

Government of West Bengal  
Home (Defence) Department

Part - I  
FORM OF APPLICATION  
for

Grant of Cash Reward, Cash-in-lieu of Land and Lump Grant-in-lieu of Annual Annuity  
( Read the enclosed Notes/ Instruction carefully before filling up the Form )

1. Full name of the Applicant ( in capital letters ) :
2. Permanent address ( with PIN Code ) of the Applicant :
3. Rank, number and full name of the awardee ( in capital letters ) :
4. Name of the Gallantry/ Distinguished Service Award received :
5. Occasion on which received ( attach photocopy of relevant Gazette Notification ) : 26<sup>th</sup> January/ 15<sup>th</sup> August of the year 20 . . .
6. (a) Details of Gallantry/ Distinguished Service Awards received previously ( *not below Mention-in-Despatch Vishisht Seva Medal* ), if any, with year of receipt ( attach separate sheet, if necessary )  
(b) If answer to 7 (a) is "Yes", details of Cash Reward, Cash-in-lieu of Land and Lump Grant-in-lieu of Annual Annuity sanctioned by Govt. of West Bengal, if any ( quote Govt. Order Number & Date )
7. Present Mailing Address ( with PIN Code ) of the Applicant :
8. (a) Address ( with PIN Code ) where Bank Draft is to be sent. ( **Do not mention address of Bank** ) :  
(b) Name of the Branch of State Bank of India nearest to the address at 11(a) above on which Bank Draft is to be drawn :

DECLARATION

I declare that I am\*/ the awardee was\* permanent resident of the State of West Bengal and I have not claimed/ shall not claim the grants in question from any other State/ Union Territory Government.

Date : \_\_\_\_\_

Place : \_\_\_\_\_

( Signature of the Applicant )

Part - II

Particulars to be submitted in cases of Posthumous Awardee or where the Awardee dies before sanction of the grants

9. (a) Name of the Next of kin  
(b) Age of the Next of kin  
(c) Relationship of the Next of kin with the Awardee

Date : \_\_\_\_\_

Place : \_\_\_\_\_

( Signature of the Applicant )

Recommended for grant of Cash Reward, Cash-in- lieu of Land and Lump Grant-in-lieu of Annuity from the Government of West Bengal in terms of Resolution No.1967-HD, Dated-28-06-1989 / No.876-HD, Dated-12-08-1993 - read with No.312-HD dated 22-04-1998.

( Signature with office seal of the officer authorized by the Competent authority of the Integrated HQ of MOD (Army/ Air Force/ or Navy), New Delhi.)

**Part - III**

[ Information regarding residential status of the Awardee on the date of award ]

- 10. Date and place of birth of the Awardee :  
(Documentary proof, if any )
- 11. Home address of the Awardee on the date of award
  - a) Residential ( Road, Mohalla, Police Station, -  
City, District, State, PIN )
  - b) Permanent ( Road, Mohalla, Police Station, -  
City, District, State, PIN )
- 12. (a) Duration of stay of the Awardee in West Bengal with reference to the date of award  
(b) Particulars of stay for last 15 years with reference to the date of award.  
( Documentary proof, if any )

| Sl.No. | From | Up to | Address | Own/ Rented/<br>Official Qtrs. |
|--------|------|-------|---------|--------------------------------|
|        |      |       |         |                                |
|        |      |       |         |                                |
|        |      |       |         |                                |

- 13. Whether the awardee or his/ her father or mother possess/ possessed any immovable property like house etc. in West Bengal or in any other state ( please give details, viz - Dag/Khatian No, District, State, date of purchase etc.)
- 14. Any other relevant information

Place :

Date :

Full Signature of Applicant

Enclosures : Attested copy ( one each ) of - (1) President Secet's Notification for award, (2) Citation for award, (3) Birth Certificate, (4) Documentary proof to show - (i) continuous stay in West Bengal, (ii) own house, rented house etc., (5) Ration Card/ EPIC etc. - all in respect of the awardee.

FORMAT  
for  
Specimen Signature

Number, rank and full name of the awardee :

Name of the Award with Occasion :

26<sup>th</sup> January/ 15<sup>th</sup> August of (year) .....

(Specimen signature of applicant)

(Specimen signature of applicant)

(Specimen signature of applicant)

ATTESTED Specimen signature of (name of applicant)

award

winner / successor of the winner of aforesaid

(Signature with Office Seal of an I.C.O. /  
Class - I / Group- A Officer )

**Notes on / Instructions for  
filling up/ furnishing of Application for Cash Reward/, Cash-in-lieu of Land and Cash-  
in-lieu of Annual Annuity.**

1. Only members of the Indian Armed Forces, who are **permanent resident** of in the State of West Bengal and are in receipt of Gallantry Awards or Distinguished Service Awards are eligible for applying for the grant in question.
2. The Form is to be filled up through typing or in clear hand writing.
3. In cases of Serving or Ex-service personnel, the **Applicant** and the **Awardee** shall be same person.
4. Applications are to be furnished to the **Secretary, Rajya Sainik Board, Home & Mill Affairs Deptt (Defence Branch), Block-IV, First Floor**, Writers Buildings, Kolkata-700 001 through the concerned **Competent Authority** - i.e. :

|   |   |
|---|---|
| (a) For personnel of Army   | : Applications to be made to respective Unit Headquarters for furnishing the same to the State Govt. through -<br><br>The Jt. Dir/ CW-2<br>C/o The Adjutant General<br>Ceremonial & Welfare Dte/ CW-2<br>Adjutant General's Branch<br>South Block, Room No,279 C<br>Integrated HQ of MOD (Army)<br>New Delhi - 110 011. |
| (b) For personnel of Air Force  | : Applications to be made to respective Unit Headquarters for furnishing the same to the State Govt. through -<br><br>The JDPS (Wel)<br>Room No.162<br>Air Headquarters (Vayu Bhavan)<br>Rafi Marg,<br>New Delhi - 110 011  |
| (c) For personnel of Navy   | : Applications to be made to respective Unit Headquarters for furnishing the same to the State Govt. through -<br><br>The Commander<br>DDPS (H & A)<br>C/o Chief of the Naval Staff<br>Naval Headquarters<br>New Delhi - 110 011  |
| (d) (i) For L.C.O./ J.C.O./ ORs who retires before grant of cash reward etc.<br>(ii) For Next of kin (in posthumous case or in cases where the awardees die before sanction of cash grant). | : Applications to be made to the Secretary, Zila Sainik Board of the concerned district ( list showing addresses of the ZS Boards enclosed ) for furnishing the same to the State Govt. through the Rajya Sainik Board, West Bengal.  |

5. Attach specimen signature as per Format enclosed duly attested by an I.C.O. / Gazetted / Class-I / or Group - A Officer ( other than the Awardee when the Awardee himself/ herself is an I.C.O. )
6. Intimate any change in address forthwith.

Addresses of the Offices of the Zila Sainik Boards  
in the State of West Bengal

| Sl. No. | Offices of the Zila Sainik Board  | Districts Covered   | Phone / FAX No.                                     |
|---------|---|---|---|
| 1.      | The Secretary,<br>Zila Sainik Board, Burdwan, "Sainik Bhavan", Baronilpur Road, P.O.- Sripally, Dist. Burdwan, West Bengal, PIN - 713 103                         | Burdwan<br>Birbhum  | Ph-0342-2544782<br>Fax- 0342-2625703                |
| 2.      | The Secretary,<br>Zila Sainik Board, Kolkata, "Sainik Bhawan" I/4, A.J.C. Bose Road, Kolkata - 700 020.   | Kolkata   | Ph- 033-22233893                                    |
| 3.      | The Secretary, Zila Sainik Board, <b>Dakshin Dinajpur</b> , Raghunathpur, P.O. Beltala Park, Dist. Dakshin Dinajpur, West Bengal, PIN - 733 103.                  | Dakshin Dinajpur<br>Uttar Dinajpur                        | Ph- 03522-258175<br>FAX- 03522-255488               |
| 4.      | The Secretary,<br>Zila Sainik Board, Darjeeling, "Sainik Bhavan", Kutchery Compound, P.O. & Dist. Darjeeling, West Bengal, PIN - 734 101.                         | Darjeeling  | Ph- 0354-2254056<br>FAX - 0354-254338               |
| 5.      | The Secretary,<br>Zila Sainik Board, Howrah, New Treasury Building (Top Floor), Howrah Collectorate, P.O. & Dist. Howrah, West Bengal, PIN - 711 101.             | Howrah<br>Hooghly   | Ph- 033-26414694<br>FAX - 033-26603367              |
| 6.      | The Secretary,<br>Zila Sainik Board, Jalpaiguri, Collectorate Complex (2 <sup>nd</sup> Floor), P.O. & Dist. Jalpaiguri, West Bengal, PIN - 735 101.               | Jalpaiguri<br>Cooch Behar                                 | Ph - 03561-2230848<br>FAX - 03561-224811/<br>224347 |
| 7.      | The Secretary,<br>Zila Sainik Board, Krishnagar, Administrative Buildings, P.O. Krishnanagar, Dist. Nadia, West Bengal, PIN - 741 101.                            | Nadia   | Ph- 03472-252287<br>FAX - 03472-2253030             |
| 8.      | The Secretary,<br>Zila Sainik Board, Midnapore, "Sainik Bhavan", Rabindranagar, P.O. Midnapore, Dist. Paschim Medinipur, West Bengal, PIN - 721 101.              | Medinipur Pashim<br>Medinipur Purba<br>Purulia<br>Bankura | Ph - 03222-275874<br>FAX - 03222-275427             |
| 9.      | The Secretary,<br>Zila Sainik Board, North 24-Parganas, Vehicle Deptt Complex, Near Kachari Maidan, P.O. Barasat, Dist. North 24-Pgs, West Bengal, PIN - 743 201. | North 24-Parganas   | Ph- 033-25628538<br>FAX - 033-25523535              |
| 10.     | The Secretary,<br>Zila Sainik Board, South 24-Parganas, New Administrative Buildings, West Lobby (3 <sup>rd</sup> Floor), P.O. Alipore, Kolkata - 700 027.        | South 24-Parganas   | Ph- 033-24790542<br>FAX - 033-24793456              |
| 11.     | The Secretary,<br>Zila Sainik Board, Berhampore, 7/A, Barrack Squire, P. O. Berhampore, Dist. Murshidabad, West Bengal, PIN - 742 101.                            | Murshidabad   | 03482-277459  |
| 12.     | The Secretary,<br>Zila Sainik Board, Malda, Malda Collectorate Building, Office of the ICDS, SW Deptt, P.O. & Dist.- Malda, West Bengal, PIN - 732 101.           | Malda   | -   |