **MEMBERS OF THE MANAGING COMMITTEE NOT ENTITLED TO REMUNERATION** Member of the Managing Committee shall not be entitled to any remuneration.

16. **APPOINTMENT OF STAFF**- The Resettlement Directorate, Ministry of Defence shall provide the necessary staff for the clerical work of the Central Managing Committee and the office of the State/Union Territory 'Soldiers', 'Sailors' and Airman's Board shall provide the staff for the clerical work of the State/Union Territory Managing Committee concerned.

17. **DEPOSIT AND INVESTMENT OF MONEY**- The Central, State or Union Territory Managing Committee shall invest a portion of the money of the Fund in trustee securities as may be considered appropriate by it and then transfer it to the Treasurer of Charitable Endowments for India or the concerned State/Union Territory as the case may be, it may keep the balance of the money in one or more accounts at the State Bank of India or any of its subsidiaries or any scheduled bank the deposits in which, according to the last annual balance sheet are not less than Rs.10 crores, or in the State Co-operative Bank, which, at the time of making deposit, have been classified for a period of not less than three years continuously as being either in Category 'A' or in Category 'B' according to the audit classification of the Registrar of Co-operative Societies or any other competent authority appointed for the purpose by the State Govt. In case the classification of any State Co-operative Bank is changed to a lower category after the date on which a deposit has been made, the existing deposit in that Bank shall be withdrawn (a) within a period of six months in the case of current accounts and (b) as and when the deposit matures in the case of any other accounts.
18. OPERATION OF ACCOUNT-

(i) The accounts of the Central Funds shall be operated jointly by the Director General Resettlement and the Secretary of the Central Fund on behalf of the Central Managing Committee.

(ii) The accounts of the State Fund/Union Territory shall be operated jointly by the Chief Secretary of the concerned State/Union Territory Govt or Administration or his representative on the State/Union Territory Managing Committee and the Secretary of the State/Union Territory Fund on behalf of the State/Union Territory Managing Committee.

(19) ACCOUNTS AND AUDIT- Regular accounts shall be kept of all moneys and properties belonging to the Fund and shall be audited by a firm or Chartered Accountant or any other recognised Auditor as may be appointed by the Central, State or the Union Territory Managing Committee for the Central Fund, the State Fund for the Union Territory Fund as the case may be. The Auditor shall also certify that expenditure from the Fund has been correctly incurred in accordance with the object of the Fund.

20. PERIODICAL REPORTS- Annual Reports showing schemes financed from the Fund and the Annual audited statements of account shall be rendered to the Central Govt. (Ministry of Defence) to State Govt. and to the Union Territory Govt. or Administration by the Secretary to the Central, State or Union Territory Managing Committee as the case may be, after the close of the financial year but not later than six months thereof.
No.105-SB(6)/SRO/95/KSB/D

27 Nov 95

The Secretaries/Directors
Rajya Sainik Board/Department of Sainik Welfare
All States/UTs

SCHEME FOR ADMINISTRATION OF THE SPECIAL FUND FOR
RECONSTRUCTION AND REHABILITATION OF EX-SERVICEMEN
IN STATES AND UNION TERRITORIES

1. Reference this office letters No.105-SB(6)/SRO/88/KSB/D dated 20 Dec 91 and 105-SB(6)/SRO/94/KSB dated 21 Apr 94.

2. Consequent upon the merger of various welfare funds, administered by the Kendriya Sainik Board, Secretaries/ Directors of Rajya Sainik Boards/Deppts of Sainik Welfare, of States and Union Territories were requested, vide this office letter dated 20 Dec 91, to amalgamate their welfare funds as well, so as to ensure economic administration of the funds as well as equitable distribution of benefits to the beneficiaries, besides having uniformity in the administration of the welfare funds.

3. It has been observed that some of the Rajya Sainik Boards are still holding various types of welfare funds which have not been amalgamated, even though the object of these funds are one and the same. This point has also been highlighted by the Secretary/KSB during the RSB/Amalgamated Fund meetings of the concerned States. It is once again requested that early action be taken to amalgamate the welfare funds of the State, pertaining to ex-Servicemen, which have the same aim and object.

4. The status of the above funds, as per the guidelines spelt out in this letter, be forwarded to this office by 29 Dec 95.

Sd/-
(Vijay K Thapar)
Commodore
Secretary, KSB

Copy to:-

Directors Resettlement
All Zones.
CONDUCT OF MEETINGS OF RAJYA SAINIK BOARDS AND MANAGING COMMITTEE OF SPECIAL FUND FOR RE-CONSTRUCTION AND RE-HABILITATION OF EX-SERVICEMEN IN STATES/UTS.

1. Refer to this office letter No. 1840/Assam/KSB/D dated 09 May 94 on the above subject (copy of the same is contained in the Compendium of Policy letters which has been forwarded to all RSBs).

2. As recommended by the High Level Committee Report - 1985 and accepted by the States/UTs, the DGR and the Secretary, Kendriya Sainik Board are required to attend the Rajya Sainik Board Meetings of the States/UTs, basically to apprise the State Authorities of the various schemes, as also to co-relate the ex-Servicemen work done in various States and suggest improvements and new ideas at these Meetings. The DGR and the Secretary, KSB are also obliged to be invited to attend the Meetings of the Managing Committee of Special Fund for Re-construction and Re-habilitation, as the Centre's contribution towards the Fund is to the extent of more than 50% at any point of time.

3. Notwithstanding the guidelines mentioned at Para 1 above and this office letter of even No. Dated 09 May 94, it has been observed that the above is not being followed in certain cases. The intimation regarding the scheduling of the above Meetings is to be communicated to both the DGR and the Secretary, KSB and it is the prerogative of the Secretary, KSB to decide whether the DGR or the Secretary, KSB or both of them, would attend the said Meetings. The agenda points for the Meetings are also to be forwarded, both to the DGR and to the Secretary, KSB.

4. The following has also been observed :-

(a) The intimation regarding the Meetings and the agenda points for the same are received at the very last moment. In fact, in certain cases, in spite of repeated telephonic reminders, asking the Secretaries concerned to forward the agenda points, the same have not been received in time and have in fact been handed over to the Secretary, KSB on the day of the Meeting itself. Last minute intimation regarding the Meetings has at times, resulted in re-scheduling the work and difficulties in making travel arrangements. Late receipt of agenda points also leaves very little room for an in-depth study of the problems, prior to the Meetings. The Directors, Deptts of Sainik Welfare, have in fact been requested, vide this office letter ibid to provide a minimum of three weeks notice regarding the Meetings. They have also been requested to intimate to Secretary, KSB, the dates of the Meeting by telephone, or by FAX, as soon as these are known.

(b) In some cases, the Meetings have not been held regularly, specifically so, in the case of the State Rajya Sainik Board Meetings. It will be observed from the enclosure to this letter that, in certain cases the Meeting were last held, almost nine to ten years back. As these are important meetings where-in important
decisions are taken regarding the welfare and rehabilitation of ex-Servicemen and their dependents, it should be our endeavor to conduct the Meetings regularly. Based on the decisions taken during these Meetings the Secretaries, RSBs should closely monitor the progress on the same. Secretaries, RSBs of all States/UTs are requested to schedule these Meetings, whenever they fall due. Any problems faced in the scheduling of these Meetings may be intimated to this office so that the matter can be taken up with the States Govt authorities. The Secretaries, RSBs should intimate to all concerned, well in time, in case members of the above mentioned Committees are due to complete their tenure, so that new members can be nominated in lieu and the timely holding of the Meetings is not affected.

(c) In certain cases it has been observed that the Directors, Resettlement Zones have not been invited for these Meetings. The concerned DRZ should be invited for the Meetings.

(d) The Minutes of the Meetings are not being prepared comprehensively and forwarded to the members in time. In fact the Minutes of the Meetings, in certain cases, have been received only along with the agenda for the next Meeting. It will be appreciated that unless the Minutes are comprehensively recorded, based on which the decisions are arrived at and these Minutes are circulated soon after the Meeting to all concerned, it will not be possible to closely monitor the progress on the relevant points. As such, the Minutes of the Meetings be forwarded to this office and other members, within a month of the Meeting getting over.

(e) It has also been observed that in certain cases the Secretaries, RSBs, States/UTs are not conversant with the Schemes for the administration of the Special Fund for Re-construction and Re-habilitation of ex-Servicemen in States and UTs, as well as the objectives of the fund. In certain cases, proposals have been put up for the consideration by the State Managing Committee of the Funds, on expenditure, which are not covered under the objectives of the Fund. The Secretary, KSB has been apprising the Secretaries RSBs/UTs regarding this prior to the Meeting. The 'Compendium of Policy letters' has been circulated to all Secretaries, RSBs to update them regarding the policy guidelines on various issues related to resettlement and welfare of ex-Servicemen. The Secretaries, RSBs/UTs are again requested to go through this booklet.

5. Lastly, attention of all Secretaries, RSBs is invited to this office letter No.27(29)/76/AR/KSB dated 08 Oct 76 regarding Annual Inspections of Rajya and Zila Sainik Boards. Inspections of the Rajya Sainik Boards will be carried out by the Secretary, KSB during his visit to the State Capitals in connection with attendance of Annual Meetings of the RSBs/the Managing Committee Meeting of the Special Fund for Re-construction and Re-habilitation of ex-Servicemen. Secretary, RSBs should also carry out regular inspections of the ZSBs within their jurisdiction at least once a year. Special attention be paid in respect of those ZSBs which are not functioning effectively.

6. Please acknowledge receipt of this letter

Sd/-
(Vijay K Thapar)
Commodore (IN)
Secretary

Encl: one

Copy to:-

Directors
Resettlement Zones
ADMINISTRATION OF THE SPECIAL FUND FOR RECONSTRUCTION AND REHABILITATION OF EX-SERVICEMEN IN STATES AND UNION TERRITORIES

1. Refer to this office letters No.105-SB(6)/SRO/94/KSB/D dated 21 Apr 94 and No.105-SB(7)/EC/91/KSB/D dated 26 Dec 94 on the above subject (copies of these letters are contained in "Compendium of Policy Letters - 1996")

2. The guidelines for management of the Special Fund for Reconstruction and Rehabilitation of Ex-Servicemen are spelt out in Govt of India, Ministry of Defence SRO 234 dated 27 Sep 66. As brought out in para 3 of this office letter dated 21 Apr 94, at any point of time, the Centre's contribution to the State's Special Fund for Reconstruction and Rehabilitation of ex-Servicemen is to the extent of more than 50%. It is, therefore, obligatory that the fund is managed by the States/UTs as per the objectives laid down in Govt of India, Ministry of Defence SRO 234 dated 27 Sep 66. However, of late, it has been observed that some States/UTs have not been adhering to the objectives of the Fund, as laid down by the Centre. A case on point is that some States have been utilising their State's Special Fund for construction of Sainik Rest Houses. This office, vide letter dated 26 Dec 94, has clearly spelt out that the expenditure on construction of Sainik Rest Houses, being "Capital expenditure", are to be met from the State budget and not from the State's Special Fund. The expenditure towards maintenance of Sainik Rest House is also to be borne by the State Govt and the same is not to be met from the State's Special Fund. All State Govts which have met the above expenditure, in connection with their Sainik Rest Houses, from the State's Special Fund, are advised to reimburse the amounts spent for the above purpose, from the State budget and plough back these amounts into the State's special Fund, to correct the irregularity. A completion report in this regard be forwarded to this office at an early date. All Secretaries RSBs/Directors, Deptts. of Sainik Welfare, are also requested to confirm to this office, by 30 Aug 96, that as on that date, no amount is pending against the Head 'Construction/Maintenance of Sainik Rest House(s)' from their States' Special Fund.

3. Request acknowledge receipt of the letter.

Sd/-
(Vijay K Thapar)
Commodore
Secretary, Kendriya Sainik Board

Copy to: -

Directors, Resettlement Zones
CABG FACILITIES FOR EX-SERVICEMEN AND THEIR DEPENDENTS

1. Refer to Army Headquarter, AG's Branch, DDG (Welfare) letter No.B/46601/AG/CW4(c)/Med/SOP dated, 02 May 97 on the above subject.

2. The Managing Committee of the Armed Forces Flag Day Fund have approved upto Rs.40,000/- per ex-Serviceman/dependant being paid directly to your Hospitals for their By-pass Surgery with the proviso that the ex-Serviceman/his dependant is not a member of the ECHS/Army/Air Force medical schemes and he does not avail financial assistance from any other source. The said amount will be paid to you by this office directly.

1. Eligibility:-

(a) An ex-serviceman requiring the above treatment should be in possession of an Ex-Servicemen's Identity Card issued by the Zila Sainik Welfare Office/Rajya Sainik Board Office.

(b) 'Dependent' means the wife, non-earning sons below the age of 21 years and unmarried and window daughters.

(c) In the case of 'dependents', a Certificate from the Zila Sainik Welfare Officer regarding the dependents/wife/son/daughter of the concerned ex-Servicemen.

(d) Certificate from the individual that he is not a member of the Army/Air Force Group Insurance Medical Schemes, he is not re-employed and that he is not in receipt of financial assistance from any other source.

(e) A certificate from the nearest Military Hospital/MI Room stating that the above facilities are not available in the particular Hospital and the individual has been referred for By-pass Surgery to your Hospital.
4. In case the individual meets the above eligibility criteria, the By-pass Surgery of the person can be undertaken and the amount up to Rs.40,000/- per case towards cost to consumable, in respect of the above treatment of the concerned ex-Serviceman may be claimed alongwith the following documents :-

(a) Pre- receipted bills for the above amount.

(b) Copy of the Hospital admission and discharge summery.

(c) Photocopy of the ex-Serviceman's Identity Card issued by the Zila/Rajya Sainik Board Office.

(d) That the case was referred by another Hospital/MI Room. A copy of the Military Hospital letter referring the case to your Hospital.

(e) Certificate from the individual that he has not received financial assistance from any other source, he is not re-employed and he is not a member of the Air Force/Army medical schemes.

5. The names of the account in whose favour the cheque is to be issued may also be indicated. This office will reimburse up to the above limit with in 30 days of receipt of the above documents.

6. Please acknowledge receipt of the this letter.

Sd/-
(Vijay K Thapar)
Commodore
Secretary
Kendriya Sainik Board

Copy to:

DGMS (Army )
AG's Branch, Army HQ
ADG (C&W)/Army HQ
DESA/Naval HQ
DPS/Air HQ
Secretaries/Directors
Rajya Sainik Boards/Deptts of Sainik Welfare
Directors Resettlement Zones

Necessary instructions may please be issued to the concerned Military Hospital.
No. 102/FA/KSB/D

Directors/Secretaries
Deptts of Sainik Welfare/ Rajya Sainik Boards

TREATMENT OF EX-SERVICEMEN FOR SERIOUS DISEASES IN CIVIL HOSPITALS: PROCEDURE TO BE FOLLOWED

1. During the visit of the DGR and Secy KSB to attend RSB Meeting of Himachal Pradesh a doubt had arisen regarding treatment of Ex-Servicemen/dependents for serious diseases in Civil Hospitals. The procedure to be followed is highlighted/explained in the subsequent paragraphs.

2. Any ex-Serviceman who is not a member of the AGI or Air Force Medical Insurance Scheme and who is not re-employed, is eligible for reimbursement @ 60% in case of officers and 80% in case of Personnel Below Officer Rank (PBOR) of the expenditure incurred by him for treatment of serious diseases in a Civil Hospital, provided he could not be treated in a Military Hospital and has not availed of a similar financial assistance for treatment of the Serious Disease from any other source.

3. With effect from 10 Jun 98, rates of payment to Civil Hospitals for treatment of Serious Diseases by the KSB have been revised as under:

   (a) In case of officers 60% of the cost of treatment.

   (b) In case of Personnel Below Officer Rank (PBOR) 80% of the cost of treatment.

   (c) Details of Para 3(a) and (b) are covered in Para 4.

4. Details of Serious Diseases Covered by the Kendriya Sainik Board (KSB) With effect from 10 Jun 99, details of diseases which are covered by the KSB for payment are as under:

   (a) Heart: Angiography, Angioplasty, By-Pass Surgery, Coronary Artery Surgery Open Heart Surgery, Valve Replacement and Implementation of Pacemaker. (60%/80% of the package rate with the concerned hospital).

   (b) Cancer: Surgery, Radio-therapy and Chemo-therapy (Maximum payment upto Rs.60,000/-).

   (c) Renal: Replacement/Dialysis. (Maximum payment of Rs.75,000/- per year).

   (d) Stroke: Acute Phase Management of Stroke (Cerebro Vascular Accident (60%/80% of the package rate with the concerned hospital).
(e) Prostate Surgery : Trans Urethral Resection of Prostate (TURP) only. (60%/80% of the package rate with the concerned hospital)

(f) Arterial Surgery : Arterial Reconstruction/Re-vascularisation, Aneurysmal Surgeries, Carotid Artery, Thoracic and Abdominal Aorta, Carotid Angiography of Aorta. (60%/80% of the package rate with the concerned hospital)

(g) Total Joint Replacement : A yearly grant of Rs.2 lakhs for providing prosthesis has been given to MH Kirkee, Base Hospital Delhi Cantt, Army Hospital (RR) Delhi Cantt, INHS Aswini Mumbai and Command Hospital Air Force Bangalore through DGAFMS.

(h) Treatment for Heart Diseases And Renal /Dialysis at Service Hospitals : The total amount being charges by the Service Hospital for this treatment will be paid by the Kendriya Sainik Board as per rates approved which has been fixed at a maximum of Rs.40,000/- total for Heart and Rs.40,000/- per year for Dialysis only.

Procedure for the Treatment

5. Any of the above category of ex-Servicemen/dependent requiring assistance from the Kendriya Sainik Board will first report to the nearest Service Hospital alongwith the ex-Serviceman Identity Card, issued by the Zila Sainik Welfare Office/Rajya Sainik Board for treatment. In case the treatment in respect of the above diseases can not be provided by the Service Hospital, then such cases will be referred by the Service Hospital to the Civil Hospital of the individual's choice, which is on the approved list of the KSB. After obtaining the reference of the Service Hospital, the ex-Serviceman/dependent will forward a copy of the same to this office, immediately. On receipt of the above, the KSB will intimate its undertaking to pay directly to the Civil Hospital, 60%/80% of the cost of treatment whichever is applicable. The ex-Serviceman/dependent will directly negotiate the terms of payment of the balance amount (i.e. 40% or 20%) with the concerned Civil Hospital. After the operation/treatment is completed, bills duly signed by the Medical Superintendent, with his official seal affixed and also signed by the ex-Serviceman/his dependent, will be forwarded to this office, by the Civil Hospital, along with a copy of the Hospital's admission and discharge summary, in respect of the individual. Payment will be sent by cheque directly to the Hospital within 30 days of receipt of the bill. In case the facility of a Service Hospital in the area is not available and the case demands immediate hospitalization/treatment the ESM can report to the nearest Civil Hospital which has been empanelled by the KSB/AGI for treatment. In case none of the two conditions of a Service Hospital or a KSB/AGI empanelled Civil Hospital are met/available and the case is emergent, an ESM/dependent may proceed for treatment of the disease (authorized in the list of serious diseases of KSB as per para 4 above) to the nearest Civil Hospital for treating such a disease. (Civil Hospital implies a Civil Govt Hospital or in its absence a Private Civil Hospital). In the latter case the total amount of operation will be borne by the ESM which will subsequently be reimbursed at the appropriate rates after operation. The admissible amounts upto which payments will be made directly to the Civil Hospitals by the KSB are :-

(a) Heart : 60% for Officers and 80% for PBOR of the "package amount", as accepted by this office.

(b) Cancer : 60% /80% of the expenditure incurred for the treatment, upto a maximum of Rs.60,000/-. 

(c) Renal/Dialysis : 60% /80% of the actual expenditure, upto a maximum of Rs.75,000/- per year.
6. As per this office letter No.102/KSB/AFFDF/4MC/97/D dated 19 May 97 eligible ex-Servicemen can also undergo By-pass surgery at Cardio Thoracic Centre, Military Hospital, Pune and RR Hospital, Delhi Cantt. without making any payment. In such cases payment is made to these two hospitals by KSB @ Rs.40,000/- only. With effect from 10 Jun 99 all other heart related surgery i.e. angiography, Angioplasty, Open Heart Surgery, Valve Replacement and Pacemaker Implant can also be undertaken by ESM/dependents in the above two hospitals. These Hospitals subsequently claim Rs.40,000/- per ex-Serviceman/his dependent, for the By-pass surgery, from this office.

7. You are requested to disseminate the above information to all ex-Servicemen and their dependents, through your respective Zila Sainik Welfare Offices.

Sd/-
(Ashok Sondhi)
Brigadier
Secretary
Kendriya Sainik Board

Encls : As above.
Copy to :

AG, Army Headquarters
Managing Directors, AGI
COP, Naval Headquarters
ACOP (P&C), Naval Headquarters
DNPF, Naval Headquarters
DPS, Air Headquarters
Directors Resettlement Zones

ADG, C&W, AG's Branch, Army Headquarters
DESA, Naval Headquarters
AOA, Air Headquarters
DGAFMS- request issue necessary instructions to MHs
D(Res)/Ministry of Defence
All Army, Navy & Air Force Command HQs - With a request to disseminate the above information to all subordinate Formation HQs and Units.
I am writing to you regarding contribution by States and Union Territories on the occasion of Armed Force Flag Day Fund (AFFDF) on 7th December each year.

As of date, States and Union Territories contribute half of paisa per head per annum based on the 1991 census of population of AFFDF. Although the overall collection of Rs.12.99 crores was made by the States and Union Territories on Flag Day in 1997, the Central share worked out to a meager Rs. 41.49 lakhs i.e. only 19% of the total collection made by the States.

I have no doubt, that all of us will honour the faith they repose in us in letter and spirit. A small beginning can be made by way of increasing the States/UTs contributions towards the Centre's share of the Flag Day Fund from a meager half a paisa per citizen to at least one paisa per citizen. This collection is being utilized for sponsoring centrally organized Welfare Schemes and grants to the widows and dependents of these honourable martyrs. I am sanguine of your wholehearted support for such an honourable cause.

With regards,

Yours sincerely,

Sd/-

George Fernande
SIXTH MEETING OF THE MANAGING COMMITTEE
OF THE ARMED FORCES FLAG DAY FUND

1. The sixth Meeting of the Armed Forces Flag Day Fund (AFFDF) was held on 08 Nov 2000, at South Block, New Delhi under the chairmanship of the Hon'ble Raksha Mantri:-

2. Decisions taken during the meeting are as under:-

   (a) It was pointed out by the members that despite setting up of several Committees for providing 'Adequate Medical Cover' to ESM since 1994, no decision has been taken till date. The Chairman apprised that he was seized of the problem of Medicare for the ESM and assured that the scheme to provide medicare to ESM will be finalized at the earliest.

   (b) The Managing Committee of the AFFDF has decided that reimbursement of cost of treatment from the existing 60% and 80% for officers and PBORs be increased to 75% for officers and 90% for PBORs.

   (c) The Committee has decided that @ 75%/90% for Officers/PBORs respectively, the cost of Prosthesis for Joint Replacement will be reimbursement to DGAFMS by KSB, on "Case to Case basis" in respect of five service hospitals i.e. MH Kirkee, Base hospital, Delhi Cantt, Army hospital (R&R, Delhi Cantt, INHS ASVINI Mumbai and Command hospital (AF) Bangalore.

   (d) The Committee also decided that all those ESM, who were members of AGI/AFGI Medical benefit Schemes but had exhausted the benefit from those agencies during the earlier treatment would be provided financial assistance from AFFDF for subsequent treatment, in respect of any of the serious diseases, covered under the schemes as per recommended rates. Also, if there is some disease which is not covered by AGI/AFGI Medical Benefit Scheme but is catered for by the KSB, the same will be entertained for providing relief from AFFDF.

3. Decisions taken by the Committee are applicable from 08 Nov 2000.
4. Wide publicity be given to these concessions so that maximum number of our Ex-Servicemen (ESM) benefit from it.

5. Acknowledge receipt.

Sd/-
(TS Chhatwal)
Air Cmde
Secretary, KSB

Copy to :-
DGAFMS
ADG(C&W)/Army Headquarters
DESA/Naval Headquarters
DPS/Air Headquarters
Directors Resettlement Zones
Five Service Empanelled Hospital
Empanelled Hospitals
FINANCIAL ASSISTANCE TO EX-SERVICEMEN FOR TREATMENT OF SERIOUS DISEASES

1. Reference this office letter of even number dated 11 Feb 2004.

2. Ex-Servicemen Contributory Health Scheme (ECHS) which has been launched w.e.f. 01 Apr 2003 is not yet fully operational. Since, full implementation of this scheme is likely to take some more time, it has been decided that till ECHS is fully implemented the KSB is to continue to provide financial assistance to pensioner Ex-Servicemen (ESM) for medical treatment of serious diseases upto 31 Mar 2005.

3. You are requested to forward claims of pensioner ESM as per procedure in vogue. Attachment of attested photocopy of claimants ECHS registrations No/card is a mandatory requirement for pursing of the claim. If the pensioners ESM do not join the ECHS, his claim need not be submitted to this office for financial assistance.

4. It is once again requested that a comprehensive information regarding enrolment into the ECHS may be initiated by all RSB/ZSBs to educate the pensioner ESM community about the scheme. This aspect may be given wide publicity.

Sd/-

(SD Upadhyay)
Sr. Accounts Officer

Copy to:-

Dir (Res)/MoD
FINANCIAL ASSISTANCE TO EX-SERVICEMEN
FOR TREATMENT OF SERIOUS DISEASES

1. Reference this office letter of even number dated 16 Jul 04.

2. It is observed that pensioner ex-Servicemen/their authorised dependents and widows/family pensioners in receipt of pension are not enrolling themselves in the ECHS (Ex-Servicemen Contributory Health Scheme), which is a comprehensive medical care scheme covering all diseases. It provides major medical benefits to the complete spectrum of ESM pensioners settled in far-flung areas of the country, through a network of 227 polyclinics (104 in Military Stations and 123 in Non Military Stations), by empanelling 431 Hospitals all over the country. These polyclinics are being progressively set up, operationalised and constructed, are to be completed earliest but not later than 31 Mar 2008. Likewise a number of private hospitals are being empanelled progressively each fortnight across the country, to provide specialized treatment/operations.

3. You are requested to take necessary steps to promote the ECHS scheme which will benefit not only the ex-Servicemen, but also family pensioners & widows who are in receipt of pension-thereby ensuring their medical care, even in absence of the pensioner. KSB has to utilise almost 70% of its revenue towards medical treatment, which most members could/should actually avail through joining the ECHS. It is felt that such revenue should be used for other welfare activities, which is only possible if pensioners readily and willingly enroll into the ECHS.

4. Government of India has allotted adequate funds for implementation of ECHS but often funds remain unutilized. It is seen that ex-Servicemen are either not aware of this new scheme or are reluctant to join due to various reasons. RSBs/ZSBs/Dept of Sainik Welfare Office may take innovative steps to promote ECHS scheme for better medical care of pensioner ESM, widows, disabled and orphan children of the pensioner ESM for their better today and tomorrow.

5. Kendriya Sainik Board has been providing financial assistance to ex-Servicemen/their dependent for treatment of serious diseases out of the corpus of Armed Forces Flag Day Fund which is very limited to cater for such heavy medical requirements. As per the Managing Committee decision, Kendriya Sainik Board will provide financial assistance up to 31 Mar 2005, after which the present
Medical Scheme of KSB will be applicable only to non-pensioners. The budget allotted for this head will be used for other new schemes like education scholarships to wards of ex-Servicemen, enhanced assistance to war-widows, employment schemes etc, as also to possibly increase monetary limits.

6. Medical claims of pensioner ESM may continue to be forwarded only till 31 Mar 2005 in respect of those individuals who have not or could not join ECHS, or have availed medical assistance prior to joining ECHS. Where ESM/widows have enrolled into the ECHS, claims will generally not be accepted since ECHS polyclinics and empanelled hospitals are functional and treatment in Service Hospitals has commenced all over India since 01 Feb 2004. Only in dire and special cases will KSB, thereafter, provide financial assistance for medical purposes to enrolled ECHS members. You are requested to inform all Zila Sainik Boards in your State & jurisdiction to spread full awareness of above provisions & of ECHS to the pensioner community and to widows.

7. Kindly acknowledge receipt.

8. This has approval of DGR.

Sd/-
(Y N Sharma)
Brig
Secretary, KSB

Copy to :-

Central Organisation
ECHS
Moude Line
Delhi Cantt 110010.

for information. Please intimate any progressive changes in the scheme, indicating state of empanelment of civil hospitals and activation of Polyclinics, so that information is communicated across the country.
GENERATION OF FUNDS BY UTILISING FACILITIES OF SAINIK REST HOUSES (SRH)

1. There are 243 Sainik Rest Houses (SRHs) spread all over the country in various State Capitals/Distt HQs and UTs. The basic aim of establishing these SRHs is to provide suitable accommodation to ex-Servicemen during their short visit to the State capitals or to District HQs for settlement of their pensionary and other matters.

2. Of late, it has been observed that upkeep and maintenance of these SRHs is generally not upto the mark. In most cases funds released by State Govts are inadequate for proper upkeep of SRHs. Funds also cannot be made available from the Amalgamated Funds. Ways and means have to be, therefore, found to generate adequate funds for maintenance of SRHs at the level of RSBs/ZSBs.

3. Some of the methods for generation of funds are to hire the SRHs for marriages, cultural functions and meetings/conferences etc for short periods not exceeding four calendar days at any one time. Also advertisement hoardings/bill boards could be permitted to be displayed on annual contract basis through tenders. Care must be taken to ensure that the basic purpose of SRHs is served at all times.

4. Funds which accrue from renting out the premises of SRHs are to be properly accounted for and only utilized for upkeep of Sainik Rest Houses and for providing adequate facilities to transients.

Sd/-
(Ashok Sondhi)
Brig
Secretary
GENERATION OF FUNDS BY UTILISING FACILITIES OF SAINIK REST HOUSES (SRH)

1. Refer our letter of even number dated 22 Apr 98.

2. It may please be noted that hiring or lease of property, such as a Sainik Rest House or a Hostel etc., which have been constructed with funds provided by the Kendriya Sainik Board (in full or partially) will only be carried out after prior permission of the Kendriya Sainik Board has been obtained.

3. Any lease/hiring carried out so far be cancelled and details of rent collected and their disposal till date be forwarded to this office by 30th May 98 without fail.

Sd/-
(Ashok Sondhi)
Brig
Secretary

Copy to:-
Chief Secretary
States/Union Territories.
GENERATION OF FUNDS BY UTILISING FACILITIES OF SAINIK REST HOUSES (SRH)

1. Further to our letters of even number dated 22 Apr and 05 May 98.

2. The prime purpose of constructing properties such as Sainik Rest Houses or Hostels etc., out of funds provided by the Kendriya Sainik Board (whether in full or partial), is for the welfare of ex-Servicemen, widows and dependents of ex-Servicemen only. This, must be kept in mind and remain our over-riding priority at all times.

3. Hiring or lease of the above mentioned property (Sainik Rest House or a Hostel etc.) can only be carried out after it has been duly confirmed and certified to the Kendriya Sainik Board by the Secretary Rajya Sainik Board of the concerned State and Secretary Zila Sainik Board of the concerned District that such hiring/lease does not affect the welfare of ex-Servicemen in any way. Thereafter, any such hiring/lease will only be carried out after sanction is accorded by the Kendriya Sainik Board. This clause is inviolate.

4. In view of the foregoing, any hiring or lease of such property as mentioned in Paras 2 and 3 above, which has been carried out without prior sanction of the Kendriya Sainik Board, may please be revoked and cancelled with immediate effect. No further hiring or lease be carried out without sanction of KSB.

5. Details of rent collected and its disposal/utilization, till date, in respect of such property be forwarded to this office by 30th May 98 without fail.

6. Please acknowledge receipt of letter.

Sd/-
(Ashok Sondhi)
Brig
Secretary

Copy to:-
Chief Secretary
States/Union Territories.
No.1826/SRH/KSB/D 20 Jun 2001

Secretary, Rajya Sainik Board

Director, Deptt/Dte of Sainik Welfare
All States

MAINTENANCE OF SAINIK REST HOUSES

1. Reference this office letters of even number dated 22 Apr 98, 05 May 98 and 15 May 98.

2. It has been observed that general state of Sainik Rest Houses (SRHs) throughout the country is far from satisfactory. Although KSB provides funds for construction of SHRs on 50:50 basis, the subsequent maintenance of these Rest Houses are entirely the responsibility of the concerned State Govt. In most cases the funds released by the State Govt for upkeep and maintenance of SRHs are either inadequate or nor released at all. With a view to make these SRHs self-sustaining some measures were suggested by KSB for generating adequate funds vide this office letter dt 22 Apr 98 quoted above.

3. However, experiences have shown that not much progress has been made by the RSBs in this direction. Therefore, it is advised that concerted effort be made at your end to augment funds for proper maintenance of SRHs under the purview of Public Works Deptt so that periodic and proper maintenance can be ensured.


Sd/-

(T S Chhatwal)
Air Cmde
Secretary

Copy to :-

Director Resettlement Zone (Western) - For info w.r.t. your letter No. 73106/DRWZ dated 21/05/2001.
Building No.750, Sector 8B
Chandigarh - 160 018
COURT CASES BY EX-SERVICEMEN FOR REDRESSAL OF GRIEVANCES

1. It has been observed that of late, more ex-Servicemen have been going to the Courts to seek redressal on various matters related to their resettlement & welfare, which have been agitating their minds. Invariably the DGR/Secretary, Kendriya Sainik Board are one of the respondents in these Court cases. It will be appreciated that an ex-Servicemen, specially an NCO or equivalent, who goes to the Court, does so as a very last resort, as he finds all other avenues which are available to him, for redressal of his grievances closed. At the grass-root level, the organisation which deals with the ex-Servicemen resettlement and welfare matters in the State, is the concerned Rajya Sainik Board office/Deptt of Sainik Welfare and the Zila Sainik Welfare offices. It will thus not be incorrect to assume that as these Court cases, are on the increase, some of the concerned Zila/Rajya Sainik Board offices are not paying due attention in resolving speedily the problems which are of concern to the ex-Servicemen of their States/District, nor are these ex-Servicemen being apprised correctly regarding the existing resettlement & welfare schemes of the State Govt/Centre. This needs to be corrected.

2. It may also be noted that even though the DGR or the Secretary, Kendriya Sainik Board are respondents in the Court cases, these cases will have to be defended in the Court by the concerned Secretary RSB/Zila Sainik Welfare Officer, on behalf of the DGR/Secretary, KSB as it is these Officers who deal with the grass-root level problems of their respective State ex-Servicemen. It will thus be in the interest of the RSBs and ZSBs to pay more attention in sorting out the problems and grievances of these ex-Servicemen, so that they are not compelled to take up the matter in the Court.

3. You are requested to pass suitable instructions to all concerned in your Departments/Zilas regarding the same.

Sd/-
(Vijay Thapar)
Commodore
Secretary
Kendriya Sainik Board

Copy to:-
Director/Resettlement Zones
COURT CASES BY EX-SERVICEMEN FOR REDRESSAL OF GRIEVANCES

1. Please refer to this office letter of even No. dated 12 Mar 1996.

2. The attention of the Directors, Deptts of Sainik Welfare/Rajya Sainik Boards was drawn, vide the above quoted letter, towards the increasing number of Court Cases as the ESM have frequently been approaching the courts to seek redressal on various matters related to their welfare and resettlement. It was also requested that even though the DGR or the Secretary, Kendriya Sainik Board are respondents in certain Court cases, these cases will have to be defended in the Court by the concerned Secretary RSB/Zila Sainik Welfare Officer on their behalf because it is these officers at Zila and State level who deal with the grass level problems of their respective State ex-Servicemen.

3. It has, however, been experienced that some States have been reluctant in appearing in court on behalf of DGR/Secy., KSB/MOD due to varying reasons. It is, therefore, reemphasized that the overall responsibility of looking after the problems of ESM/families lies at the level of RSB/ZSB. It will be in the interest of the Sainik Board Organisation that all such cases are defended in the court by the concerned Secy. RSB/Dir Deptt of Sainik Welfare. DGR/Secy., KSB may be consulted on the cases on as required basis.

4. It must be appreciated that Sainik Boards at various level are part of one organisation and working for a common cause and any division of interest is likely to be detrimental to the welfare of ex-Servicemen for which all are designed. It is requested that suitable instructions be passed to all concerned on the subject.

Sd/-
(Harendra Mohan)
Brigadier
Secretary, KSB
As you may be aware, Shri P.V. Narsimha Rao, the then Raksha Mantri had written to the Chief Ministers about the urgent need for making necessary amendments to the Rent Control Legislation to enable members of the Defence Forces, on their retirement to secure possession of their houses from their tenants speedily. Such a provision was considered essential because serving Defence personnel, as a rule, are compelled to let out their houses to tenants during their active service. On retirement, they need to regain possession of their houses for self-occupation. Likewise, in the event of their untimely demise, their next of kin face a similar requirement.

2. The then Raksha Mantri had recommended that suitable amendments may be made on the lines of the relevant provisions in the Kerala Buildings (Lease and Rent Control) Act. of 1965 as amended in 1973, extracts of which had been enclosed with his letter. The Kerala Act had been recommended because it provides for speedy restoration of residential premises required by the retiring Defence personnel. A time limit of one month has been stipulated in this Act for disposal of the applications by the Rent Control Courts, and it is further stipulated that on the culmination of the proceedings, the Rent Controller shall order that the landlord be put in possession within 15 days from the date of the order.

3. It is encouraging to note that considerable headway has been made and many of the States now do have some kind of legislation to protect the interests of serving personnel/Ex-Servicemen though there are still a few which do not have any legislation at all. However, some deficiencies have been noticed even in these States which have the legislation.

4. I am enclosing with this letter a Note which gives some of the deficiencies noticed in the Rent Control Legislations in force in the various States, and suggestions for appropriate amendments thereto.

5. The further amendment of the law in States where some provisions for Ex-Servicemen, their next of kin, and war widows have already been made, and the formulation of amendments to cater for all these elements in States/Union Territories where no such provisions at presents exist, so as to provide for all these basis features, will not only introduce a greatly desired uniformity in such matters, but also meet the bonafide and genuine requirements of Ex-Servicemen, whilst at the same time suitably protect the legitimate interest of the tenants from whimsical or motivated litigation.

6. I would therefore, request you to take urgent necessary action to provide for the recommendations made in Para 9 of the enclosed Note in the Rent Control legislation of your State.

With regards,

Yours sincerely,

Sd/-

(G. ASVATHANARAYAN)

To

The Chief Secretary of Andhra Pradesh, Assam, Bihar, Gujarat, Haryana, Himachal Pradesh, Jammu & Kashmir, Karnataka, Kerala, Madhya Pradesh, Maharashtra, Orissa, Punjab, Rajasthan, Tamil Nadu, West Bengal, Uttar Pradesh,
Andaman & Nicobar, Arunachal Pradesh, Delhi Administration, Goa Daman & Diu, Mizoram and Pondicherry.

Chief Administrator of Chandigarh Administration, Administrator, Dadar & Nagar Haveli, Administrator Lakshadweep Administration.
No. 30(143)/86/D/Pay/Services)

Government of India
Ministry of Defence
New Delhi, September 15, 1987

To

The General Secretary
Indian Ex-Servicemen League
9, Nyaya Marg, Chanakypuri
New Delhi - 110021

Subject: EXEMPTION FROM PAYMENT OF TAXES

Sir,

I am directed to refer to you letter No.IESL/359/87. Dated 13.08.1987, on the above subject and to say that Section 3 of Municipal Taxation Act. 1981 (Central Act. No II of 1881) provides for exemption from payment of taxes of the following kind in respect of those persons who are subject to the Army Act. 1950, Navy Act 1957 and Air Force Act. 1950 and who are compelled by the exigencies of Army, Navy Air Force duty to reside within the limits of a Municipality or a Cantonment: -

(a) Municipal or cantonment taxes on salaries.

(b) Municipal or cantonment taxes on professions, trades, callings, offices or appointments.

(c) Municipal or cantonment taxes on animals or vehicles in respect of :-

   (i) Any animal which such person is required by the regulation of the service to which he belongs to keep and

   (ii) Any vehicle which such person is permitted to keep in lieu of any animal which of the said regulation would require him to keep.

(2) It is, thus clear that ex-Servicemen, who are not subject to Army Act/Navy/Air Force Act referred to above are not exempt from payment of the above-mentioned taxes levied by local bodies. In other words, ex-Servicemen are not exempt from payment of Property Tex, Professional Tax etc. levied by local bodies.

3. This letter may please be published prominently in the next issue of your Magazine (Indian Ex-Servicemen) for information and guidance of all concerned.

Yours faithfully,
Sd/-
(T.N. Fotedar)
Under Secretary to the Government of India
(Tele :- 3012739)
We have been receiving a number of representations from Ex-Servicemen Associations and War Widows Associations requesting exemption from (i) Taxes of salaries (ii) Tax on professions, traders, callings, offices or appointments (iii) Taxes on house owned or rented out by ex-Servicemen levied by Municipals and Gram Panchayats. As you are aware, these exemptions exist for Serving personnel of the Armed Forces.

2. The majority of the service personnel retire at the age of 32 to 40 years and settle down in or near their home towns either in Government employment venture. This process of rehabilitation calls for considerable readjustment in their life style as they are suddenly deprived of their full salary, ration and others and their capacity is more than halved. The resettlement and rehabilitation of these ex-Servicemen being a national responsibility, their demands for exemption from taxes on salaries professions and houses deserve to be considered very sympathetically.

3. I wish to bring to your notice that the Government of the Rajasthan have already issued notification (in exercise of power under- sub section 5 of sections 107 of the Rajasthan Municipalities Acts. 1959) exempting war widows from payment from the rent tax on their own self occupied or rented houses. A copy of the Government of Rajasthan Notification No 33938-58 dated 26 June 1975 is enclosed. By a subsequent Notification dated 20th November 1980 (copy enclosed), the concession has been extended exempting from house taxes to those ex-Servicemen, widows of ex-Servicemen, and minor children who are not income tax payer and have only residential accommodation in Rajasthan provided they are residing themselves in the house and no part of it has been sublet. I would request that your State Government also may please consider issuing of similar notifications exempting ex-Servicemen, widows and minor children from payment of the local taxes levied by Municipalities and Panchayats.

4. Looking forward to a response.

Yours sincerely

Sd/-

(G Asvathanarayan)

All Chief Secretaries
GOVERNMENT OF RAJASTHAN
Local Self Department, Jaipur

No.33938-58 Dated 26-6-1975

NOTIFICATION

No. Tax F 3(4)(45)/LSB/72- In exercise of the power conferred by sub-section (5) section 107 of Rajasthan Municipality Act. 1959 (Rajasthan Act 38 of 1959), the state Government being of the opinion that sufficient grounds exist for doing so hereby exempts the war-widows (whose husbands sacrificed their lives for saving the honour of their country) who own houses in any Municipality/Municipal Corporation of the State and are themselves residing there or have sub-let their houses from payment of rent tax under section 104 of the said Act.

By Order of the GOVERNOR
Sd/-
(J N Mathur)
GOVERNMENT OF RAJASTHAN  
Local Self Department, Jaipur

Dated 20-11-1975

NOTIFICATION

No Tax F 3 ( ) LSB/78 - In exercise of the powers conferred by sub-section (5) of section 107 of Rajasthan Municipality Act 1959 (Rajasthan Act No. 38 of 1959) the State Government being of the opinion that sufficient grounds exist for doing so, hereby exempts such of the Ex-servicemen, widows of Ex-servicemen and their minor children as are not income tax payers and have only one Residential accommodation in Rajasthan in which they are residing themselves and no part of that house has been sub-let from payment of House Tax collected by Municipalities, with effect from 1.4.1979. This facility will be in addition to the one granted under notification NoTax/3(45)LSG/72.3393-58, dated 26-6-1975

By Order of the GOVERNOR
Sd/-
(Raghibir Singh)
Deputy, Secretary, Administration.
Dear

As you are aware, the welfare and resettlement of ex-Servicemen is the responsibility of the Central and the State. Accordingly, it has been the endeavor of both the Central and the State Governments to provide all possible benefits/concessions to ex-Servicemen.

2. In this connection, we have received a demand from ex-Servicemen for exemption of payment of house tax/property tax. Several State Governments like Rajasthan, Punjab, Tripura, Haryana, Himachal Pradesh, Sikkim and Mizoram have already sanctioned such concession to the ex-Servicemen settled in their States. This gesture has been highly appreciated by the ex-Servicemen community. The ex-Servicemen from other States feel discriminated and have petitioned us to take up the issue with the other State Governments.

3. I request you to please sympathetically view the matter of exempting ex-Servicemen of your State from paying house/property tax.

4. I shall greatly appreciate an early response.

With warm regards.

Yours sincerely,

Sd/-

(SHARAD PAWAR)

CMs/LGs of all States/UTs except Rajasthan, Punjab, Tripura Haryana, HP, Sikkim, and Mizoram
Dear Shri K S Baiduuan Ji

Please refer to former Raksha Mantri Sharad Pawar's DO letter No.RM/6883-F/92 dated 30th November, 1992 requesting that ex-Servicemen be exempted from payment of house/property etc.

2. We are being repeatedly requested by Members of Parliament to exempt ex-Servicemen from payment of house tax/property tax in respect of their properties. Since some of the States have already extended this facility to ex-Servicemen, it would be just and proper if the other States too extend this facility to ex-Servicemen.

3. I would request you to consider this matter sympathetically and exempt the ex-Servicemen of your State from house/property tax obligations in respect of their properties.

4. I would be grateful for an early response in the matter

With regards,

Yours sincerely,

Sd/-

(Mallikarjun)

Shri K S Baiduuan
Administrator
Dadra & Nagar Haveli and Daman Diu
Silvassa- 396230
To

All State Governments/Administrations

Subject: Land concessions to Service personnel serving in Armed Forces

Sir,

I am directed to say that it has been brought to the notice of Government that applications from serving personnel of the Defence Services for allotment of waste land for cultivation forwarded to the various State Governments, have had no results. In the light of the representations received by lower formations from certain serving personnel, I am to request that the authorities concerned may kindly be asked to consider favorably the applications from Defence Services personnel for allotment of waste land in their State.

2. It will be appreciated if a copy of the action taken in the matter is forwarded to this Ministry for information.

Yours faithfully,

Sd/-
(N.K. SEN GUPTA)
UNDER SECRETARY TO THE GOVERNMENT OF INDIA

Copy to:-

AG/PS-5
To

All State Governments/Administrations

Subject : Land concessions to Service personnel serving in
Armed Forces and consideration of their representations.

Sir,

I am directed to refer to this Ministry's letter No.25098/XIII/AG/PS5(b)/961/D(AG-II), dated the 15th June, 1964 (copy enclosed), on the above subject, and to say that it has been brought to the notice of this Ministry that service personnel are facing great difficulty for the waste lands allotted to them by the civil authorities due to the following reasons:-

(i) Allotments of land are not made on permanent basis;

(ii) Allotments of lands for home-stand and agriculture are made in different places far away from each other which cause much inconvenience;

(iii) Lands allotted are at times not free from trouble of the original cultivators.

2. I am to add that it has also been represented by the service personnel that early action on the requests made on the subject is not taken, even on personal representation to the civil authorities concerned when soldiers are on leave.

3. In view of the position stated above, I am to request that necessary steps may kindly be taken to remove the difficulties mentioned in para 1 above. It is also requested that expeditious action on applications from serving personnel for allotment of Government waste land may be taken and disputes arising from such allotment may kindly be settled as expeditiously as possible.

Yours faithfully,

Sd/-

(G.D. CHOWDHRY)
UNDER SECRETARY TO THE GOVERNMENT OF INDIA

Copy to :-

AG/PS-5
Dear

One of the priority requirements of Servicemen, on retirement, is to have their own residential accommodation, at an affordable price. However, the majority of them are unable to acquire houses during their service due to non-exposure to various housing, schemes launched by the State Government, Co-operative Housing Societies and private agencies.

The aforesaid problem has been engaging Government's attention for quite some time now. After analysis, it has been observed that the housing requirements of ex-Servicemen can best be met by promoting housing colonies for them at places where they have large concentrations or where they wish to settle down. On this basis, it is found that 62 cities/districts (other than the metropolitan cities) have sizable population of ex-Servicemen. The identified stations, located in your States, are shown in the enclosed statement. I request you to identify suitable pockets of land at these stations and allocate them at concessional rates for the construction of dwelling units either by ex-Servicemen personnel themselves or through their Co-operative Housing Societies or Army Welfare Housing Organisation/Air Force/Naval Housing Boards.

I shall be grateful for your very early response in the matter.

With warm regards,

Yours sincerely

Sd/-
(SHARAD PAWAR)

Encl : As above.
<table>
<thead>
<tr>
<th>STATE</th>
<th>DISTRICT HQ SELECTED FOR DEFENCE COLONY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Andhra Pradesh</td>
<td>Guntur, Prakasam, Visakapatnam, Chittoor, West Godavari (Elaru) Ranga Reddy</td>
</tr>
<tr>
<td>2. Assam</td>
<td>Dhubri</td>
</tr>
<tr>
<td>3. Bihar</td>
<td>Chapra, Darbanga, Ranchi, Bhojpur</td>
</tr>
<tr>
<td>4. Haryana</td>
<td>Bhiwani, Narnaul, Rohtak, Ambala, Hissar</td>
</tr>
<tr>
<td>5. Himachal Pradesh</td>
<td>Mandi</td>
</tr>
<tr>
<td>6. Jammu &amp; Kashmir</td>
<td>Jammu</td>
</tr>
<tr>
<td>7. Karnataka</td>
<td>Mangalore, Bangalore</td>
</tr>
<tr>
<td>8. Kerala</td>
<td>Thiruvananthapuram, Ernakulam</td>
</tr>
<tr>
<td>9. Maharashtra</td>
<td>Satara, Thane, Sangli, Ratnagiri</td>
</tr>
<tr>
<td>10. Madhya Pradesh</td>
<td>Bhind, Indore, Rewa</td>
</tr>
<tr>
<td>11. Punjab</td>
<td>Jalandhar, Faridkot, Ropar, Ludhiana, Sangrur, Bhatinda, Kapurthala, Gurdaspur</td>
</tr>
<tr>
<td>12. Rajasthan</td>
<td>Alwar, Sawai Madhopur, Nagaur, Ajmer</td>
</tr>
<tr>
<td>13. Tamil Nadu</td>
<td>Madurai, North Arcot</td>
</tr>
<tr>
<td>15. West Bengal</td>
<td>Darjeeling, Bardwan, 24 Parganas Midnapur</td>
</tr>
</tbody>
</table>
Dear Sir,

Kindly refer to the correspondence resting with DO letters No. RM/745-F/92 dated 14-2-92, No RM/1745-F/92 dated 30.03.93 and No. RM/7379-F/92 dated 29.12.92 from Raksha Mantri to the Chief Minister/Governor, with a request to identify suitable pockets of land in the Districts for promoting Housing Colonies and also reserve a minimum of 10% of house sites/houses for the ex-servicemen in your States.

2. As you may be aware, Armed Force personnel join service at a young age and serve mostly in the field and non-field areas, far away from their homes. As a result, they generally miss availing various Housing schemes launched by the State Governments, Co-Operative Housing Societies and private agencies before their retirement. Consequently, towards the end of their service on account of their impending retirement, they run around to find suitable homes in which they have little choice but to invest their entire life savings. While your State has extended some assistance in this regard much still needs to be done.

3. In view of the changing socioeconomic conditions in the country such as breaking down of joint family system etc, the ex-Servicemen find it extremely difficult to secure suitable shelter for their retired life. A concerted effort is, therefore, necessary to help them in securing dwelling units.

4. The then Hon'ble Prime Minister, Shri Rajiv Gandhi, during the meeting of the Kendriya Sainik Board, held on 10.12.1986, had impressed that the state governments reserve at least 10% house sites/houses for ex-Servicemen.

5. May I, therefore, once again request you to kindly accord your highest consideration to provide 10% reservation of house sites/houses for the ex-servicemen.

With regards,

Yours sincerely,

Sd/
(K.G. Goel)

Chief Secretaries/Administrators
All States/UTs.
ENGLISH TEXT OF THE HON'BLE RAKSHA MANTRI'S LETTER DATED 11 JUL 96 ADDRESSED TO GOVERNORS/LT. GOVERNORS/CHIEF MINISTERS OF ALL THE STATES/UTS

Mulayam Singh

MINISTER OF DEFENCE
INDIA

DO No.304-VIP/RM/96

11 Jul 96

Dear ____________

Officers and men of Indian Armed Forced staying far away from their properties are posted on active duty at the frontiers and elsewhere. Time and again complaints regarding unauthorized occupation/encroachment of their land properties, while they are away on duty, are received. When such officers or men approach their respective District authorities for assistance, neither their requests are attended to properly nor any appropriate action is taken to restore their forfeited property. Such attitude of the concerned officials demoralises the Defence personnel.

I, therefore request you to issue instructions to all the District Magistrates/Deputy Commissioners and police Superintendents of your State that whenever Defence personnel approach them in connection with their problems regarding illegal occupation of their land or property, appropriate and timely action should be taken and their properties be restored to them.

Yours
Sd/-
(Mulayam Singh Yadav)
APPLICATION FOR GRANT OF FINANCIAL ASSISTANCE FROM RAKSHA MANTRI'S DISCRETIONARY FUND (RMDF)

1. Further to this office letters of even number dated 08 Feb 1996 and 01 May 1997 on the above subject.

2. It has been experienced that in spite of the ruling quoted in the above mentioned two letters, considerable delay continues to take place in processing cases of ESM/Widows/Dependents for monetary grant out of RMDF. This is due to either incomplete application forms or non forwarding of relevant documents/information along with the application. Incomplete documentation results in unnecessary correspondence and causes deep anguish to the ESM/Widows/Dependents who are desperate for assistance.

3. In order to avoid unnecessary correspondence and delay, it is imperative that RSBs/ZSBs not only process cases expeditiously but also ensure their genuineness and completeness before forwarding the same to the Kendriya Sainik Board for further action. To facilitate this action, a list of documents required by the Ministry of Defence is attached as Appendix.

4. It has also been experienced by the staff at KSB that queries raised with Zila Sainik Boards on financial assistance cases are not replied on time. This adds to the delay in finalizing cases. Zila Sainik Welfare Officers are advised to forward a copy of the application for financial assistance to the respective Director, Deptt of Sainik Welfare/Secretary, Rajya Sainik Board also. Secretaries, Rajya Sainik Boards are advised to monitor and progress cases till their finalization by this office.

5. Please acknowledge receipt.

Sd/-
(A.Sondhi)
Brigadier
Secretary
APPENDIX 'A"

MARRIAGE GRANT

1. Application of the individual.
2. An Attested photocopy of Ration Card.
5. Certificate from Zila Sainik Board that the applicant has not been provided any financial assistance from the State Govt or any other source.
6. Certificate confirming the solemnization of marriage issued by the competent authority
7. Invitation cards/actual date of marriage
8. Details regarding means/source from where the marriage expenditure has been incurred and also the amount still outstanding.
9. Date of Birth Certificate/Proof of age of the daughter for whose marriage the assistance is sought.

MEDICAL REIMBURSEMENT

1. Application of the individual.
2. An Attested photocopy of Ration Card.
5. Certificate from Zila Sainik Board that the applicant has not been provided any financial assistance from the State Govt or any other source.
6. Whether the ex-Serviceman was a member of AGI/AFGI and AGI/AFGI Medical Insurance Scheme. If yes, whether he/she has been provided financial assistance from them.
7. Any reference from Military Hospital/reasons as to why the ex-Serviceman/patient did/could not visit the nearest Military Hospital for treatment.
8. Diagnostic-sheet
9. All Medical bills duly countersigned by the attending doctor/competent medical authority.

HOUSE REPAIR

1. Application of the individual.
2. An Attested photocopy of Ration Card.
5. Certificate from Zila Sainik Board that the applicant has not been provided any financial assistance from the State Govt or any other source.
6. Owners Certificate of the damaged house.
7. Certificate by the competent authority regarding cause and extent of damage.
8. The estimated cost of repair of the damaged house, evaluated by the competent authority.

EDUCATION GRANT

1. Application of the individual.
2. An Attested photocopy of Ration Card.
5. Certificate from Zila Sainik Board that the applicant has not been provided any financial assistance from the State Govt or any other source.

6. Certificate from the school to the effect that:
   (a) the student/children of the applicant is a bonafide student of that school.
   (b) Year/session in which the child is studying.
   (c) Date of Birth of the student.

2 YEARS MONTHLY GRANT

1. Application of the individual.
2. An Attested photocopy of Ration Card.
5. Certificate from Zila Sainik Board that the applicant has not been provided any financial assistance from the State Govt or any other source.
6. Confirmation from the State Govt as to why the applicant is not getting financial assistance from State Govt.
7. What will the applicant do on expiry of the 2 years period.
8. Source of livelihood after discharge from service.

Note:-

1. It has been the experience of KSB that case of financial assistance for repair of house & education grant are invariably rejected by the Ministry of Defence in respect of ESW/Widows drawing pension/family pension. Hence such cases may not be forwarded to this office.

2. In case the ex-Serviceman/widow is in receipt of monthly grant from State Government, then in such cases monthly grant of Rs.500/- is not admissible from RMDF.

3. It must be insured that the requisite documents for financial assistance from RMDF are complete in all respect, before forwarding the case to the KSB.
FINANCIAL CONDITION REPORT FORM

(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 given in the Discharge document)

6. Character at the time of discharge : ______________________________________________________

7. In case of dependent, mention relationship with the ex-Serviceman :_______________________________

8. Date of death of ex-Serviceman  : __________________________________________________________
   (if applicable)

9. Particulars of family members :

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the individual</th>
<th>Relationship with ESM</th>
<th>Whether dependent* or independent</th>
<th>Age</th>
<th>Occupation</th>
<th>Monthly Income</th>
</tr>
</thead>
</table>

* (As a general rule, sons of 21 years of age and daughters of 25 years of age/married daughters do not fall in the category of dependent)

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 petitioner in receipt of pension? : YES/NO

   (iii) Nature of pension : Service Pension/Family Pension/Disability Pension/Civil Pension.
(iv) Total emoluments:
  Basic _______________________________________
  D.A. _______________________________________
  Total _______________________________________

(v) Other terminal benefit at the time of retirement : _______________________________________

(vi) Land holding, if any : ____________________________________________________

  Annual income from the land : Rs._________________________________________________

(vii) Income from any other sources: Rs._________________________________________________

(viii) Present employment and income therefrom : ___________________________________________

(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 : _______________________________________________
    (i.e., from re-employment)

    If yes, amount of civil pension : ____________________________________________________

11. Is/was the ex-Servicemen re-employed : _______________________________________________

12. If not re-employed, what has been the source of income after retirement from the armed Forces:

_____________________________________________________________________________________

13. Financial assistance received from various other sources : _______________________________________
    (Details of financial assistance received from KSB/RSB/ZSB for any purpose in the past)

_____________________________________________________________________________________

14. State whether financial assistance received from any other sources from self-employment, (if any) was
    utilized for the purpose ? ______________________________________________________________

15. Nature of financial assistance required :

    (Applicant/ZSB 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 of ESM - Rs.1,000/- p.m. for 2 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 schemes : _______________________________________

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(ii) If not eligible for old age/WW-II pension financial assistance, the reason thereof:

______________________________________________________________________________

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

(i) Actual date of solemnization:

(ii) * Whether confirmation certificate/marriage invitation card enclosed:

(iii) How the marriage expenditure was met:

(iv) Details of loan taken for the purpose, if any,

and amount still outstanding: Rs.

* - Confirmation certificate should be obtained from Gram Pradhan/Village/Taluk Administration. In case application is made in advance, the grant, if sanctioned, will be released only after getting confirmation of actual solemnization of marriage.

18. Medical Re-imbursement - (Upto a maximum of Rs.15,000/-)

(i) Whether the applicant approached the MH/Govt Hospital for treatment:

(ii) If so, whether a copy of MH/Govt Hospital reference enclosed or not:

(iii) If not, the reasons for not approaching MH/Govt hospital:

(iv) If re-employed, details of medical benefit schemes, if not, available with the re-employer:

(v) Whether the applicant is a member of AGI/AFGI Medical benefit scheme? YES/NO

If so, the AGI/AFGI No.

(vi) Whether original medical bills/receipts have been counter signed by a competent medical authority?

(vii) Whether summary of medical bills are enclosed:

19. Grant for Education of Children - Rs.35/- per Child for Max. of 3 Children upto XII Std.

(i) Particulars of children for whom the education grant is applied for:

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Name</th>
<th>Name of the School</th>
<th>Class</th>
<th>Year</th>
</tr>
</thead>
</table>

________________________________________________________________________________________
(ii) Whether certificate obtained from concerned school, confirming above details has been enclosed : YES/NO

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

YES/NO If so, give details : ________________________________________________________________

20. Grant for House Repair - Rs.10,000/-

(i) Cause of damage : ________________________________________________________________

(ii) Estimated cost of repair : __________________________________________________________

(iii) Whether certificate obtained from Gram Pradhan enclosed : YES/NO

(iv) Whether any relief given by the State Govt/other Authorities : Yes/NO______________________

If not, reasons thereof _________________________________________________________________

21. Specific recommendation of Zila Sainik Board :

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

Date : ____________________________  Signature : ____________________________

Designation: ____________________________  Office seal

Note : The cases of financial assistance from RMDF are processed on the basis of information/particulars furnished in the FCR from 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.
As you are aware, the welfare and resettlement of ex-Servicemen is the joint responsibility of the Centre and the State Governments. State Governments have, however, a pivotal role to play to solve their problems as most of the ex-servicemen and families of serving Defence personnel reside in States. While a lot has been done in this regard, much remains to be done.

The majority of Armed Forces personnel retire from their service at comparatively young age of 35-40 years when they have maximum family and financial liabilities and therefore need a second career. For this purpose, reservation for ex-servicemen in State Government jobs has to be provided and age/educational concessions also need to be given to them. Besides, Defence personnel after retirement face difficulty in getting their houses vacated for self-occupation. Therefore, Rent Control Act and Land Tenancy Act need to be amended to safeguard their interests and reservation of house sites/houses for ex-Servicemen/wives of deceased Defence personnel is also required. Besides, domiciliary restrictions for admission of wards of Defence personnel/ex-servicemen in technical and vocational courses need to be removed.

Because of the nature of their duty, Defence service personnel remain away from their families and are unable to attend to their family and social obligations at home. As such, their families face different kinds of problems and frequently need assistance from Rajya/Zila Sainik Boards/Civil administration for their safety/security and settlement of land and other disputes. It is important that the District and State authorities are made sensitive towards their needs.

State Governments/UT's administration have been requested from time to time to take action on the above mentioned welfare measures concerning serving Defence personnel/ex-servicemen. The former Prime Minister vide his DO dated 1.11.95 had addressed the Chief Ministers on the same issues. Thereafter a letter has been written by my predecessor vide his DO dated 11.10.1996. I have also written to you on the subject vide letter dated 16.10.2000. This matter has also been reiterated in various Rajya Sainik Board and other meetings. Still some State/UTs are not implementing the guidelines which have been issued in the interest of serving and retired Defence personnel.

The Standing Parliamentary Committee on Ministry of Defence has also recently gone into the matter and recommended that State Governments/UTs should implement the suggestions made by the Central Government in this regard in all seriousness. The important issues concerning resettlement and welfare of serving Defence personnel/ex-servicemen on which action is required by the State Governments/UTs are indicated in the Annexure-I. We shall be grateful if you would kindly ensure urgent action on these issues and send us a feedback.

With Regards,

Yours sincerely,

Sd/-

George Fernandes
ANNEXURE-I

ISSUES CONCERNING RESETTLEMENT AND WELFARE OF SERVING DEFENCE PERSONNEL/EX-SERVICEMEN

(i) Revitalisation of Rajya/Zila Sainik Boards and making the State civil administration more responsive to the problems being faced by families of serving defence personnel/ex-servicemen.

(ii) The Central Government has reserved 10% of Group 'C' posts and 20% of Group 'D' posts for ex-servicemen. Central Public Sector Undertakings and Nationalised Banks provide 14.5% reservation in Group 'C' and 24.5% in Group 'D' posts to them. Most of the State Government, except for the States of UP, Bihar, J&K, Kerala and Meghalaya, are providing reservations to ex-servicemen in the State Government jobs. It is considered desirable that State Governments should provide reservation at least equal to the reservation provided by the Central Government. Besides keeping in view the experience of ex-Servicemen, efforts be made to provide re-employment to as many ex-servicemen as possible in the State Police. Efforts also need to be made for lateral induction of Defence personnel in Group A and Group B posts.

(iii) Ex-Servicemen have been provided age relaxation to the extent of military service plus three years against Reserved/Unreserved vacancies in Group 'C' and 'D' posts and also in Group 'A' and 'B' posts of Central Government, which are filled otherwise than by way of competitive examinations. The age relaxation is restricted to five years in Group 'A' and 'B' posts, which are filled by competitive examinations. State Governments may also provide similar relaxation.

(iv) Amendment of Rent Control Act and Land Tenancy Act to safeguard the interests of the ex-servicemen.

(v) Setting up of ex-servicemen corporations to help them in their settlement.

(vi) Reservation of house sites/houses for ex-servicemen/widows of Defence personnel.

(vii) Exemption from payment of House Tax to war widows and war disabled ex-servicemen.

(viii) Removal of domiciliary restrictions for admission of wards of Defence personnel/ex-servicemen in technical/vocational courses.

(ix) Revision of rates of cash grants/monetary allowance given by the States to gallantry award winners.
Dear

As you aware, the welfare & resettlement of Defence Service Personnel & ex-Servicemen is of primary concern and the joint responsibility of the Centre and the State Government State Government, However have a pivotal role to play in solving their problems as the ex-Servicemen and the families of serving Defence personnel fall with in the jurisdiction of the States and they look to the machinery of the State Government for setting their grievances/disputes.

It will be very well appreciated that the Defence Service Personnel, by the very nature of their duties, have little time at their disposal to attend to their family and other social obligations, whenever they visit their home towns on leave. Their families, by and large, are left to fend for themselves. Their families face various kinds of hardships, including encroachment of land etc. and frequently need assistance from Rajya/Zila Sainik Board/ Civil Administration for their safety security and settlement of disputes. The District and the State authorities 'effort can make those officials extra sensitive towards the needs of Defence Service Personnel

State Governments/UTs administration have been requested from time to time to take action, on priority, on the welfare measures concerning serving Defence personnel/ex-Servicemen. This matter has also reiterated in various Rajya Sainik Boards and other meetings. Yet at times, officials in States/UTs are not sensitized in the matter, thereby causing hardships to the serving and retired Defence personnel.

The members of the parliament Standing Committee on Defence have expressed grave concern on behalf of the two Houses of Parliament on the matter of neglect of the problems of ex-Servicemen as well as of serving soldiers/families. They have desired that the State/Central Government should be sensitized on the need to attend to their problems promptly. We will be grateful if you could kindly issue instructions to the district authorities to ensure urgent action on the pending problems of Servicemen/ex-Servicemen.

Yours sincerely

Sd/-

(Subir Dutta)

Chief Secretaries of all the States/UTs.
Somi Tandon  
Tel : No. 2301-1775  

D.O.No..PC-14(2)/2003/1/D(Res)  

August 22, 2003

Kindly refer to D.O. letter No.70/5210/JS/(O/N)/Def Secy/2003 dated 6th June 2003, from Defence Secretary regarding issuance of suitable instructions to the District Authorities to ensure urgent action on the pending problems of servicemen/ex-Servicemen.

2. You are well aware that the Defence Service Personnel by the very nature of their duties have little time at their disposal to attend to their family and other social obligations, whenever they visit their home towns on leave. Their families by and large are left to fend for themselves. Their families face various kinds of hardships, including encroachment of land etc. and frequently need assistance from Rajya/Zila Sainik Boards/ Civil Administration for their Safety/Security and settlement of disputes.

3. The Standing Committee on Defence in their 19th Report has emphasizes the need to appoint designated officers by each State Government/UT for expeditious redressal of the grievances of servicemen as well as ex-Servicemen.

4. Keeping in view the wishes of the Standing Committee, I would request you to kindly appoint District Collector/Deputy Commissioner as Nodal designated officer at the district level to monitor and oversee the functioning of the Zila Sainik Welfare Office for resolving various issues, Similarly Secretary, Department of Sainik Welfare may be made as designated officer at States/UT level to monitor the progress of various related to welfare of servicemen and ex-servicemen with feedback from various concerned departments in the State/UT as well as from district level.

Yours sincerely

Sd/-
(Somi Tandon)

Chief Secretaries/Administrations of all the  
State Government/Union Territories.
Guidelines for grant of financial assistance to ex-Servicemen or their dependants from Welfare Funds

(i) **Financial Assistance from R.M.D. Fund:**

| (a)  | Assistance to old and infirm ex-Servicemen/widows of ex-Servicemen | Rs. 1000/- p.m. for two years |
| (b)  | Marriage of daughter | Rs.8000/- |
| (c)  | Repair of house | Rs. 10,000/- |
| (d)  | Educational of children | Rs. 100/- p.m. per child for maximum of three children up to XII Standard. |
| (e)  | Medical Treatment | Depending on the nature and gravity of ailment, subject to a maximum of Rs.15,000/- |
| (f)  | Other cases | To be decided on merits and financial assistance provided after due verification subject to the condition that no single transaction exceeds Rs.15,000/- |

(ii) **Financial assistance provided out of Armed Forces Flag Day Fund:** The Kendriya Sainik Board provides financial assistance for the following items:

| (a)  | MARRIAGE GRANT | A token gift of Rs. 8,000/- for marriage of daughter of a war bereaved or war disabled servicemen whose disability is more than 50%. |
| (b)  | TOOL KITS | Rs. 2000/- is provided for the purchase of tool kits to war bereaved families, disabled servicemen, ex-Servicemen and their dependant on fulfillment of the following conditions |
|      | (i) The individual holds the qualifications to utilise the tool kits |
|      | (ii) The individual has the appropriate infrastructure to set up for himself the proposed trade |
| (c)  | CONSTRUCTION/REPAIR OF HOUSES | Kendriya Sainik Board shares 50% of the expenditure on the construction/repair of houses of war bereaved/war disabled personnel paid by State Govt subject to a maximum of Rs.10,000/-. |
| (d)  | GRANT FOR CONSTRUCTION OF SAINIK REST HOUSES/OLD AGE HOMES/WAR WIDOWS HOSTELS | Kendriya Sainik Board provides 50% cost of construction of these Homes/Rest
Houses subject to the land was provided by the concerned State Govt and 50% State share of construction was provided by the State budget and not from State Welfare Fund. However, the maintenance cost of the building will be borne by the State Govt.

(e) SUPPLY OF MOTORISED TRICYCLES TO EX-SERVICEMEN PARAPLEGICS: - Kendriya Sainik Board provides motorised tricycles to disabled ex-Servicemen. The following guidelines for submission of applications and delivery of the motorised tricycle are issued:-

(i) The application from the individual should be duly recommended by the Secretary of the concerned Rajya/Zila Welfare Offices.

(ii) A certificate from the nearest Military Hospital to the effect that the applicant can move effectively only with the help of motorised tricycles should be enclosed with the application.

(iii) Application found complete in all respects, Kendriya Sainik Board will provide motorised tricycle fabricated by 515 Army Base Workshop through respective RSB/ZSB.

(f) GRANT FOR TREATMENT OF EX-SERVICEMEN AND THEIR DEPENDENTS SUFFERING FROM SERIOUS DISEASES:- Kendriya Sainik Board provides financial assistance in respect of following diseases on the basis of expenditure in General Wards of Govt Hospitals or other Hospitals:-

(i) By- Pass Surgery (including preliminary tests like angiography)  
(ii) Open Heart Surgery.  
(iii) Angiography  
(iv) Pace Maker implant  
(v) Kidney/Rental Transplantation  
(vi) Cancer/Spastic Paraplegic  
(vii) Coronary Artery Surgery  
(viii) Dialysis  

60% of total expenditure  
Rs.75,000/-

For claiming the financial assistance the individual may apply to the Secretary, Kendriya Sainik Board through his Rajya Sainik Board with the following information/documents:-

(i) Original cash receipts in support of medicines purchased for the treatment/operation duly countersigned by the Hospital authorities.

(ii) Photocopy of Hospital's Discharge Slip/Prescription Slip.

(iii) Whether the case was referred by Military Hospital? If so, a copy of the letter referring the case to Civil Hospital.

(iv) Details of financial assistance received from other sources, if any.
(v) Whether a member of Army Group Insurance Medical Scheme?

(vi) Whether re-employed or not?

(vii) Photocopy of ex-Servicemen Identity Card.

Secretaries/Directors are requested to broadcast/circulate the above financial assistance provided by Kendriya Sainik Board amongst the ex-Servicemen through Zila Sainik Welfare Offices.
As you are aware, the State/UT Governments give cash awards, allot land or give cash in lieu thereof and pay annuity to those Armed Forces personnel who are given Gallantry Awards. It is observed that there has been wide disparity in the amounts of cash grants/annuity given by the State/UT Governments.

2. The question of bringing uniformity in the amounts of cash awards/grants given by the State/UT Governments to Gallantry Award winners has been coming up for discussions in the meetings of the Kendriya Sainik Board, chaired by the Raksha Mantri. In these meetings, the need for bringing uniformity has been generally accepted. Keeping in view the grants given by the various State/UT Governments, we have worked out the rates of grants which can be given by the State/UT Governments, to bring about uniformity. A copy of the suggested amounts for various cash grants/annuity is enclosed. We shall be grateful if you review the existing scales of cash grants/annuity given by the State/UT Government to the Gallantry Award winners and revise them as suggested, to ensure parity in such awards, at the national level.

3. As the next meeting of the KSB to be held shortly, we shall be grateful if you let us know the action taken in this regard as early as possible.

Yours sincerely,

Sd/-

(G P RAO)

All Chief Secretaries/Administrators(By name)
(except Assam, Sikkim & West Bengal)
RECOMMENDED CASH AWARDS ANNUITY AND MONETARY GRANT FOR THE WINNERS OF GALLANTRY DECORATIONS

<table>
<thead>
<tr>
<th>NAME OF DECORATIONS</th>
<th>CASH AWARDS</th>
<th>MONETARY GRANT IN LIEU OF LAND</th>
<th>TOTAL</th>
<th>ANNUITY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GALLANTRY AWARDS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Param Vir Chakra</td>
<td>22,500/-</td>
<td>1,50,000/-</td>
<td>1,72,000/-</td>
<td>1,000/-</td>
</tr>
<tr>
<td>Ashok Chakra</td>
<td>20,000/-</td>
<td>1,25,000/-</td>
<td>1,45,000/-</td>
<td>800/-</td>
</tr>
<tr>
<td>Sarvottam Yudh Seva Medal</td>
<td>17,000/-</td>
<td>1,10,000/-</td>
<td>1,27,000/-</td>
<td>600/-</td>
</tr>
<tr>
<td>Maha Vir Chakra</td>
<td>15,000/-</td>
<td>1,00,000/-</td>
<td>1,15,000/-</td>
<td>400/-</td>
</tr>
<tr>
<td>Kirti Chakra</td>
<td>12,000/-</td>
<td>75,000/-</td>
<td>87,000/-</td>
<td>350/-</td>
</tr>
<tr>
<td>Uttam Yudh Seva Medal</td>
<td>10,000/-</td>
<td>65,000/-</td>
<td>75,000/-</td>
<td>350/-</td>
</tr>
<tr>
<td>Vir Chakra</td>
<td>7,000/-</td>
<td>50,000/-</td>
<td>57,000/-</td>
<td>300/-</td>
</tr>
<tr>
<td>Shaurya Chakra</td>
<td>5,000/-</td>
<td>40,000/-</td>
<td>45,000/-</td>
<td>250/-</td>
</tr>
<tr>
<td>Yudh Seva Medal</td>
<td>4,000/-</td>
<td>30,000/-</td>
<td>34,000/-</td>
<td>250/-</td>
</tr>
<tr>
<td>Sena/Nao Sena/Vayu Sena Medal</td>
<td>3,000/-</td>
<td>20,000/-</td>
<td>23,000/-</td>
<td>250/-</td>
</tr>
<tr>
<td>Mention in Despatches</td>
<td>2,000/-</td>
<td>10,000/-</td>
<td>12,000/-</td>
<td>150/-</td>
</tr>
<tr>
<td><strong>NON-GALLANTRY AWARDS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Param Vishisht Seva Medal</td>
<td>15,000/-</td>
<td>1,00,000/-</td>
<td>1,15,000/-</td>
<td>400/-</td>
</tr>
<tr>
<td>Ati Vishisht Seva Medal</td>
<td>7,000/-</td>
<td>50,000/-</td>
<td>57,000/-</td>
<td>300/-</td>
</tr>
<tr>
<td>Vishisht Seva Medal</td>
<td>3,000/-</td>
<td>20,000/-</td>
<td>23,000/-</td>
<td>250/-</td>
</tr>
</tbody>
</table>

Sd/-
(Mani Anand)
Director (Passenger Marketing)
Railway Board
for Financial Commissioner, Railways
New Delhi, dated 13.3.2000

No.TCII/2198/2000/Kargil
Copy to :-

1. DAI (Railways), New Delhi with 36 spares.
2. FA&CAOs, All Indian Railways.

DA/36 spares with
Item 1 only.
GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS (RAIL MANTRALAYA)
(RAILWAY BOARD)

TELEMAXPOST COPY
ISSUED ON 22.3.2000

General Manager (Comml.),
Central Railway, Mumbai, Southern Railway, Chennai
Eastern Railway, Calcutta S.C.Railway, Secunderabad
Northern Railway, New Delhi S.E. Railway, Calcutta
N.E. Railway, Gorakhpur Western Railway, Mumbai
N.F. Railway Guwahati *By hand.
OSDs
East Coast Railway, Bhubaneswar North Western Railway, Jaipur
East Central Railway, Hajipur South Western Railway, Bangalore
North, Central Railway, Allahabad West Central Railways Jabalpur

NO.TCII/2198/2000/Kargil (.) Reference Ministry of Railway’s Telemax of even ;number dated 13.3.2000 wherein
advance intimation regarding grant of 75% concession in second/sleeper class Mail/Express fares to widows of
martyrs of “Operation Vijay” in 1999 in Kargil w.e.f. 1.4.2000 was given (.) Sanction of Central Government is
hereby accorded to the instructions given in the Telemax quoted above(,) The concession may be introduced from
1.4.2000(,) This issues with the concurrence of Finance Directorate of Ministry of Railways(,) Necessary instructions
may be issued to all concerned immediately(,) Matter most urgent(,) P.K.Goel/Railways(,)

(P.K.Goel)
Exe. Director, Passenger Marketing
Railway Board
for Financial Commissioner, Railways

No.TCII/2198/2000/Kargil
New Delhi, dated 22.3.2000

Copy to :-

1.  DAI (Railways), New Delhi with 36 spares.
2.  FA&CAOs, All Indian Railways.

DA/36 spares with
Item 1 only.
CIRCULAR NO. 1341 (R&T)

EX-ARMED FORCES PERSONNEL RECEIPIENTS OF HIGHEST BRAVERY AWARD-CONCESSION

Presently Indian Airlines offers a discount of 50% on the Normal Economy Class INR Fare to the Ex-Armed Forces Personnel Recipients of Highest Bravery Award-concession.

It has now been decided to offer a discount of 75% instead of 50% on the Normal Economy Class INR Fare to the Ex-Armed Forces Personnel Recipients of Highest Bravery Award. This change comes into effect from 1st February 2001.

There is, however, no change in the ‘Conditionalities’ governing the application of this discount.

The details of the ‘Conditionalities’ governing the application of the Ex-Armed Personnel Recipients of High Bravery Award concession are reiterated hereunder for the information of all concerned:

1. APPLICATION
   All types of journeys in Economy Class on Domestic Sectors.

2. PERIOD OF APPLICATION
   All year round.

3. FARES
   25% of the Normal Economy Class INR Fare. Full IATT and PSF applicable.

CHILDREN AND INFANT FARES
   Not permitted.

4. VALIDITY OF TICKET
   One year from the date of issue.

5. STOPOVER
   Permitted.

6. SALES AND ADVERTISING
   Restricted within India.

7. CANCELLATION AND REFUND
   Normal Cancellation and Refund Rules applicable.
8. **COMBINATION**
   Not combinable with USD/International Fares.

9. **COMMISSION**
   5% (On the Fare component only)

10. **DISCOUNTS**
    No Discounts Permitted.

11. **DOCUMENTATION**
(a) These Concessional Tickets will be issued against an Armed Forces Concession Form (refer Appendix ‘A’) after due verification by Indian Airlines. In cases where the Tickets are issued by our approved Travel Agents the Forms will be verified/approved by Indian Airlines Duty Manager. Verification of Form by the Unit Commandant/Army Headquarters is not required.

(b) Persons traveling against this Concessional Fare should be in possession of the following documents, which will be subject to check by the staff at any state of the journey.

(i) Identity Card issued by the Ministry of Defence to the Ex-Armed Forces Personnel who are recipients of highest Bravery Award.

(ii) Part-II of the Armed Forces Concession Form (refer appendix ‘A’)

Passengers will be informed by the Ticketing Counter Staff that it would be mandatory for the Passengers to carry the Part-II of the Concession Form along with his Identity Card while travelling, for the purpose of verification by the Indian Airlines Official at any state of travel.

12. **ELIGIBILITY**
Ex-Military Personnel of Indian Armed Forces (Army, Navy and Air Force) who are recipients of the Highest Bravery Award Level I and II only.

(a) Post Independence Awards

   Level I : Param Vir Chakra and Ashok Chakra

   Level II : Mahavir Chakra and Kirti Chakra

(b) Pre Independence Awards

   Level I : Victoria Cross, George Cross
   Level II : Distinguished Service Cross, Military Cross, Distinguished Flying Cross, George Medal

13. **PAYMENT**
Cash/acceptable Travellers Cheque/Credit Cards or against Indian Airlines authorized Credit Code.

14. **RESERVATION**
On firm basis.

15. **TICKETING**
(a) Ex-Armed Forces Personnel who are recipients of Bravery Award level-I and II will be allowed issuance of discounted Tickets against the presentation of the Armed Forces Concession Form filled by them and verified by Indian Airlines Duty Manager/Ticketing Counter Staff on the basis of the Identity Card issued by Army Headquarters to the above category of Passengers.

(b) Details of the Identity Card must be clearly indicated in the ‘Endorsement Box’ of the Ticket and also on the Armed Forces Concession Form.

(c) In case of doubt, Station Managers may refer the matter to Army Headquarters for clarification at the Address/Telephone Number given below:

Adjutant General, MP-5 & 6
West Block No. III
RK Puram
New Delhi-110 066
Tel No.(Delhi) 26195658

(d) The Armed Forces Concession Form against which the Ticket is issued is divided into three parts (refer Appendix ‘A’). Part I will be retained by the Ticketing Office. Part-II will be handed over to the Passenger and will not be attached to the jacket of the Ticket. This part will contain a photograph of the Recipient of the Bravery Award traveling against this Concessional Fare and will serve the purpose of identification of the Passenger. Part-III will be attached to the ‘Audit Coupon’ of the Ticket, after due verification by the Indian Airlines Official and entering Ticket number and date of issue in the appropriate Columns.

(e) Ticketing by Indian Airlines Offices or its approved Travel Agents.

16. RE-ROUTING
   Permitted.

   The ‘Passenger Coupon’ of the original Ticket will be attached to the ‘Audit Coupon’ and the Part-II of the Armed Forces Concession form will be attached to the jacket of the fresh Ticket.

17. TICKETING CODE
   XML - 75

   Please advise all concerned.

Sd/-
(Neera Manchanda)
Manager (Tariffs)
For Director Commercial

CC: EA to CMD/Chief Vtg. Officer/Dir. Comml./M.D. Alliance Air
CC: Dir. (Fin)/Dir. (PR)/Dir. Audit/Dir (IT)/Dir (SHOD)/DCA
CC: R.D. NR/ER/WR/SR
CC: Secretary, Indian Airlines Hqrs.
CC: Dy. G.M. (CSC) with a request to sign in memo and update GI.
CC: G.M. (Mkt. Png.), (Sales), (CS)/Admn., (Cargo), A&I
CC: Principal, CTC, HYD., Govt. Audit Party, Hqrs.
CC: Chief Manager Marketing, Alliance Air
CC: Dy. G.M. (Rajbhasha), IAL, Hqrs. - For Hindi translation.
ARMED FORCES CONCESSION FORM
(Separate form to be filled in for each Individual Passenger)
(To be retained at the Issuing Office)

Serial No.
Part: I
1. Name of the Armed Forces Personnel_______________________________________________________
2. Rank and IC No.________________________________________________________________________
3. Name of the Passenger and age____________________________________________________________
4. Relationship with the Armed Forces Personnel________________________________________________
5. Sector(s) of Travel______________________________________________________________________

Date

___________________(Issuing Officer)

ARMED FORCES CONCESSION FORM
(To be attached to the Jacket of the Ticket)

Serial No.
Part: II
1. Name of the Armed Forces Personnel_______________________________________________________
2. Rank and IC No.___________________
3. Name of the Unit__________________
4. Name of the Passenger and age________
5. Relationship with the Armed Forces Personnel_________
6. Signature of the Passenger_________________________

(Signature & Stamp of Issuing Officer)

Date_____________

Indian Airlines Ltd.
ARMED FORCES CONCESSION FORM  
(To be attached to the Audit Coupon of the Ticket)

Serial No.  
Part : III  

To  

Indian Airlines Ltd.  

Certified that (Rank, Name, Corps or Department)________________is a member of the Indian Armed Forces on active duty, and he/his family members as per details given below is traveling at own expense while on leave/furlough:

<table>
<thead>
<tr>
<th>Name of the Passenger</th>
<th>*Relationship with Armed Forces Personnel</th>
<th>From</th>
<th>To</th>
<th>Proposed date of travel</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Wife, dependent unmarried Children between 12 and 26 years of age or dependent Parents.  

Date____________

(Signature & Stamp of the Issuing Officer)

(FOR INDIAN AIRLINES USE)

Verified IC No._________________________  Ticket No._________________  Issued on_________________

Signature of Authorized Indian Airlines Official

__________________________  Valid for 30 days from the date of issue or during the period of leave when the Officer proceeds on leave for more than 30 days.

Rs.5/-
To

All Chief General Managers,
Telecom/Telephones
The Chairman-cum-Managing Director
MTNL, New Delhi
The Chief General Managers, MTNL
Bombay/New Delhi
All General Managers, Telephones

Subject: Priority telephone facilities to Gallantry Award Winners, War Widows and Disabled Soldiers.

The question of providing priority telephone facilities to Gallantry Award Winners, War-Widows and Disabled Soldiers was under consideration and it has not been decided to include the following categories of subscribers also as eligible for registration under Non-OYT/Special category:

1) Gallantry Award Winners in the three services
2) War-Widows
3) Disabled Soldiers

The demand for telephone connections from Gallantry Award Winners, War-Widows and Disabled Soldiers, one each, may be registered under Non-OYT/Special category on production of adequate documentary evidence provided they do not have a telephone connection working in their name in any part of the country.

2. The registration made by War-Widows under Non-OYT/Special category would be given top-most priority among other registrants in the matter of release of telephone connection under that category. The registrants under the categories of ‘Gallantry Award Winners’ and ‘Disabled Soldiers’ are not entitled to any special priority among Non-OYT/Special registrants. War-Widows, Gallantry Award Winners, and Disabled Soldiers will not be charged “Installation fee”. However, registration fee as applicable to Non-OYT/Special registrants would be charged.

3. The Telephone Allotment Rules, 1980, conveyed vide this office NO.2-29/78-PHA dated 17.1.80 and their corresponding Guidelines issued vide this office circular letter of even number dated the 14.3.80 may be suitably amended to accommodate the above categorization.

4. The above orders take immediate effect.

5. Receipt of this letter may please be acknowledged

6. Hindi version of this circular letter follows.

Sd
(HS Chandan)
Asstt Director-General(PHA)
To
All Chief General Managers,
Telecom Circles/Telephone Districts
The Chairman-cum-Managing Director, MTNL, New Delhi
The Chief General Managers, MTNL, Bombay/New Delhi
All General Managers, Telephones

Subject: Priority telephone facilities to Gallantry Award Winners, War Widows and Disabled Soldiers.

1. This has reference to this office order of even No. dated 19.03.1993 regarding priority telephone facilities to Gallantry Award Winners, War Widows and disabled soldiers.

Enquiry has been sought by a field unit as to what type of Gallantry Awards are covered under the above order.

The following awards are covered under Gallantry Awards.

1. Param Vir Chakra
2. Ashok Chakra
3. Mahavir Chakra
4. Kirti Chakra
5. Vir Cakra
6. Shaurya Chakra

You are kindly requested to issue suitable instructions to subordinate offices under your jurisdiction.

Receipt of this letter may kindly be acknowledged.

Sd/-
[ J B Dobhal]
Asst. Director General [PHA]

Copy to:
1. PS to Chairman [TC]
2. All Members/Advisors [TC]
3. All DDsG/DDsG, DoT,
4. R&C, PHB & TR Section, DoT
5. Social Audit Panel, Dak Bhawan, New Delhi
To
All Chief General Managers,
Telecom Circles/Telephone Districts
The Chairman-cum-Managing Director, MTNL, New Delhi
The Chief General Managers, MTNL, New Delhi/ Bombay

Subject: Priority telephone facilities to Gallantry Award Winners, War Widows and Disabled Soldiers.

This has reference to this office order of even No. dated 19.03.1993 on the subject cited above.

It has now been decided to treat the Gallantry Award Winners, War Widows and Disabled Soldiers at par with freedom fighters for the purpose of full concession in installation charges and 50% concession in normal rental charges.

They will continue to be registered in Non-OYT-special category as admissible at present. However, they will be given priority among other registrants under Non-OYT-Special category in the release of telephone connections.

Other terms and conditions will remain unchanged.

This will take effect from the date of issue of orders.

The receipt of this letter may please be acknowledged.

Sd/-
[B S Chandna]
Asst. Director General [PHA]

Copy to:
1. PS to Chairman [TC].
2. All Members/Advisors[TC].
3. All DDsG/DDsG, DoT.
4. Social Audit Panel, Dak Bhawan, New Delhi.
5. OL Section for Hindi Version.
Subject: Priority telephone facility to Gallantry Award Winners, War Widows and Disabled Soldiers.

This has reference to this office letter of even number dated 15.4.1997 vide which it was decided to treat the Gallantry Award Winners of Defence Services, War Widows and Disabled Soldiers at par with freedom fighters for the purpose of full concession in installation charges and 50% concession in normal rental charges.

It has now been decided to exempt Gallantry Award Winners of Defence Services, War Widows and Disabled Soldiers from payment of Registration Charges to treat them at par with Freedom Fighters in addition to the aforesaid concessions.

This will take effect from the date of issue of circular. Other terms & condition shall remain unchanged.

Sd/-
Amit Kaur Gill
Under Secretary [PHA]

All Chief General Managers
Telecom Circles/Telephone Districts
Chairman-cum-Managing Director, MTNL, New Delhi
Chief General Manager, MTNL, Mumbai/New Delhi

Copy to:
1. PS to Hon’ble MOC/MOS [C]
2. Sr.PPS to Chairman, TC/PPS to Secretary, DTS
3. All Members/Advisers, TC.
4. All Sr. DDsG/DDsG, DoT/DTS.
5. The General Manager [systems], Noida, UP
6. DPIO [Communications], Shastri Bhawan, New Delhi
7. Director [CP&PR], DTS, Sanchar Bhawan, New Delhi
8. Ministry of Defence, Sena Bhawan, New Delhi
1. Refer to our letter No 16307/DGAFMS/DG-3 dated 08 Oct.96.

2. Ex-Servicemen pensioners and their families are entitled medical treatment from Service Hospitals under the provision of Para 296(O) of RMSAF 1983. The pensioner/widow is required to produce a Non-Employment Certificate at the hospital to ensure proper recovery of hospital stoppage vide this office letter under reference.

3. A Medical Treatment Entitlement Certificate as approved by the Medical Services Advisory Committee vide its meeting held on 13 May 93 has been developed and enclosed as Appendix. Copies of the certificate may please be disseminated to all concerned including all Service HQs and Record Officers through Staff for information of all ranks and to apprise them of the fact that this certificate will come into effect from 01 Jan 94.

4. The facilities of medical treatment are restricted by certain conditions as given in the RMSAF 1983, and, only to unmarried family dependents of the eligible pensioners/widows. This information has been incorporated as a Note below Part II of the certificate.

5. It may also be brought to the notice of all that Part II of the certificate will be filled in by the entitled person afresh when seeking treatment through a Service Hospital to certify the current status of the family as well as the employability status.

6. Kendriya Sainik Board only: Wide publicity may please be given to the revised certificate and all pensioners/widows be advised to get this certificate made with the assistance of the nearest Zila Sainik Board by 31 Dec 93. All pensioners/widows willing to avail of medical facilities though Service Hospital should carry this certificate with them whenever visiting a Service Hospital. Alternatively, the contents of the certificate may be incorporated in the certificate identity card being issued by Kendriya Sainik Board.

7. The letter may please be read along with our letter under reference (Not to all)

Sd/-xx
(A Chaturvedi)
Col
Dir AFMS(H)
MEDICAL TREATMENT ENTITLEMENT CERTIFICATE FOR EX-SERVICE PENSIONERS AND THEIR FAMILIES AND FAMILIES OF DECEASED SERVICE PERSONNEL DRAWING PENSION OF SOME KIND

PART - I

(To be filled by concerned authorities at the Service HQ/Record Office)

1. This is to certify that No…………………………………Rank …………………………………
   Name…………………………………………Branch/Trade……………………Regt/Corps………
   who retired from Army/Navy/Air Force, Service on ……………………………(Date of release), is in receipt of service pension vide……………………………………………………………………………………………………………………………

2. He is not drawing/drawing a disability pension……………………………………………… Name of disability(s), vide ………………………………………………… w.e.f ………………………

3. His/Her Identity Card No. is ………………………………………

4. It is certified that he/she has the following dependent members at the time of issue of this certificate.

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name</th>
<th>Age</th>
<th>Relationship</th>
<th>Identification Marks</th>
</tr>
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<td>1.</td>
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</tbody>
</table>

Stamp size photograph
Of ex-Service pensioner/Widow

(Signature, Name & Stamp of authority in the service Dte/Record Office)
NON-EMPLOYMENT CERTIFICATE AND PARTICULARS OF FAMILY MEMBERS
(To be filled in by ex-Service pensioner/widow)

1. I, No……………………………..Rank Ex……………………………..Name……………………………… am employed/not employed by any Govt/Private Organisation.

2. I am employed in ……………………………………. (Name of Firm/Institution/Organisation) and am getting/not getting any free medical treatment from my employer.

3. Particulars of my family who are dependent on me are as under:-

<table>
<thead>
<tr>
<th>Sr No.</th>
<th>Name</th>
<th>Relationship</th>
<th>Date of Birth</th>
<th>Marital Status</th>
<th>Identification Mark</th>
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<td>(ii)</td>
</tr>
</tbody>
</table>

Date : __________________________
Signature ______________________
Place : _________________________
(Name in Block Capitals)
Complete Address

Note : 1. The scope of medical treatment entitled as per para 296(F) and 296(O) of RMSAF 1983.

2. Concessions for medical treatment are available only for service pensioners in receipt of a service pension. Concessions are not admissible to the service pensioners who are employed in Govt/Semi-Govt Deptts or other Public or Private Sector Undertaking which provide medical facilities to their employees.

The Director
Zonal Resettlement Dte.
HQ Northern Command
C/o 56 APO

FREE MEDICAL TREATMENT TO DEPENDENTS OF EX-SERVICEMEN
DRAWING DISABILITY PENSION


2. The following provision exists for medical treatment of ex-Servicemen and their families:-

(a) Under para 296(f) (ii) of RMSAF 1983. The disabled ex-Servicemen who are drawing disability pension, for a disability which is attributable to service, are authorised medical treatment through Armed Forces Medical Services for that disability only. This provision enables an ex-Serviceman who has not become eligible for treatment by virtue of length of his service, to get benefits of medical treatment through AFMS for an attributable disability. He is not entitled to treatment for any other illness through the AFMS and neither are his dependents entitled for the same.

(b) Under para 296(o) of RMSAF 1983. The dependents of only those ex-Servicemen who are drawing service pension are eligible for medical treatment through Armed Forces Medical Services. The entitlement to medical treatment for dependents is by virtue of the ex-Servicemen having earned his service pension due to the required years of service put in by him.

Sd/-
(RK Sinha)
Col
Dir AFMS (Coord)
for DGAFMS

Copy to :-
Welfare & Complaints Officer
Govt of India
Min of Defence
Kendriya Sainik Board
West Block IV, Wing 5
R K Puram, New Delhi - 66

For information with reference to your letter No.192/KSB/Pension/A dated 17 Sep 93
FINANCIAL ASSISTANCE TO EX-SERVICEMEN ENTITLED TO ECHS

1. It was decided during the 8th Meeting of the Managing Committee of the Armed Forces Flag Day Fund (AFFD Fund) and that those ESM and families who are eligible to become the members of Ex-Servicemen Contributory Health Scheme (ECHS) may not be considered for financial assistance from AFFD Fund. The decision was taken in view of the meager resources of AFFD Fund, depleting income from interest of the Corpus of the AFFD Fund and the vast advantages of ECHS.

2. The matter regarding cut-off date of payment of such claims in respect of those ESM who are eligible for ECHS was taken up with the Army Headquarters for their decision. Accordingly, Central Organisation, ECHS, AG’s Branch, DHQ PO New Delhi vide their letter No.B/49701/AG/ECHS dated 21 Jan 2004 has their approval that the cut-off date for financial assistance from KSB would be 01 Apr 2004. As regards treatment of ESM in service hospital, in view of allotment of budget by ECHS to service hospital, the cut-off date will be 05 Jan 2004, as intimated vide our letter of even number dated 14 Jan 2004.

3. It has further been clarified that stoppage of financial assistance shall only be applicable to ESM-pensioners, their widows, family members and next of kin who are in receipt of pension, since ECHS is applicable to these categories only. World War-II Veterans, ECOs/SSCOs and any other persons who are also ex-servicemen, but not pensioners, will continue to be dependent on KSB for financial assistance.

4. In view of the above KSB will process financial assistance for serious diseases as hither-to-fore for ex-servicemen up to and including 31 Mar 2004.
5. In view of the above policy decision, since the major impact will be on eligible ESM/Widows who have not yet enrolled into the ECHS, it is again requested that a comprehensive information campaign be initiated by all RSBs & ZSBs to educate the ESM community about the scheme and disadvantage of not joining it. This aspect may be given vide publicity to make the scheme a success.

Sd/-
(SC Saincher)
Brig
Secretary, KSB

Copy to :-
DGAFMS
Central Organisation, ECHS
Dir (Res)/MoD
ADG (C&W)/Army HQ
DESA/NHQ
DPS/AIR HQ
GUIDELINES FOR ADMISSION IN KENDRIYA VIDALAYAS (1985-86)

(Copy of KSB letter No HLC-15-57/DGR/KSB/85 dated 17.10.85)

Based upon the recommendation of 15.57 of High Level Committee, revised guidelines for admission in Kendriya Vidyalayas have been issued by Kendriya Vidyalaya Sangathan, New Mehrauli Road, New Delhi - 110067 vide F-4-12/84-KVS(L&C) dated 26 March 85. Relevant extract of para 15.3 (B) & (C) is appended below for your information please.

B - When the parent has retired from service or due to retire in the near future admission to his children may be granted in Kendriya Vidyalaya at the place of his settlement after retirement provided he produces a certificate to this effect from the Head of his Department/Office.

C - Admission to the children whose parents are posted to the Field Areas where no Kendriya Vidyalaya is situated may be granted in a Kendriya Vidyalaya at the place where their family reside.

Sd/-
(SC Chadha)
Wg Cdr
W & CO
K S Board

Copy to :-

1. The President
   Indian Ex-Servicemen League
   9, Nyaya Marg, Chanakyapuri
   New Delhi

2. The General Secretary
   National Ex-Servicemen Co-ordination Committee
   B-13 Manak Vihar, PO- Tilak Nagar
   New Delhi 110018

3. Air Force Association
   Air Force Station
   Race Course Camp.
   New Delhi- 110 003
Recognising the valuable service rendered to the country by ex-Servicemen, Government attaches the utmost importance to their welfare and rehabilitation. While a lot has been done for their resettlement, much more remains. Two areas where time bound action is required are: (i) allotment of land to ex-Servicemen, at or near their native places, to enable their resettlement after retirement; and (ii) preferential treatment to the children of ex-Servicemen in admission to educational institutions, particularly in medical/engineering colleges. Ex-Servicemen, who have remained away from their homes for most of their service careers, cannot satisfy the domiciliary restrictions. Consequently, they are virtually State-less.

2. I shall greatly appreciate your kind personal interest and early response.

Yours sincerely,

Sd/-

(SHARAD PAWAR)

Chief Ministers/Governors
of all States
Dear Shri Nambiar,

Please refer to your DO letter No.428/8632-S/JS(ESW)/Def Secy/93 dated 9th December, 1993 regarding comments of this Deptt on the Draft Cabinet Note of the Ministry of Defence in regard to the problems of ex-Servicemen. Our comments on the two points concerning this Deptt are as below.

In regard to admission in technical courses, you might be aware that the Supreme Court has delivered a detailed judgment in the Unnikrishan case in 1992 in which it was prescribed a scheme for regulating admission and fees for professional courses. This scheme has done away with all the quotas and has prescribed that all admission will be based on merit. The matter of approval of All India Council for Technical Education guidelines in pursuance of the Supreme Court judgement is before the Cabinet. This Deptt has to work within the framework of the Supreme Court judgement and therefore, no special quota or dispensation would be feasible for children of ex-Servicemen. In regard to the vocational courses at +2 level, a large facility all over the country has been created and generally everyone who wishes to avail of it is able to get admission. Therefore, the facility of vocational courses at +2 level is freely available to the children of ex-Servicemen as to all others.

In regard to the priority in admission in Kendriya Vidyalayas, this Deptt shares the concern for welfare of the ex-Servicemen. This concern has to be balanced with the need to meet the requirement of educational facility for children of transferable Central Government employees for whom the Kendriya Vidyalayas have been set up. The admission capacity of the Kendriya Vidyalaya is considerably less than the demand of serving Central Government employees including Defence personnel. Therefore, it would be difficult to accommodate other categories by giving them priority in admissions in Kendriya Vidyalayas in any substantial manner. However, keeping in view the needs of the ex-Servicemen the Kendriya Vidyalaya Sangathan has decided that the ex-Servicemen will be given one-time facility for admitting their children, restricted to two, in Kendriya Vidyalayas at the place of their resettlement if the class strength is below 45. The powers for ordering such admissions has been vested in the Assistant Commissioners of the KVS at regional level.

With regard,

Yours sincerely,

Sd/-

(Y N Chaturvedi)

Shri K R Nambiar
Defence Secretary
Govt of India
Ministry of Defence
New Delhi
State Government have provided for some reservation or preference for admission to medical/professional colleges for the wards of Defence personnel. It has been noticed that the order of preference differs from State to State in many States, the preference list does not include wards to Gallantry Award winners, ex-Servicemen and serving personnel of Armed Forces, thereby the seats reserved for Defence category are not utilised and are transferred to general pool.

2. Though education is a State subject and Universities are autonomous bodies standardization of preference for admission in Defence quota is desirable to bring about uniformly in the States/UTs. For the purpose of standardization, the following prioritization is recommended:

Priority - I : Widows/wards of Defence personnel killed in action.
Priority - II : Wards of serving personnel and ex-Servicemen disabled in action.
Priority - III : Widows/Wards of Defence personnel who died in peace time with death attributable to military service.
Priority - IV : Wards of Defence personnel disabled in peace time with disability attributable to military service.
Priority - V : Wards of ex-Servicemen and serving personnel who are in receipt of Gallantry Awards :-

(1) Param Vir Chakra
(2) Ashok Chakra
(3) Sarvottam Yudh Seva Medal
(4) Maha Vir Chakra
(5) Kirti Chakra
(6) Uttam Yudh Seva Medal
(7) Vir Chakra
(8) Shaurya Chakra
(9) Yudh Seva Medal
(10) Sena, Nau Sena, Vayusena Medal
(11) Mention-in-Despatches

Priority - VI : Wards of ex-Servicemen.
Priority - VII : Wards of serving personnel.

3. Merit list on marks obtained by candidates in qualifying examination may be drawn under each priority category and allotment made as per list/priority category.
4. I shall be grateful if you could kindly follow the above prioritisation for admission to medical professional colleges, in respect of wards of Defence category from the coming academic session onwards.

Yours sincerely

Chief Secretaries
All States/UTs.

Sd/-
(G P Rao)
Dear Sir,

The Armed Forces personnel, due to the nature to their duties, are transferred frequently from station to station. As a result to their frequent transfers, their children are unable to meet the domiciliary and other conditions imposed by the various State/UT Governments for admission to the professional/technical/vocational courses. They have, therefore, been representing to the Government that such restrictions, imposed by the State/UTs Governments, may not be applicable to their children.

2. The above mentioned problem of the serving as well as of retired Armed Forces personnel has been considered by a High Level Inter-Departmental Committee constituted under the Chairmanship of Additional Secretary, Ministry of Defence. The Committee have recommended that the State/UT Governments be strongly urged to do away with such domiciliary and other restriction for admission of children of Armed Forces personnel in the professional/technical/vocational courses.

3. I may also invite your attention to the former Raksha Mantri’s letter No. RM/1745-F/A/92 dated 30.2.92 (copy enclosed), addressed to the Chief Minister/Governor, on the subject.

4. In the above background, I request you to kindly expedite the decision to waive the restrictions for the children of serving as well as retired Armed Forces personnel.

With regards,

Yours sincerely

Sd/-

(K G Goel)

Chief Secretaries
All States/UTs.
MINISTER OF DEFENCE
INDIA

No. 4(5)/98-US(Res) 10 Jul 1998

Dear __________

As you are aware, the Armed Forces Personnel due to the nature of their duties are transferred frequently from station to station. As a result of their frequent transfer, their children are unable to meet the domiciliary and other conditions imposed by the various State/UT Governments for admission to the professional/technical/vocational courses. They have, therefore, been representing to the Government that such restrictions, imposed by the State/UT Government, may not be applicable to their children.

The above matter has been discussed in the meetings of the Kendriya Sainik Board and the State Governments have from time to time been requested to do away with such domiciliary and other restrictions for admission of children of Armed Forces personnel in the professional/technical/vocational courses. As a result of such request made in the meeting of the Kendriya Sainik Board and letters written from the Ministry, some of the States and UTs have amended their rules to accommodate the wards of the Service personnel. However, a number of the States have yet to complete action in this regard.

I would, therefore, request you to please have the matter reviewed and suitable action taken to waive the domiciliary conditions in favour of the wards of Service personnel/ex-Servicemen for admission in the professional colleges/institutions in your State/Union Territory.

With regards,

Yours sincerely

Sd/-

George Fernandes

Chief Ministers/Governors/Lt. Governors of all States/UTs
MINISTER OF DEFENCE
INDIA


The issue of reservation of seats for widows/wives/wards of Armed Forces Personnel killed/disabled in action in professional and non-professional courses in universities and autonomous institutes run by Central/State Governments has all along been pursued during various meetings of Kendriya Sainik Board. As a result, majority of Central/State universities and professional institutes have made provision for reservation for wives/widows/wards of Defence personnel and ex-servicemen,

It has, however, been observed that while providing reservations, these universities/institutes do not adhere to the under mentioned prioritization prescribed by Ministry of Defence for reservation of seats under Defence category resulting in non-utilisation or under-utilisation of the reserved seats.

(i) Widows/wards of Defence personnel killed in action.
(ii) Wards of serving personnel and ex-servicemen disabled in action.
(iii) Widows/Wards of Defence personnel who died in peace time with death attributable to military service.
(iv) Wards of Defence personnel disabled in peace time with disability attributable to military service.
(v) Wards of ex-servicemen and serving personnel who are in receipt of Gallantry Awards.
(vi) Wards of ex-servicemen.
(vii) Wards of serving personnel.

I shall be grateful if you kindly advise to all Central universities, autonomous bodies, professional and non-professional institutes including IITs and IIMs to consider providing minimum 5% reservation to the wards of Defence personnel and ex-servicemen and the seats reserved for them should be allotted strictly in accordance with the priorities of seven categories of Defence personnel as indicated above.

With regards,

Yours sincerely,

Sd/-

George Fernandes

Shri Murli Manohar Joshi
Minister for Human Resource Development
Shastri Bhavan
New Delhi
No.9(1)/703/Edn Concession/D(Res)
Government of India
Ministry of Defence
New Delhi, the 06th Aug 2003

To

The Chief of the Army Staff
The Chief of Navy Staff
The Chief of Air Staff

SUB : AWARD OF EDUCATIONAL SCHOLARSHIP TO CHILDREN OF ARMED FORCES OFFICERS/PERSO

NEL BELOW OFFICER RANK KILLED/MISSING/PERMANENTLY DISABLED IN ACTION-STUDYING IN VARIOUS EDUCA

TIONAL INSTITUTES

Sir,

In super session of Ministry of HRD/Deptt of Education letter No.F.14-2/88-School-I dated 20 May 1988 and Ministry of Defence OM No.9(1)/90/Edn Concession/D(CS-II) dated 14 May 1990 on the above subject, the undersigned is directed to say that the following educational concessions which were till now admissible to the children of Armed Forces personnel killed/missing or permanently disabled in 1962, 1965, 1971 wars, Op PAWAN and Op MEGHDOOT only, are hereby extended to the children of the Armed Forces personnel who were killed/declared missing or permanently disabled during all post MEGHDOOT operations in India and abroad, including Counter Insurgency Operation, studying in Govt/Govt aided schools/educational institutes, Military/Sainik Schools and other schools or colleges recognized by the Central or State Govts including the autonomous organizations financed entirely by Central/State Govts.

(a) Complete exemption from tuition fee (full amount) and other fees (Capitation fee and Caution money not included) levied by the educational institutions concerned including charges levied for the school bus maintained by the school or actual fares paid for railway pass for students or bus fare certified by the Head of Institutes).

(b) Grants to meet hostel charges in full for those studying in boarding schools and colleges.

(c) Cost of Books and Stationery : Rs.250/- (rupees two hundred and fifty) per annum per student or the amount claimed by the student, whichever is less.

(d) Cost of Uniform where this is Compulsory; Rs.810/- (Rupees eight hundred ten only) at the maximum during 1st year and Rs.350/- (Rupees three hundred fifty only) for the subsequent years per annum per student or the amount claimed by the student, whichever is less.

(e) Clothing : Rs.250/- (Rupees two hundred fifty only) for the first year and Rs.150/- (Rupees One hundred fifty only) for the subsequent years per annum per student or the amount claimed by the student, whichever is less.

2. The above educational concessions will be available up to and inclusive of the First Degree Course.

3. These educational concessions will be paid from Major Head 2076 and Minor Head 300 B(a) of the Defence Services Estimates (Army) and the relevant Heads of Navy and Air Force.
4. This issues with the concurrence of Ministry of Defence (Finance Division) vide their u.o. No.805/PD/03 dated 29 Jul 03.

Yours faithfully

Sd/-
(VK Jain)
Under Secretary to the Govt of India
Tele:23014946

Copy to :-

Min of Defence(Fin/AG/PD)
CGDA, Dir of Audit, Defence Services
All Controllers of Defence Accounts
All Commands Headquarters

Signed copies to be sent to : ALL CDAs
PROCEDURE FOR SUBMISSION OF CLAIM-EDN SCHOLARSHIP

1. Reimbursement claims in duplicate along with original receipts as authorized vide GOI, MOD letter No. 9(1)/703/Edn Concessions/D(Res) dated 06 Aug 03, duly countersigned by the Head of the Institute, along with office seal should be forwarded to CW-3/AG’s Branch, Army Headquarters, South Block, New Delhi-11, on annual basis. The claim should be supported by other documents as given in check list.

2. In case of officers, Entitlement Card for Education Scholarship should be obtained from AG/MP-5(b), Army HQ, New Delhi-11, and for PBOR the same should be obtained from the respective Record Offices.

3. In case of serving personnel the claim should be submitted through the unit whereas in case of retired eligible personnel it should be sent directly to CW-3/AG’s Branch, Army Headquarters, South Block, New Delhi -110 011, duly completed in all respects.

4. Proforma for Entitlement Card, Check list and Contingent Bill are enclosed as Annexure I, II and III respectively.

PROFORMA

Annexure - ‘I’

EDUCATION SCHOLARSHIP-ENTITLEMENT CARD

(To children of Armed Forces personnel killed/disabled/missing in wars/CI Operations)

The holder of this card Shri/Km____________________________________________________________

Born on ____________________ is the son/daughter of Shri/Smt________________________________________

Rank______________________of Unit____________________Service__________________________________

Service No.________________________killed in action/permanently disabled/missing on___________________

during______________________________________(Name of War/Operation)

Name of guardian______________________________________________________________________________

Address_____________________________________________________________________________________

The holder is eligible for all educational concessions sanctioned by Central Government for children of Armed Forces personnel killed, missing or permanently disabled in wars/CI Operations.

Signature of the authorized Officer

Office Address:
CHECK LIST FOR SUBMISSION OF EDUCATIONAL SCHOLARSHIP

1. Contingent bill(s) has/have been countersigned by the Principal/Headmaster.

2. Revenue stamp has been affixed on the contingent bill with signature.

3. Name, rank and service number of the father/mother of the child/children has been indicated in the claim.

4. Name of the child and class has been indicated in the claim.

5. Original receipts of uniform (where uniform is compulsory), clothing, books, tuition fee, bus/rail fare and hostel charges have been attached with the claim. In case of uniform allowance and hostel charges, certificate from the institution that uniform is compulsory and hostel charges being claimed are the actual charges levied by the Institute Hostel charges should not include messing and other ancillary charges.

6. Photocopy of the entitlement card of the child is attached with the claim.

7. A photocopy of the authority stating that the father of the child has been killed/missing/permanently disabled during conflict/CI Operation.

8. Ensure that the reimbursement of cost of books and stationery, cost of uniform where it is compulsory and cost of clothing have been claimed as laid down in Govt of India letter.

9. Certificate to the effect that the reimbursement claimed against expenditure on tuition fee, hostel charges and bus/rail fare has actually been incurred by the child.

10. The certificate from the Head of the Institute that the Institute is Govt/Govt aided or public/private institute recognized by Central/State Govt or is an autonomous organization financed entirely by the Central/State Govts, whichever is applicable, should be attached with the claim.

11. Details of bank account (Name of account holder, Account number, bank address and code) may be enclosed.

12. Contingent bill alongwith all enclosures including all cash receipts may be submitted in duplicate.
CONTINGENT BILL

For official use only

Contingent Bill No._________________________ of ____________________________

Total allocation of Fund _____________________________________________________

Expenditure already incurred : Rs.______________________________________________

Amount of this bill : Rs._______________________________________________________

Balance : Rs._______________________________________________________________

Expenditure on account of scholarship in respect of Master/Kum_____________________

son/daughter of _____________________________________________________________

studying in Class___________________ School/College___________________________

for the academic year_______________________ to ________________________________.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Date</th>
<th>Details of actual expenditure</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td>Tuition fee and other fee</td>
<td>Rs.</td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td>Hostel fee (excluding mess charges)</td>
<td>Rs.</td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td>School bus charges (certificate enclosed)</td>
<td>Rs.</td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td>Uniform</td>
<td>Rs.</td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td>Clothing</td>
<td>Rs.</td>
</tr>
</tbody>
</table>

Grand Total

(Rupees ________________________ only)

1. Certified that the above charges/expenditure have been necessarily incurred by the student and 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 03.

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 recognised 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 charges etc claimed above are the actual charges as approved by the Competent Authority for the academic year _______________ vide circular No._________________________ dated___________________

Counter-signed

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

Office seal/Round stamp
1. Education concessions as given in GOI, MOD letter No.9(1)/90/Edn Concessions/D(GS.II) dated 14 May 1990, which were till now admissible to the children of Armed Forces personnel killed/missing or permanently disabled in 1962, 1965, 1971 wars, Op PAWAN and MEGHDOOT have now been extended to the children of the Armed Forces personnel killed/declared missing or permanently disabled during all post MEGHDOOT operations in India and abroad including Counter Insurgency operations, vide GOI, MOD letter NO.9(1)/703/Edn Concessions/D(Res) dated 06 Aug 03.

2. Claims for reimbursement of above concessions in case of eligible children studying in Govt recognized public/private institutes were being admitted by AG’s Branch, Army HQ whereas claims for children studying in Central/State Govt institutes were being admitted by respective institutes out of the grants received from States. Consequent to issue of revised policy letter cited above, all claims will now be submitted to Ceremonial & Welfare Dte/CW-3, AG’s Branch, Army Headquarters, South Block, New Delhi - 110 011 for reimbursement.

3. Govt of India, MOD Letter No.9(1)/703/Edu Concession/D(Res) dated 06 Aug 03 and Appendix ‘A’ alongwith its enclosures are forwarded herewith for further dissemination upto unit level.

4. Respective Directorates and Record Offices Only : You are requested to disseminate the contents of revised policy alongwith Appendix and its enclosures to all entitled personnel, with particular reference to those who have already proceeded on retirement/invalided out.

Sd/-
(DPS Thalor)
Lt Col
AAG/CW-3
For Adjutant General

Encl : As stated
As a follow up to my DO letter dated 17.11.2001, I would once again like to bring to your notice the issue of full utilization of reservation of seats for the widows/wards of armed forces personnel killed/disabled in action or during peace time in Central/State Universities/Autonomous professional/non-professional institutions under the purview of your Ministry.

It has been observed that while providing reservations, these universities/institutions do not cover all the categories prescribed by this Ministry for reservation of seats under Defence category resulting in non-utilization or under utilization of the reserved seats.

(i) Widows/Wards of Defence personnel killed in action
(ii) Wards of serving personnel and ex-servicemen disabled in action
(iii) Widows/Wards of Defence personnel who died in peace time with death attributable to military service
(iv) Wards of Defence personnel disabled in peace time with disability attributable to military service
(v) Wards of ex-servicemen personnel and serving personnel who are in receipt of Gallantry awards
(vi) Wards of ex-servicemen
(vii) Wards of serving personnel

I would like to request for your personal intervention and ensure that these universities/institutions follow the guidelines laid down vide MOD DO letter NO.3547/AS(R)/94 dated 3rd June 1994 (copy enclosed), which clearly lays down 7 priorities instead of the 4 priorities being presently followed up. The re-introduction of the last three priorities will ensure maximum utilization of the reserved seats and resolve the long standing request of the ex-servicemen/serving armed forces personnel.

With regards,

Yours sincerely,

Sd/-

George Fernandes

Murli Manohar Joshi
Minister of Human Resource Development
Shastri Bhavan
New Delhi
SHARAD PAWAR  
MINISTER OF DEFENCE  
INDIA  
March 30, 1992

My Dear Shri Bangarappaji,

The resettlement and welfare of ex-Servicemen being a national responsibility, both the Central and the State Governments have been making continuing efforts in this regard. While civil employment constitutes the principal means for the resettlement of the ex-Servicemen, all of them cannot be assured employment. Accordingly, the Government have initiated several self-employment schemes for their resettlement, which are being implemented through the wide network of RSBs/ZSBs functioning under the State Governments. You may please recall that in my letter of 12th August 1991, I had interalia drawn your kind personal attention to the need for encouraging ex-Servicemen to set up self-employment ventures, particularly under SEMFEX-1 and SEMFEX-II schemes. We have since launched another major self-employment scheme w.e.f 15th October 1991, called SEMFEX-III, in collaboration with Khadi and Village Industries Commission. While the aforesaid three major and a number of other self-employment schemes provide a wide range of self-employment opportunities to the ex-Servicemen, it has been observed that the number of the ex-Servicemen who have actually taken advantage of these schemes is not growing at the desired pace. A number of factors appear to be responsible for this inadequate response. Among these are the lack of entrepreneurial training and expertise, the absence of the essential infrastructural facilities, non-existence of an institution to help the ex-Servicemen etc. It is felt that if these hurdles are removed, a significant number of ex-Servicemen would come forward and set up their own ventures.

2. In the aforesaid context, I would like to make a special mention of the initiative taken by some of the States to assist needy and deserving ex-Servicemen by setting up Development Corporations for ex-Servicemen. Among these States are Punjab, Himachal Pradesh, Tamil Nadu and Uttar Pradesh and the Corporations set up by them are reported to be rendering excellent help to ex-Servicemen. We understand that a few other State Governments are also considering setting up of similar Corporations which would not only provide financial and technical assistance to ex-Servicemen but also guide them in drawing up relevant proposals for assistance. These Corporations can also assist ex-Servicemen in the marketing of their products, a vital requirement of the small/tiny entrepreneurs.

3. Since the thrust in the coming years would be towards self-employment of ex-Servicemen, the establishment of an appropriate Corporation in your State would go a long way in helping a large number of needy ex-Servicemen who would prefer to start their own ventures.

4. I request you to please consider time bound steps to establish a well conceived Corporation in your State to provide multi-faceted assistance to ex-Servicemen, enabling them to set up gainful self employment venture.

5. I shall be grateful for an early response.

Yours sincerely,

Sd/

(SHARAD PAWAR)

Chief Ministers/Governors of all States (except HP, Punjab, UP & T N)
No.2(2)/KSB/XCPN/A

Directors, Deptts of Sainik Welfare
Secretaries, Rajya Sainik Boards

(Except Secretaries RSBs, Tamil Nadu
Punjab, Uttar Pradesh & Himachal Pradesh)

CENTRAL CO-ORDINATION COMMITTEE FOR EX-SERVICEMEN CORPORATIONS

1. Reference Item 7 of the Minutes of the 23rd Meeting of the Kendriya Sainik Board, held on 04 Jan 95.

2. Ex-Servicemen Corporations have been set up in Punjab, Tamil Nadu, Uttar Pradesh and Himachal Pradesh to facilitate employment and self-employment to ex-Servicemen of these States both in Public and Private Sectors. This is consequent to the recommendations made by the High Level Committee headed by Shri KP Singh Deo, the then Hon’ble Minister of State for Defence in 1985. The States of Maharashtra, Karnataka, Kerala, Madhya Pradesh, Haryana and Bihar are likely to set up similar corporations in their respective States, in the near future. The necessity of early setting up of these corporations in the States has been stressed, from time to time, during various meetings, as it is felt that such corporations would be able to provide employment opportunities on a larger scale to our ex-Servicemen.

3. A write-up on the following corporations is enclosed for your information, which should assist all the States to formulate their policies regarding the early setting up of ex-Servicemen corporations.

   (a) Tamil Nadu Ex-Servicemen Corporation (TEXCO)

   (b) Punjab Ex-Servicemen Corporation (PESCO)

   (c) Uttar Pradesh Bhutpurva Sainik Kalyan Nigam Ltd.

   (d) Himachal Pradesh Ex-Servicemen Corporation.

4. It is requested that the setting up of the Ex-Servicemen Corporations in your respective States be pursued with your respective State Govts on priority and this office be kept informed regularly on the progress made in this regard.

Sd/-
(Vijay K Thapar)
Commodore
Secretary,
Kendriya Sainik Board
GENERAL MEETINGS OF THE EX-SERVICEMEN CORPORATIONS

1. In pursuance of the recommendation made by the High Level Committee headed by Shri KP Singh Deo, the then Hon’ble Minister of State for Defence in 1985, Ex-Servicemen Corporations have been set up in Punjab, Uttar Pradesh, Himachal Pradesh and Tamil Nadu to facilitate employment opportunities to ex-Servicemen of the State, both in Public and Private Sectors. Similar Corporations are likely to be set up in certain other States as well in the near future.

2. In order to co-ordinate and foster the development of State Ex-Servicemen Corporations, a decision was taken during the last meeting of the Kendriya Sainik Board, held on 04 Jan 95 under the Chairmanship of Raksha Rajya Mantri, to set up a ‘Central Coordination Committee for Ex-Servicemen Corporations; under the Ministry of Defence. A copy of the Gazette Notification dated 17 Jun 95, on the subject has already been forwarded to the above mentioned Ex-Servicemen Corporations. Keeping in view the terms and reference of the Committee, as spelt out in the Notification ibid. and in order to carry out a periodical review of the progress made by these Corporations, it is desirable that the Director General Resettlement and the Secretary, Kendriya Sainik Board, who are Member/Member-Secretary respectively of the above Committee be also invited as a ‘Special Invitees’ for the General Meetings of the Ex-Servicemen Corporations of the States. This is on the lines of the DGR and the Secretary, Kendriya Sainik Board, being invited at present as the ‘Special Invitees’ for the Rajya Sainik Board/Amalgamated Fund Meetings of the States. This will also help them, in being in total picture of the commercial activities being undertaken/being planned by the State Ex-Servicemen Corporations and in having ‘formal linkages’ between the State Corporations.
3. You are, therefore, requested to incorporate the above in your respective Ex-Servicemen Corporation Acts.

Sd/-
(Vijay K Thapar)
Commodore (IN)
Secretary, KSB

Copy to
All Directors
Resettlement Zones

All Secretaries, RSBs

While formulating the Act for your respective State Level Corporations kindly incorporate the above.
To 

The Director General 
Armed Forces Medical Services 
New Delhi (20 copies) 

AMENDMENT OF RMSAF - 1983: DEFINITION OF EX-SERVICEMEN

Sir, 

I am directed to convey the sanction of the President for amendment of Rule ‘O’ Para 296 RMSAF-83 for definition of ex-Servicemen as under:

For: “Ex-Servicemen pensioners and their families and the families of deceased service personnel drawing pension of some kind”

Read: “Retired Defence personnel granted status of ‘Ex-Servicemen’ as per notifications issued by the Department of Personnel and Training, from time to time, for the purpose of recruitment in Central Civil Services and posts; their families and the families of deceased personnel drawing pension of some kind”

Yours faithfully

Sd/-

(V V VIRDI) 
Under Secretary to the Govt. of India

Copy to: -

Min of Def (fin) Adjutant General, Army HQ 
DGDA COP, Naval HQ 
DGMS(Army) AOP, Air HQ 
DGMS(Navy) DGR 
DGMS(Air) Secretary, Kendriya Sainik Board
Government of India  
No. 36034/5/85-Estt (SCT)  
Ministry of Personnel Public Grievances & Pensions  
Department of Personnel & Training  
New Delhi, Dated 14 Apr 87  

OFFICE MEMORANDUM  

Sub :- Recommendation No. 15.2 of the High Level Committee on the problems of ex-Servicemen Revision of the definition of ‘ex-Servicemen’ in the ex-Servicemen (Re-employment in Central Civil Services and Posts) Rules 1979.

The undersigned is directed to say that the High Level Committee on the problems of ex-Servicemen recommended the following definition of the term “ex-Servicemen”.

“An ‘ex-Servicemen’ means a person, who has served in any rank whether as a combatant or non combatant in the Regular Army, Navy and Air Force of the Indian Union and

(i) who retired from such service after earning his/her pension; or

(ii) who has been released from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or

(iii) who has been released, otherwise than on his own request from such service as a result of reduction in establishment; or

(iv) who has been released from such service after completing the specific period of engagements, otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency, and has been given a gratuity and includes personnel of the Territorial Army of the following categories namely :-

(i) pension holders for continuous embodied service
(ii) persons with disability attributable to military service’ and
(iii) gallantry award winners.”

2. After careful consideration the Government have accepted the above definition recommended by the High Level Committee. However, it may be observed that in the new suggested definition certain categories of personnel which have served in the Armed Forces of the Union have been excluded for consideration as ex-Servicemen, whereas certain additional categories of Territorial Army Personnel have been added in the revised definition. The Notification containing the revised definition was issued on 27 Oct 1986 and published in the official Gazette on 15th Nov 1986. The Notification given effect to the new definition from the date of its publication, but since some of the categories were excluded without adequate publicity, the effect of the earlier notification of 27 Oct 1986 has been stayed by issuing another Notification dated 27 Mar 87 (copy enclosed) in which the date of effect has been indicated as 1.7.87. The net effect is that the following two categories of personnel, who were included in the pre-
revised definition of ‘ex-Servicemen’ will now cease to be treated as ex-Servicemen w.e.f. 1.7.87 as will be seen from the following proviso, namely,

“Any person who has been released :-

(a) at his own request after completing five years service in the Armed Forces of the Union; or

(b) after serving for a continuous period of six months after attestation, otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency or has been transferred to the reserve pending such release; shall also be deemed to be an ex-Servicemen for the purpose of this clause.”

3. The Territorial Army personnel will however be treated as ex-Servicemen w.e.f. 15.11.86.

4. Ministry of Finance etc are, therefore, requested to bring the contents of this Office Memorandum to the notice of all the appointing authorities under their administrative control and ensure that there is no laxity on the part of the authorities implementing the above instructions.

Sd/-
(BATA K DEY)
Director (JCA)

To

All Ministries/Departments of the Government of India
The Secretary/Director  
Sainik Welfare  

ISSUE OF IDENTITY CARDS TO WAR WIDOWS & OTHER ELIGIBLE WIDOWS

1. In the continuation of this Board circular of even number dated 31 Dec 87.

2. Railways have extended rail travel concession to war widows since 01 Apr 87. Identity Cards are to be issued to the war widows for rail travel concession by this Board as agreed to by the Ministry of Railways vide their communication No TCCII/2066 85/22 dated 03 Mar 87.

3. In this connection, please refer to this Board’s letter No. 192/KSB/IC-76/D dated 5 Jul 76 wherein guidelines regarding the provision of Identity Cards to war widows and other widows by Director Sainik Welfare/Zila Offices were issued. For this purpose, yellow coloured Identity Cards printed by KSB are issued to war widows centrally from this Board.

4. In order to ensure that there is no misuse of this rail travel concession, it is proposed to get the facts verified from the Record Offices before forwarding the application to this Board. One copy of the application form will be retained by the Director Sainik Welfare/Zila Sainik Welfare Offices and two copies along with two passport size photographs will be forwarded to concerned Record Office with a request to verify the cause of death as per records held. Subsequent to verification, Record Offices will forward a copy of the application alongwith two copies of the photographs to this for Board for issue of Identify Card.

Sd/-  
(K Sridharan)  
Air Cmde  
Secretary, KSB  

Copy to :-  
AG/Org.-3 & Org-9  
AG Org & Inspectorate of Records, RK Puram  
DPS, Air HQ s  
COP, Naval HQs  
AF Record Office, Subroto Park, New Delhi.
To

Director/Secretary
Deptt of Sainik Welfare

GUIDELINES ON CONDUCT OF EX-SERVICEMEN’S RALLIES

1. The Report of the HLC on problems of ex-servicemen had recommended that Ex-Servicemen’s rallies should be held periodically, say once in six months and should be attended by Ministers and Service representatives. These rallies organized by the Deptts of Sainik Welfare/Zila Sainik Welfare Offices are to enable the ex-Servicemen of the district to bring to the notice of authorities conducting the rallies, their problems related to resettlement and welfare. The rallies will also provide an opportunity to the organisers to apprise the ex-Servicemen present in the rallies about various measures taken or are being taken by the Govt to assist them in their re-settlement.

2. Although the primary responsibility for arranging the rally will rest with the concerned Deptt of the Sainik Welfare of the State, it is incumbent on the concerned Zonal Director Resettlement to co-ordinate with the concerned formation Headquarters to get the optimum administration support to make the rally a success.

3. To ensure optimum benefit is derived out of the rally by the ex-servicemen attending it, the organizers may consider having stalls to advise ex-Servicemen on the following:-

(a) Recruitment procedures for re-employment in State Govt Deptts/PSUs.
(b) Scope for employment in local business houses/industries.
(c) Scope of training facilities available to enhance their employment potential.
(d) Scope for medical facilities both in Military Hospitals/State Govt Hospitals.
(e) Scope for Bank loans and other forms of financial assistance for setting up self-employment ventures.
(f) Canteen facilities.

4. The Organisers may also consider setting up Grievances Cell and Pension Adalat at the rally site. For the purpose of effective administration of Pension Adalat, suitable representative of the Dte of Pension, Ministry of Defence, may be requested to attend. Medical/Eye/Dental check up camps may also be included in the rally if found relevant and feasible.
5. To enable optimum number of ex-servicemen of the District to participate in the rally, ex-servicemen’s rallies should be planned at least six months in advance. For effective utilization of resources for the efficient conduct of rally, co-ordination meetings are recommended to be held in the district concerned. The Co-ordination Committee may include besides the Zonal Director Resettlement, Director of the Deptt of Sainik Welfare of the concerned State, District Collector/his representative and Zila Sainik Welfare Officer of the concerned Zila.

6. During the conduct of the rally, protocol as per the State norms are to be followed. The programme may include review of the problems faced by ex-Servicemen (generally read out by the senior most ex-servicemen present) followed-up by the Director Deptt of Sainik Welfare’s report on measures undertaken by the Central and State Govts to resolve the problems. Additionally, the Chief guest and other VIPs may also be invited to address the rally. The occasion may also be used to honour the gallantry award winners and widows of servicemen killed in operations. A vote of thanks may be proposed by the Director Deptt of Sainik Welfare/Zila Sainik Welfare Officer.

7. The expenses related to the organization of the rally may be met through the State Amalgamated Flag Day Fund. The concerned Director Resettlement Zone and Director Deptts of Sainik Welfare are advised to forward detailed reports to DGR within 15 days of the conduct of rally.

Sd/-

(K Sridharan)
Air Cmde
Secretary, KSB
Subject : Recognition of Ex-Servicemen Associations

Sir,

I am directed to state that various associations of ex-Servicemen have been representing to the Govt for according them recognition. Their request for recognition has been under consideration of this Ministry for some time. It has since been decided that the ex-Servicemen Associations that are non-political in character and fulfill the prescribed conditions may be considered for recognition. The term ‘Recognition’ in the context of ex-Servicemen Associations will not imply any right to negotiate but will only allow such Associations to project the problems/grievances of the ex-Servicemen.

2. The Associations will be accorded recognition subject to their fulfillment of following conditions :-

2.1 The Association should be registered under the Societies Registration Act, 1860.

2.2 The Association should have been formed with aims and objectives of promotion the common interests of ex-Servicemen and should have well defined by-laws and rules approved by the Registrar of the Societies under the Societies Registration Act, 1860.

2.3 The Association should have a minimum membership of one lakh ex-Servicemen. However, the Associations exclusively of Naval ex-Servicemen or Air Force ex-Servicemen may have a minimum membership of 10,000 ex-Servicemen. War Widows Associations and Disabled War Veterans Associations will be exempted from the criterion of minimum membership.

2.4 The ex-Servicemen Association should be of All India Character and should have an adequate number of branches at State and District level.

2.5 The Composite Associations representing ex-Servicemen of the three Services should have a balanced tri-service representation and also balanced representation of ranks, i.e., Officers, JCOs and OR and equivalent ranks of the Navy and the Air Force.

2.6 The Association shall have only ex-Servicemen, as notified by the Department of Personnel & Training from time to time, as its members and submit the list of members and Office bearers to the DGR annually after the Annual General Meeting.

2.7 The Association shall have duly elected body of office bearers from amongst its members only, valid for a specific periods.
2.8 Any amendment in the constitution/bye-law of the Association, after is recognition under these rules, shall be made only with the prior approval of the Government, if the recognition is to be continued thereafter.

2.9 The Association shall submit an undertaking affirming its faith in democratic principles and binding itself to resort only to the lawful activities for representing the ex-Servicemen’s problems.

2.10 The Association shall not raise issues in the interest of any caste, tribe or religious denomination.

2.11 The Association shall not maintain any political fund or land itself to the propagation of the views of any political party or a member of such party.

2.12 The annual accounts of the Association will be audited by a Chartered Accountant.

2.13 The Association shall submit a copy of the audited accounts as well as its annual report to the DGR every year for scrutiny.

2.14 The Association shall not publish any periodicals, magazines or bulletin without the previous approval of the Government. If already publishing a periodical, magazine or bulletin, it will cease to publish them if directed by the Government to do so, on the ground that the publication thereof is prejudicial to the interests of the Central Government, the Government of any State or any Government authority, or good relations between the Government of India and the Government of a foreign State. It shall regularly supply copies of the each of the periodical, magazine or bulletin published by it to the DGR and to the Government.

2.15 The Association shall not address any communication to or enter into correspondence with any foreign authority except through the Government which shall have the right to withhold it.

2.16 The communication addressed by the Association or any office bearers on its behalf to the Government or Government authority shall not contain any disrespectful or improper language.

3. The Association including the existing ones, desirous of being considered for recognition, may apply to the Director General Resettlement, West Block 4, R K Puram, New Delhi - 110 066, with documentary proof in support and fulfillment of the conditions of recognition as mentioned above along with Memorandum of Understanding. Constitution, Bye-laws, Name & Addresses of Office bearers, membership, certificate of registration by the Registrar of Societies.

3.1 Verification of the membership of the membership for the purpose of recognition of ex-Servicemen Association shall be done through the Director General Resettlement.

3.2 The recognition of the Association shall be subject to the continued observance and fulfillment of the conditions and criteria laid down in these guidelines in letter and spirit and can be withdrawn by the Government if any of the Associations fail to so comply with these conditions.

3.3 Authorised signatories of a recognized Association will alone be submitting letters/representations to the Government on matters of common interest of its members. The Association shall, however, not espouse or support the cause of individual ex-Servicemen

3.4 The recognition would not entitle an Association for any kind of financial or other assistance from the Government.
4. The recognition of an Association representing re-employed ex-Servicemen in any organization shall be governed by the rules and regulations of recognition applicable to the organization where the ex-Servicemen have been so re-employed.

5. The above guidelines for recognition of the ex-Servicemen Associations may please be brought to the notice of all concerned. Any matter relating to the resolution of dispute, relaxation or interpretation of the provisions of this letter or any matter incidental thereto shall be referred to the Government for arbitration/ruling and its decision shall be final and binding on all parties.

Yours faithfully,

Sd/-
(S.K.CHOURASIA)
DIRECTOR

CC to:
The Chiefs of the three Services.
RECOGNITION OF EX-SERVICEMEN ASSOCIATIONS

1. Reference Para 18 of Minutes of the XXVI meeting of the Secretaries, Rajya Sainik Boards, held on 14 Jun 95, at South Block, New Delhi, under the Chairmanship of Additional Secretary (R), Ministry of Defence.

2. The guidelines for recognition of Ex-Servicemen Associations are contained in Govt of India, Ministry of Defence letter No.9(37)/92/US(WE)/D(Res) date 31 Jan 96, a copy of which is enclosed. These guidelines may be brought to the notice of all concerned.

3. It may be clarified that the term ‘recognition’ in the context of Ex-Servicemen Associations does not imply any right to negotiate but only allows such Associations to project the problems/grievances of the ex-Servicemen. The Associations, including the existing ones, desirous of being considered for recognition, are to apply to the DGR, with documentary proof in support and fulfillment of the conditions of recognition, as spelt out in the GOI letter ibid.

Encl: As mentioned above.

Sd/-
(Vijay K Thapar)
Commodore (I.N.)
Secretary, KSB

Copy to :-
1. Director, Resettlement, All Zones
2. AG’s Branch (ADG C&W), Army HQ
3. Director Ex-Servicemen Affairs, Naval HQ
4. Director, Personnel Services/Air HQ (Vayu Bhawan)
5. Chairman, All India Ex-Services Welfare Association
6. President, Indian Ex-Services League
7. Chairman, National Ex-Servicemen Co-ordination Committee
8. President, Air Force Association
NOTIFICATION

GSR In exercise of the powers conferred by the proviso to article 309 and clause (5) of article 148 of the Constitution and after consultation with the Comptroller and Auditor-General of India in relation to persons serving in the Indian Audit and Accounts department, the President hereby makes the following rules for regulating the reservation of vacancies in the Central Civil and Posts, Class III and Class IV, for ex-Servicemen, namely :-

1. Short title, commencement and period of operation.
   (1) These rules may be called the ex-Serviceman (Reservation of vacancies in the Central Civil Services and Posts, Class III and Class IV) Rules, 1966.
   (2) They shall be deemed to have come into force with effect from the 1st July, 1966.
   (3) They shall remain in force for a period of two years from the 1st July, 1966.

2. Definition.
   In these rules, the expression “ex-Serviceman” means a person who, having served in any rank, (whether as a combatant or not) in the Armed Forces of the Union, has been released therefrom.

   Explanation :- for the purposes of this clause, “Armed Forces of the Union” shall include the Armed forces of the former Indian States but does not include members of the following Forces, namely :-

   (a) Assam Rifles;
   (b) Lok Sahayak Sena; and
   (c) General Reserve Engineering Force

3. Application :-
   These rules shall apply to all the Central Civil Services and Posts, Class III and Class IV.

4. Reservation of Vacancies :
   For a period of two years commencing from 1st July, 1966 :-
   (a) Ten percent of the permanent vacancies in all the Central Civil Services and Posts, Class III and,
   (b) Twenty percent of the permanent vacancies in all the Central Civil Services and Posts Class IV,
   To be filled by direct recruitment in any year shall be reserved for being filled by ex-Servicemen provided that in any one recruitment year the total number of vacancies reserved for ex-Servicemen, Scheduled Castes and Scheduled Tribes taken together shall not exceed 45 percent of the vacancies to be filled in that year.

5. Special provision regarding age limits.
   For appointment to the reserved vacancies in Class III and Class IV posts, every ex-Serviceman, who has put in not less than six months continuous service in the Armed forces of the Union or of the former Indian State, shall be allowed to deduct the period of such service from his actual age and if the resultant age does not exceed the maximum by more than three years, he shall be deemed to satisfy the condition regarding age limit.
6. Special provision regarding educational qualification.
   For appointment to any reserved vacancies in the Class IV posts of Peon, Daftary, Jamadar and Record Sorter, every ex-Serviceman, who has put in not less than three years’ service in the Armed Forces of the Union or in the Armed Forces of a former Indian State or with the Civil Department of the Government of India, shall be exempt from the prescribed educational qualification.

7. Amendment of Recruitment Rules
   All rules regulating the recruitment of persons to Class III and Class IV posts under the Central Government shall be deemed to have been amended to the extent provided for in these rules.

Sd/-
(Mrs. R.M. Shroff)
Deputy Secretary to the Govt of India
GSR In exercise of the powers conferred by the proviso to article 309 and clause (5) of article 148 of the Constitution and after consultation with the comptroller and Auditor General of India in relation to persons serving in the Indian Audit and Accounts Department, the President hereby makes the following rules for regulating the reservation of vacancies in the Central Civil Services and Posts, Class III and Class IV, for ex-Servicemen, namely:

1. Short title, commencement and period of operation:
   (1) These rules may be called the ex-Servicemen (Reservation of vacancies in the Central Civil Services and Posts, Class-III and Class-IV) Rules, 1969.
   (2) They shall be deemed to have come into force with effect from the 1st July, 1968.
   (3) They shall remain in force for a period of three years from the date of their commencement.

2. Definition: In these rules, the expression "ex-Servicemen" means a person who has served in any rank (whether as a Combatant or not) in the Armed forces of the Union for a continuous minimum period of six months and who has been released otherwise than by way of dismissal or discharge on account of misconduct or inefficiency.
   Explanation: For the purposes of this clause, "Armed Forces of the union" shall include the Armed Forces of the former Indian States but does not include members of the following Forces, namely:
   (a) Assam Rifles
   (b) Lok Sahayak sena and
   (c) General Reserve Engineering Force

3. Application: These rules shall apply to all the Central Civil Services and Posts, Class III and Class IV.

4. Reservation of vacancies: Ten percent of the vacancies in Class III posts and twenty percent of the vacancies in Class IV posts, including permanent vacancies filled initially on a temporary basis and temporary vacancies which are likely to be made permanent likely to continue on a long term basis, to be filled by direct recruitment in any year shall be reserved for being filled by ex-Servicemen, provided that in any one recruitment year the total number of vacancies reserved for ex-Servicemen, Scheduled Castes and Scheduled Tribes taken together shall not exceed forty-five percent of the vacancies to be filled in that year.

5. Special provision regarding age limit. For appointment to the reserved vacancies in Class III and Class IV posts, every ex-Servicemen who has put in not less than six months continuous service in the Armed Force of the Union or in the Armed Forces of a former Indian State shall be allowed to deduct period of such service from his actual age and if the resultant age does not exceed the maximum age limit prescribed for the post for which he seeks appointment by more than three years, he shall be deemed to satisfy the condition regarding age limit.
6. Special provision regarding education qualification: - For appointment to any reserved vacancies in the Class IV posts of Peon, Daftry, Jamadar and Record sorter, every ex-Servicemen, who has put in not less than three years service in the Armed forces of the Union or in the Armed Forces of a former Indian state or with the Civil Department of the government of India, shall be exempt from the prescribed educational qualification.

7. Amendment of Recruitment Rules: All rules regulating the recruitment of persons to Class III and Class IV posts under the Central Government shall be deemed to have been amended to the extent provided for in these rules.

Sd/-
(K. Madhava Rao)
Under Secretary to the Government of India

No. SB.II/WES.2369/1136
Home department (Spl)
Sachivalaya, Ahmedabad-15
Dated the 10 Mar 1969

Forwarded with compliments to:

1. The Under Secretary to the govt. of Gujarat

2. The Secretary Gujarat State Soldiers’ Sailors’ and Airman’s Board, Ahmedabad.

For information and necessary action.

Sd/-
(B.N.Acharya)
Under Secretary to the Government of Gujarat
Home Department (Special)
GSR In exercise of the power conferred by the proviso to article 309, the President hereby makes the following rules for regulating the reservation of vacancies in the Central Civil Services and Posts, Class III and IV, for ex-Servicemen namely :-

1. Short title, commencement and period of operation.
   
   (1) These rules may be called the “ex-Serviceman (Reservation of vacancies in the Central Civil Services and Posts Class III and IV) Rules, 1971.”
   
   (2) They shall be deemed to have come into force on the 1st day of July 1971.
   
   (3) They shall remain in force for a period of three years from the date of their commencement.

2. Definition : In these rules, unless the context otherwise requires :-

   (a) Armed Forces of the Union” means the Naval, Military or Air Force of the Union and includes the Armed Forces of the former Indian States;

   (b) “ex-Servicemen” means a person who has served in any rank (whether as a combatant or non-combatant) in the Armed Forces of the Union for a continuous period of not less than six months and’

   (i) has been released, otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or has been transferred to the reserve pending such release, or

   (ii) has to serve for not more than six months for completing the period of service requisite for becoming entitled to be released or transferred to the reserve as aforesaid,

   (c) “reserved vacancies” means vacancies reserved under rule 4 for being filled by ex-Servicemen.

3. Application :- These rules shall apply to all the Central Civil Services and Posts Class III and IV.

4. Reservation of vacancies :- Ten percent of the vacancies in each of the categories of class III posts and of such post in each class III service and twenty percent of the vacancies in each of the categories of class IV posts and of such post in each class IV service including permanent vacancies filled initially on a temporary basis and temporary vacancies which are likely to be permanent and/or are likely to continue for three months and more to be filled by direct recruitment in any year shall be reserved for being filled by ex-Servicemen.

Provided the percentage of reservation specified here in for ex-Servicemen in a category of post shall be increased or decreased in any one recruitment year to the extent to which total number of vacancies reserved for ex-Servicemen.
Scheduled castes and Scheduled Tribes (including the carried forward reservations for Scheduled Castes and Scheduled Tribes) and for any other categories taken together falls short of or is more as the case may be, of 50% of the vacancies in that category post filled in that year.

5. Special provision regarding age limit: - For appointment to reserved vacancies every ex-Servicemen who has put in not less than six months’s continuous service in the Armed Forces of the Union shall be allowed to deduct the period of such service from his actual age and if the resultant age does not exceed the maximum age limit prescribed for the post/service for which he seeks appointment by more than three years, he shall be deemed to satisfy the condition regarding age limit.

6. Special provision regarding educational qualifications. For appointment to any reserved vacancy in the Class IV posts of peon, Daftry, Jamadar and Record Sorter, every ex-Servicemen who has put in not less than three year service in the Armed Force of the Union shall be exempt from the prescribed educational qualifications.

EXPLANATION: In computing for the purpose of this rules the period of service which a person has put in the Armed Force of the Union any period during which he served in a Civil department of the Govt of India shall be included.

7. Amendment of Recruitment Rules: All rules regulating the recruitment of persons to Class III and Class IV posts and services under the Central Government shall be subject to the provisions of these rules and shall be construed accordingly.

Sd/-
(T.R. Prasad)
Under Secy. to the Govt of India

EXPLANATION MEMORANDUM TO THE EX-SERVICEMEN (RESERVATION OF VACANCIES IN THE CENTRAL CIVIL SERVICES AND POSTS CLASS III AND CLASS IV) RULES, 1971.

Under the ex-Servicemen (Reservation of vacancies in the Central Civil Services and Posts, Class III and Class IV posts 1969, the reservations for the ex-Servicemen were available in the vacancies filled by direct recruitment in the Central Civil Services and Posts, Class III and class IV. These rules ceased to be in force with affect from the 1st July, 1971. The underlying intention of these rules is to give effect to the decision of Government to extend the period of reservation for three years with effect from, 1st July, 1971, so as to provide for the appointment of ex-Servicemen in the reserved vacancies arising from 1st July, 1971. The retrospective effect will not adversely affect the rights of any other person.
NOTIFICATION

GSR In exercise of the power conferred by the proviso to Article 309 of the Constitution, the President hereby makes the following rules for regulating the reservation of vacancies in the Central Civil Services and Posts, Class III and Class IV for ex-Servicemen, namely :-

1. Short title, commencement and period of operation.
   (1) These rules may be called the ex-Serviceman (Reservation of vacancies in the Central Civil Services and Posts, Class III and IV) Rules, 1974.
   (2) They shall be deemed to have come into force on the 1st day of July, 1974.
   (3) They shall remain in force for a period of five years from the date of their commencement.

1. Definition. In these rules, unless the context otherwise requires :-
   (a) " Armed Forces of the Union" means the Naval, Military or Air Forces of the Union.
   (b) "disabled ex-Servicemen" means an ex-Serviceman who while serving in the Armed Forces of the Union was disabled in operations against the enemy or in disturbed areas;
   (c) "ex-Serviceman" means a person, who has served in any rank (whether as a combatant or as non-combatant), in the Armed Forces of the Union, including the Armed Forces of the former Indian States but excluding the Assam Rifles, Defence Security Corps, General Reserve Engineering Force, Jammu & Kashmir Militia, Lok Sahayak Sena and Territorial Army, for a continuous period of not less than six months after attestation, and
   (i) has been released, otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or has been transferred to the reserve pending such release or
   (ii) has to serve for not more than six months for completing the period of service requisite for becoming entitled to be released or transferred to the reserve as aforesaid;
   (i) "reserved vacancies" means vacancies reserved under rule 4 for being filled by ex-Servicemen.

3. APPLICATION. These rules shall apply to all the Central Civil Services and Posts, Class III and IV.

4. (1) Reservation of vacancies. Ten percent of the vacancies in each of the categories of class III posts and of such posts in each class III service and twenty percent of the vacancies in each of the categories of class IV posts and as such posts in each class IV service including permanent vacancies filled initially on a temporary basis
and temporary vacancies which are likely to be made permanent and/or are likely to continue for three months and more, to be filled by direct recruitment in any year shall be reserved for being filled by ex-Servicemen.

Provided the percentage of reservation so specified for ex-Servicemen in a category of posts shall be increased or decreased in any one recruitment year to the extent to which the total number of vacancies reserved for ex-Servicemen, scheduled castes and scheduled tribes (including the carried forward reservations for scheduled castes and scheduled tribes) and for any other categories taken together falls short or is in excess, as the case may be, of fifty percent of the vacancies in the category of posts filled in that year.

Provided further that in case of an increase in the reservation for the ex-Servicemen under the proceeding proviso, the additional vacancies so made available to them shall be utilised first for the appointment of disabled ex-Servicemen and if any such vacancies still remain unfulfilled thereafter the same shall then be made available to other ex-Servicemen.

(2) Out of the vacancies reserved for being filled by ex-Servicemen, vacancies shall be reserved for candidates belonging to the Scheduled Castes and Scheduled Tribe is selected, his selection shall be provided for the scheduled castes or scheduled tribes in accordance with the orders as are issued in this behalf by the Central Government from time to time.

5. Special provision regarding age limit. For appointment to reserved vacancies every ex-Servicemen who has put in not less than six months continuous service in the Armed Forces of the Union shall be allowed to deduct the period of such service from his actual age and if the resultant age does not exceed the maximum age limit prescribed for the post/service for which he seeks appointment by more than three years, he shall be deemed to satisfy the condition regarding age limit.

6. (1) Special provision regarding education qualification. For appointment to any reserved vacancy in the Class IV posts of Peon, Daftary, Jamadar and Record Sorter, every ex-Servicemen who has put in not less than three years services in the Armed Forces of the Union shall be exempted from the prescribed educational qualification.

Explanation In computing for the purpose of this sub-rule the period of service which a person has put in, in the Armed Forces of the Union any period during which he served in a Civil Department, of the Government of India shall be included.

(2) For appointment to any reserved vacancy in the Class IV posts other than those referred to in sub-rule (I) the appointment authority may at its discretion relax the minimum educational qualification, if any, prescribed in respect of such posts in favour of such ex-Servicemen who are otherwise eligible for appointment to such posts.

7. Amendment to recruitment rules. All rules regulating the recruitment of persons to Class III and IV posts and services under the Central Government shall be subject to the provisions of these rules and shall be construed accordingly.

Sd/-

(J.S. Ahluwalia)
Under Secretary to the Government of India
Explanatory Memorandum to the ex-Servicemen (Reservation of vacancies in the Central Civil Services and Posts, Class III and IV) Rules, 1974.

*****

Under the ex-Servicemen (Reservation of vacancies in the Central Civil Services and Posts Class III and IV) Rules, 1974 as amended from time to time the reservation for ex-Servicemen were available in the vacancies filled by direct recruitment in the Central Civil Services and Posts, class III and IV. These rules ceased to be in force with effect from the 1st July 1974. The underlying intention of these rules was to ensure rehabilitation of ex-Servicemen who are released to comparatively young age when they can be useful in civil life. It has, therefore been decided to extend the period of reservations for a further period of five years which effect from the 1st July, 1974 so as to provide for the appointment of ex-Servicemen in the reserved vacancies arising from the 1st July, 1974. This will not adversely affect the rights of any person.
NOTIFICATION

In exercise of the powers conferred by the proviso to article 309 of the constitution, the President hereby makes the following rules for regulating the recruitment of ex-servicemen in Central Civil services and Posts, namely:–

1. Short title and commencement -

(1) These rules may be called the Ex-servicemen (Re-employment in Central Civil Services and Posts) Rules, 1979.

(2) They shall be deemed to have come into force on the first day of July, 1979.

2. Definitions - In these rules, unless the context otherwise requires

(a) “Armed Forces of the Union” means the naval, military and air force of the Union.

(a) “disabled ex-serviceman” means an ex-Serviceman, who while serving in the Armed Forces of the Union was disabled in operations against the enemy or in disturbed areas;

(a) “ex-serviceman” means a person, who has served in any rank (whether as a combatant or as non-combatant), in the Armed Forces of the Union, including the Armed Forces of the former Indian States, but excluding the Assam Rifles, Defence Security Corps, General Reserve Engineering Force, Lok Sahayak Sena and Territorial Army, for a continuous period of not less than six months after attestation, and

(i) has been released otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency, or has been transferred to the reserve pending such release, or

(i) has to serve for not more than six months for completing the period of service requisite for becoming entitled to the released or transferred to the reserve as aforesaid; or

(i) has been released at his own request, after completing five years service in the Armed Forces of the Union;


(e) “reserved vacancies” means vacancies reserved under rule 4 for being filled by ex-servicemen.

3. Application - These rules shall apply to all the Central Civil Services and Posts, Group ‘C’ and Group ‘D’ and to the posts of the level of Assistant Commandant in all para military forces.
4. Reservation of vacancies - (1) Ten percent of the vacancies in the posts of the level of Assistant Commandant in all para-military forces; ten percent of the vacancies in each of the categories of the Group ‘C’ posts and of such posts in each group ‘C’ service; and twenty percent of the vacancies in each of the categories of Group ‘D’ posts and of such posts in each Group ‘D’ service, including permanent vacancies filled initially on a temporary basis and temporary vacancies which are likely to be made permanent or are likely to continue for three months and more, to be filled by direct recruitment in any year shall be reserved for being filled by ex-servicemen:

Provided the percentage of reservation so specified for ex-servicemen in category of posts shall be increased or decreased in any one recruitment year to the extent to which the total number of vacancies reserved for ex-Servicemen; Scheduled Castes and Scheduled Tribes (including the carry forward reservations for Scheduled Castes and Scheduled Tribes) and for any other categories taken together, falls short or is in excess, as the case may be or fifty percent of the vacancies in that category of posts filled in that year:

Provided further than in case of an increase in the reservation for the ex-Servicemen under the preceding proviso, the additional vacancies so made available for them shall be utilised first for the appointment of disabled ex-Servicemen and if any such vacancies still remain unfilled thereafter the same shall then be made available to other ex-Servicemen.

(2) Out of the vacancies reserved for being filled by ex-Servicemen, vacancies shall be reserved for candidates belonging to the Scheduled Castes and Scheduled Tribes in accordance with such orders as are issued in this behalf by the Central Government from time to time.

Provided that if any ex-Servicemen belonging to the Scheduled Caste or Scheduled Tribe is selected, his selection shall be counted against the overall quota or reservation that shall be provided for the Scheduled Castes or Scheduled Tribes in accordance with the orders issued by the Central Government from time to time.

(3) No vacancy reserved for ex-Servicemen in a post to be filled otherwise than on the results of an open competitive examination, shall be filled by the appointing authority by any general candidate, until and unless the said authority:

(i) has obtained a ‘non-availability Certificate’ from the employment exchange (where a requisition is placed on an employment exchange);

(ii) has verified the non-availability of a suitable candidate by reference to the Director General Resettlement and recorded a certificate to that effect; and

(iii) has obtained approval of the Central Government.

4. SPECIAL PROVISION REGARDING AGE LIMIT For appointment to any vacancy in Central Civil Services Group ‘C’ and Group ‘D’ whether reserved or not under these rules, every ex-Servicemen who has put in not less than six months continuous service in the Armed Forces of the Union shall be allowed to deduct the period of such service from his actual age and if the resultant age does not exceed the maximum age limit prescribed for the post or service for which he seeks appointment by more than three years, he shall be deemed to satisfy the condition regarding age limit.

5. SPECIAL PROVISION REGARDING EDUCATIONAL QUALIFICATIONS:

(a) For appointment to any reserved vacancy in Group ‘D’ posts, every ex-Serviceman who has put in not less than three years service in the Armed Forces of the Union shall be exempt from the minimum educational qualification, if any, prescribed in respect of such posts.
(b) For appointment to any reserved vacancy in Group ‘C’ posts, the appointing authority may, at its discretion, relax the minimum educational qualification, where such qualification prescribed is a pass in the Middle School Examination or any lower examination, in favour of ex-Servicemen who have put in at least three years service in the Armed forces of the Union and who are otherwise considered fit and suitable for appointment to such posts, in view of their experience and qualifications.

(c) For appointment to any reserved vacancy in Group ‘C’ posts, to be filled partly by direct recruitment and partly by promotion or transfer, where the minimum educational or technical qualification prescribed for appointment by direct recruitment is higher than that prescribed for promotees or transferees, an ex-Servicemen shall be deemed to satisfy the prescribed educational or technical qualification if he;

(i) satisfies the educational or technical qualification prescribed for direct recruitment to the post from which promotion or transfer to the post in question is allowed, and

(ii) has identical experience of work in a similar discipline and for the same number of years in the Armed Forces of the Union, as prescribed for promotees or transferees.

EXPLANATION: For the purposes of this rule, in computing the period of three years service, there shall be added any period of service which an ex-Servicemen has rendered while serving in a corresponding post or posts in a civil department, or a public sector undertaking or an autonomous organisation, whether under the Central Government or any State Government, or in a Nationalised Bank to the period of service rendered in the Armed Forces of the Union.

6. Amendment of recruitment rules - All rules regulating the recruitment of persons to Group ‘C’ and Group ‘D’ posts and services under the Central Government shall be subject to the provisions of these rules and shall be construed accordingly.

7. INTERPRETATION If any question arises as to the interpretation of these rules, the question shall be decided by the Central Government and the decision of the Central Government shall be final.

SD/-
(R.C. GUPTA)
DEPUTY SECRETARY TO THE GOVERNMENT OF INDIA
Office Memorandum

Subject: Recruitment of ex-Servicemen in para-military forces in MHA.

Reference is invited to para 5(a) of the minutes of the meeting held on 10.1.86 and circulated in this Ministry’s circular No.1-45020/17/85-Pers. I dated 24.1.86 on the subject.

2. Following relaxations are applicable in the matter of recruitment of ex-Servicemen in para military forces in Ministry of Home Affairs:-

(a) Physical standard

Total relaxation in BSF Central Reserve Police Force and CISF.

(b) Educational qualification

Total relaxation in BSF and CRPF. In case of CISF qualification of 4th class (civil) will continue to be insisted upon.

(c) Character certificate

Minimum requirement will be “good” category.

(d) Medical Standard

The requirement will be as under:-

BSF and CRPF - category ‘A’
CISF - category ‘B’ But their sense of sight and hearing should not have been impaired

(e) Relaxation of upper age limit

Relaxation to the extent to military service plus 3 years as provided in Department of Personnel and Training notification No.39016/10/79-Estt.(6) dated 15th Dec 1979.
(3) The para military organisations are requested to allow the above relaxations while making recruiting of ex-Servicemen under them.

Sd/-
(OP Maini)
Under Secretary to the Govt of India
Tele : 3013967

To

1. Shri MC Misra,
Director General
Border Security Force
North Block, New Delhi.

2. Shri SD Pandey,
Director General
Central Reserve Police Force
North Block, New Delhi.

3. Shri DM Misra,
Director General
Central Industrial Security Force
New Delhi.

4. Shri OP Bhutani
Director General
Indo- Tibetan Border Force
New Delhi

5. Lt Col K Kansar
Dy Director (Emp)
Dte Gen Resettlement
Minister of Defence
Maulana Azad Road,
DHQ PO, New Delhi- 110011
No. 36034/5/85-Estt(SCT)
Government of India
Ministry of Personnel, P.G. & Pensions
(Entail of Personnel & Training)

New Delhi, the 27th Oct, 1986.

NOTIFICATION

GSR-In exercise of the powers conferred by the proviso the article 309 of the Constitution, the President hereby makes the following rules further to amend the Ex-Servicemen (Re-employment in Central Civil Service and Posts) Rules, 1979 Namely :-

1. (a) These rules may be called the Ex-servicemen (Re-employment in Central Civil Service and Posts) Amendment Rules, 1986.

(b) They shall come into force on the date of their publication in the Official Gazette.

2. In rule 2 of the Ex-Servicemen (Re-employment in Central Civil Service and Posts) Rules, 1979 for clause (c) the following clause shall be substituted, namely :-

(c) ‘Ex-Servicemen’ means a person, who has served in any rank (whether as a combatant or as a non-combatant) in the Regular Army, Navy and Air Force of the Indian Union but does not include a person who has served in the Defence Security Corps, the General Reserve Engineering Force, the Lok Sahayak Sena and the Para Military Forces; and

(i) who has retired from such service after earning his/her pension; or

(ii) who has been released from such service on medical grounds attributable to military service or circumstances beyond his control and awarded, medical or other disability pension; or

(iii) who has been released, otherwise than on his own request, from such service as a result of reduction in establishment; or

(iv) who has been released from such service after completing the specific period of engagement otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency, and has been given a gratuity; and includes the personnel of the Territorial Army of the following categories, namely :-

(i) pension holders for continuous (embodied) service;
   (ii) persons with disability attributable to military service; and
   (iii) gallantry award winners.

Explanation: The persons serving in the Armed Forces of the Union, who on retirement from service would come under the category of “ex-Servicemen” may be permitted to apply for re-employment one year before the completion of the specified terms of engagement and avail themselves of all concessions available to ex-Servicemen but shall not be permitted to leave the uniform until they complete the specified term of engagement in the Armed Forces of the Union.
Note: The principal rules were published vide notification No. GSR 1530, dated the 29th Dec., 1979 in the Gazette of India, Part-II, Section 3, Sub-Section (i) at pages 3004 - 3005.

Sd/-
(BATA K. DEY)
Director (JCA)
NOTIFICATION

GSR in exercise of the powers conferred by the proviso to article 309 of the Constitution, the President hereby makes the following rules further to amend the ex-Servicemen (Re-employment in Central Civil Services and Posts) Rules 1979, namely:

1. (a) These rules may be called the ex-Servicemen (Re-employment in Central Civil Services and Posts) Amendment Rules 87.

(b) They shall be deemed to have come into force on the 15th day of Nov., 1986.

2. In rule 2 of the ex-Servicemen (Re-employment in Central Civil Services and Posts) Rules 1979 to clause (c) the following proviso shall be added, namely,

Provided that for the period commencing on the 15th day of Nov 1986 and ending with the 30th day of June 87, any person who has been released:

(a) at his own request after completing five years service in the Armed Forces of the Union; or

(b) after serving for a continuous period of six months after attestation, otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency or has been transferred to the reserve pending such release; shall also be deemed to be an ex-Servicemen for the purpose for this clause.

Note: - Principal rules were published vide Notification No. GSR 1530 dated the 29th Dec., 1979 and subsequently amended vide notification No. GSR 973 dated the 15th Nov., 1986 in the Gazette of India, Part II Section 3, Sub Section.

Sd/-
(BATA K DEY)
Director (JCA)

Copy to: -
All Ministries/Deptts of the Government of India.
OFFICE MEMORANDUM

Sub:- Recommendation No. 15.2 of the High Level Committee on the problems of ex-Servicemen Revision of the definition of ‘ex-Servicemen’ in the ex-Servicemen (Re-employment in Central Civil Services and Posts) Rules 1979.

The undersigned is directed to say that the High Level Committee on the problems of ex-Servicemen recommended the following definition of the term “ex-Servicemen”.

“An ‘ex-Servicemen’ means a person, who has served in any rank whether as a combatant or non combatant in the Regular Army, Navy and Air Force of the Indian Union and

(i) who retired from such service after earning his/her pension; or

(ii) who has been released from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or

(iii) who has been released, otherwise than on his own request from such service as a result of reduction in establishment; or

(iv) who has been released from such service after completing the specific period of engagements, otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency, and has been given a gratuity and includes personnel of the Territorial Army of the following categories namely:

(i) pension holders for continuous embodied service

(ii) persons with disability attributable to military service’ and

(iii) gallantry award winners.”

2. After careful consideration the Government have accepted the above definition recommended by the High Level Committee. However, it may be observed that in the new suggested definition certain categories of personnel which have served in the Armed Forces of the Union have been excluded for consideration as ex-Servicemen, whereas certain additional categories of Territorial Army Personnel have been added in the revised definition. The Notification containing the revised definition was issued on 27 Oct 1986 and published in the official Gazette on 15th Nov 1986. The Notification given effect to the new definition from the date of its publication, but since some of the categories were excluded without adequate publicity, the effect of the earlier notification of 27 Oct 1986 has been stayed by issuing another Notification dated 27 Mar 87 (copy enclosed) in which the date of effect has been indicated as 1.7.87. The net effect is that the following two categories of personnel, who were included in the pre-revised definition of ‘ex-Servicemen’ will now cease to be treated as ex-Servicemen w.e.f. 1.7.87 as will be seen from the following proviso, namely,

“Any person who has been released :-
(a) at his own request after completing five years service in the Armed Forces of the Union; or

(a) after serving for a continuous period of six months after attestation, otherwise than at his own request or by way of dismissal or discharge on account of mis-conduct or inefficiency or has been transferred to the reserve pending such release; shall also be deemed to be an ex-Servicemen for the purpose of this clause.”

3. The Territorial Army personnel will however be treated as ex-Servicemen w.e.f. 15.11.86.

4. Ministry of Finance etc are, therefore, requested to bring the contents of this Office Memorandum to the notice of all the appointing authorities under their administrative control and ensure that there is no laxity on the part of the authorities implementing the above instructions.

Sd/-

(BATA K DEY)
Director (JCA)

To

All Ministries/Departments of the Government of India
OFFICE MEMORANDUM

Sub: Grant of ex-Servicemen status to Army Postal Service Personnel

The undersigned is directed to say that the revised definition of an ex-Serviceman, recommended by the High Level Committee on problems of ex-Servicemen, was accepted by the government of India and a Notification (NO. 36034/5/85-Estt(SCT) to this effect had been issued by the deptt of Personnel & Training on 27th October, 1987. Under this, “ex-Servicemen” means a person, who has served in any rank (whether as a combatant or as a non-combatant) in the Regular Army, Navy and Air Force of the Indian Union but does not include a person who has served in the Defence Security Corps, the General Reserve Engineering Force, the Lok Sahayak Sena and the Para Military Forces; and

(i) who has retired from such service after earning his/her pension; or

(ii) who has been released from such service on medical grounds attributable to military service or circumstances beyond his control and awarded, medical or other disability pension; or

(iii) who has been released, otherwise than on his own request, from such service as a result of reduction in establishment; or

(iv) who has been released from such service after completing the specific period of engagement otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency, and has been given a gratuity; and includes the following personnel of the Territorial Army of the following categories, namely:

(i) pension holders for continuous (embodied) service;
(ii) persons with disability attributable to military service; and
(iii) gallantry award winners.

2. The question whether the personnel, who are on deputation to the Army Postal Service and retire with pension, are covered under the definition of ex-Servicemen or not, has been under consideration for some time past. The matter has since been examined in consultation with the Department of Personnel and Training and it is clarified that the personnel of Army Postal Service, who are a part of the Regular Army and retire from such service (that is, directly from the Army Postal Service itself without reversion to P&T Department) with a pension or who have been released from such service on medical grounds attributable to military service or circumstances beyond their control and awarded medical or other disability pension, come within the definition of ex-Servicemen.

3. This letter issues with the concurrence of the Department of Personnel and Training vide their letter No. 36034/25/88-Estt(SCT) dated 28 February, 1989.

Sd/-
(Y.V. Narayan)
Director to the Government of India
OFFICE MEMORANDUM

Subject: Reservation for Physically Handicapped and OBCs
Appointment of Liaison Officers.

The undersigned is directed to say that representations have been received from Association of Physically handicapped personnel that the reservation benefits in direct recruitment and in promotion are not being properly extended to them by various offices of the Government of India, Public Sector Undertakings etc. They have represented that Liaison Officers should be appointed to oversee the implementation of the reservation orders for physically handicapped as is being done in the case of reservation for Scheduled Castes/Scheduled Tribes. Similar demands are also received for the appointment of Liaison Officers to oversee the implementation of the reservation orders for other Backward Classes and ex-Servicemen. The matter has accordingly been considered and it is felt that it would be both practical and desirable to have a single Liaison Officer for overseeing the implementation of the reservation orders. It has, therefore, been decided that the Liaison Officers appointed to look after the reservation matters of SC/ST would also be the Liaison Officers for reservation matters relating to physically handicapped ex-Servicemen and Other Backward Classes.

2. Ministry of Finance etc. may please bring these instructions to the notice of all the attached/subordinate/public sector undertakings under them for compliance.

Sd/-
(Smt. Bhavani Thyagarajan)
Director (JCA)

To
All Ministries/Departments of Govt of India

Copy to
1. Sh A K Chowdhry, Jt Secy, M/o Welfare, w.r.t. their OM 3-4/93/HW-III dated 7.11.94
2. Sh K G Goyal, Jt Secy, M/o Defence, South Block, New Delhi
3. Sh J S Mathur, Jt Secy, M/o Personnel, P G & Pensions, North Block, New Delhi
Office Memorandum

Subject: Reservations available for ex-Servicemen in Group D, C and specified categories of Group B posts/services under the Central Government - Revised procedure for filling the vacancies.

The Government had been considering the method of effecting the available reservation for ex-servicemen in the light of judgement of the Supreme Court in Indira Sawhney case.

2. The Court has held that reservation for SC/ST/OBCs made under Article 16(4) of the Constitution may be called vertical reservation and the reservation made under Article 16(1) of the Constitution like the reservation for physically handicapped persons as horizontal reservation. Horizontal reservations cut across vertical reservation (in what is called inter-locking reservation) and the person selected against these reservations has to be placed in the appropriate category, that is to say, if he belongs to SC category he will be placed in that quota by making necessary adjustment and similarly if he belongs to open competition (OC) category he will be placed in that category by making necessary adjustment. Even after proving for these horizontal reservations, the percentage of reservation in favour of backward class of citizen should remain the same.

3. In the light of the above said observations of the Supreme Court, it has been decided that the percentage of reservation for ex-Servicemen should remain the same as at present. An ex-Serviceman selected under the reservation provided for them should be placed in the appropriate category viz. SC/ST/OBC/General category depending upon the category which he belongs. For example, an ex-Serviceman who is an SC will be counted against SC reservation point, an ex-Serviceman who is ST or OBC will be counted against ST/OBC reservation point and the ex-Serviceman who belongs to General category will be slotted in the General category vacancy point in the respective reservation roster.

4. All the Ministries/Departments are requested to bring the above instructions to the notice of all the heads of the Department and appointing authorities under their control for necessary compliance. Necessary amendment to the Ex-Servicemen {Re-employment in Central Civil Services and posts} Rules, 1979 are being issued separately.

Sd/-

(BHAVANI THYAGARAJAN)
DIRECTOR (JCA)

Copy to:
1. All Ministries/Departments of the Govt. of India.
2. Ministry of Finance (Banking Division), New Delhi.
4. Department of Public Enterprises, New Delhi.
6. For file No. 41017/9/90-Estt. (SCT)
RESERVATION FOR EX-SERVICEMEN IN GROUP ‘C’ AND ‘D’ POSTS IN CENTRAL GOVERNMENT - PUBLIC SECTOR UNDERTAKINGS/BANKS

1. As you are aware, the Central Government has provided the following reservations for ex-Servicemen in Group ‘C’ and ‘D’ posts:

<table>
<thead>
<tr>
<th></th>
<th>Group ‘C’</th>
<th>Group ‘D’</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ministries/Deptts.</td>
<td>10%</td>
<td>20%</td>
</tr>
<tr>
<td>Public Sector Undertakings/Banks</td>
<td>14.5%</td>
<td>24.5%</td>
</tr>
</tbody>
</table>
2. It is seen from some of the recruitment notifications issued by the Central Govt. offices/Recruitment Boards that the vacancies reserved for ex-Servicemen have not been indicated. Sample photocopies of four such notifications are enclosed for perusal.

3. Consequent to the Supreme Court’s ruling on 27% reservation provided to Other Backward Classes, it may be noted that the reservation for ex-servicemen has not changed. In order to eliminate any doubt whatsoever in this regard, the matter was taken up with the Deptt. of Personnel and Training in the Ministry of Personnel, Public Grievances and Pensions who have clarified vide their OM No. 36012/58/92-Estt.(SCT) dated 01 Dec 94 that the percentage of reservations for ex-servicemen should remain the same as at present, that there is no change to the reservations catered for the ex-servicemen. A copy of the OM is enclosed for ready reference.

4. In view of the above, it is requested that reservations provided for ex-servicemen in Group ‘C’ and ‘D’ posts by the Central Govt may please be indicated in the recruitment notifications/ advertisements and job requisitions as was being done in the past and also these vacancies be utilised by filling up posts by ex-Servicemen category personnel. A copy of the instructions issued in the regard may please be forwarded to this Ministry for information.

Sd/-
(G P RAO)
Additional Secretary to the Govt. of India

N.O.O.

Copy to:

1. Directors/Secretaries
   Dept of Sainik Welfare
   in States.

2. The Zonal Directors
   Resettlement at Army Commands

3. Copy also forwarded for information
   xto All Ministries/Deppts of
   the Govt of India.

You are advised to keep a proper watch on the recruitment notifications issued from time to time by the Central Govt employers and any discrepancies on reservation of posts for ex-Servicemen may be intimated to the Dte General Resettlement, Ministry of Defence for taking up the matter with the concerned organization.
OFFICE MEMORANDUM

Subject : Revision of the definition of “Ex-Serviceman” in the
Ex-servicemen (Re-employment in Central Civil Services
and Posts) Rules, 1979

The undersigned is directed to refer to this Department’s O.M. No 36034/5/85-Estt. (SCT) dated 14.04.1987
on the above subject and to state as under.

By the aforesaid O.M officers who have been released from the Armed Forces on their own request after
completing five years service were excluded for the category of Ex-Servicemen for the purpose of reservation in
posts in Government. Clarification was sought by various Ministries/Departments as to whether Armed Forces
personnel who are released/retire at their own request after having earned their pension are to be treated as Ex-
serviceman for the purpose of reservation. It is clarified that the Armed Forces personnel retired/released at their
own request but after having earned their pension will be included in the term “Ex-serviceman” defined for the
purpose of reservation in posts in Government.

Sd/-
(Bhavani Thyagarajan)
Director (JCA)

To
1. All Ministries/Departments
2. Ministry of Defence,
3. Dte. General (Resettlement), Shri KAD Sinha
Director (S&R) with reference their O.M. No
4008/DGR/S&R/RES-9 dated 24.05.95
Subject: GRANT OF PRIORITY TO RECRUITS/OFFICER CADETS WHO ARE MEDICALLY BOARDED OUT

The undersigned is directed to say that the committee on problems of ex-servicemen had recommended that recruits/officer cadets who are boarded out on medical grounds attributable to their military training should be accorded Priority I for the purpose of Employment.

2. The above recommendations have been examined in consultation with the Ministry of Labour (DGET), and it has been decided to accept the same. Consequently, the list of categories to whom priorities have been allowed circulated vide this Department’s O.M. No. 14034/3/84-Estt.(D) dated 31.7.1984 stands modified to the extent that under Priority I, recruits/officer cadets who are boarded out on medical ground attributable to their military training will now be included and shown at S.No.6.

3. Ministry of Finance etc. are requested to bring the above decision to the notice of all concerned for necessary action.

Sd/-

( K K JHA)
Director

To
All Ministries/Departments of Govt. of India

Copy to:-
1. The Comptroller and Auditor General of India.
2. Rajya Sabha Secretariat/Lok Sabha Secretariat.
3. All Union Territory Administration.
5. All attached/subordinate officers under the Department of Personnel and Training.
New Delhi, dated the 8th September, 2004

To

The Chief Executives of all the Public Sector Banks.

Subject :- Recruitment in Banks - Minimum Educational Qualifications.

Sir,

I am directed to refer to this Division’s letter of even number dated 19.9.2001 regarding recruitment in banks. In this letter it was, inter alia, stated that there should not be any change with regard to the minimum/maximum age criteria, educational qualifications, as regards workmen employees and Probationary Officers.

2. In this context, the fact that minimum qualifications for joining armed forces is matriculation and the banks are finding it difficult to appoint ex-servicemen for the post of armed guards as per the existing qualifications for subordinate staff, as also keeping in view representations received from certain banks demanding certain leverage with regard to the minimum marks or stipulation of special qualifications, the matter has further been examined in their recruitment policy for appointment of employees/officers through direct recruitment:-

(1) **Subordinate Staff** - A pass in Eighth standard or its equivalent but the candidate should not have passed 10+2 examination or its equivalent.

(2) **Clerical Cadre** - Minimum qualification of pass in 10+2 examination or its equivalent.

(3) **Officer Cadre** - Minimum qualification Graduate.
3. However, the Banks may, as per the directions of their Boards, prescribe minimum percentage of marks or any additional qualifications depending upon their requirements.

4. The receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-

(V.P.GROVER)
Sr. Research Officer (IR)

Copy to :-

(1) Indian Banks Association, Mumbai.

(2) Executive Director, Reserve Bank of India, Central Office Mumbai.

(3) The Chairman, IDBI/NABARD/EXIM Bank, Mumbai.

(4) Government Directors.

(5) Guard File (HRM Committee).
SCHEME FOR ALLOTMENT OF OIL PRODUCT AGENCIES
UNDER 8% DEFENCE CATEGORY

1. Ministry of Petroleum and Natural Gas in their letter No.P.39012/1/1999-IOC dated 09 Oct 2000 have reserved 8% of oil product agencies i.e. LPG and Petrol Pumps for the following categories of Defence Personnel in the order of priority from I to V as under :-

- Priority I Widows/dependants of Posthumous Gallantry award winners.
- Priority II War widows/dependants
- Priority III War disabled (Disability 50% and above)
- Priority IV Widows/dependants of those who died in harness due to causes attributable to Military Service.
- Priority V Disabled in peace with disability 50% and above attributable to Military Service.

2. Eligibility

(a) Nationality Indian

(b) Age as on date of application

- Widows-Min 21 years and Max 60 years
- Dependents son/unmarried daughter - Min 21 years & Max 30 years.
- In case deceased unmarried:
  - Parents- Max 60 years
  - Dependent brother/ Unmarried sister-Min 21 years and Max 30 years

(c) Educational Qualification Matriculation or recognized civil or Armed Forces equivalent

(d) Income (Applicable for Priority V only) The gross income of the candidates should not exceed Rs. 2 Lacs per annum

3. Application Forms:

8% Defence Quota agencies are advertised under Defence Category, by oil companies in two newspapers, in one English Daily and one ‘Regional Vernacular Daily’ having maximum circulation in the Districts in which the dealership/distributorship is to be located. After publication in the newspapers, application forms can be obtained in person or by making a written request through registered post, from the Divisional/Regional/Area Office of the concerned oil company on payment of an application fee of Rs.1000/-

4. Eligibility certificate:- After advertisement in the newspaper, the applicant is to approach the Dte Gen Resettlement, R K Puram for issue of eligibility certificate with the following documents as applicable:-

(a) Death certificate of deceased Defence person issued by Service Hospital/HQs.
(b) Proof of death attributable to the military service/duty.
(c) Proof of Gallantry Award, if any.
(d) Proof of disability being attributable to military service/duty. CDA (P) letter mentioning about disability pension
(e) Pension order (CDA(P) letter)
(f) Discharge book/Retirement order.
(g) Matriculation Certificate of the applicant/Proof of date of birth of the applicant.
(h) Newspaper clipping of the Advertisement.
(j) Copy of Identity card issued by Zila Sainik Board/Rajya Sainik Board.
(k) Affidavit in original, on Rs.2/- stamp paper duly notarised, stating that the individual is unemployed or if employed, will resign from the job on selection for the agency, his/her annual income does not exceed Rs. 2 lacs and has not re-married (in case of widow) and not married (in case of daughter/sister).
(m) Relinquishment Deed in case of dependent, from widow and other dependants.

5. **Selection:** Application form and eligibility certificate to be submitted to the concerned Regional office of the Oil company before due date. Dealer Selection Board appointed by the Ministry of Petroleum and Natural Gas will select the individual for dealership/distributorship of the oil company. Applicant issued with the eligibility certificate will only be interview.

6. **Letter of Intent:** It will be issued by the concerned Oil Company based on the selection made by the Dealer Selection Board.

7. **Attestation of Documents:** In case an applicant applies for the eligibility certificate by post, the photocopies of the documents submitted need to be attested by Zila or Rajya Sainik Board.
My dear Shri Goel,


2. The issue regarding reservation in CSD inventory range for new technology items of Ex-Servicemen Entrepreneurs has since been examined by Executive Committee of BOCCS and approved.

3. The salient features are:
   
   (a) 15% reservation for introduction on the terms, as per the enclosure attached, for Ex-Servicemen Entrepreneurs, as proposed by DGR.

   (b) This concession will be limited to only those manufacturing enterprises, where the Ex-Servicemen hold at least 51% ownership of the enterprise.

   (c) While implementing the above, scheme, GM, CSD will ensure that the Ex-Servicemen Organisations are competitive as far as the comparison of their prices with those of other manufacturers, other aspects being at par.

   With best wises

   Sd/-

Shri K G Goel
Joint Secretary (ESM)
Ministry of Defence
Deptt of Defence, PO AHQ
New Delhi
RESERVATION OF ITEMS FOR EX-SERVICEMEN ENTREPRENEURS IN CSD INVENTORY RANGE.

1. All Cutlery Items
2. Cleaning Powder
3. Ice Pail
4. Keep Fresh Clear Jar
5. Store Fresh Container
6. Jug
7. Buckets
8. Plastic Drums
9. Water Bottles
10. Bread Box
11. School Bag
12. Lunch box
13. Soap Box
14. Nut Shell
15. Table Mat
16. Mug
17. Fridge Bottles
18. Combs
20. Bed Covers
21. Towels
22. Soap Dish
23. Pillows
24. Photo Albums
25. Coconut Oil
26. Sarson Oil
27. Candles
28. Agarbatti
29. Boot Brushes
30. Glass Tumblers
To
Director General Resettlement
West Block IV, RK Puram,
New Delhi - 110066

Sub: Grant of 10% subsidy to the Small Scale Industrial Units run by ex-Servicemen.

Dear Sir,

1. I am directed to refer to the Minister of Defence letter No.3331/POL/II/DGR/SE-2/175/US(D/Res) dated 29.5.92 on the subject mentioned above and to convey the sanction of the President to the extension of 10% Subsidy to the Small Scale Industrial Units run by ex-Servicemen for a further period of 2 years with effect from 01.04.94 on the same terms and conditions as stipulated in the Ministry of Defence letter of even number dated 29.5.92 refer to above.

2. The expenditure involved is debitable to the head “New Schemes” under “Major Head-2706-Minor Head-800-B(O)-other miscellaneous charges” of the Defence Service Estimates.

3. This issues with the concurrence of the Ministry of Defence (Finance-AG) vide their U.O. No. 537/PD dtd. 20.5.94.

Yours faithfully
Sd/-
(B. Nageswari)
Under Secretary to the Govt. of India
Ministry of Defence

Copy to :-

1. CGDA HQ
   West Block V
   RK Puram, New Delhi - 66

2. CDA HQ
   G Block
   New Delhi - 110011

3. Ministry of Defence
   (i) D(O-II)
   (ii) Finance/AG
   (iii) Finance (O-2)

4. Army Headquarters
5. Naval Headquarters
6. Air Headquarters
7. Inter Service Organisations
8. Army Headquarters, MGO’s Branch (OSDTE)
9. DGS&D, Parliament Street, New Delhi - 110 001
10. The Secretary, Rajya Sainik Board
OFFICE MEMORANDUM

Subject: Appointment of security personnel in PSUs from ex-servicemen security agencies sponsored by DGR.

1. The undersigned is directed to refer to Ministry of Defence OM No.4(20)/US(RSC)/93 dated 4th February, 1994 (copy enclosed) and to state that is has been brought to the notice of the Government that a number of public sector undertakings under the administrative control of different Ministries/Departments employ security agencies to meet their requirements of security personnel by awarding contracts through open tenders. In order to prevent exploitation of Ex-Servicemen, Director General of Resettlement, has evolved a scheme whereby a panel of retired services officers, State Ex-Servicemen Corporation and Ex-Servicemen Cooperative Societies desirous of obtaining security work on contract is maintained. The Security Agencies on the panel of Directorate General of Resettlement are required to pay wages to Ex-servicemen deployed by them under the contract as per wage formula promulgated by DGR. The wage formula has been evolved keeping in view the provision of Minimum wage Act and also variable dearness allowance promulgated by the Ministry of Labour/State Government and as revised from time to time.

2. All Administrative Ministries/Departments are requested to kindly issue necessary instructions to the public sector undertakings under their administrative control to obtain contract security service from the Directorate General of Resettlement (DGR), West Block-IV, RK Puram, New Delhi - 66 (Tel : 6872354) or state Ex-Servicemen Security Cooperation for sponsoring Ex-Servicemen Security Agencies on their panel without engaging security agencies on contract through open tender. DGR sponsored only one agency for one job for specific period of two year, generally extendable by two more year.

Encl : As above.

Sd/-

(C C Unnikrishnan)
Under Secretary to the Govt of India
Tel No.4360624

To

All Administrative Ministries/Departments of the Govt of India

Copy to :-

1. Chief Executives of all Central Public Sector Undertakings.
OFFICE MEMORANDUM

Subject: Appointment of security personnel in PSUs from ex-servicemen security agencies sponsored by DGR.

1. The undersigned is directed to refer to this Deptt’s O.M. of even No. dated 11.11.94 on the subject mentioned above (copy enclosed) and to state that a petition has been filed before the Hon’ble High Court of Kerala stating that certain public sector undertakings are not following the instruction contained in the above OM and they are engaging security agencies on contract in violation of contents of the above OM. In this connection, attention is also invited to this Deptt’s Oms of even number dated 19.12.95 and 25.1.96 requesting all administrative Ministries/Deptt’s to make a review of all PSUs under their administrative control about the implementation of the instructions contained in the OM dated 11.11.94.

2. It has been observed that some of the public sector undertakings are still engaging private security agencies despite instructions to obtain contract security service from the Directorate General of Resettlement (DGR), West Block-IV, RK Puram, New Delhi or State Ex-servicemen Security Corpsns.

3. The position has been reviewed in the light of the directions given by the Hon’ble High Court of Kerala in their judgement dated 8.11.95 in WA’No.1398 of 1995. All administrative Ministries/Deptt’s are requested to kindly issue necessary instructions to the Public Sector Undertakings under their administrative control to review all the existing contracts and initiate immediate action to obtain contract security service from the DGR or State Ex-Servicemen Security Corporations for sponsoring Ex-servicemen Security Agencies on their panel without further delay. Copy of the instructions issued in this regard to the PSUs may kindly be endorsed to this Department.

S/d-
(Tej Singh)
Office Memorandum

Subject: Appointment of security personnel in PSUs from ex-servicemen security agencies sponsored by DGR.

1. The undersigned is directed to refer to this Department’s O.M. No.6/22/93-DPE(SC/ST) dated 11th November, 1994 and 6/22/93-DPE(SC/ST) dated 18th March, 1996 on the subject mentioned above and to state that in view of the need for granting greater operational freedom to the public sector enterprises, these two O.M.’s were cancelled along with other guidelines, issued over a period of time vide this Department’s OM No.20(5)/95-DPE(GM) dated 10.12.97. Ever since cancellation of these OMs, there have been representations from the Director General of Resettlement stating that cancellation of these OMs will adversely affect the job opportunities to Ex-servicemen and payment of fair wages to them.

2. After careful consideration and consultations with the administrative ministries, DG Rehabilitation and major user public enterprises and keeping in view the need to provide for the resettlement and rehabilitation of ex-servicemen, it has been decided to restore this Department’s above two OMs dated 11.11.94 and 18.3.96 with the following modifications:

   (i) In order to ensure that PSEs get more cost effective and efficient security agencies, DGR will sponsor more than one security agencies so that the PSE concerned would have a choice in choosing a suitable outfit keeping in view their specific requirements.

   (ii) The service charges chargeable by security agency will be negotiable between the PSE and the agency concerned.

   (iii) The administrative charge of 1.10% raised with effect from 1st August, 1998, as laid down in GOI notification No.G.20017/1/98-SSII dated 9th July, 1998, will remain.

3. All Administrative Ministries/Departments are requested to kindly issue necessary instructions to the public sector undertakings under their administrative control to obtain contract security services from the DGR, West Block-IV, RK Puram, New Delhi (Tel. No.6192350) or State Ex-Servicemen Security Corporations for sponsoring Ex-Servicemen Security Agencies on their panel.

Sd/-
(A Luikham)
Director (MGT)

Tel.No.4363038
OFFICE MEMORANDUM

SUB: Appointment of security personnel in PSUs from Ex-Servicemen Security Agencies sponsored by DGR.

1. The undersigned is directed to refer to this Department’s OM No.6/22/93-GL-15-DPE(SC/ST) dated 1.2.99 requesting all the Administrative Ministries/Departments for issuing necessary instructions to the Public Sector Undertakings under their administrative control for engagement of security personnel for manning security works through Directorate General of Resettlement and to say that it has come to the notice of the Government that of late many organisations are responding to open tenders and are also taking security cover from civil security agencies, it has also been brought to the notice of the Government that in certain instances organizations have insisted on lower wages to ex-servicemen in contravention to the wage structure as approved by the Government. These are adversely affecting the rehabilitation prospects of ex-servicemen.

2. All Administrative Ministries/Departments are again requested to kindly issue necessary instructions to the PSUs under their administrative control to employ the above instructions in letter and spirit.

Sd/-

(G. S. BOTHYAL)
Deputy Secretary to the Govt of India
Tel No.4360624

To

All the Administrative Ministries/Deptt concerned with PSUs.

Copy to:

1. Chief Executives of Central PSUs
2. DG Resettlement, RK Puram, New Delhi
No.6/22/93-DPE(SC/ST Cell)
Government of India
Ministry of Heavy Industries & Public Enterprises
Department of Public Enterprises

Block No.14, CGO Complex
Lodhi Road, New Delhi-110003

CORRIGENDUM

SUB: Appointment of security personnel in PSUs from Ex-Servicemen Security Agencies sponsored by DGR.

In partial modification of this Department’s OM of even number dated the 27th January, 2003 on the subject mentioned above, the fifth line of para 1….. “through Directorate General of Resettlement and to say that it has come to the notice of …………” may be read as………… “through Directorate General of Resettlement or State Ex-Servicemen Security Corporations and to say that it has come to the notice of………..”

Sd/-
(G. S. Bothyal)
Deputy Secretary to the Govt of India
Tel No.24360624

To

All the Administrative Ministries/Deptt concerned with PSUs.

Copy to:

1. Chief Executives of Central PSUs
2. U.P. Purva Sainik Kalyan Nigam Ltd.
OFFICE MEMORANDUM

SUB: Appointment of security personnel in PSUs from Ex-Servicemen Security Agencies sponsored by DGR.

1. The undersigned is directed to refer to this Department’s OMs of even number dated 1.2.1999, 27.1.2003 and corrigendum dated 17.7.2003 on the subject mentioned above and to say that after reviewing the situation it has been decided that the Directorate General Resettlement (DGR) will be the nodal authority to sponsor security agencies including State Ex-servicemen Security Corporations to all Public Sector Undertakings.

2. All administrative Ministries/Departments are requested to kindly issue necessary instructions to the Public Sector Undertakings under their administrative control to obtain contract security services from agencies sponsored by DGR, West Block-IV, RK Puram, New Delhi (Tel. No.26192352) or from State Ex-servicemen Corporations when sponsored only by DGR.

Sd/-
(G.S. BOTHYAL)
DIRECTOR
Tel : 24360218

All administrative Ministries/Departments concerned with CPSUs.

Copy to: Chief Executive of CPSEs.
SOP ON RESETTLEMENT TRAINING FOR PBOR

General

1. The release or retirement of approximately 50,000 service personnel every year at a relatively young age is a consequence of the policy of maintaining a youthful profile of the Armed Forces. Since retirement of service personnel is due to compulsions of service, it is necessary to assist them in making a smooth transition to the civilian mainstream. Resettlement assistance is necessary in order to maintain a high level of morale in the services and to attract suitable young men to the Armed Forces. Besides this, on retirement, service personnel are capable of making a meaningful contribution to the Nation’s growth. They are in effect a reserve of trained and disciplined manpower, regarded as a national asset which needs to be Nation’s advantage. Resettlement of retiring JCOs/OR and their equivalent in the navy and air force therefore is of prime importance to the service.

2. Due to various reasons all personnel who retire do not seek reemployment. Some look for self-employment. Avenues. Others show interest in training opportunities to prepare themselves for resettlement. Whatsoever be the mode of resettlement that Ex-servicemen (ESM) seeks, the fact remains that all of them look for a second career.

RESETTLEMENT TRAINING

3. Type of Training schemes

4. Pre-release training scheme is the one in which army personnel complete full training during their service period. All courses except Industrial Training Institute (ITI) courses of 2 Years duration are covered under this scheme.

5. Pre-cum-post Release Training Scheme: This scheme covers course in which the duration of the course is of 2 years. Half of the training period is before release and the balance half is post release. ITI course of 2 years duration are covered under scheme.

Types of Courses

6. The courses under these schemes are divided into three categories i.e. ITI, On the Job Training (OJTO and Vocational Training (VT) courses. The details of various courses are given in the succeeding paragraphs.

ITI Courses

These courses are run by approximately 410 Industrial Training Institutes located all over the country. Two types of courses are conducted under this type, i.e. two year courses and one year courses. The trades available for training at all the it is are given in the pamphlet ‘Resettlement Training Programme for PBOR’ issued every year. The institutes conduct engineering and non-engineering trades, the
former being of both one and two-year duration while the latter are exclusively of one-year duration. The DGR pamphlet also lays educational qualifications required for admission. All ITI courses commence on 01 Aug every year.

7. Advantage of ITI courses. The scheme offers the following advantages:

   a. Retiring ESM begin acquiring their chosen skill while still in service in case of one year courses. In two-year courses, during the first half of the training, he continues to draw his full pay and allowances. During the second, he receives a token amount as stipend from the Rajya Sainik Board of his home state.

   b. Trainees come in contact with their civilian counterparts and are thus able to gain information about avenues open for employment or self-employment.

   c. On completion of the course and passing the examination held by CTI (Central Training Institute), trainees are awarded a National Trades Certificate.

   d. The training offers a wide choice for acquiring skill in a trade, which has ample scope both for employment and self-employment.

   e. Generally, the individual under goes training at an ITI close to his home. Thus even while in service, he is in a position to plan his resettlement after release.

   f. Trainees become familiar with the latest tools, machinery and equipment and interact with their manufacturer for negotiation purchases of equipment on favorable terms.

OJT Courses

8. The course is covered under Pre-release training scheme and is conducted for nine selected trades, which are given in the pamphlet “Resettlement Training Programme for PBOR”, issued by DGR every year. The training is of nine months duration in two training sessions commencing on 01 May and 01 Nov every year.

9. Advantages of OJT Courses : Major advantages of these courses are:-

   a. OJT course is of nine months duration only.

   b. The entire training is imparted while one is in service and hence treated as on duty.

   c. Minimum educational qualification is VIII class or equivalent as laid down for this training.

   d. The nine trades available are common to those taught at it is.
e. National Trade Certificate is awarded on successful completion of OJT course.

f. It provided an assurance of employment for the trainee in the public sector undertaking where he had successfully carried out training. However, details of employment have not been confirmed.

g. Selection of trades has been made keeping in view their high employment potential and the fact that non-technical personnel can easily acquire the training.

h. The training is imparted free of cost to the individuals.

Vocational Training (VT) Courses

10. VT courses are also covered under the pre-release training scheme. Various state governments, public sector undertakings and private institutions manage all these institutes where the above courses are conducted and they also control the admission to these courses. Details of trades, name of institutes and duration of courses under this type are given in the pamphlet “Resettlement Training Programme for PBOR” issued by DGR every year. These courses, approximately 350 in number, are of short duration ranging from three weeks and are conducted throughout the year.

11. Advantages of VT Courses

a. These courses are of shorter duration ranging from 3 weeks to 24 weeks.

b. The courses are run throughout the year.

c. There is a wide range of choice in the selection of trades, which are commensurate with educational qualifications of the candidates. Ample scope for employment and self-employment of trainees exists.

d. None-technical courses are also included in the scheme.

e. Retiring army personnel acquire their chosen skill while still in service.

f. Generally, the individual undergoes training at an institution of his choice/close to his home.

g. The entire training is imparted while one is in service and hence treated as on duty.

h. The training is imparted free of cost to the individuals.
ORGANISATION OF THE ARMY

After the introduction of various pre-release training schemes, a Resettlement Cell was raised on an adhoc basis under Directorate General Resettlement. The training directorate of DGR was made responsible to raise the cell and supervise its functioning. Clerical staff was provided on attachment basis. The sanction of the President for establishment of AG’s Branch Resettlement Cell on a permanent basis was accorded in Jan 85. The Resettlement Cell started functioning independently under AG’s Branch, PS Directorate w.e.f. May 87. Subsequently, the cell was made to function under CW Directorate and given a separate identity namely CW-5.

12. Function of CW-5 To control the process of resettlement training of retiring personnel below officer rank of the Army and Territorial Army.

13. Responsibilities of CW-5

a. Collection of data of all army personnel in their last three years of service and their choice of training in terms of trade and location.

b. Collection of demands for the trades offered by the Government from Record Offices and their projection to the DGR.

c. Screening of nominal roll and selection of personnel based on their qualifications, aptitude, and vacancies available and matching requirements.

d. Preparation of nominal rolls for army personnel detailed for all courses.

e. Administrative arrangements for each individual at the place of training and ensuring issue of instructions in terms of accommodation, ration, transport, medical, pay and allowances with their nearest Army Unit or establishment.

f. Monitoring of all courses with respect to attendance.

g. Issue of move order for the trainees of OJT course for the test to be conducted by National Council for Training in Vocational Trades (NCTVT) at the conclusion of training.

h. Dispatch of national Trade Certificates of successful candidates of OJT courses, to respected Record Offices.

i. Liaise with DGR for allotment of vacancies on courses.

j. Issue of policy letters as regards resettlement programmes/courses.

k. Liaison with all Command Headquarters/Regimental Centres and Records Offices for allotment/utilization of vacancies.
1. Re-allotment of vacancies being surrendered.

m. Liaison with Naval/Air HQ Resettlement Cell.

n. Collection and analysis of feedback on various courses.

Under Utilisation of Vacancies

14. It was observed that there was considerable under utilization of the vacancies by the army. An in-depth analysis revealed that under utilization of vacancies are generally caused due to the following reasons:-

a. Late submission of nominal rolls of personnel desirous of attending courses as a result of which timely action cannot be taken by CW-5.

b. Inclusion of ineligible personnel in the nominal rolls as a result of which CW-5 cannot sponsor maximum number of personnel for allotment of vacancies.

c. Surrender of vacancies at the eleventh hour, thereby giving no opportunity for re-allotment of the vacancy to reserve personnel.

d. Nomination of personnel who are due for promotion and get promoted either before the commencement of the course or during the course.

e. Nomination of personnel who seek premature retirement.

f. Nomination of medical category personnel without checking their due date of Release Medical Board.

g. Late information about hospitalization, as a result of which reserve personnel cannot be detailed.

h. Surrender of vacancies due to individual’s problems.

i. Lack of awareness among the PBOR about the benefit/usefulness of these courses.

j. OC units are reluctant to spare PBOR for ITI courses.

k. Posting/Deputation of individuals already detailed for course.

15. The Record Offices and units need to plan the resettlement of retiring personnel well in advance, giving due thought to the criteria of eligibility laid down by DGR/CW-5, so that all vacancies are fully utilized.
16. Surrender of Vacancies. Surrender of vacancies is not being permitted except for the reasons of hospitalisation and promotion due to unforeseen reasons. However, if the individual has already joined the training institution he is not being withdrawn from the course if he remains eligible for promotion even after the termination of the course, Record Offices can directly withdraw the individual from the course with intimation to army HQ. PBOR opting to attend resettlement courses are being asked render a certificate stating that they will not surrender the vacancy allotted to them. This certificate is retained by Record Offices before submission of their nominal roll to army HQ.

17. Reserves. Reserves are detailed by CW-5 and sent to Record Offices to cater for unforeseen surrender of vacancies and to adjust cases like promotion and hospitalisation. Therefore, reserves are kept ready to move for the resettlement course at short notice.

18. QR for Selection. Record Offices are ensuring that the personnel whose names are forwarded to army HQ meet the following QR:

   a. Should be in the last three years of service for becoming eligible to apply for and attend the course.

   b. Should conform to age/service limits if any, in case specified by DGR.

   c. Educational qualifications specified in DGR handbook, varying 8th class depending upon the nature of course.

   d. Should not be in promotion zone.

   e. Should be medical cat AYE. However, LMC personnel are acceptable in courses of sedentary nature if declared fit by authorized medical officer.

   f. Character assessed at the time of application should not be below ‘good’ in term of RA Para 170, Defence Regulation 1987.

19. The following parameters are being accorded weight age by army HQ during final selection:

   a. Battle Casualty.

   b. Gallantry/Distinguished Service Awards.

   c. Service at Siachen Glacier for a minimum period of six month.

   d. Service at HAA for a minimum period of one year in the past 10 years from the date of retirement.

   e. Service in CI Ops for a minimum period of one year in the past 10 years from the date of retirement.
f. Achievement in Sports at services, national and international level.

**Responsibilities of Record Office**

20. Timely submission of nominal roll of personnel and timely issue of allotment letters to units.

21. Proper security of the nominal rolls in respect of the following before submission:

   a. **Eligibility Conditions.** Eligibility conditions as laid down in Para 25 above are met.

   b. **Promotion.** Personnel who are in the promotion zone are not supposed to be nominated. However, if due to unforeseen reasons an individual is promoted, Record Offices is supposed to intimate such cases telegraphically to enable army HQ to issue orders for move of the reserve candidate already nominated to attend course.

22. **Pre-mature Retirement (i.e. drawing pensioner benefits)** - Personnel who seek premature retirement are to be considered for courses up to three months duration only Personnel whose names have been forwarded by Record Officers to this HQ are not to be discharged prematurely during the training year without intimating army HQ in time.

23. **Hospitalisation** - In case a personnel who is detailed on a course is hospitalize, army HQ is supposed to be informed immediately to enable detailing of reserve.

24. **Reports and Returns.** All Records Offices are required to submit reports and returns to army HQ in accordance with promulgated format.

**Responsibility of Command HQ**

25. Command HQ is responsible for the following in respect of the Record Offices and units under their command:

   a. To encourage formation/unit Cdrs to take initiative to motivate and guid the PBOR to chose the second career well in advance, prior to their retirement.

   b. To promote vide publicity to resettlement training so that maximum personnel can avail this opportunity.

   c. To monitor cases of surrender of vacancies and take suitable steps to prevent under utilization.

   d. To direct formation commanders to enquire into resettlement training facilities availed by retiring personnel during visit/inspections of units.
Replacement

26. No replacement of personnel detailed for any resettlement training course is provided to the unit.

Territorial Army

27. The privilege of pre-release/pre-cum-post release training was also extended to Territorial Army personnel who permanently enrolled and came under the category of ESM.

Recommendations/Suggestions

28. Units are required to forward feedback on various types of courses, for all courses, which have terminated prior to 01 Mar to their respective Records Offices by 31 Mar every year. Record Offices are supposed to examine them and forward summary to Army HQ along with their suggestions by 30 Apr every year.

Collection of Booklets Published by DGR

29. Command HQ and Record Offices are required to send a courier to collect copies of DGR publications on receipt of intimation from army HQ. The booklet is generally published in the first week of Jan every year. Command HQ and Record Offices further distribute these to various units /centres / establishments under their command.

30. Joining Instructions in respect of various resettlement courses are laid down. One copy of these instructions is supposed to be issued to the personnel before proceeding on course for their information and compliance.
CRITERIA FOR SELECTION OF SAILORS FOR PRE RELEASE COURSE

1. To maintain a young profile in the service, a sizeable number of sailors retire every year from the Navy at a comparatively young age. Considering their age and their family commitments at that stage there exist need to prepare the retiring sailors for the impending change to civil life. A large number of retiring sailors are being nominated to various pre release and pre-cum-post release course conducted by DGR. These courses provide sufficient scope for sailors to acquire new skills that would help them in starting self-employment ventures or getting a suitable job in civil sector.

2. The selection of sailor for a particular course is based on criteria, as it is not possible to nominate personnel due to limited vacancies. The laid down criteria is applied in the following sequence:-

   a) Rank.

   b) Length of service.

   c) Date of discharge.

   d) Sailors medically boarded out.

   e) Sailors not granted extension due to vacancy constraints but having above average service record.

   f) Sailors recipients of gallantry/non-gallantry awards and commendations by CNS/VCNS/ C IN-Cs.

3. For course of above 6 months duration, only those sailors with more than 18 years of service and sailors with less than 18 years service not granted extension due to vacancy constraints but having above average service records are considered.

4. Sailors of Topas branch are given first priority irrespective of the rank.

5. Sailor of other non technical branches are selected for course in accordance with criteria laid down in Para 2 above in order of rank and branch as follows:-

   a) Rank wise priority:-

      i. MCPO-II/CPO’s

      ii. PO’s & below

      iii. MCPO-I
b) Branch wise priority

i. Seamen, communication and ‘non-tech aviation
ii. Stewards, cooks, Regulating
iii. Stores, Writers, Medical.
iv. Technical branches

6. This means that MCPO’s-II/CPO’s are selected first, followed by PO’s and below and then MCPO-I from branches in priority sequence laid down in Para 5 (b).

7. Technical branch sailors are advised to volunteer for courses where qualification required for admission is of technical nature. A good number of such PR courses conducted at Advance Training Institute, Hyderabad and Madras are included in the Resettlement Training programme every year.

8. The proposal to provide relief for sailors nominated for pre-release courses from training establishments was analysed and after detailed discussion with Commodore Bureau of Sailors, it was found that it was not feasible to provide relief for sailors detailed from Training establishment for pre-release courses.

9. Therefore, necessary instructions were issued to training establishments / schools to recommend cases of only those sailors who could be spared without relief so that no manpower constraint was faced by units.

10. The policy for allocation of pre-release courses was further reviewed at Naval HQ and it was decided to follow the under mentioned criteria for the PRCs since year 1994-95:-

   a) Sailors with 18 years or more service are only being given long courses of duration more than six months.

   b) Sailors with 15 years or more service but less than 18 years service are being detailed for PRCs of Duration six months ans below.

   c) The eligibility criterion for the pre-release are as follows:-

      i. Sailors with more than 18 years of service shall be considered for all pre-release courses irrespective of the duration.

      ii. Sailors with more than 15 years of service and up to 18 years of service shall be considered for pre-release course of 6 months or less duration.

      iii. Sailor going on release on completion of 15 years service as initial engagement shall be considered for pre-release courses of three months or less duration.

      iv. Service is counted as on the date of release.
11. It was observed that many sailors nominated for such courses, while in service, treated the same lightly and used the time for their domestic commitments rather than utilizing the opportunity to acquire skill/qualification for the purposes of resettlement. As a result, sailors who were keen to acquire skill/qualification for their resettlement were denied the opportunity, due to limited availability of seats.

12. It was, therefore, decided to introduce measures outlined in the succeeding paragraphs to make sailors more accountable to service and themselves while they were away from their place of work for long duration for pre and pre-cum-post release courses viz, ITI courses of one and two years duration.

13. **Security deposit.** An amount as shown below is being collected from the sailors as “Security Deposit” prior to their joining the course:-

<table>
<thead>
<tr>
<th>S.NO.</th>
<th>Course</th>
<th>Duration</th>
<th>Security</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>a) ITI</td>
<td>Two years</td>
<td>Rs. 10,000/-</td>
</tr>
<tr>
<td></td>
<td>b) ITI</td>
<td>One year</td>
<td>Rs. 5,000/-</td>
</tr>
</tbody>
</table>

14. The security deposit is collected by the Commanding Officer of the sailor and forwarded to CABS prior to his departure for the course. CABS keeps a separate account of the money thus collected as security deposit.

15. The security deposit is refunded to sailors on their successful completion of the course. Before refunding money, CABS is satisfies himself that the sailor has successfully completed the course by obtaining confirmation to this effect from the concerned institution / organization.

16. **Undertaking.** A format of application form is placed at appendix ‘A’ in addition, the sailors option for two years pre-cum-post release ITI course are required to furnish an ‘Undertaking’ placed at appendix ‘B’ along with their applications to the effect that they are liable to forfeit their pay and allowances in case they absent themselves from the course or the fail to complete the course successfully due to lack of effort on their part.

17. **Withdrawal from Course.** The Naval HQ entertains the requests for withdrawal from the course only in rare and exceptional cases. The sailors seeking withdrawal from the course are required to forward their request through CABS. The security deposit of sailors who are permitted to leave the course pre-maturely is refunded in full or in part, depending on merit of the case.

18. CABS is required to initiate action against the defaulting sailors immediately on receipt of intimation of their results/leaving the course pre-maturely.

19. NHQ was receiving large number of requests for change of institutions/ station of sailors undergoing long duration courses viz, ITI (One/two years duration) and OJT (09 months duration)
courses. It was reported that the medium of instructions in the Institutions/organizations being regional languages of their respective regions, the sailors quite often found it difficult to follow the instructions.

20. It was decided to liberalise the policy to address this problem. The sailors who opt ITI/OJT courses and put in less than 25 years of service are now also being considered for a place/station of their choice, to the extent possible. However, subsequently, they are not eligible for a resettlement transfer under the provision of Para 9 of No [(Str) 22/94]
APPLICATION FORM

[For TWO Years Pre-cum-Post Release/ ONE year pre-release ITI course]

1. Name
2. Rank
3. Official No.
4. Unit
5. Date of Enrolment
6. Date of Retirement
7. Total length of Service as on the Date of Retirement
8. Age
9. Seniority in Present Rank (Mention Date)
10. Award/Commendations (Gallantry/Non-Gallantry Awards only)
11. Education Qualification (a) Civil  (b) Naval
12. Industrial Experience, if any
13. Choice of three States where you will like to do course (in order of preference)

<table>
<thead>
<tr>
<th>Choice</th>
<th>State</th>
<th>Trade</th>
<th>Duration</th>
<th>Name of ITI</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td>II</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>III</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

14. Details of PRCs applied earlier with reference

<table>
<thead>
<tr>
<th>S.NO.</th>
<th>Course</th>
<th>Place</th>
<th>Duration</th>
<th>Reference Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(Given dates)</td>
</tr>
<tr>
<td>I</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>II</td>
<td></td>
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<td>III</td>
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</table>

15. Home Address
CERTIFICATE

I fully understand that if I am selected for any Pre Release or Pre-cum-Post Release ITI course, I will not be considered for re-engagement even if I am willing. I shall also not request for cancellation of transfer for the course once selected.

Signature-

___________________________________________

Name __________________________

Rank __________________________

Official No._________

INS __________________

Place_________________

Date_________________

II

Divisional officer’s Signature

Rank & Name________________

Number _________________

III

COUNTERSIGNED

UNDEARTAKING

(To be furnished along with application by sailors applying for TWO YEARS pre-cum-post release course)

1. I, Name ____________________________Rank ________No._____

_______ am a volunteer for TWO year pre-cum-post release ITI course and hereby undertake to rejoin the course on my release/retirement from the service till the completion of course.
2. I understand that my entire pay and allowances paid to me while undergoing the course, will be forfeited and recovered from my pensioner benefits and the balance amount, if any, from my pension if I do not complete the course successfully.

Signature_______________________
Name____________________________
Rank ___________ Number____

INS ________________
Place____________________
Date____________________

II
Divisional officer’s Signature
Rank & Name_______________
Number _________________

III
COUNTERSIGNED

Commanding Officer
PROCEDURE FOR DERAILMENT OF AIRFORCE OFFICERS FOR 
RESETTLEMENT TRAINING COURSE

1. General guidelines board procedure for derailment of Defence Service officers for various
resettlement training courses/programmes is outlined in the booklet “Resettlement Training
Programme (Officers)” which is issued every year by Dte General of Resettlement, Ministry of
Defence, New Delhi. Sufficient copies of this booklet are distributed during Jan/Feb every through
Command HQs for information of all officers.

2. However, with a view to give wide publicity to these guidelines/procedure and other related aspects,
these are being reiterated in this letter for the benefit of all concerned.

3. Eligibility
   a) For courses of up to one year duration - during the last five years of service only.
   b) For any degree correspondence course over one year duration-during the last 10 years of
service.
   c) For retired officers - within 5 years after retirement.
   d) Maximum age 58 years.
   e) Fore SSC officers:
      i. Eligible for resettlement courses only after the intimation of denial of permanent
          commission.
      ii. Officers under extension are eligible for short course.
   f) Other eligibility conditions specific to relevant training course/programme - as specified in
the training programme booklet issued by the DGR.

4. Submission of Application.
   a) Serving officers must forward their applications in duplicate as per the prescribed format as
per Appx ‘A’ to this letter (also given at Appx ‘D’ to the booklet), duly recommended by
their AOC/Stn Cdr/CO or Director/Group/Branch Head for officers posted at Air HQs
Command HQ, along with a covering letter and the prescribed course fee in the form of a
Demand Draft drawn in favour of “DSLO Trg Fund” payable at any Bank at New Delhi, to
reach Air HQ (ADPA/RC) at least 90 days before commencement of the course. Officers
proceeding on premature retirement must also attach a copy of the premature retirement order, without which such application will not be entertained.

b) Retired/Released officers are to send their applications along with prescribed course fee (Demand Draft) and a copy of retirement/release orders, duly recommended by the respective Rajya Sainik Board directly to Dte. Of Trg, DGR West Block-IV, R K Puram, New Delhi-110066.

c) Advance copy of the application must not be sent to the DGR and if sent, no cognizance will be taken by them.

5. Processing of Application and Derailment for course.

a) On receipt of application at this HQ/ADPA/RC, confirmation regarding spare ability of the officer for the duration of the course is first obtained from Dte of PO. Therefore, the application of such officers who are cleared by that Dte, are forwarded to DGR for further action.

b) On receipt of detailing instructions from DGR, the Dte of PO at this HQ issues Temporary Duty move authority directly to the concerned unit/Stn/Command HQ, where the officer is posted, by a signal message.

6. General Instructions/Guidelines

a) Govt of India vide their letter No. HLC/15.27/DGR/Trg/85/RES/972/DO 11 (RES) dated 28 April, 1986 (Appx ‘B’ has accorded sanction under which service officers may be treated on Temporary Duty (T/D) up to a Maximum period of 3 months for undergoing Resettlement Training organized by Dte General Resettlement. If officers have earlier availed T/D for any such course sponsored by DGR. The period already availed will be counted towards 3 months. However, this period can be availed of at a stretch or in parts. Officers are not entitled to TA/DA or Free Railway Warrant etc. Adm arrangements will be the responsibility of individual officer.

b) Concession available at Sub Para (a) above may be available for attending contact programme during MBA (Distance Learning) for which no separate sanction is required.

c) Number of courses done by the officer through DGR and his date of Retirement/Release will be the main criteria for nomination on any course. Priority will be accorded to officers proceeding on superannuation over SSC officer who are non-optee.

d) During any vocational course, officers may avail Casual leave for a maximum period of 3 days only. Leave application in duplicate will be submitted personally by officers to Training Dte DGR for their recommendation and onward dispatch for approval to the appropriate authorities. (Submitting application is not to be treated as move sanction). However, during
the course, if officer himself arranges to get his leave sanctioned from the competent authority, copy of leave certificate in duplicate should be submitted by the officer to DGR for necessary action. Absence report received from the trg institutes are forwarded to respective Service HQs for necessary action immediately.

e) The officers are treated on duty during course. For any anauthorised absence from course (other than the prescribed casual leave), necessary action will be taken by the unit concerned/DPO.

7. **Other Salient Points**

a) Dates and course fee as mentioned against each course are subject to change.

b) Officers seeking any queries must mention their name and course applied including dates.

c) Officers sponsored for various correspondences are advised to contact concerned institutes immediately on receipt of sponsoring letter from DGR regarding prospectus and other details.

d) Officers must mention their name and course applied for at the back of the Demand Draft.

e) Since Signal Centre does not serve DGR, no signals, therefore, should be sent to them.

f) Application for three year MBA (Distance learning Programme) and Diploma in Management (IGNOU) must reach this HQs latest by 30 Apr.

g) Course fee once paid will not be refunded. However, course fee will be refunded by DGR provided the officer has not been detailed due to non-availability of vacancy/or withdrawn from the course due to service exigencies.
PROCEDURE AND CRITERIA FOR DETAILMENT OF AIRMEN/NCS(E) FOR PRE-RELEASE RESETTLEMENT TRAINING COURSE

1. A need was felt at AF HQs to review the existing procedure and criteria for detailing of airmen/NCs(E) for the various pre-release resettlement training courses being conducted by Dte Gen Resettlement, Ministry of Defence, with a view to streamline the existing procedure and to evolve comprehensive guidelines.

PROCEDURE AND CRITERIA FOR DETAILMENT OF AIRMEN/NCS(E) FOR PRE-RELEASE RESETTLEMENT TRG COURSES

2. Type of Pre-release course:

The AF has categorized its courses in following categories:-

a) Short duration vocational courses (Less then six months)

b) Long duration vocational courses (More than six months)

c) On-the-job-Trg (OJT) courses (Duration 9 months)

d) Industrial Trg Institute (ITI) courses (duration 1 yea & 2 years)

3. Eligibility and Qualifications
   a. General
      i. **Short duration vocational course** - Personnel retiring prematurely i.e. before the age of superannuation are eligible during last 18 months of their service from then date of commencement of the course.

      ii. **Long duration vocational course OJT and ITI courses** Personnel retiring prematurely i.e. before the age of superannuating are eligible during last 24 months of their service from the date of commencement of the course.

      iii. **On Superannuating** - Personnel retiring on superannuating are permitted to undergo all types of resettlement courses (except Sub-fire officers course at NFSC, Nagpur) during last 3 year of their service from the date of commencement of the course.

      iv. **ITI courses** - These courses commence wef 01 Aug every year. Personnel

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due to retire between March and July of the year following the commencement of the course are eligible for two year courses and those due to retire on or after 30 Aug of the year following the commencement of the course are eligible for one year courses.

b. **Other Qualifications** - Other requisite qualifications will be as given in the Resettlement Training Programme issued by the DGR every year and / or those prescribed for various ITI trades.

c. **Unwillingness of Extension of Service** - Airmen who undergo pre-release course are not being considered for extension of service. An undertaking to this effect is being obtained from them alongwith the application for pre-release course.

4. **Norms/Priority for detailment** - Personnel of all ranks/trade are being detailed as per their retirement seniority on “first-go-first-serve” basis, subject to the following conditions:-

   a. Personnel who have expressed their willingness for extension of their engagement period, but are denied the same on any grounds due to the existing policy, will be given first priority over all others for undergoing a PRC.

   b. Airmen of Non Tech trades are given priority over those of Tech trades. However, airmen of Gp I trades are detailed only if adequate vacancies are available after detailing all other eligible applicants.

   c. Personnel who have not undergone a Pre-release course earlier are given preference over those who have already done a course.

   d. In case of certain specified technical courses, airmen of the technical trades relevant to the course are detailed/preferred over other tradesmen.

   e. Warranted ranks are not detailed for OJT courses conducted by PSUs.

f. **Sub-Fir officers course at NFSC Nagpur** - This course is of 33 weeks duration conducted twice every during Jan & July. Since the vacancies allotted to Air Force are limited to two, only non-tech JWO/Sgts are detailed on merit bases on their last five years of ACRs. Further, such personnel should be below 45 years of age and in medical category “AYE” on the date of commencement of the course.

g. **ITI Courses** - The lists of applicants for ITI courses is prepared state wise on the basis of the option indicated in their applications and then arranged in an order of their date of discharge. They thereafter are considered in that order for the particular ITI indicated in their first choice. The applicants, who could not be allotted the ITI as per their first choice, are considered for their second/third choice in case sufficient vacancies are available after accommodating the first choice. Personnel detailed for ITI courses are required to ensure that while reporting for the course, they are in
possession of the requisite civil educational qualification certificates.

5. **Procedure for Deailment for PRCs**

a. **Submission of Applications** - Applications for PRCs (Separate application for each course) are required to be submitted in single copy on the prescribed format, alongwith undertaking/un-willingness certificates, as applicable.

b. **Forwarding of Applications** - Applications for PRCs on the prescribed format complete in all respects and format complete in all respects and duly recommended by the unit authorities are required to be forwarded directly to AFRO (Attn: O i/c RW-PRC) so as to reach them them by due date as under:-

   i. Vocational Course - 3 months before scheduled commencement.

   ii. OJT Courses - 4 months before scheduled commencement.

   iii. ITI Course - 6 months before scheduled Commencement.

c. **Receipt of Lists of Applicants at Air HQs** - Lists of applicants (separately for each course) alongwith relevant particulars is forwarded by AFRO to reach Air HQs (ADPA/RC) as under:-

   i. Vocational courses - Two half months before scheduled commencement.

   ii. OJT courses - 3 months before scheduled commencement.

   iii. ITI course - 4 months before scheduled commencement.

d. **Detailment by Air HQs** - List of applicants finally detailed for the PRCs is forwarded to AFRO under intimation to DGR at least two months before the scheduled commencement of all courses.

e. **Surrender of vacancies** - Surrender of un-utilised vacancies, if any is intimated to DGR, one month before the scheduled commencement for all courses.

f. **Attachment during** - All per detailed for the PRCs are treated on duty during the trg period. During this period, they are attached to the AF units nearest to the trg institutes for the purpose of their pay & allowances, administration and accommodation. In case there is no AF unit located within a distance of 20 km from the trg institute, such per continue to be attached to their parent units. The overall responsibility for attachment of such personnel will be that of AFRO. FRW is provided by the parent unit for their movement to the institute and on completion of PRC, by the units to which they are attached, for reporting back to their parent units.
g. Routing of pers for PRCs and their reporting the Trg Institute

i. The pers detailed for PRCs are routed through trg institutes well in time so as to enable them to report there at least one day prior to the commencement of the course. Pers reporting after three days of commencement of the course are NOT allowed to attend the course. Further, no leave is sanctioned to the airmen by the concerned units before reporting for the course with the leave period ending after commencement of the course.

ii. Personnel promoted to the next higher rank are no routed for the PRC before completion of their Acting unpaid period i.e. 28 days.

iii. The date of reporting of personnel for final clearance/final medical before proceeding on discharge is not to fall during the PRC. Such cases are to referred to AFRO by the concerned unit for a change of date.

iv. Low medical category personnel due for medical categorization need to complete their medical board before or after the PRC, in consolation with the Medical Officer.

h. Leave during PRCs - The concerned trg Institute is authorized to recommend such leave which may be sanctioned by the unit to which they are attached or by their parent unit, as the case may be. Pers undergoing PRC are granted leave during the Trg period as follos:-

i. Maximum of three days during a course of three months duration

ii. Maximum of six days during a course of six months duration.

iii. Maximum of 14 days for courses of more than six months duration.

i. Withdrawal/Cancellation/Change of course etc :

Withdrawal/Cancellation/Change of centre of course are not normally allowed except on extremely genuine grounds such requests are submitted by the concerned personnel to their parent units elaborating the grounds withdrawal/cancellation/change of centre etc. in such cases AOCs/Stn Cdrs need to verify/examine the grounds and forward the application with their recommendations to AF HQ through AFRO well in advance. Withdrawal/cancellation/change of centre is finally approved by AF HQs. Unilateral action by the concerned personnel/units are not acceptable. So far as possible, withdrawals at the last moment/after commencement of courses are avoided as the same results in loss of vacancies allotted to AF and denial of courses to other deserving personnel.
j. **Involvement in disciplinary cases** - Personnel involved in any disciplinary case are NOT recommended/routed for PRCs and particulars of such personnel are intimated to AF HQs as well as AFRO, if already recommended/detailed for the course.

k. **General Instruction**
   i. The unit of the pera concerned should obtain an undertaking from them to the effect that in the event of non-commencement/non-absorption/cancellation of the course, they would immediately inform the matter to their parent unit who in turn would inform AFRO and this HQ for further instructions.

   ii. In case a person is not attached to any nearby unit for pre-release course, he should inform the matter to his parent unit for similar action.

   iii. Pers undergoing PRCs may be asked to produce/forward attendance certificate issued from their training institutes to the unit adjt of the parent unit/unit on attachment.

   iv. The pers undergoing pre-release courses locally/attached units are to be checked periodically at the unit level for their turnout, haircut etc. this can be done on a day when their pay is disbursed.
All Scheduled Commercial banks
(Including RRBs)

Dear Sir,

Collateral free loans- Small Scale Industries.

Please refer to our circular RPCD / PLNFS/ No.BC.65/06.02.31/99-2000 dated 3 March 2000, in terms which the exemption limit of borrowal accounts for obtention of collateral securities was raised from Rs.1 lakh to Rs.5 lakh for the tiny sector.

2. It has now been decided to extend this benefit under the increased limit of Rs.5 lakh to all SSI units so as to ensure flow of credit to this sector.

3. We shall be glad if you will please implement the above decision and issue necessary instructions to your controlling offices/branches in the matter for appropriate action.

4. Please acknowledge receipt.

Yours faithfully,

Sd-
(Varughese John)
General Manager

Endt. RPCD/PLNFS/ No. 1011/06.02.80/2001-02 of date.

Copy forwarded for information to

(As per mailing list)
Fax/Courier Service

The Director
Ministry of Defence
Govt. of India
Directorate General Resettlement
West Block – IV
R.K.Puram
New Delhi – 110 066

Dear Sir,

Circular regarding collateral security

Please refer to your letter no. 1750/ DGR/ AGRI/ 2002-03 dated 10th December 2002 on the captioned subject. We forward herewith the circular RPCD/ PLFNS/ No.BC.58/06.02.80/2001-02 dated 23rd January 2002 and also RPCD/ PLFNS/ BC No.90/ 06.02.80/2001-02 dated 29th April 2002 regarding dispensation of collateral requirement for loans upto Rs.5lakh/15lakh to SSI sector. The above circulars have already been issued to all the scheduled commercial banks including RRBs for issuing necessary instructions to their controlling offices/branches in the matter for appropriate action.

2. We also forward the copy of the above circulars to the Director, the Department of Sainik Welfare Resettlement, Patna and the Administrative Secretary, Ex-Servicemen Welfare Association, Bihar.

Yours faithfully,

(V.Srivastava)
Manager
CUSTOMER SERVICE DIVISION

HO/CSD/512/2003

April 28, 2003

Major General V.S. Budhwar AVSM, VSM
Govt of India.
Ministry of Defence,
Directorate General Resettlement,
West Block-IV, R.K. Puram,
NEW DELHI - 110 066.

Dear Sir,

Sub: Waiver of service charges on loans granted to ex-serviceemen/ widows under NABARD/SIDBI/KVIC schemes

Ref: DO/1750/DGR/ARGI/2003 dt. 20.02.03

As appealed by you, vide above said letter and also taking into consideration, the supreme sacrifice and services which they are rendering while in defence service, we have sanctioned the concession in service charges to ex-serviceemen/widows. Accordingly we have instructed all our branches to waive the service charges on all the loans granted to ex-serviceemen/widows under NABARD/SIDBI/KVIC sponsored schemes. The message may be communicated to all the eligible ex-serviceemen/widows to avail the benefit.

Yours faithfully,

(N.N. PAL)
DEPUTY GENERAL MANAGER
SBD:GM:150:03  
14-7-2003

Major General V.S. Budhwar  
AVSM, VSM

Director General,  
Government of India,  
Ministry of Defence,  
Directorate General Resettlement,  
West Block IV, R. K. Puram,  
New Delhi 110 066.

Dear Sir,

Sub: Waiver of service charges on loans granted to Ex-servicemen/widows under NABARD/SIDBI/KVIC Schemes

Ref.: DO/1750/DGR/AGRI/2003 dt. 20-02-03

As appealed by you, vide above said letter and also taking into consideration, the supreme sacrifice and services which they are rendering while in defence service, we have sanctioned the concession in service charges to ex-servicemen/widows. Accordingly, we are instructing all our branches to waive the service charges on all the loans to be granted to ex-servicemen/widows under NABARD/SIDBI/KVIC sponsored schemes. The message may be communicated to all the eligible ex-servicemen/widows to avail the benefit.

Yours faithfully,

(S. P. ROY)  
GENERAL MANAGER (SBD)
HO/RCI/Sp 3570
Dated: 28 July, 2003

Major General V.S. Budhwar,
AVSM, VSM
Director General,
Directorate General Resettlement
Ministry of Defence
West Block-IV, R.K. Puram,
New Delhi-110066

Dear Sir,

**SELF EMPLOYMENT SCHEMES – SEMFEX II, SEMFEX III AND NEF**

Kindly refer to your D.O. letter No. DO/1750/DGR/AGR1/2003 dated 31.01.2003 addressed to our worthy Chairman & Managing Director on the captioned matter.

In this regard, we have to inform that we are issuing instructions to our branches to dispose of the loan applications under the scheme in a pro-active manner and not to charge process/upfront fee and inspection charges for loan to defence personnel (serving/retired) and widows of the deceased soldiers. However, the said concessions are subject to the loan applications forwarded by the Director General Resettlement/Zilla Sainik Boards.

Yours faithfully,

[Signature]

Dy. General Manager (Cr)
BCC: SSI:95/5 2.0


Dr. A N Dubey,
Director,
Government of India,
Ministry of Defence,
Directorate General Resettlement,
West Block-Iv,
R K Puram,
New Delhi 110 066.

Dear Sir,

Re: Waiver of service charges on loans to ex-servicemen/widows under NEF, SEMFEX-II and SEMFEX-III Schemes sponsored by SIDBI, NABARD and KVIC respectively

We refer to your letter No. 1750/DGR/AGRI/2003 dated 25th June, 2003 addressed to our Chairman & Managing Director with regard to the captioned matter.

As desired by you and keeping in view the supreme sacrifice and services which the defence personnel are rendering while in defence service, our bank has decided to waive service charges on loans granted to ex-servicemen, widows of ex-servicemen, war widows and disabled service personnel.

Accordingly, we have instructed all our branches to waive the service charges on all the loans granted to ex-servicemen, widows of ex-servicemen, war widows and disabled service personnel under NEF, SEMFEX-II and SEMFEX-III schemes sponsored by SIDBI/NABARD/KVIC and also loans sanctioned by the bank outside these schemes for their self-employment purpose. The message may be communicated to all the eligible ex-servicemen/widows to avail the benefit of above concession.

Yours faithfully,

(B G Baria)
Deputy General Manager
(Priority Sector & RRBs)

بارودا कॉर्पोरेट सेंटर, Baroda Corporate Centre,
सी - 26, जी - बन्ग, बन्गाला, बंगाला कम्प्लेक्स, बन्गाला (400) 051 C - 26, G - Block, Bondra Kunj Complex, Bondra (E), Mumbai - 400 051

Phone / Tel.: 022-5698 5000-04 * Fax: 022-2652 3514

264
The Director,
Directorate General Resettlement
Ministry of Defence,
Govt. of India,
West Block-IV,
R.K. Puram,
New Delhi-110066

Attention: Dr. A.N. Dubey

Dear Sir,

Waiver of service charges on loans granted to ex-Servicemen/widows under NEF SEMFEX-II and SEMFEX-III Schemes: sponsored by SIDBI, NABARD and KVIC respectively


2. We have issued instructions for waiver of service charges on loans granted to ex-servicemen/widows of ex-servicemen under the various schemes sponsored by SIDBI / NABARD / KVIC.

3. We have also reiterated the need for extending full support in all matters pertaining to defence personnel, including sanction of loans.

Yours faithfully,

General Manager (P&D)
ANDHRA BANK
(A GOVERNMENT OF INDIA UNDERTAKING)
PRIORITY SECTOR POLICY DEPARTMENT
HEAD OFFICE :: HYDERABAD.


Dr.A.N.Dubey,
Director,
Ministry of Defence,
Government of India,
Directorate General Resettlement,
West Block –IV,
R.K.Puram,
NEW DELHI.

Dear Sir,

Reg.: Waiver of Service Charges on loans to e x-servicemen/ widows under NEF, SEMFEX-II AND SEMFEX-II Schemes: sponsored by SIDBI, NABARD and KVIC

I am directed to acknowledge receipt of your letter dated 25.06.2003 on the captioned subject and wish to inform you that we shall consider to extend the concession in service charges to ex-servicemen / widows as and when representations are received from the beneficiaries.

At present number of applications sponsored to Banks are very meager in the States and as Convenors of State Level Banker's Committee, we will be glad if you advise Zilla Sainik Board/ Rajya Sainik Boards to forward applications to Banks for financial assistance under the referred Schemes.

Thanking you.

Yours faithfully,

(A.L.NAGESWARA RAO)
GENERAL MANAGER
Ref: SIB DEPARTMENT

Date: SIB / DGR / 101

DATE: 14.07.2003

Dear Sir,

WAIVER OF SERVICE CHARGES ON LOANS TO EX-SERVICEMEN / WIDOWS UNDER NABARD, SEMFEX-II & SEMFEX-III SCHEMES SPONSORED BY SIDBI, NABARD AND KVIC RESPECTIVELY.


2. As appealed by you in the above said letter and also taking into consideration the supreme sacrifice and gallant services rendered by the Ex-servicemen to our Nation, we have decided to waive the service charges to Ex-servicemen / widows. Accordingly we are advising all our branches to waive the service charges on all the loans granted to Ex-servicemen / widows under NABARD / SIDBI / KVIC sponsored schemes.

3. This information may be communicated to all the eligible Ex-servicemen / widows to avail the benefit.

Yours faithfully,

GENERAL MANAGER
(PLANNING & DEVELOPMENT)
Dr. A.N. Dubey,
Director,
Ministry of Defence,
Directorate General Resettlement,
West Block-IV,
R.K. Puram,
New Delhi

Reg: Waiver of Service Charges on Loans granted to Ex-Servicemen/ Widows Under Sponsored Schemes.

Sir,

Kindly refer to your letter No: 1750/DGR/AGRI/2003 dated: 25.06.2003 regarding the above cited subject.

As per the extant guidelines in vogue, the processing/service fee is not charged on the loans sanctioned under the sponsored schemes by the bank. These guidelines are already with our operative levels. You may kindly advise all the eligible Ex-Servicemen/Widow.

Yours faithfully,

[Signature]
Manager (CAD)
To,
Dr. A.N. Dubey,
Director,
Directorate General Resettlement,
West Block - IV, R.K. Puram,
NEW DELHI - 110 066.

Dear Sir,

WAIVER OF SERVICE CHARGES ON LOANS TO EX-SERVICEMEN / WIDOWS UNDER SIDBI/NABARD/KVIC SCHEMES

We acknowledge the receipt of your letter No.1750 / DGR / AGRI / 2003 dated 25.06.2003.

We have pleasure in advising you that as requested by you and considering the supreme sacrifice and the great service rendered by the Defence Personnel, it has been decided to waive service charges to Ex-servicemen / widows under the above schemes.

We have instructed all our branches to waive the service charges on all the loans granted to Ex-servicemen / widows under SIDBI / NABARD / KVIC and other Government sponsored schemes.

The message may please be communicated to all the eligible Ex-servicemen/widows to avail the benefit.

Yours faithfully,

GENERAL MANAGER
(Planning & Development)
Dr. A.N. Dubey,
Director,
Ministry of Defence,
Directorate General Resettlement,
West Block-IV,
R.K.Puram,
New Delhi - 110 066


REG: WAIVER-OF SERVICE-CHARGES ON LOANS TO EX
SERVICEMEN/VIDWOS UNDER NEF, SEMFEX-II AND SEMFEX-III
SCHEMES: sponsored by SIDBI, NABARD AND KVIC respectively.

Dear Sir,

We thankfully acknowledge the receipt of your letter dated 25.6.2003 on
the subject.

In this connection, we may inform you that in our endeavour to honour
the patriotism and supreme sacrifice by the defence forces, the authorities have
decided to waive all type of service charges except recovery of out of pocket
expenses on all the loans irrespective of their amounts granted to Ex-
Servicemen/Widows under NEF, SEMFEX-II and SEMFEX - III schemes
sponsored by SIDBI/NABARD and KVIC.

Thanking you,

Yours faithfully,

(S.C.S. RAO)
ASSTT. GENERAL MANAGER

July 26, 2003
AX1/Cr. Priority/1114/03-04
August 8, 2003

Credit-Priority Department.

Dr. A.N. Dubey
Director
Directorate General Resettlement
Ministry of Defence
Government of India
West Block-IV, R.K. Puram,
New Delhi-110 066.

Dear Sir,

Re: Self-employment Schemes for ex-servicemen/widows-Waiver in service Charges.

We refer to your communication No. 1750/DGR/AGRI/2003 dated 23.07.2003 addressed to our Chairman and Managing Director with regard to captioned matter.

As per your appeal and keeping in view the supreme sacrifice / services of the defence personnel, our Bank has decided to waive service charges on loans granted to ex-servicemen, widows of ex-servicemen, war widows and disabled service personnel under NABARD/SIDBI/KVIC Sponsored Schemes.

Accordingly, necessary instructions have been issued to all our branches. The message may be passed on to all the eligible ex-servicemen/widows to avail the benefit.

With Regards.

Yours faithfully,

Deputy General Manager
Credit.
STATE BANK OF TRAVANCORE
(Associate of the State Bank of India)
Head Office: Poojapura
Thiruvananthapuram – 695 012

16.08.03

Sir,

Dr. A.N. Dubey
Director - General Resettlement
Ministry of Defence,
Government of India,
West Block-IV,
R.K.Puram,
New Delhi-66

Dear Sir,

WAIVER OF SERVICE CHARGES ON LOANS TO EX-SERVICE MEN / WIDOWS
UNDER NEF, SEMEX II AND III SCHEMES SPONSORED BY SIDBI, NABARD AND
KVIC RESPECTIVELY

With reference to your telegram dated 14.08.2003 on the subject, we have
pleasure in advising waiver of service charges on the above loans to Ex-servicemen and
war widows.

Yours faithfully,

Assistant General Manager(D&RB)
Ref.No. : 2073/2917/CRPPD/2003/F80
Dated : 20-Aug-03

Dr. A.N. Dubey,
Director,
Government of India,
Ministry of Defence,
Directorate General Resettlement,
West Block-IV, R.K. Puram,
New Delhi-110 066

Dear Sir,

Sub: Request for waiver of service charges on loans to ex-Servicemen/widows under NEF, SEMFEX-II and SEMFEX-III Schemes sponsored by SIDBI, NABARD and KVIC respectively

We have for reference your letter No.1750/DGR/AGRI/2003 dated 23.07.03.

We are pleased to inform you that our Bank has decided to permit waiver of service charges on financial assistance granted under NEF, SEMFEX-II and SEMFEX-III Schemes sponsored by SIDBI, NABARD and KVIC respectively, as requested by Ministry of Defence.

Branches/Administrative Offices of our Bank are being advised suitably in the matter.

Thanking you and assuring you of our best services,

Yours faithfully,

GENERAL MANAGER (CR)
Sir,

Reg. : Loans to retired defence personnel & war widows

With reference to your fax message on the captioned subject, we submit hereunder the information desired by you :-

DETAILS OF LOANS INCLUDING PERSONAL LOANS DISBURSED TO SERVICE PERSONNEL, EX-SERVICEMEN AND WAR WIDOWS UNDER VARIOUS SCHEMES

<table>
<thead>
<tr>
<th>Year</th>
<th>No. of beneficiaries</th>
<th>Amount (in lacs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2000-01</td>
<td>272</td>
<td>97.66</td>
</tr>
<tr>
<td>2001-02</td>
<td>289</td>
<td>97.52</td>
</tr>
<tr>
<td>2002-03</td>
<td>168</td>
<td>49.67</td>
</tr>
<tr>
<td>2003-04</td>
<td>14</td>
<td>4.70</td>
</tr>
<tr>
<td>(upto June, 2003)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>743</td>
<td>249.55</td>
</tr>
</tbody>
</table>

This is for your information please.

GENERAL MANAGER

Head Office - Bajaj Road, SIKAR (Rajasthan)
Ref. No. HO/CR-PS/F-104/1132/2003-04

Date: 04.09.2003

To
Dr. A. N. Dubey,
Director
Directorate General Resettlement
West Block – IV, R. K. Puram
New Delhi – 110 066

______________________________

Dear Sir,

Sub: Waiver of service charges on loan to Ex-servicemen/Widows under NEF, SEMFEX – II and SEMFEX – III, schemes sponsored by SIDBI, NABARD and KVIC respectively.

We refer to your letter no. 1750/DGR/AGRI/2003 dt. 12.08.2003, addressed to our Chairman and Managing Director.

As requested by you and considering the supreme sacrifice and the great service rendered by the defence personnel, it has been decided to waive the service charges to Ex-servicemen/widows under the above schemes.

We are issuing necessary instructions to all our offices in this regard.

(B. K. BANDOPADHAY)
Dy. General Manager
Credit (Priority Sector)
Shri A.N. Dubey,
Director,
Govt. of India,
Ministry of Defence,
Directorate General Resettlement,
West Block -IV,
R.K. Puram,
New Delhi.

Dear Sir,

Waiver of Service Charges on loans to ex-servicemen/Widows of Ex-Servicemen under SIDBI, NABARD and KVJC schemes


We are pleased to inform that as desired by you and keeping in view the supreme sacrifice and gallant services rendered by the ex-servicemen to our nation, we have decided to waive the service charges on loans granted to ex-servicemen/widows of ex-servicemen under the above schemes. Accordingly, we have instructed all our branches to waive the service charges on all the loans granted to ex-servicemen/widows of ex-servicemen under SEMFEX-II and NEF schemes of NABARD/SIDBI. Till date we have not received any scheme titled SEMFEX-III from KVJC.

The message may please be communicated to all the eligible ex-servicemen/widows of ex-servicemen to avail the benefit.

Yours faithfully,

for Managing Director

ANABARD

BANKHEAD
0394-215 SBOP IN
0394-231 SBOP IN
Dr. A.N. Dubey,
Director,
Government of India,
Ministry of Defence,
Directorate General Resettlement,
West Block-IV, R.K. Puram,
NEW DELHI - 110 066.

Dear Sir,

Waiver of Service Charges on loans to Ex-servicemen/Widows under MEP, SEMFEX-II and SEMFEX-III Schemes sponsored by SIDBI, NABARD and KPIC respectively:

We are in receipt of your letter No.1750/DGR/AGR1/2003 dated 23rd July, 2003 and have noted the contents. While sharing your concern, we would like to advise that State Bank of Saurashtra is a premier bank in the Saurashtra region of Gujarat, committed to social causes also. We are also the Lead Bank in all the districts of Saurashtra. As part of our corporate goal, we are, inter-alia, looking after the welfare of retired defence personnel and have implemented all the SEMFEX schemes. As desired by NABARD vide circular No.268/SFD/MFS.28 dated 16.11.2002, we have also waived the service charges on such loans.

We assure you that resettlement of retired personnel from all the 3 services has been looked upon by us as a matter of priority and proper attention is given to the area. No efforts are spared by us in extending helping hand to this community.

Yours faithfully,

[Signature]

GENERAL MANAGER (D & RB)

State Bank of Saurashtra
(Associate of the State Bank of India)
Head Office:
New Administrative Building,
Nisambaug Chowk,
Post Box No.51,
Bhavnagar - 364001.

Date 11.8.2003

Dr. A.N. Dubey,
Director,
Government of India,
Ministry of Defence,
Directorate General Resettlement,
West Block-IV, R.K. Puram,
NEW DELHI - 110 066.

Dear Sir,

Waiver of Service Charges on loans to Ex-servicemen/Widows under MEP, SEMFEX-II and SEMFEX-III Schemes sponsored by SIDBI, NABARD and KPIC respectively:

We are in receipt of your letter No.1750/DGR/AGR1/2003 dated 23rd July, 2003 and have noted the contents. While sharing your concern, we would like to advise that State Bank of Saurashtra is a premier bank in the Saurashtra region of Gujarat, committed to social causes also. We are also the Lead Bank in all the districts of Saurashtra. As part of our corporate goal, we are, inter-alia, looking after the welfare of retired defence personnel and have implemented all the SEMFEX schemes. As desired by NABARD vide circular No.268/SFD/MFS.28 dated 16.11.2002, we have also waived the service charges on such loans.

We assure you that resettlement of retired personnel from all the 3 services has been looked upon by us as a matter of priority and proper attention is given to the area. No efforts are spared by us in extending helping hand to this community.

Yours faithfully,

[Signature]

GENERAL MANAGER (D & RB)
HO/DGM/PS&RBD/ 1043 /2003  

Dr. A.N. Dubey,  
Director,  
Directorate General Resettlement,  
Ministry of Defence, Govt. Of India,  
West Block-IV. R.K.Puram,  
New Delhi- 110 068.

Dear Sir

Re: Financing to ex-Servicemen projects under the re-finance schemes of NABARD

We acknowledge with thanks receipt of your letter No. 1750/DGR/AGRI/2003 dated 12.08.2003 addressed to our Chairman & Mg. Director on the captioned subject.

In this context, we would like to inform that, our Bank has taken decision to completely waive the service charges on the Credit Limits (Margin Money Loan) to be extended to ex-servicemen/widows of ex-service men, war-widows and disabled service personnel under the margin money assistance schemes of NABARD, SIDBI/KVIC as requested by the Directorate-General, Resettlement, Ministry of Defence, Govt. Of India, New Delhi

Thanking you

Yours faithfully

(Anandi Lal)  
Dy General Manager  
(PS&RBD)

“शेयर हिन्दी पत्रिका का स्वागत करता है!”  
प्रथाकारण : वेडुर दलाइ बुद्ध बुडुंब, पंचमपुर - 400 005. Head Office : Makers Towers 'E', Cuffe Parade, Mumbai - 400 005.

हम “प्रधानमंत्री राष्ट्रीय राहत निधि” के तहत दाता स्वीकार करते हैं।  
We Accept Donations under “Prime Minister National Relief Fund”
PUNJAB & SIND BANK
21 BANK HOUSE,
RAJENDRA PLACE,
NEW DELHI 110008

Dr. A.N. Dubey
Director
Ministry of Defence
Directorate General Resettlement
West Block IV, R.K. Puram,
New Delhi 110 066

Sept. 11, 2003

Dear Sir,

Reg: Waiver of service charges on loans to Ex-Servicemen/Widows under NEF, SEMFEX-II and SEMFEX-III Schemes Sponsored by SIDBI, NABARD and KVIC respectively.

Please refer to your letter No.1750/DGR/AGRI/2003 dated July 23, 2003 addressed to our Chairman and Managing Director with regard to waiver of service charges on loans to Ex-Servicemen/Widows under NEF, SEMFEX-II and SEMFEX-III Schemes Sponsored by SIDBI, NABARD and KVIC respectively.

Keeping in view the supreme sacrifice and services rendered by the defence personnel in safeguarding the country, we have decided to waive the service charges to Ex-servicemen/widows borrowers under Govt. Sponsored schemes like NEF, SEMFEX-II, SEMFEX-III sponsored by SIDBI, NABARD and KVIC etc. Instructions in this regard are being issued to all our branches.

The message may be communicated to all the eligible Ex-servicemen/widows to avail the benefit of this concession from our Bank.

Yours faithfully,

(UPKAR SINGH)
Dy. General Manager(Adv)
REF. NO: PCW: PCS: GEN: 22 2398 : SS

Date:- 22.8.2003

The Director
Directorate General Resettlement
Ministry of Defence
Government of India
West Block – IV, R.K. Puram
NEW DELHI 110 066.

Dear Sir,

SUB:- Waiver of Service Charges on loans to ex-servicemen / widows under NEF, SEMFEX-II and SEMFEX-III Schemes sponsored by SIDBI, NABARD and KVIC respectively.

This has reference to your letter No. 1750:DGR:AGRI:2003, dated 12.8.2003 addressed to our Chairman & Managing Director.

We are pleased to inform that in view of the supreme sacrifice and services rendered by ex-servicemen to the Nation, it has been decided by the Bank to charge only interest on loans and to waive service charges in respect of loans sanctioned by our Bank under NEF, SEMFEX-II AND SEMFEX-III Schemes sponsored by SIDBI, NABARD, KVIC respectively. We shall also be informing our branches accordingly.

Thanking you,

With regards,

Yours faithfully,

M. GOKULDAS
GENERAL MANAGER

S5/ 22082003
Dr. A.N. Dubey,
Director,
Government of India,
Ministry of Defence,
Directorate General Resettlement,
West Block-IV, R.K. Puram,
New Delhi - 110 066.

Dear Sir,

Waiver of service charges on loans to Ex-servicemen/widows under SIDBI/ NABAD/KVIC Schemes

We refer to your letter No.1750/DGR/AGRI/2003 of 12/08/2003 on the captioned subject.

2. Keeping in view the supreme sacrifice and the services which the defence personnel render while in service, our Bank has decided to waive service charges on loans granted to ex-servicemen/widows under the above schemes.

3. We have conveyed this to all our Branches.

4. This information may be communicated to all eligible ex-servicemen/widows to avail the benefit.

Yours faithfully,

(Dr. J.B. Kulkarni)
General Manager

HEAD OFFICE:
RM & CM DEPT.
STAR HOUSE,
C-5, G BLOCK, BANDRA
KURLA COMPLEX,
Mumbai - 400 051
Phone: 56684596-99
Tele. Add.: Centstring
E-Mail: boirmd@vsnl.com

Date: 06/09/2003
SSB/1029/10/2003

10/10/2003

The Director General Resettlement,
Directorate General of Resettlement,
Ministry of Defence,
West Block IV, R.K.Puram,
NEW DELHI – 110 066

Dear Sir,

STATISTICAL DATA ON ADVANCES OF
SAINIK SAHAKARI BANK LTD., SATARA

1. Please refer to the telephonic conversation between your
Dr.A.N.Dubey and the undersigned on Thursday the 09th Oct.2003.

2. Our bank since inception has advanced Rs.33.45 Crores money
to 10,068 Ex-servicemen and widows. This money has been advanced
for different purposes like house building, running of goods transport,
taxi, rickshaw, dairy farming, agriculture, shops & other trades, small
scale industry etc.

Thanking you,

Yours sincerely,

Encl : Photograph of H Q Sainik Sahakari Bank Ltd., Satara
Dr. A.N. Dubey  
Director  
Govt. of India, Ministry of Defence  
Directorate General Resettlement  
West Block IV, R.K. Puram  
NEW DELHI – 110 066

Dear Sir,

REG: Waiver of service charges on loans to ex-servicemen/widows under NEF, SEMFEX II & SEMFEX III schemes sponsored by SIDBI, NABARD, KVIC and HP. Ex-servicemen Corp. Hamirpur.

Kindly refer to the discussions, which the undersigned had with you on 25/11/2003 during the meeting (SEMFEX) held at Shimla.

As per assurance given by me during conversations on the matter cited above, we have issued necessary guidelines to all our branches functioning in Mandi, Kangra, Kullu, Hamirpur, Bilaspur and Una districts of Himachal Pradesh to waive the service charges/processing charges on all the loans granted to ex-servicemen, widows of ex-servicemen, war widows and disabled service personnel under NEF, SEMFEX II & III schemes sponsored by SIDBI/ NABARD/ KVIC/HP Ex-servicemen Corp and also loans sanctioned by the bank outside these schemes for their self employment purposes.

Thanking you and assuring you of best cooperation/attention at all times.

Yours faithfully,

[Signature]

CHAIRMAN
Indian Overseas Bank

Central Office : P.B. No.3765, 783 Anna Salai, Chennai 600 002
LEAD BANK DEPARTMENT
COL/BDA/SEMTEX/ 172 /2003-04

Dated : 19.09.2003

Dr. A.N. Dubey
Director
Government of India
Ministry of Defence
Directorate General of Resettlement
West Block – IV, R.K. Puram
New Delhi 110 066

Dear Sir,

WAIVER OF SERVICE CHARGES ON LOANS TO
EX-SERVICEMEN / WIDOWS UNDER NEF, SEMFEX-II
AND SEMFEX-III SCHEMES SPONSORED BY SIDBI,
NABARD AND KVIC RESPECTIVELY

We refer to your letter No. 1750/DGR/AGRI/2003 dated 12th August 2003 addressed to
our Chairman & Managing Director on the captioned subject.

As requested by you and considering the services rendered by the Ex-Servicemen while
in Defence Services, we have decided to waive the service charges in respect of the
loans granted by our Bank to Ex-Servicemen, widows of Ex-Servicemen, War-Widows,
disabled service personnel under SEMFEX – II.

Accordingly, we are advising all our branches to waive the service charges on the loans
granted to Ex-Servicemen / Widows under SEMFEX II Scheme.

Yours faithfully,

(Dr. V. GOMATINAYAGAM)
GENERAL MANAGER
Dr. A.N. Dubey
Director
Ministry of Defence
Directorate General Resettlement
West Block-IV
R.K. Puram
New Delhi-110 066

Dear Sir,

WAIVER OF SERVICE CHARGES ON LOANS TO EX-SERVICEMEN/
WIDOWS UNDER SIDBI/NABARD/KVIC SCHEMES

This has reference to your letter No. 1750/DGR/AGRI/2003 dated 12th August 2003 regarding the captioned matter.

In this connection, we would advise that it has been decided to waive all types of Service Charges except recovery of out of pocket expenses on the loans granted to Ex-Servicemen/Widows under NEF, SEMFEX- II & SENFEX-III and other schemes sponsored by SIDBI/NABARD and KVIC.

Our branches/offices have been suitably advised in the matter.

Yours faithfully,

(Dr. K.M. Sarkar)
Asstt. General Manager (PSC)
March 11, 2003

Dear Sir,

REG : Finance to Ex-Servicemen/Widows under Self-employment Scheme.

We acknowledge receipt of your letter DO/1750/DGR/AGRI/2003 dated 31st January 2003. We would like to inform you that our Bank is implementing various schemes for creating self-employment opportunities for ex-servicemen, widows of ex-servicemen, war widows and disable personnel. Finance is made available through schemes like SEMFEX-II, NEF, KVIC's Margin Money Scheme etc. Our offices are considering viable proposals for self-employment under various schemes including government sponsored schemes to ex-servicemen and such proposals are disposed off within the time schedule prescribed by Reserve Bank of India.

With regards,

Yours faithfully,

(D.V. PALSOKAR)
CHIEF MANAGER-P/S
VIJAYA BANK
(A GOVERNMENT OF INDIA UNDERTAKING)
Head Office: 41/2, M.G.Road
BANGALORE – 560 001


Dr. A.N. Dubey,
Director,
Directorate General (Resettlement),
Ministry of Defence,
West Block – IV, R.K.Puram,
New Delhi – 110 066.

Dear Sir,

Waiver of service charges on loans granted to ex-servicemen/ widows of ex-servicemen / war widows / disabled ex-servicemen under SEMFEX-II, SEMFEX-III and NEF schemes of NABARD, KVIC and SIDBI

We refer to your letter no: 1750/DGR/AGRI/2003 dated 12-8-2003 on the above matter. In this connection, we are glad to inform you that our bank has waived service charges such as processing charges, inspection charges, ledger folio charges etc., in respect of loans and advances granted to ex-servicemen/ widows of ex-servicemen / war widows/ disabled ex-servicemen under SEMFEX-II, SEMFEX-III and NEF schemes of NABARD, KVIC and SIDBI respectively with immediate effect. Besides, our bank has also waived service charges on soft loan component availed from NABARD under SEMFEX-II scheme.

As regards SIDBI’s NEF scheme, banks are required to charge 5% service charges on soft loans availed under the scheme, of which 1% is retained as income of the bank, whereas the remaining 4% is to be passed on to SIDBI. We are glad to inform you that we have waived our bank’s share of 1% service charges on soft loans availed form SIDBI under National Equity Fund (NEF) scheme in respect of loans granted to ex-servicemen. However, we request you to take up the matter with SIDBI for waiver of their share of 4% service charges on soft loans granted to ex-servicemen under NEF scheme so that the full benefit of waiver of service charges is made available to ex-servicemen.

This is for your kind information.

Yours faithfully,

(K.RATNAKAR REDDIE)
GENERAL MANAGER
CREDIT – OPERATIONS

Phone : 5584066 (20 lines)
5584805
Fax : (080) 5584434
http : //www.vijaya.bank.com
E-Mail : Vijbank@BGL.VSNL.NET.IN

Dept : Credit (Priority)
Date : 26.09.2003

Major General V S Budhwar, AVSM, VSM
Director General
Government of India
Ministry of Defence
Directorate General Resettlement
West Block IV, R K Puram
New Delhi - 110 066

Dear Sir,

Sub: Financial assistance to Ex-servicemen

This has reference to your telegram dated 09.07.2003 regarding the three self employment Schemes viz. SEMFEX II, SEMFEX III and NEF that have been launched in collaboration with NABARD, KVIC and SIDBI respectively. We have also taken note of the contents of your letter DO/1750/DGR/AGRI/2003 dated 31st January 2003.

We are SLBC Convenor for the Union Territory of Pondicherry and the credit assistance programme for Ex-servicemen, Widows of Ex-servicemen, War Widows and Disabled Service Personnel under SEMFEX II, SEMFEX III and NEF is part of our regular discussion in the Agenda. The representatives of RBI, NABARD, SIDBI, KVIC and member Banks participate in this meeting. The Zila Sainik Board Representatives also invited to have an interaction with the Bankers to sort out the difficulties faced if any. The matter of extending credit assistance to Ex-servicemen, Widows of Ex-servicemen, War Widows and Disable Service Personnel is being given due importance and all the Bankers are requested to consider the credit proposals on priority basis keeping in view the objective.

Our Controlling Offices are reiterating the guidelines applicable to such credit assistance Schemes and review further during their Branch visits. However, we are once again addressing all our Circle Heads to pay special attention to this Scheme so as to help and support Ex-servicemen.

Yours faithfully,

(S.R.SHIVASWAMY)
GENERAL MANAGER (PS)
BCC:PS:AFD/95/ 2199

08.03.2003.

Shri Major General V.S. Budhwar,
Director General,
Government of India, Ministry of Defence,
Directorate General Resettlement,
West Block-IV, R.K.Puram,
NEW DELHI-110 066.

Dear Sir,

Re: Self employment for ex-servicemen

We refer to your letter NO:DO/1750/DGR/AGRI/2003 dated 31.01.2003, on the captioned matter.

On receipt of the guidelines from Head office, NABARD, we have already advised all our branches in India vide circulars CO:RM:94/13 dated 6.3.2002 and BCC:BR:94/325 dated 23.12.2002 to extend financial assistance to Ex-servicemen under the following schemes.

○ Soft loan Assistance scheme for Margin money.

○ Purchase of land for setting up of Petrol Pumps.

○ Rural Housing.

○ Trading and Business activities.

○ Reduction in Margin money from 25% to 15% in Capital investment subsidy scheme for construction/Expansion/Modernisation of Cold Storages and Storage of Horticulture Produce.

Regarding other issues/schemes referred in your above letter, we will issue guidelines to our branches as soon as the same are received from RBI/NABARD/Govt. of India.

Considering the supreme sacrifice and services of the defence personnel in defending the Mother land, our bank is always in the forefront in extending credit flow to the ex-servicemen to improve self employment opportunities for them.

We assure our continuous support/help for honourable settlement of the Ex-Servicemen after their retirement.

Yours faithfully,

[N.S.MISHRA]
GENERAL MANAGER
(Ps.KR, OL)
Dear Shri Narang/Bakshi/Zutshi/Charanjiva

The Ministry of Defence has been pursuing the matter of modification in the inter-se priority in the 'Defence' category in the dealer selection guidelines. The matter has been examined and the Govt has decided that henceforth the following inter-se priority under the 'Defence' category should be adopted:

1. Widows/dependents of posthumous gallantry award winners.
2. War disabled.
3. War widows/dependents.
4. Disabled in peace due to attributable causes.
5. Widows/dependents of those who died in harness due to attributable causes.

2. You are requested to ensure necessary action accordingly under intimation to us.

3. You are further advised that in Defence category candidate of upper Districts should be given preference and that only DGMI sponsored candidates should be called for interview.

A copy of the LEO issued to the candidates of Defence category should be endorsed to DGMI also. A yearly consolidated list of allottees on the Industry basis may be sent to DGMI in the month of April each year.

3. The above changes may be incorporated in the selection guidelines and implemented in respect of all locations/dealerships for which advertisements have not been issued so far.

Kindly acknowledge receipt.

Yours sincerely,

(DVI Dayal)

1. Shri R.K. Narang
   Chairman & Managing Director
   IBP Company Limited
   Calcutta

2. Shri B.K. Bakshi, D(M) ICC

3. Shri Charanjiva, D(M) BPCL

4. Shri Zutshi, D(M) HPCL

Copy to Defence Secretary, w.r.t. his letter No.191/4050-S/Def Secy/JS(ESW)/93 dated 29-5-1993.
OFFICE MEMORANDUM

SUB : POLICY GUIDELINES FOR SELECTION OF DEALERS & DISTRIBUTORS.

Comprehensive guidelines for selection of dealers /distributors of petroleum products were circulated to the Oil Industry through our D.O. letter No.P-19011/10/82-IOC dated February 9, 1983. Since then, a number of circulars have been issued for additions/alterations in the guidelines from time to time. The need to consolidate the existing instructions has been felt for some time. Also, performance of the OSBs constituted in pursuance of our O.M. No. P-39012/1/87-IOC dated January 1, 1993, has not been upto the expectation of the Government and the public. Complaints and grievances alleging irregularities and malpractices were on the rise. A large number of court cases have been filed and there has been public criticism about the functioning of these OSBs. Consequently, these Boards have been abolished by Government on March 5, 1997. Further, in view of the changing socio-economic scenario, changes in reservation pattern and eligibility criteria were also found necessary.

2. In view of the above, a review of the existing policy guidelines on the subject was considered necessary. Accordingly, the matter was discussed with the Industry on March 8, 1995, and it was decided that the Industry should submit a paper on changes in the policy for selection of dealers/distributors. The paper received from the Industry through IOCs letter NO.RO/6069(OSB) dated March 25, 1995, has been deeply examined in the Government. Certain decisions have been taken by the Government regarding changes in eligibility.
criteria, reservation pattern and selection process. The modalities of implementation of these revised policy guidelines were discussed in detail with the Oil Industry in a meeting taken by the Additional Secretary on February 17, 1997. The draft paper received from the Industry consequent to the discussions vide IOC's letter NO.RO/6069(OSB) dated March 5, 1997, has also been deliberated in detail in the Government. Keeping in view all relevant aspects including social objectives of the Government, commercial interest of the Industry and the number of dealerships/distributorships pending for selections as also the future workload and the need for a more efficient, fair and transparent system of selection, Government has revised the existing policy guidelines and has decided to lay down new policy guidelines as detailed below, in supersession of all related circulars and instructions issued in the past.

3. Guidelines for selection of dealers and distributors of oil marketing companies from April 1997 onwards:

1. OBJECTIVE

To ensure faster and fair selection of suitable candidates, transparency in selection, to prevent chances of irregularities and corruption and to economise in expenditure incurred at present in the selection of dealers/distributors:

2. RESERVATION FOR VARIOUS CATEGORIES:

Reservation for different sections of the society effective from Marketing Plan 1996-98 onwards will be as under:
i) Scheduled Castes/Scheduled Tribes (SC/ST) - 25%
ii) Physically Handicapped Persons (PH) - 5%
iii) Defence Personnel (DC) - 8%
iv) Paramilitary / Police/Govt. Personnel (PMP) - 8%
v) Freedom Fighters (FF) - 2%
vi) Outstanding Sportspersons (OSP) - 2%
VII) Open Category (O) - 50%

2.1 Reservation for women

30% of the dealerships/distributorships in all categories mentioned above will be reserved for women belonging to that category. Other things being equal, widows and unmarried women above 40 years of age without earning parents will be given priority over others in all categories.

2.2 Reservation of dealerships in tribal areas of North Eastern States:

In view of the fact that the majority population in Arunachal Pradesh, Meghalaya, Nagaland and Mizoram belong to the Scheduled Tribes in these states has been made in line with the ST population percentage (rounded to the nearest ten ) and the same would be as under :

<table>
<thead>
<tr>
<th>State</th>
<th>Percentage Dealerships to be awarded to ST</th>
<th>Percentage to OPEN Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arunachal Pradesh</td>
<td>70</td>
<td>30</td>
</tr>
<tr>
<td>Meghalaya</td>
<td>80</td>
<td>20</td>
</tr>
<tr>
<td>Nagaland</td>
<td>80</td>
<td>20</td>
</tr>
<tr>
<td>Mizoram</td>
<td>90</td>
<td>10</td>
</tr>
</tbody>
</table>
2.3 100 - Point Roster

(i) In view of the change in the percentage of reservation for various categories and also creation of PMP Category, 100-Point Roster afresh on Industry/State basis has been prescribed for RO/SKO-LDO/LPG for the Marketing Plans 1996-98 onwards. Provision has been made for ensuring 30% reservation for women in all categories in the 100-Point Roster. A copy of the 100-Point Roster is enclosed, as Annexure.I.

(ii) The number of dealerships/distributorships earmarked for SC/ST category in a State/UT on the basis of 25% reservation will be allocated between the SCs and STs in proportion to their inter-se population in that State/UT. For this purpose, a 100-Point Industry Roster based on 1991 Census will be operated on a rolling basis. A copy of the Roster is enclosed, as Annexure.I.

3. ELIGIBILITY CRITERIA

3.1 PH Category :

i) The person should be orthopaedically handicapped to the extent of a minimum of 40% permanent/partial disability of lower limbs or 50% permanent/partial disability of both upper and lower limbs together. For this purpose the standards contained in the "Manual for orthopaedic Surgeon in evaluating Permanent Physically Impairment " brought out by the American Academy of Orthopaedic Surgeons, USA and published on its behalf by the Artificial Limbs Manufacturing Corporation of India, G.T. Road, Kanpur, shall apply.
ii) Deaf, dumb and blind persons will also be eligible to apply for all dealerships/distributorships.

3.2 PMP Category:

The following persons will be eligible:

i) The personnel of Paramilitary/Police Personnel including persons having served in BSF, CRDF, CISF, ITBP, Railway Protection Force, Special Reserve Police, Special Armed Police, Coast Guards, Assam Rifles, etc. as designated by Central Government and Police Forces of the States, Customs and Central Excise Department, Narcotics Control Bureau, Enforcement Directorate, Economic Intelligence Bureau, Directorate General of Anti-Evasion and Directorate of Revenue Intelligence and those serving in different departments of Central/State Governments who are incapacitated or disabled while performing their duties will be eligible under this category. In case of death, while performing duties, their widows/dependents will also be eligible under this category.

ii) Inter-se priority under PMP Category:

a) Widows/dependents of Posthumous gallantry award winners.

b) Widows/dependents of persons having died on duty.

c) Personnel disabled on duty.
d) Widows/dependents of persons who died while in service: and

e) Disabled in peace due to attributable causes.

3.3 Inter-se priority under Defence Personnel (DC) Category:

a) Widows/dependents of Posthumous gallantry award winners.

b) War widows/dependents of those who died in war.

c) War disabled/disabled on duty.

d) Widows/dependants of those who died in harness due to attributable causes.

e) Disabled in peace due to attributable causes.

3.4 Outstanding Sportspersons:

The following will be eligible:

a) Arjuna Awardees.

b) Winners of medals of Olympics/Asiad/Commonwealth Games and recognised World Champions/World Championships.

c) National Champions under the recognised National Championships.
3.5 Registered Co-operative Societies & Consumer

Co-operative Societies:

Above societies will be eligible to apply under reserved categories (SC/ST/PH/PMP/DC/FF/OSP), subject to following conditions:

Each member of the Registered Society should individually belong to the same category and fulfill the eligibility criteria regarding multiple dealerships norm, for which the dealership/distributorship has been advertised.

The Society has to furnish appropriate resolution to show that the person making the application is empowered to make the same. In addition, the Society should furnish an undertaking that it will observe the relevant guidelines, etc.

Only the Society making a net profit for the previous three consecutive financial years as certified by a Chartered Accountant, will be eligible.

3.6 Open Category

Apart from individuals and partnerships, the following are eligible to apply:

3.6 i) Registered Cooperative Society & Consumer

Co-operative Society/Government Organisation:

The Society has to furnish appropriate resolution to show that the person making the application is empowered to make the same. In addition, the Society should furnish an undertaking that it will observe the relevant guidelines etc.
Only the Society making a net profit for the previous three consecutive financial years as certified by a Chartered Accountant, will be eligible.

Each Member of the registered Co-operative Society/Consumer Co-operative Society should individually fulfill the eligibility criteria regarding multiple dealerships norm.

ii) Corporation Owned or Controlled by the Government:

Corporation owned or controlled by the Government and all PSUs will be eligible to apply for dealerships/distributorships in response to all advertisement under OPEN category.

Restrictions relating to annual income, residence and multiple dealerships/distributorships would not be applicable to such Corporations.

3.7 Unsound Persons

Totally Paralysed and mentally unsound persons will not be eligible to apply under any category.

3.8 Conviction

Candidates convicted/being tried for any criminal offence involving moral turpitude/economic offences and against whom charge has been framed by the Court would not be eligible for dealership/distributorship and if such a person is allotted the dealership by suppression of information, it will be cancelled.
3.9 Full Time Working Dealer (for all categories)

A person selected for the dealership/distributorship shall be a full time working dealer. This will be indicated in the advertisement and the application form.

3.10 Provision of basic facilities:

Following basic facilities will have to be provided by each dealer:

Retail Outlet
(a) Clean drinking water
(b) Free Air
(c) First Aid Kit with medicines
(d) Clean Toilet
(e) Pollution Under Control equipment (PUC) wherever it is mandatory
(f) Telephone
(g) Adequate illumination

SKO-LDO
(a) Clean drinking water
(b) First Aid Kit with medicines
(c) Telephone
(d) Clean Toilet

LPG
(a) Clean drinking water
(b) First Aid kit with medicines
(c) 2 telephones
(d) Clean Toilet
PROOF FOR ELIGIBILITY

4.1 SC/ST Category

Proper Caste Certificate regarding the caste/tribe being recognised as SC/ST under the Constitution of India anywhere, issued at any time by a competent authority notified by the Government of India will have to be produced. In case of any doubt the genuineness of the certificate, the same may be got verified through the concerned District Magistrate/Deputy Commissioner.

4.2 Physically Handicapped (PH)

Persons applying for dealership/distributorship under 'PH' category should produce a certificate from Civil Surgeon/Chief Medical Officer or Suptd. of a Government Hospital that he/she is orthopaedically handicapped to the extent of minimum 40% permanent/partial disability of either upper or lower limbs or 50% permanent/partial disability of both upper and lower limbs together.

4.3 Paramilitary/Police/Government Personnel (PMP)

The candidate should attach a copy of relevant certificate from the concerned organisation/Government Department signed by his Head of Office or an Officer not below the rank of Under Secretary to the Government.

4.4 Defence Category:

Certificate to be produced from Director General of Resettlement, Ministry of Defence, Government of India. Candidates sponsored by DGR. (Director General of Resettlement) will only be called for the interview.
4.5 Freedom Fighters:

Persons applying for dealerships/distributorships under this category should produce a certificate or Tamrapatra or an attested copy of the pension order issued by the Accountant General in pursuance of the sanction letter from the Ministry of Home Affairs, Government of India of their having been Freedom Fighters.

4.6 Outstanding Sportspersons:

Candidates should produce a certificate from the recognised National Federation organising National Championships (as recognised by the Department of Youth Affairs and Sports, Government of India) or from the Department of Youth Affairs and Sports, Government of India.

5. FINANCIAL ASSISTANCE TO SC/ST CATEGORY DEALERSHIPS/DISTRIBUTORSHIPS UNDER CORPUS FUND SCHEME:

5.1 Retail Outlets (Petrol/Diesel Outlets)

The Oil Companies shall make provision for the following facilities to SC/ST allottees, at their own cost:

a) Land and its development
b) Sales room
c) Driveway
d) Compound wall/barbed wire fencing
e) Culverts/hume pipes
f) Air facility
g) Storage tank and pump
h) Clean Toilet
i) Telephone
j) PUC facility
5.2 SKO/LDO Dealerships (Kerosene & Light Diesel Oil)

The Oil Companies will make provision for kerosene outlet with the following facilities to be provided by them:

a) Land and its development
b) Office building
c) Compound wall/barbed wire fencing
d) Storage tank and pump
e) Telephone
f) Clean Toilet

5.3 LPG Distributorships

The Oil Companies will make provision for the following facilities to SC/ST allottees:

a) A completed LPG godown
b) Showroom
c) Required delivery system
d) Two telephones
e) Clean Toilet

5.4 Working capital for Retail Outlets/SKO/LDO Dealerships & LPG distributorships.

Oil Companies will also provide to the selected candidates under SC/ST category adequate working capital for a full operation cycle for the operation of the Dealerships/Distributorships. Both the working capital as well as 11% per annum interest thereon will be recovered in 100 equal monthly instalments from the 13th month of commissioning of the Dealerships/Distributorships.
5.5 On their application and subject to the satisfaction of the company, widows and unmarried women above 40 years of age without earning parents will also be entitled to the financial assistance available to SC/ST under Corpus Fund Scheme, as outlined above.

6. OTHER ELIGIBILITY NORMS

6.1 Nationality

Indian Nationals

6.2 Age on the date of application

a) For SC/ST, PH, PMP, DC, and OPEN categories:

Minimum : 21 years
Maximum : 60 years

b) For Freedom Fighters: No upper age limit.

c) For Outstanding Sportspersons:

Minimum : 35 years
Maximum : 60 years

6.3 Educational Qualifications:

a) For SC/ST, PH, PMP, DC, and OPEN categories:

Matriculation or recognised equivalent.

b) For FF and OSP: Not applicable.
6.4  Residency

6.4.1 SC/ST and PH Category

Residents of the District of the advertised location and adjoining districts as mentioned in the advertisement with preference to the residents of the district where dealership is to be located.

6.4.2 PMP, DC, FF, OSP Categories

Residents of any district in the State will be eligible to apply with preference to the residents of the district in which the location is advertised.

6.4.3 Open Category

Residents of the district in which location is advertised will only be eligible.

6.4.4 Proof of Residence (For All Categories):

Residency certificate issued within previous six months of the date of advertisement from the Revenue Officer not below the rank of a Tehsildar or a Deputy Tehsildar incharge of an independent Sub-Taluk or Commissioner of Police/Dy Commissioner of Police, in support of his/her being a resident of that District will have to be produced.

6.5 Income

The gross income of the candidate should not exceed Rs.2 lacs per annum. The income for this purpose will include that of self, spouse and dependent children. If the candidate is dependent on parents, then
their income will also be taken into consideration for computing for total income. The candidate will have to furnish an affidavit sworn before a Magistrate or Notary public containing statement of income in support of the claim. The income will include income from all sources such as salary, property, interest, divide, business/profession/vocation, agriculture and other income tax sources if any. If the applicant is payee of income tax, certificate shall be attached.

7. MULTIPLE DEALERSHIPS

(i) Self

No person or an eligible Society shall be awarded a new dealership/distributorship, if the applicant or the Society already holds a Letter of Intent or dealership/distributorship of MS/HSD/LPG/SKO/LDO of any oil company.

(ii) Relations

No person shall be awarded a new dealership/distributorship if he/she or any of his/her close relatives including step relatives as given below already holds a Letter of Intent or dealership/distributorship of MS/HSD/LPG/SKO/LDO of any oil company.

<table>
<thead>
<tr>
<th>Other than 'PH' Category</th>
<th>'PH' Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Spouse</td>
<td>(a) Spouse</td>
</tr>
<tr>
<td>(b) Father/Mother</td>
<td>(b) Father / Mother</td>
</tr>
</tbody>
</table>
(c) Brother/Brother's wife
    (Not applicable for women applicants)

(d) Son/daughter-in-law

8. PARTNERSHIPS

In case of partnerships, all partners should individually fulfil the eligibility conditions and all of them must appear for the interview.

9. ADVERTISEMENT

Locations included in the Marketing Plan will be advertised under appropriate category in two newspapers, one English daily and one Regional Vernacular daily having maximum circulation in the District(s) in which the dealership/distributorship is located. A minimum notice period of 30 days would be given to the applicant(s) to submit their application and the last date for receipt of applications should be a working day. A copy of the advertisement will be circulated to all Depots/ installations/ Zonal / Divisional offices of all the Oil Companies located in concerned area to be displayed by them on their Notice Board. These will also be forwarded to the DM/Collector/MP residing in the District and to DGR for 'DC' category. Efforts will also be made to publish the advertisement in the 'Employment News' and broadcast it through AIR.
10. APPLICATION FEE

10.1 Application form can be obtained in person or by making a written request through Registered Post remitting Rs. 500/- (Non-refundable) by crossed Account Payee Demand Draft drawn on any Scheduled Bank or Postal Order in favour of Oil Company concerned towards application fee. However, in the case of SC/ST candidate for all categories, the application fee will be Rs. 250/-.

10.2 In case of partnerships, the quantum of non-refundable fee will be the same as applicable to individual candidates.

11. RECEIPT OF APPLICATIONS AT THE OFFICE OF THE OIL COMPANIES:

11.1 For all applications received by hand delivery/by post, an acknowledgement will be issued to the applicant. Applications submitted personally by the candidates will be checked by the receiving official who will also point out any deficiency in the application and guide the applicant to fill up the form correctly.

11.2 The date of receipt of application should be stamped on the application form by the oil company.

12. SCRUTINY OF APPLICATIONS

12.1 These applications will be scrutinised as per the "Checklist for scrutiny of applications by an officer of the oil company.

12.2 The concerned oil company will prepare the following list:

(i) List of persons who took the application form but did not return the completed form.
(ii) List of applicants whose applications were received late.

(iii) List of applicants who applied but were not found eligible.

(iv) List of applicants who applied and were found eligible.

NOTE:

(i) Against the list of ineligible candidates, the reasons for their ineligibility should be clearly spelt out/recorded for each case.

(ii) It should be ensured that applications are not rejected on flimsy and technical grounds.

12.3 The Divisional Manager/Regional Manager/Area Manager of the concerned oil company will counter-sign the check-list clearly mentioning whether the applicant is eligible or in-eligible.

12.4 The Divisional Manager/Regional Manager/Area Manager having complied with the above, would ensure that the file containing all the applications alongwith the lists mentioned at 13.2(i) to (iv) above, whether eligible or ineligible, is forwarded, in separate bundles to the concerned Dealer Selection Board within a period of 30 days after the last date for receipt of applications. The Chairman, OSB, will check 10% of the applications on random basis to satisfy about the scrutiny of applications made by the company.
13. CONSTITUTION OF DEALER SELECTION BOARDS

The selection Board will be called Dealer Selection Boards.

13.1 Selection of dealers/distributors of oil companies will be made by duly constituted Dealer Selection Boards. Each Board will consist of:

1) A retired judge of a High Court - Chairman

2) An Officer not below the rank of GM, GM of the concerned Oil Company

3) An Officer not below the rank of GM of another Oil Company.

In cases where it is not possible to nominate the representative of the concerned oil company on the Board in respect of locations pertaining to it, the Board will be constituted with the Chairman and a representative each from any two oil companies. However, the concerned oil company will have the option to nominate an officer not below the rank of Senior Manager as observer in the DSB to watch the interest of his company. So far as possible, the oil companies will nominate EDs & GMs as members of the DSBs.

13.2 Chairman of the DSBs will be nominated by the Government and the members will be nominated by the Oil Industry.

13.3 The nomination of the oil company Officer as a Member of the DSB for a round of selections at a particular location will be made by the Executive Director or Director (Marketing) of the concerned oil company not earlier than 3 days from the date fixed for starting the
interviews at a particular location. To ensure economy and convenience of operation, normally, same Members of DSB will continue for a week but not for more than a week.

13.4 The quorum for the Board will be of two Members, which shall include the Chairman and one Member from any oil company.

13.5 **Number of Boards & their Jurisdiction:**

<table>
<thead>
<tr>
<th>S1. No.</th>
<th>Name of the States/UTs</th>
<th>Head Quarters</th>
<th>Name of the oil company to provide Secretarial Assistance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>a) Punjab</td>
<td>Chandigarh</td>
<td>IOC</td>
</tr>
<tr>
<td></td>
<td>b) Himachal Pradesh</td>
<td>)</td>
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<td></td>
<td>c) Jammu &amp; Kashmir</td>
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<td></td>
<td>d) Chandigarh (UT)</td>
<td>)</td>
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</tr>
<tr>
<td>2.</td>
<td>Uttar Pradesh(West)</td>
<td>Lucknow</td>
<td>IOC</td>
</tr>
<tr>
<td>3.</td>
<td>Uttar Pradesh(East)</td>
<td>Allahabad</td>
<td>BPC</td>
</tr>
<tr>
<td>4.</td>
<td>Rajasthan</td>
<td>Jaipur</td>
<td>IOC</td>
</tr>
<tr>
<td>5.</td>
<td>a) Delhi</td>
<td>Delhi</td>
<td>HPCL</td>
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<td></td>
<td>b) Haryana</td>
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<tr>
<td>6.</td>
<td>Bihar</td>
<td>Patna</td>
<td>IOC</td>
</tr>
<tr>
<td>7.</td>
<td>a) West Bengal</td>
<td>Calcutta</td>
<td>IOC</td>
</tr>
<tr>
<td></td>
<td>b) Sikkim</td>
<td>)</td>
<td></td>
</tr>
</tbody>
</table>
8. a) Orissa ) Bhubaneshwar IOC
   b) Andaman & Nicobar Islands (UT)
9. a) Assam ) Guwahati IOC(AOD)
   b) Arunachal Pradesh )
   c) Meghalaya )
   d) Manipur )
   f) Nagaland )
   g) Tripura )
10. a) Maharashtra ) Mumbai BPC
    b) Goa )
11. a) Gujarat ) Ahmedabad IOC
    b) Madhya Pradesh )
    c) Daman & Diu(UT) )
    d) Dadra & Nager Haveli (UT) )
12. Andhra Pradesh Hyderabad HPC
13. Karnataka Bangalore IOC
14. a) Tamil Nadu ) Chennai IOC
    b) Kerala )
    c) Pondicherry (UT) )
    d) Lakshadweep(UT) )

13.6 Tenure of Chairman:

The tenure of the Chairman will be for a period not exceeding two years from the date of appointment.
13.7 Terms & Conditions of Appointment/Remuneration:

(i) Chairman

As per the Terms & Conditions notified by Government. Honorarium @ Rs. 750/- per day of sitting, Orderly Allowance of Rs. 1,000/- per month, Telephone Expenses at actuals and TA/DA as applicable to a Director of a Schedule - 'A' company will be admissible to the chairman. Normally, Chairman will be nominated for a particular Board but he can also be assigned to another DSB in place of the present one.

(ii) Members

As per their entitlement in the concerned oil company.

13.8 Secretarial Assistance:

Except for Allahabad, the SLC will act as Non-member Secretary to the Board. For Allahabad, SDM, BPC, Allahabad will act as Non-Member Secretary of the Board. The Secretarial assistance will be provided by the concerned oil company.

14. INTERVIEWS

14.1 Minimum days of interviews per month;

Each Board shall endeavour to conduct interviews for a minimum period of 15 days per month.

14.2 So far as possible, the Board will fix interviews continuously for five days at a particular location for selection for locations in and around that district only.
15. SCHEDULE OF INTERVIEWS FOR EACH BOARD - SLC'S COMMUNICATION TO MOP & NG AND OIL COMPANIES:

(a) SLC-cum-Secretary will prepare the programme for interviews in consultation with the Chairman for each month.

(b) In the event, the Chairman is unable to attend to his office, due to personal reasons, for a month or more than a month, a panel of judges will be maintained by the Ministry, which will nominate another judge, who can act as Additional Chairman of the concerned Board for the period of Chairman's absence. Ministry will nominate the Additional Judge as required, so that the interviews are held un-interruptedly. The Ministry can also nominate one of the existing Chairman to act as Chairman of such a Board whose Chairman is absent for a long period.

(c) Oil companies will also maintain a list of alternate members who can be deputed for interviews, if the original member nominated for the interview is unable to attend the same due to personal reasons.

(d) If an applicant for a dealership / distributorship being processed by a Dealer Selection Board, happens to be a relative of any of the Members including the Chairman of the Board, the concerned Member will disclose the relationship and also, as a measure of propriety and fair play dissociate himself from the interviews etc. for that dealership / distributorship.
16. ISSUANCE OF INTERVIEW CALL LETTERS:

SLC-cum-Non Member Secretary will ensure to issue call letters to eligible candidates by giving the applicant a clear notice period of 15 days to appear for the interview. The call letters will be sent by RPAD.

17. NORMS FOR EVALUATING THE CANDIDATES:

The DSB will judge the inter-se suitability of the candidates on the following basis:

a) Personality, Business ability, and Salesmanship. .... 30 Marks
b) Capability to arrange finances .... 20 Marks
c) Educational Qualification & general level of intelligence. .... 20 Marks
d) Capability to provide infrastructure and facilities (land, godown, showroom, etc.) .... 15 marks
e) General assessment .... 15 Marks

Total Marks 100 Marks

18. FINALISATION OF PANEL:

(a) After completion of the interview, Board shall not adjourn till such time the merit panel is finalised.

(b) The DSB shall recommend to the oil companies a panel of two names for a particular dealership/distributorship immediately after the interviews are over. The merit panel will be finalised,
signed and handed over by the DSB in a sealed envelope to
the Secretary or the Officer deputed by him, within 24 hours,
who will forward the merit panel to the Regional G.M/E.D. of
the concerned oil company within 24 hours.

19. VERIFICATION OF EMPANELLED CANDIDATES:

After receipt of merit panel, the GM/ED of the zone will cause
field investigation report to be completed within 10 days and issue
the LOI within 15 days the receipt of the merit panel from DSB.
However, if the candidate is not found suitable for any specific reasons,
he will refer the matter to the Board who will take a decision for
issue of LOI to the second candidate. If he is also not found fit, then
the Board may decide giving a fresh panel from amongst the applicants
already interviewed. If adequate number of, or suitable candidates are
not available, the Board may order for readvertisement of the location.

20. TIME FRAME FOR SELECTION:

Selection of dealer/distributor for a dealership/ distributorship will
be finalised within a period of 130 days form the date of advertisement:

a) Notice of advertisement ...... 30 days
b) Scrutiny of applications ...... 30 days
c) Despatch of applications to ...... 5 days
   DSB Office.
d) Scrutiny by DSB ...... 15 days
e) Preparation/Issue of call letters ...... 10 days
f) Minimum notice period to candidates for interview .... 15 days

g) Interview/Selection .... 9 days

Sub Total .... 114 days

h) Forwarding the panel to oil co. .... 1 day

i) FIR by oil company .... 10 days

j) Issue of LOI after FIR .... 5 days

Total .... 130 days

IN no case issue of LOI should take more than 150 days from the date of advertisement.

21. COMMISSIONING OF DEALERSHIP/DISTRIBUTORSHIP

The person given the LOI for a dealership/distributorship would be required to fulfil the conditions as contained therein viz. arrangement of finances suitable land, showroom, etc. (not applicable to SC/ST category) within a period of six months so as to commission the dealership/distributorship within the stipulated time period. Failing this the company will have the right to withdraw the LOI and issue the same to the next person in the merit panel. However, on its satisfaction extension may be permitted. The oil company will properly guide and actively assist the LOI holder to obtain finances from financial institutions and NOCs, etc. if such an assistance is required by the allottee.

22. DSB EXPENSES:

The sharing of expenses would be based on the number of interviews held for each oil company by the respective Boards.
23. **GRIEVANCE REDRESSAL SYSTEM:**

All the complaints against selection of dealerships/distributorships received by MOP&NG/ oil company/ DSB will be referred to the concerned Chairman of the DSB. The coordinator will place all such complaints / grievances before the Chairman of the Board for his direction/decision. The decision of the Chairman will be conveyed by the co-ordinator to the concerned oil company for further enquiry/compliance.

In the event of an enquiry to be conducted against the empanelled candidate(s), an officer not below the rank of General Manager of the concerned oil company will nominate 2 officers for enquiry who will submit their report within 30 days from the date of constitution of such enquiry. The oil company, thereafter, will forward the enquiry report to the DSB. The Chairman at any particular time will convey his directions/order for compliance by the oil company.

24. **LEGAL CASES:**

As a result of interviews by DSBs, there may be a number of court cases being filed by certain aggrieved parties challenging the selection made by the DSBs. Following are the guidelines to handle such legal cases:

24.1 In cases where only oil Company is involved (IOC or BPC or HPC or IBP) as the only respondent/defendant.
a) The concerned Oil Co. will defend the case as it defends any other case instituted against it and bear all legal cost/expenses.

24.2 In case where DSB and any one of the Oil Companies (IOC or BPC or HPC or IBP) are the Co-respondents/Co-defendants:

a) The Oil Company will defend the case as it defends any other case instituted against it.

b) The concerned Oil Co. will assist DSB by engaging a lawyer and providing all other help as may be required by DSB.

c) The concerned Oil Co. will bear the legal cost/expenses which may be attributable as legal costs/expenses on the account of DSB.

24.3 In cases where more than one Oil Company are involved as co-respondents/co-defendants with or without DSB as co-respondent/co-defendant:

a) The Oil Companies will jointly defend the legal case.

b) The concerned Oil company or companies to which the dispute relates will assist DSB by engaging a lawyer and providing all other help as may be required by DSB.

c) The concerned Oil Company to which the dispute relates will bear all legal costs/expenses which may be attributable as legal cost/expenses on the account of DSB, when DSB is also partly respondent/defendant in case of this type.
24.4 In cases where DSB is the only party respondent /defendant or where DSB alongwith other Oil Co.(s) are made as co-respondents/ co-defendants and the matter in dispute relates to the policy issues/ guidelines:

IOC will co-ordinate on behalf of Industry and assist DSB for defending the case by appointing a lawyer and providing all necessary help which DSB may need to defend the case.

b) The Industry will bear /share all legal cost /expenses in the case including that of DSB.

24.5 In cases where DSB is the only party defendant/respondent and the matter in dispute relates to one or more Oil Co.(s) the concerned Oil Co.(s) to which the dispute relate will not only assist DSB in defending the case but also bear all legal costs/expenses of DSB.

Note 1: Where DSB is made as a party respondent / defendant with or without any Oil Company or Oil companies it is for DSB alone to defend the case. However, the Oil company will assist DSB in defending the case by engaging a lawyer and bearing all legal costs/ expenses as per norms laid down above.

Note 2: If a particular Oil Company or Companies to which the disputes relate is /are not impleaded as co-respondents / co-defendants in any of the aforesaid types of cases, the concerned Oil Company(s) to which the dispute relates should take steps to get itself / themselves impleaded as co-respondent (s) / co-defendant(s) if the Industry so decides based on the legal advice that may be received.
24.6 Where Union of India is also a party, the concerned Oil Company will watch the interest of Union of India through its advocate. In cases where filing of reply by Union of India becomes necessary, the company will render all possible assistance to the Government in preparing / filing the reply in time.

4 Any dispute/anomaly arising from the above guidelines will be brought to the notice of the Government immediately for necessary clarification. It is requested that the Oil Marketing Companies may take necessary action to give due publicity to the above guidelines and also gear-up their machinery to reactivate the selection process, as well as modify the forms/proforma of application and agreement etc.

5 As regards nomination of Chairman to various Dealer Selection Boards, a further communication will follow.

(DEVI DAYAL)
ADDL. SECRETARY TO THE GOVT OF INDIA
TEL: 3381052

To

Shri M.A. Pathan
Chairman
Indian oil Corporation Limited
New Delhi

Shri H. L. Zutshi
Chairman & Managing Director
Hindustan Petroleum Corporation Limited
Mumbai
OFFICE MEMORANDUM

SUB: GUIDELINES FOR SELECTION OF RETAIL OUTLET DEALERS / LPG DISTRIBUTORS / SKO-LDO DEALERS

The guidelines for selection of dealers of Motor Spirit (MS) – High Speed Diesel (HSD) – Retail Outlets, dealers of Superior Kerosene Oil (SKO) – Light Diesel Oil (LDO) and distributors of Liquefied Petroleum Gas (LPG), hereinafter referred to as “dealers/distributors” and “dealerships/distributorships” as the case may be have been issued from time to time. A set of comprehensive guidelines on the subject were circulated to the Oil Industry vide this Ministry’s D.O letter No. P-19011/56/95-IOC dated April, 1, 1997, as amended vide letter No. P-19011/56/95-IOC dated 9th June, 1997, letter No. P-19011/5/94-IOC (Pt.) dated 31st October, 1997 and Letter No. P-19011/56/95-IOC(ii) dt.14th October, 1998.

In supersession of earlier communications, the guidelines for selection of dealers / distributors of oil marketing companies, from the date of issue of this OM, will be as under:

Objective:

To provide transparent, uniform, fair and faster procedure for selection of suitable candidates as dealers/distributors.

SECTION - 1

ELIGIBILITY CRITERIA FOR DEALERS / DISTRIBUTORS, ETC

1.1 Definitions:

i. Age means the number of completed years since date of his / her birth till the date of submission of the application.

ii. Conviction means conviction of a person for any criminal offence involving moral turpitude / economic offences (other than freedom struggle).

iii. Cooperative Society means a society registered or deemed to be registered under any law relating to co-operative societies for the time being in force in any state.

iv. Dealer Selection Board is a body of persons set up by the Government for making selections of dealers/distributors of MS-HSD retail outlets and SKO-LDO dealerships and LPG distributorships.

v. Dealers / Distributors mean dealers of Motor Spirit – High Speed Diesel Retail Outlets, dealers of Superior Kerosene Oil (SKO) – Light Diesel Oil (LDO) and distributors of Liquefied Petroleum Gas (LPG)
Dealership / Distributorship means dealership of Motor Spirit – High Speed Diesel Retail Outlet, dealership of Superior Kerosene Oil (SKO) – Light Diesel Oil (LDO) and distributorship of Liquefied Petroleum Gas (LPG).

Defence Personnel mean personnel of armed forces (viz. Army, Navy, Airforce) and will cover widows/dependents of posthumous gallantry award winners, war widows / dependents of those who died in war, war disabled / disabled on duty, widows / dependents of those members of Armed Forces who died in harness due to attributable causes and disabled in peace due to attributable causes.

Educational Qualifications mean the level up to which the candidate has received education and has proof in the shape of certificate from recognised institution / body to prove that he / she has successfully passed the prescribed level of examination.

Freedom Fighter means the person who is a holder of Tamrapatra and receiving pension sanctioned by the Ministry of Home Affairs, Government of India.

Full Time Working Dealer means the person shall be a full time working dealer and will not be eligible for taking up any other employment. If he/she is already in service he/she has to resign from the same on allotment of dealership / distributorship.

Government Organisation means any of the Central or State Government organisations including the corporations owned or controlled by the Government and their Public Sector Undertakings.

Income means the gross income of the candidate per annum. The income for this purpose will include that of self, spouse and dependent children. If the candidate is dependent on parents, then their income will also be taken into consideration for computing total income.

Multiple Dealtershps mean a person himself and / or along with his close relations having more than one Letters of Intent (LOIs) for dealerships / distributorships.

Multi-State co-operative Society means a society registered or deemed to be registered under Multi-State Cooperative Societies Act, 1984 and includes a national cooperative society.

Oil Company means any person, firm or company authorised by Central Government who is engaged in the sale of Motor Spirit, High Speed Diesel, Liquefied Petroleum Gas, Superior Kerosene Oil or Light Diesel Oil to consumers or dealers. (Oil Company means any of the four Oil Marketing Public Sector Undertakings viz. Indian Oil Corporation Limited, Bharat Petroleum Corporation Limited, Hindustan Petroleum Corporation Limited and IBP Co. Limited)

Oil Marketing Companies mean any person, firm or company engaged in sale of petroleum products to dealers or consumers in bulk or retail.

Outstanding Sports Person means a person who has achieved a position in the first eight in an individual event or the first four in team events in recognised National Championship or have represented the country in an international competition.

Paramilitary/Police/ Govt. Personnel means the personnel of Paramilitary/ Police Personnel including persons having served in BSF, CRPF, CISF, ITBP, Railway Protection Force, Special Reserve Police, Special Armed Police, Coast Guards, Assam Rifles, etc. as designated by Central Government
and Police Forces of the States, Customs and Central Excise Department,
Narcotics Control Bureau, Enforcement Directorate, Economic Intelligence
Bureau, Directorate General of Anti-Evasion and Directorate of Revenue
Intelligence and those serving in different departments of Central/State
Governments who are incapacitated or disabled while performing their duties.

xix. **Physically Handicapped Persons** mean orthopaedically handicapped, deaf,
dumb and blind persons with percentage of handicap.

xx. **100-Point Roster** means a roster for identifying locations for different
categories including Scheduled Castes / Scheduled Tribes (SCs / STs)

xxi. **Registered Cooperative Society & Consumer Co-operative Society** mean
cooperative society registered under the relevant law of respective State /
Union Territory.

xxii. **Scheduled Castes / Scheduled Tribes (SC/ST)** - The castes / tribes
recognised as Scheduled Castes / Scheduled Tribes (SC/ST) under the
Constitution of India.

xxiii. **Under Trial** means a person against whom charges have been framed by the
court or chargesheet has been filed (other than freedom struggle).

xxiv. **Unsound Person** means totally paralysed and mentally unsound person who
suffers from insanity and is deprived of cognitive faculties.

1.2 Eligibility:

Eligibility for dealerships / distributorships, is as under.

1.2.1 Nationality:

Only Indian Nationals will be eligible for allotment of dealerships / distributorships

1.2.2 Categories:

The selection of dealers / distributors will be from the following categories:

i. Defence Personnel (DC)
ii. Freedom Fighters (FF)
iii. Open Category (O)
iv. Outstanding Sports Persons (OSP)
v. Paramilitary/ Police/ Govt. Personnel (PMP)
vi. Physically Handicapped Persons (PH)
vii. Scheduled Castes / Scheduled Tribes (SC/ST)

1.2.3 Age on the date of application

a) For Defence Personnel (DC); Open Category (O); Paramilitary/ Police/ Govt.
Personnel (PMP); Physically Handicapped Persons (PH); Scheduled Castes / Scheduled
Tribes (SC/ST) categories:

<table>
<thead>
<tr>
<th>Minimum</th>
<th>Maximum</th>
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<tbody>
<tr>
<td>21 years</td>
<td>60 years</td>
</tr>
</tbody>
</table>

b) For Freedom Fighters (FF): No upper age limit.
c) For Outstanding Sports Persons (OSP):
   Minimum : 35 years
   Maximum : 60 years.

1.2.3.1 Proof of age: Matriculation or Secondary School certificate indicating date of birth wherever educational qualification has been prescribed. In the absence thereof, copy of Passport, Identity Card issued by the Election Commission or an affidavit will have to be submitted by the applicant.

1.2.4 Educational Qualifications:

a) For Scheduled Castes / Scheduled Tribes (SC/ST), Physically Handicapped Persons (PH), Paramilitary / Police / Government Personnel (PMP), Defence Personnel (DC), and Open categories - Matriculation or recognised equivalent.

b) For Freedom Fighters (FF) and Outstanding Sports Persons (OSP) - Not applicable.

1.2.4.1 Proof of qualification:

For Scheduled Castes / Scheduled Tribes (SC/ST), Physically Handicapped Persons (PH), Paramilitary / Police / Government Personnel (PMP), Defence Personnel (DC), and Open categories, copy of matriculation certificate or certificate of recognised equivalent examination.

1.2.5 Residence:

1.2.5.1 Scheduled Castes / Scheduled Tribes (SC/ST) and Physically Handicapped Persons (PH) Categories: Residents of the District of the advertised location and adjoining districts as mentioned in the advertisement with preference to the residents of the district where dealership is to be located.

1.2.5.2 Paramilitary / Police / Government Personnel (PMP), Defence Personnel (DC), Freedom Fighters (FF), Outstanding Sports Persons (OSP) Categories:
   Residents of any district in the State will be eligible to apply with preference to the residents of the district in which the location is advertised.

1.2.5.3 Open Category: Residents of the district in which location is advertised will only be eligible.

1.2.6 Proof of Residence (For All Categories): Residency certificate issued within previous six months of the date of advertisement by the Revenue Officer not below the rank of a Tehsildar or a Deputy Tehsildar in charge of the area or Commissioner of Police / Dy. Commissioner of Police, in support of his / her being a resident of that District will have to be produced.

1.2.7 Income:

1.2.7.1 The gross income of the candidate should not exceed Rs.2 lakh per annum in the previous financial year. The income for this purpose will include that of self, spouse and dependent children. If the candidate is dependent on parents, then their income will also be
taken into consideration for computing total income. However, any ex-gratia income or any such one time lumpsum income which is not of recurring nature will not be considered for this purpose. However, income accruing from investment of such lumpsum will be taken as annual income.

1.2.7.2 Proof of income: The candidate will have to furnish an affidavit sworn before a Magistrate or Notary Public containing statement of income from all sources such as salary, property, interest, dividend, business/profession/vocation, agriculture and other sources, if any including persons mentioned in 1.2.7.1. If the applicant is payee of income tax, income tax certificate shall be attached.

1.2.8 Multiple Dealerships:

(i) Self

No person or an eligible Society shall be awarded a new dealership/distributorship, if the applicant or the Society already holds a Letter of Intent or dealership/distributorship of Motor Spirit (MS) / High Speed Diesel (HSD) / Superior Kerosene Oil – Light Diesel Oil (SKO-LDO) / Liquefied Petroleum Gas (LPG) of any oil company.

(ii) Relations

No person shall be awarded a new dealership/distributorship if he/she or any of his/her close relatives (including step relatives) as given below already holds Letter of Intent or dealership/distributorship of any oil company.

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<thead>
<tr>
<th>Other than Physically Handicapped Persons (PHI) Category</th>
<th>Physically Handicapped Persons (PHI) Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Spouse</td>
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<tr>
<td>(b) Father / Mother</td>
<td>(b) Father/Mother</td>
</tr>
<tr>
<td>(c) Brother / Brother's wife (Not applicable for women applicants)</td>
<td>(c) Son/daughter-in-law</td>
</tr>
<tr>
<td>(d) Son / Daughter-in-law</td>
<td></td>
</tr>
</tbody>
</table>

1.2.9 Partnerships:

In case of partnerships, all partners should individually fulfil the eligibility conditions and all of them must appear for the interview.

1.2.10 Full Time Working Dealer (for all Categories):

A person selected for the dealership/distributorship shall be a full time working dealer. This will be indicated in the advertisement and the application form. The person selected, if employed, before issuance of Letter of appointment should produce the proof of acceptance of his/her resignation by his/her employer.

1.3 Disqualification:

The candidate will be disqualified if he/she is:
i. not an Indian national,
ii. not of prescribed age,
iii. not possessing prescribed educational qualification,
iv. not fulfilling the prescribed residency criteria,
v. having multiple dealership,
vi. convicted by court of law
vii. of unsound mind,
viii. not a full time dealer / distributor,
ix. having income more than Rs. 2 lakh per annum, or
x. guilty of wilfully giving wrong information.

1.3.1 Unsound Persons:

Totally paralysed and mentally unsound persons will not be eligible to apply under any category.

1.3.2 Conviction:

Candidates convicted for any criminal offence involving moral turpitude / economic offences, other than freedom struggle would not be eligible for dealerships / distributorships and if such a person is allotted the dealership/distributorship by suppression of information, it will be cancelled.

SECTION - 2

RESERVATION FOR DEALERSHIPS / DISTRIBUTORSHIPS FOR VARIOUS CATEGORIES

2.1 Reservation for Dealerships / Distributorships for various categories:

Reservation for dealerships / distributorships for different sections of the society effective from marketing Plan 1996-98 onwards will be as under:

<table>
<thead>
<tr>
<th>Category</th>
<th>Reservation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Defence Personnel (DC)</td>
<td>8%</td>
</tr>
<tr>
<td>Freedom Fighters (FF)</td>
<td>2%</td>
</tr>
<tr>
<td>Open Category (O)</td>
<td>50%</td>
</tr>
<tr>
<td>Outstanding Sports Persons (OSP)</td>
<td>2%</td>
</tr>
<tr>
<td>Paramilitary/ Police/ Govt. Personnel (PMP)</td>
<td>8%</td>
</tr>
<tr>
<td>Physically Handicapped Persons (PH)</td>
<td>5%</td>
</tr>
<tr>
<td>Scheduled Castes/Scheduled Tribes (SC/ST)</td>
<td>25%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

2.1.1 100-Point Roster for identifying locations for different categories including Scheduled Castes / Scheduled Tribes (SC / ST) and Roster for showing reservation of dealerships / distributorships for Scheduled Castes / Scheduled Tribes (SC / ST) for each State / UT will be followed by oil industry.
Reservation for women:

33% of the dealerships/distributorships in each category mentioned above will be reserved for women belonging to that category. Other things being equal, widows and unmarried women above 40 years of age without earning parents will be given priority over others in all categories. In the case of widows a death certificate in respect of husband and an affidavit that she has not remarried will have to be submitted.

In case no eligible/suitable woman candidate is available after second advertisement, the location will be removed from the reserved category for women (applicable for all categories) and re-advertised under the respective categories without reserving the location for women only. In this case, the shortfall for women in the respective category will be made good in the ensuing marketing plan.

2.2 Defence Personnel (DC) – (Reservation 8%):

2.2.1 Inter-se priority under Defence Personnel (DC) Category:

(a) Widows/dependents of posthumous gallantry award winners.
(b) War widows/dependents of those who died in war.
(c) War disabled/disabled on duty.
(d) Widows/dependents of those who died in harness due to attributable causes.
(e) Disabled in peace due to attributable causes.

2.2.2 Proof of Eligibility:

Candidates under Defence Personnel (DC) Category will produce Eligibility Certificate issued from Directorate General Resettlement (DGR), Ministry of Defence, sponsoring the candidate for the dealership / distributorship for which he / she has applied. Certificate of Eligibility issued for one dealership / distributorship is not valid for another dealership / distributorship and, therefore, a candidate can be considered to be eligible only if he / she has been sponsored for the particular location with reference to current advertisement. In case of any doubt, DGR should be consulted before calling the candidate for interview.

2.3 Freedom Fighters (FF) – (Reservation 2%):

2.3.1 Proof of Eligibility:

Persons applying for dealerships/distributorships under this category should attach a certificate or Tamrapatra or an attested copy of the pension order issued by the Accountant General in pursuance of the sanction letter from the Ministry of Home Affairs, Government of India of their having been Freedom Fighters.

2.4 Paramilitary / Police / Government Personnel (PMP) – (Reservation 8%):

2.4.1 The following persons will be eligible under this category:

i) The personnel of Paramilitary / Police Personnel including persons having served in BSF, CRPF, CISF, ITBP, Railway Protection Force, Special Reserve Police, Special Armed
Police, Coast Guards, Assam Rifles, etc. as designated by Central Government and Police Forces of the States, Customs and Central Excise Department, Narcotics Control Bureau, Enforcement Directorate, Economic Intelligence Bureau, Directorate General of Anti-Terrorism and Directorate of Revenue Intelligence and those serving in different departments of Central/State Governments who are incapacitated or disabled while performing their duties will be eligible under this category. In case of death, while performing duties, their widows/dependents will also be eligible under this category.

ii) Inter-se priority under Paramilitary/Police/Government Personnel (PMP) Category:
(a) Widows/dependents of posthumous gallantry award winners.
(b) Widows/dependents of persons having died on duty.
(c) Personnel disabled on duty.
(d) Widows/dependents of persons who died while in service; and
(e) Disabled in peace due to attributable causes.

2.4.2 Proof of eligibility:

The candidate should attach a copy of relevant certificate from the concerned organisation/Government Department signed by the Head of the Office or an Officer not below the rank of Under Secretary to the Government.

2.5 Physically Handicapped Persons (PH) – (Reservation 5%):

2.5.1 The Person should be orthopaedically handicapped to the extent of a minimum of 40% permanent/partial disability of both upper and lower limbs or 50% permanent/partial disability together. For this purpose, the standards contained in the “Manual for Orthopedic Surgeon in Evaluating Permanent Physically Impairment” brought out by the American Academy of Orthopaedic Surgeons, USA and published on its behalf by the Artificial Limbs Manufacturing Corporation of India, G.T.Road, Kanpur, shall apply.

2.5.2 Deaf, dumb and blind persons will also be eligible to apply for all dealership/distributorships.

2.5.3 Proof of Eligibility:

Persons applying for dealership/distributorship under ‘Physically Handicapped Persons (PH)’ category should produce a certificate from Civil Surgeon/Chief Medical Officer or Superintendent of a Government Hospital that he/she is orthopaedically handicapped to the extent of minimum 40% permanent/partial disability of either upper or lower limbs or 50% permanent/partial disability of both upper and lower limbs together.

2.6 Open Category (O) – (Reservation 50%):

2.6.1 Apart from individuals and partnerships, the following are eligible to apply:

2.6.2 Registered Cooperative Societies & Consumer Co-operative Societies
Government Organisations:

2.6.3 The Society has to furnish appropriate resolution to show that the person making the application is empowered to make the same. In addition, the Society should
furnish an undertaking that it will observe the relevant guidelines etc. Only the Society making a net profit for the previous three consecutive financial years as certified by a Chartered Accountant, will be eligible.

2.6.4 Societies will be eligible to apply under reserved categories Scheduled Castes / Scheduled Tribes (SC/ST), Physically Handicapped Persons (PH), Paramilitary / Police / Government Personnel (PMP), Defence Personnel (DC), Freedom Fighters (FF), Outstanding Sports Persons (OSP) subject to following conditions:

i. Each member of the Registered Society should individually belong to the same category and fulfil the eligibility criteria regarding multiple dealerships norm, for which the dealership/distributorship has been advertised.

ii. The Society has to furnish appropriate resolution to show that the person making the application is empowered to make the same. In addition, the Society should furnish an undertaking that it will observe the relevant guidelines, etc.

iii. Only the Society making a net profit for the previous three consecutive financial years as certified by a Chartered Accountant, will be eligible. An affidavit on appropriate non-judicial stamp paper may be obtained from Chairmen or authorised members of the society to the effect, i.e., Members (list to be attached along with affidavit duly certified by the society) fulfill the eligibility criteria regarding multiple dealerships norms.

iv. A society having criminal record is not eligible to apply for a dealership / distributorship.

2.6.5 Corporations Owned or Controlled by the Government:

i. Corporation owned or controlled by the Government and all PSUs will be eligible to apply for dealerships / distributorships in response to all advertisements under Open category.

ii. Restrictions relating to annual income, residence and multiple dealerships / distributorships will not be applicable to such Corporations.

2.7 Outstanding Sports Persons (OSP) – (Reservation 2%):

2.7.1 The following will be eligible:

(a) Arjuna Awardees.
(b) Winners of medals of Olympics/Asiad/Commonwealth Games and recognised World Champions.
(c) National Champions under the recognised National Championships.

2.7.2 Proof of Eligibility:

Candidates should produce a certificate from the recognised National Federation organising National Championships (as recognised by the Department of Youth Affairs and Sports, Government of India) or from the Department of Youth Affairs and Sports, Government of India.
2.8 Scheduled Castes / Scheduled Tribes (SC/ST) – (Reservation 25%):

2.8.1 The castes / tribes recognised as Scheduled Castes / Scheduled Tribes (SC/ST) under the Constitution of India will be eligible.

2.8.2 Reservation of dealerships / distributorships in tribal areas of North Eastern States:

In view of the fact that the majority population in Arunachal Pradesh, Meghalaya, Nagaland and Mizoram belong to the Scheduled Tribes, the percentage reservation of dealerships etc. for Scheduled Tribes in these States has been made in line with the ST population percentage (rounded to the nearest ten) and the same would be as under:

<table>
<thead>
<tr>
<th>State</th>
<th>Percentage Dealerships to be awarded to ST</th>
<th>Percentage to Open Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arunachal Pradesh</td>
<td>70%</td>
<td>30%</td>
</tr>
<tr>
<td>Meghalaya</td>
<td>80%</td>
<td>20%</td>
</tr>
<tr>
<td>Nagaland</td>
<td>80%</td>
<td>20%</td>
</tr>
<tr>
<td>Mizoram</td>
<td>90%</td>
<td>10%</td>
</tr>
</tbody>
</table>

2.8.3 Proof of Eligibility:

Proper Caste Certificate regarding the caste/tribe being recognised as Scheduled Castes / Scheduled Tribes (SC/ST) under the Constitution of India anywhere, issued at any time by a competent authority notified by the Government of India will have to be produced. In case of any doubt about the genuineness of the certificate, the same may be got verified through the concerned District Magistrate / Deputy Commissioner.

2.8.4 Financial Assistance to Scheduled Castes / Scheduled Tribes (SC/ST) Category Dealerships / Distributorships will be available under Corpus Fund Scheme

SECTION - 3

DEALER SELECTION PROCESS – CONSTITUTION OF DEALER SELECTION BOARDS, ADVERTISEMENTS, SCRUTINY OF APPLICATIONS, INTERVIEWS, TIME SCHEDULE, ETC.

3.1 Advertisement

3.1.1 Locations included in the Marketing Plan will be advertised under appropriate category in two newspapers one English daily and one Regional Vernacular daily, having maximum circulation in the District(s) in which the dealership/distributorship is located.

3.1.2 A minimum notice period of 45 days would be given to the applicant(s) to submit their applications and the last date for receipt of applications should be a working day.
3.1.3 A copy of the advertisement will be circulated to all depots / Installations / Zonal /Divisional Offices of all the Oil Companies located in concerned area to be displayed by them on their Notice Boards. These will also be forwarded to the District Magistrate / Collector / Member of Parliament residing in the District, Rajya Sainik Board (RSB) of the concerned State and DGR for ‘Defence Personnel (DC)’ category. Efforts will also be made to publish the advertisement in the ‘Employment News’ and broadcast it through AIR / Doordarshan.

3.2 Application Fee

3.2.1 Application form can be obtained in person or by making a written request through Registered Post remitting Rs.500/- (non-refundable) by crossed Account Payee Demand Draft drawn on any Scheduled Bank or Postal Order in favour of Oil Company concerned towards application fee. However, in the case of Scheduled Castes / Scheduled Tribes (SC/ST) candidates for all categories, the application fee will be Rs.250/- subject to their producing the requisite certificate.

3.2.2 Exceptions: In those cases where applications had been invited earlier but interviews could not be held or where interviews were held but merit panels were not displayed, fresh applications may be called for in such cases by the respective oil marketing companies. The applicants who had applied earlier may be required to submit applications on the fresh forms with the Xerox copies of the receipt of money paid earlier. The earlier applicants should not be asked to deposit fresh application fee. The date of eligibility for the applicants who had applied earlier, would continue to be the date when the earlier applications were called for, while for the new applicants, date of eligibility would be the same as indicated in the fresh advertisement calling for applications. This may be clarified in each advertisement calling for fresh applications. These instructions may be brought to the notice of all concerned in your organisation for strict compliance.

3.2.3 In case of partnerships, the quantum of non-refundable fee will be the same as applicable to individual candidates.

3.3 Receipt of applications in the office of the oil companies

3.3.1 For all applications received by hand delivery/by post, an acknowledgement will be issued to the applicant.

3.3.2 The date of receipt of application should be stamped on the application form by the Oil Company.

3.4 Scrutiny of applications

3.4.1 These applications will be scrutinised as per the “Checklist for scrutiny of applications” by an officer of the Oil Company. (Appendix I)

3.5 Constitution of Dealer Selection Boards

3.5.1 The selection of dealers / distributors will be made by Selection Boards which are called Dealer Selection Boards, hereinafter referred to as DSBs.
3.5.2 Selection of dealers/distributors of oil companies will be made by duly constituted Dealer Selection Boards. Each Board will consist of:

| (i) A retired judge of a High Court / Retired District Judge | Chairman |
| (ii) An Officer of the concerned Oil Company not below the rank of Dy. GM or Chief Manager, depending on availability | Member |
| (iii) An Officer of another Oil Company not below the rank of Dy. GM or Chief Manager, depending on availability | Member |

3.5.3 Non-Member Secretary: An officer not below the rank of Manager nominated by the coordinating oil PSU will be the non-member Secretary of the Board.

3.5.4 In cases where it is not possible to nominate the representative of the concerned oil company on the Board in respect of locations pertaining to it, the Board will be constituted with the Chairman and a representative each from any two oil companies. However, the concerned oil company will have the option to nominate an Officer not below the rank of Senior Manager as observer in the DSB to watch the interest of his company.

i. Chairmen of the DSBs will be nominated by the Government and shall hold office for a tenure not exceeding two years. They will hold office during the pleasure of the Government and their services can be dispensed with by the Government even before the expiry of the above tenure without giving any notice and without assigning any reason.

ii. The Members will be nominated by the Oil Industry.

3.5.5 The nomination of the oil company officer as a Member of the DSB for a round of selections at a particular location will be made by the Executive Director or Director (Marketing) of the concerned oil company not earlier than 24 hours from the date fixed for starting the interviews at a particular location.

3.5.6 To ensure economy and convenience of operation, normally, same Members of DSB will continue for a week but not for more than a week.

3.6 Quorum of DSB: The quorum for the Board will be of two Members, which shall include the Chairman and one Member from any oil company.

3.6.1 Disclosure of interest: The Chairmen and the Members of DSB, before each interview, shall disclose their interest whether any one or more of the candidates being considered for selection is / are directly or indirectly related to them. Failure to do so will make them liable for action at a later date.

3.7 Number of Boards & their Jurisdiction: The number of Boards and their jurisdiction can be fixed by the Government from time to time. The number of present DSBs and their jurisdiction is given Annexure.

3.8 Tenure of Chairman: The tenure of the Chairman will be for a period not exceeding two years from the date of appointment and he shall hold office during the pleasure of the Government and his services can be dispensed with by the Government even
before the expiry of the above tenure without giving any notice and without assigning any reason.

3.8.1 Terms & Conditions of Appointment/Remuneration:

(i) Chairman: As per the Terms & Conditions notified by Government. Honorarium @ Rs.1000/- per day of sitting, Orderly Allowance of Rs.1,000/- per month, Telephone Expenses at actuals (not exceeding Rs. 2500 per month) and TA/DA as applicable to a Director of a Schedule – ‘A’ company will be admissible to the Chairman. Normally, Chairman will be nominated for a particular Board but he can also be assigned to another DSB in place of the present one.

(ii) Members: As per their entitlement in the concerned oil company.

3.8.2 Secretarial Assistance: The Secretarial assistance will be provided by the concerned oil company.

3.9 Interviews:

3.9.1 Minimum days of interviews per month: Each Board shall endeavour to conduct interviews for a minimum period of 15 days per month.

3.9.2 So far as possible, the Board will fix interviews continuously for five days at a particular location for selection for locations in and around that district only.

3.9.3.1 Schedule of Interviews for each Board, non-Member Secretary’s communication to MOP&NG and oil companies:

(a) Non-Member Secretary will prepare the programme for interviews in consultation with the Chairman for each month.

(b) In the event, the Chairman is unable to attend to his office, due to personal reasons, for a month or more than a month, a panel of retired judges will be maintained by the Government, which will nominate another retired judge, who can act as Additional Chairman of the concerned Board for the period of Chairman’s absence. Government will nominate the Additional Retired Judge as required, so that the interviews are held uninterruptedly. The Government can also nominate one of the existing Chairmen to act as Chairman of such a Board whose Chairman is absent for a long period.

(c) Oil companies will also maintain a list of alternate members who can be deputed for interviews, if the original member nominated for the interview is unable to attend the same due to personal reasons.

(d) If an applicant for a dealership / distributorship being processed by a Dealer Selection Board, happens to be a relative of any of the Members including the Chairman of that Board, the concerned Member will disclose the relationship and also, as a measure of propriety and fair play dissociate himself from the interviews etc. for that dealership/distributorship.

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3.3.2 Venue of Interviews: The interviews would be held in the capital of the State/Union Territory in case the Dealer Selection Board (DSB) is looking after more than one State/Union Territory. Further, interviews may be held at the Headquarter of the Distinct where the dealership/distributorship is to be allotted at the discretion of the Chairman of the Dealer Selection Board with proper intimation to those called for interview.

3.9.4 Issuance of Interview Call Letters:

Non-Member Secretary will ensure to issue call letters to eligible candidates by giving the applicant a clear notice of 15 days to appear for the interview. The call letters will be sent by Registered Post Acknowledgement Due.

3.10 Norms for Evaluating the candidates:

3.10.1 The DSB will judge the inter-se suitability of the candidates for all the categories, except Defence Personnel (DC) for whom the criteria is given in para 3.10.2, on the following basis:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Personality, Business ability, and Salesmanship</td>
<td>20</td>
</tr>
<tr>
<td>b) Capability to arrange finances</td>
<td>15</td>
</tr>
<tr>
<td>c) Educational Qualification &amp; general level of intelligence</td>
<td>20</td>
</tr>
<tr>
<td>d) Capability to provide infrastructure and facilities (land, godown, showroom, etc.)</td>
<td>35</td>
</tr>
<tr>
<td>e) General assessment</td>
<td>10</td>
</tr>
<tr>
<td>Total Marks</td>
<td>100</td>
</tr>
</tbody>
</table>

"The applicants for dealerships/distributorships may be asked to furnish along with their applications, details of land/godown facilities which they would make available for retail outlets dealerships/LPG distributorships. Considering the location of the land from the point of view of commercial angle, applicants who are willing to transfer the land on ownership/long lease to the Oil Company at the rates acceptable to the Oil Company, should be given preference while awarding the marks by the DSB. If an applicant, after selection, is unable to provide the land/facilities indicated by him earlier within a period of two months, then the allotment of dealership/distributorship made to him should be cancelled. However, the aforesaid condition would not apply to the categories covered under the Corpus Fund Scheme." [Ref: Ministry of Petroleum and Natural Gas letter No. P-39012/1/2000-IOC dt. 5th July, 2000 read with letter No. P-39012/1/1999-IOC dt. 9th October, 2000]

3.10.2 The DSB will judge the inter-se suitability of the candidates for dealerships/distributorships for Defence Personnel (DC), on the following basis:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Priority given by Director General Resettlement*</td>
<td>40</td>
</tr>
<tr>
<td>b) Personality, Business ability, and Salesmanship</td>
<td>20</td>
</tr>
<tr>
<td>c) Capability to arrange finances</td>
<td>10</td>
</tr>
<tr>
<td>d) Educational Qualification &amp; general level of intelligence</td>
<td>10</td>
</tr>
<tr>
<td>e) Capability to provide infrastructure and facilities (land, godown, showroom, etc.)</td>
<td>20</td>
</tr>
<tr>
<td>Total Marks</td>
<td>160</td>
</tr>
</tbody>
</table>
* Note:

Priority I - Widows / dependants of posthumous Gallantry Award winners (40 Marks)
Priority II - Widows / dependants of those died in war (32 Marks)
Priority III - War disabled (24 Marks)
Priority IV - Widows / dependants of those died in harness due to attributable causes (16 Marks)
Priority V - Defence personnel disabled in peace due to attributable causes (8 Marks)

3.11 Finalisation of Panel:

3.11.1 After completion of the interviews, Board shall not adjourn till such time the merit panel is finalised.

3.11.2 Immediately after completion of interviews, results will be displayed on the Notice Board giving the three names included in the merit panel in the alphabetical order.

3.11.3 The DSB shall recommend to the Oil Companies a panel of maximum three names for a particular dealership/distributorship immediately after the interviews are over. The merit panel will be finalised, signed and handed over by the Chairmen, DSB in a sealed envelope to the non Member Secretary or the Officer deputed by him who will forward the merit panel to the Regional Executive Director / General Manager of the concerned oil company within 24 hours.

3.11.4 Results of the interview by the Dealer Selection Board, including detailed reasons for non selection of any applicant will be communicated to the Oil Company for record and for redressal of grievances, if any, immediately after the selection process is completed. In respect of Defence Category the above will be communicated to DGR.

3.11.5 If adequate number of suitable candidates are not available, the Board may recommend for re-advertisement of the location.

3.12 Verification of empanelled candidates:

3.12.1 After receipt of merit panel, the Executive Director / General Manager of the zone will get the Field Investigation Report (FIR) completed within 10 days and issue the LOI within 15 days of the receipt of the merit panel from DSB.

3.12.2 In case after the Field Investigation Report (FIR) the first empanelled candidate is not found suitable for any specific reason, concerned oil company will refer the matter to the Chairman who will take a decision for issue of LOI to the next empanelled candidate. If none of the empanelled candidates are found fit as a result of the FIR or found unwilling for any reason, the location may be readvertised for a fresh selection.

3.12.3 The list of candidates found eligible in all respects and proposed to be called for interview under Defence Personnel (DC) category will be forwarded by concerned DSB to Director General Resettlement (DGR) for record and cross checking with list of candidates
sponsored by them. Any doubts on the documents which may arise will be verified from the DGR.

3.13 **Time frame for selection:**

3.13.1 Selection of dealer/distributor for a dealership/distributorship will be finalised within a period of 145 days from the date of advertisement, the details of which are given as under:

<table>
<thead>
<tr>
<th></th>
<th>Notice of advertisement</th>
<th>45 days</th>
</tr>
</thead>
<tbody>
<tr>
<td>b)</td>
<td>Scrutiny of applications</td>
<td>30 days</td>
</tr>
<tr>
<td>c)</td>
<td>Dispatch of applications to DSB Office</td>
<td>5 days</td>
</tr>
<tr>
<td>d)</td>
<td>Scrutiny by DSB</td>
<td>15 days</td>
</tr>
<tr>
<td>e)</td>
<td>Preparation / Issue of call letters</td>
<td>10 days</td>
</tr>
<tr>
<td>f)</td>
<td>Minimum notice period to candidates for interviews</td>
<td>15 days</td>
</tr>
<tr>
<td>g)</td>
<td>Interview/Selection</td>
<td>9 days</td>
</tr>
</tbody>
</table>

Sub Total | 129 days

| h) | Forwarding the panel to the Oil Company | 1 day |
| i) | Field Investigation Report (FIR) by oil company | 10 days |
| j) | Issue of LOI after FIR | 5 days |

Total | 145 days

All efforts would be made to issue of LOI within a period of 165 days from the date of advertisement.

3.14 **DSB Expenses:**

The sharing of expenses would be based on the number of interviews held for each oil Company by the respective Boards.

3.15 **Grievance redressal system:**

3.15.1 All the complaints against selection of dealerships/distributorships received by MOP&NG/Oil Company/DSB will be referred to the concerned Chairman of the DSB.

3.15.2 The coordinator will place all such complaints / grievances before the Chairman of the Board for his direction / decision. The decision of the Chairman will be conveyed by the Coordinator to the concerned oil company for further inquiry / compliance.

3.15.3 In the event of an inquiry to be conducted against the empanelled candidate(s), an officer not below the rank of General Manager of the concerned oil company will nominate 2 officers not below the rank of Chief Manager for inquiry who will submit their report within 30 days from the date of constitution of such inquiry. The Oil Company, thereafter, will forward the inquiry report to the DSB. The Chairman in consultation with Members of DSB will examine the report with reference to the complaint and convey his directions/order for compliance by the oil company.
Legal Cases:

3.16.1 As a result of interviews by DSBs, there may be aggrieved parties who may seek judicial scrutiny of the selection made by the DSBs. Following are the guidelines to handle such legal cases:

3.16.2 In cases where only one Oil Company is involved (IOC or BPCL or HPCL or IBP Co. Limited) as the only respondent/defendant.

The concerned Oil Co. will defend the case as it defends any other case instituted against it and bear all legal costs/expenses.

3.16.3 In cases where DSB and any one of the Oil Companies (IOC or BPCL or HPCL or IBP Co. Limited) are the co-respondents/co-defendants:

a) The Oil Company will defend the case as it defends any other case instituted against it.

b) The concerned Oil Co. will assist DSB by engaging a lawyer and providing all other help as may be required by DSB.

c) The concerned Oil Co. will bear the legal costs/expenses which may be attributable as legal costs/expenses on the account of DSB.

3.16.4 In cases where more than one oil company are involved as co-respondents/co-defendants with or without DSB as co-respondent/co-defendants:

a) The Oil companies will jointly defend the legal case.

b) The concerned Oil Company or Companies to which the dispute relates will assist DSB by engaging a lawyer and providing all other help as may be required by DSB.

c) The concerned Oil Company to which the dispute relates will bear all legal costs/expenses which may be attributable as legal cost/expenses on the account of DSB, when DSB is also partly respondent/defendant in cases of this type.

3.16.5 In cases where DSB is the only party as respondent/defendant or where DSB along with other Oil Co. (s) are made as co-respondents/co-defendants and the matter in dispute relates to the policy issues/guidelines:

a) IOC will co-ordinate on behalf of Industry and assist the concerned DSB for defending the case by appointing a lawyer and providing all necessary help which DSB may need to defend the case.

b) The Industry will bear/share all legal costs/expenses in the case including that of the DSB.

3.16.6 In cases where the DSB is the only party defendant/respondent and the matter in dispute relates to one or more Oil Co. (s), the concerned Oil Co. (s) to which the dispute relates will not only assist DSB in defending the case but also bear all legal costs/expenses of DSB.

Note 1: Wherever DSB is made as a party respondent/defendant with or without any Oil Company or Oil Companies it is for the DSB alone to defend the case. However, the Oil
Company will assist DSB in defending the case by engaging a lawyer and bearing all legal costs/expenses as per norms laid down above.

1. **Note 2:** If a particular Oil Company or Oil Companies to which the disputes date is/are not impleaded as co-respondents/co-defendants in any of the aforesaid types of cases, the concerned oil company (s) to which the dispute relates should take steps to get itself/themselves impleaded as co-respondent (s)/co-defendant (s) if the Industry so decides based on the legal advice that may be received.

3.16.7 Where Union of India is also a party, the concerned oil company will watch the interest of Union of India through its advocate. In cases where filing of reply by Union of India becomes necessary, the company will render all possible assistance to the Government in preparing/filing the reply in time.

3.17 **Retention of records pertaining to selection of dealers / distributors by DSB:**

3.17.1 The entire record pertaining to selection of dealers / distributors by DSB will be preserved for a minimum period of 5 years from the date of selection. In case of complaints / court cases the record will be preserved for a period of minimum 5 years from the date of final disposal of complaint / court case by the competent authority.

3.18 **Resolution of disputes / anomalies arising out of these guidelines:**

3.18.1 Any dispute / anomaly arising from the above guidelines will be brought to the notice of the Government immediately for necessary clarification. The oil marketing companies may take necessary action to give due publicity to these guidelines and modify the forms / proformae of application and agreement etc. wherever necessary.

(Mohit Sinha)
Deputy Secretary to Government of India
Tel: 338 6965
FAX: 338 3585

To,

1. Shri M.A. Pathan, Chairman, Indian Oil Corporation Limited, New Delhi.
2. Shri U. Sundararajan, Chairman & Managing Director, Bharat Petroleum Corp. Limited, Mumbai.
3. Shri H.L. Zutshi, Chairman & Managing Director, Hindustan Petroleum Corporation Limited, Mumbai.
4. Shri S.N. Mathur, Chairman & Managing Director, IBP Co. Limited, Calcutta.
5. The Executive Director, Oil Coordination Committee, New Delhi.
6. Director (Marketing), Ministry of Petroleum and Natural Gas, New Delhi
7. Copy to Guard File
January 6, 2004

SUB: Proposed Retail Outlet Dealerships - Eligibility Criteria

Dear Sir,

This refers to your letter No 1416/DGR/SE-2/Oil/Advt dated 5-12-2003 on the subject.

The advertisement for dealer selection of Retail Outlets are being released by HPCL in various states as per our new Dealer Selection Policy. We confirm that there is no limit on the maximum age of the applicant under all categories including Defence category.

You are requested to be guided accordingly.

Thanking you,

Very truly yours,

H R Wate
DGM-Marketing (Retail)
"On their application and subject to the satisfaction of the oil company, women above to 40 yrs of age without earning parents selected dealerships/distributorship in all categories including those which are not reserved for women, will be entitle to financial assistance under the Corpus Fund Scheme".
The above amendment takes effect from the 9th October, 2000.

(D.K. Banerjee)
Under Secretary to the Govt. of India

To

1. The Chairman, Indian Oil Corporation Limited, New Delhi.
2. The Chairman & Managing Director, Bharat Petroleum Corporation Limited, Mumbai.
3. The Chairman & Managing Director, Hindustan Petroleum Corporation Limited, Mumbai.
4. The Chairman & Managing Director, IBP Co. Limited, Kolkata.
5. Director(ACS).
No.P-19015/2/2004-IOC(Pt.)
Government of India
Ministry of Petroleum & Natural Gas

NEW DELHI,
New Delhi, the 2nd November, 2004.

To

The Director(Marketing),
IOC/HPC/BPC/IBP,
Mumbai.

The Executive Director,
IOC(AOD),
Guwahati.

Sub: Provision for providing land as per stipulation of Corpus Fund Scheme to War Widows.

Sir,

I am directed to advise you to make provision for land and finance as per the stipulation of Corpus Fund Scheme, in the case of dealerships/distributorships allotted to war widows. You are also requested to add suitable paragraph in the matter while issuing advertisements for dealerships/distributorships.

Yours faithfully,

(D.K. Banerjee)
Under Secretary to the Government of India

Copy to:

1) File No.P-19011/56/95-IOC.
2) Guard File.