NOTIFICATION RELATING TO THE NON-STATUTORY RULES,
REGULATIONS, ORDERS AND RESOLUTIONS ISSUED BY THE
MINISTRY OF DEFENCE

MINISTRY OF DEFENCE
DEPARTMENT OF EX-SERVICEMEN WELFARE

RESOLUTION

No. ______ dated /\ March’2016 : In supersession of resolution notified vide Notification No. 05 dated 13th December 2011, published in the Gazette of India, Part-1, Section-3 as amended from time to time, regarding the constitution of Kendriya Sainik Board, the President is pleased to direct that the Board shall be reconstituted as follows :-

COMPOSITION OF KENDRIYA SAINIK BOARD

PRESIDENT

RAKSHA MANTRI

VICE PRESIDENT

RAKSHA RAJYA MANTRI

MEMBERS

1. Hon’ble Chief Minister of Andhra Pradesh
2. Hon’ble Chief Minister of Arunachal Pradesh
3. Hon’ble Chief Minister of Assam
4. Hon’ble Chief Minister of Bihar
5. Hon’ble Chief Minister of Chhattisgarh
6. Hon’ble Chief Minister of Delhi
7. Hon’ble Chief Minister of Goa
8. Hon’ble Chief Minister of Gujarat
9. Hon’ble Chief Minister of Haryana
10. Hon’ble Chief Minister of Himachal Pradesh
11. Hon’ble Chief Minister of Jammu and Kashmir
12. Hon’ble Chief Minister of Jharkhand
13. Hon’ble Chief Minister of Karnataka
14. Hon’ble Chief Minister of Kerala
15. Hon’ble Chief Minister of Madhya Pradesh
16. Hon’ble Chief Minister of Maharashtra
17. Hon’ble Chief Minister of Manipur
18. Hon’ble Chief Minister of Meghalaya
19. Hon’ble Chief Minister of Mizoram
20. Hon’ble Chief Minister of Nagaland
21. Hon’ble Chief Minister of Odisha
22. Hon’ble Chief Minister of Punjab
23. Hon’ble Chief Minister of Rajasthan
24. Hon’ble Chief Minister of Sikkim
25. Hon’ble Chief Minister of Tamil Nadu
26. Hon'ble Chief Minister of Telangana  
27. Hon'ble Chief Minister of Tripura  
28. Hon'ble Chief Minister of Uttarakhand  
29. Hon'ble Chief Minister of Uttar Pradesh  
30. Hon'ble Chief Minister of West Bengal  
31. Hon'ble Chief Minister of Puducherry (UT)  
32. Shri Sharad Tripathi, MP (Lok Sabha)  
33. Shri Baijayant “Jay” Panda, MP (Lok Sabha)  
34. Shri Anil Madhav Dave, MP (Rajya Sabha)  
35. Chief of the Army Staff  
36. Chief of the Naval Staff  
37. Chief of the Air Staff  
38. Secretary, Ministry of Home Affairs  
39. Secretary, Department of Defence, Ministry of Defence  
40. Secretary (ESW), Ministry of Defence  
41. Lt Gen Rameshwar Roy UYSM, AVSM, YSM (Retd.)  
42. V Adm BS Randhawa UYSM, AVSM, VSM (Retd.)  
43. Gp Capt Ashok Sethi (Retd.)  
44. Ex. Sub Maj & Hony Capt Chander Singh Rathore (10 PARA (SF))

SECRETARY
Secretary, KSB

* The tenure of Members of Parliament mentioned at sr. no. 32, 33 and 34 above is for a period of three years or till they remain Members of Parliament whichever is earlier.

File No. 10(2)/2014/I&C
Publish

Under Secretary to the Govt. of India

(S. K. Sinha)

Under Secretary to the Govt. of India

(S. K. Sinha)
भारत का राजपत्र
भाग-1, खंड - 3

रक्षा मंत्रालय द्वारा जारी किए गए असाधारण नियमों, विनियमों, आदेशों तथा संकल्पों से
संबंधित अधिसूचना

रक्षा मंत्रालय
शून्यपुर्व सैनिक कल्याण विभाग

संकल्प

सं. 50 मार्च, 2016: राष्ट्रपति, केंद्रीय सैनिक बोर्ड के संगठन में
संबंधित समय-समय पर यथासंशोधित भारत के राजपत्र, भाग-1, खंड - 3, में प्रकाशित अधिसूचना
संख्या 05, दिनांक 13 दिसंबर, 2011 के तहत अधिसूचित संकल्प का अधिक्रमण करते हुए यह निदेश देते हैं कि बोर्ड का पुनरंगन्तन विनिमयित होगा -

केंद्रीय सैनिक बोर्ड का संगठन

अध्यक्ष
रक्षा मंत्री
उपाध्यक्ष
रक्षा राज्य मंत्री

सदस्य

1. माननीय मुख्यमंत्री, आंध्र प्रदेश
2. माननीय मुख्यमंत्री, अल्पाधरत प्रदेश
3. माननीय मुख्यमंत्री, असम
4. माननीय मुख्यमंत्री, बिहार
5. माननीय मुख्यमंत्री, छत्तीसगढ़
6. माननीय मुख्यमंत्री, दिल्ली
7. माननीय मुख्यमंत्री, गोवा
8. माननीय मुख्यमंत्री, गुजरात
9. माननीय मुख्यमंत्री, हरियाणा
10. माननीय मुख्यमंत्री, हिमाचल प्रदेश
11. माननीय मुख्यमंत्री, जम्मू और कश्मीर
12. माननीय मुख्यमंत्री, झारखंड
13. माननीय मुख्यमंत्री, कर्नाटक
14. माननीय मुख्यमंत्री, केरल
15. माननीय मुख्यमंत्री, केरल प्रदेश
16. माननीय मुख्यमंत्री, महाराष्ट्र
17. माननीय मुख्यमंत्री, मिज़ोरम
18. माननीय मुख्यमंत्री, मेघालय
19. माननीय मुख्यमंत्री, नेपाल
20. माननीय मुख्यमंत्री, नागालैण्ड
21. माननीय मुख्यमंत्री, ओडिशा
22. माननीय मुख्यमंत्री, पंजाब
23. माननीय मुख्यमंत्री, पश्चिम बंगाल
24. माननीय मुख्यमंत्री, पश्चिम बंगाल
25. माननीय मुख्यमंत्री, तमिलनाडु
26. माननीय मुख्यमंत्री, तेलंगाना
27. माननीय मुख्यमंत्री, तिरुपति
28. माननीय मुख्यमंत्री, उत्तराखंड
29. माननीय मुख्यमंत्री, उत्तर प्रदेश
30. माननीय मुख्यमंत्री, पश्चिम बंगाल
31. माननीय मुख्यमंत्री, पुडुचेरी (युटी)
32. श्री शरद निधाते, सांसद (लोक सभा)
33. श्री बैजंदर "असे" पाण्डा, सांसद (लोक सभा)
34. श्री अनिल माधव देव, सांसद (राज्य सभा)
35. सेनाध्यक्ष
36. नौसेनाध्यक्ष
37. वायुसेनाध्यक्ष
38. सचिव, गूह मंत्रालय
39. सचिव, रक्षा विभाग, रक्षा मंत्रालय
40. सचिव, (ईईएसईव्यू), रक्षा मंत्रालय
41. ले.जनरल रामेश राय, यूईएसएम, एवीएसएम, वाईएसएम (सेवानिवृत्त)
42. बाइस एडमिरल जीर्ण सांगवा, यूईएसएम, एवीएसएम, वीएसएम (सेवानिवृत्त)
43. गूप कैदन अशोक सेठी (सेवानिवृत्त)
44. भूमिपूर्व सुब्रह्मण्य मेजर एवं अधिकारी कैदन चन्द्र सिंह राठौर (10 पैरा (एसएफ))

सचिव
सचिव, केंद्रस्थ

* उपयुक्त क्रम संख्या 32,33 ओर 34 में उल्लिखित संसद सदस्यों का कार्यकाल तीन वर्ष अथवा उनके संसद सदस्य बने रहने तक, इनमें से जो भी पहले हो, की अवधि के लिए है।

फाइल सं. 10(2)/2014/आईएसईसी
प्रकाशित

(एस.के. सिन्हा)
अधिकारी सचिव, भारत सरकार

(एस.के. सिन्हा)
अधिकारी सचिव, भारत सरकार
SCHEME-DOCUMENTS FOR WELFARE OF EX-SERVICEMEN AND REHABILITATION INSTITUTIONS

1. Kendriya Sainik Board (KSB) is the apex body of the Government of India, which formulates policies and schemes for resettlement, welfare and rehabilitation of Ex-Servicemen (ESM) and their dependents across the country. The Sectt of KSB is the nodal agency to implement these guidelines and schemes through network of Rajya Sainik Boards (RSBs) and Zila Sainik Boards (ZSBs) established at State and District levels.

Welfare Schemes out of AFFD Fund

2. With the aim of helping ESM and their dependents to apply for financial assistance from KSB Sectt, and the officials of RSBs/ZSBs for checking/attesting/forwarding applications of ESM and their dependents, KSB Sectt has prepared scheme-documents for all welfare and rehabilitation schemes of KSB, outlining the schemes, eligibility criteria, rates of financial assistance grant, funding, procedure for applying, approval and release of financial assistance to beneficiaries etc. These scheme-documents are placed at Appendices 'A' to 'Z' for information/reference.

3. It may be mentioned that the financial assistance provided under the above welfare schemes are gratis and at the discretion of KSB, subject to submission of applications complete in all respect through concerned ZSB and availability of requisite money for disbursement under AFFDF, operated by KSB Sectt.

4. For further clarification regarding the above schemes, Jt Dir (Welfare) at KSB Sectt may be contacted through tel: 011-26715250 and E-mail Id: jdwelfareksb@gmail.com.

5. For RSBs/ZSBs. In view of the above, all RSBs/ZSBs are requested to:-

(a) Publicise the schemes of KSB listed at Para 2 ibid through local newspapers/rallies/website; pamphlets/posters, notice boards in canteens/polyclinics etc in the State.
(b) Invite applications from needy ESM and their dependents in the State on a regular basis using the said channel of communication.

(c) Scrutinise the applications for correctness of their filled-in information and supporting documents, eligibility criteria, and recommend them if found in order.

(d) Carry out data entry of recommended applications and forward them with data CD as per timelines given in the schemes. The procedure for recommending and forwarding of applications will be suitably modified once on-line submission of the applications start.

6. **For Institutions/Organisation.** The concerned institutions/organizations etc are requested to forward their applications for release of annual grant, to the KSB Sectt as per the relevant schemes within the specified timeline.

7. **Acknowledgement.** All concerned are requested to acknowledge receipt of this booklet to the KSB Sectt at the earliest.

Enclosures:- As above.

[Signature]
Commodore
Secretary, Kendriya Sainik Board
AMENDED PROCEDURE FOR PROCESSING OF APPLICATIONS FOR
FINANCIAL ASSISTANCE UNDER RMDF

1. Reference:-

(a) Scheme Documents for Welfare of ESM forwarded vide KSB letter No 2(2)/Policy/KSB/A dt 28 Nov and also emailed on 25 Mar 2015.

(b) Discussion on the subject during National Meeting of Directors DSW/Secretaries RSB on 30 Jul 2015 and decision taken there on.

2. You are requested to amend the paragraphs of Scheme Documents relating to 'channel' and 'processing' of applications for financial assistance under various welfare schemes run by KSB on the following lines:-

(a) All applications from ZSB will be routed through RSB.

(b) Applications on prescribed format will be thoroughly scrutinized for eligibility and connected documents at ZSB as per the relevant scheme guidelines and then forward the applications in batches to RSB alongwith soft copy on CD as per the format placed at Appx 'A'.

(c) RSB will carry out check and verification of applications as per the scheme guidelines and retain these at their level and forward one consolidated case file in the format placed at Appx ‘A’ to ‘D’ (alongwith softcopy on a CD) as per time-lines for each scheme to KSB for approval and disbursal.

(d) Payment to eligible beneficiaries will be made directly through NEFT under intimation to respective RSBs.

3. In view of the modified procedure for processing applications in future, you are requested not to send any application in physical form. For ease of processing and tracing the status, applications should be forwarded by ZSBs to RSB and by RSBs to KSB in batches and not piece-meal. To assist the RSBs in eligibility checking, representative from KSB will be available for guidance/assistance on phone call (011-26715250) and he may visit RSB/ZSB or ask for applications for random checking from time to time.
4. The above instructions will come into effect immediately.

5. All RSBs are requested to disseminate content of this letter to each and every ZSB under their jurisdiction for information and compliance.

6. Please acknowledge.

(Rohtas Singh)
Commodore
Secretary, KSB

Copy to:-

JS(ESW),MoD - For information please.

Internal:

✓ JD (Policy) - For incorporating in the ‘Scheme Documents’
F. No.22(5)/2013-D(Res.II)
GOVERNMENT OF INDIA
MINISTRY OF DEFENCE
DEPARTMENT OF EX-SERVICEMEN WELFARE

237, ‘B’ Wing,
Sena Bhavan, New Delhi

Dated the 4th December, 2013

The Chief Secretary
(All States Governments/UTs)

SUBJECT:- GUIDELINES ON APPOINTMENT OF DIRECTOR, SAINIK WELFARE-CUM-SECRETARY, RAJYA SAINIK BOARDS AND ADDITIONAL DIRECTOR, SAINIK WELFARE-CUM-ZILA SAINIK WELFARE OFFICERS IN THE STATES/UTs.

In supersession of all the previous letters on the subject, the Competent Authority has approved the following guidelines on appointment of Director, Sainik Welfare-cum-Secretary, Rajya Sainik Boards and Additional Director, Sainik Welfare-cum-Zila Sainik Welfare Officers in the States/UTs:

2. RSBs/ZSBs :- Status

The Sainik Boards are to be declared as a department of the State Govts./UT Admns. and treat their employees as State Government/UT Admn. employees. These personnel will be governed by the State Govts./UT Admns. rules in matter of recruitment, pay and allowances, leave, discipline, medical attendance, retirement, pension, gratuity etc. Therefore, no separate rules governing the conditions of service of the employees of these Boards are being issued. Since, Central Govt. shares the expenditure towards Pay & Allowances and the Establishment Cost in the ratio of 75% in respect of 11 Special Category States viz. Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Tripura, J&K, Himachal Pradesh, Uttarakhand & Sikkim and in the ratio of 60% in respect in respect of remaining States/UTs, the following Guidelines may be followed for appointment of officials in the Sainik Boards in order to have a standardized policy across the country.

3. Eligibility Criteria:

The eligibility criteria for employment of Director, Sainik Welfare-cum-Secretary, Rajya Sainik Boards and Additional Director, Sainik Welfare-cum-Zila Sainik Welfare Officers will be as follows:-

   (a) The candidates shall be Ex-servicemen retired/discharged from the Indian Armed Forces or widows/dependents of Ex-servicemen. All officers who are allowed to register themselves with the placement agencies of the three Services and DGR for the purpose of re-employment, in terms of DoPT definition of ESM, shall be considered for inclusion in the panel.
The candidates shall have had a clean record of service and good character.

(c) The age of the Ex-servicemen shall not be more than 57 years for Zila Sainik Welfare Officers (ZSWOs) on the crucial date and not more than 60 years for the post of Director Sainik Welfare-cum-Secretary, RSB.

(d) Services of appointed ZSWOs may continue upto 60 years of age, subject to the satisfactory performance of the concerned officer. The tenure of Director, Sainik welfare-cum-Secretary, RSB will be a period of 5 years.

(e) 1st January of any vacancy year will be the crucial date for reckoning the eligibility of the applicants for all the posts covered under these guidelines.

4. **Panel of Officers:**

The procedure for drawing up the panel of officers for appointment to Rajya/Zila Sainik Boards (State/District Sainik Welfare Offices) shall be as follows:

(a) The request for panel for the vacancies shall be forwarded by the State Government/Union Territory to the Secretary, Kendriya Sainik Board two months prior to the post falling vacant.

(b) The Secretary, KSB will obtain the names of Officers/Service personnel from the Directorate General Resettlement/Placement Cells of the three Services HQs and draw up a panel of officers for the vacancies.

(c) The State Government may also forward names of locally available officers to Secretary, Kendriya Sainik Board for inclusion in the panel, who will have it verified from the Directorate General Resettlement/Services HQs on their eligibility for the post and confirm to the State Govts.

(d) The KSB Secretary will forward the panel of officers after duly verifying to the concerned State Govt./UT for further action, within 4 weeks from receipt of request from the State/UT.

5. **Composition of Selection Board**

(a) **Director, Deptt. of Sainik Welfare-cum-Secretary, Rajya Sainik Board:**

The composition of Selection Board for Director, Rajya Sainik Board shall be as follows:
(i) Chairman of the Selection Committee shall be the Chief / Principal Secretary of the State Government/Union Territory.
(ii) State Government/Union Territory shall nominate at least three members
(iii) Representative of the Deptt. of ESW, Min. of Defence
(iv) Secretary, Kendriya Sainik Board or his representative not below the rank of Colonel
(v) Director, Deptt. of Sainik Welfare shall be Member Secretary.

(b) **Additional Director, Zila Sainik Welfare Office-cum-Secretary, Zila Sainik Board.**

The composition of Selection Board for Additional Director, Zila Sainik Board shall be as follows:-

(i) Chairman of the Selection Committee shall be the Chief / Principal Secretary of the State Government/Union Territory
(ii) State Government/Union Territory shall nominate at least three members
(iii) Representative of the Deptt. of ESW, Min. of Defence
(iv) Secretary, Kendriya Sainik Board or his representative not below the rank of Colonel
(v) Director, Deptt. of Sainik Welfare shall be Member Secretary.

**Filling up of the vacancies:**

The Secretary, KSB shall coordinate with the respective State Government/Union Territory for timely filling up of the vacancies.

**Criteria for selection**

It is recommended that following be considered for the Selection:

(a) An ESM (O) of the rank of Brigadier or of equivalent ranks from Navy or Air Force be selected as Director of Deptt. of Sainik Welfare. 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.

(b) An ESM(O) of the rank of Colonel/Lt. Colonel or of equivalent ranks from Navy or Air Force be selected as Additional Director of Zila Sainik Board (Additional Director or District Sainik Welfare Office). In case, suitable officers of the rank of Colonel/Lt. Colonel or equivalent are not available, officers of the rank of Major or equivalent in Navy and Air Force may be selected.
(c) In the event of non-availability of suitable officer for (a) & (b) above, dispensation shall be sought from Deptt. of ESM Welfare, MoD through KSB.

8. **Status of Director/Secretary:**

The status of Director of Department of Sainik Welfare and Additional Director of Zila Sainik Board (Additional Director of District Sainik Welfare Office) shall be as follows:

(a) **Director of Department of Sainik Welfare.** He shall be the Head of an independent department functioning directly under the Secretary-in-Charge holding the charge of the Department in State/UT.

(b) **Additional Director of Zila Sainik Welfare Office/Secretary Zila Sainik Board.** He shall be treated as Class-I Officer with a status of Head of Office functioning directly under the Director of Deptt. of Sainik Welfare. He would function under the District Collector and have administrative and financial powers similar to the Head of Office.

(Santosh)
Director (Res.II)
Tel. 011-2301-5772

Copy for information and necessary action to:-

1. Secretary, KSB to ensure strict compliance of the guidelines.

2. Dte. General Resettlement

3. Army Headquarters
   Adjutant General Branch
   ADG(MP), South Block, New Delhi

4. Naval Headquarters
   The Chief of the Naval Staff
   (for COP.CPS)
   IIHQ/MoD(N), ‘C’ Wing
   Sena Bhavan, New Delhi – 11

5. Air Headquarters
   Air Officer In-Charge Personnel
   Air Headquarters, Vayu Bhawan
   Rafi Marg, New Delhi – 11.
6. Director, DSW-cum- Secretary, RSBs – All States/UTs

Copy also to:-
   Sr. PPS to Secy, ESW
   PPS to JS(ESW)
   NIC Cell
   Notice Board.
Tele: 26192361                Government of India
Fax : 26192362                Ministry of Defence
                                      Kendriya Sainik Board
No. 102/ESM I CARD/2012/KSB/D       West Block- IV, Wing- VII
                                      RK Puram, New Delhi-66
                                      13 June 2013

Directors / Secretaries
All RSBs/DSWs

STANDARD OPERATING PROCEDURE – ACCOUNTING AND ISSUE
OF NEW & DUPLICATE IDENTITY CARDS TO EX-SERVICEMEN

INTRODUCTION
1. Ex-Servicemen Identity Card is an important document to identify the status
   and determine their eligibility particulars of the retired Defence Personnel/Widows for
   various welfare interventions / policies declared by the Central / State Governments
   from time to time for their welfare. All Ex-Servicemen should hold Ex-Servicemen’s
   Identity Card issued by respective Rajya/Zila Sainik Board.

TYPES OF IDENTITY CARDS
2. The new Identity Cards have been printed and distributed to all RSBs/ZSWOs
   for issuance wef Apr 2013. These Identity Cards are to / will be issued to the
   following categories:-

   (a) Ex-Servicemen (Officers)
   (b) Ex-Servicemen (PBORs)
   (c) Widows
   (d) War Widows
   (e) War Disabled

ISSUE OF NEW IDENTITY CARDS
3. The following main guidelines are to be adhered to by the Deptt of Sainik
   Welfare / Zila Sainik Welfare Offices while issuing the New Identity Cards :-

   (i) Old Identity Card issued so far to Ex-Servicemen and Widows will continue to remain valid.

   (ii) All eligible personnel will be issued with the New Identity Card for the
        first time as per the categories in Para 2.

Contd....2/..
(iii) Before issue of Identity Cards to the ESM/Widows, the sanctity of the documents its safe custody by the Card holder under all circumstances and the repercussions as a result of its loss and reaching in the hand of anti national elements should be explained to him/her.

(iv) All disabled soldiers and War Widows will be issued with New Identity Cards by replacing the Old Identity Cards.

(v) All cases of loss of Identity Card will be issued as per procedure given in paragraph-5.

(vi) All cases where Secretary RSB/ZSB feels the need for replacement of old cards due to fair wear and tear, may be issued with new Identity Cards.

INITIAL ISSUE OF IDENTITY CARDS

4. All categories of Ex-Servicemen who have not been issued with Identity Cards earlier are to be issued with Ex-Servicemen Identity Card as and when they approach the concerned RSB/ZSB for registration. The following documents are to be maintained for issue of original / initial Identity Cards:-

(a) Application with photograph pasted, for issue of Identity Card.
(b) Registration form.
(c) Copy of discharge book / certificate
(d) Copy of PPO.
(e) Address Proof / copy of election Voting Card / Ration Card.
(f) NOC from previous ZSB, if applicable.
(g) Copy of Birth Certificate for proof of dependents.

PROCEDURE FOR ISSUE OF DUPLICATE IDENTITY CARD ON LOSS

5. The following procedure is to be followed for issuance of duplicate Identity Card due to loss. :

1. (a) In the event of loss of I Card immediate FIR is to be lodged in the nearest police station by the ESM/Widow. After one month from the date of FIR, the endorsement of Police Station need to be obtained whether the I Card could be traced or not.

(b) The ESM/Widows should approach ZSWO along with the copy of FIR and application containing the facts leading to the loss and request for a

Contd…3/.
duplicate I Card. Concerned ZSWO will carry out one man investigation on the spot to ascertain that there is no insurgency angle involved. After investigation, he will endorse his comments on the application itself. Thereafter, ZSWO will issue duplicate I Card.

(c) It should be made clear to the ESM/Widow that no duplicate I card will be issued under any circumstances after the third loss.

(d) An undertaking to be obtained from the ESM/Widow to the effect that the duplicate Identity Card will be surrendered immediately to the issuing authority in case the lost original Identity Card is found by him / her subsequently.

(e) Following penalty for loss is to be charged from the individual:-

(i) First Loss - Rs. 100/- (Rupees Hundred Only)
(ii) Second Loss - Rs. 200/- (Rupees Two Hundred Only)
(ii) Third Loss - Rs. 300/- (Rupees Three Hundred Only)

(f) A notation of loss is to be made in Discharge Book and other relevant register in Red Ink whether 1st Loss / 2nd Loss / 3rd Loss.

II Documents to be Produced by ESM and Maintained by RSB/ZSB :-

(a) Copy of FIR registered with the Police Station.
(b) Police endorsement on the copy of FIR after one month whether Identity Card could be traced or not.
(c) Application from the individual for issue of duplicate Identity Card along with photographs.

REPLACEMENT OF IDENTITY CARD DUE TO FAIR, WEAR AND TEAR

6. Consequent upon mutilation of Identity card because of fair wear and tear, Laminated fresh Identity Card will be issued on request of Ex-Servicemen enclosing there with mutilated Identity Card after ascertaining the facts and genuineness of the case and completion of the period of five years from the date of issue of the Identity Card. Fee of ₹ 100/- (Rupees one Hundred only) is to be charged if the mutilation is prior to the completion period of five years. Charges may be waived off, if the wear
and tear is due to natural calamity beyond the control of the individual. In case of waving off of charges, natural calamity proofs are to be maintained.

7. Serial number for each category is to be maintained separately under following head with separate registers:-

(i) **Identity Card** - Initial / replacement issue Register.
(ii) **Identity Card issued due to loss** - Register.

**DEMAND / SUBMISSION OF RETURN**

8. Directors, Deptt of Sainik Welfare or Secretaries, Rajya Sainik Boards to forward half yearly demand / report to Kendriya Sainik Board (Jt. Director, Accts) commencing from half year ending 31 Mar and 30 Sep as per format placed at annexure 'A'.

9. Amount realized towards penalty for loss of Identity Card should be forwarded to Kendriya Sainik Board in the form of a Demand Draft drawn in favour of "ARMED FORCES FLAG DAY FUND" along with this return.

10. These instructions should be circulated to all ZSWOs under your organization and should form the part of important policy letters which need to be handed over to the new incumbent at the time of transfer/relinquishment of the charge.

11. This supersedes all instructions issued earlier on the subject.

12. Please ack receipt.

Encl. As stated

Copy to :-

D (Res-II)  
Deptt of ESM Welfare  
Sena Bhawan, New Delhi

Jt Dir (Policy) / KSB  

Contd... 5/.
Annexure ‘A’

SUBMISSION OF RETURN OF IDENTITY CARD
(HALF YEARLY BASIS)

<table>
<thead>
<tr>
<th>SI No.</th>
<th>I/Card Category</th>
<th>Qty received</th>
<th>Qty issued up to 1&lt;sup&gt;st&lt;/sup&gt; Half</th>
<th>Qty issued during 2&lt;sup&gt;nd&lt;/sup&gt; Half</th>
<th>Total issued annually</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Retired Officers</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>2.</td>
<td>Ex-servicemen</td>
<td></td>
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<tr>
<td>3.</td>
<td>War Disabled</td>
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<td>4.</td>
<td>War Widow</td>
<td></td>
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<tr>
<td>5.</td>
<td>Widow of ESM</td>
<td></td>
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</tr>
</tbody>
</table>

GoI S K Ahlawat
Jt. Dir (Adm & Coord)
Kendriya Sainik Board
Ministry of Defence
New Delhi-110066
No. 2 (2)/ ESM I CARD/Policy/KSB/A

Directors, DSW/Secretaries RSL of all States/UTs

AMPLIFYING INSTRUCTIONS ON ISSUE OF NOC FOR EX-SERVICEMEN IDENTITY CARD


2. The amplifying instructions on issue of NOC for Ex-Servicemen (ESM) Identity Card are enumerated below:-

   (a) The Ex-Servicemen will submit an application with Zila Sainik Board as per the address recorded in the Discharge Book and specify the location of new Zila Sainik Board.

   (b) The Zila Sainik Board will issuing NOC (No Objection Certificate) after completion of the following action:

      (i) Strike name from ESM Register
      (ii) Strike name from ESM Employment Register
      (iii) Endorse on Discharge Book about issue of NOC
      (iv) Withdraw ESM I Card from the individual, if issued.
      (v) Issue NOC.

   (c) The New Zila Sainik Board will issue ESM I Card on submission of the following documents:

      (i) Application with photograph pasted, for issue of Identity Card
      (ii) Registration Form.
      (iii) Copy of Discharge book
      (iv) Copy of PPO
      (v) Present address proof.
      (vi) Copy of Birth Certificate for proof of dependents
      (vii) Letter of NOC issued by previous Zila Sainik Board

3. It is clarified that while following the above procedure for issue of ESM I Card, the Zila Sainik Board/Rajya Sainik Board will not insist for changing the address in the Discharge Book unless the ESM request to do so.

4. You are requested to follow the above mentioned procedure for issue of NOC/ESM ID Card.

5. Please acknowledge receipt.

[Signature]

[HC Patro]

Capt(IN)

[Signature]

[Stamp]