

RIGHT TO INFORMATION ACT- 2005

MANUAL-01

ORGANIZATION, FUNCTION AND DUTIES

**DIRECTORATE OF SAINIK WELFARE & RESETTLEMENT,
GUJARAT STATE, GAURAV SENANI BHAVAN,
SHAHIBAUG-AIR PORT ROAD, SHAHIBAUG,
AHMEDABAD-380004**

**DIRECTORATE OF SAINIK WELFARE & RESETTLEMENT
GUJARAT STATE, GAURAV SENANI BHAVAN,
SHAHI BAUG-AIR PORT ROAD, SHAHIBAUG,
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ORGANIZATION, FUNCTION AND DUTIES

1. His Excellency the Governor of Gujarat is Chairman of Rajya Sainik Board. The Director is ex-officio Member Secretary of the Rajya Sainik Board. The office of the Directorate of Sainik Welfare and Resettlement, Gujarat State is a permanent office under Home department, Government of Gujarat. Directorate of Sainik Welfare & Resettlement is functioning directly under administrative control of Home Department, Government of Gujarat. The historical background of the Directorate of Sainik welfare and Resettlement is as under :-

(a) After creation of Gujarat State in the year 1960, bifurcating from Maharashtra Board located at Pune, the Gujarat state Soldiers, Sailors and Airmen Board was created at Vadodara. The Board office was immediately shifted to Ahmedabad, at then "Sachivalay" complex, now known as polytechnic compound, Ahmedabad.

(b) The board was declared as permanent department of the State Government and the staff of the Board was given status of Government servant and they were brought under the terms and conditions of service of the State Government; vide Government of Gujarat Home Department (Special) Resolution No. SB.II/SSB.1060/59189 dated 21 Nov 1966. Subsequently, the Board was re-designated as "Gujarat Rajya Sainik Board" and the Secretary of Rajya Sainik Board was granted status of Head of the Department and was accorded all administrative and financial powers of the Head of the Department, vide Government of Gujarat Home Department Resolution No. ISS/1176/4776/F, dated 24 Mar 1982.

(c) Thereafter in the year 1983, the Rajya Sainik Board was designated as "Directorate of Sainik Welfare" and the Secretary of the Rajya Sainik Board was given designation as "Director". In the year 1989, the directorate was further re-designated as "Directorate of Sainik Welfare and Resettlement"; vide Government of Gujarat Home Department Resolution No. RSB/1089/102/F 4 Apr 1989. On 17 Jan 2005 Directorate office shifted to Gandhinagar from Ahmedabad.

(d) Since 07 Jan 2010, the Directorate became functional from its present location at Ahmedabad after shifting from its old location at Gandhinagar.

2. There are **Eleven** District Sainik Welfare and Resettlement offices under this Directorate, for carrying out welfare activities of Ex- servicemen (ESM) and their families of all the Districts of the State. The locations of above offices are as under :-

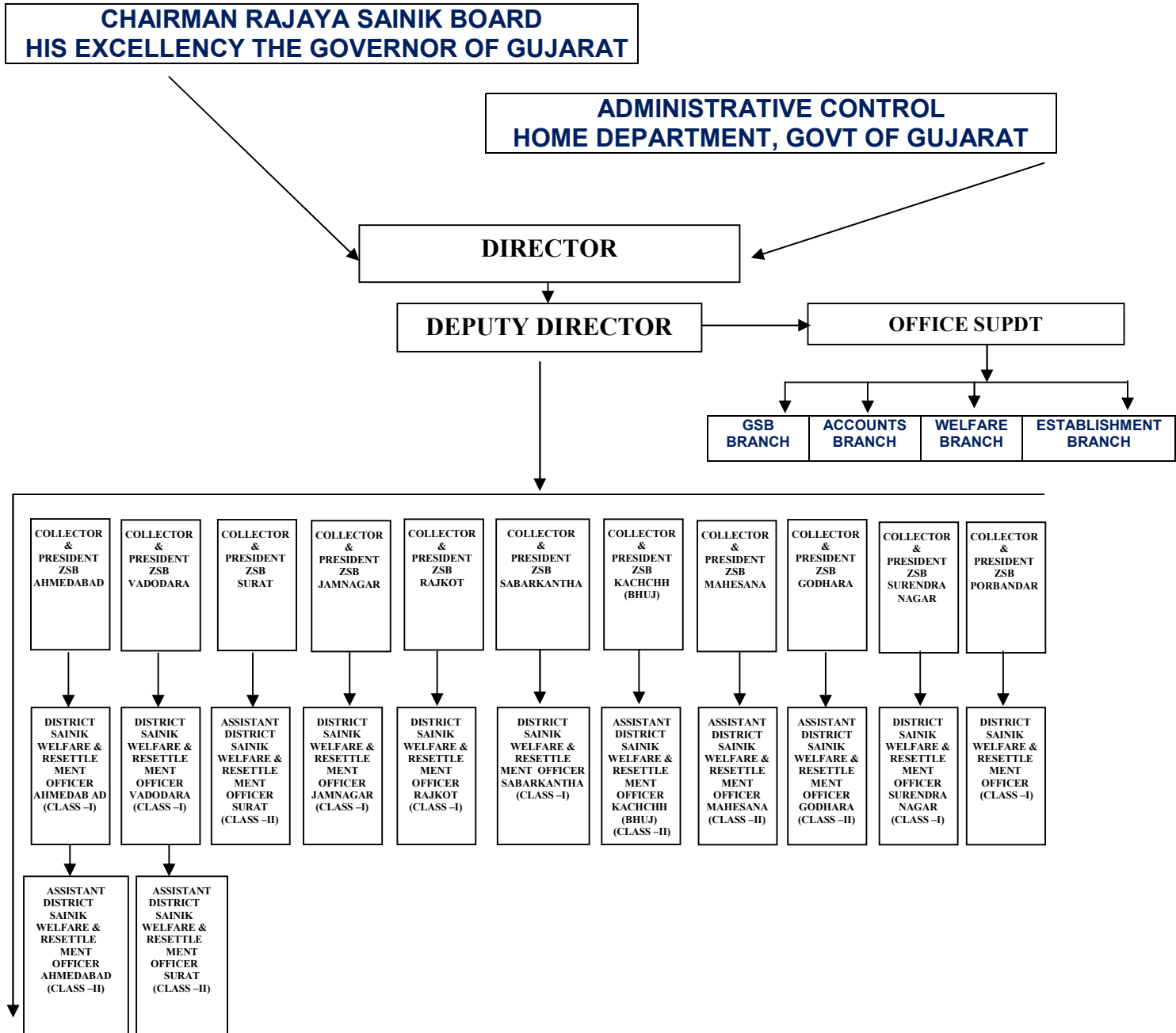
Sr. No	District Sainik Welfare & Resettlement Office	Districts under Jurisdiction
1	AHMEDABAD	Ahmedabad & Gandhinagar,
2	VADODARA	Vadodara, Kheda, Anand & Chhotaudepur
3	SURAT	Surat, Valsad, Dang, Bharuch, Navsari, Narmada (Rajpipala) & Tapi (Vyara)
4	JAMNAGAR	Jamnagar & Devbhumi Dwaraka (Jam Khambhaliya)
5	RAJKOT	Rajkot, Amreli & Morbi
6.	HIMANTNAGAR (SABARKANTHA)	Sabarkantha & Aravalli (Modasa)
7	KACHCHH-BHUJ	Kutchh (Bhuj)
8	MAHESANA	Mahesana, Banaskantha (Palanpur) & Patan
9.	PANCHMAHAL (GODHRA)	Panchmahal, Dahod & Mahisagar
10.	SURENDRANAGAR	Surendranagar, Bhavnagar & Botad
11.	PORBANDAR	Porbandar, Junagadh & Gir Somnath (Veraval)

3. Director, Sainik Welfare and Resettlement, Gujarat State is empowered with administrative and financial control as Head of the Department. Directorate of Sainik Welfare and Resettlement and its **Eleven** District Sainik Welfare and Resettlement Offices are permanent offices of Government of Gujarat and their employees are declared as Government servants. The expenditure of the department is shared on 40 : 60 basis by the state and the central Government.

4. Director Sainik Welfare and Resettlement is looking after welfare of Ex-servicemen and serving Defence personal of Gujarat including their families through **Eleven** District Sainik Welfare & Resettlement offices. The Organization Chart of Directorate of Sainik Welfare & Resettlement, Gujarat is shown as under:

OUTLINE ORGANIZATION

DIRECTORATE OF SAINIK WELFARE & RESETTLEMENT GUJARAT STATE



5. Main functions of Directorate of Sainik Welfare and Resettlement, Gujarat State and its **Eleven** District Sainik Welfare & Resettlement Offices are as given as under :-

(a) **FUNCTION OF DIRECTORATE SAINIK WELFARE & RESETTLEMENT GUJARAT STATE, AHMEDABAD.** The main functions of the Directorate are welfare and Resettlement activities of Ex-servicemen and their families and the families of serving personnel of the state. With a view to raise the donation from the citizen for the welfare activities of ex-servicemen, the Armed Forces Flag Day is observed each year on 07th December. The directorate looks after administrative work of all funds for welfare of ex-servicemen. It exercises control over functioning of District Sainik Welfare & Resettlement offices and also looks after administration, budget and establishment of these offices. As a Head of Department, the director conducts meetings of various committees headed by His Excellency the Governor of Gujarat and attends the meeting of Government of India at New Delhi. The directorate prepares and submits proposals to State / Central Governments in the interest of welfare of ESM and their families as per the decision taken in the above meetings. It also renders assistance for employment and self employment to the ex-servicemen through it's District Sainik welfare and Resettlement Offices.

(b) **FUNCTION OF DISTRICTS SAINIK WELFARE AND RESETTLEMENT OFFICES.** This office functions as executive agency to implement welfare schemes for the ex-servicemen and their dependants at the grass route level. The main function encompasses welfare of the families of serving personnel, ex-servicemen and their families residing in all the districts under its jurisdiction. The office also functions as an Employment Exchange for rendering employment and self employment assistance to the ex-servicemen. The District Sainik Welfare and Resettlement officer is responsible for Conduct of meetings of Zila Sainik Boards under the Chairmanship of respective Collector and President of the Board and taking actions on the decisions taken in the said meeting. It under takes extensive drive for raising Armed Forces Flag Day fund while observing Armed Forces Flag Day each year on 7th December. The district Sainik welfare and Resettlement office is responsible for holding rallies and Sammelans for the ex-serviceman. The office assists ex-servicemen in progressing and settling cases of Military Pension and final settlement of accounts. The office carries out work for sanction of various types of financial assistance under different schemes for the ex-servicemen, their widows and the dependents.

6. Central and State Government have constituted the following committees for welfare of Ex-Servicemen :-

(a) Committees of the Central Govt., Ministry of Defence, New Delhi :-

- (i) Kendriya Sainik Board under the Chairmanship of Hon. Defence Minister with Hon. Home Minister /concerned Minister of all states as members.
- (ii) Committee of Secretaries / Directors of all Rajya Sainik Board under the Chairmanship of Defence Secretary of Govt. of India.

(b) Committees of the State Government:-

- (i) Gujarat Rajya Sainik Board under the Chairmanship of H.E. the Governor of Gujarat.
- (ii) Managing committee of Jawans` welfare fund.
- (iii) The Hon`ble Chief Minister's Jawan Welfare Fund.
- (iv) Committee of Zila Sainik Board under the Chairmanship of Collector and President at the Districts level.

7. District wise information of ex-servicemen and their families is given as under :-

DISTRICT WISE CENSUS OF EX-SERVICEMEN AND THEIR FAMILIES
AS ON 31 MAR 2025

<u>District</u>	<u>Strength</u>				
	<u>ESM</u>	<u>Widows</u>	<u>Total</u>	<u>Dependents</u>	<u>Grand Total</u>
<u>DSW & RO AHMEDABAD</u>					
Ahmedabad	6849	879	7728	22305	30033
Gandhinagar	1407	174	1581	4569	6150
Total	8256	1053	9309	26874	36183
<u>DSW & RO VADODARA</u>					
Anand	544	78	622	1788	2410
Kheda	763	108	871	2505	3376
Chhotaudepur	166	24	190	546	736
Vadodara	5176	760	5936	17048	22984
Total	6649	970	7619	21887	29506
<u>DSW & RO SURAT</u>					
Bharuch	406	115	521	1448	1969
Surat	858	132	990	2838	3828
Tapi	102	28	130	362	492
Dang	20	18	38	96	134
Narmada	104	20	124	352	476
Navsari	178	44	222	622	844
Valsad	204	49	253	710	963
Total	1872	406	2278	6428	8706
<u>DSW & RO JAMNAGAR</u>					
Jamnagar	1786	339	2125	6036	8161
Devbhumi Dwarka	409	83	492	1393	1885
Total	2195	422	2617	7429	10046
<u>DSW & RO RAJKOT</u>					
Rajkot	1211	272	1483	4177	5660
Amreli	174	56	230	634	864
Morbi	454	57	511	1476	1987
Total	1839	385	2224	6287	8511
<u>DSW & RO SABARKANTHA</u>					
Sabarkantha	1951	331	2282	6515	8797
Aravalli	2003	331	2334	6671	9005
Total	3954	662	4616	13186	17802
<u>DSW & RO KUTCHCH-BHUJ</u>					
Kutchh	1181	263	1444	4069	5513
Total	1181	263	1444	4069	5513
<u>DSW & RO MAHESANA</u>					
Mehsana	1300	153	1453	4206	5659
Banaskatha	542	51	593	1728	2321
Patan	360	43	403	1166	1569
Total	2202	247	2449	7100	9549
<u>DSW & RO PANCHMAHAL</u>					
Panchmahal	744	136	880	2504	3384
Mahisagar	811	142	953	2717	3670
Dahod	560	80	640	1840	2480
Total	2115	358	2473	7061	9534

<u>District</u>	<u>Strength</u>				
	<u>ESM</u>	<u>Widows</u>	<u>Total</u>	<u>Dependents</u>	<u>Grand Total</u>
<u>DSW & RO SURENDRANAGAR</u>					
Surendranagar	1066	185	1251	3568	4819
Bhavnagar	825	210	1035	2895	3930
Botad	71	16	87	245	332
Total	1962	411	2373	6708	9081
<u>DSW & RO PORBANDAR</u>					
Porbandar	501	61	562	1625	2187
Gir Somnath	310	51	361	1032	1393
Junagadh	1066	142	1208	3482	4690
Total	1877	254	2131	6139	8270
<u>SUMMARY</u>					
<u>DSW & RO</u>	<u>STRENGTH</u>				
DSW & RO, Ahmedabad	8256	1053	9309	26874	36183
DSW & RO, Vadodara	6649	970	7619	21887	29506
DSW & RO, Surat	1872	406	2278	6428	8706
DSW & RO, Jamnagar	2195	422	2617	7429	10046
DSW & RO, Rajkot	1839	385	2224	6287	8511
DSW & RO, Sabarkantha	3954	662	4616	13186	17802
DSW & RO Kutchchh-Bhuj	1181	263	1444	4069	5513
DSW & RO Mahesana	2202	247	2449	7100	9549
DSW & RO Panchmahal	2115	358	2473	7061	9534
DSW & RO Surendranagar	1962	411	2373	6708	9081
DSW & RO Porbandar	1877	254	2131	6139	8270
Grand Total	34102	5431	39533	113168	152701

RIGHT TO INFORMATION ACT-2005

MANUAL-02

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

**DIRECTORATE OF SAINIK WELFARE & RESETTLEMENT,
GUJARAT STATE, GAURAV SENANI BHAVAN,
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MANUAL-02

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

1. **Officers.** The details are given out in the succeeding sub paragraphs.
 - (a) **Director.** As a head of the Department, the officer is assigned financial and administrative powers. The details of his duties are as under:-
 - (i) To exercise administrative control over the functioning of directorate of Sainik Welfare & Resettlement, Gujarat and it's subordinate offices known as "District Sainik Welfare and Resettlement Offices".
 - (ii) Accounting, administration and management of various welfare funds held with the Rajya Sainik Board and getting them audited from time to time.
 - (iii) To exercise administrative control over Sainik Aram Gruh and Military Boys Hostels functioning under respective District Sainik welfare and Resettlement Officers.
 - (iv) To undertake supervision and inspection visits to District Sainik Welfare and Resettlement offices.
 - (v) Formulation and implementation of the Policies for effective functioning of the Department.
 - (vi) Organizing and conducting various meetings of the Rajya Sainik Board from time to time.
 - (vii) Initiating proposals related to overall welfare of the Ex-Servicemen.

(b) **Deputy Director.** As an administrative officer of the directorate, the officer is assigned financial and administrative powers related to his duties. The details of his duties are as under :-

- (i) Day to day administration work of the directorate of Sainik welfare and Resettlement including routine correspondence.
- (ii) Maintenance of accounts in the capacity of Drawing and disbursing Officer of the Directorate in connection with budget grant of the Directorate, including approving and sanctioning legitimate office expenditure as authorized to Class-I, drawing and disbursing Officer and getting the accounts audited from time to time.
- (iii) Verifies/ scrutinizes and endorses his remarks on the proposals received from the District Sainik Welfare and Resettlement offices, duly checked by the staff prior to obtaining administrative or financial sanction of the Director.
- (iv) Supervises work of Accountant and renders assistance to Director in maintenance of Welfare Funds accounts by verifying / checking the transactions and reconciliation of accounts and also management of fix deposits and their timely re-investment.
- (v) Exercise effective supervision on staff with regards to completion of actions on letters/ applications pertaining to citizen charter in a laid down time frame.
- (vi) Looks after punctuality and discipline of the office staff.
- (vii) Acts as an Information officer of the directorate under the purview of Right to Information Act.
- (viii) Carries out inspection of District Sainik Welfare and Resettlement offices on instruction of Director.
- (ix) Officiate as Director in the absence of the Director.

(c) **District Sainik welfare and Resettlement Officer.** As a head of the District Sainik and Welfare office, the officer is assigned financial and administrative powers. The details of his duties are as under :-

- (i) To supervise and exercise administrative control over the functioning of district Sainik Welfare & Resettlement, office and also to supervise and exercise administrative control over Sainik Aram Gruh and Military Boys Hostels functioning under his control.
- (ii) Maintenance of accounts in the capacity of Drawing and disbursing Officer in connection with allocation of budget and Welfare/Flag Day Fund and getting the accounts audited from time to time.
- (iii) Exercise effective supervision on staff with regards to disposal of "one day governance" work. Also ensures that action on letters/ applications pertaining to citizen charter is completed in laid down time frame.
- (iv) Acts as an Information officer under the purview of Right to Information Act.
- (v) Organizing and conducting various meetings of the Zilla Sainik Board.
- (vi) To Organize and conduct rallies/ Sammellan for Ex-servicemen residing in the districts under jurisdiction of his office.
- (vii) Initiating proposals related to overall welfare of the Ex-Servicemen.
- (viii) Undertakes extensive drive for raising Flag Day Fund as the entire welfare schemes for the Ex-servicemen directly depends on contribution of Flag Day fund received each year.

(ix) Processing financial assistance cases of ESM /widows from the schemes of Central/ State Government, Kendriya / Rajya Sainik Boards or from the Services establishment as case may be and to endorse his remarks on the proposals sent for sanction of financial assistance for the ex-servicemen and their dependants.

(x) Monitoring timely payment of pension and terminal benefits to Ex-servicemen/ widows in general and specifically to the next of kin of the serving soldiers die while on duty.

(xi) Ensuring proper documentation of all ex-servicemen in general and specifically of the War/ operational widows and dependents and also of the disabled soldiers with a view to provide special attention to them for their welfare and security.

(xii) To explore avenues for providing vocational training facilities to ex-servicemen and their dependents to enable them to seek and obtain employment or set up self-employment.

(xiii) Ensures Safe custody of all confidential and accountable documents and maintaining proper records of these documents in accordance with existing government orders.

(xiv) Organizes annual and periodical checks of office files, stores and other dead stock held in the office/Hostel/ Sainik Aram Gruh.

(xv) Organizes periodical destruction of the documents and old files in accordance with existing Government orders.

(xvi) To verify content of News published in Press/ electronics media in respect of soldiers / Ex-servicemen and their dependent and take appropriate action / rejoinder must be issued in case such reports are found in correct.

(xvii) To represent DGR/KSB in Court Cases under their jurisdiction in which these organizations have been made respondent.

2. **Staff.** The duties of the staff are classified in three categories firstly as Related to Welfare Functions, secondly as Related to Supervision and administrative control and lastly as Related to Management of Welfare Funds/ Budget and Accounts. The District Sainik Welfare and resettlement officer is responsible to assign welfare or administrative duties to the staff so as to ensure proper distribution of work amongst the staff members; the details are given out in the succeeding sub paragraphs.

(a) **Duties of Staff Related to Welfare Functions.** The details are as under :-

(i) To investigate and process applications for financial Assistance / scholarship grant to the Ex-servicemen / Widows / dependants from the Central/ State Government, Kendriya / Rajya Sainik Boards or from the Services establishment as case may be.

(ii) To visit ex-servicemen regarding their welfare and to carry out investigations of cases related to general welfare of the ex-servicemen/ widows.

(iii) To verify cases related to change of home address, pre-mature discharge from service and where about cases related to serving soldiers/ ex-servicemen.

(iv) To verify pension and final Settlement of accounts cases of ex-servicemen / widows/ dependents.

- (v) To ascertain the difficulties of ex-servicemen and submit reports to District Sainik welfare and Resettlement Officer.
- (vi) To circulate information by letter and press notes regarding Benefits and assistance available to Ex-servicemen / widows/ dependents from various sources.
- (vii) To advice and guide visiting ex-servicemen/ widows/ dependents on various welfare aspects and with specific reference to their queries/ doubts.
- (viii) Monitoring timely payment of pension and terminal benefits claims of the Ex-servicemen/ widows in general and specifically to the next of kin of the serving soldiers die while on duty.
- (ix) Ensures proper documentation of all ex-servicemen in general and specifically of the War/ operational widows and dependents and also of the disabled soldiers with a view to provide special attention to them for their welfare and security.
- (x) To register names of Ex-servicemen and widows and issue of ID card to eligible categories Ex-servicemen and Widows.
- (xi) To Maintain Live Register for employment assistance to Ex-servicemen and timely sponsoring their names to employers as and when asked for.
- (xii) To educate and motivate ex-servicemen/ widows regarding various Self-employments schemes and guide them on available entrepreneurship / vocational training and to organize workshops, seminars and Lectures for the purpose.
- (xiii) To explore avenues for providing educational and vocational/training facilities to ex-servicemen and their dependents to enable them to seek and obtain employment or set up self-employment.
- (xiv) To organize Ex-Servicemen rallies, Sammelan and Workshops.
- (xv) To assist a family of serving soldier in the event of disease, disaster, earthquake, floods or famine.
- (xvi) Initiating necessary actions with concerned civil department in connection with Welfare of Serving soldiers.
- (xvii) To procure legal advice in the case of law suits against a serving soldier, when there is no male member of his family present at home.
- (xviii) To encourage and assist serving or ex-servicemen and their families to settle their disputes out of the court.
- (xix) To issue miscellaneous certificate related to welfare issues in respect of ex-servicemen/ widows and their dependents.
- (xx) To verify content of News published in Press/ electronics media in respect of soldiers / Ex-servicemen and their dependent and take appropriate action / rejoinder must be issued in case such reports are found in correct.

(b) **Duties of Staff Related to Supervision and Administrative Control**. By virtue of his seniority, the Senior Most staff Member in the office is responsible to perform these duties. In his absence the senior most staff present in the office automatically becomes responsible to perform these duties. The details are as under :-

- (i) Supervision on staff and distribution of office work to each staff member.
- (ii) Supervises work of 'Registry clerk' in entering the inwards letters / applications in "dak –tracking" Registry-software by ensuring correct naming of file number / concern clerk for each letter. Shorts out important letters warranting immediate action and puts up them to Deputy Director or to the District Sainik Welfare and Resettlement officer as case may be.
- (iii) Also ensures that the dak is distributed by the Registry Clerk to concerned clerks along with computerized work sheets without delay.
- (iv) On finalization of action on each letter/ Application, he ensures that such letters are disposed off from pending list of "dak –tracking" computer programme.
- (v) Maintains Service Books, Pay fixation and Leave accounts of the Staff of the office. Also maintains Attendance Register and movement register for the staff.
- (vi) Deals with confidential matters and maintains confidential Register and carries out its correspondence.
- (vii) Ensures progress of Court cases by maintaining liaison with Govt. pleader. Remains present in the court during hearing of departmental court cases.
- (viii) Looks after upkeep and maintenance of office furniture, equipments and dead stock.
- (ix) Ensures that opening and closing of office is done in time and prepares duty roster for peons / staff when peon is absent or not available.
- (x) Ensures that adequate security arrangements exit and procedures are observed by each staff member with a view to ensure security of material / documents held in the office.
- (xi) Looks after Establishment, Administration and organization of the office.
- (xii) Looks after discipline and welfare of the staff and keeps check on unauthorized absence from the place of duty during the office hours.
- (xiii) Maintains all connected correspondence and standing orders file on all the subjects related to office functioning.
- (xiv) Organizes annual and periodical checks of office files, stores and other dead stock held in the office / Sainik Aram Gruh / Hostel.
- (xv) Organizes periodical destruction of the documents and old files in accordance with existing Government orders.
- (xvi) Act as Public Relation officer and ensures that the staff in a stipulated time frame completes "one day governance" work. Also oversees that all visitors are rendered correct advice and courteous treatment by dealing clerks.
- (xvii) Ensures that action on letters/ applications pertaining to citizen charter is completed in laid down time frame.
- (xviii) Acts as Assistance Information officer under the purview of Right to Information Act.
- (xix) Supervise and ensures timely preparation of Agenda, Notes and Minutes of the various meetings.

(c) Management of Welfare Funds/ Budget and Accounts. By virtue of his appointment the Accountant at the directorate/ senior clerk at the District Sainik welfare and Resettlement office or the appointed staff member in the office is responsible to perform these duties. These duties are directly related to welfare of ex-Servicemen as managing, raising and releasing Funds affect implementation of Welfare schemes for the Ex-Servicemen The details are as under:

- (i) Responsible for maintaining various welfare funds held with the office and safe custody of Cashbooks, passbooks and cheque books pertaining to all funds/ Accounts and keeping them updated.
- (ii) Responsible to reconcile accounts each month with cashbooks /bank passbooks and obtaining signature of the officer holding the accounts.
- (iii) Maintains expenditure details of Funds and allocates required funds to District Sainik Welfare and Resettlement offices for execution of Welfare Scheme and also for upkeep and maintenance of Sainik rest house / Military Boys Hostel.
- (iv) Ensures timely audit of all accounts and takes immediate action to settle the audit objections. Responsible for supervision and settlement of audit paragraphs pertaining to office and Flag Day funds related to various collector offices.
- (v) Undertakes special drive to settle outstanding audit paragraphs.
- (vi) Looks after budget requirements of the offices and makes timely projection of budget to higher office. The Accountant at Directorate's office, Sub allots budget and maintains expenditure details under each head of the budget.
- (vii) Reconciles expenditure details with PAO or treasury office and also with Accountant General's office at Rajkot as case may be.
- (viii) The Accountant at Directorate's office, ensure submission of requisite documents to Kendriya Sainik Board and initiates timely actions for getting 60% share of Central share in advance and remaining balance amount once the expenditure for the financial year is finalized.
- (ix) Organizes and plans observance of Armed Forces Flag day fund each year. Ensures timely procurement actions for Flag Day material and its further distribution to all the District Collectors.
- (x) Receives Flag Day donation and credits the same in the Bank / treasury account. Maintains District wise Flag Day Fund details and sends receipt of the donation to the donors.

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MANUAL-03

PROCEDURE FOLLOWED IN THE DECISION MAKING
INCLUDING CHANNELS OF SUPERVISION AND
ACCOUNTABILITY

**DIRECTORATE OF SAINIK WELFARE & RESETTLEMENT,
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**PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS,
INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY**

1. The welfare issues of ex-servicemen, based on procedure/ decision-making process are basically divided in four categories. The purview of first category is restricted to the district Sainik Welfare and Resettlement office only. The second category is related to schemes of State government or the Rajya Sainik Board. The third category belongs to the issues related to the local govt., semi govt. or the local self-government departments. The last category belongs to cases pertaining to schemes of Central Government / Kendriya Sainik Board or the Records offices or the establishments of the Armed Forces including Controller of Defence Accounts (Pension).

2. The District Sainik Welfare and Resettlement Offices are the executive offices who look after welfare of the ex-servicemen/ widows/ dependent residing in the districts falling under their jurisdiction. They function as nodal office for addressing problems of the ex-servicemen pertaining to any of the above-mentioned categories.

3. The procedure followed in the decision making process, including channels of supervision and accountability in different categories are given out in succeeding sub paragraphs.

(a) **Procedure/decision-making process including channel of supervision and accountability at the level of District Sainik Welfare & Resettlement Office.** The issues falling under this category are generally covered in one-day governance such as registration for employment, issue of ex-servicemen Identity Card, issue of various certificates and rendering advice and guidance to the visiting ex-servicemen. The procedure/ decision-making process including channel of supervision and accountability is as under :-

- (i) The application of the applicant is registered and checked by the dealing staff.
- (ii) The same is subsequently checked by senior staff present in the office and the application is put up with recommendation to District Sainik Welfare and Resettlement officer.
- (iii) With due approval of District Sainik Welfare and Resettlement officer, the applicant is issued ex-servicemen Identity Card or the requisite certificates as case may be.

(iv) The above details are furnished in the table form as under :-

Ser	Subject	Details
1	Consideration of Subjects	As per Para 3(a) above
2	Guidelines / Instructions if any	Standing orders on concerned subjects as issued by Central Government, State Govt., Kendriya Sainik Board, Rajya Sainik Board, Armed Forces Establishments and CDA (Pension) Allahabad.
3	Channel of Implementation.	As mentioned Above
4	Appointments of officers and staff associated in the process of taking decision.	As mentioned Above
5	Contact Details of above officers and staff	District Sainik welfare & Resettlement Office.
6	If not satisfied with action, How and whom to appeal.	By making verbal or Written Representation to : (1) Collector and President Zila Sainik board or (2) Director Sainik Welfare & Resettlement, Gujarat State, Ahmedabad.

(b) **Procedure/decision-making process including channel of supervision and accountability at the level of Rajya Sainik Board or the State Govt.** The Second category belongs to the issues related to the level of Rajya Sainik Board or the State Govt. The procedure/ decision-making process including channel of supervision and accountability is as under :-

(i) All the applications for financial assistance are verified by Welfare organizer or the staff detailed for the purpose by the District Sainik Welfare & Resettlement officer. If required verification visit is also undertaken to access the ground realities in certain cases.

(ii) The recommendation of Welfare organizer or the staff detailed to process the case is further checked by senior staff present in the office and the application is put up with recommendation to District Sainik Welfare and Resettlement officer.

(iii) The District Sainik Welfare and Resettlement officer Verifies/ scrutinizes and endorses his remarks on the proposals and obtains approval of Collector and President of the Zila Sainik Board in all the cases where the welfare scheme pertain to Rajya Sainik Board.

(iv) All such cases approved by the Collector and President of the Zila Sainik Board and rest of the cases which do not warrant approval of the Collector and President Zila Sainik Board, duly recommended by the District Sainik Welfare and Resettlement Officer is sent to Directorate of Sainik Welfare.

(v) At the Directorate, all applications recommended by the District Sainik Welfare and resettlement Officer is processed by dealing Clerk.

(vi) The same is further checked and verified by senior staff present in the directorate and the application is then put up to Deputy Director.

(vii) The application duly verified / scrutinized and endorsed with remarks of Deputy Director is then put up to The Director for his sanction.

(viii) The sanction accorded by the Director is communicated to the applicant and also to the District Sainik Welfare office, who makes arrangement for payment of financial assistance to the applicant.

(ix) The Home department approves cases of Ex-gratia payment, Cash awards for gallantry and the Distinguished Service medals and Chief Ministers Jawan Relief Fund. The cases falling under these schemes are sent duly recommended by the Director to Home department for approval of the government.

(x) The directorate on receipt of sanction from the Home department informs the District Sainik Welfare office and also the applicant. In case of Chief Minister's Jawan Relief Fund, applicant is paid the assistance amount through the Concerned District Collector, in rest of the cases, District Sainik Welfare office, makes arrangement for payment of financial assistance to the applicant.

(xi) The above details are furnished in the table form as under :-

Ser	Subject	Details
1	Consideration of Subjects	As per Para 3(b) above
2	Guidelines / Instructions if any	As per details contained in Manual-5, the Benefits and assistance extended by Gujarat Rajya Sainik Board, Cash awards given by State Government for gallantry and distinguished service medals and ex-gratia grant sanctioned by the State Govt, and the Financial assistance sanctioned from Chief Minister's Jawan Relief fund.
3	Channel of Implementation	As mentioned Above
4	Appointments of officers and staff associated in the process of taking decision.	As mentioned Above
5	Contact Details of above officers and staff	District Sainik welfare & Resettlement Office.
6	If not satisfied with action, How and whom to appeal.	By making verbal or Written Representation to : (1) Collector and President Zilla Sainik Board or (2) Director Sainik Welfare & Resettlement, Gujarat State, Ahmedabad. However, if not satisfied with action initiated by Director Sainik Welfare & Resettlement, a written representation can be made to Home Department, Government of Gujarat.

(c) **Procedure/decision-making process including channel of supervision and accountability at the level of local govt., semi govt. or the local self-government departments.** The third category belongs to the issues related to the local govt., semi govt. or the local self-government departments. It is pertinent to state that the decision in this matter is prerogative of the department concerned and the District Sainik Welfare office has no statutory authority to obtain decision in favour of the applicant Ex-servicemen. The function and accountability of District Sainik Welfare office therefore remains restricted to forwarding and recommending applications to concerned department. The procedure/decision-making process including channel of supervision and accountability is as under :-

- (i) The application of the applicant is registered and checked by the dealing staff.
- (ii) The same is subsequently checked by senior staff present in the office and the application is put up with recommendation to District Sainik Welfare and Resettlement officer.
- (iii) With due recommendation of District Sainik Welfare and Resettlement officer, the application of the ex-servicemen is forwarded to the concerned departments.
- (iv) The applicant is informed on receipt of decision from the concerned department by District Sainik Welfare and Resettlement office.
- (v) The above details are furnished in the table form as under :-

Ser	Subject	Details
1	Consideration of Subjects	As per Para 3(c) above
2	Guidelines / Instructions if any	Standing orders/instruction related to above subjects issued by concerned departments.
3	Channel of Implementation	As mentioned Above
4	Appointments of officers and staff associated in the process of taking decision.	As mentioned Above
5	Contact Details of above officers and staff	District Sainik welfare & Resettlement Office and Concerned office or department where the application has been forwarded with recommendation for necessary action.
6	If not satisfied with action, How and whom to appeal.	By making verbal or Written Representation to : (1) Collector and President Zila Sainik board or (2) Director Sainik Welfare & Resettlement, Gujarat State, Ahmedabad However, if not satisfied with action initiated by Concerned office or department where the application has been forwarded with recommendation for necessary action, a written representation can be made to (1) Head of the department of concerned office or (2) To the Concerned department at the Sachivalay.

(d) **Procedure/decision-making process including channel of supervision and accountability at the level of Central Government / Kendriya Sainik Board or the Records offices or the establishments of the Armed Forces including Controller of Defence Accounts (Pension).** The fourth category belongs to the issues related to the level of Central Government/Kendriya Sainik Board or the Records offices or the establishments of the Armed Forces including Controller of Defence Accounts (Pension). The function/ accountability of District Sainik Welfare office remains restricted to verifying and forwarding the applications duly recommended to concerned department. The concerned department takes decision with due consideration to recommendations given by the District Sainik welfare and Resettlement officer. The procedure/ decision-making process including channel of supervision and accountability is as under :-

- (i) All the applications received from the ex-servicemen are verified by Welfare organizer or the staff detailed for the purpose by the District Sainik Welfare & Resettlement officer. If required verification visit is also under taken to access the ground realities.
- (ii) The recommendation of Welfare organizer or the staff detailed to process the case is further checked by senior staff present in the office and the application is put up with recommendation to District Sainik Welfare and Resettlement officer.
- (iii) The District Sainik Welfare and Resettlement officer Verifies/ scrutinizes and endorses his remarks on the proposals and forwards the same to Kendriya Sainik Board or the Records offices or the establishments of the Armed Forces including Controller of Defence Accounts (Pension).
- (iv) As a routine in such cases, generally the applicant is informed directly by the concerned department, however on receipt of decision from the concerned department, The District Sainik Welfare and Resettlement office also intimates the same to the applicant.
- (v) The above details are furnished in the table form as under :-

Ser	Subject	Details
1	Consideration of Subjects	As per Para 3(d) above
2	Guidelines / Instructions if any	Standing orders/instruction related to above subjects issued by concerned departments of Central Govt., Kendriya Sainik Board, Armed Forces Establishments and CDA (Pension) Allahabad.
3	Channel of Implementation	As mentioned Above
4	Appointments of officers and staff associated in the process of taking decision.	As mentioned Above
5	Contact Details of above officers and staff	District Sainik welfare & Resettlement Office and Concerned office or department where the application has been forwarded with recommendation for necessary action.

Ser	Subject	Details
6	If not satisfied with action, How and whom to appeal.	<p>By making verbal or Written Representation to :</p> <p>(1) Collector and President Zilla Sainik board or (2) Director Sainik Welfare & Resettlement, Gujarat State, Ahmedabad</p> <p>However, if not satisfied with action initiated by Concerned office or department where the application has been forwarded with recommendation for necessary action, a written representation can be made to</p> <p>(1) Head of the department of concerned office or (2) To the Kendriya Sainik Board.</p>

RIGHT TO INFORMATION ACT- 2005

MANUAL-04

NORMS SET FOR THE DISCHARGE OF FUNCTIONS

**DIRECTORATE OF SAINIK WELFARE & RESETTLEMENT,
GUJARAT STATE, GAURAV SENANI BHAVAN,
SHAHI BAUG-AIR PORT ROAD, SHAHIBAUG,
AHMEDABAD-380004**

**DIRECTORATE OF SAINIK WELFARE & RESETTLEMENT
GUJARAT STATE, GAURAV SENANI BHAVAN,
SHAHI BAUG-AIR PORT ROAD, SHAHIBAUG,
AHMEDABAD-380004**

RIGHT TO INFORMATION ACT- 2005

MANUAL-04

NORMS SET FOR THE DISCHARGE OF FUNCTIONS

1. The Norms sets are divided in to two categories. The first category deals with sets of basic Norms, which lays down compulsory use of computer linked with yardstick of work to be done by the government servants. The second sets of Norms are related to specific responsibilities of ex-Servicemen welfare and same is based on "Sainik Welfare – Adhikar Patra" which gives out specific time limit for completion of each type of work. The details of these Norms are given out in succeeding paragraphs.

2. **Yardstick of work to be done by the government servants.** The yard stick as laid down by Government of Gujarat, Finance department resolution No NaMaSa-1098/97/Norms unit-1 dated 2 Jan 1999 is made applicable with following clarification to each one assigned welfare as well as administrative duties both in the subordinate offices and also in the office of the Directorate:

(a) **Yard Stick for disposal of Letters, Applications and Visitors.** The typical functioning of District Sainik Welfare and Resettlement offices basically is restricted to Welfare of ex-servicemen linked with customary administrative support for smaller offices where strength of these staff performing welfare and administrative duties (less drivers and class iv employees) is from minimum two to maximum five. Therefore figure of disposal off cases 18.6 is made applicable to each staff member and broadly encompasses disposal of all types of cases as under. To rationalize the yard stick the staff will dispose off 19 such cases on odd day and 18 such applications on even day.

- (i) Visitor arriving for Registration / issue of ESM ID card.
- (ii) Visitors seeking all type of information or advice and guidance.
- (iii) Visitors arriving for collection of their documents like discharge book etc Received from elsewhere.
- (iv) Visitors arriving for collection of amount of financial assistance sanctioned.
- (v) Visitors arriving for collection of various certificates.
- (vi) All types of applications / request for financial assistance.
- (vii) All types of petition and complaints.
- (viii) All types of appreciation letters or suggestions received.
- (ix) All types of general correspondence both received from govt. and private offices.

(b) **Compulsory Use of computer, As per 'E-Governance Policy' of the State Govt.** The knowledge of computer was made compulsory vide Govt. of Gujarat GAD Circular No.PaRaCha-102003-672(1)-G-2 dated 11-8-2003. This policy is being implemented and sending letters by all staff member using computer printout instead of hand written letters has been made as a routine practice. Majority of staff members have already become 'computer friendly' and only few are remaining, who are being imparted 'on job training' to become users friendly with the computers. The use of typewriter has been reduced to minimal and they will be phased out in a due course of time.

(c) **Inward /out ward & Computer Data Entry.** Based on the yardstick of Finance department as above, one individual doing both the inward/ out ward job, is expected to inward 234 letters and dispatch 147 letters daily. The same yardstick is made applicable for computer data entry including inward /outward work. The yardstick proves to be more appropriate, when Registers are not required to be maintained manually and automatically are generated by computer programme.

3. **The Norms of "Sainik welfare –Adhikar Patra"** By creating yard stick for disposal time frame for each type of subject in a form of "Sainik welfare –Adhikar Patra", the elaborate norms are laid down for finalization of actions for various subjects at the level of District Sainik Welfare and Resettlement office and also at the level of Directorate of Sainik welfare and Resettlement Gujarat. In addition to the subjects covered in "Sainik welfare –Adhikar patra", another set of subjects related to "Sainik welfare –Adhikar patra", is also drawn up. The rest of the subjects basically non-related to Sainik welfare activities are categorized as "Other subjects", and these subjects pertain to office administration. Base on the master list of these subjects' files, we have designed "dak-tracking- Registry Software" in consultation with NIC. The soft ware monitors disposal of each subject in stipulated time frame.

4. **The Details of "Sainik Welfare-Adhikar Patra"**. The details are given out in the succeeding sub paragraphs.

(a) **Our Commitments**

- Each application /letter will be registered on "Dak tracking"–software programme and will be give inward docket number. Individual submitting application by hand will be given acknowledgement receipt.
- All letters/ applications will be disposed off within laid down stipulated time.
- Applicants will specifically be informed on requisite documents required to be attached with each type of application.
- Suggestions from Ex-Servicemen, widows and dependents and also from citizens are welcome.
- Progressive improvement in Sainik Welfare-Adhikar Patra will be made continuous process by periodical reviews. The changes incorporated will be published for information of all concerned.

- The office working timings are from 10.30 in the morning to 6.10 in the evening. The office does not stop working during afternoon recess.
- For officer and staff, the afternoon recess is of 30 minute duration only. The office continues functioning during recess by staggering recess timing for staff between 2.00 to 2.30 and from 2.30 to 3.00.
- In the event of non-adherence to office timings by the staff i.e. remaining absent during office working hours or by prolonging recess timing may please be brought to the notice of authority for internal improvement and rectification in the system.
- Since the Sainik Welfare offices are located in only five cities, it is not possible for Ex-Servicemen, widows and dependents of rest of the places to visit the District Sainik Welfare & Resettlement offices for the welfare work. Keeping this point in view our endeavor is to undertake welfare activities through the medium of letter correspondence in time bound manner. In an exceptional case when there is no alternative and the individual is required to sign in presence of District Sainik Welfare and Resettlement officer, he may visit the office. In all other cases no staff can insist Ex-Servicemen, widows and dependents to attend the office in connection with their welfare work. You can send your application / representation by post. You can answer the query raised by the office by post and you can even seek the desired information by post without making visit to District Sainik Welfare and Resettlement office.
- With a view to undertake Sainik welfare activities efficiently and promptly, only ex-servicemen are appointed in the District Sainik Welfare and Resettlement offices. This set up is more relevant in a scenario when one officer is appointed to oversee such functioning in more than six districts. In such a scenario, the clerical staffs of the Sainik Welfare office who are themselves ex-Servicemen are made more responsible and accountable for public Relation duties. Keeping in view the laid down responsibilities of the staff, if clerk on duty states that work of visiting Ex-Serviceman/ widow / dependent can not be done and he/ she should come to the office next time because the officer is not present or the particular staff member is not present, or gives incomplete or inadequate answers to the applicant which lack quality in the guidance/ advice rendered to the applicant or fails to provide requisite information to the applicants will be considered seriously. If such incidence takes place with you, you are advised to give written complaint or inform the District Sainik Welfare and Resettlement officer.
- In case if you are visiting the office for a work which needs presence of the officer, whereas the officer may be away from office. In such circumstances, you may deposit your papers with clerk on duty. It will be ensured that your papers are processed by the officer and you will be communicated accordingly in due time and you will not be required to visit office next time for the same job/work.

(b) Caution & specific Instruction to Ex-Servicemen, widows and their dependents

- You can seek information regarding documents required to be attached with the application even by post. The same will be communicated to you in a single letter. You are neither, therefore required to visit District Sainik Welfare and Resettlement office for seeking such information nor for depositing your application. It would be more convenient to you to send your application for financial assistance through registered post.

- You are also not required to visit District Sainik Welfare and Resettlement for collection of Financial assistance amount (Except Scholarship amount) sanctioned to you, the money will be paid to you by account payee cheque in your Bank account.
 - For prompt disposal of application, the applicants are advised to furnish requisite information and documents at a time as laid down for each type of application. Inadequate documentation resulting in unnecessary correspondence or unwarranted visits by the applicant to District Sainik Welfare & Resettlement office must be avoided.
 - If you have come to collect information by personal visit to the office, please fill up the prescribed form with your particular and telephone number along with the brief note on information sought. We expect your co-operation in this regard for effective monitoring of our staff responsible for providing quality information and guidance to the visitors Ex-Servicemen, widows and dependents
 - All applications and request for financial assistance based on transparent Sainik Welfare-Adhikar Patra duly attached with requisite documents, get approved straightway. On the contrary, application or request for assistance not covered by rules can never be sanctioned. Keeping in mind this basic thumb rule, all applicants must understand that no staff or officer has discretionary power to sanction or reject the application nor can they delay the process of sanctioning once the Sainik Welfare- Adhikar Patra is in vogue.
 - In spite of this known fact, if any staff member demands money or any other favour for getting application of the applicant processed, in such eventuality, the applicant, without any fear or hesitation must bring this matter to the notice of responsible senior staff member or District Sainik Welfare & Resettlement officer as there is no one who can prevent the applicant in getting his legitimate dues as laid down in Sainik Welfare-Adhikar Patra. It must be known to all that "If public servant or government official demands money or undue favour from the applicant for doing his work in the official capacity, it becomes offence under the law." In such circumstances the applicant in his own interest and for the interest of all Ex-Servicemen community at large, must inform the Directorate of Sainik Welfare telephonically and also by writing so as to initiate action against the dishonest staff member.
 - If the individual providing information on corrupt practice insists that his name may not be disclosed, his identity would be kept secret.
 - Complaints regarding negative attitude of the staff member or indifferent attitude against the administrative reforms should be brought to the notice of District Sainik Welfare & Resettlement Officer. Immediate actions will be taken against such complaints.
 - Action initiated against the complaint received will be communicated to the concerned individual.
 - The financial assistance and benefits are rendered based on simple and transparent rules as laid down in Sainik Welfare- Adhikar Patra. Despite the simplicity and transparency of system, applicants are requested not try and lure the staff member by giving them un-due favour. The act of this kind on part of the applicant is a clear offence under the law.
 - To perfume efficiently and with total impartiality, it is expected that no pressure is brought on the officials for approval of applications which fall out of purview of the laid down rules.
- (c) **One- Day Governance.** The work related to following subjects will be completed on the same day.
- Registration and Issue of ESM Identity Card to ESM / Widow.
 - Renewal of Employment Registration.

- Issue of eligibility certificate to the dependent of ESM / Widow against reserved seats in Various Educational Institutions.
- Issue of N.O.C to ESM / Widow shifting/ migrating to other Zila Sainik Board.
- Verification and Counter signature of Unit Quota Recruitment Certificate issued to dependent of ESM / Issue of certificate to dependent of ESM for recruitment in Armed Forces.
- Issue of eligibility Certificate to ESM for getting power connection on priority form G.E.B for irrigation purpose.
- Issue of eligibility certificate to ESM for allotment of House/ Flat Constructed by G.H.B. against reserved quota earmarked for ESM.
- Rendering Advise / guidance to ESM, widows and their dependent on welfare matters.

(d) **The Sainik Welfare Citizen Charter or the “Sainik Welfare-Adhikar patra” is appended below :**

Ser No.	Subject	Days for disposal at District Sainik Welfare & Resettlement Office	Days for disposal at Directorate	Total Days	Remarks
1	Registration and Issue of ESM Identity Card to ESM / Widow.*	1	NA	1	<p>1. Subject to submission of all requisite documents, action on application will be initiated & completed on the same Day.</p> <p>2. To facilitate completion of action on the same day, a public Relation Staff will be detailed by each office.</p> <p>*3. For registration and obtaining ESM ID card on the same day, application will be required to be deposited prior to 3.30 pm. Applicants coming after 3.30 pm will be issued ESM ID card on the next day.</p>

2	Issue of Duplicate Identity Card to ESM/Widow of ESM : First Time	1	NA	1	
3	Issue of Duplicate Identity Card to ESM/Widow of ESM : Second Time	1	NA	1	
4	Issue of Duplicate Identity Card to ESM/Widow of ESM : Third Time	1	NA	1	
5	Renewal of Employment Registration.	1	NA	1	
6	Issue of eligibility certificate to the dependent of ESM/ Widow against reserved seats in Various Educational Institutions.	1	NA	1	
7	Issue of N.O.C to ESM / Widow shifting/ migrating to other Zilla Sainik Board.	1	NA	1	
8	Verification and Counter signature of Unit Quota Recruitment Certificate issued to dependent of ESM / Issue of certificate to dependent of ESM for recruitment in Armed Forces.	1	NA	1	
9	Issue of eligibility Certificate to ESM for getting power connection on priority form G.E.B for irrigation purpose.	1	NA	1	
10	Issue of eligibility certificate to ESM for allotment of House/ Flat Constructed by G.H.B. against reserved quota earmarked for ESM.	1	NA	1	
11	Rendering Advise / guidance to ESM, widows and their dependent on welfare matters.	1	1	1	
12	Processing application for grant from Hon'ble Chief Minister's Jawan Relief Fund in respect of Next of Kin of the bravehearts / disabled soldier killed/disabled in operation or during action against Anti National Elements.	3	7	10	1. The documents will be sent to Home department for obtaining sanction from the Government.
13	Processing application for grant of Ex-gratin from the Gujarat Govt. in respect of Next of Kin of the bravehearts / disabled soldier killed/disabled in operation or during action against Anti National Elements.	3	7	10	

14	Payment of funeral Assistance to Next of Kin of ESM / Widow.	7*	NA	7*	* 1. If the District Sainik Welfare & Resettlement Officer is not away from the Headquarters, the action on application will be completed on the same day. Otherwise after completing the action in the given time, the cheque of the assistance amount / C.S.D. certificate will be dispatched by registered post to the applicant.
15	Processing papers for payment of Credit balance amount in favour of released / discharged ESM or NOK of deserter.	7	NA	7	1. The documents will be sent to Concerned Record Office.
16	Processing Family Pension papers of Widow / dependent.	7	NA	7	
17	Processing application for issue of Discharge Certificate/ duplicate discharge Certificate in-respect of the ESM from the concerned Records office.	10	NA	10	
18	Processing grievance projected by ESM /widow / dependent with concerned department.	10	NA	10	The documents will be sent to Concerned department / office.
19	Progressing application related to welfare of Serving Soldier.	10	NA	10	
20	Progressing application related to welfare of ESM/ Widow / dependent.	10	NA	10	
21	Processing application for grant of Scholarship to children of ESM/ widow from KSB/ Armed Forces.	7	NA	7	The documents will be sent to Concerned Headquarters.
22	Processing application and issue of requisite certificate for grant of War Concession-Scholarship to children of ESM/widow from District Education Office.	7	NA	7	The documents will be sent to Concerned District Education Office.
23	Disbursement of sanctioned amount to beneficiaries on receipt of sanction order or payment cheque	15	NA	15	1. Amount will be paid to beneficiaries through their Bank Accounts by account payee cheque.

24	Processing and recommending application of ESM /widow for allotment of Oil product agencies such as Petrol pump out let / Gas agency.	15	NA	15	1. The documents will be sent by ZSB direct to DGR.
25	Processing and recommending application of ESM for allotment of discarded Vehicles from the Army.	15	NA	15	
26	Verification of change of permanent Address in respect of ESM.	30	NA	30	The documents will be sent to Concerned Record Office.
27	Verification and processing Application received from Armed Forces units regarding pre-mature release of serving soldier.	30	NA	30	The documents will be sent to Concerned Unit.
28	Verification and processing application received from Non-pensioner ESM/widow/dependent for financial assistance for treatment of Specified serious diseases from the Armed Forces Flag day fund.	30	NA	30	The documents will be sent by ZSB direct to Kendriya Sainik Board for sanction.
29	Verification and processing application received from Non-pensioner ESM/widow/dependent for financial assistance for prolonged treatment of Specified serious diseases from Rajya Sainik Board after exhausting assistance of Armed Forces Flag day fund. (Kendriya Sainik Board).	30	30	60	Financial Assistance will be sanctioned by Directorate of Sainik welfare & Resettlement.
30	Verification and processing for grant of Cash allowance in-lieu of War Jagir in respect of parents of serving soldiers whose all sons/ daughter are serving in the Armed Forces.	30	60	90	The documents will be sent to Home department for obtaining sanction from the Government.
31	Verification and processing application as called for by the Station Headquarters from the needy ESM / widow for grant of financial assistance.	30	NA	30	The documents will be sent to Concerned Station Headquarters for sanction.
32	Verification and processing application for grant of Cash Awards to the Soldier awarded with gallantry or distinguished service medal.	30	60	90	The documents will be sent to Home department for obtaining sanction from the Government.

33	Verification and processing application of ESM/ Widow/ Dependent for grant of Monthly assistance from Rajya Sainik Board.	30	60	90	Financial Assistance will be sanctioned by Directorate of Sainik welfare & Resettlement.
34	Verification and processing application of ESM/ Widow/ Dependent for grant of Scholarship from Rajya Sainik Board.	30	NA	30	
35	Verification and processing application of ESM/ Widow/ Dependent for grant of Daughter's Marriage Assistance.	30	NA	30	Financial Assistance will be sanctioned by Directorate of Sainik welfare & Resettlement.
36	Verification and processing application of ESM/ Widow/ Dependent for grant of all type of assistance from the "Raksha Mantri's Discretionary Fund" (Kendriya Sainik Board).	30	NA	30	The documents will be sent by ZSB direct to Kendriya Sainik Board for sanction.
37	Verification of present address and whereabouts of serving Soldier and ESM.	45	NA	45	The documents will be sent to Concerned Record Office.
38	Verification and processing application of ESM/ Widow/ Dependent/ESM Association for complaint.	NA	30	30	

RIGHT TO INFORMATION ACT- 2005

MANUAL-05

**RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND
RECORDS, HELD OR USED BY EMPLOYEES
FOR DISCHARGING THEIR FUNCTIONS**

**DIRECTORATE OF SAINIK WELFARE & RESETTLEMENT,
GUJARAT STATE, GAURAV SENANI BHAVAN,
SHAHI BAUG-AIR PORT ROAD, SHAHIBAUG,
AHMEDABAD-380004**

RIGHT TO INFORMATION ACT- 2005**MANUAL-05****RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD OR USED BY EMPLOYEES FOR DISCHARGING THEIR FUNCTIONS**

1. The details are as under :

S No	Name of Document	Type of Document	Brief description of Document	Available at	Fee if any	Remarks
1	Financial Assistance & Benefits Given to Ex-Servicemen by Rajya Sainik Board	Information on Benefits / Assistance Schemes related to Rajya Sainik Board	Benefits & Assistance available from Rajya Sainik Board	District Sainik Welfare & Resettlement office		
2	Financial Assistance & Benefits Given to Ex-Servicemen by Gujarat State.	Information on Benefits / Assistance Schemes related to State Govt.	Benefits & Assistance available from State Govt.	District Sainik Welfare & Resettlement office		
3	Financial Assistance & Benefits Given to Ex-Servicemen by Kendriya Sainik Board	Information on Benefits / Assistance Schemes related to Kendriya Sainik Board	Benefits & Assistance available from Kendriya Sainik Board	District Sainik Welfare & Resettlement office		
4	Yard Stick of Work and Sainik Adhikar Patra	Yard Stick of Work for Govt. Servant	Yard Stick of Work and Sainik Adhikar Patra clearly spell out time limit under which action needs to be completed on each subject.	District Sainik Welfare & Resettlement office		Yard Stick of Work and Sainik Adhikar Patra are given at Manual-4

2. Financial Assistance & Benefits given to Ex-Servicemen/Widows/Dependents (native/domicile) by Directorate Sainik Welfare and Resettlement (Rajya Sainik Board), Gujarat State. These benefits are available online on Gujarat Ex-servicemen Portal, www.esm.gujarat.gov.in

<u>Monthly Maintenance Grant</u>

1. **Monthly Maintenance Grant to Ex-servicemen and widows/Orphans of Ex-servicemen.**
Eligibility Conditions:-

Rs 4000/- per month whose family income is not more than **Rs. 200000/-** per annum and who do not have son above age of 25 Yrs. The ESM should be above **60 years** of age. No age criteria for widow/unmarried orphan daughter.

Documents Required:-

- Application from the Individual.
- If Applicant has migrated from other State, he should attach Domicile Certificate obtained from competent authority.
- Proof of Age to indicate the ESM is above **60** yrs of age.(Not applicable for widow/orphan).
- Medical certificate regarding proof of age in respect of widow who does not have birth certificate.
- Certificate duly counter signed by the District Sainik Welfare & Resettlement Officer to the effect that the applicant has not been provided any financial assistance from :
 - o Social welfare Department,
 - o Chief Minister Jawan Relief Fund.
 - o Any other source.
- An attested copy of ESM ID Card and Discharge Certificate.
- Details of All living Children of applicant with their proof of birth Date.
- Land holding details in respect of the applicant and income from Agricultural yield as assessed by Talati or Circle officer or competent revenue officer.
- Certificate from “Sarpanch” or “Nagar-Sevak” indicating that Children of applicant between ages of 18 to 25 years are not earning.
- Income certificate of last financial year obtained from the Executive Magistrate. If the children of applicant is earning, their income will be added in the above income certificate.
- Statement of applicant as given to the Welfare Organizer/ Visiting Staff.
- “Panch Kyash”.
- Final Report of welfare Organizer/ Staff detailed, based on financial condition of the applicant duly verified by him after visiting and inspecting asset of the applicant. In case the financial condition of the applicant appears to be better than reflected by the Income certificate, the report of welfare organizer / staff detailed will indicate the same specifically.
- Recommendation of the District Sainik Welfare & Resettlement Officer based on his personal visit and verification of financial condition of the applicant.
- DD 40 form duly signed by Welfare Organizer, District Sainik Welfare & Resettlement Officer and Collector & President.

1 (a) Monthly Maintenance Grant to widows for maintenance of Children**Eligibility Conditions:-**

Rs. 1250/- per Month per Child (Max **Rs. 2500/-** per Month for Two Children)

Documents Required :- As per ser No. 1 above.

2 **Monthly Maintenance Grant to Blind / Insane & Mentally Handicapped ESM**

Eligibility Conditions :- Rs 5000/- Per Month without any condition.

Documents Required:-

- Application from the Individual.
- If Applicant has migrated from other State, he should attach Domicile Certificate obtained from competent authority.
- Medical Certificate from competent Military or Civil Medical Officer indicating the applicant is blind or is mentally handicapped.
- Certificate duly counter signed by the District Sainik Welfare & Resettlement Officer to the effect that the applicant has not been provided any financial assistance from.
 - o Social welfare Department,
 - o Chief Minister Jawan Relief Fund
 - o Any other source.
- An attested copy of ESM ID Card and Discharge Certificate.
- Statement of applicant as given to the Welfare Organizer/ Visiting Staff.
- "Panch Kyash".
- Final Report of welfare Organizer/ Staff detailed, based on his visit to the residence of the applicant.
- DD 40 form duly signed by Welfare Organizer, District Sainik Welfare & Resettlement Officer and Collector & President.

3. **Monthly Maintenance Grant to World War –II ESM /Widows Eligibility Conditions:-** Rs 11000/- Per Month without income criteria provided the ESM / Widows are not in receipt of Civil / Military Pension and they are not granted any other Benefit for Rehabilitation like Agricultural Land or Oil Product Agency.

Documents Required:-

- Application from the Individual.
- If Applicant has migrated from other State, he should attach Domicile Certificate obtained from competent authority.
- Affidavit to the effect that applicant is not drawing any civil or military pension and that he was not given Agricultural land or oil product agency for resettlement after release from the Army.
- Certificate from Talati or Circle officer or competent revenue officer stating that no Govt. land was allotted to the applicant.
- An attested copy of ESM ID Card and Discharge Certificate.
- Statement of applicant as given to the Welfare Organizer/ Visiting Staff
- "Panch Kyash"
- Final Report of welfare Organizer/ Staff detailed, based on his visit to the residence of the applicant.
- DD 40 form duly signed by Welfare Organizer, District Sainik Welfare & Resettlement Officer and Collector & President.

4. (a) **Monthly Maintenance Grant to War / Operational Disabled ESM Eligibility Conditions.** Minimum **Rs. 3600/-** per month for Disability **20%** and maximum **Rs. 9000/-** per month for disability **50%** and above without any income Limit for Eligibility.

Documents Required:-

- Application from the Individual.
- If Applicant has migrated from other State, he should attach Domicile Certificate obtained from competent authority.
- Document originated by military authority indicating that the applicant sustained disability in direct action against enemy / Anti National Elements or due to land mine or explosion in operation area.
- Percentage of disability confirmed by military authority.
- Certificate duly counter signed by the District Sainik Welfare & Resettlement Officer to the effect that the applicant has not been provided any financial assistance from
 - o Chief Minister Jawan Relief Fund
 - o Any other source.
- An attested copy of ESM ID Card and Discharge Certificate.
- Statement of applicant as given to the Welfare Organizer/ Visiting Staff
- "Panch Kyash"
- Final Report of welfare Organizer/ Staff detailed, based on his visit to the residence of the applicant.
- DD 40 form duly signed by Welfare Organizer, District Sainik Welfare & Resettlement Officer and Collector & President.

(b) **Monthly Maintenance Grant to Disabled ESM –Attributable to Military Service**

Eligibility Conditions. Minimum **Rs. 2500/-** per month for Disability **50%** and maximum **Rs. 5000/-** per month for disability **100%** without any income Limit for Eligibility, provided the ESM is not in receipt of Civil Pay or Pension and he is not granted any other Benefit for Rehabilitation like Agricultural Land or Oil Product Agency. The widow will be eligible for the grant after death of the disabled ESM.

Documents Required:-

- Application from the Individual.
- If Applicant has migrated from other State, he should attach Domicile Certificate obtained from competent authority.
- Document originated by military authority indicating that the disability sustained by the applicant was attributable to Military Service.
- Percentage of disability confirmed by military authority.
- Certificate duly counter signed by the District Sainik Welfare & Resettlement Officer to the effect that the applicant has not been provided any financial assistance from.
 - o Chief Minister Jawan Relief Fund
 - o Any other source.

- Affidavit to the effect that applicant is not drawing any civil pay or pension and that he was not given Agricultural land or oil product agency for resettlement after release from the Army.
- Certificate from Talati or Circle officer or competent revenue officer stating that no Govt. land was allotted to the applicant.
- An attested copy of ESM ID Card and Discharge Certificate.
- Statement of applicant as given to the Welfare Organizer/ Visiting Staff
- "Panch Kyash"
- Final Report of welfare Organizer/ Staff detailed, based on his visit to the residence of the applicant.
- DD 40 form duly signed by Welfare Organizer, District Sainik Welfare & Resettlement Officer and Collector & President.

(c) **Monthly Maintenance Grant to Disabled ESM/Widows–Non Attributable to Military Service.**

Eligibility Conditions:-

Rs. 5000/- per month, provided the disability is not less than **100%**, ESM/ Widows are not in receipt of Civil Pay or Pension and they are not granted any other Benefit for Rehabilitation like Agricultural Land or Oil Product Agency.

Documents Required:-

- Application from the Individual.
- If Applicant has migrated from other State, he should attach Domicile Certificate obtained from competent authority.
- Percentage of disability confirmed by military authority or Civil Medical Officer / Civil Surgeon.
- Affidavit to the effect that applicant is not drawing any civil pay or pension and that he was not given Agricultural land or oil product agency for resettlement after release from the Army.
- Certificate from Talati or Circle officer or competent revenue officer stating that no Govt. land was allotted to the applicant.
- If the applicant is holding parental Land, details of holding of such land by the applicant and income from Agricultural yield as assessed by Talati or Circle officer or competent revenue officer.
- Certificate duly counter signed by the District Sainik Welfare & Resettlement Officer to the effect that the applicant has not been provided any financial assistance from
 - o Chief Minister Jawan Relief Fund
 - o Any other source.
- An attested copy of ESM ID Card and Discharge Certificate.
- Statement of applicant as given to the Welfare Organizer/ Visiting Staff.
- "Panch Kyash"
- Final Report of welfare Organizer/ Staff detailed, based on condition of the applicant duly verified by him after visiting and inspecting, the report of welfare organizer / staff detailed will indicate the same specifically.

- Recommendation of the District Sainik Welfare & Resettlement Officer based on his personal visit and verification of condition of the applicant.
- DD 40 form duly signed by Welfare Organizer, District Sainik Welfare & Resettlement Officer and Collector & President.

Lump Sum Grant

5. Financial Assistance For Daughters Marriage To ESM/Widows Eligibility Conditions:-

- Rs 40,000/-** to Widows (including widows of Retired Officer) for Marriage of Each Daughter Max **Rs. 80,000/-** for Two Daughters without any condition of income limit.
- Rs. 27,500/-** to ESM for Marriage of Each Daughter, Max **Rs.55,000/-** for Two Daughters without any condition of income limit.
- Applicant must apply within 90 days from the date of daughter's marriage. The application received after stipulated time frame will stand rejected.

Documents Required:-

- Application from the Individual.
- If Applicant has migrated from other State, he should attach Domicile Certificate obtained from competent authority.
- Proof of Age to indicate that the daughter getting married is above 18 yrs of age.
- An attested copy of ESM ID Card and Discharge Certificate.
- Birth certificate or School leaving certificate of the daughter confirming her date of birth.
- Certificate confirming the solemnization of marriage issued by the competent authority. i.e. Sarpanch of the village, Nagar Sevak in the city. However Memorandum of marriage will be must if the marriage was solemnized out of the state.
- Details indicating Name, age and occupation in respect of the bride and bride groom.
- Affidavit in prescribed format regarding non receipt of such assistance earlier including other details.
- Investigation Report of welfare Organizer/ Staff detailed, based on application papers received in the office.
- DD 40 form duly signed by Welfare Organizer, District Sainik Welfare & Resettlement Officer and Collector & President.

6. Financial Assistance For Treatment of Serious Diseases to ESM/Widows (Non-Military / Civil Pensioners).

Eligibility Conditions:-

- Having availed assistance for treatment of serious diseases (Cancer, Heart Diseases and kidney Removal / Transplant) from KSB, for subsequent and further prolonged treatment, the Non-Military / Civil Pensioners ESM / Widow will be eligible for reimbursement of total Expenditure by **75 % & 95 %** for Officers and PBOR respectively with upper reimbursement ceiling fixed at **Rs 1.0 Lac** without Restriction of Income Limit.
- Applicant must apply within **180** days from the date of discharged from the Hospital. The application received after stipulated time frame will stand rejected.

Documents Required :-

- Application from the Individual.
- If Applicant has migrated from other State, he should attach Domicile Certificate obtained from competent authority.
- An attested copy of ESM ID Card and Discharge Certificate.
- Certificate duly counter signed by the District Sainik Welfare & Resettlement Officer to the effect that the applicant has not taken financial Assistance for the treatment from any other source.
- Attach the reference (Medical Sheet) letter under which the case was referred by Medical officer of Military Hospital or Civil Medical Officer/ Civil Surgeon of District level civil hospital.
- Photo copy of Hospital Admission Discharge Summary.
- Summary along with all medical original bills and receipts duly counter signed by the attending doctor / competent medical authority.
- Statement of applicant as given to the Welfare Organizer/ Visiting Staff.
- "Panch Kyash"
- Final Report of welfare Organizer/ Staff detailed, based on his visit to the residence of the applicant. With specific verification of the fact that applicant had taken treatment in hospital either approved by state govt. for their employees or empanelled by ECHS.
- DD 40 form duly signed by Welfare Organizer, District Sainik Welfare & Resettlement Officer and Collector & President.

7. **House Grant to Widows of deceased soldier who died while in service.** *ESM Widow, whose husband died while in military Service on or after 27 Oct 2005 is paid Rs. 1,50,000/- without any condition of income limit for construction, repairs or renovation of house, provided the house property is on name of the widow. Applicant must apply within 5 years from the date of death of her husband. The application received after stipulated time frame will stand rejected.*

8. **Funeral Grant ESM / Widows**
Eligibility Conditions:-

- (a) **Rs. 10,000/-** without any condition of income limit to Next of kin of ESM or Widow.
- (b) Applicant must apply within one Year from the date of death of ESM or Widow. The application received after stipulated time frame will stand rejected.

Documents Required:-

- Application from the Individual.
- If Applicant has migrated from other State, he should attach Domicile Certificate obtained from competent authority.
- Death Certificate.
- An attested copy of ESM ID Card.
- Document to be attached by District Sainik Welfare & Resettlement Office :

- Office order for payment
- Receipt of Payment made

9. Scholarship and Stipends for Children of ESM / Widows Eligibility Conditions.

Widows are granted Scholarship / stipend for their two Children, without any income criteria. Whereas, the ESM having income less than **Rs 3.0 lac** per annum are granted Scholarship and stipend for their two Children. The rates are as under:-

Educational Standard		Rates
School 1st to 10th Class		Rs 3000/-
School 11 th , 12th & PTC		Rs 4000/-
All Graduation & Post Graduation courses, such as Arts, Commerce, Science, BCA, Law & all the Diploma or post degree Diploma Courses other than Technical (Polytechnic) & Pharmacy courses.		Rs 5500/-
All Technical (Polytechnic) and pharmacy diploma Courses of duration of one year and above.		Rs 6000/-
All Graduation / Post Graduation & Doctorate Degree Courses in Engineering, Medical, Ayurvedic, Dental, Homeopathy, Veterinary and Pharmacy including courses such as MCA, MBA, B Ed and M Ed		Rs 8000/-
10. Incentive to Students Scoring Higher Percentage of Marks.		
Educational Standard	Minimum Percentage for eligibility	Incentive Amount in Rs.
SSC	70%	750/-
HSC, PTC and ITI	70%	750/-
Technical (Polytechnic) & Pharmacy Diploma Courses	70%	1100/-
All Graduation & Post Graduation courses Such as Arts, Commerce, Science, BCA, Law & all the Diploma or post degree Diploma Courses other than Technical & Pharmacy Diploma Courses	60%	1500/-
All Post Graduation & Doctorate Degree Courses in Engineering, Medical, Ayurvedic, Dental, Homeopathy, Veterinary and Pharmacy including courses such as MCA, MBA, B Ed and M Ed	60%	2000/-
Educational Courses	75% of actual lodging/boardings Charges or the amount mentioned below, whichever may be less (Amount in Rs.)	
	For Boys	For Girls
ITI Course, Technical & Pharmacy Diploma Courses, Graduation/Post Graduation, Engineering, Medical, Ayurvedic, Dental, Homeopathy, Veterinary, Pharmacy, MCA, MBA, B.Ed., M.Ed., etc.	8500.00	11000.00

Documents Required:-

- Application from the Individual in a prescribe form.
- If Applicant has migrated from other State, he should attach Domicile Certificate obtained from competent authority.
- Xerox copy or Mark sheet of examination passed last year. In case of semester system, attach mark sheets or certificate of examination passed pertaining to last two semesters.

- Certificate from employer that no scholarship is paid to children of applicant by them. If it is paid by them the difference of rate will be admissible, provided the amount paid is less than the above mentioned rates.
- Under taking by un-employed ESM stating that they are not employed any where.
- Salary income certificate from employer pertaining to last financial year.
- The Un-employed ESM to attach in-come certificate pertaining to last financial year obtained from Sarpanch or Talati of the village, Panchayat or Municipal officials of the city or from any Executive Magistrate.
- Pensioners will also attach pension payment certificate obtained from Bank/ Treasury pertaining to the last financial year.
- If colleges/ institutions are comparatively new, attach affiliation certificate of colleges with universities and recognition certificate for technical education institutes having approved by technical Education Dept.

For Cash award as incentive to ESM and their Dependents who won medals/participated in sports at national level.

Cash award as incentive to ESM and their Dependents who won medals/participated in sports at national level.	Amount (one time)
Gold Medal	Rs 10,000/-
Silver Medal	Rs 8,000/-
Bronze Medal	Rs 6,000/-
On National Level Participation	Rs 5000/-

Eligibility Conditions

- Should have won/participated at national level sports event.
- No income bar.
- Incentive is applicable for every event in which medal awarded/participated.
Every member will be given incentive in case of a team participation.
- An applicant who has migrated from other state, he should be a domiciled of Gujarat.
- Should be applied within a period of 180 days from the date of event completion.

Documents Required:-

- Application from the Individual in a prescribe form.
- Proof of National Level organized sports participation and won medal.
- Copy of Identity card of ESM/Dependent. Car Applicant must apply within 180 days from
- Copy of Bank pass book/cancelled cheque.
- Domicile certificate (If applicable).
- DD 40 form (duly completed).

For applying for Hostel Charges attach:

- Original Hostel bills for period not covering Vacation exclusively for lodging and boarding. (*Gymkhana, Library and such other extracurricular activities bills are not allowed.*)
- The certificate as applicable from the principal stating that the student is staying at hostel of the Institution or the student is studying by making his own arrangement as there is no hostel facility in the institution or there is no room available in the hostel of the institution.

<u>Other Benefits, Assistance and Facilities</u>

- **Gaurav Senani Bhawan / Sainik Rest Houses**

When Ex-Servicemen and any member of their family (included in ECHS Scheme) admitted to Hospital, provides free accommodation except the Bill of actual consumption of electric. For staying other than above mentioned purposes will provide accommodation at the tariff rates.

- Gaurav Senani Bhawan constructed at Shahibaugh, Ahmedabad. Besides housing office complex of the Directorate of Sainik Welfare & Resettlement, Gujarat State, the state level Bhawan will provides transient accommodation for 31 all ranks of Ex-Servicemen/ Serving Personnel (Officers & PBORs).
 - Sainik Rest house located near Ruda Office at Rajkot, provides accommodation for 8 all ranks of Ex-Servicemen/ Serving Personnel (Officers & PBORs).
 - Sainik Rest house at Chhani Road, Vadodara, provides accommodation for 7 all ranks of Ex-Servicemen/ Serving Personnel (Officers & PBORs)..
 - Sainik Rest house at Surat, provides accommodation for 13 all ranks of Ex-Servicemen/ Serving Personnel (Officers & PBORs).
- **Military Boys Hostel, Vadodara/Surat/Gaurav Senani Kumar Bhavan, Ahmedabad.** For the Son of Serving/Ex-Servicemen of Gujarat State provides free accommodation and subsidized messing.
 - The Gaurav Senani Kumar Bhavan, new hostel building along with office complex of District Sainik Welfare & Resettlement office constructed at Bodakdev, Ahmedabad with capacity of 32 students provides free accommodation and subsidized messing.
 - The Sainik Kumar Chhatralaya, Chhani Road at Vadodara with capacity of 22 students provides free accommodation and subsidized messing.
 - The Gaurav Senani Kumar Bhavan, new hostel building along with office complex of District Sainik Welfare & Resettlement office constructed at Surat, Near Abhinandana Residency, Sarthana Jakatnaka with capacity of 24 students provides free accommodation and subsidized messing.
- (b) **BENEFITS & ASSISTANCE GIVEN TO EX-SERVICEMEN BY GUJARAT STATE**
(Persons who are domiciled in Gujarat State are eligible to get benefits and assistance provided by the State Government)

Employment

- 10% and 20% reservation in class III and Class IV posts respectively in State Public Sector under Takings, Panchayat and Gujarat Civil Services. (GS/2018-(2)-RES-1085-3433-G2 dated 22/01/2018).
- 1% reservation in class I (Group 'A')&class- II (Group 'B' posts in Gujarat Civil Services. (GS/2018-(2)-RES-1085-3433-G2 dated 22/01/2018).
- 25 % reservation in Veterinary Service (Animal husbandry services) Class I & II which are filled by direct selection. (G.R.G.A.D., G.R.A. & C. Dept. NoRCT-1266 – 42068 - R dated 15 Jan 1968)
- Disabled Ex-servicemen are granted priority I for Employment.
- Up to two members of the family of Defence personnel Killed or severely disabled in action may be appointed to CI III and CI IV posts filled by direct recruitment without registration at employment exchanges. They are granted priority II (A) for employment. (G.A.D. No RES - 1175-1060-G, dated 29 Apr 1976)
- A dependent of the Defence personnel who die in harness during service may be appointed to CI III and CI IV posts in relaxation of the employment Exchange procedure provided they

fulfill the criteria prescribed for such posts. (G.A.D. No RES - 1175-1060-G, dated 29 Apr 1976)

Age Relaxation - Special provision regarding age limit for employment to ESM. Age relaxation by deducting of three years and the years of service from actual age for class III and Class IV posts filled by direct recruitment. (G.R.G.A.D. No WAR-1363-R, dated 18 Feb 1970 અને GS/2018-(2)-RES-1085-3433-G2 dated 22/01/2018).

- **Matriculate Ex-servicemen treated as Graduate**

For appointment to any reserved vacancies in Class III posts, a matriculate Ex-servicemen, who had put on not less than 15 years service in the Armed Forces, may be considered eligible for appointment to the posts for which the essential educational qualification is graduation and work experience of technical or professional nature is not essential. (GAD Notification No S-86(18)-RES-1086-1728-G-2 dated 03 Jun 1987 and GS/2018-(2)-RES-1085-3433-G2 dated 22/01/2018).

- **Exemption from Examination Fees**

Exemption from payment of cost of application fees/ examination fees for class III and IV posts. (GR.GAD Notification No RES-1175-1060-G, dated 01 Sept 1975 અને No RES-1085-3433-G2 dated 09 Jul 2018).

- **National Textile Corporation (Gujarat) Ltd., a Subsidiary of NTC (A Govt. of India Under Taking)**

Employment opportunity to be given to War Widows / Widows of ESM wherever possible in the NTC mills, subject to the No Objection from the Local trade union.

Benefits to Re-Employed ESM

- Pay fixation on re-employment and other ancillary benefits in the State Govt. (FD GR No. NVT/3286-GOI-95-P dated 17 Aug 1988 and FD Corrigendum No. NVT/3286-GOI-95-P dated 12 Jan 1989)
 - Emergency and short service commissioned officers' fixation of pay in the civil posts on appointment to un-reserved vacancies. (FD GR No. NVT/3286-GOI-95-P dated 17 Aug 1988 and FD Corrigendum No. NVT/3286-GOI-95-P dated 12 Jan 1989)
 - Special Provision for ESM clerks (FD GR No. NVT/3286-GOI-95-P dated 17 Aug 1988 and FD Corrigendum No. NVT/3286-GOI-95-P dated 12 Jan 1989)
 - Protection of pay and allowances to the reservists ESM. (Rule 9(16) of the Bombay Civil Services Rules)
 - Grant of special leave for medical treatment to disabled ESM, who is serving in the State Government. (H.D. (Special) G.R. No. SB.II/GSS/3567-3648, dated 7 Oct 1967 and H.D. (Special) G.R. No. SB.II/GSS/3367-3648, dated 22 Oct 1974)
- Counting of past service rendered in the Armed Forces, for the purpose of granting house building advance to the re-employed ESM. (FD GR No. Gha Ba Pa /1089/U.O./320/Z/1 dated 22 Dec 1989)

Educational Benefits / Reservation of Seats in Educational Institutes

- Reservation of Seats in different Education Institutions for the Children of Ex-servicemen and Defence personnel posted in Gujarat are as under:
 - 1% of seats in each of Govt Engineering /Polytechnic for Degree and Diploma courses (Education Dept. letter No. GET/1083/24879-GH, dated 26 Jul 1983, Resolution No. GTI /1187/ 2213 / S, dated 4 Jun 1987 and Govt of Gujarat Gazette No.G/GNR/2,Extra No.107 dated 12 May 2008)
 - 1% seats for course in degree engineering, admission based on Diploma in Engineering.
 - 1% of seats in Pharmacy degree and Diploma Course in College/ Institutions at the State level (Govt of Gujarat Gazette No.G/GNR/2,Extra No.107 dated 12 May 2008)

- 1% of total seats in MBA Course in Govt and aided Institutions through Gujarat Common Entrance Test(GCET)-MBA(Govt of Gujarat Gazette No.G/GNR/2,Extra No.128 dated 23 May 2008)
- 1% of total seats in MCA Course in Govt and aided Institutions through Gujarat Common Entrance Test(GCET)-MCA(Govt of Gujarat Gazette No.G/GNR/2,Extra No.129 dated 23 May 2008)
- Two seats in B.Ed. Course in the MS University, Vadodara (*MS University Vadodara letter No. FEP/SB dated 28 Dec 1989*)
- 1% of seats in B.Ed. Course in the Sardar Patel University,Vallabh Vidyanagar (This reserved seats also includes Para Military Forces) (Sardar Patel University,Vallabh Vidyanagar letter No.D.E./10/2009-10/8653 dated 05/06-3-09)
- 1% of seats in B.Ed./M.Ed.Course in the Hemchandracharya Uttar Gujarat University, Patan (Hemchandracharya Uttar Gujarat University, Patan letter No.AK/N.Admission/2705/2009 dt.04/04/09)
- 1% seats in BBA Course in Saurashtra University, Rajkot.
- 01 seat each in B.H.M.S and D.H.M.S. courses in any two Homeopathy colleges.
- 25% seats for sons of ESM & serving Defence Personnel for admission in Sainik School Balachadi, Jamnagar
- 10 seats reserved in each ITI through out the State (*Director Employment & Training Gandhinagar Notification No. CTS / CH (5) / 1990 / Pravesh / 7033 dated 5 Aug 1990*)
- Five seats for boys and five seats for girls total ten seats in P.T.C. (*Education Dept. letter No.TCM-1491-2086/N, dated 30 Oct 1991*)

Medical Facilities

- Two beds in K.J.Mehta T.B. Hospital, Songadh (Bhavnagar) reserved for Ex-Servicemen and their families
- One bed in Maternity Hospital at Janana Hospital Rajkot reserved for wives of Ex-servicemen
- Free out door medical treatment to ESM and members of their families in Govt. hospitals, dispensaries and medical institutions. (*G.R.H. & I.D. No WLT-CI-P, dated 30 Nov 1963*)
-

Rehabilitation Benefits

Reservation of Flats / Houses by Gujarat Housing Board

- Ten- percent flats are reserved in LIG and MIG Schemes of Gujarat Housing Board. (*H.D. letter No. SaKas/RSB/1085/4431/Fdated 5 March 1986*)

Vacation of Rented House

- Right to members of Armed Forces of Union and their widows and heirs to recover possession of premises required for their occupation. The following Judges are appointed as competent Authority for different areas as under (*Road & Building Dept. Gujarat Ordinance No 10 of 1984 and Notification No.GH/J/1/86/BRA-1485/Gazette-26 N(i) dated 20 Feb1986*):
 - Chief Judge or any other Judge, Small Causes Court, Ahmedabad. The judge of the court of small causes having headquarters at Surat, Vadodara and Rajkot.
 - The Civil judge (Senior Division) as Competent authority for each of the rest of the respective districts in which each of them exercise civil jurisdiction.

EXEMPTION OF PAYMENT OF HOUSE/ PROPERTY TAX IN NAGARPALIKAS

- ESM/Widows and Serving Soldier who are residing in the area of Nagarpalikas of Gujarat State are exempted for payment of House/Property Tax for any one House/Property in the area of Nagarpalikas of Gujarat State which is used for residence and for self & family member's use only. (Urban Development & Urban Housing Deptt Resolution No.NPL/1007/1454/Si.Fa.3/M dated 17/06/2011).

Grant of Land for House Site

- Those serving Soldiers native from Gujarat and who are about to retire within two years / Ex-servicemen (Up to the Rank of Colonel) native from Gujarat having completed permissible

length of service in Armed forces and have not resigned or taken premature retirement from service, having income (excluding pension) not more than Rs 36000/- per annum can be granted house site up to 2 Gunthas without auction. The maximum concession granted in price is Rs 50/- per Sq yard of the average market price. (G.R.R.D. No LND-3988-3290(ii) A dated 15 Feb 1989 and G.R.R.D. No LND-3988-2637- A dated 27 March 2001).

Grant of land for Agricultural

- Those serving Soldiers native from Gujarat and who are about to retire within two years / Ex-servicemen (Up to the Rank of Colonel) native from Gujarat having completed permissible length of service in Armed forces and have not resigned or taken premature retirement from service, having income (excluding pension) not more than Rs 9000/- per annum and undertakes only to do farming for their livelihood can be granted land maximum up to 16 Acres. (G.R.R.D. No LND-3988-3290(i) A dated 15 Feb 1989, Revenue Department Notification No LND-3981-505238-A dated 28 Feb 1990 and G.R.R.D. No LND-3988-2637- A dated 27 March 2001).

Tenacity of Agricultural Land

- Special Provision for termination of tenacity of Agricultural land held by members of Armed Forces. (Tenancy Laws amended suitably under the Gujarat Act, 24 of 1965).

Grant of Status of Farmer to ESM for the purpose of buying Agricultural land

- The Ex-Servicemen native of Gujarat, who could not be allotted Agricultural Land by the State Govt., would be granted status of farmer for the purpose of buying agricultural land. (Revenue Department Resolution Ga NaTa/ 1799/ VIP-2/Z dated 27 Sept 2001 & G.R.R.D. No. LND-3988-2637-A dated 27 March 2001).

Exemption of Value Added Tax (VAT) through Unit run Canteen

- Gujarat Government has granted exemption of Value Added Tax (VAT) tax on sales of goods by Canteen Stores Department and Unit run Canteen to the categorized personnel who are entitled to the canteen facilities under regulations of Canteen Stores Department. (Finance Department Notification No. (GHN-77) VAT -2006-S.5(2)(10)-TH dated 19 July 2006.
- Retired member of Armed forces are granted Liquor (Health) Permit for drawl of liquor from CSD Canteen as per quota authorized by the Armed Forces. (Social Welfare Dept. Notification No. GH-L/1/FLR/1088/19190/M dated 4 Jan 1989).

Legal Aid

- Legal aid and legal advise is given for instituting and defending proceeding to ex-servicemen/widows domicile in state of Gujarat and having annual income not exceeding Rs.50,000/- from all sources. Irrespective of their income limit, the widows and PBOR are entitled for such assistance. (G.R.L.D. No. LAG-1076-2508/D, dated 18 Jun 1976).

Self-Employment

Concession in allotment of Industrial shed/Plot & Establishment of SSI Units

- The Concessions are granted as under (137th Meeting of G.I.D.C. held on 16th Apr 1974):
 - 15% concession in allotment of shed /plot by G.I.D.C. for establishment of small scale industry
 - Concessions by GIDC to ESM for establishment of 'Small Scale Industry' Units in GIDC (Gujarat Industrial Development Corporation) on priority basis.

Fishing facilities

- Scheme of supply of improved wooden boats for the purpose of rehabilitating ex-servicemen in Gujarat by providing them financial assistance in the form of loan and subsidy for fishing industry. (Govt. Memorandum A.F. & C. Dept. No FDV. 1371/1371/13709-X, dt. 29-12-1971)

Priority for allotment of Fair Price Shops and Jai Jawan Stalls.

- Allotment of Fair Price shops, 2nd priority is given to ESM Cooperative Societies and 8th priority is given to ESM. (G.R. Food and Civil Supplies Deptt. Circular No. 3077-509-X, dated 10 March 1977).

Financial Assistance From State Government**Cash Grants for Gallantry Awards and Decorations**

- Serving Soldiers domiciled in the State of Gujarat, who distinguish themselves by conspicuous act of gallantry or granted Distinguished Service medals by the Government of India are rewarded by grant of cash allowance by the Government of Gujarat on the scale indicated below (Home Dept Resolution No. MSK/102019/284(2)/F dated 22 Aug 2022) :-

Cash Awards (Rs.)

Gallantry Awards		Distinguished Awards	
Param Vir Chakra	1, 00,00,000/-	Sarvottama Yudh Seva Medal	5,00,000/-
Ashok Chakra	1,00,00,000/-	Param Vishist Seva Medal	5,00,000/-
Maha Vir Chakra	50,00,000/-	Uttam Yudh Seva Medal	3,00,000/-
Kirti Chakra	50,00,000/-	Ati Vishist Seva Medal	3,00,000/-
Vir Chakra	25,00,000/-	Yudh Seva Medal	1,00,000/-
Shaurya Chakra	25,00,000/-	Vishist Seva Medal	1,00,000/-
Sena/Nao Sena/Vayu Sena Medal	1,00,000/-		
Mentioned-in- Dispatches	Proposal for 50000 sent to the State Govt.		

Ex-Gratia compensation

- Ex-gratia compensation to the Next of Kin of defence personnel Killed / disabled in action is granted as under (H.D. Resolution No. WES/1087/24/F dated 07 Nov 1990) :-
 - Death or Permanent Disability – Rs 5000/-
 - Partial Disability – Rs 2,500/-

Chief Minister's Jawan Relief Fund

- Financial assistance is paid from Chief Minister's Jawan Relief Fund as per following details: (H.D. Resolution No. & WES/1087/24/F dated Nov 1990) & MSK/102019/284(1)/F dated 22 Aug 2022 & 24 Aug 2022 :-

1. **The families of Bravehearts are given assistance as under(Married cases) :-**

- Widow of the bravehearts is paid :-**
 - (i) Rs 1,00,00,000/- Cash
 - (ii) Monthly assistance of Rs 5,000/- per month, till she is alive or gets remarried.
- Children of the bravehearts are paid:**
 - (i) Monthly assistance of Rs. 5,000/- for each child, maximum Rs 10,000/- per month for two children till they attain the age of 25 years or completes his/her study, whichever is earlier.
- Parents of the bravehearts are paid:** Monthly assistance of Rs 5,000/- each to mother and father for life time.

The families of Bravehearts are given assistance as under(Un-Married cases) :-

- (a) Mother/Father of the bravehearts is paid: Rs 1,00,00,000/- Cash.
- (b) Parents of the bravehearts are paid: Monthly assistance of Rs 5,000/- each to mother and father for life time.

3. Disabled soldier with 50% or more disability is paid as under:

- (i) Rs 2,50,000/- Cash.
- (ii) Monthly assistance of Rs 5,000/- per month for life time.

(H.D. Resolution No. MSK/102019/284(1)/F dated 22Aug 2022 & dated 24/08/2022)

(c) FINANCIAL ASSISTANCE & BENEFITS GIVEN TO EX-SERVICEMEN BY KENDRIYA SAINIK BOARD

Financial Assistance from Raksha Mantri's Discretionary Fund

(all applications are online on KSB Portal – www.ksb.gov.in).

1. **Financial Assistance towards Penury Grant (Rs 4000/- per month only for life time) Eligibility Conditions:-**

- ESM/Widow who is non-pensioner, above 65 years of age and without any family support.
- All ESM/their Widows who are not being provided financial assistance, old age / World War II veterans pension scheme from the respective State Govt.

Documents to be scanned and uploaded in original:-

- ESM/Widow Identity Card issued by ZSB concerned.
- Discharge Certificate.
- Aadhar Card.
- Penury Certificate issued by Talati/Tehsildar.
- First page of bank pass book/cancelled cheque.

2. **Financial Assistance towards Education Grant (Rs. 1000/- pm upto Std XII for maximum two Children) Eligibility Conditions.** ESM upto the rank of Hav.

Documents Required:-

- ESM/Widow Identity Card issued by ZSB concerned.
- Discharge Certificate.
- Aadhar Card.
- Exam passing certificate(s).
- Declaration by ESM/Widow stating he/she has applied/taken this assistance from any other source.
- Family details.
- PPO.
- First page of bank pass book/cancelled cheque.

3. **Financial Assistance towards Marriage Grant (Rs. 50,000/-) Eligibility Conditions:-** ESM upto the rank of Hav.

Documents Required :-

- ESM/Widow Identity Card issued by ZSB concerned.

- Aadhar Card.
- Marriage Registration Certificate issued by marriage registrar/talati.
- Declaration by ESM/Widow stating he/she has applied/taken this assistance from any other source.
- Age proof of daughter.
- First page of bank pass book/cancelled cheque.

4. Financial Assistance towards Medical Grant- On submission of original medical bills (Rs. 30000/-) for non ECHS Members.

Eligibility Conditions. Non-pensioner ESM/widow, upto the rank of Hav.

Documents Required:-

- Discharge book
- I-Card issued by ZSB.
- Original medical bills countersigned by the attending doctor.
- Hospital discharge summary countersigned by attending doctor.
- A certificate from the applicant stating that he/she has not taken any one/grant from the State or present employer in the form of reimbursement or medical allowance.
- Details of Bank A/c No (in PNB/SBI only) and IFS Code.

5. Financial Assistance towards House Repairs (Rs.20,000/-) (Upto Hav and equivalent in Navy and Air force)

Eligibility Conditions:-

- Applicant must be an orphan daughter of all ranks.
- Should be 100% disabled ESM/widow upto the rank of Havildar/equivalent.
- House should have been damaged as result of a natural calamity notified by the Centre / State Govts only.

Documents Required:-

- Service Discharge Certificate/Book.
- House Ownership Certificate.
- Certificate from the State Govt/Revenue officials regarding cause of damage and estimated loss.
- Notification issued by the Central or State Govt declaring that the damage is due to a natural calamity.
- 100% Disability Certificate (for ESM/widow).
- Death Certificate of parents (for orphaned daughter).
- A certificate from applicant that he/she has not received any compensation or aid from the Govt for the damage.
- Details of Bank A/c No (in PNB/SBI only) and IFS Code.

6 Financial Assistance for Treatment of approved Serious Diseases (Angiography & Angioplasty, CABG, Dialysis, Open heart surgery, Valve replacement, Pacemaker Implant, Cerebral stroke, Prostrate surgery, Joint replacement, Renal failure, Cancer) from AFFD

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

Documents Required:-

- Discharge Book/Documents.
- ESM/widow I Card.
- Original medical bills duly countersigned by attending doctor.
- Hospital admission and discharge report duly countersigned by hospital authority.
- 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.
- Details of Bank A/c No (in PNB/SBI only) and IFS Code.

7. **Pradhan Mantri Scholarship Scheme (PMSS).** Every year under this scheme 5500 scholarships are awarded to wards of ESM/Ex-Coast Guard Personnel. Rs 2500/- pm for boys and Rs 3000/- pm for girls are the rates of PMSS.

Eligibility :-

- Students who have taken admission in 1st year (except Lateral Entry & Integrated Course) are only eligible to apply. Students should have scored 60% and above in Minimum Educational Qualification (MEQ) i.e. 10+2 / Diploma / Graduation.

Documents Required :-

- Ex-Servicemen/Ex-Coast Guard Certificate duly filled up and signed by ZSB/Coast Guard HQ.
- Bonafide Certificate duly filled up correctly and signed by Vice Chancellor / Principal/Vice Principal/Dean/Associate Dean/Registrar/Dy Registrar/Director/Dy Director of the Institute/College.
- Certificate from his/her bank stating that Aadhaar Card of student linked with his / her bank account number.
- Matriculation Certificate for verifying the Date of Birth.
- Minimum Educational Qualification (MEQ) certificate as applicable.(10+2 Mark sheet / Graduation (mark sheets of 3 years) / Diploma (mark sheets of all semesters).
- 1st page of Bank Pass Book (preferably PNB/SBI only).
- Aadhaar Card of Student.
- PPO/ESM Identity Card for Category 6 and the following supporting documents in case of Category 1 to 5.

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CATEGORIES OF DOCUMENTS THAT ARE HELD

**DIRECTORATE OF SAINIK WELFARE & RESETTLEMENT,
GUJARAT STATE, GAURAV SENANI BHAVAN,
SHAHI BAUG-AIR PORT ROAD, SHAHIBAUG,
AHMEDABAD-380004**

RIGHT TO INFORMATION ACT- 2005**MANUAL-06****CATEGORIES OF DOCUMENTS THAT ARE HELD**

**DIRECTORATE OF SAINIK WELFARE & RESETTLEMENT GUJARAT
STATE, GAURAV SENANI BHAVAN, SHAHI BAUG –
AIR PORT ROAD, SHAHIBAUG, AHMEDABAD-04**

Srl	Classification	Name of Document	Procedure to Inspect / obtain the Document	Custody of Document
1	Un restricted	Standing orders and instructions on Miscellaneous welfare meters.	On written request to Information officer of District Sainik Welfare & Resettlement Office	District Sainik Welfare & Resettlement Office
2	Un restricted	Registration documents of Ex-Servicemen containing details of past military Service	On written request to Information officer of District Sainik Welfare & Resettlement Office	District Sainik Welfare & Resettlement Office
3	Un restricted	Minutes of Meeting of Zila Sainik Board.	On written request to Information officer of District Sainik Welfare & Resettlement Office	District Sainik Welfare & Resettlement Office
4	Un restricted	Minutes of Meeting of Rajya Sainik Board.	On written request to Information officer of District Sainik Welfare & Resettlement Office	District Sainik Welfare & Resettlement Office
5	Un restricted	Details of Financial assistance and Scholarship amount paid to ESM, widows and dependents.	On written request to Information officer of District Sainik Welfare & Resettlement Office	District Sainik Welfare & Resettlement Office
6	Un restricted	Information of widows of war operational bravehearts and Details of family pension & Terminal benefits Paid to them	On written request to Information officer of District Sainik Welfare & Resettlement Office	District Sainik Welfare & Resettlement Office
7	Un restricted	Information of war operational disabled and Details of pension & Terminal benefits paid to them.	On written request to Information officer of District Sainik Welfare & Resettlement Office	District Sainik Welfare & Resettlement Office
8	Un restricted	Information of World War-II solders and widows of World War-II.	On written request to Information officer of District Sainik Welfare & Resettlement Office	District Sainik Welfare & Resettlement Office
9	Un restricted	Information regarding Names of ESM sponsored to various Employers and details of ESM employed on such jobs.	On written request to Information officer of District Sainik Welfare & Resettlement Office	District Sainik Welfare & Resettlement Office
10	Un restricted	Information of rallies / Sammellan of ESM or Widows held by District Sainik Welfare & Resettlement office.	On written request to Information officer of District Sainik Welfare & Resettlement Office	District Sainik Welfare & Resettlement Office

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**ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH
OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC
IN RELATION TO THE FORMULATION OF POLICY OR
ADMINISTRATION THEREOF**

**DIRECTORATE OF SAINIK WELFARE & RESETTLEMENT,
GUJARAT STATE, GAURAV SENANI BHAVAN,
SHAHI BAUG-AIR PORT ROAD, SHAHIBAUG,
AHMEDABAD-380004**

RIGHT TO INFORMATION ACT-2005

MANUAL-07

ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF POLICY OR ADMINISTRATION THEREOF

The following arrangements have been made :

Ser	Arrangement / Medium	Method of seeking public Views
1	ESM Rallies/Sammellans	Constant touch is maintained with ESM / widows belonging to the districts falling under their jurisdiction by District Sainik Welfare & Resettlement Offices by time to time organizing ESM rallies / Sammellans.
2	Local ESM Organizations	By establishing continuous contacts with local ESM organizations, the District Sainik Welfare & Resettlement Office continuously reviews problems and representation of ESM of their area.
3	Volunteer ESM interested in Welfare activities / Self Help Group of ESM	By establishing continuous contacts with Volunteer ESM interested in Welfare activities and the self Help Group of ESM, the District Sainik Welfare & Resettlement Office continuously reviews problems and representation of ESM residing in their respective area.
4	Representation of ESM received in person or through letters.	Based on representations of ESM received in person or through the letters, the District Sainik Welfare & Resettlement Office continuously reviews problems and representation of ESM residing in their respective area.
5	Meeting of Zilla Sainik Board	The meeting of Zilla Sainik Board under the chairmanship of Collector & President of the Board is organized by District Sainik Welfare & Resettlement Office from time to time. During the meeting, the issues related to welfare of ESM are discussed in presence of nominated members of the ESM. The discussion and recommendation made at the meeting is useful for formulation of Welfare schemes for the ESM.
6	Meeting of Rajya Sainik Board	During the meeting of Rajya Sainik Board, the problems and issues related to welfare of ESM as received from the District Sainik Welfare & Resettlement Offices, are taken up for discussion and deliberation in presence of nominated ESM members. Based on the discussion/ recommendation made at the meeting, various welfare schemes for ESM are formulated.

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**BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES
CONSTITUTED FOR THE PURPOSE OF RENDERING
ADVISE ON ISSUES RELATED TO GENERAL WELFARE OF
EX-SERVICEMEN AND ACCESSIBILITY OF MINUTES OF
SUCH MEETINGS TO EX-SERVICEMEN**

**DIRECTORATE OF SAINIK WELFARE & RESETTLEMENT,
GUJARAT STATE, GAURAV SENANI BHAVAN,
SHAHIBAUGH-AIR PORT ROAD, SHAHIBAUGH,
AHMEDABAD-380004**

RIGHT TO INFORMATION ACT- 2005

MANUAL-08

BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSTITUTED FOR THE PURPOSE OF RENDERING ADVISE ON ISSUES RELATED TO GENERAL WELFARE OF EX-SERVICEMEN AND ACCESSIBILITY OF MINUTES OF SUCH MEETINGS TO EX-SERVICEMEN

1. Normally such meetings are held once in a year. Besides the official members, the nominated ESM and serving officers of the Armed Forces take part in the above meetings. The meetings are not kept open for every one. The minutes of such meetings are kept. Since the meeting has representation of senior Armed Forces Officers, depending upon the type of agenda discussed at the meetings, the minutes are not always made accessible to the public, however, the Welfare schemes approved at the meeting are publicized and kept accessible for the information of general public and ex-Servicemen community.

2. The information on welfare schemes approved at the above meetings is made available at District Sainik Welfare & Resettlement office. The ESM and their dependents can obtain the above information from their respective District Sainik Welfare & Resettlement office.

3. Central and State Government have constituted the following committees for welfare of Ex-servicemen :-

(a) **Committees of the Central Govt., Ministry of Defence, New Delhi:-**

(i) Kendriya Sainik Board under the Chairmanship of Hon. Defence Minister with Hon. Home Minister /concerned Minister of all states as members.

(ii) Committee of Secretaries / Directors of all Rajya Sainik Board under the Chairmanship of Defence Secretary of Govt. of India.

(b) **Committees of the State Government :-**

(i) Gujarat Rajya Sainik Board under the Chairmanship of H.E. the Governor of Gujarat.

(iii) Managing committee of Jawan's welfare fund.

(iii) The Hon'ble Chief Minister's Jawan Welfare Fund.

(iv) Committee of Zilla Sainik Board under the Chairmanship of Collector and President at the Districts level.

4. The details of Boards and committees are as under :-

Kendriya Sainik Board

<u>Srl</u>	<u>Appointment</u>	<u>Nomination</u>
1	President	Defence Minister
2	Member	Minister of State for Defence
3	Member	Minister of State, Ministry of Personnel, Public Grievances and Pension
4	Member	Minister of State for Home Affairs
5	Member	Chief Minister of Kerala
6	Member	Chief Minister of Jammu and Kashmir
7	Member	Chief Minister of Rajasthan
8	Member	Chief Minister of Himachal Pradesh
9	Member	Chief Minister of Punjab
10	Member	Chief Minister of Haryana
11	Member	Chief Minister of Madhya Pradesh
12	Member	Chief Minister of West Bengal
13	Member	Chief Minister of Assam
14	Member	Chief Minister of Bihar
15	Member	Chief Minister of Orissa
16	Member	Chief Minister of Tamilnadu
17	Member	Chief Minister of Sikkim
18	Member	Minister of Relief & Rehabilitation, Govt of Andhra Pradesh
19	Member	Home Minister of Karnataka
20	Member	Home Minister of Gujarat
21	Member	Minister of Social Welfare, Uttar Pradesh
22	Member	Minister-in-Charge, Sainik Welfare Deptt. Maharashtra
23	Member	Member of Lok Sabha
24	Member	Member of Lok Sabha
25	Member	Member of Rajya Sabha
26	Member	Chief of the Army Staff
27	Member	Chief of the Naval Staff
28	Member	Chief of the Air Staff
29	Member	Home Secretary, Govt of India
30	Member	Defence Secretary, Govt of India
31	Member	Finance Advisor(Defence Services), Ministry of Defence
32	Member	Additional Secretary(Banking), Ministry of Finance
33	Member	Director General Armed Forces Medical Service
34	Member	Director General of Employment and Training, Ministry of Labour and Employment
	Member	Secretary (ESW), Govt of India Ministry of Defence
35	Member	Director General Resettlement, Ministry of Defence
36	Member	Secretary General, Indian Red Cross Society
37	Member	Retired Officer of Armed Forces
38	Member	Retired Officer of Armed Forces
39	Member	Retired Officer of Armed Forces
40	Member	Retired Officer of Armed Forces
41	Member	Retired Officer of Armed Forces
42	Member	Retired Officer of Armed Forces
43	Member	Retired Officer of Armed Forces
44	Member	Retired Junior Commissioned Officer
45	Member	Lady Member
46	Member	Representative of Federation of Indian Chambers of Commerce and Industry
47	Member Secretary	Secretary, Kendriya Sainik Board

Managing Committee Rajya Sainik Board

<u>Srl</u>	<u>Appointment</u>	<u>Nomination</u>
1.	Chairman	His Excellency the Governor of Gujarat
2.	Co-Chairman	Hon'ble Chief Minister
3.	Vice Chairman	Hon'ble Home Minister
4.	Vice Chairman	General Officer Commanding-in-Chief, Southern Command, Pune
5.	Vice Chairman	Air Officer Commanding-in-Chief, South Western Air Command, Gandhinagar
6.	Vice Chairman	Flag Officer Commanding-in-Chief, Western Naval Command, Mumbai
7.	Vice Chairman	Additional Chief Secretary (Home)
8.	Second Vice Chairman	General Officer Commanding HQ M& G Area Mumbai
9.	Official Member	Director Resettlement Zone South, Pune
10.	Official Member	Director Employment and Training
11.	Official Member	Director, Recruiting (Army Recruiting Officer), Ahmedabad
12.	Official Member	Principal Secretary, Revenue Deptt.
13.	Official Member	Principal Secretary, Labour and Employment
14.	Official Member	Principal Secretary, Information and Broadcasting
15.	Official Member	Principal Secretary Industry and Mine
16.	Official Member	Principal Secretary, Ports & Transport
17.	Official Member	President, Gujarat Chamber of Commerce & Industries, Ahmedabad
18.	Official Member	Representative of Ministry of Defence
19.	Non-Official Member	As Nominated by State Govt on State Managing Committee of Amalgamated-Benevolent Fund
20.	Non-Official Member	
21.	Non-Official Member	As nominated by Principal Personnel Officers Committee Secretariat (PPOC), Army HQ, Ministry of Defence, New Delhi from time to time
22.	Non-Official Member	
23.	Co-Opted Member	As Nominated by State Govt on State Managing Committee of Amalgamated-Benevolent Fund
24.	Co-Opted Member	
25.	Invitee	Principal Secretary to H.E. The Governor
26.	Invitee	Director General Resettlement, New Delhi
27.	Invitee	Secretary Kendriya Sainik Board, New Delhi
28.	Member Secretary	Director Sainik Welfare & Resettlement, Gujarat

Managing Committee Benevolent-Amalgamated Fund

<u>Srl</u>	<u>Appointment</u>	<u>Nomination</u>
1	Chairman	His Excellency the Governor of Gujarat
2	Co-Chairman	Hon'ble Chief Minister
3	Second Vice Chairman	General Officer Commanding HQ M& G Area, Mumbai
4	Member	Additional Chief Secretary (Home)
5	Non-Official Member	As nominated by Principal Personnel Officers Committee Secretariat (PPOC), Army HQ, Ministry of Defence, New Delhi from time to time
6	Non-Official Member	
7	Non-Official Member	As Nominated by State Govt
8	Non-Official Member	
9	Co-opted Member	As Nominated by State Govt
10	Co-opted Member	
11	Co-opted Member	Director Resettlement Zone South, Pune
12	Invitee	Representative of Ministry of Defence
13	Invitee	Principal Secretary to H.E. The Governor
14	Invitee	Director General Resettlement, New Delhi
15	Invitee	Secretary Kendriya Sainik Board, New Delhi
16	Member Secretary	Director Sainik Welfare & Resettlement, Gujarat

Managing Committee Hon'ble Chief Minister's Jawan Relief Fund

<u>Srl</u>	<u>Appointment</u>	<u>Nomination</u>
1	Chairman	Hon'ble Chief Minister
2	Member	Hon'ble Minister of State for Home
3	Member	Chief Secretary
4	Member	Additional Chief Secretary, Finance Department
5	Member	Principal Secretary, Home Department
6	Member	Principal Secretary, Revenue Department
7	Member Secretary	Director Sainik Welfare & Resettlement, Gujarat
8	Member	Deputy Secretary Home Department

Executive Committee of Rajya Sainik Board

<u>Srl</u>	<u>Appointment</u>	<u>Nomination</u>
1	Chairman	Additional Chief Secretary (Home)
2	Member	Director Employment and Training
3	Member	Senior most Non official member nominated by the State Govt on Managing Committee of RSB
4	Invitee	Principal Secretary to His Excellency the Governor of Gujarat
5	Member Secretary	Director Sainik Welfare & Resettlement, Gujarat

Composition of Zilla Sainik Boards

<u>Srl</u>	<u>Appointment</u>	<u>Nomination</u>
1	Chairman	Collector & President of Respective Zilla Sainik Board
2	Vice- Chairman	Senior Retired Military Officer
3	Official Members	District Heads of the Offices
4	Non- Official Members	Two Ex-servicemen
5	Non- Official Members	Four Prominent Citizens
6	Member Secretary	District Sainik Welfare & Resettlement officer

RIGHT TO INFORMATION ACT- 2005

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DIRECTORY OF OFFICERS AND EMPLOYEES

**DIRECTORATE OF SAINIK WELFARE & RESETTLEMENT,
GUJARAT STATE, GAURAV SENANI BHAVAN,
SHAHIBAUG-AIR PORT ROAD, SHAHIBAUG,
AHMEDABAD-380004**

RIGHT TO INFORMATION ACT- 2005

MANUAL-09

DIRECTORY OF OFFICERS AND EMPLOYEES

1. The office wise directory is given out as under:

(a) **DIRECTORATE SAINIK WELFARE& ESETTLEMENT, GUJARAT STATE**
Gaurav Senani Bhavan, Shahibaugh-Airport Road, Shahibaugh, Ahemdabad-3

Sr. No.	Name of Officer/ Employees & Designation	Native Address	Tele Number
			Office
1.	Lt Col Krishnadeepsinh Jethwa (Retd) Director	12, Ridhdhi Sidhdhi Row House, Jodhpur Char Rasta Satellite Road, Ahmedabad-380015	079-22868347
2	Wg Cdr C Ramesh (Retd) Deputy Director	9-24A, Avarivillai, Mylaudy (P.O), Kanyakumari-629403 (Tamilnadu)	079-22868348
3.	Shri C.M Patel, OS	41, Shri Umiya Tenament, Near Shri Bhagvati Nagar, Sureliya Estate Road, Amraiwadi, Ahmedabad-380026	079-22868349
4.	Shri Vahora Irfanbhai M, English Stenographer	Near Pagoivago Gram Panchayat, Vill & PO - Ratanpur, Tehsil - Matar, District – Kheda (Gujarat) - 387570	079-22868348-50
5.	Shri Rameshkumar K Patel, Senior Clerk	Vill – Bhesana, Post – Jotana, Teh & Distt – Mahesana	079-22868348-50
6.	Shri Surendrasinh Balwantsinh Chavda, Senior Clerk	A-306, Shree Sand Residency, Near Dharnidhar Avenue, New Naroda, Ahmedabad-382330	079-22868348-50
7.	Shri Ashok Kumar M Zala, Senior Clerk	270, Shiv Residency, Behind Seven Sky Mall, Airport Road Bhuj - 370001	079-22868348-50
8.	Shri Shah Kaushalkumar Kishorbhai, Senior Clerk	C-2/26, Sumant Park Flats, Infront of Shreik Park, Productivity Road, Vadodara-20	079-22868348-50
9.	Shri Narendrasingh Ravubha Jadeja, Senior Clerk	Room No G-5, Vibhag-2, Chamundanagar, Bapunagar, Ahmedabad-380024	079-22868348-50
10	Shri Rabadia Bharatbhai B, Senior Clerk	C-208, Krish Gold Apartment, New India Colony, PO- Thakarbapanagar, Ahmedabad	079-22868348-50
11	Shri Bera Kamrajbhai J, Junior Clerk	Vill & PO – Gadh, The – Palanpur, Dist – Banaskantha	079-22868348-50

12	Shri Bhati Dharmendrasinh Natvarsinh, Junior Clerk	145, Dharmnath Prahu Soc, Near Adishwarnagar, Naroda, Ahmedabad-382330	079-22868348-50
13	Shri Mori Jayrajsinh Gumansinh, Junior Clerk	Radarbar Society, Opp Post Office, Wadhwan City, Surendranagar-363030	079-22868348-50
14	Sarvaliya Narsibhai Ranchhodbhai, Junior Clerk	Vill& Po- Rajsitapur, The- Dhragandra, Surendranagar- 363320	079-22868348-50
15	Shri KM Vasava, Driver	15, Gopal Park, In Front of Water Tank, Ghatlodiya, Ahmedabad	079-22868348-50
16	Shri V C Panchal, Peon	177-Purshottamnagar Part-II Po: Khodiyaranagar,Nr Swaminarayana Mandir, Ahmedabad	079-22868348-50

RIGHT TO INFORMATION ACT- 2005

MANUAL-10

MONTHLY REMUNERATION RECEIVED BY
EACH OFFICERS AND EMPLOYEES

**DIRECTORATE OF SAINIK WELFARE & RESETTLEMENT,
GUJARAT STATE, GAURAV SENANI BHAVAN,
SHAHIBAUG-AIR PORT ROAD, SHAHIBAUG,
AHMEDABAD-380004**

RIGHT TO INFORMATION ACT- 2005

MANUAL-10

MONTHLY REMUNERATION RECEIVED BY EACH OFFICERS AND EMPLOYEES

1. The details are as under :-

Ser No	Name of Employee	Designation	Class	Name of Office	Pay Scale
1	Lt Col Krishnadeepsinh Jethwa (Retd)	Director	I	Directorate of Sainik Welfare & Resettlement Gujarat State, Ahmedabad	78800-209200 (Level 12)
2	Wg Cdr C Ramesh (Retd)	Dy Director	I		56100-177500 (Level 10)
3	Shri C.M. Patel	OS	III		39900-126600 (Level 7)
4	Shri Vohra Irfanbhai. M	English Stenographer	III		35400-112400 (Level 6)
5	Shri Ramesh Kumar K	Senior Clerk	III		25500-81100 (Level 4)
6	Shri Surendrasinh B Chavda	Senior Clerk	III		25500-81100 (Level 4)
7	Shri Ashok Kumar M Zala	Senior Clerk	III		25500-81100 (Level 4)
8	Shri Shah Kaushalkumar K.	Senior Clerk	III		25500-81100 (Level 4)
9	Shri Narendrasingh R Jadeja	Senior Clerk	III		25500-81100 (Level 4)
10	Shri BB Rabadia	Senior Clerk	III		25500-81100 (Level 4)
11	Shri Bera Kamrajbhai J	Jr. Clerk	III		19900-63200 (Level 2)
12	Shri Bhati Dharmendrasinh N.	Jr. Clerk	III		19900-63200 (Level 2)
14	Shri Mori Jayrajsinh G.	Jr. Clerk	III		19900-63200 (Level 2)
15	Shri Sarvaliya Narsibhai R.	Jr. Clerk	III		19900-63200 (Level 2)
16	Shri KM Vasava	Driver	III		19900-63200 (Level 2)
17	Shri VC Panchal	Peon	IV		14800-47100 (Level IS1)

RIGHT TO INFORMATION ACT- 2005

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BUDGET ALLOCATED TO EACH OFFICES
AND EXPENDITURES DETAILS

DIRECTORATE OF SAINIK WELFARE & RESETTLEMENT,
GUJARAT STATE, GAURAV SENANI BHAVAN,
SHAHI BAUGH- AIR PORT ROAD, SHAHIBAUGH,
AHMEDABAD-380004

RIGHT TO INFORMATION ACT- 2005
MANUAL-11

BUDGET ALLOCATED TO EACH OFFICES AND
EXPENDITURES DETAILS

1. The budget category of Directorate of Sainik Welfare and Resettlement, Gujarat State is Non-Planed. The major expenditures relate to Pay and Allowances of the officers and staff out of total budget allocation made. The details of Budget Grant, allotment and expenditure for the **2024-25** are as under :-

(Rs. In Lakhs)

Ser No	Major/Minor Head	Budget Grant sanctioned up to 31 Mar 2025 (Rs. In Lakh)	Allotted Grant up to 31 Mar 2025 (Rs. In Lakh)	Total Expenditure up to 31 Mar 2025 (Rs. In Lakh)
1.	2235-60-200-08 (District Sainik Welfare & Resettlement Offices)	652.00	643.00	641.00
2.	2235-60-200-11 (Directorate of Sainik Welfare & Resettlement, Gujarat)	230.00	230.00	229.00
3.	2235-60-200-03 (Other Expenditure- Cash Awards for Awards and Payment of Ex-Gratia)	30.50	30.50	30.10
4.	2235-60-200-04 (Contribution to National Defence Academy, Khadakwasala)	-	-	-
5.	2235-60-200-05 (War Jagir Allowance)	02.00	02.00	01.70
	Grand Total	914.50	905.50	901.80

RIGHT TO INFORMATION ACT- 2005

MANUAL-12

**EXECUTION OF SUBSIDY PROGRAMMERS, INCLUDING
THE AMOUNTS ALLOCATED AND THE DETAILS OF
BENEFICIARIES OF SUCH PROGRAMMES**

**DIRECTORATE OF SAINIK WELFARE & RESETTLEMENT,
GUJARAT STATE, GAURAV SENANI BHAVAN,
SHAHIBAUG-AIR PORT ROAD, SHAHIBAUG,
AHMEDABAD-380004**

RIGHT TO INFORMATION ACT- 2005

MANUAL-12

EXECUTION OF SUBSIDY PROGRAMMERS, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES

1. The details are appended as under:

Srl	Subject	Details
1	Objectives of the Welfare Programmes	To help and assist Ex-Servicemen and their dependents
2	Eligibility of beneficiaries, pre-requisites, methods of availing benefits and yard stick for approval	Details shown at Manual -5
3	Procedures for distribution of Assistance	Details shown at Manual -5
4	How and where to Apply	Concerned District Sainik Welfare & Resettlement Office.
5	Application is required to be made on a prescribed form or on a plain paper and Details of documents to be attached	Details shown at Manual -5
6	Whom to contact for guidance in case of difficulties experienced in the process of applying.	Concerned District Sainik Welfare & Resettlement Office.

2. The details of Financial Assistance extended in the last financial year **2024-25** are given as under:

<u>Sr. No</u>	<u>District Sainik Welfare & Resettlement Offices</u>	<u>Financial Assistance</u>	
		<u>No of Cases</u>	<u>Amount in Rs.</u>
1	Ahmedabad	37	13,66,100.00
2	Vadodara	56	18,63,750.00
3	Surat	40	19,02,200.00
4	Jamnagar	37	13,17,250.00
5	Rajkot	28	11,56,750.00
6	Sabarkantha	62	20,44,600.00
7	Kutchh (Bhuj)	09	2,38,750.00
8	Mahesana	37	8,76,250.00
9	Godhra	34	8,87,850.00
10	Surendranagar	31	14,77,450.00
11	Porbandar	29	8,82,772.00
Total		400	1,40,13,722.00

RIGHT TO INFORMATION ACT- 2005

MANUAL-13

**PARTICULARS OF RECIPIENTS OF CONCESSIONS,
PERMITS OR AUTHORIZATIONS GRANTED**

**DIRECTORATE OF SAINIK WELFARE & RESETTLEMENT,
GUJARAT STATE, GAURAV SENANI BHAVAN,
SHAHIBAUGH-AIR PORT ROAD, SHAHIBAUGH,
AHMEDABAD-380004**

RIGHT TO INFORMATION ACT- 2005**MANUAL-13****PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS
OR AUTHORIZATIONS GRANTED**

1. The details of benefits and assistance available through Rajya Sainik Board are given out in Manual-12. There are no other benefits and assistance to be included separately under above category.

RIGHT TO INFORMATION ACT- 2005

MANUAL-14

**INFORMATION, AVAILABLE OR HELD
REDUCED IN AN ELECTRONIC FORM**

**DIRECTORATE OF SAINIK WELFARE & RESETTLEMENT,
GUJARAT STATE, GAURAV SENANI BHAVAN,
SHAHIBAUG-AIR PORT ROAD, SHAHIBAUG, AHMEDABAD
- 380004**

RIGHT TO INFORMATION ACT- 2005**MANUAL-14****INFORMATION, AVAILABLE OR HELD -REDUCED IN AN ELECTRONIC FORM**

1. We have developed Sainik Welfare Web site (<http://www.esm.gujarat.gov.in> and <http://www.sainikwelfare.gujarat.gov.in>), which makes information available at the fingertips of serving & veteran Defence personnel & their families. On visiting the web site, the serving and veteran Defence personnel from Gujarat would get details of all the Benefits and Assistance available from the Gujarat State, Gujarat Rajya Sainik Board, Kendriya Sainik Board and the Armed Forces along with sample application forms and check list for the documents required to be attached with different types of applications. The relevant Notifications & circulars issued by the State Government and Kendriya Sainik Board are also uploaded on the website. The website guides serving soldiers and ESM in getting their entitled dues.

All the Sainik Welfare offices have been provided with fax / Xerox machines and have also been equipped with adequate hardware and computers. These offices are now under process of being linked through Gujarat State Wide Area Net Work (GSWAN). "Tata Consultancy Services" have been assigned the task of developing software for ESM data bank and total IT solutions for the Sainik welfare offices as a part of overall e-governance project under the Home Department.

RIGHT TO INFORMATION ACT- 2005

MANUAL-15

**FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING
INFORMATION, INCLUDING THE WORKING HOURS OF A
LIBRARY OR READING ROOM, IF MAINTAINED FOR
PUBLIC USE**

**DIRECTORATE OF SAINIK WELFARE & RESETTLEMENT,
GUJARAT STATE, GAURAV SENANI BHAVAN,
SHAHIBAUGH-AIR PORT ROAD, SHAHIBAUGH,
AHMEDABAD-380004**

RIGHT TO INFORMATION ACT- 2005

MANUAL-15

FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE

1. The district Sainik welfare and Resettlement offices are executive offices for implementation of welfare schemes. They also look after general welfare of ex-servicemen and their families residing in districts falling under their area of jurisdiction. The Ex-Servicemen, widows and dependent can obtain all requisite information during office hours from their respective District Sainik Welfare & Resettlement offices by personal visit or even can seek such details as related to their welfare schemes by post. The details of Facility/ Medium and facilities available are given as under:-

Srl No	Facility/Medium	Facilities Available
1	Office Notice Board	Important letters / circulars and Information related to various welfare assistance are displayed by each District Sainik Welfare and Resettlement Office for general information of ESM from time to time.
2	Unit C.S.D. canteen Notice Board	Important letters / circulars and Information related to changes in various welfare assistance are sent by District Sainik Welfare and Resettlement Offices to respective Unit C.S.D. canteens from time to time for displaying on their Notice Boards for general information of ESM
3	Press Notes released through District Information Offices	Brief Information related to changes in various welfare Scheme is given by District Sainik Welfare and Resettlement Offices through medium of Press Notes.
4	Ex-Servicemen Rally / Sammellan / Workshop	Ex-Servicemen are given information with regards to Various important Welfare Schemes during Ex-Servicemen Rally / Sammellan / Workshop organized by District Sainik Welfare and Resettlement Offices
5	Places are earmarked in District Sainik Welfare and Resettlement Offices at Vadodara and Rajkot for Library purpose whereas arrangements for temporary libraries are made in the rest of the District Sainik Welfare and Resettlement Offices.	Separate seating arrangement is made for visitors to refer periodicals like Sainik Punrvas, Sainik Samachar and similar other periodicals /book-lets received in the District Sainik Welfare and Resettlement Offices.
5	Inspection of Records in District Sainik Welfare and Resettlement Offices.	Based on prior written request, arrangement is made by each District Sainik Welfare and Resettlement Office to enable applicant to inspect requisite records from 3.00 to 6.00 hrs, on each Monday.

6	Procedure for acquiring copy of Document.	Written request will be required to be made by the applicant for obtaining copy of a document from concerned District Sainik Welfare and Resettlement Office.
7	Available Printed Rules & Regulation Data	As per details given in Manual-17, the Printed Rules & Regulation Data provides necessary guidance to the applicant Ex-servicemen
8	Web site of the Department	The action is in hand to publish all the relevant information on Web site of Home Department, Gujarat State.
9	Post/ Letter Correspondence	District Sainik Welfare and Resettlement Offices also provide requisite information and guidance to applicant ex-servicemen through medium of letter correspondence.
10	Public Relation Officer	The public Relation officer nominated in each District Sainik Welfare and Resettlement Office makes appropriate arrangement to provide requisite information and guidance to visiting applicant ex-servicemen.

2. Also we have developed Sainik Welfare Web site (<http://www.esm.gujarat.gov.in> and <http://www.sainikwelfare.gujarat.gov.in>), which makes information available at the fingertips of serving & veteran Defence personnel & their families. On visiting the web site, the serving and veteran Defence personnel from Gujarat would get details of all the Benefits and Assistance available from the Gujarat State, Gujarat Rajya Sainik Board, Kendriya Sainik Board and the Armed Forces along with sample application forms and check list for the documents required to be attached with different types of applications. The relevant Notifications & circulars issued by the State Government and Kendriya Sainik Board are also uploaded on the website. The website guides serving soldiers and ESM in getting their entitled dues.

RIGHT TO INFORMATION ACT- 2005

MANUAL-16

**NAMES, DESIGNATIONS & OTHER PARTICULARS OF
INFORMATION OFFICER & ASST INFORMATION OFFICER**

**DIRECTORATE OF SAINIK WELFARE & RESETTLEMENT,
GUJARAT STATE, GAURAV SENANI BHAVAN,
SHAHIBAUG-AIR PORT ROAD, SHAHIBAUG,
AHMEDABAD-380004**

RIGHT TO INFORMATION ACT- 2005

MANUAL-16

NAMES DESIGNATIONS AND OTHER PARTICULARS OF INFORMATION OFFICER & ASST INFORMATION OFFICER

1. The details regarding nominated Govt. Information officers, Assistant Govt. Information Officers in various offices and the "Applet Authority" are given as under:

Director Sainik Welfare & Resettlement, Gujarat State, Ahmedabad.

Srl No	Name of Officer / Staff	Post	Appointment	Office	Phone No
1	Lt Col Krishnadeepsinh Jethwa (Retd)	Director	Public Information Officer	Director Sainik Welfare & Resettlement, Gujarat State, Gaurav Senani Bhavan, Shahibaugh-Airport Road, Shahibaugh, Ahmedabad-04	079-2286 8348-50)
2	Wg Cdr C Ramesh (Retd)	Deputy Director	Assistant Public Information Officer		

Note

1. On working day when the, Govt. Information Officer is absent from the office, The Assistant Govt. Information Officer will be deemed to be Govt. Information Officer for taking action on requests received for seeking information. In case both the Govt. Information Officer and Assistant Govt. Information Officer are absent from the office, the staff member next in order of seniority will automatically stand nominated as Govt. Information Officer and No separate office order will be required to be published in this regard.

2. In the absence of Assistant Govt. Information Officer, the Govt. Information Officer will undertake his duties and no one will be appointed separately as Assistant Govt. Information Officer in such circumstances.

Appellate Authority to appeal Against Govt. Information Officer

Lt Col Krishnadeepsinh Jethwa (Retd)

Director Sainik Welfare & Resettlement, Gujarat State, Ahmedabad.

(Phone : 079-22868347)

District Sainik Welfare and Resettlement Office, Ahmedabad

Srl No	Name of Officer / Staff	Post	Appointment	Office	Phone No
1	Col Anjani Kumar Singh (Retd)	District Sainik Welfare and Resettlement Officer, Ahmedabad	Public Information Officer	District Sainik Welfare and Resettlement Office, Ahmedabad	079-26851382

Note

1. On working day when the, Govt. Information Officer is absent from the office, The Assistant Govt. Information Officer will be deemed to be Govt. Information

Officer for taking action on requests received for seeking information. In case both the Govt. Information Officer and Assistant Govt. Information Officer are absent from the office, the staff member next in order of seniority will automatically stand nominated as Govt. Information Officer and No separate office order will be required to be published in this regard.

2. In the absence of Assistant Govt. Information Officer, the Govt. Information Officer will under take his duties and no one will be appointed separately as Assistant Govt. Information Officer in such circumstances.

Appellate Authority to appeal Against Govt. Information Officer

Lt Col Krishnadeepsinh Jethwa (Retd)

Director Sainik Welfare & Resettlement, Gujarat State, Ahmedabad.

(Phone : 079-22868347)

District Sainik Welfare and Resettlement Office, Vadodara

Srl No	Name of Officer / Staff	Post	Appointment	Office	Phone No
1	Lt Col (Dr) Kamalpreet Saggi (Retd)	District Sainik Welfare and Resettlement Officer, Vadodara	Public Information Officer	District Sainik Welfare and Resettlement Office, Vadodara	0265-2772666

Note

1. Since District Sainik Welfare and Resettlement Officer in this office has not been appointed on permanent basis, No appointment of Assistant Govt. Information Officer is created in this office.

2. In case the Govt. Information Officer is absent from the office, the staff member next in order of seniority will automatically stand nominated as Govt. Information Officer and No separate office order will be required to be published in this regard.

Appellate Authority to appeal Against Govt. Information Officer

Lt Col Krishnadeepsinh Jethwa (Retd)

Director Sainik Welfare & Resettlement, Gujarat State, Ahmedabad.

(Phone : 079-22868347)

District Sainik Welfare and Resettlement Office, Surat

Srl	Name of Officer / Staff	Post	Appointment	Office	Phone No
1	Shri Divyeshkumar C Murliwala	Assistant District Sainik Welfare and Resettlement Officer, Surat	Public Information Officer	District Sainik Welfare and Resettlement Office, Surat	0261-2463820

Note

1. Since District Sainik Welfare and Resettlement Officer in this office has not been appointed on permanent basis, No appointment of Assistant Govt. Information Officer is created in this office.

2. In case the Govt. Information Officer is absent from the office, the staff member next in order of seniority will automatically stand nominated as Govt. Information Officer and No separate office order will be required to be published in this regard.

Appellate Authority to appeal Against Govt. Information Officer

Lt Col Krishnadeepsinh Jethwa (Retd)

Director Sainik Welfare & Resettlement, Gujarat State, Ahmedabad.

(Phone : 079-22868347)

District Sainik Welfare and Resettlement Office, Jamnagar

Srl No	Name of Officer / Staff	Post	Appointment	Office	Phone No
1	Commander Sandeep Jaiswal (Retd)	District Sainik Welfare and Resettlement Officer, Jamnagar	Public Information Officer	District Sainik Welfare and Resettlement Office, Jamnagar	0288-2558311

Note

1. Since District Sainik Welfare and Resettlement Officer in this office has not been appointed on permanent basis, No appointment of Assistant Govt. Information Officer is created in this office.

2. In case the Govt. Information Officer is absent from the office, the staff member next in order of seniority will automatically stand nominated as Govt. Information Officer and No separate office order will be required to be published in this regard.

Appellate Authority to appeal Against Govt. Information Officer

Lt Col Krishnadeepsinh Jethwa (Retd)

Director Sainik Welfare & Resettlement, Gujarat State, Ahmedabad.

(Phone : 079-22868347)

District Sainik Welfare and Resettlement Office, Rajkot

Srl No	Name of Officer / Staff	Post	Appointment	Office	Phone No
1	Commander Pawan Kumar(Retd)	Incharge District Sainik Welfare and Resettlement Officer, Rajkot	Public Information Officer	District Sainik Welfare and Resettlement Office, Rajkot	0281-2476825

Note

1. Since District Sainik Welfare and Resettlement Officer in this office has not been appointed on permanent basis, No appointment of Assistant Govt. Information Officer is created in this office.

2. In case the Govt. Information Officer is absent from the office, the staff member next in order of seniority will automatically stand nominated as Govt. Information Officer and No separate office order will be required to be published in this regard.

Appellate Authority to appeal Against Govt. Information Officer

Lt Col Krishnadeepsinh Jethwa (Retd)

Director Sainik Welfare & Resettlement, Gujarat State, Ahmedabad.

(Phone : 079-22868347)

District Sainik Welfare and Resettlement Office, Himatnagar

Srl	Name of Officer /	Post	Appointme	Office	Phone
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No	Staff		nt		No
1	Shri Palkeshkumar H Chaudhary	Asst District Sainik Welfare and Resettlement Officer, Himatnagar (Sabarkantha)	Public Information Officer	District Sainik Welfare and Resettlement Office, Himatnagar (Sabarkantha)	02772-246630

Note

1. Since District Sainik Welfare and Resettlement Officer in this office has not been appointed on permanent basis, No appointment of Assistant Govt. Information Officer is created in this office.

2. In case the Govt. Information Officer is absent from the office, the staff member next in order of seniority will automatically stand nominated as Govt. Information Officer and No separate office order will be required to be published in this regard.

Appellate Authority to appeal Against Govt. Information Officer

Lt Col Krishnadeepsinh Jethwa (Retd)

Director Sainik Welfare & Resettlement, Gujarat State, Ahmedabad.

(Phone : 079-22868347)

District Sainik Welfare and Resettlement Office, Kutchh (Bhuj)

Srl No	Name of Officer / Staff	Post	Appointment	Office	Phone No
1	Shri Hiren N Limbachiya	Assistant District Sainik Welfare and Resettlement Officer, Kutchh (Bhuj)	Public Information Officer	District Sainik Welfare and Resettlement Office, Kutchh (Bhuj)	02832-0221085

Note

1. Since District Sainik Welfare and Resettlement Officer in this office has not been appointed on permanent basis, No appointment of Assistant Govt. Information Officer is created in this office.

2. In case the Govt. Information Officer is absent from the office, the staff member next in order of seniority will automatically stand nominated as Govt. Information Officer and No separate office order will be required to be published in this regard.

Appellate Authority to appeal Against Govt. Information Officer

Lt Col Krishnadeepsinh Jethwa (Retd)

Director Sainik Welfare & Resettlement, Gujarat State, Ahmedabad.

(Phone : 079-22868347)

District Sainik Welfare and Resettlement Office, Mahesana

Srl No	Name of Officer / Staff	Post	Appointment	Office	Phone No
1	Shri Palkeshkumar H Chaudhary	Assistant District Sainik Welfare and Resettlement Officer, Mahesana	Public Information Officer	District Sainik Welfare and Resettlement Office, Mahesana	02762-220235

Note

1. Since District Sainik Welfare and Resettlement Officer in this office has not been appointed on permanent basis, No appointment of Assistant Govt. Information Officer is created in this office.

2. In case the Govt. Information Officer is absent from the office, the staff member next in order of seniority will automatically stand nominated as Govt. Information Officer and No separate office order will be required to be published in this regard.

Appellate Authority to appeal Against Govt. Information Officer

Lt Col Krishnadeepsinh Jethwa (Retd)

Director Sainik Welfare & Resettlement, Gujarat State, Ahmedabad.

(Phone : 079-22868347)

District Sainik Welfare and Resettlement Office, Panchmahal (Godhra)

Srl No	Name of Officer / Staff	Post	Appointment	Office	Phone No
1	Shri Surjitsingh Raghav	Assistant District Sainik Welfare and Resettlement Officer, Godhra	Public Information Officer	District Sainik Welfare and Resettlement Office, Godhra	02762-220235

Note

1. Since District Sainik Welfare and Resettlement Officer in this office has not been appointed on permanent basis, No appointment of Assistant Govt. Information Officer is created in this office.

2. In case the Govt. Information Officer is absent from the office, the staff member next in order of seniority will automatically stand nominated as Govt. Information Officer and No separate office order will be required to be published in this regard.

Appellate Authority to appeal Against Govt. Information Officer

Lt Col Krishnadeepsinh Jethwa (Retd)

Director Sainik Welfare & Resettlement, Gujarat State, Ahmedabad.

(Phone : 079-22868347)

District Sainik Welfare and Resettlement Office, Surendranagar

Srl No	Name of Officer / Staff	Post	Appointment	Office	Phone No
1	Shri Col Vishal Sharma (Retd)	District Sainik Welfare and Resettlement Officer, Surendranagar	Public Information Officer	District Sainik Welfare and Resettlement Office, Surendranagar	02752-299262

Note

1. Since District Sainik Welfare and Resettlement Officer in this office has not been appointed on permanent basis, No appointment of Assistant Govt. Information Officer is created in this office.

2. In case the Govt. Information Officer is absent from the office, the staff member next in order of seniority will automatically stand nominated as Govt. Information Officer and No separate office order will be required to be published in this regard.

Appellate Authority to appeal Against Govt. Information Officer

Lt Col Krishnadeepsinh Jethwa (Retd)

Director Sainik Welfare & Resettlement, Gujarat State, Ahmedabad.

(Phone : 079-22868347)

District Sainik Welfare and Resettlement Office, Porbandar

Srl No	Name of Officer / Staff	Post	Appointment	Office	Phone No
1	Commander Pawan Kumar(Retd)	District Sainik Welfare and Resettlement Officer, Porbandar	Public Information Officer	District Sainik Welfare and Resettlement Office, Porbandar	02862-990310

Note

1. Since District Sainik Welfare and Resettlement Officer in this office has not been appointed on permanent basis, No appointment of Assistant Govt. Information Officer is created in this office.

2. In case the Govt. Information Officer is absent from the office, the staff member next in order of seniority will automatically stand nominated as Govt. Information Officer and No separate office order will be required to be published in this regard.

Appellate Authority to appeal Against Govt. Information Officer

Lt Col Krishnadeepsinh Jethwa (Retd)

Director Sainik Welfare & Resettlement, Gujarat State, Ahmedabad.

(Phone : 079-22868347)

RIGHT TO INFORMATION ACT- 2005

MANUAL-17

OTHER INFORMATION AS MAY BE USEFUL

**DIRECTORATE OF SAINIK WELFARE & RESETTLEMENT,
GUJARAT STATE, GAURAV SENANI BHAVAN,
SHAHIBAUG-AIR PORT ROAD, SHAHIBAUG,
AHMEDABAD-380004**

RIGHT TO INFORMATION ACT- 2005

MANUAL-17

OTHER INFORMATION AS MAY BE USEFUL

1. There are certain Printed materials / regulations related to welfare matters pertaining to Ex-servicemen and their dependents. These martial provides necessary information and guidance to Ex-servicemen and their dependents. The details are as under :-

Srl	Subject of Printed Material	Details / Information
1	Hand Book published by Kendriya Sainik Board dated 18/8/2004, containing details of benefits given by Central and State Governments.	All details generally sought by the Ex-servicemen are available in this hand book.
2	Hand Book published by the DGR dated 21/2/2000, dealing with subjects of Resettlement of Ex-Servicemen like Welfare, Employment, Self-Employment and Training.	The information sought by Ex-servicemen on these subjects is available in this hand book.
3	Hand Book published by the DGR during March 1996, dealing with Self Employment Scheme-one, for Ex-Servicemen.	The hand book contains essential information to established small scale industries for the purpose of opting for Self Employment.
4	Hand Book published by the DGR dated 27/2/1998, dealing with Self Employment Scheme-Two, for Ex-Servicemen.	The hand book contains essential information to established Farm Sector business / services for the purpose of opting for Self Employment.
5	Hand Book published by the DGR dated 26/9/1996, dealing with Self Employment Scheme-Three, for Ex-Servicemen.	The hand book contains essential information to established Rural Industries / services for the purpose of opting for Self Employment.
6	Information Booklet dealing with schemes of assistance published by Small Industries Bank- SIDBI	The hand book contains details on loan schemes available for establishment of own business/ service establishment.
7	Hand Book published by the Director Self Employment dealing with various Self Employment Schemes for Ex-Servicemen.	Information related to Various Self Employment Schemes for Ex-Servicemen are available in this hand book.
8	Information Directory on Rajya Sainik Boards and Zilla Sainik Boards published by Kendriya Sainik Board during Year 2004.	Information and addresses of all the Rajya Sainik Boards and Zilla Sainik Boards in the country is given in this Hand Book.
9	Information Directory on Sainik Rest Houses published by Kendriya Sainik Board during Year 1997.	Information and addresses of all the Sainik Rest Houses in the country is given in this Hand Book.
10	Information Booklet on "Guidelines for functioning of Security Agencies" Published by DGR dated 01 June 2003.	The booklet gives out detailed guide lines for registering and running DGR empanelled Security agency.
11	Information Boucher on Ex-Servicemen Contributory Health Scheme published dated 15 Jan 2004.	The booklet gives out detailed information regarding Ex-Servicemen Contributory Health Scheme.

12	Policy letter on Ex-Servicemen training issued by DGR vide letter No 0014/EX-SM/Trg/Policy/DGR/RES-8 dated 11 Apr 2005.	Procedures to be adopted for conduct of Vocational Training of the Ex-Servicemen are given out in this policy letter.
13	Compendium of Policy letters published by Kendriya Sainik Board dated 23 Dec 1994.	All important policy letters related to general welfare of Ex-servicemen issued by Kendriya Sainik Board, Ministry of Defence, and DGR are compiled in this compendium.
14	Manual of Procedures (Employment) published by Directorate General of Resettlement dated 09 Feb 1990.	All important rules Regulation issued by Central Government related to Re-Employment of Ex-servicemen are given out in this manual.
15	Retiring and Death Benefits Compiled and issued by Defence Pension Liaison Cell Head Quarters Allahabad dated 15 Oct 1990.	All important information related to retirement and death benefits entitled to the Army officers are given out in this compiled booklet.
16	Brochure containing useful information for Retired/Released Officers and their Next of Kin, Published by AG's Branch, Army Headquarters, dated 01 May1981.	All important information related to Retired/Released Officers and their Next of Kin are given out in this brochure.
17	Brochure containing useful information for Retired/Released JCOs /OR /NCs (E) and their Next of Kin, Published by AG's Branch, Army Headquarters, dated 01 May1981.	All important information related to Retired/Released Junior Commissioned Officers, Other ranks, Non Combatant (Enrolled) and their Next of Kin are given out in this brochure.
18	Periodical News Letters published by DGR, New Delhi	Provides all latest and useful information to ex-Servicemen Community
19	Sainik Punarvas, Published by DGR, New Delhi	Provides all latest and useful information to ex-Servicemen Community

2. In addition to the above printed material, information related to general welfare of the Ex-servicemen and the matter related to their pension are also available on the following websites:

Srl	Web Site	Information Available on the web site
1	www.dgrindia.com	The Web site of DGR linked with other popular web sites of Army, Navy and Air Force provide detailed information on matter related to general welfare of the Ex-Servicemen.
2	http://pcdapension.nic.in	The site hosted by Principal Controller of Defence Account (Pension) Allahabad, provides all the information related to pension matters of the Ex-servicemen.
3	www.indianarmy.nic.in / arechs.htm or www.irfcnausena.mil.in	The site hosted by Ex-servicemen Contributory health Scheme provides all the information related to Ex-servicemen contributory Health Scheme.
4.	(http://www.esm.gujarat.gov.in and http://www.sainikwelfare.gujarat.gov.in)	This portal is used to registers ESM for availing all the benefits of RSB through ZSBs.
5.	www.ksb.gov.in	This website is useful in getting welfare schemes of Central Govt.

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INDEX OF MANUALS

**DIRECTORATE OF SAINIK WELFARE & RESETTLEMENT,
GUJARAT STATE, GAURAV SENANI BHAVAN, SHAHI BAUG-
AIR PORT ROAD, SHAHIBAUG, AHMEDABAD-380004**

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RIGHT TO INFORMATION ACT- 2005

PAD : 2024-25

**DIRECTORATE OF SAINIK WELFARE &
RESETTLEMENT, GUJARAT STATE, GAURAV
SENANI BHAVAN, SHAHIBAUG, AIR PORT
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