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 disbursal 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-mai 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.
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FINANCIAL ASSISTANCE FOR EX-SERVICEMEN IN PENURY

1. **Background.** The scheme to provide financial assistance to non-pensioner Ex-Servicemen (ESM) in a state of penury was started in year 1981 with an amount of Rs 100/- per month for a period of two years. Thereafter, it was increased to Rs 500/-pm for two years in 2007 and then changed into onetime grant of Rs 30,000/- for life-time. This was revised by the Management Committee of AFFD Fund in Oct 2011 and revised the onetime grant into a monthly grant of Rs 1,000/-. 

2. **Aim.** The aim of this aid gratis is to provide a small measure of relief from total penury to a non-pensioner ESM up to rank of Hav/equivalent and their widow.

3. **Financial Assistance.** For Penury is provided at the rate of Rs.1000/- per month per head for life time from AFFD Fund.

4. **Eligibility Conditions.** The eligibility criteria are to be met to avail financial assistance under this scheme are as follows:-

   (a) Must be a non-pensioner ESM or his widow.
   (b) Should be of rank Havildar/equivalent from the Navy/AF and below.
   (c) Should be above age of 65 years.
   (d) Should be recommended by respective ZSB and RSB.
   (e) Details of bank account (in SBI/PNB only) and IFS Code

5. **Application Form.** Application should be made in given form with recommendation of respective ZSWO & Secretary, RSB on it. *A specimen form is enclosed*. Copies of the following documents duly attested by ZSWO must accompany the application:-

   (a) Service Document/Discharge Book of ESM.
   (b) Age proof, if date of birth not given in the Service Document/Discharge Book.
   (c) Identity Card of ESM/Widows issued by ZSB.
   (d) Details of Bank A/c No (in PNB/SBI only) and IFS Code.

6. **Channel of Application.** Applications are required to be submitted by eligible ESM/ widows at respective ZSB by 31 Mar or 30 Sep each year. ZSWO will scrutinize these applications and if found in order, forward them with soft copy of their data to concerned RSB. If found meeting QRs, RSB will forward all these applications by last day of the following month to the KSB Sectt for processing.
7. **Processing of Applications.** On receipt of applications at the KSB Sectt, these shall be processed by its Welfare Section in order of the date of their receipt. Such applications pertaining to AFFD Fund will be moved for approval of Competent Authority in one lot preferably on a quarterly basis.

8. **Payment Procedure.** After approval of the applications by the Competent Authority, the same will be processed for payment in batches of 200 applications by the Section. After verification of data, the Welfare Section will forward the batch list to the Accounts Section for making payments via ECS. The Jt Dir (Welfare) will display payment status of the approved applications on website (www.dsw.gov.in).

9. **Subsequent Grant.** The Penury Grant, once approved by the Competent Authority, stands for life of the approved non-pensioner ESM or the widow. No fresh application will be required thereafter, however beneficiary must submit a 'life certificate' through respective ZSB once a year in the month of December for release penury grant in the following financial year. A specimen form of 'Life Certificate' is placed at Annexure 2 to this document. ZSWO will forward all such Life Certificates in one lot to KSB Sectt, by the following 15 January each year. All the cases of renewal will be put up to JD (Welfare) by 01 Mar, who will in turn obtain approval of Secy, KSB for continuation of the penury grant during next financial year. It may be noted that the financial assistance is non-transferable and will cease automatically upon death of the ESM or widow. It is the responsibility of respective ZSWO to inform the KSB Sectt regarding death of the beneficiary ESM/widow.

---------------------End-of-Scheme-Document----------------------
Annexure 1
(Refers to Para 5 of Appendix A)
APPLICATION FOR FINANCIAL ASSISTANCE FROM KSB: PENURY
(Only for Non-Pensioners above 65 Yrs of Age)

1. Name: ____________________________     Service No:______________   Aadhar No:______________
2. Rank ______________ 3. Present Address:_________________________________________________
   ______________________________________________________________________________________
5. Reasons for discharge: (As in Discharge Certificate):__________________________________________
6. Character at the time of discharge:  Exemplary / Very Good / Good / Fair / Bad.
7. Mobile No: _____________________________   Residence Landline No:_________________________
8. (a) If re-employed, income there from employment :    Rs. _____________________________
     (b) Monthly income for non-pensioners (from other sources) Rs. _____________________________
9. Details of Financial Assistance received in past from KSB/RSB/ZSB(mention each type of grant):
   Name of grant ______________________________   Amount_________________,    year ___________
10. Name and address of Bank:_____________________________________________________________
13. Additional Information if any _____ _________________ ____________________________

DECLARATION
14. I understand that this is only an assistance I have no legal right on the amount requested for.
15. I am a non-pensioner and not drawing any kind of pension or grant from any agency.
16. I hereby declare that information furnished in personal application is correct to the best of my knowledge.
17. If my application is sanctioned, I will apply for renewal of Penury Grant every year between 01 to 31 of Dec to
   my concerned ZSB.

(Signature of the applicant)

RECOMMENDATIONS BY ZSW OFFICER
18. Following original documents of ESM/Widow have been personally checked by ZSW Officer (Photocopies
    attested by ZSWO are attached): -
    (b) Age proof of applicant.
    (c) A Certificate of Penury from village Sarpanch/Patwari/Block Development Officer for ESM/Widow
        applying for Penury and that the ESM/widow is not receiving pension or grant from Govt or any other
        agency.
    (d) Attested copy of ESM/Widow Identity Card.
19. It is certified that the applicant does not have income/pension from any other source and he has not been
    provided any financial assistance from the State Govt or any other source.
20. I hereby confirm that the information furnished above is correct as per the original documents of the applicant.
    Hence, case is recommended.

Date: ____________________________     Signature: ____________________________
Rank & Name: ____________________________ Designation: ____________________________
Office Seal : ____________________________

RECOMMENDATIONS BY SECRETARY, RSB
21. I hereby declare that the information furnished above is correct as per the original documents of the
    applicant. Hence, case is recommended.

Date : ____________________________     Signature : ____________________________
Rank & Name: ____________________________ Designation : ____________________________
Office Seal : ____________________________
LIFE CERTIFICATE FOR ESM IN PENURY

(To be submitted in January each year through ZSB)

It is hereby certified that Non Pensioner Ex Serviceman/Widow's No:__________________________
Rank: _______________________ Name: ______________________________________________
Service: Army/Navy/Air Force Date of Birth: ______________________________

Signatures of Individual Thumb impression of Individual
is alive and present before me today.

Place:_____________________ Signature: __________________________________
Date: _____________________ Rank & Name: ______________________________
Designation: Asst Dir/Dy Dir/Secy ZSB
Office Seals Office:___________________ Distt.______________

(Certificate can be issued by AD / DD/JD / Secretary of respective ZSB)
FINANCIAL ASSISTANCE FOR EDUCATION OF CHILDREN/WIDOWS OF ESM

Annexure:- Application Form.

1. **Background.** This scheme to provide financial assistance to ESM and their widows for helping them in educating their wards was started in 1981 with an amount of Rs 15/- per child per month for a maximum of three children up to Class XII. This scheme was last revised in Oct 2011 into a monthly grant of Rs 1000/- per month per child (for maximum two children) up to graduation and also for widows to pursue Post Graduation degree.

2. **Aim.** Aim of this scheme is to provide scholarship to up to a maximum of two dependent children of ESM or their widows, up to the ranks of Havildar in the Army and equivalent in the Navy and Air Force, and to widows for post graduation degree course.

3. **Financial Assistance.** For education is provided out of AFFD Fund @ Rs.1000/- per month per head (up to max two children) of eligible ESM and their widows, for the previous academic year, payable in one installment in a financial year. This is applicable for classes 1 to 12 of school and undergraduate classes of a degree college. This grant is also admissible to widows who wish to pursue 2-year post graduate degree. **This grant is not applicable for any of the professional or technical courses/degrees.**

4. **Eligibility Conditions.** The following criteria must be fulfilled to avail this grant:-
   (a) Applicant must be an ESM/ widow/Orphan dependent..
   (b) Should be of rank Havildar/equivalent and below.
   (c) The child should have passed the previous class.
   (d) Should be recommended by respective Zila Sainik Board (ZSB).
   (e) Should not be drawing education allowance from the State or his Employer.

5. **Application.** Application should be made on the prescribed application form with recommendation of concerned Zila Sainik Welfare Officer (ZSWO) on it. *A specimen application form is placed as Annexure 1.* Copies of the following documents duly attested by the respective ZSWO must accompany the application:-
   (a) Complete Discharge Book/Documents.
   (b) ESM or Widow I-Card issued by respective ZSB.
   (c) Mark-sheet / School Progress Card of child/children.
   (d) Part –II Order mentioning names of the child(ren) for which grant is sought or there should be a proper entry to this effect in the Discharge Book/Documents.
(e) A certificate from applicant saying that he/she has not taken any money/grant from the state or present employer in the form of education allowance or scholarship.

(f) Details of Bank A/c No (in PNB/SBI only) and IFS Code.

(g) Aadhar Card copy.

6. **Channel of Application.** The application for the just concluded academic year must be submitted by an eligible ESM / their widows to respective ZSB in the month of May for non-board classes, in Jul for the board classes 10th & 12th and in Aug for under-graduate course students. ZSWO will scrutinize the applications and if found correct, will forward (hard copy and its requisite data in digital form) **directly to the KSB Sectt by 31 July, 30 Sep and 31 Oct respectively** for payment in the current financial year. Old cases will not be accepted,

7. **Processing at KSB.** On receipt at the KSB Sectt, the applications will be filed in order of receipt. The Section-in-Charge will assign them file to the designated clerk who will enter/check data of the applications into computer. Another clerk will be designated to check correctness of the entries and eligibility of applicants. Section-in-Charge will also check the same and put up to JD(Welfare). Such applications in a lot pertaining to AFFDF will be moved for approval of the competent authority preferably on a quarterly basis.

8. **Payment Procedure.** After approval of the applications, the same will be processed for payment by the Welfare Section. After verifying the service number, name, bankers, IFS Code and account number of the applicants, Welfare Section will forward the approved list to the Accounts Section for payments, which will release the payments via ECS to the beneficiaries.

9. **Subsequent Grants.** Fresh application is required to be made for all the subsequent academic years provided the child(ren) has/have satisfactorily advanced to the next class. **Subsequent application should also be submitted through ZSB in the month of May. ZSB will forward all the applications to KSB Sectt by 31 July (and 30 Sep for the college students) each year for consideration in the current financial year.**

10. **Jt Dir (Welfare) will put up the list of approved applicants and their payment status whenever made on to the website (www.desw.gov.in)**

------------------------End-of-Scheme-Document------------------------
Annexure 1
(Refers to Para 5 of Appendix B)

APPLICATION FOR FINANCIAL ASSISTANCE FROM KSB: EDUCATION
(For School/College going Children of ESM upto Havildar)

ACADEMIC YEAR : __________

1. Name: ____________________________     Service No:______________   Aadhar No:______________
2. Rank __________ 3. Present Address:___________________________________________________

____________________________________________________________________________________

5. Reasons for discharge: (As in Discharge Certificate):

6. Character at the time of discharge: Exemplary / Very Good / Good / Fair / Bad.
7. Name of Dependents Children:
(a)  ________________________( b)  ________________________ (c)  __________________________
8. Children for whom the Grant is applied (* One year grant to be claimed for every successful academic year)

<table>
<thead>
<tr>
<th>Name</th>
<th>Name of School/College</th>
<th>Class passe</th>
<th>*Marks obtained (%)</th>
</tr>
</thead>
</table>

9. Mobile No: ____________________________    Residence Landline No:_________________________
10. (a) Pension  (Basic pm for pensioners) Rs.____________________________
(b) If re-employed, income there from employment : Rs. _____________________________
(c) Monthly income for non-pensioners (from other sources) Rs. _____________________________
11. Details of Financial Assistance received in past from KSB/RSB/ZSB(mention each type of grant):

Name of grant _____________________________   Amount_________________,    year : ___________

12. Name and address of Bank: __________________________________________________________
15. Additional Information if any ______

DECLARATION

16. I understand that this is only an assistance meant for education assistance @ Rs 1,000/- pm per child. (Max two children) and not a tuition fee reimbursement scheme. I have no legal right on the amount requested for.
17. I solemnly declare that I am not drawing children’s education allowance from Govt, current employer or any other agency.
18.  I hereby declare that the information furnished in personal application cum financial condition report is correct to the best of my knowledge

Name & Relationship (Signature/Thumb impression of the applicant)

RECOMMENDATION BY ZSW OFFICER

19. Following original documents of ESM/Widow./Orphan have been personally checked by ZSW Officer (Photocopies attested by ZSWO are attached):

(a) Complete Discharge Certificate/book showing details of ESM, widow and children.
(b) Certificate from school/college giving date of birth and marksheet of successful candidates.
(c) ESM or widow or dependent (in case of orphan) Identity Card.
20. It is certified that the applicant has not been provided any financial assistance for children's education from the State Govt or any other source.
21. I hereby confirm that the information furnished above is correct as per the original documents of the applicant. Hence, case is recommended.

Date: ____________________________    Signature:
Rank & Name: ____________________________
Designation : Dy Dir/Asst Dir/ZSWO
Office Seal :
FINANCIAL ASSISTANCE TO 100% DISABLED CHILD OF ESM

1. **Background.** The Ex-Servicemen (ESM), like all men in society, are also prone to misfortunes. In an unfortunate event of his child born deformed or later disabled due to accident / natural causes / disease, his capacity to deal with the misery is comparatively lower than the others in the society. In such a scenario, it is the responsibility of the organisation to assist ESM in looking after his disabled child and provide them some help to resettle in life. The scheme to provide financial assistance to those ESM who are without any other source of income and in a state of penury, was started in 2007 with an amount of Rs 500/- per month. This rate was last revised on file in Oct 2011 with an amount of Rs 1,000/- per month.

2. **Aim.** The aim of this aid gratis is to provide a small measure of relief to 100% disabled children of ESM.

3. **Financial Assistance.** For the disabled child out of AFFD Fund will be provided at a rate of Rs.1000/- per month payable on monthly basis during the financial year.

4. **Eligibility Conditions.** The following criteria must be fulfilled:-
   (a) Child must be a legitimate offspring of ESM/Widow.
   (b) ESM should be of the rank of Havildar/equiv of the Navy/Air Force and below.
   (c) The child should be 100% disabled.
   (d) Should not be in receipt of any disability benefit from any official agency.
   (e) Should be recommended by respective Zila Sainik Board (ZSB).

5. **Application.** Application should be made on the prescribed application form with recommendation of Zila Sainik Welfare Officer (ZSWO) on it. A specimen application form is placed at Annexure 1 to this document. Copies of the following documents duly attested by ZSWO must accompany the application:-
   (a) Photocopy of Discharge Book (must have entry regarding child).
   (b) ESM and Dependent Identity Card issued by ZSB.
   (c) 100% disability certificate issued by Military / Govt hospital.
   (d) Details of Bank A/c No (in PNB/SBI only) and IFS Code

6. **Channel of Application.** The application must be submitted by an eligible ESM / widow at his or her respective ZSB by 31st Dec of the year. The ZSWO will scrutinize the application and if found correct in all respects will forward (a hard copy as well as in digital format) it through his RSB to KSB by 31st Jan of the year for further processing and the case to be considered in the current financial year.
7. **Processing at KSB Sectt.** On receipt in the Welfare Section, the AFFDF applications will be filed in order of receipt in batches of 200 each. The Section-in-Charge will assign this file to a particular clerk who will enter the desired data from applications onto the computer. Another clerk will be designated to check correctness of the entries. The Section-in-Charge will verify the same and put up the printed list for approval of JD(Welfare). Such applications pertaining to AFFDF will be moved for sanction of the competent authority in one lot, preferably on quarterly basis.

8. **Payment Procedure.** After the application has been approved, the same will be processed for payment in batches of 200 applications by the Welfare Section. After verifying the service number, name, bankers, IFS Code and account number, the Welfare Section will forward the batch list to Accounts Section for payment, which will make the payment directly via ECS or by an account payee cheque.

9. **Subsequent Grant.** Disabled Child Grant, once approved, stands for the duration of eligibility. However, every year a “Life Certificate” (as per the format attached) and “Disability Certificate” on the Govt prescribed format, need to be submitted through the respective ZSB by 15 Jan for the grant to be continued in the next financial year. **All the cases of renewal will be put up to JD (Welfare) by 01 Mar, who will in turn obtain the sanction of the Secy, KSB for continuation of the financial assistance during next financial year.**

10. The financial assistance is non-transferable and will cease automatically upon death of the beneficiary. It is the responsibility of ZSB to inform KSB Sectt regarding death of a beneficiary.

11. website(www.desw.gov.in)

---------------------End-of-Scheme-Document----------------------
Annexure 1
(Refers to Para 5 of Appendix C)

APPLICATION FOR FINANCIAL ASSISTANCE FROM KSB: DISABLED CHILD
(For Disabled Children of Havildar & Below ESM having 100% Disability)

1. Name: ____________________________     Service No:______________   Aadhar No:______________
2. Rank __________________________
3. Present Address:  _____________________________________________________________________
5. Reasons for discharge: (As in Discharge Certificate):__________________________________________
6. Character at the time of discharge:  Exemplary / Very Good / Good / Fair / Bad.
7. Name of Disabled Child.____________________ Nature of Disability________________ %age: _______
8. Mobile No: ______________________________    Residence Landline No:_______________________
9. (a) Pension  (Basic pm for pensioners)              Rs._____________________________
        (b) If re-employed, income there from employment :    Rs. _____________________________
        (c) Monthly income for non-pensioners (from other sources) Rs. _____________________________
10. Details of Financial Assistance received in past from KSB/RSB/ZSB(mention each type of grant):
    Name of grant ______________________________   Amount_________________,    year : __________
11. Name and address of Bank: ____________________________________________________________
14. Additional Information if any ______

DECLARATION

15. I understand that this is financial assistance only and I have no legal right on the amount requested for.
16. I solemnly declare that I am not drawing disability grant or assistance from Govt or any other source for the
above mentioned child.
17. I hereby declare that the information furnished in personal application is correct to the best of my knowledge.

(Signature of the applicant)

RECOMMENDATIONS BY ZSB

18. Following original documents of ESM/Widow have been personally checked by ZSW Officer (Photocopies
attested by ZSWO are attached): -
    (a) Dependent Identity Card issued by ZSB.
    (b) Complete Discharge Certificate/book showing details of ESM/widow and child.
    (c) 100% disability certificate issued by military/civil Govt hospital.
    (d) ESM/widows I Card.
19. It is certified that the applicant has not been provided any financial assistance from the State Govt or any other
source in respect of above mentioned disabled child.
20. I hereby confirm that the information furnished above is correct as per the original documents of the applicant.
    Hence, case is recommended.

Date :                     Signature :
Rank & Name:             Designation : Dy Dir/Asst Dir/ZSWO
Office Seal :
LIFE CERTIFICATE FOR 100% DISABLED CHILD OF ESM/WIDOW
(To be submitted in January each year through ZSB)

It is hereby certified that 100% disabled person ________________________________
S/O Ex Serviceman/Widow’s No: ________________________________
Rank: _______________________ Name: ________________________________
Service: Army/Navy/Air Force Date of Birth: __________________________

Signatures of Individual Thumb impression of Individual
is alive and present before me today.

Place: __________________________ Signature: __________________________
Date: __________________________ Rank & Name: __________________________
Designation: Asst Dir/Dy Dir/Secy ZSB

Office Seals Office: ________________ Distt. ________________

(Certificate can be issued by AD / DD/JD / Secretary of respective ZSB)
FINANCIAL ASSISTANCE FOR DAUGHTER'S MARRIAGE/WIDOWS REMARRIAGE

1. **Background.** This scheme provides financial assistance to Pensioner/Non-Pensioner Ex-Servicemen (ESM) up to the rank of Havildar or equivalent in the Navy/Air Force. The scheme was started in way back in the year 1981 with an amount of Rs 3,000/- per daughter. This was revised in May 2007 to Rs 16,000/- per head and applicable up to two daughters.

2. **Aim.** The aim of this aid gratis is to provide financial assistance to ESM or widows up to the rank of Havildar for marriage of their daughters.

3. **Financial Assistance.** Paid out of AFFDF is provided for marriage of daughters of an eligible ESM or widow and remarriage of widows, at a rate of Rs.16,000/- per daughter (maximum two).

4. **Eligibility Conditions.** The following criteria must be fulfilled:
   (a) Applicant must be an ESM or his widow.
   (b) Should be of rank Havildar & below.
   (c) The daughter should be above 18 years of age.
   (d) Should be recommended by respective ZSB.
   (e) Should not have obtained any financial grant for this purpose from State/Service.

5. **Application.** Application should be made on the prescribed application form with the recommendation of respective Zila Sainik Welfare Officer (ZSWO) on it. *A specimen application form is placed at Annexure 1.* Copies of the following documents duly attested by respective ZSWO must accompany the application:
   (a) Discharge Book/Document (must have entry regarding daughter).
   (b) Proof of Age of the daughter.
   (c) Proof of Marriage - Certificate from Registrar/Village Sarpanch.
   (d) A Certificate from Applicant that he/she has not taken any money / assistance / grant from respective State Govt / Services towards the daughter's marriage.
   (e) Details of Bank A/c No (in PNB/SBI only) and IFS Code

6. **Channel of Application.** The application must be submitted by eligible ESM/widows at the respective ZSB immediately on solemnization of the marriage. ZSWO will scrutinize the application and if found correct, it will forward (hard as well as soft copies) along with
supporting documents on a monthly basis to the KSB Sectt for payment. The old cases of this scheme will not be entertained.

7. **Processing at KSB Sectt.** On receipt in the Welfare Section at KBS Sectt, application will be processed in order of receipt. The Section-in-Charge will assign these applications to a particular clerk, who will enter desired data from the applications onto computer. Another clerk will be designated to check correctness of the entries. The Section-in-Charge will verify the same and put up the printed list of eligible applicants to JD(Welfare). Such applications pertaining to AFFDF will be moved for sanction of the competent authority in one lot preferably on a quarterly basis.

8. **Payment Procedure.** After approval of the cases, the approved cases will be processed for payment by the Welfare Section. After verifying the service number, name, bankers, account number and IFS Code, the Welfare Section will forward the batch-list to the Accounts Section for online payment, who will make the payment directly to the beneficiaries via ECS or by an account payee cheque as applicable.

9. **Subsequent Grants.** Fresh application is required to be made for marriage grant for second daughter (if any) as per the above procedure and timeline.

-------------------------------End-of-Scheme-Document-------------------------------
Annexure 1
(Refers to Para 5 of Appendix D)

APPLICATION FOR FINANCIAL ASSISTANCE FROM KSB: MARRIAGE
(Upto Two Daughters of ESM or widows upto Havildar)

1. Name: ____________________________   Service No:______________   Aadhar No:______________
2. Rank _____________ 3. Present Address:___________________________________________________
   ____________________________________________________________________________________
5. Reasons for discharge: (As in Discharge Certificate):__________________________________________
6. Character at the time of discharge: Exemplary / Very Good / Good / Fair / Bad.
7. Name of Disabled Child.____________________ Nature of Disability________________ %age: _______
8. Mobile No: _____________________________    Residence Landline No:________________________
9. (a) Pension  (Basic pm for pensioners)              Rs._____________________________
    (b) If re-employed, income there from employment :    Rs. _____________________________
    (c) Monthly income for non-pensioners (from other sources) Rs. _____________________________
10. Details of Financial Assistance received in past from KSB/RSB/ZSB(mention each type of grant):
    Name of grant _______________________________   Amount_________________,    year : _________
11. Name of dependent daughters: (a) _______________________________________________________
    (b)  _______________________________________________________ 
12. Actual Date of Solemnization (dd/mm/yy):  __________________________________________________
13. Name and address of Bank: _____________________________________________________________
15. Additional Information if any _____________

DECLARATION
16. I understand that this is a financial assistance only and I have no legal right on the amount requested for. I am
   entitled to marriage grant once only for marriage of two daughters.
17. I solemnly declare that I have not obtained any financial assistance/grant for this marriage from Govt or any
   other agency.
18. I hereby declare that the information furnished in personal application cum financial condition report is correct
   to the best of my knowledge

   (Signature of the applicant)

RECOMMENDATIONS BY ZSWO
19. Following original documents of ESM/Widow./Orphan have been personally checked by ZSW Officer
   (Photocopies attested by ZSWO are attached): -
   (a) Complete Discharge Certificate/book showing details of ESM/widows & children
   (b) Age (not below 18 Yrs) proof of the daughter.
   (c) Marriage certificate issued by Registrar of Marriages.
20. It is certified that the applicant has not been/ been provided any financial assistance from the State Govt or
    any other source.
21. I hereby confirm that the information furnished above is correct as per the original documents of the applicant.
    Hence, case is recommended.

Date:  
Signature:  
Rank & Name:  
Office Seal:  
Designation : Dy Dir/Asst Dir/ZSWO
FINANCIAL ASSISTANCE TO NON-PENSIONER ESM FOR MEDICAL TREATMENT (UPTO RANK OF HAVILDAR/EQUIVALENT)

1. **Background.** All the pensioners of Armed Forces have been provided medical cover compulsorily under ECHS wef 01 Apr 2008. However, non-pensioner ESM who were sent out of services early in their life due to organizational constraints or discharged at their own request have no such medical cover. With ever increasing costs of health care, it becomes extremely difficult for non-pensioner ESM to combat diseases especially in old age. At such age, medical expenses push such ESM into a state of poverty and loss of dignity. The scheme to provide financial assistance to non-pensioners, who are without any other sources of income and in state of penury, was started in year 1981 with an amount depending upon nature and gravity of ailment. This was last revised in May 2007 with onetime grant of Rs 30,000/-. 

2. **Aim.** The aim of this aid gratis is to provide financial assistance to non-pensioner ESM or their widow to meet routine medical expenses during the year.

3. **Financial Assistance.** For the medical treatment out of AFFDF is provided up to a maximum of Rs.30,000/- per year per eligible ESM/widow, in a financial year. The expenditure incurred on treatment of various serious ailments is covered under a separate scheme.

4. **Eligibility Conditions.** The following criteria must be fulfilled:-
   
   (a) Applicant must be a non-pensioner ESM or his widow.
   
   (b) Should be of rank Havildar/equivalent and below.
   
   (c) Should be recommended by respective Zila Sainik Board (ZSB).
   
   (d) Expenditure must be incurred at recognized government hospitals at rates approved under CGHS/ECHS.

5. **Application.** Application should be made in prescribed format with recommendation of Zila Sainik Welfare Officer (ZSWO) on it. A *specimen application form is placed at Annexure 1*. Copies of following documents duly attested by ZSWO must accompany the application:-

   (a) Discharge book/documents.
   
   (b) I-Card issued by ZSB is must both for ESM & widows.
   
   (c) Original medical bills countersigned by the attending doctor.
   
   (d) Hospital discharge summary countersigned by attending doctor.
   
   (e) A certificate from the applicant stating that he/she has not taken any money/grant from the State or present employer in the form of reimbursement or medical allowance.
   
   (f) Details of Bank A/c No (in PNB/SBI only) and IFS Code
6. **Channel of Application.** The application must be submitted by an eligible ESM/widow at respective ZSB. ZSWO will scrutinize the application and if found correct, will forward all such applications (hard and soft copies) on a monthly basis to the KSB Sectt for processing.

7. **Processing at KSB.** On receipt in Welfare Section at KSB Sectt, the applications will be filed in order of receipt. The Section-in-Charge will assign these applications to a particular clerk to enter/check relevant data from the applications on computer. Another clerk will be designated to check correctness of the entries. The Section-in-Charge will verify the same and put up the printed list for approval of Jt Dir (Welfare). Such applications pertaining to AFFDF will be moved for sanction of competent authority in one lot, preferably on a quarterly basis.

8. **Payment Procedure.** After approval of the applications, list of the approved cases will be verified by the Welfare Section for payment. After verifying the service no, name, bank's IFS Code and Account number of beneficiaries, the Welfare Section will forward the approved list to the Accounts Section for payments, which will make the payments directly to the beneficiaries via ECS or by an account payee cheque.

9. **Subsequent Grants.** An applicant may apply for the medical grant again during the same year subject to the ceiling of Rs 30,000/- maximum in a financial year.
APPLICATION FOR FINANCIAL ASSISTANCE FROM KSB: MEDICAL TREATMENT
(Only for Non Pensioners upto Havildar/Equivalent)

1. Name: ____________________________     Service No:______________   Aadhar No:______________
2. Rank ________ 3. Present Address:_______________________________________________________
   ______________________________________________________________________________________
5. Reasons for discharge: (As in Discharge Certificate):__________________________________________
6. Character at the time of discharge:  Exemplary / Very Good / Good / Fair / Bad.
7. Dependents of ESM  Son/Daughter
   a) Wife: _______________________________  e)_____________________________
   b) Mother: _____________________________ f)_____________________________
   c) Father: _____________________________ g)_____________________________
8. Mobile No: ______________________________    Residence Landline No:_______________________
9. (a) If re-employed, income there from employment :    Rs. _____________________________
   (b) Monthly income for non-pensioners (from other sources) Rs. _____________________________
10. Details of Financial Assistance received in past from KSB/RSB/ZSB(mention each type of grant):
    Name of grant ______________________________   Amount_________________,    year : __________
11. Name and address of Bank: _____________________________________________________________
14. Additional Information if any ______

DECLARATION
15. I understand that this is a financial assistance meant for medical treatment upto Rs 30,000/- only and not a
    reimbursement scheme. I have no legal right on the amount requested for or spent by me on medical treatment.
16. I solemnly declare that I have not received any financial assistance or grant or re-imbursement of medical
    expenses from Govt, current employer or any other agency.
17. I hereby declare that the information furnished in personal application cum financial condition report is correct
    to the best of my knowledge.

(Signature of the applicant)

RECOMMENDATIONS BY ZSW OFFICER

18. Following original documents of ESM/Widow have been personally checked by ZSW Officer (Photocopies
    attested by ZSWO are attached): -
    (a) Complete Discharge Certificate/book showing details of ESM widow and children
    (b) Original medical bills/receipts duly countersigned by the attending doctor.
    (c) Discharge certificate/summary from the hospital and countersigned by the attending doctor.
    (d) ESM/Widow I-Card.
19. It is certified that the applicant has not been provided any financial assistance from the State Govt or any other
    source. It is also certified that the applicant is not an ECHS member.
20. I hereby confirm that the information furnished above is correct as per the original documents of the applicant. Hence, case is recommended.

Date : ____________________________     Signature : ____________________________
Rank & Name: ____________________________     Designation : ____________________________
FINANCIAL INCENTIVE TO WARDS OF ESM/WIDOWS UNDERGOING CADET'S TRAINING AT NDA

1. **Background.** All young men aspire to join a high paying and comfortable career and keep trying various options till their mid or late twenties. There has been a drop in the number of aspirants who in the beginning itself opt for a career in defence forces as their first choice and join the National Defence Academy out of passion for soldiering. Since the ward of ESM is also pursuing a graduate degree at NDA, he otherwise also would have been eligible for education grant in normal manner. In order to encourage young talented wards of ESM to join NDA, the KSB Sectt has introduced an incentive for such young boys. The scheme to provide financial incentive to the wards of ESM/widows who joined NDA only for cadets’ training was started in May 2007 with an amount of Rs 1000/- per month.

2. **Aim.** The aim of this aid gratis is to provide incentive to the children of an ESM or widow up to the rank of Havildar/equivalent, who have joined the NDA course.

3. **Financial Incentive.** For training to NDA cadet out of AFFDF is provided at a rate of Rs.1,000/- per month per child of an eligible ESM/widow. For the previous NDA's training terms, payable in one installment, on successful completion of two terms in a year. This is applicable for three years of the NDA's cadets training course.(i.e graduation degree).

4. **Eligibility Conditions.** The following criteria must be fulfilled:-
   (a) Applicant must be an ESM or his widow.
   (b) Should be of rank Havildar/equivalent and below.
   (c) The child should have successfully completed the previous terms in a year.
   (d) Should be recommended by respective Zila Sainik Board (ZSB).

5. **Application.** Application should be made on the prescribed application format with recommendation of Zila Sainik Welfare Officer (ZSWO) on it. A specimen application form is placed at Annexure 1. Copies of the following documents duly attested by respective ZSWO must accompany the application:-
   (a) Discharge Book/Documents (must have an entry regarding the child).
   (b) Copy of I-Card issued by ZSB.
   (c) Certificate from NDA Squadron giving details of the cadet and his father and that he has joined NDA on (date) for training with (Course No.) course and has completed to two terms successfully.
   (d) Bank details of Cadet showing Bank's name, branch, IFS Code and A/c Number.
   (e) Details of Bank A/c No (in PNB/SBI only) and IFS Code.
6. **Channel of Application.** The application must be submitted by an eligible ESM/widow at respective ZSB. ZSWO will scrutinize the application and if found correct, forward it (its hard and digital copies) along with other applications in the months of Mar and Oct each year, to KSB Sectt for payment in the current financial year.

7. **Processing at KSB.** On receipt in the Welfare Section at KSB Sectt, the applications will be filed in order of their receipt. The Section-in-Charge will assign them to a particular clerk to enter/check relevant data from the applications on to computer. Another clerk will be designated to check correctness of the entries. The Section-in-Charge will verify the same and put up a printed list to Jt Dir (Welfare). Such applications pertaining to AFFDF will be moved for sanction of the competent authority in one lot, preferably on a quarterly basis.

8. **Payment Procedure.** After approval of the applications by the Competent Authority, the same will be processed for payments. After verifying service number, name, bankers, IFS Code and account number, the Welfare Section will forward it to Accounts Section for releasing the payments, which will done directly via ECS to the NDA cadet.

9. **Subsequent Grants.** For subsequent terms provided the cadet has satisfactorily advanced to his next term. Only a certificate from his Squadron in NDA to this effect needs to be sent by the Cadet/Applicant directly to the KSB Sectt for the grant to be continued in the subsequent years.

-------------------------------End-of-Scheme-Document-----------------------------
Annexure 1
(Refers to Para 5 of Appendix F)

APPLICATION FOR FINANCIAL INCENTIVE FROM KSB: NDA CADET
(Only for Wards of ESM upto Havildar/Equivalent)

1. Name: ____________________________  Service No:______________  Aadhar No:______________
2. Rank ____________________  3 Present Address:_______________________________________________________
   _______________________________________________________________________________________
4. Reasons for discharge: (As in Discharge Certificate):__________________________________________
5. Character at the time of discharge: Exemplary / Very Good / Good / Fair / Bad.
6. Name of Dependents Children:
   (a)  ______________________ (b)  _________________________ (c)  _________________________
7. Particulars of Cadets at NDA (* One year grant to be claimed for every successful year)
   Cadet’s Name_______________________________  Cadet No.________________________________
8. Date of Joining squadron (NDA) dd/mm/yy)_________________________________________________
9. Mobile No: _____________________________  Residence Landline No:___________________________
10. (a) Pension (Basic pm for pensioners)              Rs._____________________________
    (b) If re-employed, income there from employment :    Rs. _____________________________
    (c) Monthly income for non-pensioners (from other sources) Rs. _____________________________
11. Details of Financial Assistance received in past from KSB/RSB/ZSB (mention each type of grant):
    Name of grant ______________________________   Amount_________________,    year : __________
12. Name and address of Bank(of NDA cadet)___________________________________________________
13. IFSC/ NEFT Code of Bank: ______________________15. Account No.__________________________
14. Additional Information if any ____________________________

DECLARATION

19. I understand that this is a financial assistance only and I have no legal right on the amount requested for.
20. I hereby declare that the information furnished in personal application cum financial condition report is correct
to the best of my knowledge.

(Signature of the applicant)

RECOMMENDATIONS BY ZSW OFFICER

21. Following original documents of ESM/Widow./Orphan have been personally checked by ZSW Officer
    (Photocopies attested by ZSWO are attached): -
    (a) Complete Discharge Certificate/book showing details of ESM/widows and child
    (b) Certificate from Squadron in NDA showing details of Cadet and his joining date.
22. I hereby confirm that the information furnished above is correct as per the original documents of the applicant.
Hence, case is recommended.

Date : ____________________________  Signature : ____________________________
Rank & Name: ____________________________  Designation : Dy Dir/Asst Dir/ZSWO
Office Seal : ____________________________
Appendix ‘G’
(Refers to KSB Sectt
Letter No. 2(2)/Policy/KSB/A
Dated : 28 Nov 2014)

FINANCIAL ASSISTANCE FOR REPAIRING OF HOUSE OF ESM/WIDOWS,
DAMAGED IN NATURAL DISASTER

1. Background. Because of limited financial resources available to an ESM or their widow or orphan, it is very difficult for them to repair their house when ravaged by natural calamity. In cases of wide spread natural calamities, State and Central Govts step in and provide financial assistance for rehabilitation and rebuilding. However, in case of the localized events like damage due to isolated landslide, such aid may not be forthcoming or timely. In order to provide some financial assistance for repair of house, a grant is provided by the KSB Sectt to eligible orphan daughter of all ranks and 100% disabled ESM/ widow. This scheme was started in 1981 with an amount of 2,500/-, which was revised in May 2007 to Rs 20,000/-.

2. Aim. The aim of this scheme is to provide financial assistance for repair of house to an orphaned daughter of all ranks and 100% disabled ESM/widow up to the rank of Havildar/equiv whose house has been damaged in natural calamity.

3. Financial Assistance. For the House Repair out of AFFDF is provided at a rate of Rs. 20,000/- (max) to orphan daughter of all ranks 100% disabled ESM/widow of ESM upto the rank of Havildar / equivalent whose house is damaged by natural calamity. (payable in one installment).

4. Eligibility Conditions. The following criteria must be fulfilled:-
   (a) Applicant must be an orphan daughter of all ranks.
   (b) Should be 100% disabled ESM/widow upto the rank of Havildar/equivalent
   (c) House should have been damaged as result of a natural calamity notified by the Centre/State Govts only.
   (d) Should be recommended by respective Zila Sainik Board (ZSB) and Rajya Sainik Board (RSB).

5. Application. Application should be made on prescribed format with recommendation of respective ZSWO on it. *A specimen application format is placed at Annexure 1.* Copies of following documents duly attested by ZSWO must accompany the application:-
   (a) Service Discharge Certificate/Book.
   (b) House Ownership Certificate.
   (c) Certificate from the State Govt/Revenue officials regarding cause of damage and estimated loss.
   (d) Notification issued by the Central or State Govt declaring that the damage is due to a natural calamity.
(e) 100% Disability Certificate (for ESM/widow).

(f) Death Certificate of parents (for orphaned daughter).

(g) A certificate from applicant that he/she has not received any compensation or aid from the Govt for the damage.

(h) Details of Bank A/c No (in PNB/SBI only) and IFS Code

6. **Channel of Application.** The application must be submitted by eligible orphan daughter or ESM/widow at his or her respective ZSB. ZSWO will scrutinize the application and if found correct in all respects, will forward (hard copy as well as in digital format) to concern RSB. If found meeting QRs, RSB will forward it to the KSB Sectt for payment.

7. **Processing at KSB.** On receipt in the Welfare Section at KSB Sectt, the applications will be filed in order of their receipt. The Section-in-Charge will assign these applications to a particular clerk to enter/check relevant data from the applications onto computer. Another clerk will be designated to check correctness of the entries. The Section-in-Charge will also verify the same and put up printed list to Jt Dir (Welfare). Such applications pertaining to AFFDF will be moved for sanction of the Competent Authority in one lot, preferably on a quarterly basis.

8. **Payment Procedure.** After approval of Competent Authority, the applications will be processed for making payments. After verifying the ESM's service number, name, bank account no, bank's IFS Code and address, the Welfare Section will forward the approved list to Accounts Section to make the payments directly via ECS.

---------------------End-of-Scheme-Document----------------------
APPLICATION FOR FINANCIAL ASSISTANCE FROM KSB: HOUSE REPAIR
(For Widows of ESM/100% Disabled ESM/Orphan Daughter upto Havildar)

1. Name: ____________________________     Service No:______________   Aadhar No:______________

2. Rank _____________ 3. Present Address ___________________________________________________
____________________________________________________________________________________


5. Reasons for discharge: (As in Discharge Certificate):__________________________________________

6. Character at the time of discharge:  Exemplary / Very Good / Good / Fair / Bad.

7. (a) Location/address of damage house_____________________________________________________
(b) Type of Damage: ___________________________________________________________________
(c) Type of Natural Calamity: _______________________ (d) Date of Natural Calamity ______________

8. Mobile No: ____________________________    Residence Landline No:_________________________

9. (a) Pension  (Basic pm for pensioners)              Rs._____________________________
(b) If re-employed, income there from employment :    Rs. _____________________________
(c) Monthly income for non-pensioners (from other sources) Rs. _____________________________

10. Details of Financial Assistance received in past from KSB/RSB/ZSB(mention each type of grant):

Name of grant ______________________________   Amount_________________,    year : __________

11. Name and address of Bank: ____________________________________________________________

12. IFSC/ NEFT Code of Bank: ______________________         Account No._________________________

13. Additional Information if any ________________

DECLAIRATION

14. I understand that this is a financial assistance only and I have no legal rights on the amounts requested for.
15. I have not received any financial assistance or compensation from Govt or any other source for the above natural damage to my house.
16. I hereby declare that the information furnished in personal application cum financial condition report is correct to the best of my knowledge.

(Signature of the applicant)

RECOMMENDATIONS BY ZSW OFFICER

17. Following original documents of ESM/Widow./Orphan have been personally checked by ZSW Officer
(Photocopies attested by ZSWO are attached): -

(a) Complete Discharge Certificate/book.          (b) Ownership Certificate.
(c) Certificate from State Govt regarding nature and cause of damage and estimate loss.
(d) Notification issued by Central/State Govt declaring that the damage is due to natural calamity.
(e) 100% Disability Certificate (for 100% Disabled ESM).
(f) Death certificate of parents (for orphan daughter). (g) ESM/Widow/dependent I Card.

22. It is certified that the applicant has not been provided any compensation / assistance from the State Govt or any other source.
24. I hereby confirm that the information furnished above is correct as per the original documents of the applicant. Hence, case is recommended.

Date :           Signature :
Rank & Name:    Designation :
Office Seal: Designation :

RECOMMENDATIONS BY SECRETARY, RSB

25. I hereby confirm that the information furnished above is correct as per the original documents of the applicant. Hence, case is recommended.

Date :           Signature :
Rank & Name:    Designation :
FINANCIAL ASSISTANCE TO FUNERAL OF ESM

1. **Background.** The Armed Forces personnel, by virtue of isolation imposed by the service conditions, generally remain cut off from society. The meager terminal benefits received on his retirement mostly are spent in acquiring a house. In such a case, worsened by uncooperative attitude of most agencies, they find it difficult to start off into a second career. Without a stable source of income, burdened with usual social and family responsibilities, when they become old age, most of ESM land up in a state of poverty. In the extreme cases, a widow of ESM borrows money for his last rites. To mitigate such a situation, a scheme for grant of money to a widow for funeral of her ESM husband was introduced. This scheme to provide financial assistance to widows of ESM was started in May 2007 with an amount of Rs 5,000/-.

2. **Aim.** The aim of this aid gratis is to provide financial assistance to a widow for the last rites of her ESM husband.

3. **Financial Assistance.** For funeral out of AFFDF is provided as onetime of Rs.5000/-. 

4. **Eligibility Conditions.** The following criteria must be fulfilled:-
   (a) Applicant must be widow of an ESM.
   (b) Should be of rank Havildar & below.
   (c) Should be recommended by respective ZSB.
   (d) Should not have taken money from ADLRS (Army/Navy/AF) for the funeral.

5. **Application.** Application should be made on the prescribed application format with recommendation of the Zila Sainik Welfare Officer (ZSWO) on it. A specimen application form is placed at Annexure 1. Copies of the following documents duly attested by the concerned ZSWO must accompany the application:-
   (a) Complete Service Discharge Certificate/Book.
   (b) Death Certificate issued by the Competent Authority.
   (c) Widow I-Card issued by concerned ZSB.
   (d) A certificate from widow stating that she has not availed ADLRS assistance.
   (e) Details of Bank A/c No (in PNB/SBI only) and IFS Code

6. **Channel of Application.** The application must be submitted by an eligible widow at her respective ZSB at the earliest. The ZSWO will scrutinize the application and if found correct in all respects, will forward it (hard copy as well as soft copies) along with other applications on a monthly basis, direct to KSB Sectt for payment. Old cases will not be entertained.
7. **Processing at KSB Sectt.** On receipt in the Welfare Section, these applications will be filed in order of receipt. The Section-in-Charge will assign this file to a particular clerk who will enter the desired data from the applications onto the computer. Another clerk will be designated to check correctness of the entries. The Section-in-Charge will verify the same and put up the printed list to JD(Welfare) for approval. Such applications pertaining to payment from AFFDF will be processed for approval of competent authority.

8. **Payment Procedure.** After approval of the Competent Authority, the approved list of applicants will be processed for payment by Welfare Section. After verifying the ESM’s service number, name, bankers IFS Code and account number, the Welfare Section will forward the payment instructions to the Accounts Section, who will make the payments directly via ECS or by an account payee cheque.

---------------------End-of-Scheme-Document----------------------
Annexure 1
(Refers to Para 5 of Appendix H)

APPLICATION FOR FINANCIAL ASSISTANCE FROM KSB: FUNERAL OF ESM
(Only for Widows of ESM upto Havildar)

1. Name: ____________________________ Service No:______________ Aadhar No:______________

2. Rank _____________ 3 Present Address:___________________________________________________
____________________________________________________________________________________


5. Reasons for discharge: (As in Discharge Certificate):__________________________________________

6. Character at the time of discharge: Exemplary / Very Good / Good / Fair / Bad.

7. Dependents of ESM: Eldest Son/Daughter
(a) Wife: _______________________________ (b) ___________________________

8. Mobile No: ______________________________ Residence Landline No:_______________________

9. (a) Pension (Basic pm for pensioners) Rs.______________________________________________
(b) If re-employed, income there from employment : Rs. ________________________________
(c) Monthly income for non-pensioners (from other sources) Rs. _____________________________

10. Details of Financial Assistance received in past from KSB/RSB/ZSB(mention each type of grant):
Name of grant ______________________________ Amount_________________, year : __________

11. Name and address of Bank: _____________________________________________________________


13. Additional Information if any 
____________________________________________

DECLARATION

14. I understand that this is a financial assistance only and I have no legal right on the amount requested for.
15. I have not taken any money for funeral from Army/Navy/Air force scheme
16. I hereby declare that the information furnished in personal application cum financial condition report is correct
    to the best of my knowledge.

Name & Relationship (Signature/Thumb impression of the applicant)

RECOMMENDATIONS BY ZSW OFFICER

17. Following original documents of ESM/Widow./Orphan have been personally checked by ZSW Officer
   (Photocopies attested by ZSWO are attached): -
   b) Death Certificate.
   c) Widow or orphan dependent I-Card

18. It is certified that the applicant has not been provided any financial assistance for the same cause from any
    other source.
19. I hereby confirm that the information furnished above is correct as per the original documents of the applicant.
    Hence, case is recommended.

Date : Signature :
Rank & Name: 
Office Seal : Designation : Dy Dir/Asst Dir/ZSWO
FINANCIAL ASSISTANCE TO ORPHAN CHILDREN OF ESM

1. **Background.** The Armed Forces personnel by virtue of isolation imposed by service conditions generally remain cut off from society. Some of them get married after their release from service, and consequently have children at a late stage in life. In the unfortunate event of the demise of both ESM and his spouse in an accident or due to natural causes/disease, the young offspring is left orphaned. Most of time, orphaned child is neglected by his/her relatives and is financially handicapped. The problem is more pronounced in the case of orphans of non pensioner ESM. In such a case, it is responsibility of the organisation to support such orphans and ensure their education-cum-settlement. This scheme to provide financial assistance to the orphaned children of ESM was started in May 2007 with an amount of Rs 500/- per month for girls and revised in Oct 2011 with Rs 1,000/-pm irrespective of child’s gender.

2. **Aim.** The aim of this aid gratis is to provide a small measure of relief from total penury to an orphaned child of an ESM.

3. **Financial Assistance.** For the eligible Orphan out of AFFDF is provided at a rate of Rs.1000/- per month during the financial year.

4. **Eligibility Conditions.** The following criteria must be fulfilled:-
   (a) Applicant must be a legitimate offspring of an ESM.
   (b) Orphan should be aged below 21 years for son or unmarried daughter.
   (c) Should be recommended by respective Zila Sainik Board (ZSB).

5. **Application.** Application should be made to the KSB Sectt with recommendation of the concerned Zila Sainik Welfare Officer (ZSWO) on it. *A specimen application format is placed at Annexure 1 to this scheme-document.* Copies of following documents duly attested by ZSWO must accompany the application:-
   (a) Service Discharge Book/Document (must have entry regarding child).
   (b) Death certificate of both parents.
   (c) Dependent I Card issued by concerned ZSB.
   (d) Birth Certificate of each orphan.
   (e) Certificate from competent authority (for girl) certifying that the girl is not married.
   (f) Details of Bank A/c No (in PNB/SBI only) and IFS Code

6. **Channel of Application.** The application must be submitted by an eligible orphan or legal/natural guardian at his or respective ZSB. ZSWO will scrutinize the application and If found correct, will forward it (hard copy as well as in digital format) through respective RSB to the KSB Sectt for payment.
7. **Processing at KSB Sectt.** On receipt in the Welfare Section at KSB Sectt, the AFFDF applications will be processed for payment. The Section-in-Charge will assign these applications to a particular clerk who will enter the desired data from the applications onto computer. Another clerk will be designated to check correctness of the entries. The Section-in-Charge will verify the same and put it up for approval to JD(Welfare). Such applications along with other cases pertaining to AFFDF will be moved for sanction of the competent authority in one lot, preferably on quarterly basis.

8. **Payment Procedure.** After approval of the applications, the same will be processed by Welfare Section for payments. After verifying service particulars of the deceased ESM, name of orphan, bankers IFS Code and account number, the Welfare Section will forward the list to Accounts Section. The payment will be made directly via ECS on a monthly basis.

9. **Subsequent Grants.** The Orphan Grant, once approved by the competent authority, stands for entire duration of the eligibility. But a certificate from the concerned ZSWO that the orphan girl is not married, is required to reach the KSB Sectt by 15 Jan each year so as to continue the grant in the following financial year. In case of orphaned boys, the grant will cease automatically from the month following attainment of 21 years of age.

---------------------End-of-Scheme-Document----------------------
Annexure 1
(Refers to Para 5 of Appendix J)

APPLICATION FOR FINANCIAL ASSISTANCE FROM KSB: ORPHAN OF ESM
(for Orphan Daughter/Son of ESM)

1. Name: ____________________________     Service No:______________   Aadhar No:______________
2. Rank _____________3. Present Address:__________________________________________________
   ___________________________________________________________________________________
5. Reasons for discharge: (As in Discharge Certificate):__________________________________________
6. Character at the time of discharge: Exemplary / Very Good / Good / Fair / Bad.
7. Name(s) of orphan ____________________________________________________________________
   Date of Birth(dd/mm/yy)__________________  Marital Status :  ________________________________
8. Mobile No: ______________________________    Residence Landline No:_______________________
9. (a) Pension  (Basic pm for pensioners)              Rs._____________________________  
   (b) Monthly income for non-pensioners (from other sources) Rs. _____________________________
10. Details of Financial Assistance received in past from KSB/RSB/ZSB(mention each type of grant):
    Name of grant ______________________________   Amount_________________,    year : __________
11. Name and address of Bank: ____________________________________________________________
12. IFSC/ NEFT Code of Bank: _______________________  Account No._________________________
13. Additional Information if any ___________________________________________________________

DECLARATION

14. I understand that this is a financial assistance only and I have no legal right on the amounts requested for.
15. I hereby declare that the information furnished in personal application cum financial condition report is correct
to the best of my knowledge

(Signature of the applicant)

RECOMMENDATIONS BY ZSW OFFICER

16. Following original documents of ESM/Widow./Orphan have been personally checked by ZSW Officer
(Photocopies attested by ZSWO are attached): -
   a) Dependent Certificate/I-Card.
   c) Date of Birth Certificate.
   d) Certificate from competent authority certifying that the applicant is not married.
   e) Death certificate of parents.

17. It is certified that the applicant has not been provided any financial assistance from the State Govt or any other
source.

18. I hereby confirm that the information furnished above is correct as per the original documents of the applicant.
Hence, case is recommended.

Date : ____________________________       Signature : ____________________________
Rank & Name: ___________________________   Designation : ___________________________
Office Seal : ___________________________   Office Seal : ___________________________
FINANCIAL ASSISTANCE FOR VOCATIONAL TRAINING OF WIDOWS OF ESM

1. **Background.** In the unfortunate event of the demise of husband in an accident or due to natural causes/disease, the widow is left neglected and financially handicapped. In such a case, it is the responsibility of the organisation to step in and assist the widow to gain employment through vocation training. In order to help the widows of ESM to become self reliant and be able to meet their financial needs, they need to acquire some vocational skills. Depending on their educational level and aptitude, they may opt to undergo the requisite vocational training. Such a course may be pursued at any recognized vocational training institution run by RSB/ZSB, state like ITI or private training institutions of repute like NIIT etc. The scheme to provide financial assistance to ESM was started in May 2007 with a onetime grant of Rs 20,000/-. 

2. **Aim.** The aim of this aid gratis is to provide financial assistance to a widow to settle in life through vocational training.

3. **Financial Assistance.** For Vocational Training out of AFFDF is provided as onetime aid of Rs.20,000/- (max) on successful completion of said vocational training.

4. **Eligibility Conditions.** The following criteria must be fulfilled:-
   (a) Applicant must be widow of an ESM of rank up to Hav/equiv.
   (b) Should have successfully completed said training.
   (c) Should be recommended by respective ZSB.

5. **Application.** Application should be made on the prescribed application format with recommendation of respective ZSWO on it. A specimen application form is placed at Annexure 1. Copies of following documents duly attested by ZSWO must accompany the application:-
   (a) Complete Service Discharge Certificate/Book.
   (b) Copy of Widow I-Card.
   (c) Certificate from institute after completion of training.
   (d) Certificate from ZSWO that widow after vocational training is gainfully employed.
   (e) Details of Bank A/c No (in PNB/SBI only) and IFS Code

6. **Channel of Application.** The application must be submitted by an eligible widow at the respective ZSB. ZSWO will scrutinize the application and if found correct in all respects will forward it (hard copy as well as in digital format) along with other applications on yearly basis, in the month of Jul direct to the KSB Sectt for payment. Old cases will not be entertained.
7. **Processing at KSB Sectt.** On receipt in the Welfare Section, such applications will be filed in order of their receipt. The Section-in-Charge will assign these applications to a particular clerk who will enter desired data from the applications onto computer. Another clerk will be designated to check correctness of the entries. The Section-in-Charge will verify the same and put up printed list to JD(Welfare) for approval. Applications will be moved for sanction of the competent authority in one lot, preferably on a quarterly basis.

8. **Payment Procedure.** After approval of the competent authority, these applications will be processed for payment by the Welfare Section. After verifying the ESM's service number, name, bankers IFS Code and Bank Account Number, the Welfare Section will forward the list for payment to the Accounts Section, which will make the payments directly via ECS to the beneficiaries.

---------------------End-of-Scheme-Document----------------------
APPLICATION FOR FINANCIAL ASSISTANCE FROM KSB: VOCATIONAL TRAINING
(Only for Widow of ESM upto Havildar)

1. Name: ____________________________     Service No:______________   Aadhar No:______________

2. Rank _________________ 3 Present Address:___________________________________________________
   ______________________________________________________________________________________


5. Reasons for discharge: (As in Discharge Certificate):__________________________________________

6. Character at the time of discharge:  Exemplary / Very Good / Good / Fair / Bad.

7. Details of Vocational Training undertaken: Name of Course: ____________________________________
   (a) Name and Address of Institution: ___________________________________________________
   (b) Duration of training: From ____________________________ to __________________________

8. Mobile No: _____________________________    Residence Landline No:________________________

9. Monthly income If employed:    Rs. _______________________________

10. Details of Financial Assistance received in past from KSB/RSB/ZSB(mention each type of grant):
    Name of grant _______________________________   Amount_________________,    year : _________

11. Name and address of Bank: _____________________________________________________________

12. IFSC/ NEFT Code of Bank: _______________________        Account No._________________________

13. Additional Information if any ________________________________

DECLARATION

14. I understand that this is a financial assistance only and I have no legal right on the amount requested for.

15. I have not claimed or received any amount towards above mentioned training from Govt or any other sources.

16. I hereby declare that the information furnished in personal application cum financial condition report is correct
    to the best of my knowledge.

Name & Relationship (Signature/Thumb impression of the applicant)

RECOMMENDATIONS BY ZSW OFFICER

17. Following original documents of ESM/Widow have been personally checked by ZSW Officer (Photocopies
    attested by ZSWO are attached): -
    (b) Certificate from training institute.
    (c) Certificate from ZSB that the widow after having undergone vocational training is gainfully employed.
    (d) Widow I-Card.

18. It is certified that the applicant has not been provided any financial assistance from the State Govt or any other
    source.

19. I hereby confirm that the information furnished above is correct as per the original documents of the applicant.
    Hence, case is recommended.

Date : ____________________________    Signature : ____________________________

Rank & Name: ____________________________    Designation : Dy Dir/Asst Dir/ZSWO
FINANCIAL ASSISTANCE FOR TREATMENT OF SERIOUS DISEASES TO NON PENSIONER ESM (ALL RANKS)/WIDOWS

1. **Background.** All pensioners of Indian Armed Forces have been provided medical cover under ECHS with effect from 01 Apr 2008. But, non-pensioners who were sent out of service at an early stage due to organisational constraints or discharged at own request, do not have such medical cover. With increased costs of health care, it is extremely difficult for the non-pensioner ESM to meet their expenses on treatment of serious diseases like cancer, renal failure and heart ailments in their old age.

2. **Aim.** The aim of this aid gratis is to provide financial assistance to a non-pensioner ESM of all ranks and widows to meet medical expenses related to treatment of approved/listed serious diseases like cancer, renal failure, knee replacement and heart surgery.

3. **Financial Assistance.** Financial assistance for treatment of the approved serious diseases mentioned at para 6 in this document is applicable to non-pensioner ESM of all ranks and widows subject to a maximum of Rs 1,25,000/- per year and for treatment of cancer/dialysis subject to a maximum of Rs 75,000/- per annum as follows:-

   (a) **For Non-Pensioner Officers/Widows.** 75% of total expenditure incurred on medical treatment, hospitalisation, medicines etc.

   (b) **For Non-Pensioner other Ranks/Widows.** 90% of total expenditure incurred per annum on medical treatment, hospitalization, medicine etc.

4. **Eligibility Conditions.** The following criteria must be fulfilled:-

   (a) Applicant must be a non-pensioner ESM or his widow.

   (b) Should not be member of ECHS or availing AFMS facilities.

   (c) Should be recommended by respective Zila Sainik Board (ZSB).

   (e) Expenditure must be incurred at a approved govt hospital at the rates applicable under CGHS / ECHS.

5. **Application.** Application should be made on the prescribed application format with recommendation of concerned Zila Sainik Welfare Officer (ZSWO) on it. A specimen application format is placed Annexure 1. Copies of the following documents duly attested by ZSWO must accompany the application:-

   (a) Complete Service Discharge Book/Documents.

   (b) Photocopy of ESM / widow I Card.

   (c) Original medical bills duly countersigned by attending doctor.
(d) Hospital admission and discharge report duly countersigned by hospital authority.
(e) A certificate from applicant that he/she has not taken any money/grant from the State Govt or present employer in the form of reimbursement or medical allowance.
(f) Details of Bank A/c No (in PNB/SBI only) and IFS Code

6. **List of Serious Diseases.** List of the serious diseases are covered under this scheme:-

   (a) Angiography & Angioplasty                     (k) Cancer
   (b) CABG.                                         (l) Dialysis
   (c) Open heart surgery                            (d) Valve replacement
   (e) Pacemaker Implant                             (f) Cerebral stroke
   (g) Prostrate surgery                             (h) Joint replacement
   (j) Renal failure.

7. **Treatment of other Diseases.** In case the treatment of a serious disease which is not listed in this scheme-document, such application will be referred to DGAFMS for comment/recommendation to consider it for financial assistance for treatment of that disease, to ESM under this scheme.

8. **Channel of Application.** The application must be submitted by an eligible ESM/widow at respective ZSB. ZSWO will scrutinize the application and if found correct, will forward it directly to the KSB Sectt for payment.

9. **Processing at KSB Sectt.** On receipt in the Welfare Section of KSB Sectt, applications, Section-in-Charge will assign the application to a particular clerk who will enter desired data from applications onto computer. Another clerk will be designated to check correctness of the entries. The Section-in-Charge will verify the same and put up the application in relevant file to JD(Welfare) who will get approval of Secretary, KSB on a monthly basis.

10. **Payment Procedure.** After approval of Secretary KSB, the application will be processed for payment by Welfare Section. After verifying the ESM's service number, name, banker's IFS Code and bank account number, the Welfare Section will forward the list of approved cases to Accounts Section for payment. The Accounts Section will process the list for payment directly to beneficiaries via ECS to the beneficiaries as applicable.

---------------------End-of-Scheme-Document----------------------
APPLICATION FOR FINANCIAL ASSISTANCE: SERIOUS DISEASES
(For Non Pensioner ESM & their Widows)

1. I am ________________________________ an ESM and I request for financial assistance for medical treatment.

2. Name: ____________________________ 3. Rank: __________ No.: __________ Aadhar No.: __________

4. Present Address: ________________________

5. Dates (DD/MM/YY): Enrolment ___/___/___ Discharge ___/___/___ Birth ___/___/___ Death ___/___/___

6. Reasons for discharge: (As given in Discharge Certificate) ___________________________________

7. Character at the time of Discharge: Exemplary / Very Good / Good / Fair / Bad
   (strike out whichever not applicable)

8. Nature of Serious Disease: __________________________
   Name & Address of Hospital: __________________________
   Duration of Treatment: __________________________

9. Contact Details of ESM/Widow:
   Mobile No. ____________________________ Residence Landline No: __________________________

10. Financial Condition Report:
    (a) Monthly income for non-pensioners (from other sources): Rs. __________________________
    (b) If re-employed, income there from:         Rs. __________________________

11. Details of Financial Assistance received in past from KSB/RSB (mention each one): Name of Grant __________________________ Amount Rs __________________________ year __________

12. Bank’s (SBI/PNB) Name and Address: __________________________


14. Addl Information, if any: __________________________

DECLARATION

15. I understand that this is a financial assistance meant for medical treatment of approved serious diseases only and I have no legal right on the amount requested for or spent by me on medical treatment.

16. I solemnly declare that I have not received any financial assistance or grant or re-imbursement of medical expenses from Govt, current employer or any other agency.

17. I hereby declare that the information furnished in personal application cum financial condition report is correct to the best of my knowledge.

(Signature of the applicant)

RECOMMENDATIONS BY ZSW OFFICER

18. Following original documents of ESM/Widow have been personally checked by ZSW Officer (photocopies attested by ZSWO are attached): -
   (a) Discharge Certificate/book showing details of ESM or Widow of ESM.
   (b) ESM/Widow I-Card.
   (c) Original medical bills/receipts duly countersigned by the attending doctor.
   (d) Discharge Certificate/Summary from hospital, countersigned by attending doctor.
   (e) Details of Bank A/c No (in PNB/SBI only) and IFS Code

19. It is certified that the applicant has not been provided any financial assistance from the State Govt or any other source. It is also certified that the applicant is not an ECHS member.

19. I hereby confirm that the information furnished above is correct as per the original documents of the applicant. Hence, the application is recommended.

Date: ____________________________ Signature: ____________________________

Rank & Name: ____________________________ Designation : Dy Dir/Asst Dir/ZSWO

Office Seal
1. **Background.** The Armed Forces personnel, by virtue of their work style, are physically fit. Even after their retirement, most of them continue to be engaged in physically challenging activities/work. Some of them unfortunately become handicapped due to accident etc after their retirement and need mobility equipment such as modified scooter, crutches and wheelchair to carry on with their life. To procure mobility requirements, the KSB provides financial assistance to disabled ESM from AFFDF.

2. **Aim.** The aim of this aid gratis is to provide financial assistance for procurement of modified scooter for those ESM, who are disabled after their retirement from service with disability of 50% or more.

3. **Financial Assistance.** Out of AFFDF is provided upto a maximum of Rs. 57,500/- per ESM, who are disabled after their service with disability of 50% or more.

4. **Eligibility Conditions.** The following criteria must be fulfilled:
   
   (a) Applicant must be ESM disabled after retirement from the service with disability of 50% or more, and not covered under similar scheme of the Army/Navy/Air Force.
   
   (b) Should be recommended by respective Zila Sainik Board (ZSB).
   
   (c) Should be capable of personally utilizing the mobility equipment so provided.

5. **Application.** Application should be made on the prescribed application format with recommendation of concerned Zila Sainik Welfare Officer (ZSWO) on it. *A specimen application form is placed Annexure 1.* Copies of the following documents duly attested by concern ZSWO must accompany the application:

   (a) Complete Discharge Book/Document/Certificate.
   
   (b) ESM Identity Card
   
   (c) Documentary evidence showing nature of activity in which disabled.
   
   (d) Disability Certificate issued by Armed Forces Medical Authority, indicating nature of disability and recommended procurement of mobility equipment.
   
   (e) Financial estimate for modified scooter from an authorized dealer indicating type, make and specifications of the mobility equipment.
(f) Details of Bank A/c No (in PNB/SBI only) and IFS Code

6. **Channel of Application.** The application must be submitted by an eligible ESM at the respective ZSB. ZSWO will scrutinize the application and if found correct in all respects, will forward it directly to KSB Sectt for payment.

7. **Processing at KSB Sectt.** On receipt at KSB Sectt, the Welfare Section-in-Charge will assign the application to a particular clerk who will enter desired data from the applications in to computer. Another clerk will be designated to check correctness of the entries. The Section-in-Charge will verify the same and put up the case in relevant file for processing to JD(Welfare) who will obtain approval of Secretary, KSB.

8. **Payment Procedure.** After approval of Secretary, KSB, the application will be processed for payment by the Welfare Section. After verifying the ESM’s service number, name, banker’s IFS Code and bank account number, etc, the Welfare Section will issue payment instructions to the Accounts Section for payment to concerned RSB via ECS for procurement and supply of the mobility equipment to the applicant.

9. **Acknowledgement of Payment.** On receipt of payment, Secy RSB will confirm procurement of modified scooter and delivery of the same to beneficiary to KSB.

---------------------End-of-Scheme-Document----------------------
APPLICATION FOR FINANCIAL ASSISTANCE: MOBILITY EQUIPMENT

1. I am ________________________________ an ESM and I request for financial assistance for medical treatment.

2. Name: _____________________________ 3. Rank: __________ No.: __________ Aadhar No.: __________

4. Present Address: ______________________________________________________________________________

5. Dates (DD/MM/YY): Enrolment ___/___/___ Discharge ___/___/___ Birth ___/___/___ Death ___/___/___

6. Reasons for discharge: (As given in Discharge Certificate) __________________________________________

7. Character at the time of Discharge: Exemplary / Very Good / Good / Fair / Bad (strike out whichever not applicable)

    Disability Certificate Issuing Authority: ________________________________________________________________

9. Contact Details of ESM: ____________________________________________________________
    Mobile No._________________________ Residence Landline No: ____________________________

10. Details of Financial Assistance received in past from KSB/RSB (mention each one): Name of Grant
    _________________________________ Amount Rs ______________________ year ______________

11. Addl Information, if any: _________________________________________________________________

DECLARATION

12. I understand that this is a financial assistance meant for procurement of mobility equipment through RSB only and I have no legal right on the amount requested for mobility equipment procured and supplied to me.

13. I solemnly declare that I have not received any financial assistance/grant for procurement of the modified scooter or supplied it to me from Govt/current employer or any other agency.

14. I hereby declare that the information furnished in personal application cum financial condition report is correct to the best of my knowledge.

(Signature of the applicant)

RECOMMENDATIONS BY ZSW OFFICER

15. Following original documents of ESM have been personally checked by ZSW Officer (photocopies attested by ZSWO are attached): -
   (a) Discharge Certificate/book showing details of ESM (b) ESM I Card.
   (c) Documentary evidence showing nature of activity in which disabled.
   (d) Disability certificate issued by the Armed Forces Medical Authority, indicating the nature of disability 50% above and recommended for procurement of Modified Scooter. (e) Financial estimate from the authorized dealer indicating type, make and specifications of mobility equipment.

16. It is certified that the applicant has not been provided the said mobility equipment from the State Govt or any other source.
   Hence, the application is recommended.

Date: ___________________________ Signature: ___________________________
       Rank & Name: ___________________________ Designation: Dy Dir/Asst Dir/ZSWO

RECOMMENDATIONS BY SECRETARY, RSB

16. I hereby confirm that the information furnished above is correct as per the original documents of the applicant. Hence, the case is recommended.

Date: ___________________________ Signature : ___________________________
       Rank & Name: ___________________________ Designation: Dir DSW/Secy RSB
FINANCIAL ASSISTANCE FOR PROCUREMENT OF TOOL KIT

1. **Background.** Armed Forces personnel are sent out of service at very young age. When they come out of uniform, they face difficulties due to lack of stable income and are burdened with usual social/family responsibilities. The scheme to provide financial assistance for purchase of tool kits of requisite trade by ESM to enable them start service industries such as repair shop for cycles, sewing/knitting machines, scooters, tractors and agricultural implements, tube well pumps, TV, radio, plumbing, carpentry etc was started in 1980 with an amount of Rs 700/- for each case. This amount was revised to Rs 2,000/- in 1987 and to **Rs 8000/- per case (onetime grant)** in Dec 2009.

2. **Aim.** The aim of this grant is to provide financial assistance to start a second career.

3. **Financial Assistance.** For Tool Kit out of AFFD Fund is provided @ Rs. 8,000/- per case (one time).

4. **Eligibility Conditions.** The individual ESM holds the technical qualification to utilize the tool kits and has appropriate infrastructure to set up for self the proposed trade.

5. **Application.** Application should be made as per the format placed at Annexure 1 with recommendation of Zila Sainik Welfare Officer (ZSWO) with following documents:-

   a. Certificate saying that the individual has infrastructure to set up proposed trade for self and full address where he wants to set-up the trade be given.

   b. The Individual holds qualifications to utilise the tool kits. A copy of the training course certificate may be enclosed.

   c. Original copy of tool kits bill purchased.

   d. Copy of ESM Identity Card duly attested by ZSWO.

   e. Copy of Discharge Book/Document duly attested by ZSWO.

   f. Details of Bank A/c No (in PNB/SBI only) and IFS Code

6. **Channel of Application.** Application must be submitted by eligible ESM at concerned ZSB. ZSWO will scrutinize the application and if found correct in all respect, he will forward it to the KSB Sectt for further processing.

7. **Processing at KSB Sectt.** On receipt at KSB Sectt, the Welfare Section-in-Charge will assign the application to a particular clerk who will enter desired data from the applications in to computer. Another clerk will be designated to check correctness of the entries. The Section-in-Charge will verify the same and put up the case in relevant file for processing to JD(Welfare) who will obtain approval of Secretary, KSB.

8. **Payment Procedure.** After approval of Secretary, KSB, the application will be processed for payment by the Welfare Section. After verifying the ESM's service number, name, banker's IFS Code and bank account number, etc, the Welfare Section will issue payment instructions to the Accounts Section for payment to concerned ESM via ECS.

---------------------End-of-Scheme-Document----------------------
Annexure 1
(Refers to Para 5 of Appendix N)

APPLICATION FOR FINANCIAL ASSISTANCE: TOOL-KIT

1. I am _____________________________________________________ an ESM and I request for
   financial assistance for procurement of tool kit.
2. Name: ______________________ 3. Rank: ________ No.: ________ Aadhar No.: __________
4. Present Address: ____________________________________________

5. Dates (DD/MM/YY): Enrolment ___/___/__ Discharge ___/___/__ Birth ___/___/__ Death ___/___/__
6. Reasons for discharge: (As given in Discharge Certificate) ___________________________________

7. Character at the time of Discharge: Exemplary / Very Good / Good / Fair / Bad
8. Type of Tool-Kit: ____________________________________________

9. Technical Course Certificate issued by: ____________________________________________
10. Contact Details of ESM:
    Mobile No.__________________________ Residence Landline No: ____________________
11. Bank's(SBI/PNB) Name and Address: ____________________________________________
14. Addl Information, if any: ____________________________________________

DECLARATION

15. I understand that this is a financial assistance for procurement of tool kit and I have no legal right on the
    amount requested for or took kit procured by me.
16. I solemnly declare that I have not received any financial assistance/grant for procurement of tool-kits by me
    from Govt/current employer or any other agency.
17. I hereby declare that the information furnished in this application-cum-financial condition report is correct to
    the best of my knowledge.

(Signature of the applicant)

RECOMMENDATIONS BY ZSW OFFICER

18. Following original documents of ESM/Widow have been personally checked by ZSW Officer (photocopies
    attested by ZSWO are attached): -
    (a) Discharge Certificate/book showing details of ESM or Widow of ESM. (b) ESM/Widow I-Card.
    (c) Documentary evidence showing nature of activity for which tool kit required.
    (d) Technical course certificate issued by the Armed Forces or Govt institution.
    (e) Financial estimate from dealer indicating type, make and specifications of tool kit.
    (f) Details of Bank A/c No (in PNB/SBI only) and IFS Code

19. I hereby confirm that the information furnished above is correct as per original documents of the applicant.
    Hence, the application is recommended.

Date : ____________________ Signature: __________________
Rank & Name: ____________________ Designation : Dy Dir/Asst Dir/ZSWO
1. **Background.** KSB reimburses interest by way of subsidy on loan from banks for construction of house to War Bereaved, War Disabled and Attributable Peace time casualties. This scheme was started before 1991 with upper limit of Rs 70,000/- for eligibility of the grant of interest subsidy, even though the loan taken might be of a higher amount. 50% of the interest charged by the banks or Govt/Public Sector including LIC, GIC and HUDCO would be reimbursable as interest subsidy. This was revised in May 1991 with the upper limit of Rs 1,00,000/-. 

2. **Aim.** The aim of this grant is to provide a small measure of relief to war bereaved, war disabled and attributable peace time casualties(all ranks).

3. **Financial Assistance.** Re-imbursement of interest on loan taken from banks for construction of house to War Bereaved, War Disabled and Attributable Peace time casualties is provided out of AFFD Fund. The upper existing limit of Rs 1,00,000/- for eligibility of the interest subsidy, even though the loan taken may be of a higher amount. 50% of the interest charged by the banks or Govt/Public Sector including LIC, GIC and HUDCO would be reimbursable as interest subsidy.

4. **Eligibility Conditions.** The following criteria must be fulfilled:

   (a) This facility is applicable for War Bereaved, War Disabled and Attributable Peace time casualties only.

   (b) Interest subsidy is admissible up to maximum loan of Rs 1,00,000/- only even though the loan taken may be of a higher amount.

   (c) Subsidy will be paid up to a maximum period of five years or the date of final repayment of loan whichever is earlier.

   (d) 50% of the interest charged by bank or Govt/public sector including LIC, GIC, HUDCO would be reimbursable as interest subsidy.

   (e) The interest subsidy would be payable half yearly direct to the applicant.

5. **Application.** Application should be made with recommendation of the concerned Zilla Sainik Board with the following information/documents:

   (a) Certificates from the concerned banker or reputed organizations in Govt/PSUs including LIC, GIC and HUDCO are as follows:
(i) A certificate to the effect that there would be no change in the schedule of repayment.

(ii) A statement showing the amount of interest actually paid for the period covered under the claim.

(iii) A certificate to the effect that repayment of loan along with interest was regular

(b) A copy of Ex-Servicemen Identity Card duly attested.

(c) A copy of Discharge Book duly attested.

7. **Processing at KSB Sectt.** On receipt at KSB Sectt, the Account Section-in-Charge will assign the application to a designated clerk who will enter desired data from the applications in to computer. Another clerk will be designated to check correctness of the entries. The Section-in-Charge will verify the same and put up the case in relevant file for processing to JD(Account) who will obtain approval of Secretary, KSB.

8. **Payment Procedure.** After approval of Secretary, KSB, the application will be processed for payment by the Account Section. After verifying the ESM's service number, name, banker's IFS Code and bank account number, etc, the Account Section will issue payment instructions to the Accounts Section for payment to concerned ESM via ECS for procurement of toolkit.

---------------------End-of-Scheme-Document----------------------
Annexure 1
(Refers to Para 5 of AppendixP)

APPLICATION FOR REIMBURSEMENT OF INTEREST ON HOME LOAN

1. I am _____________________________________________________ an ESM/Widow and I request for financial assistance for reimbursement of interest of home loan.

2. Name: ___________________________  3. Rank: __________  No.: __________  Aadhar No.: __________

4. Present Address: ______________________________________________________________

5. Dates (DD/MM/YY): Enrolment ___/___/___ Discharge ___/___/___  Birth ___/___/___  Death ___/___/___

6. Reasons for discharge: (As given in Discharge Certificate) ____________________________________________

7. Character at the time of Discharge: Exemplary / Very Good / Good / Fair / Bad
   (strike out whichever not applicable)

8. Particulars of dwelling unit: Name of owner: _______________________________________________________
   Location: _______________________________________________________________________________________

9. Amount of Home Loan: _____________________________________ Rate of Interest: ____________
   Name of Lending Bank/Interest: ________________________________________________________________
   Total of Interest on Home Loan: ________________________________________________________________

10. Contact Details of ESM:
    Mobile No. __________________________________________ Residence Landline No: ______________________

11. Details of Financial Assistance received in past from KSB/RSB (mention each one): Name of Grant Amount Rs ____________ year _________

12. Bank’s (SBI/PNB) Name and Address: __________________________________________________________


14. Addl Information, if any: ______________________________________________________________

DECLARATION

15. I understand that this is just a welfare measure and I have no legal right on the amount requested for by me.

16. I solemnly declare that I have not received any financial assistance for construction of my house from the Govt/current employer or any other agency.

17. I hereby declare that the information furnished in this application is correct to the best of my knowledge.

(Signature of the applicant)

RECOMMENDATIONS BY ZSW OFFICER

18. Following original documents of ESM/Widow have been personally checked by ZSW Officer (photocopies attested by ZSWO are attached):

(a) Discharge Certificate/book showing details of ESM or Widow of ESM.
(b) ESM/Widow I-Card.
(c) Copy of letter for approval of home loan for dwelling unit, from the Govt financial institutions, nationalized Banks, PSU Banks etc.
(d) Copy of documentary proof showing ownership of house/flat.
(e) Calculation of interest on home loan up to Rs 1.00 Lakh from concern Bank.
(f) Details of Bank A/c No (in PNB/SBI only) and IFS Code

19. I hereby confirm that the information furnished above is correct as per original documents of the applicant. Hence, the application is recommended.

Date: ____________________________  Signature: _____________________________

Rank & Name: ____________________________  Designation: ______________

Office Seal  Designation : Dy Dir/Asst Dir/ZSWO
Appendix 'Q'
(Refers to KSB Sectt
Letter No. 2(2)/Policy/KSB/A
Dated : 28 Nov 2014)

PRIME MINISTER'S SCHOLARSHIP SCHEME (PMSS)

1. **Introduction.** Prime Minister's Scholarship Scheme was introduced from the Academic year 2006-07. To encourage higher technical and professional education for dependent wards of Ex-Servicemen/Ex-Coast Guard (CG) personnel and their widows (below officer rank only) and dependent wards/widows of ESM/Ex-CG personnel who died/disabled in harness due to causes attributable to Military/CG Service, irrespective of the rank.

2. **No of Scholarships.** Total 4000 scholarships will be disbursed in each Academic Year.

3. **Students Eligible for Scholarship.**
   - (a) Students who have taken admission in the current academic year are only eligible to apply for PMSS. Students should have scored 60% and above in Min Educational Qualification (MEQ) i.e. 10+2 / Diploma / Graduation.
   - (b) Students who are Dependent Wards / Widows of Ex Servicemen & Ex Coast Guard personnel who died in harness / disabled due to causes attributable to military service / coast guard service, irrespective of the rank.
   - (c) Dependent wards of Ex Servicemen / Ex Coast Guard personnel and their widows (below officer rank only).

4. **How to Apply For Scholarship.** One candidate to submit only one application form for one course, if any candidate submit two applications for more than one course, both the applications will be rejected. Forms are to be downloaded from the website www.desw.gov.in. Specimen copy of the application form is attached as Annexure 1. Application forwarded in any other format will not be considered. Application to be forwarded to RSB of the State/UT on plain A4 size paper (typed or handwritten) in the prescribed format duly completed in all respects with superscription on the envelope “Prime Minister’s Scholarship Scheme for the current Academic Year.

5. **Documents to be attached alongwith PMSS Application Form.**
   - (a) Specimen Copy of Ex-Servicemen / Ex-Coast Guard Certificate (Annexure-2 of Application Form).
   - (b) Bonafide Certificate from Collage in original as per specimen (Annexure-3 of Application Form).
   - (c) Photocopy of Matriculation Certificate duly attested.
   - (d) Minimum Educational Qualification certificate duly attested, as applicable. (10+2 Mark sheet / Graduation (mark sheets of 3 years) / Diploma (mark sheets of all semesters).
(a) Photocopy of Bank Passbook showing A/c No / one cancelled cheque leaf (SBI/PNB)

(b) Attested copy of following supporting documents in case of Category 1 to 5

(i) Category 1: Part II Order*
(ii) Category 2: Part II Order*
(iii) Category 3: Part II Order*
(iv) Category 4: Part II Order*
(v) Category 5: Award Certificate along with Gazette Notification

* Copy of POR in case of Air Force and Gen Form in case of the Navy.

Note: Failure to attach above documents/certificates will lead to rejection of application. All columns are to be filled in each form. Amendment/use of whitener will not be accepted.

6. **Selection Procedure.** Applications will be short listed based on Ex Servicemen / Ex Coast Guard category (as given below in Para 7) and percentage of marks obtained in MEQ.

7. **Priority for Grant of Scholarship.** Order of preference for selection of candidates will be as under:-

    (a) **Category 1** - Wards/widows of ESM/Ex CG personnel **killed in action.**

    (b) **Category 2** - Wards/widows of ESM/Ex CG **disabled in action** and boarded out of service **with disability attributable to Military/CG service.**

    (c) **Category 3** - Wards/widows of ESM/Ex-CG personnel **who died while in service for causes attributable to Military/CG Service.**

    (d) **Category 4** - Wards/widows of ESM/Ex-CG personnel **disabled in service with disability attributable to Military/CG Service.**

    (e) **Category 5** - Wards/widows of ESM/Ex CG personnel in receipt of **gallantry awards, irrespective of the rank.**

    (f) **Category 6** - Wards/widows of ESM/Ex CG personnel (PBOR Only).

8. **Eligible Courses. Professional Degree Courses** like BE, B Tech, BDS, MBBS, B Ed, BBA, BCA, B Pharma, etc. duly recognized by the respective Government Regulatory Bodies, such as All India Council for Technical Education, Medical Council of India, UGC etc. *(Master Degree Courses are not eligible for PMSS except MBA, MCA).* Students can see the list of eligible courses for details. **Students studying abroad are not eligible for this scheme.** Students getting stipend for the Professional Degree Courses are also not entitled. No distance learning course is permitted under PMSS. PMSS can be availed for one course only.

9. **Scholarship for Integrated Courses.** The facility under PMSS is restricted for Professional Degree Course only, such as B Ed but not for BA+B Ed, also for LLB not for BA+LLB. In case of integrated ME/MTech/MPharma, initial four years' scholarship will be given.
10. **Minimum Marks in MEQ should be 60%**. MEQ for entry to various Professional Courses differs e.g. for MBBS it is 10+2 where as for BE / B Tech it is 10+2 / Diploma, It is graduation for B Ed and MBA. A candidate must have minimum 60% marks in MEQ to be considered for scholarship.

11. **Duration of Scholarship**. Two to five years as duration of the course approved by the concerned Regulatory Body (Except one year for B Ed).

12. **Amount of Scholarship**. The amount of scholarship would be as follows:

   (a) Rs. 2000/- per month for boys
   (b) Rs. 2250/- per month for girls

   **Paid annually after selection**

13. **Payment of Scholarship**. First payment will be paid automatically just after the selection in merit list of 4000 candidates. For subsequent payments the candidate should submit the **Payment cum Renewal Form** along with **Bonafide Certificate** (as per specimen attached) duly signed by the Principal / Dean / Registrar of the Institution / College **directly to Kendriya Sainik Board (KSB), R K Puram, New Delhi** on completion of their each academic year, till completion of the course. For subsequent payments 50% marks are mandatory in each semester / academic year.

14. **Account Details**. All candidates to open bank account in **State Bank of India or Punjab National Bank** which has “electronic clearance system” / Core Banking, to facilitate transfer of the scholarship amount. **The scholarship will NOT be transferred in any MINOR ACCOUNT.** In case of minor account of any candidate, the same must be converted into major account. In case of minor account a joint account with parent will also fulfill the requirement. Candidate to attach an attested photocopy of passbook, showing name and account number. A cancelled leaflet of a blank crossed cheque showing the account number.

15. **Important Instructions For PM's Scholarship Scheme**. Incomplete / amended form / documents will lead to rejection or returned to RSB / Coast Guard Headquarter unactioned.

   (a) **Check List** duly signed by student is to be attached with the Application Form.

   (b) Application alongwith relevant documents & certificates are to be forwarded to respective Rajya Sainik Board / Coast Guard Headquarter “latest by 30th Nov of current Academic Year. Late submitted or incomplete Application Form and non submission of required document will lead to rejection and returned unactioned. The application will be received by the RSBs / Coast Guard Headquarter and will be acknowledged with a seal and date of receipt.

   (c) **The concerned RSBs / Coast Guard Headquarter to scrutinize / check the Application Forms with regard to their eligibility criteria prior to forwarding the same to KSB. No application will be accepted by KSB which is not scrutinized by RSB / Coast Guard Headquarter. The last date of receipt of application at KSB is 31 Dec of current Academic Year.**

   (d) **Candidates and RSB's / Coast Guard Headquarter to note that all applications received after the due date will not be considered and returned unactioned.**

   (e) **List of selected candidates will be forwarded to RSBs / Coast Guard Headquarter after the merit list is finalized by the BOO at KSB.** Students will be informed by RSBs about their selection. The list of selected candidates will also be uploaded on the website www.desw.gov.in.
(f) Two stamped (Rs. 5 each) blank window envelopes of 27x12 cms are to be attached with each application as to facilitate correspondence with the candidate by KSB / RSB / Coast Guard Headquarter.

(g) The scholarship is admissible for only two children of ESM / Ex-Coast Guard. Particulars of all children should be indicated in Para 13 of Annexure 1. This should be according to the Discharge Book / Certificate of the Ex-servicemen / Ex-Coast Guard.

(h) The amount of scholarship, including any other scholarship or financial assistance from any other source will not exceed the total grant of assistance available under this scheme.

(j) The first payment of scholarship will be paid automatically after the selection of the candidate. The subsequent payments will be made on successful completion of the each academic year with minimum 50% marks till completion of the course. The candidate must submit Payment cum Renewal Form along with Bonafide Certificate and mark sheets directly to KSB, failing which the scholarship will be held up. Specimen copy of Payment-Cum-Renewal Form and Bonafide Certificate are enclosed as per Annexure 4 and 5. It is the responsibility of the candidate to submit his / her documents for claiming his / her subsequent payments, till completion of course.

(k) It is to inform that the selected students are required to submit their Renewal Forms for scholarships for the subsequent academic years, within one year from the date of declaration of results of that academic year else their candidature will be forfeited. The same condition applies for the final claim also.

(l) Candidature of a student shall stand automatically rejected if, at any stage, it is discovered that he / she has secured scholarship fraudulently by making false statement or misrepresentation of facts. Candidate shall have to refund the amount already given.

(m) The attached photocopies of the supporting documents should be duly attested by gazetted officer (unattested documents will not be considered).

(n) In case of change of any address, course, college, it is to be intimated immediately to Kendriya Sainik Board in writing. Always mention Selection Serial Number, name of applicant and ESM / Ex-Coast Guard particular for any correspondence with KSB & RSB / Coast Guard Headquarter after getting selected for the scholarship.

(o) The Ministry of Defence, Government of India can suitably modify these instructions to remove anomalies, if any, for successful implementation of the scheme, as may be necessary from time to time and will be applicable to all students under the scheme.

(p) Ex-Servicemen entitlement will be governed as per the existing definition of Ex-Servicemen, as amended from time to time. The definition is available in the guide book available with the RSB / ZSB, also applicable to Ex-Indian Coast Guard personnel as per the rules of DGCG.

(q) For any query or help, candidate should contact 011-26715250 or email to jdpmscholarshipksb@gmail.com.
<table>
<thead>
<tr>
<th>S.No</th>
<th>Medical Course</th>
<th>Medical Duration</th>
<th>Technical Course</th>
<th>Technical Duration</th>
<th>Management Course</th>
<th>Management Duration</th>
<th>Others Course</th>
<th>Others Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>M B B S (Bachelor of Medicine &amp; Bachelor of Surgery)</td>
<td>4 Yrs &amp; 6 Mon</td>
<td>B Tech (Bachelor of Tech)</td>
<td>4 Yrs</td>
<td>M B A (Master of Business Administration)</td>
<td>2 Yrs</td>
<td>B Sc Bio Tech (Bachelor of Science in Bio Technology)</td>
<td>3 Yrs</td>
</tr>
<tr>
<td>2</td>
<td>B D S (Bachelor of Dental Surgery)</td>
<td>5 Yrs</td>
<td>B E (Bachelor of Engineering)</td>
<td>4 Yrs</td>
<td>B B A (Bachelor of Business Administration)</td>
<td>3 Yrs</td>
<td>B Ed (Bachelor of Education)</td>
<td>1 Yr</td>
</tr>
<tr>
<td>3</td>
<td>B A M S (Bachelor of Ayurvedic Medicine Surgery)</td>
<td>4 Yrs &amp; 6 Mon</td>
<td>B Arch Degree in Architecture</td>
<td>5 Yrs</td>
<td>B B M (Bachelor of Business Management)</td>
<td>3 Yrs</td>
<td>L L B (Bachelor of Law)</td>
<td>3 Yrs</td>
</tr>
<tr>
<td>4</td>
<td>B H M S (Bachelor of Homeopathic Medicine Surgery)</td>
<td>4 Yrs &amp; 6 Mon</td>
<td>-</td>
<td>-</td>
<td>B C A (Bachelor of Computer Application)</td>
<td>3 Yrs</td>
<td>B M C (Bachelor of Mass Communication)</td>
<td>3 Yrs</td>
</tr>
<tr>
<td>5</td>
<td>B S M S (Bachelor of Sidha Medicine Surgery)</td>
<td>4 Yrs &amp; 6 Mon</td>
<td>-</td>
<td>-</td>
<td>M C A (Master of Computer Application)</td>
<td>3 Yrs</td>
<td>H M Degree in Hotel Management</td>
<td>4 Yrs</td>
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<tr>
<td>6</td>
<td>B U M S (Bachelor of Unani Medicine Surgery)</td>
<td>5 Yrs</td>
<td>-</td>
<td>-</td>
<td>B Plan (Bachelor of Planning)</td>
<td>4 Yrs</td>
<td>B P Ed (Bachelor of Physical Education)</td>
<td>1 Yr</td>
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<tr>
<td>7</td>
<td>B Sc B P T (Bachelor of Physiotherapy)</td>
<td>4 Yrs</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>B F Sc (Bachelor of Fishery Science)</td>
<td>4 Yrs</td>
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<tr>
<td>8</td>
<td>B Sc M L T (Medical Lab Technician)</td>
<td>4 Yrs</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>B F A (Bachelor of Fine Art)</td>
<td>4 Yrs</td>
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<tr>
<td>9</td>
<td>B V Sc &amp; AH (Bachelor of Veterinary Science &amp; Animal Hospitality)</td>
<td>5 Yrs</td>
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<td>-</td>
<td>B Sc Agriculture (Bachelor of Science in Agriculture)</td>
<td>4 Yrs</td>
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<tr>
<td>10</td>
<td>B Pharma (Bachelor of Pharmacy)</td>
<td>4 Yrs</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>B A S L P (Bachelor of Audiology &amp; Speech Language Pathology)</td>
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<td></td>
<td>Program</td>
<td>Duration</td>
<td>Notes</td>
<td>Additional Notes</td>
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<tr>
<td>11</td>
<td><strong>B Sc Nursing</strong> (Bachelor of Science in Nursing)</td>
<td>4 Yrs</td>
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<td></td>
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<tr>
<td>12</td>
<td><strong>G N M</strong> General Nursing</td>
<td>3 Yr &amp; 6 Month</td>
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<tr>
<td>13</td>
<td><strong>B N Y S</strong> (Bachelor of Naturopathy &amp; Yogic Science)</td>
<td>5 Yrs</td>
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<tr>
<td>14</td>
<td><strong>Pharm 'D'</strong> (Doctor of Pharmacy)</td>
<td>5 Yrs</td>
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<tr>
<td>15</td>
<td><strong>B Sc Optometry</strong> (Bachelor of Science in Optometry)</td>
<td>3 Yrs</td>
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Note: Any other course covered under guidelines of PMSS will be considered.
Annexure 1
(Refers to Para 4 of PMSS)

APPLICATION FOR PMSS  (FOR WARDS OF ESM/CGP ONLY)

Selection Ser No: ________________________
(To be allotted by KSB)

1. Name of Student (in Capitals): _____________________________
   [Recent Photograph of Student]

2. Gender (tick): Male/Female

3. Date of Birth: __________

4. Marital Status (tick): Married / Unmarried

5. Full Address (in Capitals): ________________________________
   ________________________________________________________

6. Candidate's E-mail ID : ___________________________________________________
   Contact No : _____________________________________________________

7. Category of Ex-Servicemen (as per Scheme Document) - One/Two/Three/Four/Five/Six

8. Ex-Serviceman's Particulars :-
   (a) Name of ESM - _____________________________  ( b) Rank  ____________
     (c) Service No _____________________________ (d) Aadhar No. _____________
     (e) Army / Air Force / Navy

9. Details of MEQ / Course (10th / 12th / Diploma / Graduation / Post Graduation)
   (a) Name of Course (MEQ) ___________________________________________
   (b) Percentage of Marks in MEQ _______________________________________

10. (a) Name of Course for PM Scholarship_______________________________
    (b) Course commenced on ______________ (c) Course ending on _____________

11. Name of College / Institute _____________________________________________

12. Bank Account Number (SBI or PNB only) __________________________________
    (Photocopy of Bank Pass Book to be enclosed)

13. Details of Brother/Sister availing/availed PM's Scholarship, if any:-

<table>
<thead>
<tr>
<th>Ser No</th>
<th>Selection Serial No. given by KSB</th>
<th>Name of the Brother /Sister/ Self</th>
<th>Course of Study</th>
<th>Academic Year in which Applied</th>
<th>Amount received</th>
</tr>
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<tbody>
<tr>
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</tbody>
</table>

14. Declaration. “Certified that the particulars given by me in the application are correct and any false statement made by us will disqualify me / my ward for award of PM's Scholarship, besides recovery of scholarship already paid. I also undertake to abide by the conditions mentioned in the general instructions of the scheme.”
Instructions for Candidates

1. The check list duly signed by the candidate and his/her parent is to be attached on the top of the application form.

2. Applications for fresh scholarship along with relevant documents are to be submitted by the eligible candidates to respective RSBs by 30 Nov.

3. Incomplete applications and non submission of all required supporting documents are liable to be rejected.

4. All the candidates and RSBs may note that all new application forms received after due date will not be considered for award of scholarship under the scheme.

5. List of candidates selected for scholarship will be displayed on website www.desw.gov.in after approval of competent authority.

6. The scholarship is admissible for only two children of ESM/CGP/widows.

7. Particulars of all the children are to be indicated in the Application Form. This should be in conformity with the Discharge Book/Certificate of ESM.

8. The amount of scholarship, including any other scholarship or financial assistance from any other source, will not exceed the total scholarship amount available under this scheme.

9. The scholarship shall be paid after successful completion of each academic year and on submission of renewal application (in original) to the KSB Sectt.

10. The attached copies of supporting documents should be duly attested by Secretary, RSB / ZSB as applicable, unattested documents will not be accepted.
CHECK-LIST OF DOCUMENTS TO BE ATTACHED WITH FRESH APPLICATION FORM

Duly completed Application form along with following documents (no documents other than those mentioned below):-

(a) If child is born after discharge/death of service person, then affidavit to this effect is to be submitted by ESM / widow of ESM.

(b) Additional Certificates – Additional certificate is to be attached in support of Categories 1 to 5, as mention in the scheme document.

(c) Attested photocopy of Matriculation or equivalent examination certificate for verification of date of birth of the candidate.

(d) Attested photocopy of Mark Sheet of MEQ as applicable. In case MEQ is Graduation/Diploma, then Mark sheets of all Semesters are required to be submitted.

(e) Bonafide Certificate to be signed by Registrar / Dean / Principal of College / Director of Institution pertaining to course for which scholarship is applied.

(f) Photocopy of Bank Pass Book (PNB/SBI only) showing the candidate’s Account Number, Name of Candidate, Bank’s Address and IFSC Code.

Date: ____________________________  Full Name & Signature of Candidate

Place: ___________________________

CERTIFICATE FROM RSB

“It is certified that Application Form for PM’s Scholarship for Academic Year ____________ in respect of Mr./Ms _________________________________ in repect of Mr./Ms _________________________________
S/o / D/o Ex-______________________________ has been checked, found correct as per the check list provided by KSB Sectt and the applicant is eligible to apply as per the terms and conditions of the said scheme”.

Office seal:

Place: ____________________________  (Secy RSB / Dir DSW)
Date: ____________________________
# SPECIMEN COPY OF EX-SERVICEMAN CERTIFICATE
(In lieu of Discharge Book)

<p>| | | |</p>
<table>
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<tbody>
<tr>
<td>1.</td>
<td>Type of Service (Army, Navy, Air Force)</td>
<td>: ______________________________</td>
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<tr>
<td>2.</td>
<td>Service No</td>
<td>: ______________________________</td>
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<tr>
<td>3.</td>
<td>Rank</td>
<td>: ______________________________</td>
</tr>
<tr>
<td>4.</td>
<td>Name &amp; Initials</td>
<td>: ______________________________</td>
</tr>
<tr>
<td>5.</td>
<td>Trade</td>
<td>: ______________________________</td>
</tr>
<tr>
<td>6.</td>
<td>Date of Enrolment</td>
<td>: ______________________________</td>
</tr>
<tr>
<td>7.</td>
<td>Date of Discharge</td>
<td>: ______________________________</td>
</tr>
<tr>
<td>8.</td>
<td>Reason for Discharge</td>
<td>: ______________________________</td>
</tr>
<tr>
<td>9.</td>
<td>Duration/Length of Service</td>
<td>: ______________________________</td>
</tr>
<tr>
<td>10.</td>
<td>ESM Identity Card No &amp; Date</td>
<td>: ____________________________dated __________</td>
</tr>
<tr>
<td>11.</td>
<td>ESM / Ex-Coast Guard died on (if applicable)</td>
<td>: ______________________________</td>
</tr>
<tr>
<td>12.</td>
<td>Cause of Death &amp; Whether attributable to Military Service</td>
<td>: ______________________________</td>
</tr>
<tr>
<td>13.</td>
<td>Aadhar No.</td>
<td>: ______________________________</td>
</tr>
<tr>
<td>14.</td>
<td>Particulars of Dependent Children</td>
<td>: ______________________________</td>
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</table>

<table>
<thead>
<tr>
<th>Ser</th>
<th>Name</th>
<th>Gender</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
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<tr>
<td>b.</td>
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<tr>
<td>c.</td>
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<td>d.</td>
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<td>e.</td>
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<td>f.</td>
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</tbody>
</table>

It is certified that the above information is checked from the Discharge Book of Ex-Servicemen and found to be correct.

**Office Seal:**

Date: ________________

(Signature of Dir RSB/ZSB)

(Rubber Stamp of Signing Officer)

Place: ________________
BONAFIDE CERTIFICATE OF STUDENTSHIP FROM INSTITUTION

1. It is certified that Ms. / Mr. ________________________ is Bonafide student of __________________________ Institute. His / Her roll number is ________ and he / she is studying in ______ year of ______________ (Course name) in ______________ subject or specialization (if any). He/she have joined this Institute in Academic Year ______________ and the course will be completed in the month of ______________ 20_____.

2. This is also certified that ____________ ________(name of course) is a Diploma/Advance Diploma/Post Graduation Diploma Course and this Institute is approved by ________________.

3. This is also certified that the above student is getting Rs.___________ per month / year (If not getting, write N/A here) scholarship/stipend from the Institute or from any other sources.

College Seal

Signature of Principal / Dean / Registrar
(Rubber Stamp of signing authority will be affixed)

Date  ______________

Place  ______________

Note:- Failure to attach Bonafide Certificate as per this specimen will lead to rejection of application. Any amendment / left blank / use of whitener will not be accepted.

******************
PAYMENT-CUM-RENEWAL FORM : PMSS

1. Name of the applicant (Ward/widow): _____________________________________________
2. Sex (Male/Female): ________ 3. Selection Serial No given by KSB: __________________________
4. Full Name of the Course (Do not write branch name or in short form): __________________________

5. Duration of the Course: _______ Years.
6. Mobile No. of Student: ____________________________
7. E-mail Id of Student (Mandatory): ____________________________
8. Particular of ESM / Ex-Coast Guard : Name: ____________________________
   Rank: ____________________ No. _________________ Aadhar No. _________________
9. Present Address (where you want your letter is to be sent): (To be filled up only in case of change from previous address otherwise write NA)
   House No: ________________ Street No/Road Name: ____________________________
   Name of Village/Town/City: _________________________________________________
   Post Office: ____________________ Tehsil: ________________________________
   Distt.: ______________________________ State: _______________ PIN: ________
   Place: __________________________
   Date: __________________________ Full Name & Signature of the Ward/Widow

IMPORTANT INSTRUCTIONS FOR RENEWAL APPLICATION

1. A bonafide certificate from the institute indicating that the candidate continues to study in the subject course and showing his/her percentage of marks required for renewal of scholarship under the scheme.

2. Copy of the passbook showing bank name, account no with photograph of individual candidates and a cancelled leaflet of cheque. (Scholarship will not be sent in absence of the photocopy of passbook)
BONAFIDE CERTIFICATE FOR SUBSEQUENT PAYMENTS OF PMSS

Please Fill Properly Your Full Year (Both Semester's) Marks

1. It is certified that Ms. / Mr._____________________ is a Bonafide student of ____________________________________ college. He / she is studying in the I / II / III / IV / V year of the two / three / four / five years _______________ course. He / she had joined this college in the academic year 20___ - ___ and the course will be completed in the month of ____________ 20___ - ___.

2. This is also certified that Ms. / Mr. ____________________________________________ has successfully completed his / her 1st / 2nd / 3rd / 4th / 5th year and scored

<table>
<thead>
<tr>
<th>Year</th>
<th>Marks Obtained</th>
<th>Out of</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Year (1st &amp; 2nd sem)</td>
<td>____________</td>
<td>____</td>
<td>_______</td>
</tr>
<tr>
<td>2nd Year (3rd &amp; 4th sem)</td>
<td>____________</td>
<td>____</td>
<td>_______</td>
</tr>
<tr>
<td>3rd Year (5th &amp; 6th sem)</td>
<td>____________</td>
<td>____</td>
<td>_______</td>
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<tr>
<td>4th Year (7th &amp; 8th sem)</td>
<td>____________</td>
<td>____</td>
<td>_______</td>
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<tr>
<td>5th Year (9th and 10th sem)</td>
<td>____________</td>
<td>____</td>
<td>_______</td>
</tr>
</tbody>
</table>

3. He / she is continuing the course in 2nd / 3rd / 4th / 5th year.

4. His / Her renewal of scholarship is hereby recommended. His / her Bank Account No (SBI / PNB) is ________________ (copy of bank pass book (1st page only) is enclosed)

Office Seal:

Signature of Principal / Dean / Registrar

Date: ________________
Place: ________________
GRANT TO ARMY REGIMENTAL CENTRES FOR WAR MEMORIAL HOSTELS

1. **Background.** To discharge the nation's obligation towards those who sacrificed their life or limb in the service of the nation, there is a need to look after education and settlement of the wards of such soldiers. In order to ensure that children of those who stood in defence of the nation do not suffer on educational front, the Regimental Centers of Army are operating war memorial hostels to facilitate education to the wards of service personnel who died in war and operation and while on their duty. Non-attributable cases are also considered, processed by concerned Regimental Centre and forwarded to KSB for approval. To assist the Regimental Centers in this noble cause, Hon'ble RM has approved grants for running these hostels. This grant is in addition to the scholarships provided to the wards of such ESM/widow to meet expenses on their children's education.

2. **Aim.** The aim of this scheme is to provide financial support to the Regimental Centers for establishment and running of war memorial hostels and similar facility by the Navy/Air Force, for orphans/wards of battle casualties/disabled and those service personnel who died or disabled on duty.

3. **Financial Assistance.** Provided to the War Memorial Hostels out of AFFDF @ Rs.1,350/- per month per inmate. The same is provided for previous academic year, payable in one installment in the following financial year.

4. **Eligibility Conditions.** The following criteria must be fulfilled:-

   (a) Only for the children of service personnel who died/disabled in war/operations while in service.

   (b) The child for whom the grant is claimed should have passed the previous class.

5. **Application.** Application is to be made on a plain paper by the concerned Regimental Centres with following documents for claiming the grant for their war memorial hostel:-

   (a) Nominal rolls of the children residing in war memorial hostel duly signed by competent authority.

   (b) Photocopy of Marks Sheet of each eligible child staying in the Hostel.

   (c) Photocopy of PPO of the parent of each eligible child staying in the Hostel.

   (a) Utilisation Certificate of previous financial assistance paid to RC.

   (e) Details of Bank A/c No (in PNB/SBI only) and IFS Code
6. **Channel of Application.** The application must be forwarded so as to reach the KSB Sectt by 31 Aug for payment in the current financial year.

7. **Processing at KSB Sectt.** On receipt at the Accounts Section in KSB Sectt, the Accts Section-in-Charge will be assigned the application to designated clerk. The clerk will scrutinized the application, if found in order in all respect, enter relevant data into computer and put up the application with relevant data in concerned file to Section-in-Charge. The Section-in-Charge will check the application and put up the file to JD(Accounts). JD (Accounts) will check the application, write a noting in the file and put up the file for approval of Secretary, KSB.

8. **Payment Procedure.** After approval of Secy, KSB, the application will be processed for payment by the Accounts Section. After verifying the eligibility of beneficiaries, calculation of the grant amount, banker’s name, IFS Code and bank account no of the Regimental Centre, JD Account will sign the payment voucher and email the payment voucher to the bank for releasing the approved payment direct to concerned Regimental Centre via ECS.

---------------------End-of-Scheme-Document----------------------
1. **Background.** Paraplegic Rehabilitation Centre (PRC) at Kirkee and Mohali were created to look after paraplegic/tetraplegics Ex-Servicemen (ESM) who lost their limbs while on active service. Both these Charitable Institutions are administratively controlled by Army HQ through Managing Committees chaired by respective Sub Area Commanders. Day-to-day administration of these Centres is looked after by Medical Directors/Superintendents who are also Member Secretaries of its managing committee. These Centres are autonomous in their functioning and all the decisions regarding pay and allowances of staff, management of establishment and expenditure on paraplegic patients are taken by their Board of Managing Committee.

1. **Aim.** The Paraplegic Rehabilitation at Kirkee and Mohali were created with an objective of looking after the paraplegic/tetraplegics ex-servicemen who lost their limbs while on active service.

4. **Financial Assistance.** As per the DGR study carried out in Aug 1993, a lump sum of annual grant of Rs. 7,68,600/- for PRC Kirkee and Rs.3,47,500 for PRC Mohali is to provided as annual grant for upkeep of the establishments. In addition, Rs. 7,300/- per inmate is also to be granted based on actual strength of inmates housed for meeting expenditure directly related to the patient care. During Apr 1999, EC of AFFDF had approved (on file) the following rates:-

<table>
<thead>
<tr>
<th>Centre</th>
<th>Max Cap</th>
<th>Annual Recurring Grant @ Rs.14,600/Inmate</th>
<th>Annual Maint. Grant</th>
<th>Total Amount of Annual Grant</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRC, Kirkee</td>
<td>80</td>
<td>Rs. 11,68,000/-</td>
<td>Rs. 9,60,750/-</td>
<td>Rs.21,28,750/-</td>
</tr>
<tr>
<td>PRC, Mohali</td>
<td>30</td>
<td>Rs. 4,38,000/-</td>
<td>Rs. 4,34,375/-</td>
<td>Rs. 8,72,375/-</td>
</tr>
</tbody>
</table>

*Note:* 5% escalation per annum on establishment charges is also provided.

4. **Submission of Application.** Application on a plain paper to claim the above grants are to be submitted by Directors of PRCs on a quarterly basis duly audited by respective Chartered Accountant, along with the following documents:-

(a) Utilisation Certificate for previous grant received from KSB Sectt.

(b) List of inmates held on role of the Centre in the quarter for which the annual grants have been claimed.

(c) Calculation of annual maintenance and per inmate recurring grants claimed.

(d) Bank details of PRC Fund Account – Bank Name, IFS Code and Account No.
5. **Processing at KSB.** On receipt of the application, Acct Section-in-Charge will allocate the application to Designated Clerk. The Clerk will scrutinize the application and if found in order in all respect, enter its relevant data in to computer and put up the application with associated calculations in concerned file to the Section-in-Charge. The Section-in-Charge will check up the application, related data, and then put up the file to JD (Accounts) for checking. JD (Accounts) will check the application, write a suitable noting in the concerned file and then put up the file to Secy, KSB for approval.

6. **Payment Procedure.** After approval of Secy, KSB, the file will be handed over to the designated accts clerk for releasing the payment. The designated accts clerk will prepare payment voucher and put it them to JD Accounts for signature. JD Accounts will check the payment voucher and bank details of the concerned PRC, sign the payment voucher and send it to the bank to release the approved payment to concerned PRC through ECS.

7. **Acknowledgement of Payment.** After releasing the payment, JD (Accounts) will inform to Director of concerned PRC about the payment and seek receipt of the same.

---------------------End-of-Scheme-Document----------------------
ANNUAL GRANT TO ST DUNSTAN's AFTER CARE ORGANISATION

1. **Introduction.** The St. Dunstan's After Care Organisation for blind soldiers, sailors and airmen was started in 1943 at Dehradun. Aim of this organisation is to provide psychological support to overcome shock of blindness as well as impart vocational training to enable blinded ESMs to find a place in society, extend after care services and look after their welfare. The organisation works as a liaison office and route the blinded ESMs for their rehabilitation through the National Institute of visually Handicapped (NIVH), Dehradun. Initially, the organization was provided annual grant of Rs 3.00 Lakh, which has increased to Rs 14.00 lakh.

2. **Aim.** The aim is to provide annual grant to the organisation to look after welfare of blind ESM and their rehabilitation through the National Institute of visually Handicapped (NIVH).

3. **Financial Assistance.** The assistance is provided per annum is Rs.14.00 lakh.

4. **Channel of Application.** An application on a plain paper to claim the above grant is required to be submitted by the After Care Officer on a half yearly basis.

5. **Processing at KSB.** On receipt at the Sectt, the Accts Section-in-Charge will allocate the application to a designated clerk. The clerk will examine the application and utilization of previous grant, and if found in order will enter relevant data in computer. The clerk will then put up the application with data in relevant file to the Accts Section-in-Charge. The Section-in-Charge will check the application, its data and put up the file to JD (Accts). JD Accts will check the case, write a suitable noting in the file and put it up for approval of Secy, KSB.

6. **Payment Procedure.** After approval of Secy KSB, the case file will be handed over to concerned clerk for payment. The clerk will prepare payment voucher and put it up to the JD Accts for signature. JD Accts will check the payment voucher, sign the voucher and email it to the bank to make the payment to the organisation via ECS.

7. **Acknowledgement of Payment.** After releasing the payment through ECS, JD Accounts will intimate ACO about the payment and seek receipt of the same.
ANNUAL MAINTENANCE GRANT TO CHESHIRE HOMES

1. **Background.** There was a general agreement that the Cheshire Homes should be given help so that they look after the ESM inmates. The Managing Committee of AFFDF in its meeting held on 08 Dec 86, decided to pay Rs 200/- pm per ESM inmates to these Homes wef Oct 1986, which may be determined after checking the actual number of inmates in these Homes. At present, KSB Sectt provides financial assistance Rs 9000/- per anum per inmate to the Cheshire Homes at Delhi, Lucknow and Raphel Ryder International Cheshire Home Dehradun.

2. **Aim.** The Cheshire Homes which look after the ESM inmates who are leprosy patients, mentally handicapped patients, chronic, spastic/paraplegic and TB patients, are provided annual maintenance grant by the KSB Sectt.

3. **Financial Assistance.** The assistance is provided is 9,000/- per annum per inmate wef 01 Apr 1996.

4. **Channel of Application.** To claim the annual grant, an application on a plain paper is to be made by Cheshire Homes with the following documents to the KSB Sectt:-
   
   (a) List of name, rank, no, date of retirement and admission in Home, of the ESM.
   
   (a) Utilisation Certificate of previous grant with breakup of the expenditure incurred.

5. **Processing at KSB Sectt.** On receipt of application by Accts Section at the KSB Sectt, the Section-in-Charge will hand over the application to a designated clerk. The Clerk will examine the case, enter data into computer and process it for payment. The Clerk put up the application with associated data in concerned file to SO. The Section-in-Charge will check the application and forward it in concerned file to JD Accts. The JD Accts will check the application, write a suitable noting in the file and put up for approval to Secy, KSB.

6. **Payment Procedure.** After approval of Secy KSB, the case will be processed by Accounts Clerk for payment. The clerk will prepare payment voucher and put up to JD Accts for signature. JD Accts will check the payment and bank details of the case, sign the voucher and instruct the Bank to release the payment to the organization directly via ECS.

7. **Acknowledgement of Payment.** After releasing the payment through ECS, JD Accts will intimate the organization about the payment and seek receipt of the same.

--------------------End-of-Scheme-Document----------------------
SAINIK REST HOUSES IN NORTH EAST /SPECIAL CATEGORY STATES

1. **Background.** Before June 07, maintenance of Sainik Rest Houses (SRHs) was the responsibility of respective State Govts. During 10th Meeting of MC held on 08 Jun 07, it was decided to give maintenance grant for SRHs in J & K, Sikkim and NE States @ Rs 1.00 Lakh SRH per year up to a maximum of three SRHs per State. It was also approved that the grant be provided in every alternate year wef FY 2007-08. In this regard, the guidelines were issued by the KSB Sectt to all the NE States, J&K and Sikkim, vide the KSB Sectt letter dated 28 Mar 08. In 12th Meeting of MC held on 14 Sep 10, it was decided to give annual maintenance grant @ Rs 50,000/- per SRH for all the SRHs of J & K, Sikkim, NE States and Special Category States so that SRHs in these states are maintained properly on regular basis. It was also approved that in case where a new SRH is constructed at any future date, similar grant would be admissible for maintenance after completion of three years from the date of inauguration.

2. **Aim.** Aim of the scheme is to provide grant for maintenance of SRHs of J & K, Sikkim, North-Eastern States and special category States HP, Uttarakhand so that better facilities can be provided for ESM to stay during their short visit to state capital of these states.

3. **Financial Assistance.** Annual maintenance grant out of AFFDF is provided @ Rs 50,000/- per SRH wef Financial Year 2012-13.

4. **Eligibility Conditions.** This grant is admissible for SRHs in J & K, Sikkim, North-Eastern States and Special Category States only, payable on a yearly basis.

5. **Procedure for Utilisation of Grant.**
   
   (a) The grant will be placed with the State Amalgamated Fund.

   (b) It will be reflected under a separate head in the budget of the Fund and presented for audit/State Managing Committee meeting.

   (c) Grant will be managed by 'State Managing Committee' of the State Amalgamated Fund under chairmanship of Hon'ble Governor / Chief Minister of the State.

   (d) The allotted fund is to be allocated to Director DSW/RSB for the said purpose by the State Managing Committee for utilization.

   (e) DSW is to ensure optimum utilization of the fund and issue guidelines in this regard with immediate effect.

   (f) For the subsequent years, Dir DSW/RSB will put up claim along with breakup of the previous allocation expended towards upkeep of SRHs.
6. **Channel of Application.** To claim the grant, Secretary RSB is required to submit an application on a plan paper along with the following documents to KSB Sectt:-

   (a) Utilisation Certificate for previous grant with breakup of expenditure incurred on each SRH to be furnished separately.

   (b) Date of maintenance work carried out from the previous grant for each SRH.

   (c) Breakup of maintenance work planned to be carried from the annual maintenance grant being claimed now.

7. **Processing at KSB.** On receipt in Account Section of KSB Sectt, the Section-in-Charge will issue the application to a designated clerk. The designated clerk will examine the application and if found in order, enter relevant data into computer and put it up in the concerned file with associated data to the Section-in-Charge. The Section-in-Charge will examine the case and forward it in relevant the file to JD (Accounts). The JD Accts will check the case, write a suitable noting in the file and process it for approval of Secy, KSB.

8. **Payment Procedure.** After approval of Secy KSB, payment of the grant will be made to the concerned RSB through ECS.

---------------------End-of-Scheme-Document----------------------
1. **Background.**

All India Gorkha Ex-servicemen Welfare Association (AIGEWA) was formally established and registered on 26 Nov 1950 under the direction of Ministry of Defence. During this meeting, the Ministry of Defence appointed AIGEWA as sole representative of all Gorkha Organisations from each different state. AIGEWA today has nine sister organizations in Jammu, Pathankot, Bakloh, Dharmashala, Shimla, Dehradun, Nautanwa (Gorakhpur), Darjeeling and Shillong.

Main objective of the Association is to promote economic, social and educational welfare of all those Ghorkha of both combatant and non-combatants who had served in the ranks during II World War and are still serving the Indian Army and have settled down in India. It also includes deserving Gorkha families and their dependents, orphans, widows and destitute.

Presently, the Association is organizing welfare activities such as vocational training in knitting, tailoring and embroidery, fabric painting and short course in beautician, handicrafts, cooking and food preservation and typing and short hand. Financial assistance is also given for scholarship for educations, stipends for technical courses such as engineering, medicine, dental nursing, agriculture, law etc. Financial assistance is also provided for medical aid, funeral expenses and marriage of widow’s daughters, loss of property due to natural calamity.

The fund of AIGEWA was amalgamated with the Armed Forces Flag Day Fund on 13 Apr 1993. Presently the said Association is being provided a grant of Rs. 8,00,000/- per year and the same audited by the Chartered Accountants.

2. **Aim.** The main objective of this scheme to provide annual grant to AIGEWA with a view to enable it to promote economic, social and educational welfare of all those Ghorkha of both combatant and non-combatants who had served in the ranks during the II World War and are still serving the Indian Army and have settled down in India. It also includes deserving Gorkha families and their dependents, orphans, widows and destitute.

3. **Financial Assistance.** Initially, a sum of Rs 3.00 Lac was given to AIGEWA, which was enhanced to Rs 4.00 Lac in 1993-94, subsequently to Rs 5.00 Lac in year 1999-2000 and has been further increased to Rs 8.00 Lac in year 2007 respectively.

4. **Channel of Application.** Application on a plain paper is required to be submitted by the President/Vice President of AIGEWA along with utilization certificate and audited balance of the previous financial year.
5. **Processing at KSB Sectt.** On receipt of application by the Account Section at the KSB Sectt, the Acct Section-in-Charge will allocate it to designated clerk. The clerk will examine the application and if found it in order, enter data into computer and then put it up with data to the Section-in-Charge. The Section-in-Charge will check the application with data and forward it in concerned file to JD Accounts. JD Accts will check the application, write a suitable noting in the file and put up the file for sanction of the competent authority.

6. **Payment Procedure.** After approval of the competent authority, the application will be processed for payment to the designated clerk. The clerk will prepare payment voucher and put it up in file to JD Acts. JD Accts will check particulars and bank details of the organization, sign the payment voucher and send payment voucher to the bank to release the payment to the concerned organisation through ECS.

7. **Acknowledgement of Payment.** After approval of Secy, KSB, the grant will be made to the Association through ECS, and acknowledgement sought from the Association.

---------------------End-of-Scheme-Document----------------------
1. **Background.** With a view to provide financial assistance to states/UTs towards establishment and maintenance of their RSB/ZSBs, the Government of India/MoD had accorded approval vide GOI, MoD letter No. 27/1/X-M.Item-XXIII/75/KSB dated 24 May 77 to share the expenditure incurred by the State/UT Govts on an equitable sharing basis. The Central Share has been increased to 75% for North-Eastern and Special Category States; and 60% for the other States/UTs vide GOI, MoD letter No. 9(1)/100%/CS/2010-11/KSB dated 15 Mar 2011. Terms and conditions of the scheme are given in the succeeding paragraphs.

2. **Objective.** The objective is to provide financial support to the States and UTs towards establishment / maintenance of their RSB/ZSBs.

3. **Pattern of Funding.** The expenditure towards establishment/maintenance of RSBs/ ZSBs incurred by the States/UTs shall be shared between the Central and State/UT Govts in the following ratios:-

   (a) 75% : 25% between the Central Govt and N-E/Special Category State Govts.

   (b) 60% : 40% between the Central Govt and other State/UT Govts.

4. **Central Share.** The Central share shall be equal to 60% or 75% of the expenditure planned to be incurred by the State/UT Govt as applicable for its establishment/maintenance of RSB/ZSBs during a financial year. The Central Share shall be released by the KSB Sectt in two installments as follows:-

   (a) 50% of the Central Share as **Advance Installment**, calculated based on the Annual Budget allotted by respective State/UT Govt for their RSB/ZSBs.

   (b) The balance part of the Central share as **Final Installment** calculated based on audited expenditure of the State/UT Govt towards their RSB/ZSBs as admissible.

5. **Source of Funding.** The Central Share shall be released from the DSE budget allotted to KSB Sectt for this purpose by Financial Planning Branch/Army HQ.

6. **Procedure for Claiming Central Share.**

   (a) **Advance Installment.** RSBs/ZSBs are required to forward application on a plain paper along with a copy of their annual budget allotted and Bank Account details for e-payment, to the KSB Sectt. The Section-in-Charge of the Accounts Section of KSB Sectt will assign the application to the designated clerk. The designated clerk will scrutinise the application and if found in order in all respect, will enter relevant data into computer to process the application. The designated clerk will put up the application in concerned file to
Section-in-Charge, who will check the application and put it to JD Accts. The JD Accts will also check the application, write suitable noting in the file and put it up for approval to Secy, KSB. After approval of Secy KSB, thr designated clerk will put Sanction Letter with Contingent Bill to the JD Account and Secy, KSB for signature. After that, the Contingent Bill along with the sanction letter to the Area Accounts Office, CDA, Delhi Cantt for e-payment of first installment of the Central Share to concerned RSB. The concerned RSB/ZSB is required to acknowledge receipt of the payment accordingly.

(b) **Final Installment.** The RSB/ZSB is required to get their expenditure of concerned financial year audited and forward their application (after completion of the audit) with documents listed below, to the KSB Sectt. The Accounts Section of KSB shall process the application in the file of concerned State/UT for approval of Secretary, ESW. After receipt of the approval, Sanction Letter with Contingent Bill would be prepared for signature of Secy, KSB. The Designated Clerk will forwarded the Contingent Bill with sanction letter to the Area Accounts Office, CDA, Delhi Cantt for e-payment to concerned State/UT subject to availability of budget with the KSB Sectt. The concerned RSB/ZSB is to acknowledge receipt of the payment. The list of documents required to be attached with the proposal are as follows:-

(i) Application giving details of the proposal indicating budget, expenditure incurred, audited expenditure, advance installment received from KSB Sectt and bank account details etc.
(ii) Copy of Year-wise approved BE and RE duly marked/highlighted in respect of RSB/ZSBs.
(iii) Year-wise Statement of Approved Expenditure (chargeable and non-chargeable).
(iv) Audit Certificate issued by AG in original.
(v) Itemized Statement of Expenditure under Code Heads of DSW, RSB & ZSBs approved and not approved by AG.
(vi) Copy of the Sanction letter for advance payment.
(vii) Utilisation Certificate.

7. **List of Admissible Expenditure.** List of the expenditures admissible/chargeable for establishment/maintenance of RSB and ZSBs, as the parts of the Central Share payable to the States/UTs is placed at Annexure 1.

8. **Timeline for Submission of Proposal.**

(a) **Advance Installment.** Last date for submission of the proposal by States/UTs is 30 Sep of the financial year for which the amount claimed.

(b) **Final Installment.** The proposal for final installment of the Central Share should reach to KSB Sectt by 31 Dec of the following financial year.

---------------------End-of-Scheme-Document----------------------
Annexure 1
(Refers to Para 7 of Scheme
For Central Share by KSB)

LIST OF ADMISSIBLE/CHARGEABLE EXPENDITURE TOWARDS
ESTABLISHMENT/MAINTENANCE OF RSBs/ZSBs

1. Salary (Pay, DA, DP, HRA, & CCA) ie only for staff (ESM or their dependents only)
2. Medical Allowance /Medical Reimbursement only to staff (non-ECHS entitled ESM/dependents)
3. Telephone Expenses and broadband charges.
4. Travelling Allowance/Daily Allowance for staff (ESM or their dependents only)
5. Rent (if the building is hired one and no Govt acrn is available, tax would be payable by the landlord)
6. Maintenance of vehicles held in charges of RSB/ZSBs.
7. Petroleum, Oil, Lubricants for vehicles held in charge of RSB/ZSBs
8. Office contingency, purchase of stationery and printing
10. Land revenue/Tax of Sainik Board properties.
12. Maintenance of building (Provided the building belongs to Sainik Boards and no Part of its has been sold or mortgaged)
13. LTC for staff (ESM or their dependents only)
14. Purchase/repair of Typewriter, Computer, Fax & Xerox machine (within the approved ceiling) including Annual Maintenance Contract.
15. Service postage and Postal expenditure
16. Liveries to Class IV.
1. **Historical Background.** India has always been proud to have Nepalese as soldiers in Armed Forces and this tradition dates back to the eighteen century when Maharaja Ranjit Singh had first recruited the Gorkhas into his Army. The British followed up with this tradition by recruiting the Gorkhas after the Battle of Malaun. India till date continues to recruit Nepalese Gorkhas into its Armed Forces as per the “Tripartite Agreement” which was signed between the India, Britain and Nepal during 1947.

The then Nepalese Prime Minister and C-in-C. His Highness Padam SJB Rana agreed to maintain the Gorkha connection with the British Army and the newly created Indian Army. The Indian Army has maintained this Agreement in letter and spirit to this day and Gorkhas from Nepal continue to be recruited into Indian Army. The Defence Wing under the Defence Attache (DA) comprises of the offices of the DA, Welfare Branch (IEWON), Military Pension Branch and Record Office at Kathmandu and the PPOs at Pokhara and Dharan. The Defence Wing has a total str of 08 Officers, 42 India Based Staff & 172 locally employed civil staff. There are 16 District Sainik Boards (DSB) functioning in various location in Nepal.

Presently the IEWON consist of the HQ IEWON and has 22 District Soldier Boards (DSB) located all over Nepal.

2. **Aim.**

   (a) To make 100% payment on account of Pay & Allowances and other personal claims of the employees of IEWON/DSBs in Nepal. All payments are released out of DSE Budget under Major Head 2076 & Minor Head 800 B(s) in accordance with delegation of financial power issued by MoD letter dated 13 Aug 2009.

   (b) KSB provides 100% payment for Pay and Allowances and other than Pay & Allowances in respect of IEWON Offices on half yearly basis received through Assistant Military Attache (Welfare) Branch, Kathmandu, Nepal.

3. **Channel of Grant.** The claim submitted by Assistant Military Attache (Welfare) Branch, Kathmandu, Nepal duly certified by the AAO, Military Pension Branch, Kathmandu, Nepal.

4. **Processing at KSB.** On receipt of claim by Account Section, the same are examined and processed. If found correct a note was prepared and put up for sanction of the competent authority.

5. **Payment Procedure.** After approval of competent authority, sanction letter & contingent bill forwarded to AAO, Delhi Cantt for preparation of cheque, thereafter cheque is dispatched to the Assistant Military Attache (Welfare) Branch, Kathmandu, Nepal.
6. **Financial Assistance out of Raksha Mantri Discretionary Fund (RMDF).** This assistance is applicable for pensioners/widows those who are drawing their pension below IRs 3,000/- and 3,500/- respectively. These are divided into two following categories:

(a) **Financial Assistance Towards Medical Treatment.** For normal diseases at the rate of maximum to IRs 15,000/- per patient.

(b) **Financial Assistance Towards Treatment of Serious Diseases.** As per the existing policy/guidelines, Kendriya Sainik Board provides financial assistance from AFFD Fund towards treatment of serious diseases.

7. **Educational Scholarships.** To assist the ex-servicemen in educating their children this scheme was introduced during 70’s.

(a) **General Educational Scholarships.** Under this scheme scholarships are provided at the rate of NRs 2500/- for children from class V to X and NRs 4,000/- for children from class XI to bachelor level.

(b) **Scholarships for higher studies.** For those deserving wards of ex-servicemen who undertake professional studies both in India and Nepal, education assistance for higher studies is granted at NRs 20,000 per annum as one time assistance. Priority is given to the children of widows in receipt of ordinary family pension and other pensioners whose cases are deemed genuine.

(b) **Teachers Training.** In order to make war widows and wards of pensioners self reliant, as a welfare measure scholarships amounting to NRs 10,000/- per annum is granted to all who are undergoing teachers training.

(c) **Education Assistance to Handicapped Children.** This scheme was introduced in the year 1992 and its aim to motivate handicapped children to study. Under this scheme a sum of an annual scholarship of NRs 10,000/- is provided to all such children.

(d) **Scholarships to Wards of War Widows/Disabled Soldiers.** Children of Armed Forces personnel killed/declared missing/permanently disabled in 1962, 71 wars, OP PAWAN, OP MEGHDOOT and all post MEGHDOOT operation including counter insurgency operations are being paid following scholarships:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i) Tuition Fees</td>
<td>Full amount</td>
</tr>
<tr>
<td>(ii) Hostel Charges</td>
<td>Full amount</td>
</tr>
<tr>
<td>(iii) Cost of Books &amp; Stationery</td>
<td>NRs 400/-</td>
</tr>
<tr>
<td>(iv) Cost of Uniform</td>
<td>NRs 1296/- for 1st yr &amp; NRs 560/- for subsequent yrs</td>
</tr>
<tr>
<td>(v) Clothing</td>
<td>NRs 400/- for 1st yr &amp; NRs 240/- for subsequent yrs</td>
</tr>
</tbody>
</table>
(e) Financial Assistance to Schools. Financial assistance is provided to schools where majority of children are wards of ex-servicemen. Assistance is provided for expansion and repair of existing school building, purchase of furniture, books, sports equipment etc.

9. Vocational Training. In order to train pensioners and their families in various vocations so as to make them capable of exploiting opportunities that come across them in their retired lives, Vocational Training Courses are conducted in stitching, Knitting, typing (English and Nepali), English language and computer. These courses are conducted at Kathmandu, both the PPOs at Pokhara and Dharan and selected DSBs.

10. Financial Assistance from Raksha Mantri’s Discretionary fund (RMDF) Towards Marriage Grant (IRs 8,000/-). This assistance is applicable for all Ex-servicemen / Widows/Dendents who are neither in receipt of any pensionary benefits nor re-employed.

11. Financial Assistance for Natural Calamities out of Ex-Servicemen Welfare Fund. Due to natural calamities like floods, landslides, fire etc. every year a large number of ex-servicemen incur heavy losses. To compensate the affected ex-servicemen, distress grant is provided out of the funds earmarked from Ex-servicemen Welfare Fund.

---------------------End-of-Scheme-Document----------------------
RESERVED DEFENCE SEATS IN MEDICAL/DENTAL COLLEGES
AS GOVERNMENT OF INDIA NOMINEE UNDER
MINISTRY OF DEFENCE QUOTA

INTRODUCTION
1. Applications are invited in the prescribed form for admission to Medical Colleges (approx 25 to 27 seats) and Dental College (One seat) {subject to allotment of seats by Ministry of Health}, from sons/daughters/widows of Armed Forces Personnel of the following categories of Defence personnel only, as per priority shown against each:-

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<tr>
<th>Sl. No.</th>
<th>Category</th>
<th>Priority</th>
<th>Form</th>
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</thead>
<tbody>
<tr>
<td>(a)</td>
<td>Killed in action</td>
<td>1</td>
<td>A1</td>
</tr>
<tr>
<td>(b)</td>
<td>Disabled in action and boarded out from service with disability attributable to Military Service.</td>
<td>2</td>
<td>A2</td>
</tr>
<tr>
<td>(c)</td>
<td>Died while in service with death attributable to Military Service</td>
<td>3</td>
<td>A3</td>
</tr>
<tr>
<td>(d)</td>
<td>Disabled in service and boarded out with disability attributable to Military Service.</td>
<td>4</td>
<td>A4</td>
</tr>
<tr>
<td>(e)</td>
<td>Gallantry Award/Distinguished Service Award winners (does not include Service Medals)</td>
<td>5</td>
<td>A5</td>
</tr>
</tbody>
</table>

GENERAL INSTRUCTIONS
2. (a) The advertisement for admission are published in leading Newspaper during the April/May month of the academic year.

(b) Blank application form for MBBS/BDS may be obtained in person, or by sending self addressed envelope of size 27x12 cm with postage of Rs.32/- to Kendriya Sainik Board (Ministry of Defence, West Block IV, Wing VII, RK Puram, New Delhi-110066) alongwith written application requesting for form with attested copies of supporting documents proving eligibility from P1 to P5.

(c) Completed applications along with formats A-1 to A-5 as applicable duly attested by both Secy RSB/ZSB and OIC Records of the eligible candidates should reach Secretary, Kendriya Sainik Board, West Block IV, Wing-VII, RK Puram, New Delhi-110066 latest by 25th June of the academic year. Applications received late will not be entertained. Application form issued by Medical/Dental Colleges are not to be used for the purpose.

(d) Completed applications are to reach Secretary, Kendriya Sainik Board, Wing-7, West Block-4, RK Puram, New Delhi-110066 by 25th June of the academic year. The envelope containing application form must be superscribed in bold letters as 'APPLICATION FOR MBBS/BDS' (IMPORTANT-Please Refer Para 2 (u))

(e) Incomplete application forms and applications received after the specified date will NOT be considered. A wrong or misleading entry will lead to rejection of the application. Any deletion/correction should be initialed by the candidate himself/herself.
(f) The Kendriya Sainik Board will acknowledge receipt of only those applications received by the due date. Late receipted applications will not be processed. Please attach 2 x self addressed postage paid envelopes.

(g) Selected candidates will be informed directly by the Kendriya Sainik Board, Ministry of Defence, West Block-IV, Wing No. 7, RK Puram, New Delhi-110066. The Telephone number is 26192360 and 26715250.

(h) Nomination made will be subject to the candidate fulfilling the admission requirement of the Institution/University concerned.

(i) This facility is admissible for only one member of the family.

(j) If an applicant, admitted on the basis of the information furnished by him/her and subsequently found to have made false statement in any respect, he/she will be removed from the college. Fees and other dues paid by the candidate shall NOT be refunded.

(k) Candidate admitted against the reserved seats will have to execute a Bond with the Government of India, Ministry of Health or the State Government or the Administration of Union territory as the case may be to serve the Government concerned for the specified period after qualifying for full registration as a Medical/Dental Graduate.

(l) If selected candidate is refused admission by the Medical/Dental College concerned due to non-fulfillment of admission requirements, he/she will not have any claim for his/her transfer or admission to some other Medical/Dental college.

(m) The seat offered will be final and no request for any change will be entertained. Candidates who fail to send their acceptance by the prescribed date will forfeit their nomination.

(n) Once a candidate has been informed about his/her selection by the Kendriya Sainik Board, he/she should send his/her confirmation of acceptance telephonically or by fax no. 011-26192362 within specified date.

(o) No 'Postal Orders' are required to be attached with application forms.

(p) Separate applications are to be submitted for MBBS and BDS courses (Photostat copy of the application can be used).

(q) Two stamped Self-addressed envelopes of 27x12 cms are to be attached with each application so as to facilitate acknowledgement of receipt of the application form.

(r) The attested photocopies of the supporting documents duly attested both by Secretary, Rajya/Zila Sainik Board and OIC Records, in case of actual and legitimate children (including validly adopted sons/Daughters prior to the death of the deceased), are to be attached with application form.

(t) Candidates should have attained the age of 17 years on 31 December of academic session in which the admission is sought for.

(u) The selection within Priority-5 will be strictly in the order of Gallantry awards. Other awards are considered within the priority, only after gallantry awards. Service medals are not included.

(v) The Candidates must clearly mention the Priority on his/her application as listed below in para 1 above.

(w) All applications as per respective formats (A-1 to A-5) will be attested both by the Secretary Rajya/Zila Sainik Board and concerned Record Office of the individual soldier/airmen/sailor.
JCO/Officer. Under Priority-V (Gallantry/other award winners) in case of Serving personnel only format A-5 of the application can be attested by OC Unit alone. Attested copy of Gazette notification/Part II order also to be attached.

CRITERIA FOR DRAWING MERIT LIST FOR SELECTION

3. The following criteria for determining merit for selecting candidates for MBBS/BDS course will be applied:

   (a) Merit list will be prepared for each priority separately on the basis of All India Pre-Medical Entrance Test (AIPMT).
   (b) The allocation of seats will be on priority basis, first the candidate in priority one will be accommodated and the left over seats from priority one will be given to priority two and so on.
   (c) Candidate having passed 12th exam in second attempt and/or with grace marks not eligible for consideration of seats.

CHECK LIST FOR DOCUMENTS TO BE ATTACHED WITH THE APPLICATION FORM

4. The following documents are to be attached with the application form:

   (a) An attested photocopy of the marks-sheet of Matriculation examination.
   (b) An attested photocopy of the marks-sheet of 10+2 or equivalent examination.
   (c) Form A-1 to A-5 as applicable attested both by the Secretary, Rajya/Zila Sainik Board and OIC Records with attested photocopies of Entitlement Card, latest Pension Payment Order, Special/Liberalized family pension Casualty Indicating Disability, or documentary proof of gallantry award, as applicable.
   (d) Acknowledgement form duly completed.
   (e) 2 stamped self-addressed envelopes of size 27 cms x 12 cms.
   (f) 4 x Passport size photographs of candidate with name & Priority endorsed on reverse.
   (g) Result/Merit of All India Pre-Medical Entrance Test (AIPMT).

ADDITIONAL INSTRUCTIONS ::

5. Only wards of Defence Personnel from Army, Air Force & Navy from Priority 1 to Priority 5 are eligible for the scheme.

6. Wards of civilians/Civilians working in AFHQ/MoD, DRDO, wards of personnel from para military organizations are not eligible and hence should not apply.

7. Scheme is open to Indian Nationals only.

8. Litigation if any, are restricted to jurisdiction of Delhi Courts only.

9. General Instruction from para 1 to 8 are to be used as guidelines only, these are subject to change without notice as per MCI/Ministry of Health rulings issued from time to time.
APPLICATION FOR RESERVATION OF SEATS IN MEDICAL/DENTAL COLLEGES FOR
SONS, DAUGHTERS AND WIDOWS OF DECEASED/DISABLED PERSONNEL AND
GALLANTRY AWARD WINNERS OF THE ARMED FORCES FOR THE YEAR

(Last Date for Receipt of Application form 25th June of the Academic year)
Application form for admission to MBBS/BDS Course
(Tick ( ) course Applied for)

1. Name in full (in Block Letters) Mr/Miss/Mrs..........................................................

2. Number, Rank, Name and Corps/ Service of father/husband

3. Present address of the applicant (in Block Letters)

4. Telephone Number with correct STD code..........................................................

5. Age in year, Months and Days as on  Years Months Days 31 December of the Academic Session in which admission is sought

6. (a) State whether parent/husband killed disabled in Action or died in service, mention boarded out from service. Mention place and date of death/disability as applicable (Attach form A-1 to A-4 as applicable) Duly attested by both Secretary, RSB/ZSB and OIC Records

Or

(b) State whether father is/was in receipt of Gallantry Award/other Awards. If so, mention the name of award (Attach Form A-5) duly attested by Secretary, RSB/ZSB and OIC Records (For Priority-5 serving pers only, form A-5 can be attested by OC Unit also. (Attach copy of Gazette Notification.)

7. Indicate the priority to which you belong (please refer to para 1(t) of guidelines.

8. Qualifying examination (10 +2) or equivalent exam passed in first attempt (Yes/No)
9. Year of passing the qualifying examination (10+2) or equivalent examination. 

10. Roll Number 

11. Board/University Registration No. 

12. Performance in All India Pre-Medical Entrance Test (AIPMT) 
   (a) Roll No. 
   (b) Marks 
   (c) All India Merit List 

13. Any other Educational Qualification/university degree acquired with date 
   (a) I hereby certify that none of my brothers/sisters has/have been admitted in medical/dental college through Kendriya Sainik Board against Central Pool reserve seats in the past. 
   (b) I hereby agree, if admitted to confirm to the rules and regulations in force that may, hereafter be made for administration of the college and its associated hospitals. I undertake that so long as I am a student of the college either inside or outside, not to do any thing that will interfere with its orderly working and discipline. 

14. (a) If selected my choice station of states will be as under: 
   (May be considered in case of availability of seats, seat allotment is the prerogative of KSB and no request for seat in any particular college will be entertained). 

(i) ................................ (ii) ..................... (iii) .................... (iv) .................. 

Place: 

Signature of Candidate 

Name: .................................................. 

Date: 

Father Name: ........................................ 

Rank & P No.: ...................................... 

............................................................
PROOF OF AGE

This is to certify that I have personally checked the date of birth of Miss/Mr/Mrs…………………………………………………………………………… daughter/son/widow of ……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………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FORM 'A-1'

(To be filled in by Sons/Daughters/Widows of Defence Personnel Killed in Action)

(Priority-1)

This is to certify that Mr/Miss/Mrs.................................................. (Name of the applicant) is the son/daughter/widow of No. ..........................................................

(Rank ........................................... Name..........................................................)

of Unit/Corps/Service.......................................................... who was killed in Action on .................................................. (date) in 1962/1965/1971 war/or Warlike operation such as Nagaland, Mizoram, OP Blue Star, OP Meghdoot, OP Pawan, OP Rakshak, OP Rhino, OP Vijay, OP Parakram, CI ops (Declared as such by the Govt. of India). An attested photocopy of the Educational Entitlement Card No........................................... issued by .................................................. is attached.

OFFICE SEAL

Signature.........................

(Secretary, RSB/ZSB)

Verified

OFFICE SEAL

Signature.........................

(OIC Records)

OIC Records pl Note : (P-1 to P-1V)
Death/disability of defence personnel should be attributable to mil service. Aggravated cases are not eligible please ensure thoroughly before verification. Endorse file reference number and date for each case verified.

Notes :

1. Certificate is to be attested by both Secretary, Rajya/Zila Sainik Board and OIC Records.

2. Cases where attributability has not been finalized/under consideration will not be considered.
FORM 'A-2'

(To be filled in by Sons/Daughters of Defence Personnel who Disabled in Action and disability accepted as attributable to Military Service)

(Priority-2)

This is to certify that Mr/Miss/Mrs………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………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FORM 'A-3'

(To be filled in by Sons/Daughters/Widows of Defence Personnel who died while in Service and the death accepted as attributable to Military Service)

(Priority-3)

This is to certify that Mr/Miss/Mrs……………………………………………………………………
(Name of the applicant) is the son/daughter/widow of No. ………………………………………
Rank …………………………. Name……………………………………………………………………
of Unit/Corps/Service………………………………………………………………………………… who died while in
service on ……………………………………… (date). The Death is accepted as attributable to
Military Service. CDA (P) Allahabad Govt. of India letter/Special Family Pension payment order
accepting death attributable to Military service is attached.

OFFICE SEAL

Signature…………………………
(Secretary, RSB/ZSB)

Verified

OFFICE SEAL

Signature…………………………
(OIC Records)

OIC Records pl Note : (P-1 to P-1V)
Death/disability of defence personnel should be attributable to mil service. Aggravated cases are
not eligible please ensure thoroughly before verification. Endorse file reference number and date
for each case verified.

Notes :

1. Certificate is to be attested by both Secretary, Rajya/Zila Sainik Board and OIC Records.

2. Cases where attributability has not been finalized/under consideration will not be
considered.
FORM 'A-4'

(To be filled in by Sons/Daughters of Defence Personnel Disabled in Service and who has been boarded out with disability attributable to Military Service)

(Priority-4)

This is to certify that Mr/Miss/Mrs.………………………………………………………………………………
(Name of the applicant) is the son/daughter of No. …………………………………… Rank
……………………………………………… Name………………………………………………………… of
Unit/Corps/Service…………………………………………………… who was disabled in Service on …………………….(date) and boarded out from service on ………………………………….(date) and the disability was ………….(Nature and % of disability) which was accepted as attributable to Military Service by CDA (P) Allahabad. An attested photocopy of supporting documents relating to the disability attributable to Military Service alongwith the release order issued by concerned record office/CDA (P) Allahabad, Govt. of India letter/copy of latest PPO stating % age of disability granted & disability element awarded for life is attached.

OFFICE SEAL

Signature………………………..
(Secretary, RSB/ZSB)

Verified

OFFICE SEAL

Signature…………………………
(OIC Records)

OIC Records pl Note : (P-1 to P-1V)
Death/disability of defence personnel should be attributable to mil service. Aggravated cases are not eligible please ensure thoroughly before verification. Endorse file reference number and date for each case verified.

Notes:
1. Certificate (A-1 to A-5) is to be attested by both Secretary, Rajya/Zila Sainik Board and OIC Records.

2. Cases where attributability has not been finalized/under consideration will not be considered.
FORM 'A-5'

(To be filled in by Sons/Daughters/Widows of deceased/Retd/Serving Personnel who were/are in receipt of Gallantry Awards/other Awards) {Service medal not included}

(Priority-5)

This is to certify that Mr/Miss/Mrs…………………………………………………………………………………………
(Name of the applicant) is the son/daughter/ of No. ………………………………………………………………………
Rank …………………………… Name…………………………………………………………………………………………
of Unit/Corps/Service……………………………………………………………………………………………………
who was awarded………………………… (Name of the Gallantry Award on………………………………………. (date) Vide Gazette Notification No……………………………………………………………………… Dated……………………………………………… An attested photocopy of the award is attached.

OFFICE SEAL

Signature…………………………
(Secretary, RSB/ZSB)

Verified

OFFICE SEAL

Signature…………………………
(OIC Records)

Notes:
1. Certificate is to be attested by both Secretary, Rajya/Zila Sainik Board and OIC Records.
2. In case of Priority-5 serving pers only, form A-5 can be attested by the OC Unit alone.
3. Weightage will be given in case the ward’s parent is in receipt of more than one gallantry award Bar to the award.
4. In case of widows of deceased personnel under Priority-5, attested copy of PPO also to be attached.
BRIEF STATEMENT OF PARTICULARS OF THE CANDIDATE

1. Priority of candidate as indicated on page .................................................................

2. Name and address of the candidate with Telephone No. and Email ID if any
   Mr./Miss/Mrs ................................................................. ........................................

3. Father's/husband's Name and Unit .................................................................

4. Date of Birth .................................................................

5. (a) Qualifying Examination passed viz 10 +2 or equivalent or B.Sc
     (b) Division obtained .................................................................
     (c) Medium of Examination .................................................................

6. Performance in Matriculation or Equivalent Examination
   (a) Total Marks Secured .................................................................
   (b) Total Marks allotted .................................................................

7. Performance in All India Pre-Medical Entrance Test (AIPMT)
   (a) Roll No. .................................................................
   (b) Marks .................................................................
   (c) All India merit .................................................................

8. Nearest Rajya/Zila Sainik Board .................................................................

Note: Attested Photostat copies of the marks-sheet pertaining to examinations referred to at serial 5, 6 and 7 are to be attached.
INTRODUCTION
1. As per the Ministry of Railway (Rail Mantralaya) Railway Board letter No- TC-II/2066/89/Gallantry Award dated 21 Mar 1989, War Widows have been granted 75% Rail Travel Concession in Second Sleeper Class. This concession can be availed on production of Identity Card issued by the Kendriya Sainik Board.

AIM
2. The aim of this provision of issuing of identity card to war widow for rail travel concession is to provide a small measure of relief for war widows whose husband scarified his life for nation.

ELIGIBILITY CONDITIONS
3. The Govt. of India, Ministry of Railways has granted 75% concession in second sleeper class rail fare to war widows including those of IPKF casualties and those killed in action against terrorist and extremists.

APPLICATION
4. Application shall be made on the prescribed application format fully attested by concerned Zila Sainik Board officer (ZSWO) unit. A specimen applications format is placed Annexure. These are the following instructions should be followed before forwarding the application to this office:-
   (a) Application should be filled in prescribed format placed at Annexure.
   (b) Application should be attested by concerned Zila Sainik Board & countersigned by Records Office for their verification.
   (c) Attested copy of PPO, Discharge Book & War Widows Identity Card should be enclosed.
   (d) Two copies of recent passport size photographs should be attested on back side by ZSB/Records Office.
   (e) Thumb impression or signature of War Widows should be filled on signature block in prescribed format.
   (f) Para 7 (a) of the prescribed format is for application for fresh (new) Identity Card whereas para 7 (b) is for application for duplicate Identity Card.

CHANNEL OF APPLICATION
5. The complete application form and required documents must be submitted by an eligible widow at respective ZSB with countersigned by the Records Office. The complete applications with associated documents are to be forwarded to KSB for further processing.

PROCESSING AT KSB SECTT.
6. The following procedure is followed for preparation of Identity Card:-
   (i) All documents mentioned in Para 4 are scrutinized.
   (ii) Scan widows photograph & signature for pasting on PVC I Card.
   (iii) Enter war widows data in excel sheet in the prescribed format and send it the same to registered supplier for printing the Identity Cards.

ISSUING I CARD
7. The card will be forwarded by registered post to concerned war widows at her permanent address, which is mentioned in the application.
Annexure 1
(Refers to Para 4 of Appendix AA)

PRESCRIBED FORMAT OF WAR WIDOWS IDENTITY CARD FOR 75%
RAIL TRAVEL CONCESSION IN SECOND SLEEPER CLASS

1. Name of the Widows
2. Date of Birth (Age) ............................................................................................................................................
3. Full Address ......................................................................................................................................................

4. Widows of Late :-
(a) Service No.
(b) Corps/Regt. ...........................................................................................................................................................
(c) Rank .................................................................................................................................................................
(d) Name ..............................................................................................................................................................
(c) Name of War/Operation ...........................................................................................................................................
(f) Date of Death .....................................................................................................................................................

5. Details of Pension/Allowances :-
(i) Special Family Pension Rs. p.m.
(ii) Ordinary Family Pension Rs. p.m.
(iii) Children Allowance Rs. p.m.

6. Identification Marks of Widows

7. The following documents should be enclosed with this application format :-
(a) Fresh (New) I Card -
(i) Two recent passport size photographs duty attested on back side by ZSB/Records Office.
(ii) Attested copies of PPO/Discharge Book and War Widows Identity Card.
(b) Duplicated I Card -
(i) Demand Draft Rs. 50/- in favour of “Armed Forces Flag Day Fund”
(ii) Attested copy of FIR lodged in police station or
(iii) Enclosed Original War Widows Identity Card not in working condition.

( ) ( )
Attested by Zila Sainik Board Signature of the Widow
With Office Seal.

FOR USE OF RECORDS OFFICE ONLY
Certified that I have cross checked the above mentioned details and they are found correct
as per records held by this office.

( )
Signature with office Seal
Senior Record Officer
DEFINITION OF EX-SERVICEMEN

1. The eligibility of the retired Defence personnel to the status of Ex-Servicemen is governed by the definition as laid down by Department of Personnel and Training. The definition has undergone changes from time to time. The following is the broad categorisation:-

(a) **Those released before 01 Jul 68.** Any person who had served in any rank (whether as Combatant or not) in the Armed Forces of the Union and released from there other than by way of dismissal or discharge on account of misconduct or inefficiency.

(b) **Those released on or after 01 Jul 68 but before 01 Jul 79.** Any person who had served in any rank (whether as a Combatant or not) in the Armed Forces of the Union for a continuous period of not less than six months after attestation and released from there other than by way of dismissal or discharge on account of misconduct or inefficiency.

(c) **Those released on or after 01 Jul 79 but before 01 Jul 87.** Any person who had served in any rank (whether as a combatant or as non-combatant), in the Armed Forces of the Union for a continuous period of not less than six months after attestation, if discharged for reasons other than at their own request or by way of dismissal or discharge on account of misconduct or inefficiency and not less than 5 years of service if discharged at own request.

(d) **Those released on or after 01 Jul 87.** Any person who had served in any rank (whether as a combatant or as non-combatant), in the Armed Forces of the Union and was released/retired with any kind of pension from Defence Budget or released on completion of specific terms of engagement with gratuity other than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency.

(e) Officer cadets boarded out of training academies attributable to mil training will be treated as ex-servicemen under Priority-I for the purpose of employment in civil.

(f) **Those who were released on or after 10 Oct 2012.**

An ex-serviceman means a person -

(i) 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

   (aa) who either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning his or her pension;

   or

   (bb) who has been relieved from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension;

   or
(cc) who has been released from such service as a result of reduction in establishment.; 

or

(ii) 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 personnel of the Territorial Army, namely, pension holders for continuous embodied service or broken spells of qualifying service:

or

(iii) Personnel of the Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal service on medical grounds attributable to or aggravated by military service or circumstance beyond their control and awarded medical or other disability pension;

or

(iv) Personnel, who were on deputation in Army Postal Service for more than six months prior to the 14th April, 1987:

or

(v) Gallantry award winners of the Armed forces including personnel of Territorial Army;

or

(vi) Ex-recruits boarded out or relieved on medical ground and granted medical disability pension irrespective of the date of boarding out /release.

**ARmed FORCes**

2. Armed Forces of the Union means the Army, Navy and Air Force of the Indian Union including Armed Forces of the former Indian States but excludes the persons who have served in Defence Security Corps, General Reserve Engineering Force, Lok Sahayak Sena and Para Military Forces (PMF).
GENERAL INFORMATION

1. Application forms to avail benefits under various welfare schemes of KSB are available at RSB/ZSB free of cost or can be downloaded from the MoD Website: www.desw.gov.in

2. Please note that the KSB Sectt does not charge any money or take any fee for providing application forms, accepting/processing applications and releasing of approved payment etc.

3. For any complaint regarding non-availability of application forms at ZSB/RSB or any official of ZSB/RSB refuses to give form or charges money for issuing application forms, kindly report the matter to the Secretary, RSB or KSB Sectt with particulars of self and the concerned official.

4. If concerned official of RSB/ZSB refuses to accept/attest/countersign your application, report the matter to the Secretary of concerned RSB or to KSB Sectt with particulars of self and the official.

5. Contact details of the KSB Sectt for correspondence/queries/complains are as follows:-

   Government of India, Kendriya Sainik Board,
   Ministry of Defence, 7th Wing, 2nd Floor, West Block – IV,
   Tele : 011-26192359 E-Mail Id: jdpetitionksb@gmail.com
   Ministry of Defence, RK Puram, New Delhi 110066 Fax : 011-26192362
   KSB Sectt Official E-Mail Id: jdacctksb@gmail.com
   (a) Reception – for general inquiry. E-Mail Id: jdwelfareksb@gmail.com
      Queries related to status of application and payments etc.
      Official No 011-26715250
      (b) Jt Dir (Welfare) – for status of ESM’s Official No 011-26192359
         application and payments E-mail Id: jdpetitionsksb@gmail.com
      (c) Jt Dir (Accts) – for status of application Official No 011-26179109
         and payments to institutions, E-mail Id: jdacctksb@gmail.com
         association, hostels, states etc
      (d) Jt Dir (PMSS) – for status of approval Official No 011-26715250
         of scholarship and payments E-mail Id: jdpmscholarshipksb
         under PMSS @gmail.com
      (e) Jt Dir (Policy) – for definition of ESM Official No 011-26188098
         and their dependents. E-mail Id: jdpolicyksb@gmail.com
      (f) Jt Dir (Adm/Coord) Official No 011-26192360

6. Contact details of RSBs and KSB Sectt are available on above website. Contact details of relevant officials of the KSB Sectt are appended below :-
Published by:

Kendriya Sainik Board
Department of Ex-Servicemen Welfare, Ministry of Defence
Govt. of India, New Delhi