

## **Obligations of Public Authorities**



### **MANUAL UNDER RIGHT TO INFORMATION ACT, 2005**

English Version

**Directorate of Defence Services Welfare Punjab  
Punjab Sainik Bhawan, Sector – 21D, Chandigarh**

## Introduction

- I. In order to promote transparency and accountability in the working of every Public authority and to empower the citizens to secure access to information under the control of each public authority, the Government of India have enacted “The Right to Information Act, 2005”, (RTI Act) which came into Force on 15.06.2005. In accordance with the provisions of section 4(1) (b) of this Act, Defence Services Welfare Punjab has brought out this manual for Information and guidance of the stakeholders and the general public.
- II. **Section 4 of RTI Act 2005**
  1. Every Public Authority shall:-
    - (a) Every Public Authority shall maintain all its records duly catalogued and indexed in a manner.
    - (b) 17 Manuals
    - (c) Publish all relevant facts while formulating important policies or announcing the decisions which affect public informed.
    - (d) Provide reasons for its administrative or quasi-judicial decisions to affected persons.
  2. Every Public Authority shall provide as much information **Suo -motu** to the Public at regular intervals through various means of communication, including the internet (Clause b of Sub-Section 1).
  3. Every Information shall be disseminated widely (Sub-Section 1).
  4. All materials shall be disseminated taking into consideration the cost effectiveness, local language and the most effective method of communication in that local area and the information should be easily accessible.
- III. The purpose of this manual is to inform the general public about Authority’s organisational set-up, functions and duties of its officers and employees, records and documents available with it

- IV. This manual is aimed at the public in general and users of the services, and Provides information about the schemes, projects and programmes being implemented by the Authorities.

## 1 Organisation and Function

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**1.1: Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]****(i) Name of the organization and its website:-**

Directorate of Defence Services Welfare Punjab,  
Punjab Sainik Bhawan, Sector 21-D,  
Chandigarh.

**Website:** [defencewelfare.punjab.gov.in](http://defencewelfare.punjab.gov.in)

**(ii) Head of the organization:**

Director

**(iii) Vision, Mission and Key Objectives :****Vision and Mission :**

The Department of Defence Services Welfare endeavors to look after the Ex-Servicemen for their rehabilitation by way of training for employment/starting own ventures, help them in solving their problems regarding pension, medical, canteen, family discord, land dispute cases in conjunction with Civil Administration, Police and Revenue Departments.

**2. Details of Business transacted by the organization**

Responsibilities of the Department of Defence Services Welfare Punjab towards its beneficiaries are as follows:-

- Provide assistance to the Ex-Servicemen and their widows in getting their pension and other retiral benefits.
- To look after the welfare of widows/wards of soldiers and provide financial assistance to them.
- Assist gallantry award winners in getting their cash awards i.e. annuity, and lump sum grant.
- Provide old age pension to deserving Ex-Servicemen/widows.

- Assist parents in getting the sanction for War Jagir and make payments.
- Ensure timely payment of scholarship to children of Ex-Servicemen,
- Financial assistance to totally blind soldiers/widow.
- Financial assistance to disabled soldiers from Punjab Amalgamated Fund.
- Ensure that widows/NOK of martyrs and disabled soldiers get their due financial assistance from the State Govt. i.e. Ex Gratia, cash in lieu of plot etc.
- Maintain liaison with Centre Govt./KSB for getting funds allotted against their welfare schemes.
- Assist Ex-Servicemen and their widows in getting Daughters' Marriage Grant from Punjab Govt./Centre Govt.
- To monitor and ensure the implementation of Govt. policy for 13% reservation for all posts with Govt/PSU at the state level, and 10% to 20% in Gp 'C' and 'D' at Centre/Union Territory level as applicable to Northern Zone.
- Rehabilitation of soldiers & their families affected during Operation Blue Star.
- Organize jobs for the wards against Honour & Gratitude appointments.
- To organize coaching facility to brilliant wards of the ESM for appearing in various competitive/entrance examinations conducted by UPSC, military authorities and universities (PMT/CET).
- Ensure that the reservation in Educational Institutions for wards of ESM are implemented.

- Conduct exam for RIMC Dehradun and help children in getting admission in Sainik Schools.
- To maintain liaison with DGR, HQ Western Command and all formation/Station Headquarters located in Punjab.
- Maintain liaison with local industries for seeking employment for ESM/their wards.
- Disseminate information to general public regarding the armed forces and for taking measures to enhance interest in Armed Forces amongst general public.
- Organize rallies for Ex-Servicemen with a view to listen to their problems, take remedial measures and inform them about various Welfare Scheme of the Govt.
- Organize celebration of Flag Day Fund and provide financial assistance from it to needy Ex-Servicemen/widows.
- To ensure proper selection and nomination of Vice President and members of Zila Sainik Boards.
- Act as Secretary of Rajya Sainik Boards and organize its meetings regularly.
- Management of Punjab Amalgamated Fund.
- To receive the Mortal remains of the soldiers who attain martyrdom during various operations, organizing their funeral in liaison with Army authorities and to provide succor to the family. Also to help NOK to get entitled benefits.
- To organize the construction of Memorials and naming the schools/roads/dispensaries on the name's of martyrs
- To maintain the Sainik Rest Houses in Punjab to provide

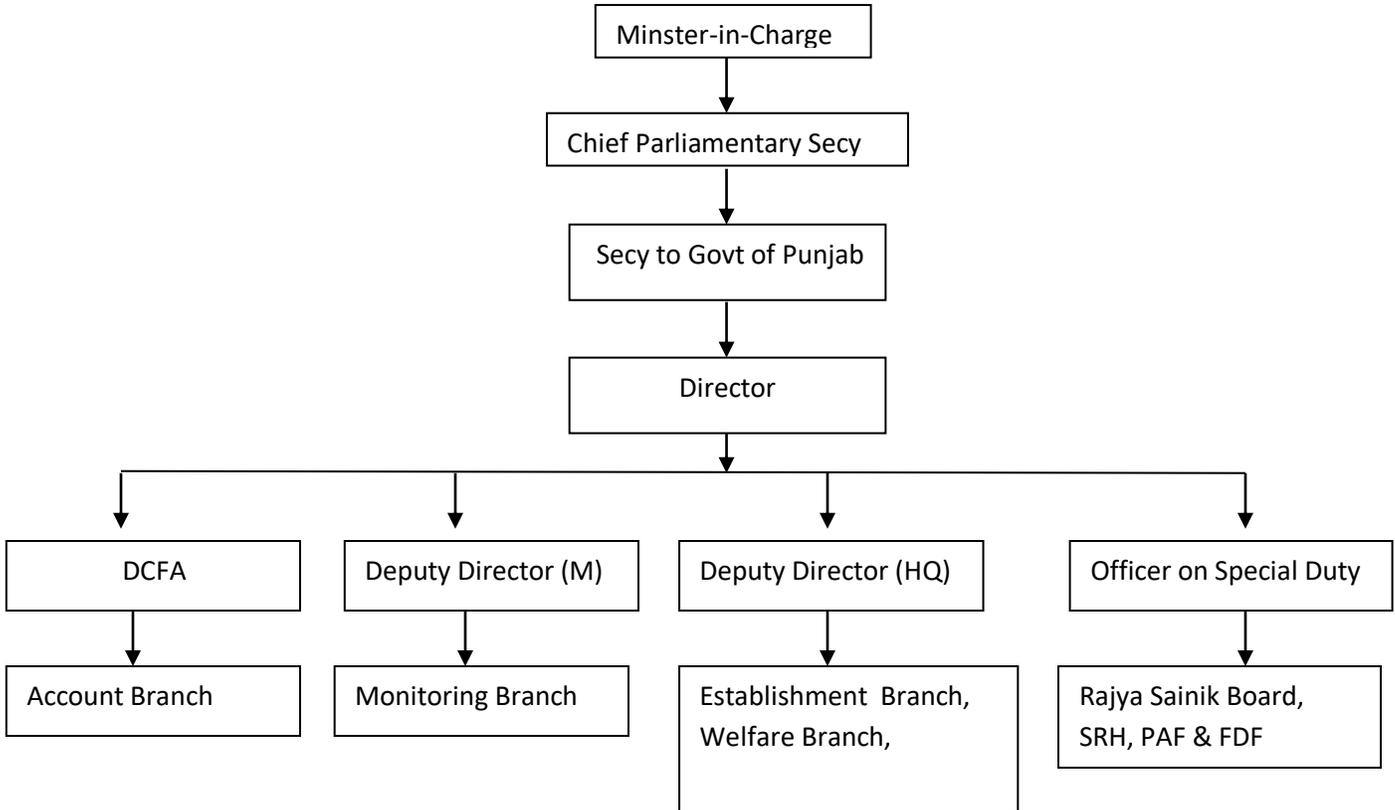
accommodation to ESM/families at subsidized rates.

To help the Civil Administration during natural calamities.

**Key objectives :**

The Key Result Areas/Objectives of this department are:-

- (a) Registration and Identification of all retiring Defence Personnel.
  - (b) Disseminating to ESM their entitlements and Benefits.
  - (c) Ensuring timely release of benefits to entitled ESM / War widows/Widows.
  - (d) Ensuring recording and processing of grievances of ESM, widows and serving soldiers.
  - (e) Make every effort to ensure 'Izzat-o-Iqbal' of the Ex-servicemen and widows by sensitizing the administration to this aspect.
  - (f) Carry out effective and employment oriented Vocational training for ESM, widows and their wards; with specific attention to Pre-recruitment, Pre-commission and Computer training.
  - (g) Ensure 13 percent recruitment reserved by Punjab Govt for ESM / widows or their wards is fully utilized and reserved quota is not surrendered or de-reserved.
  - (h) Coordinate placement of ESM / widows / wards in various job opportunities with PESCO, Private Sector, PSUs and UT administration.
  - (j) Project and resolve issues related to ESM / widows to the Ministry of Defence and Kendriya Sainik Board.
  - (k) Conduct Ex-servicemen Rallies in consultation with HQ Western Command and HQ SW Command to inform ESM / widows of their latest entitlements/ schemes / benefits.
  - (l) Conduct RIMC entrance exam and interview.
  - (m) Coord and conduct National Defence College visit to the State on Study Tour.
- (iv) **Functions and duties :** To look after the RESETTLEMENT and WELFARE of Ex-Servicemen, War Widows, Widows, World War Veterans, Disabled Soldiers and their Dependents and also the re-dressal of grievances of the of the SERVING SOLDIERS and their families

**(v) Organization chart:**

**1.2: Powers & duties of officers & employees[Section 4(1)(b)(ii)]****i) Powers and duties of officers (administrative, financial & judicial):**

S.No	Designation	Powers (administrative, financial & judicial)	Duties	
1)	DUTIES OF THE DIRECTOR	As per Punjab Civil Services Rules/Punjab Financial Rules (CSR / PFR) and instructions issued by the Government from time to time	(a)	As HOD he co-ordinate the functioning of the department at district and state Level.
			(b)	He oversees the working of all District Defence Services Welfare Officers & Offices.
			(c)	He is a Link between the State Govt, KSB, DGR, and HQ Western Comd / Formation of Comd.
			(d)	He is the member Sectary of RSB, Sainik Rest House Committee and Punjab Amalgamated Funds Management Committee.
			(e)	He is responsible to implement the State and Central policies regarding the resettlement and welfare of ESM/ widows.
			(f)	He is responsible for the training of ESM/ widows and their wards.
			(g)	He is responsible to co-ordinate and conduct the Rajya Sainik Board, Punjab Amalgamated Funds, Sainik Rest House Management Committee meetings regularly.
			(h)	He is responsible to administration of all Sainik Rest House of in the State.
			(j)	He is responsible to co- ordinate and conduct ESM Rally both at State and District level.
			(k)	He is responsible to manage the establishment of department at the State & District level.
			(l)	He is responsible to recruit, train, transferred and manage group C & D employee of the department.
			(m)	He is responsible to carry out annual Administrative Inspection of all District Offices.
			(n)	He is responsible to carry out departmental recruitment, promotion and administrative
			(o)	He is responsible to inspect all agencies employing Ex-servicemen especially Security
			(p)	Ensure distribution / disbursement of Govt. benefits to ESM / Widows as per policy.
			(q)	Execute any other duties assigned by the State.
			(r)	He is Public Information Officer of RTI
			(s)	Execute duties of Vice- President Maharaja Ranjit

				Singh War Museum.
2)	DUTIES OF DEPUTY DIRECTOR HQ		(a)	As Deputy Director he co-ordinate the functioning of the department at district and state Level.
			(b)	He oversees the working of all District Defence Services Welfare Officers.
			(c)	He is responsible to co-ordinate and conduct ESM Rally both at State and District level.
			(d)	He is responsible to manage the establishment of department at the State & District level
			(e)	Execute any other duties assigned by the State.
			(f)	To deal with the court case of the Department.
3)	DUTIES OF DEPUTY DIRECTOR (M)			Monitoring of recruitment of ESMs and their wards in all the departments of Punjab Government as per reservation policy.
4)	DUTIES OF D.C.F.A	As per Punjab Financial Rules (PFR)		Deals with all types of financial matters/accounts.
5)	DUTIES OF DISTRICT DEFENCE SERVICES WELFARE OFFICERS	As per Punjab Civil Services Rules/PFR	1.(a)	Disseminating information to the general public regarding the Armed Forces in the Country and the constantly endeavouring to promote and maintain a feeling of good will between civilians on one side and service personnel and ex-servicemen on the other.
			(b)	Watching over the welfare of families of servicemen and of ex-servicemen and assisting them in representing their cases to the local administration or the Defence authorities.
			(c)	Giving information to the general public regarding the conditions of service in the Armed Forces and assisting the Youngman intending to join the Forces in approaching appropriate recruiting authority.
			(d)	Investigating the applications for relief from various military and civil charitable fund, and making suitable recommendations.
			(e)	Granting financial relief to ex-servicemen and their dependents from the funds at their disposal.
			2.	The welfare responsibilities of the District Defence Services Welfare Officers will encompass all such traditional activities performed by the Boards as hitherto fore with particular reference to:-
			(a)	Settlement of financial problems such as pension and other retirement / release benefits/ dues to ex-servicemen and grants and assistance in kind to ex-servicemen beneficiaries and their dependents from the Central/State Government of other organizations such as the Indian Red Cross Society,

				etc.
			(b)	Maintain close liaison with the pension disbursing authorities/agencies in the district to ensure prompt and correct payment of pension and reliefs to ex-servicemen pensioners or their dependents.
			(c)	Providing assistance for settlement of land and other disputes.
			(d)	Assist families of serving personnel in regard to their safety/ security during absence away on duty of the serving personnel."
			(e)	Promote and maintain under the guidance of the Director Defence Services Welfare measures in the district such as Rest Houses for ex-servicemen, old age pensioner's homes, Jawans' Bhavans / shops, vocational and other training facilities etc.
			(f)	Provide assistance for medical treatment in Military/Civil Hospitals.
			(g)	Maintain liaison with other welfare organisations such as the Indian red Cross Society, Directorate of Social Welfare and Punjab Women & Children Development Corporation etc, with a view to enlarging the field of additional sources of welfare and concessions for ex-servicemen and their families/dependents in the district.
			(h)	Maintain an up to date register of war widows and dependents of those disabled in action with a view to ensuring their welfare and security.
			3.	The responsibilities of the District Defence Services Welfare Officer in regard to resettlement of ex-servicemen are :-
			(a)	to maintain close and effective liaison for purposes of re-settlement through employment of ex-servicemen with:-
			i)	Local Central/State/Private Industrial Organisations.
			ii)	Local employment exchange, Army placement cells where existing.
			iii)	Local revenue authorities in connection with schemes for resettlement on land of ex- servicemen.
			iv)	District Industries/ Block Development Offices and assisting such of these ex-servicemen desirous of setting up small industries.
			b)	Assist ex-servicemen in forming and setting up of cooperative for their self-employment.

			c)	To maintain an up to date registration of ex-servicemen for employment vide Govt of Punjab Notification No.10/52/87-5PP1 (2204)/23369 dated 1.12.87 and ensure that 100% of demands for vacancies are met.
			d)	To maintain close liaison with:- (i) Branch Recruiting Officer (ii) Police Recruiting Organisation. (iii) Other bulk recruitment agencies.
			e)	To carry out roster checking.
			4.	Other responsibilities related to Zila Sainik Boards are :-
			(a)	Organize Flag Day and Flag Day collections and any other authorized fund raising measures in the district.
			(b)	Organize rallies/re-union of Ex-servicemen
			(c)	Explore avenues for providing education and vocational/ training facilities for ex- servicemen and their dependents to enable them to seek and obtain employment or set up self employment schemes.
			(d)	To process the applications for various facilities provided through Amalgamated Fund, Flag Day, Red Cross and Punjab Security & Relief Fund and arrange timely disbursement.
			(e)	Will maintain proper liaison with highest military Senior Officers, other District Officers and SSP.
			(f)	Will maintain a list of addresses of Senior Retired Officers.
			(g)	Ensure proper maintenance of War Memorial and head of the district offices and:-
			(i)	will ensure efficient functioning of the staff under his command.
			(ii)	will ensure action on time bound letters and submit various reports and returns well in time.
			(iii)	will maintain an up to date 'Salute to the Soldier' Book.
			(iv)	will interview all visitors promptly and maintain a proper visitor Book.
6)	Superintendent		1.	Maintenance of discipline -To
			i)	put to the Branch attendance register duly filled up to the Deputy Director Defence Services Welfare within five minutes of the time of opening of the office;
			ii)	see that none of the staff working under him leaves

				his/her seat frequently or absents himself/herself for long periods of time or wastes his/her time in gossip/knitting or dozing;
			iii)	frequently inspect the tables of the staff working under him to see that FRs and cases are properly and punctually submitted;
			iv)	see that there is no noise or noisy arguments in his room.
			2.	Efficient functioning of the Branch - To
			i)	make alternative arrangements for the disposal or work when any of the staff working under him is absent; in other words absence of dealing hand will be no excuse to delay/put off any work;
			ii)	distribute work equitably having due regard to the capacities of individuals;
			iii)	to peruse and mark receipts on their receipts through the diarist to higher officers/dealing hands indicating urgency grading where necessary;
			iv)	to transfer disputed receipts to the concerned branch in accordance with the prescribed procedure;
			v)	scrutinize the branch diaries once a week
			vi)	keep a careful watch on the movement of receipts;
			vii)	maintain:- (a) standing guard files; (b) standing notes; (c) precedent book; (d) reference folders containing copies of circulars (e) important policy matters.
			viii)	mark for issue in accordance with the prescribed procedure;
			ix)	ensure that the general instructions regarding typing of drafts are followed;
			x)	where a communication has been marked to be issued the same day, satisfy himself that it has actually been issued, and not leave office until then or allow the dealing hand to go.
			xi)	scrutinize the Branch Dispatch Register;
			xii)	ensure that instructions on 'Filing System' are being properly followed;
			xiii)	review and weed out old record;
			xiv)	put up weekly arrear statement to the Director through Deputy Director Defence Services Welfare
			xv)	put up monthly statement of cases pending disposal over a month on the 1st of each month.

ii) **Powers and duties of other employees:**

S.No	Designation	Powers	Duties
1)	Assistants		There are Assistants in the branch who are given separate subjects to deal with. They have in their records all relevant rules & regulations and submit the proposals/recommendations received from the Defence Services Welfare. Deals with subjects as per rules/regulations/policy and relevant instructions. To maintain folders containing relevant rules and regulations/policies and instructions issued by govt time to time.
2)	Jr. Assistants/ Clerks		The officials maintain Dairy & Dispatch and record of the Govt and any other subjects given by the higher authority to deal with and they have all record of relevant rules and regulations.
3)	WELFARE WORKERS		<p>The following are the duties for Welfare Workers in District Defence Services Welfare Officer's Offices:-</p> <p>a) To verify the various types of cases of Ex-servicemen as well as serving soldiers.</p> <p>b) To complete the pension cases of widows of the deceased soldiers who die in harness.</p> <p>c) To complete the necessary forms/papers of various grants admissible to ex-servicemen, disabled soldiers and widows of the deceased soldiers.</p> <p>d) To give wide publicity amongst the ex-servicemen regarding the various types of concessions/grants/loans given by the Directorate as well as Director General resettlement and other agencies.</p> <p>e) To verify the fact that marriage has been solemnised in case of marriage grant cases.</p> <p>f) To maintain the data of Ex-servicemen widows/Gallantry awardees/Blue Star affect army deserters.</p> <p>g) To finalise applications of female dependents of Blue Star affected ladies for loan from Punjab Women &amp; Children development Corporation</p> <p>h) To complete the cases of ex-servicemen above the age of 65 years for old age pension.</p>

			<ul style="list-style-type: none"> <li>i) To complete loan cases under all DGR Schemes.</li> <li>j) To complete forms of widows for grant of sewing Machines.</li> <li>k) Will maintain an up to date census register giving the following information:- <ul style="list-style-type: none"> <li>i) Retired Senior Officers</li> <li>ii) Details of all retired defence personnel in his area.</li> <li>iii) List of Award Winners.</li> <li>iv) List of War Widows.</li> <li>v) List of Senior Serving Officers (above Lt Colonel)</li> </ul> </li> <li>l) Attend the office as directed by DSWO</li> <li>m) Maintain an up to date copy of 'Salute to the Soldier'</li> <li>n) Visit the families of all deceased Soldiers on occurrence and apprise them of various facilities available to them.</li> <li>o) To promote Semfex I &amp; II Schemes for self employment.</li> </ul>
4)	Steno Typist		Typing / Dictation /Telephone and any other subject given by the authorities to deal with and they have all record of relevant records and regulations.
5)	Jr Scale Stenographers		Duty with Deputy Director and any other subject given by the authorities to deal with and they have all records of relevant records and regulations.
6)	Sr Scale Stenographer		Duty with Director.
7)	Peon		Dusting of all branches, mail duty and other office work and any other duty given by the higher authority.
8)	Safai Sewak		Cleaning of the office building and they maintain the cleaning standard of Office and any other duty given by the higher authority.
9)	Chowkidar		To look after the office building and records after the office working hours and any other duty given by the higher authority.

iii) **Rules/orders under which powers and duties are derived:**

The department of Defence Services Welfare Punjab follows the Rules/instructions/notifications of the Govt of Punjab issued from time to time in discharge of its day to day functions/duties.

iv) **Exercised :** As per Punjab Civil Services Rules, employees perform their duties and do their work given to them according to their posts.

v) **Work allocation :** Work allocation done as per Punjab Civil Services rules and procedure is adopted according designated official to perform their duties.

**1.3: Procedure followed in decision making process [Section 4(1)(b)(iii)]**

i. **Process of decision making. Identify key decision making points:**

Cases are dealt by Assistant/Jr. Assistant posted in different branches of the Headquarters and after processing the case, it is submitted to the Director through its Branch In-charge/Superintendent.

ii. **Final decision making authority:**

Case pertaining to group C & D employees, Director being Head of the Department is the competent authority and for Group A & B the competency lies with Administrative Department. Cases pertaining to policy making are decided by the Govt.

iii. **Related provisions, acts, rules etc:**

Punjab CSR, PFR, PTR, Punjab Sainik Welfare (Gp-I, II, & III) Services Rules, 1987 and Punjab Recruitment of Ex-servicemen Rules, 1982 and instructions issued by the Punjab Government from time to time.

iv. **Time limit for taking a decision, if any:**

There is no specific time limit for taking decisions and nor its functions are covered under Right to Service Act. However, the Citizen charter has been framed by the department which are depicted in Manual-17.

v. **Channels of supervision and accountability:**

In each branch, there is a Superintendent, who is fully conversant with rules/ act/ instructions. He submits the proposal through his branch in-charge ie. Deputy Director, DCFA etc. to the higher authorities.

**1.4: Norms for discharge of functions [Section 4(1)(b)(iv)]**

- (i) **Nature of functions/services offered:**
- (ii) **Norms/standards for functions / service delivery.**
- (iii) **Process by which these services can be accessed.**
- (iv) **Time-limits for achieving the targets:**
- (v) **Process of redress of grievances.**

<b>i)</b>	<b>Nature of functions/services offered</b>	This Department has been meant for the welfare of EX-servicemen/Widows/Dependents.
<b>ii)</b>	<b>Norms/standards for functions / service delivery</b>	Citizen Charter has been framed by this Deptt which can be seen in Form 4.5 (viii) (Pg No. 76 to 238)
<b>iii)</b>	<b>Process by which these services can be accessed</b>	
<b>iv)</b>	<b>Time-limits for achieving the targets</b>	
<b>v)</b>	<b>Process of redress of grievance</b>	

### **1.5: Rules, regulations, instructions, manuals and records for discharging functions [Section 4(1)(b)(v)]**

- i) Title and nature of the record / manual / instruction: As follows
- ii) List of Rules regulations and instructions manual and records : As follows
- iii) Acts/Rules manuals etc. : As follows

S.No	Title	Nature	Gist of Content
1)	Punjab Recruitment of Ex-Servicemen Rules 1982	Rule	13% reservation of Ex-Servicemen on direct recruitment in all Punjab Government departments. Provided that where an Ex-Serviceman is not available for recruitment against a reserved vacancy, such a vacancy shall be reserved to be filled in by recruitment of the wife or one dependent child of an Ex-Serviceman, who has neither been recruitment against a reserved vacancy under these rules and fulfilling other conditions.
2)	Flag Day Fund	Rules	Rules for the utilization of the Flag Day Fund 2010, Govt of Punjab, Deptt of Defence Services Welfare (Defence Welfare Branch) Notification No.10/6/2010 -3DW/32 dated 20.01.2014
3)	Punjab Amalgamated Fund	Rules	Scheme for the Administration of Punjab Amalgamated Fund for the Welfare of Ex-servicemen. Govt of Punjab, Deptt of Defence Services Welfare (Defence Welfare Branch) Notification No.1079-4DW-79-1533 dated 19.3.1979.
4)	Sainik Rest Houses	Rules	Rules framed on 09.04.1986 for the Sainik Rest Houses in the Punjab duly approved by the Sub Committee of the State Managing Committee for the Welfare of Ex-servicemen.
5)	Punjab District Sainik Welfare Officers (State Service Class I) Rules 1986,	Service Rules	Service Rule for Class I /Group A attached as per Appendix A
6)	Punjab Sainik Welfare (Class II) Service Rules, 1987	Service Rules	Punjab Sainik Welfare (Class II) Service Rules, 1987 attached as per Appendix B
7)	Punjab Sainik Welfare (Class III) Service Rules, 1987.	Service Rules	Punjab Sainik Welfare (Class III) Service Rules, 1987 attached as per Appendix B

- iv) Transfer policy and transfer orders: N/A

### 1.6 Categories of documents held by the Authority or which are under its control [Section 4(1)(b)(vi)]

- (i) Categories of documents
- (ii) Custodian of documents/categories

Name of the Document	Procedure to obtain the Document	Held by/Under control of
1 Service books 2 Personnel files	Approach Public Information Officer	DCFA DD (HQ)
1. Details of Release of Advertisements & Payments 2. Brochures & Publicity Material CDs Etc. 3. Diary/ Dispatch Registers	-Do-	DD(HQ)
1. Cash Book 2. Ledger 3. Vouchers of Cash, Bank and Journals 4. Subsidiary Ledgers 5. Balance Sheet 6. Salary Register 7. Provident Fund Register 8. Annual Returns	-Do-	DCFA DD(HQ)
1. Correspondence with various Govt. Departments 2. Leave Record of Employees 3. Attendance Registers	-Do-	DD(HQ)

## 1.7 Boards, Councils, Committees and Other Bodies constituted as part of the Public [Section 4(1)(b)(viii)]

- i) Name of the Board, Council, committee etc ii) composition iii) Dates from which constituted, Term/Tenure

S.no	Name of the Board/Council/com mittee etc	Member Name	Designation	Address	Contact Details (Email, Phone, Fax, Mobile)	Terms and Tenure
1)	Rajya Sainik Board Constituted on 20/22 Septmber 2004.	Governor of Punjab	Chief Patron	Pb Raj Bhawan Sec 6 Chd	0172-2740740	All members of committee are permanent
		CM Pb	Patron		2740325	
		FM Pb	President		2740788	
		Chief Parliamentary Sectt DSW	President		2740788	
		Sectt GOI MoD Deptt ESMW	1 <sup>st</sup> Vice President			
		CS Pb	2 <sup>nd</sup> Vice President			
		GOC-in C	3 <sup>rd</sup> Vice President	HQ WC		
		FC, Taxation Pb	Member			
		FC, Revenue Pb	Member			
		PS Finance Pb	Member			
		PS Home Affairs & Justice Pb	Member			
		PS Housing & Urban Dev	Member			
		Secy DSW	Member			
		DGP Pb	Member			
		Cdr PH & HP (Indep) Sub Area Ambala Cantt	Member			
		Chairman PESCO	Member			
		DGR (WZ)	Member	Chandimandi r		
Lt Gen JS Dhaliwal (Retd), PVSM, AVSM,	Non Official Member	# 8 , Sector – 63, Mohali				

		VSM				
		Lt Gen HRS Mann (Retd), PVSM, AVSM	-do-	GT Road Farm House, Sirhind, Fatehgarh Sahib		
		Air Marshal Sukhchain Singh (Retd)	-do-	Flat No 170, Tower E, Bollywood Heights -2, Peermushalla , Zirakpur, Mohali		
		Air Cmde Ajit Singh Sandhu (Retd)	-do-	# 3078, Sector – 38, Chandigarh Road, Ludhiana		
		Mr Harjinder Singh Cheema	-do-	Cheema Boilers Ltd, SCO – 523-24, 2 <sup>nd</sup> Floor, Sector – 70 , SAS Nagar		
		Mr Rajat Sood, Oriental Knitfabs, Pvt Ltd, #278 Industrial Area A, Ludhiana	-do-	CMD 2722, Gurdev Ngr, Ludhiana		
		DGR, GOI, MoD	Special Invitee	West Block IV, RK Puram, New Delhi.		
		Secy KSB	-do-	West Block IV, RK Puram, New Delhi.		
		Director Defence Services Welfare Pb	Secretary	Pb Sainik Bhawan Sec 21-D CHD	2701845	
	Punjab Amalgamated Fund Constituted on 19/03/1979	Hon'ble Governor of Punjab	Chairman	Pb Raj Bhawan Sec 6 Chd	0172-2740740	All members of Committee

		Hon'ble Chief Minister of Punjab	1 <sup>st</sup> Vice-Chairman			are permanent	
		General Officer Commanding-in-Chief	2 <sup>nd</sup> Vice-Chairman				
		Chief Secretary to Govt of Punjab	Member				
		Finance Secretary to Govt of Punjab	Member				
		PS to CM	Member				
		Secretary DSW	Member				
		MD, PESCO	Member				
		Two ESM residing in Punjab State to be Nominated by the State Govt	Members				
		Two Nominees of the Chief of Staff committee out of ESM residing in the State	Members				
		Secretary to Governor	Honorary Secretary				
		Secretary RSB	Secretary				
3)	Sub Committee SRH Constituted on 16.05.1991	Secy, Defence Services Welfare Punjab	Chairman			All members of the committee are permanent	
		Three ESM (To be nominated by Chairman)	Member				
		OSD	In attendance	Punjab Sainik Bhawan Sec. 21-D Chandigarh	5071128		
		Director Defence Services Welfare	Member Secy		2701845		

**ii) Composition Powers & functions:**

Powers: As passed by the Committees

Functions: Promoting meagre of welfare of ESM and disseminating State to pass budget for various schemes and for SRHs

iii) **Whether their meetings are open to the public? Yes**

iv) **Whether the minutes of the meeting are open to the public: No**

v) **Place where the minutes if: N.A**

vi) **Open to the public is available? Yes by media only**

**1.8: Directory of Officers and employees[Section 4(1)(b)(ix)]**

i) Name and designation

ii) Telephone, fax and email ID

Directorate Defence Services Welfare Punjab Chandigarh					
Name	Designation	Tel (Office)	Mobile	Fax	Email
Brig (Retd) Satinder Singh	Director	0172-2701845	9797477099	2707345	<a href="mailto:dswpb@rediffmail.com">dswpb@rediffmail.com</a>
Lt Col (Retd) Jasbir Singh Boparai	Dy Director (HQ)	0172-2707345	8727016699	0172- 2707345	<a href="mailto:ddhq@rediffmail.com">ddhq@rediffmail.com</a>
Col. Jarnail Singh	Dy Director (M)	0172-2706014	8146264455	- do -	<a href="mailto:ddmpb@rediffmail.com">ddmpb@rediffmail.com</a>
Col. Vijay Kumar	OSD	0172- 5071128	9878359978	- do -	<a href="mailto:osdpb@rediffmail.com">osdpb@rediffmail.com</a>
Sh Ani Prakash	DC(F&A)	0172-2706014	9041036410	- do -	<a href="mailto:acctbranch@rediffmail.com">acctbranch@rediffmail.com</a>
Smt. Manjit Kaur	Superintendent	0172-2706014	9417212934	- do -	<a href="mailto:establishmentbranch@rediffmail.com">establishmentbranch@rediffmail.com</a>
Sh. Gurnam Singh	Superintendent	0172-2706014	8725880885	-do-	welfarebranch@rediffmail.com
Sh. Jatinder Singh	Superintendent	0172-2706014	9478376867	- do -	<a href="mailto:acctbranch@rediffmail.com">acctbranch@rediffmail.com</a>
Smt Surinder Kaur	Sr Scale Stenographer	0172-2701845	9876872294	- do -	<a href="mailto:dswpb@rediffmail.com">dswpb@rediffmail.com</a>
Smt Gursharan Kaur	Jr Scale Stenographer	0172-2707345	9779229550	- do -	<a href="mailto:ddmpb@rediffmail.com">ddmpb@rediffmail.com</a>

Smt Renu Sharma	Steno-typist	0172-2706014	9780170113	- do -	<a href="mailto:welfarebranch@rediffmail.com">welfarebranch@rediffmail.com</a>
Smt Paramjit Kaur	Steno-typist	0172-2706014	9878345978	- do -	<a href="mailto:acctbranch@rediffmail.com">acctbranch@rediffmail.com</a>
Sh Naresh Rattan	Sr Asstt	0172-2706014	9815936557	- do -	<a href="mailto:welfarebranch@rediffmail.com">welfarebranch@rediffmail.com</a>
Sh Manjit Singh	Sr Asstt	0172-2706014	9463260055	- do -	<a href="mailto:welfarebranch@rediffmail.com">welfarebranch@rediffmail.com</a>
Anil Gupta	Sr. Asstt	0172-2707345	9781434288	- do -	<a href="mailto:ddmpb@rediffmail.com">ddmpb@rediffmail.com</a>
Ramandeep Kaur	Sr. Asstt	0172-2706014	7719582665	- do -	<a href="mailto:osdpb@rediffmail.com">osdpb@rediffmail.com</a>
Sh Kamal Chand	Clerk	0172-2706014	9763708835	- do -	<a href="mailto:establishmentbranch@rediffmail.com">establishmentbranch@rediffmail.com</a>
Sh Mandeep Singh	Clerk	0172-2706014	8283808343	- do -	<a href="mailto:establishmentbranch@rediffmail.com">establishmentbranch@rediffmail.com</a>
Sh Nand Kishore	Clerk	0172-2706014	9780216557	- do -	<a href="mailto:establishmentbranch@rediffmail.com">establishmentbranch@rediffmail.com</a>
Harpreet Singh	Clerk	0172-2706014	8437000466	- do -	<a href="mailto:establishmentbranch@rediffmail.com">establishmentbranch@rediffmail.com</a>
Sahil Sidana	Clerk	0172-2706014	9592101100	- do -	<a href="mailto:establishmentbranch@rediffmail.com">establishmentbranch@rediffmail.com</a>
Amandeep Singh	Clerk	0172-2706014	7986745722	- do -	<a href="mailto:establishmentbranch@rediffmail.com">establishmentbranch@rediffmail.com</a>
Sandeep Kaur	Clerk	0172-2707345	8728085887	- do -	<a href="mailto:ddmpb@rediffmail.com">ddmpb@rediffmail.com</a>
Hardeep Kaur	Steno	0172-2707345	7696471278	- do -	<a href="mailto:ddmpb@rediffmail.com">ddmpb@rediffmail.com</a>
Jarnail Singh	Clerk	0172-2706014	8699886029	- do -	<a href="mailto:acctbranch@rediffmail.com">acctbranch@rediffmail.com</a>
Lakhvir Singh	Clerk	0172-2706014	9465566762	- do -	<a href="mailto:acctbranch@rediffmail.com">acctbranch@rediffmail.com</a>
Inderjit Singh	Clerk	0172-2706014	7009050378	- do -	<a href="mailto:osdpbbranch@rediffmail.com">osdpbbranch@rediffmail.com</a>
Surinder Kaur	Clerk	0172-2706014	9779064729	-do-	<a href="mailto:welfarebranch@rediffmail.com">welfarebranch@rediffmail.com</a>
Rashu	Clerk	0172-2706014	9417520811	-do-	<a href="mailto:welfarebranch@rediffmail.com">welfarebranch@rediffmail.com</a>
Shami Verma	Clerk	0172-2706014	9815590256	-do-	<a href="mailto:welfarebranch@rediffmail.com">welfarebranch@rediffmail.com</a>
Harmandeep Singh	Clerk	0172-2706014	9855060044	-do-	<a href="mailto:welfarebranch@rediffmail.com">welfarebranch@rediffmail.com</a>
Ravnish Singh	Clerk	0172-2706014	9988485549	-do-	<a href="mailto:welfarebranch@rediffmail.com">welfarebranch@rediffmail.com</a>
Sh Bahadur Singh	Peon	0172-2706014	9465051947	- do -	
Gurdas Singh	Peon	0172-2706014	7986014721		
Pritpal Singh	Peon	0172-2706014	9780615106		
Sh Bom Bahadur	Peon	0172-2706014	8284930906	- do -	

Hari Singh	Peon	0172-2706014	9463137980		
Sh Ram Lakhan	Chowkidar	0172-2706014	9888859766	- do -	
District Def Services Welfare Office Amritsar					
Name	Designation	Tel (Office)	Mobile	Fax	E-Mail
Lt Col Satbir Singh (Retd) Warich	DDSWO	0183-2563102	9872939400	N/A	<a href="mailto:dswoar@rediffmail.com">dswoar@rediffmail.com</a>
Narinder Singh	Junior Assistant	0183-2563102	8146601525	N/A	<a href="mailto:dswoar@rediffmail.com">dswoar@rediffmail.com</a>
Japinder Singh	Junior Assistant	0183-2563102	9780382257	N/A	<a href="mailto:dswoar@rediffmail.com">dswoar@rediffmail.com</a>
Jaswant Singh	SWO	0183-2563102	9915520267	N/A	<a href="mailto:dswoar@rediffmail.com">dswoar@rediffmail.com</a>
Balwinder Singh	SWO	0183-2563102	8288028281	N/A	<a href="mailto:dswoar@rediffmail.com">dswoar@rediffmail.com</a>
Jaspinder Singh	SWO	0183-2563102	9463244745	N/A	<a href="mailto:dswoar@rediffmail.com">dswoar@rediffmail.com</a>
Harjinder Singh	Sewadar	0183-2563102	9465595375	N/A	<a href="mailto:dswoar@rediffmail.com">dswoar@rediffmail.com</a>
Parkash Singh	Sewadar	0183-2563102	9530764950	N/A	<a href="mailto:dswoar@rediffmail.com">dswoar@rediffmail.com</a>
Roop Singh	Safiwala	0183-2563102	9125451490	N/A	<a href="mailto:dswoar@rediffmail.com">dswoar@rediffmail.com</a>
District Defence Services Welfare Office, Barnala					
Name	Designation	Tel (Office)	Mobile	Fax	Email
Ravinder Singh	Junior Assistant	01679230104	81465-43902	-	<a href="mailto:dswobarnala@rediffmail.com">dswobarnala@rediffmail.com</a>
Gurjeet Singh	Steno	01679230104	84371-55118	-	<a href="mailto:dswobarnala@rediffmail.com">dswobarnala@rediffmail.com</a>
Jagdeep Jindal	Clerk	01679230104	95011-17199	-	<a href="mailto:dswobarnala@rediffmail.com">dswobarnala@rediffmail.com</a>
Sukhpal Singh	SWO	01679230104	94176-39695	-	<a href="mailto:dswobarnala@rediffmail.com">dswobarnala@rediffmail.com</a>
District Defence Services Welfare Office, Bathinda					
Name	Designation	Tel(Office)	Mobile	Fax	Email
Lt. Col M.S.Randhawa	DDSWO(Addl. charge)	0164-22121612	87089-91316		<a href="mailto:sainikwelfarebti@rediffmail.com">sainikwelfarebti@rediffmail.com</a>
Smt Swarnjeet Kaur	Junior Assistant	0164-22121612	97889-00031		<a href="mailto:sainikwelfarebti@rediffmail.com">sainikwelfarebti@rediffmail.com</a>
Smt Mandeep Kaur	Junior Assistant	0164-22121612	80542-00813		<a href="mailto:sainikwelfarebti@rediffmail.com">sainikwelfarebti@rediffmail.com</a>
Smt Ramandeep Kaur	Stenotypist	0164-22121612	97813-56133		<a href="mailto:sainikwelfarebti@rediffmail.com">sainikwelfarebti@rediffmail.com</a>
Sh. Gurtej Singh	SWO	0164-22121612	94171-64202		<a href="mailto:sainikwelfarebti@rediffmail.com">sainikwelfarebti@rediffmail.com</a>
Sh. Sukhwinder Singh	SWO	0164-22121612	94789-11045		<a href="mailto:sainikwelfarebti@rediffmail.com">sainikwelfarebti@rediffmail.com</a>

Sh. Sulinder Singh	Sewadar	0164-22121612	94630-21334		<a href="mailto:sainikwelfarebti@rediffmail.com">sainikwelfarebti@rediffmail.com</a>
District Defence Services Welfare Office, Fazilka					
Name	Designation	Tel (Office)	Mobile	Fax	Email
Lt Col Maninder Singh Randhawa (Retd)	DDSWO (Addl Charge)	01638-511205	8708991316	-	ddswow_fzk@rediffmail.com
Sh. Amrik Singh	Senior Assistant	01638-511205	9417559876	-	ddswow_fzk@rediffmail.com
Smt. Sheenu Punchhi	Clerk	01638- 511205	6280827205	-	ddswow_fzk@rediffmail.com
Sh. Gurbachan Singh	SWO	01638- 511205	9530994120	-	ddswow_fzk@rediffmail.com
Sh. Sukhwant Singh	Sewadar	01638- 511205	7901963162	-	ddswow_fzk@rediffmail.com
District Defence Services Welfare Office, Faridkot					
Name	Designation	Tel (Office)	Mobile	Fax	Email
Sh. Surinderpal Singh	Steno-Typist	01639-250788	97791-22811	-	dswofdk@rediffmail.com
Sh. Gagandeep Singh	Clerk	01639-250788	98725-80050	-	dswofdk@rediffmail.com
Sub Mander Singh	SWO	01639-250788	78371-35437	-	dswofdk@rediffmail.com
Smt. Swaranjit Kaur	Sewadar	01639-250788	94655-41221	-	dswofdk@rediffmail.com
District Defence Services Welfare Office Ferozepur					
Name	Designation	Tel(Office)	Mobile	Fax	Email
Lt Col Satbir singh Waraich	DDSWO (Addl Charge)	01632-246211	98729-39400	-	dswow_fzr@rediffmail.com
Jagdeep Singh	Clerk	01632-246211	94786-70585	-	dswow_fzr@rediffmail.com
Sandeep Kumar	Clerk	01632-246211	98770-02306	-	dswow_fzr@rediffmail.com
Baldev Singh	Sainik Welfare Organiser	01632-246211	62842-39346	-	dswow_fzr@rediffmail.com
Harpreet Singh	Sewadar	01632-246211	84274-19786	-	dswow_fzr@rediffmail.com
District Defence Services Welfare Office Fatehgarh Sahib					
Name	Designation	Tele (Office)	Mobile	Fax	Email
Jarnail Singh	DDSWO (Addl. Charge)	01763-232287	8146264455	N/A	Fgsdswow10@rediffmail.com

Gurdeep Singh	Clerk	01763-232287	7888306428	N/A	Fgsdsw010@rediffmail.com
Surjit Kaur	Steno Typist	01763-232287	9872626575	N/A	Fgsdsw010@rediffmail.com
Sukhvir Singh Rathore	Sainik Welfare Organiser	01763-232287	9653774891	N/A	Fgsdsw010@rediffmail.com
Karnail Singh	Sainik Welfare Organiser	01763-232287	9915462930	N/A	Fgsdsw010@rediffmail.com
Jaswinder Singh	Sainik Welfare Organiser	01763-232287	9592382200	N/A	Fgsdsw010@rediffmail.com
Nirmal Singh	Sewadar	01763-232287	8360780627	N/A	Fgsdsw010@rediffmail.com
District Defence Services Welfare Office, Gurdaspur					
Name	Designation	Tel (Office)	Mobile	Fax	Email
Lt Col Gurinderjit Singh Gill (Retd)	DDSWO	01874 247205	9814151676	-	dswogsp.2011@rediffmail.com
Sh Randhir Singh	Sr Asst	-do-	9872078255	-	-do-
Sh Sudesh Kumar	Jr Asst	-do-	9463471950	-	-do-
Smt Baljinder Kaur	Clerk	-do-	8437887278	-	-do-
Sh Jagdish Singh	SWO	-do-	9478784399	-	-do-
Sh Major Singh	SWO	-do-	8728045543	-	-do-
Sh Sakattar Singh	SWO	-do-	7986366749	-	-do-
Sh Atma Singh	Driver	-do-	9463539832	-	-do-
Sh Dalbir Singh	Peon	-do-	9888715103	-	-do-
Sh Neelam Katal	Peon	-do-	7347438814	-	-do-
Sh Santokh Masih	Safai Sewak	-do-	8437326309	-	-do-
District Defence Services Welfare Office- Hoshiarpur					
Name	Designation	Tele (Office)	Mobile	FAX	E mail
Col Dalwinder Singh(Retd)	DDSWO	01882-295255	94192-94854	-	<a href="mailto:dswohpr@rediffmail.com">dswohpr@rediffmail.com</a>
Sh.Rashpal Singh	Supdt Gde-2	-do-	94170-55273	-	-do-
Smt. Baljit Kaur	Sr. Asst	-do-	98154-86115	-	-do-
Smt. Raj Kumari	Sr.Asst	-do-	84374-84377	-	-do-
Sh. Manjit	Steno Typist	-do-	70097-33460	-	-do-

Singh					
Sh. Kuldip Kumar	SWO	-do	85669-56187	-	-do
Sh. Naresh Kumar	-do-	-do-	73553-37221	-	-do-
Sh.. Narinder Singh	-do-	-do-	84275-33054	-	-do-
Sh.Jaswinder Singh	Sewadar	-do-	70094-49389	-	-do-
Sh.Sukhwinder Singh	Safai Sewak	-do-	98783-73380	-	-do-
<b>District Defence Services Welfare Office, Jalandhar</b>					
<b>Name</b>	<b>Designation</b>	<b>Tel (Office)</b>	<b>Mobile</b>	<b>Fax</b>	<b>Email</b>
Col Dalwinder Singh	DDSWO ( Addl.Charge)	0181-2455423	94192-94854	-	dswowal@rediffmail.com
Sh Vikas Kumar	Supdt Gde II	0181-2455423	97799-16416	-	dswowal@rediffmail.com
Sh SS Bagga	Jr. Asstt.	0181-2455423	79734-53317	-	dswowal@rediffmail.com
Sh Inderjit Singh	Jr.Asstt.	0181-2455423	99141-36190	-	dswowal@rediffmail.com
Sh Sukhwant Singh	Clerk	0181-2455423	80549-79792	-	dswowal@rediffmail.com
Sh Pawan Kumar	Steno	0181-2455423	90417-40343	-	dswowal@rediffmail.com
Sh Baldev Singh	SWO	0181-2455423	94637-90866	-	dswowal@rediffmail.com
Sh Jaswinder Singh	Welfare Worker	0181-2455423	83605-13512	-	dswowal@rediffmail.com
Sh Harbhajan Singh	SWO	0181-2455423	94653-29599	-	dswowal@rediffmail.com
Sh Jaswant Singh	SWO	0181-2455423	85589-41074	-	dswowal@rediffmail.com
Smt Kulwinder Kaur	Peon	0181-2455423	98774-88756	-	dswowal@rediffmail.com
Sh Jagraj Singh	Peon	0181-2455423	79860-94140	-	dswowal@rediffmail.com
Sh Gurpreet Singh	Safai Sewak	0181-2455423	98154-24819	-	dswowal@rediffmail.com
<b>District Defence Services Welfare Office, Kapurthala</b>					

Name	Designation	Tel (Office)	Mobile	Fax	Email
Col Dalwinder Singh	DDSWO	01822-232872	94192-94854	N/A	Kapurthala.dsw@rediffmail.com
Kuldeep Singh	Supdt Gd- 2	01822-232872	99155-08283	N/A	Kapurthala.dsw@rediffmail.com
Manjinder Kaur	Junior Assistant	01822-232872	76580-26499	N/A	Kapurthala.dsw@rediffmail.com
Jagtar Singh	Steno	01822-232872	75081-01471	N/A	Kapurthala.dsw@rediffmail.com
Sukhdev Singh	SWO	01822-232872	75891-62605	N/A	Kapurthala.dsw@rediffmail.com
Krishan Lal	SWO	01822-232872	84375-58635	N/A	Kapurthala.dsw@rediffmail.com
Sukhwinder Singh	Sewadar	01822-232872	98153-16717	N/A	Kapurthala.dsw@rediffmail.com
District Defence Services Welfare Office, Ludhiana					
Name	Designation	Tel (Office)	Mobile	Fax	Email
Cdr Baljinder Virk (Retd)	DDSWO	0161-2741066	9216433566		dsw.ludhiana@rediffmail.com
Sh. Rakesh Kumar Sharma	Supdt Gd-2	0161-2741066	9855566785		dsw.ludhiana@rediffmail.com
Smt Harvinder Kaur	Steno	0161-2741066	9646752200		dsw.ludhiana@rediffmail.com
Sh. Paramjit Singh	Jr Asst	0161-2741066	7009400448		dsw.ludhiana@rediffmail.com
Sh. Lovekesh Mehta	Jr Asst	0161-2741066	8146600856		dsw.ludhiana@rediffmail.com
Sh. Mandeep Singh	Jr Asst	0161-2741066	8146900237		dsw.ludhiana@rediffmail.com
Sh. Gurminder Singh	SWO	0161-2741066	9858478732		dsw.ludhiana@rediffmail.com
Sh. Amrik Singh	Peon	0161-2741066	6280906054		dsw.ludhiana@rediffmail.com
Sh. Sanjeev Kumar	Peon	0161-2741066	6280492194		dsw.ludhiana@rediffmail.com
Sh. Rajvir Singh	Safai Sewak	0161-2741066	9417096811		dsw.ludhiana@rediffmail.com
District Defence Services Welfare Office, Mansa					
Name	Designation	Tel. (Office)	Mobile	Fax	E-Mail
Sh. Harjeet Singh	Senior Assistant	01652229181	9876195707	-	dsw_mansa@rediffmail.com
Sh. Gurjot Singh	Steno	01652229181	9988820945	-	dsw_mansa@rediffmail.com
Sh. Jaskaran Singh	Clerk	01652229181	9872040634	-	dsw_mansa@rediffmail.com
Sh. Baljeet	SWO	01652229181	9463939465	-	dsw_mansa@rediffmail.com

Singh					.com
Sh. Sewak Singh	SWO	01652229181	7589429840	-	dswoman@rediffmail.com
Sh. Naib Singh	Sweeper	01652229181	9888624560	-	dswoman@rediffmail.com
<b>District Defence Services welfare Office, Moga</b>					
<b>Name</b>	<b>Designation</b>	<b>Tel (Office)</b>	<b>Mobile</b>	<b>Fax</b>	<b>Email</b>
Sh. Baljeet Singh	Senior Assistant	01636237488	6239958417		baljitbrar84@gmail.com
Sh. Jagroop Singh	Junior Assistant	01636237488	9417478064		Jsd25051968@gmail.com
Sh. Jasveer Singh	SWO	01636237488	9878458677		Jasinderjit0@gmail.com
Sh. Sukhjinder Singh	Peon	01636237488	9464811130		bittumehal@gmail.com
Sh. Gurpreet Singh	Sweeper	01636237488	9530853250		Gurpreetsingh5106184@gmail.com
<b>District Defence Services Welfare Office, Sri Muktsar Sahib</b>					
<b>Name</b>	<b>Designation</b>	<b>Tel (Office)</b>	<b>Mobile</b>	<b>Fax</b>	<b>Email</b>
Col Maninder Singh Randhawa (Addl Charge)	DDSWO	01633-240701	87089-91316	-	dswomkts@rediffmail.com
Ashwani Kumar	Junior Asst.	01633-240701	80549-07058	-	dswomkts@rediffmail.com
Anu Bala	Clerk	01633-240701	81958-36484	-	dswomkts@rediffmail.com
Simarjit Kaur	Steno Typist	01633-240701	97796-24024	-	dswomkts@rediffmail.com
Gurpreet Singh	Sewadar	01633-240701	98726-80606	-	dswomkts@rediffmail.com
<b>District Defence Services Welfare Office, Pathankot</b>					
<b>Name</b>	<b>Designation</b>	<b>Tel (Office)</b>	<b>Mobile</b>	<b>Fax</b>	<b>Email</b>
Lt Col (Retd) Gurinderjit Singh Gill	District Defence Services Welfare Office, Pathankot	0186-2345789	9814151676	-	ddswoptk@rediffmail.com

SmtMadhuBala	SupdtGd II		9501970832		ddswoptk@rediffmail.com
Gurmeet Singh	Clerk		9915426004		ddswoptk@rediffmail.com
Kuljit Singh	SWO		9779818153		ddswoptk@rediffmail.com
Ruinderjit Singh	Driver		9988985252		ddswoptk@rediffmail.com
Amarjit Singh	Peon		9781848854		ddswoptk@rediffmail.com
NareshSain	Sweeper		8054962510		ddswoptk@rediffmail.com

**District Defence Services Welfare Office, Patiala**

Name	Designation	Tel (Office)	Mobile	Fax	Email
Lt. Col MS Randhawa	District Defence Services Welfare Officer	0175-2361188	8708991316	-	dswopatiala@rediffmail.com
Sukhwant Singh Chopra	Senior Assistant	0175-2361188	9855612566	-	dswopatiala@rediffmail.com
Balwinder Kaur	Clerk	0175-2361188	9646170613	-	dswopatiala@rediffmail.com
Sukhwinder Singh	Clerk	0175-2361188	9780079233	-	dswopatiala@rediffmail.com
Ashu Rani	Steno	0175-2361188	8968071300	-	dswopatiala@rediffmail.com
Pappi Singh	SWO	0175-2361188	8146231808	-	dswopatiala@rediffmail.com
Sher Singh	SWO	0175-2361188	9463603487	-	dswopatiala@rediffmail.com
Veerval Khan	Peon	0175-2361188	9417740295	-	dswopatiala@rediffmail.com
Jarj Masih	Sweeper	0175-2361188	9855177257	-	dswopatiala@rediffmail.com

**District Defence Services Welfare Office, Roopnagar**

Name	Designation	Tel (Office)	Mobile	Fax	Email
Lt Col P S Bajwa (Retd)	DDSWO	01881-220324	98785-51363		dsworpr@rediffmail.com
Smt Raj Kaur	Senior Assistant	01881-220324	98786-37486		dsworpr@rediffmail.com
Smt Baljit Kaur	Junior Assistant	01881-220324	97817-37400		dsworpr@rediffmail.com
Sh Devinder Kumar	Stenotypist	01881-220324	98788-99408		dsworpr@rediffmail.com
Sh Jaswant Singh	Clerk	01881-220324	99882-20086		dsworpr@rediffmail.com

Sh Avtar Singh	SWO	01881-220324	95013-46231		dswow_rpr@rediffmail.com
Sh Balwinder Singh	SWO	01881-220324	75893-96340		dswow_rpr@rediffmail.com
Sh Gurjant Singh	Peon	01881-220324	95920-74574		dswow_rpr@rediffmail.com
Sh Gurwinder Singh	Peon	01881-220324	79763-54348		dswow_rpr@rediffmail.com
Sh Gurmeet Singh	Safai Sewak	01881-220324	98775-40904		dswow_rpr@rediffmail.com
<b>District Defence Services Welfare Office, Sangrur</b>					
Name	Designation	Tel(Office)	Mobile	Fax	Email
Cdr. Baljinder Virk	D.D.S.W.O.	01672-234021	9216433566		dswosangrur@rediffmail.com
Sh. Paramjit Singh	Sr. Asst.	01672-234021	9876971230		dswosangrur@rediffmail.com
Sh. Harvinder Singh	Steno-typist	01672-234021	9914992857		harvinderrangi01@gmail.com
Mrs. Rajandeep Kaur	Clerk	01672-234021	7889235126		rajandeepkaurdhiran@gmail.com
Sh.Ashok Kumar	Clerk	01672-234021	9646912088		ashok.kumar688@punjab.gov.in
Sh.Kulwant Singh	Clerk	01672-234021	9814308507		dswosangrur@rediffmail.com
Sh. Kuldeep Singh	Peon	01672-234021	9464442296		dswosangrur@rediffmail.com
Sh. Pawitar Singh	Wel. Org.	01672-234021	9417934993		dswosangrur@rediffmail.com
Sh. Randhir Singh	Wel. Org.	01672-234021	9465453104		dswosangrur@rediffmail.com
<b>District Defence Services Welfare Office, SBS NAGAR</b>					
Name	Designation	Tel (Office)	Mobile	Fax	Email
Sh Ram Singh	Superintendent	01823-225075	9876065683	-	<a href="mailto:dswow_nsr@rediffmail.com">dswow_nsr@rediffmail.com</a>
Sh Kulwant Singh	Senior Assistant	01823-225075	9855580765	-	<a href="mailto:dswow_nsr@rediffmail.com">dswow_nsr@rediffmail.com</a>
Smt Ranjita Sahota	Steno	01823-225075	7087411505		<a href="mailto:dswow_nsr@rediffmail.com">dswow_nsr@rediffmail.com</a>
Sh Iqbal Singh	SWO	01823-225075	9464844947		<a href="mailto:dswow_nsr@rediffmail.com">dswow_nsr@rediffmail.com</a>
Sh Vijay Kumar	Peon	01823-225075	9855769376		<a href="mailto:dswow_nsr@rediffmail.com">dswow_nsr@rediffmail.com</a>
<b>District Defence Services Welfare Office, SAS Nagar (Mohali)</b>					
Name	Designation	Tel (Office)	Mobile	Fax	Email
Lt.Col(Retd) Jasbir Singh	DDSWO (Addl charge)	0172-2231065	8727016699	-	ddswow_sas@rediffmail.com

Boparai,					
Smt Kulwant Kaur	Steno-typist	0172-2231065	9888620270		ddswot_sas@rediffmail.com
Smt Kamaljeet Kaur	Clerk	0172-2231065	9878093872		ddswot_sas@rediffmail.com
Sh Gurmel Singh	Sainik Welfare Org	0172-2231065	9915013381		
<b>District Defence Services Welfare Office, Sri Muktsar Sahib</b>					
<b>Name</b>	<b>Designation</b>	<b>Tel (Office)</b>	<b>Mobile</b>	<b>Fax</b>	<b>Email</b>
Col Maninder Singh Randhawa	DDSWO (Addl charge)	01633-240701	87089-91316	-	dswo_mkts@rediffmail.com
Ashwani Kumar	Junior Asst.	01633-240701	80549-07058	-	dswo_mkts@rediffmail.com
Anu Bala	Clerk	01633-240701	81958-36484	-	dswo_mkts@rediffmail.com
Simarjit Kaur	Steno Typist	01633-240701	97796-24024	-	dswo_mkts@rediffmail.com
Gurpreet Singh	Sewadar	01633-240701	98726-80606	-	dswo_mkts@rediffmail.com
<b>District Defence Services Welfare Office, Tarn Taran</b>					
<b>Name</b>	<b>Designation</b>	<b>Tel (Office)</b>	<b>Mobile</b>	<b>Fax</b>	<b>Email</b>
Sh. Sukhbir Singh	Superintendent	01852-2292565	94649-95121	-	ddswott@rediffmail.com
Sh. Nipun Khunger	Clerk	01852-2292565	99140-87171	-	ddswott@rediffmail.com
Sh. Dhani Ram	Steno	01852-2292565	94652-86832	-	ddswott@rediffmail.com
Sh. Azadwinder Singh	Sainik Welfare Organiser	01852-2292565	98761-62423	-	ddswott@rediffmail.com

### **1.9 Monthly Remuneration received by officers & employees including system of compensation [Section 4(1)(b)(x)]**

- i) List of employees with gross monthly remuneration
- ii) System of compensation as provided by its regulations

<b>Directorate Defence Services Welfare Punjab Chandigarh</b>				
<b>Employee name</b>	<b>Designation</b>	<b>Monthly Remuneration</b>	<b>Compensation /Compensatory Allowance</b>	<b>The Procedure to determine the Remuneration as given in the Regulations</b>

Brig (Retd) Satinder Singh	Director	<b>70270</b>	As sanctioned/ allowed by the Pb. Govt. from time to time.	<b>Remuneration/pay and allowance is fixed as per pay scale approved by the Pb Govt vide notification issued from time to time.</b>
Lt Col (Retd) Jasbir Singh Boparai	Dy Director (HQ)	<b>58690</b>	As sanctioned/ allowed by the Pb. Govt. from time to time.	<b>-do-</b>
Col. Jarnail Singh	Dy Director (M)	62230	-do-	-do-
Col. Vijay Kumar	OSD	35660	-do-	-do-
Sh Ani Prakash	DC(F&A)	26330	-do-	-do-
Smt. Manjit Kaur	Superintend ent	20620	-do-	-do-
Sh. Gurnam Singh	Superintend ent	26850	-do-	-do-
Sh. Jatinder Singh	Superintend ent	19140	-do-	-do-
Smt Surinder Kaur	Sr Scale Stenographe r	20500	-do-	-do-
Smt Gursharan Kaur	Jr Scale Stenographe r	10300+34800+ 3600	-do-	-do-
Smt Renu Sharma	Steno-typist	10300+34800 +3200	-do-	-do-
Smt Paramjit Kaur	Steno-typist	10300+34800 +3200	-do-	-do-
Sh Naresh Rattan	Sr Asstt	10300+34800 +4400	-do-	-do-
Sh Manjit Singh	Sr Asstt	10300+34800 +4400	-do-	-do-
Anil Gupta	Sr. Asstt	10300+34800 +4400	-do-	-do-
Ramandeep Kaur	Sr. Asstt	10300+34800 +4400	-do-	-do-
Sh Kamal Chand	Clerk	10300+34800 +3200	-do-	-do-
Sh Mandeep Singh	Clerk	10300+34800 +3200	-do-	-do-
Sh Nand Kishore	Clerk	10300+34800 +3200	-do-	-do-
Harpreet Singh	Clerk	10300+34800 +3200	-do-	-do-
Sahil Sidana	Clerk	10300+34800+32	-do-	-do-

		00		
Amandeep Singh	Clerk	10300+34800 +3200	-do-	-do-
Sandeep Kaur	Clerk	10300+34800 +3200	-do-	-do-
Hardeep Kaur	Steno	10300+34800 +3200	-do-	-do-
Jarnail Singh	Clerk	10300+34800 +3200	-do-	-do-
Lakhvir Singh	Clerk	10300+34800 +3200	-do-	-do-
Inderjit Singh	Clerk	10300+34800 +3200	-do-	-do-
Surinder Kaur	Clerk	10300+34800 +3200	-do-	-do-
Rashu	Clerk	10300+34800 +3200	-do-	-do-
Shami Verma	Clerk	10300+34800 +3200	-do-	-do-
Harmandeep Singh	Clerk	10300+34800 +3200	-do-	-do-
Ravnish Singh	Clerk	10300+34800 +3200	-do-	-do-
Sh Bahadur Singh	Peon	4900- 10680+1650	-do-	-do-
Pritpal Singh	Peon	4900- 10680+1650	-do-	-do-
Sh Bom Bahadur	Peon	4900- 10680+1650	---do---	---do---
Hari Singh	Peon	4900- 10680+1650	---do---	---do---
Sh Ram Lakhan	Chowkidar	4900- 10680+1650	---do---	---do---
<b>District Defence Services Welfare Office Amritsar</b>				
Employee Name	Designation	Monthly remuneration (Pay Scale)	Compensation Allowance	The Procedure to determine the remuneration as given in the regulations
Lt Col Satbir Singh (Retd) Warich	DDSWO	10300-34800 + 5400	As sanctioned/ Allowed by Pb. Govt from time to time	Remuneration/ determine pay scale approved by the Pb. Govt vide notification issued from time to time
Narinder Singh	Junior Assistant	10300-34800 + 3600	do	do
Japinder Singh	Junior	10300-34800 +	do	do

	Assistant	3600		
Jaswant Singh	SWO	5910-20200 +3350	do	do
Balwinder Singh	SWO	5910-20200 + 2400	do	do
Jaspinder Singh	SWO	5910-20200 +2400	do	do
Harjinder Singh	Sewadar	4900-10680 + 1650	do	do
Parkash Singh	Sewadar	4900-10680 + 1650	do	do
Roop Singh	Safiwala	4900-10680 +1650		
<b>District Defence Services Welfare Office, Bathinda</b>				
<b>Employee Name</b>	<b>Designation</b>	<b>Monthly Remuneration (Pay Scale)</b>	<b>Compensation/ Compensatory Allowance</b>	<b>The Procedure to determine the Remuneration as given in the Regulations</b>
Smt Swarnjeet Kaur	Junior Assistant	10300+34800 +3600	As sanctioned/ Allowed by Pb. Govt from time to time	Pay Scale approved by the pb Govt. vide notification issued from time to time
Smt Mandeep Kaur	Junior Assistant	10300+34800 +3600	-do-	-do-
Smt Ramandeep Kaur	Stenotypist	10300+34800 +3200	-do-	-do-
Sh. Gurtej Singh	SWO	5910+20200 +2400	-do-	-do-
Sh. Sukhwinder Singh	SWO	5910+20200 +2400	-do-	-do-
Sh. Sulinder Singh	Sewadar	4900- 10680+1650	-do-	-do-
<b>District Defence Services Welfare Office, Barnala</b>				
<b>Employee name</b>	<b>Designation</b>	<b>Monthly Remuneration (Pay scale)</b>	<b>Compensation/ Compensatory Allowance</b>	<b>The Procedure to determine the Remuneration as given in the Regulations</b>
Sh. Ravinder Singh	Junior Assistant	10300+34800 +3600	As sanctioned/ Allowed by Pb. Govt from time to time	Pay Scale approved by the pb Govt. vide notification issued from time to time
Sh. Gurjeet Singh	Steno	10300-34800 +3200	-do-	-do-

Sh. Jagdeep Jindal	Clerk	10300+34800 +3200	-do-	-do-
Sh. Sukhpal Singh	SWO	5910+20200 +2400	-do-	-do-
<b>District Defence Services Welfare Office, Faridkot</b>				
<b>Employee name</b>	<b>Designation</b>	<b>Monthly Remuneration (Pay scale)</b>	<b>Compensation/ Compensatory Allowance</b>	<b>The Procedure to determine the remuneration as given in the regulations</b>
Sh. Surinderpal Singh	Steno-Typist	10300-34800+3200	As sanctioned/ Allowed by Pb. Govt from time to time	Pay Scale approved by the pb Govt. vide notification issued from time to time
Sh. Gagandeep Singh	Clerk	10300-34800+3200		
Sub Mander Singh	SWO	5910-20200+2400	-do-	-do-
Smt. Swaranjit Kaur	Sewadar	4900-10680+1650	-do-	-do-
<b>District Defence Services Welfare Office, Fazilka</b>				
<b>Employee name</b>	<b>Designation</b>	<b>Monthly Remuneration (B. Pay + G. Pay)</b>	<b>Compensation/ Compensatory Allowance</b>	<b>The Procedure to determine the Remuneration as given in the Regulations</b>
Sh. Amrik Singh	Senior Assistant	10300+34800 +4400	As sanctioned/ Allowed by Pb. Govt from time to time	Pay Scale approved by the pb Govt vide notification issued from time to time.
Smt. Sheenu Punchhi	Clerk	10300+34800 +3200	-do-	-do-
Sh. Gurbachan Singh	SWO	5910-20200+2400	-do-	-do-
Sh. Sukhwant Singh	Sewadar	4900-10680+1650	-do-	-do-
<b>District Defence Services Welfare Office Ferozepur</b>				
<b>Name</b>	<b>Designation</b>	<b>Monthly Remuneration (Pay Scale)</b>	<b>Compensation/ Compensatory Allowance</b>	<b>The Procedure to determine the Remuneration as given in the regulations</b>
Gurcharan Singh	Supdt Gd II	10300+34800 +4800	As sanctioned/ Allowed by Pb. Govt from time to time	Pay Scale approved by the pb Govt vide notification issued from time to time.
Jagdeep Singh	Clerk	10300+34800 +3200	-do-	-do-
Sandeep Kumar	Clerk	10300+34800 +3200	-do-	-do-
Balwinder Singh	SWO	5910-	-do-	-do-

		20200+2400		
Baldev Singh	SWO	5910- 20200+2400	-do-	-do-
Harpreet Singh	Sewadar	4900- 10680+1650	-do-	-do-
<b>District Defence Services Welfare Office, Fatehgarh Sahib</b>				
<b>Name</b>	<b>Designation</b>	<b>Monthly Remuneration (pay)</b>	<b>Compensation/ Compensatory Allowance</b>	<b>The Porcedure to determine the Remuneration as given in the Regulations</b>
Jarnail Singh	DDSWO (Addl charge)	10300+34800 +5400	As sanctioned/ allowed by the pb. Govt. from time to tme	Remuneration/determine pay scale approved by the pb. Govt. vide matification issued from time to time
Gurdeep Singh	Clerk	10300+34800 +3200	-do-	-do-
Surjit Kaur	Steno Typist	10300-34800 +3200	-do-	-do-
Sukhvir Singh Rathore	SWO	5910- 20200+2400	-do-	-do-
Karnail Singh	SWO	5910- 20200+2400	-do-	-do-
Jaswinder Singh	SWO	5910- 20200+2400	-do-	-do-
Nirmal Singh	Sewadar	4904900-10680 +16500+1650	-do-	-do-
<b>District Defence Services Welfare Office, Gurdaspur</b>				
<b>Employee name</b>	<b>Designation</b>	<b>Monthly Remuneration (Pay scale)</b>	<b>Compensation/ Compensatory Allowance</b>	<b>The Procedure to determine the Remuneration as given in the regulations</b>
Lt Col Gurinderjit Singh Gill (Retd)	DDSWO	10300-34800 +5400	As sanctioned/ Allowed by Pb. Govt from time to time	Pay Scale approved by the pb Govt vide notification issued from time to time.
Sh Randhir Singh	Sr Asst	10300-34800 +4400	-do-	-do-
Sh Sudesh Kumar	Jr Asst	10300-34800 +3600	-do-	-do-
Smt Baljinder Kaur	Clerk	10300-34800 +3200	-do-	-do-
Sh Jagdish Singh	SWO	5910-20200 +2400	-do-	-do-
Sh Major Singh	SWO	5910-20200 +2400	-do-	-do-
Sh Sakattar Singh	SWO	5910-20200 +2400	-do-	-do-
Sh Atma Singh	Driver	5910-20200 +2400	-do-	-do-

Sh Dalbir Singh	Peon	4900-10680 +1650	-do-	-do-
Sh Neelam Katal	Peon	4900-10680 +1650	-do-	-do-
Sh Santokh Masih	Safai Sewak	4900-10680 +1650	-do-	-do-
<b>District Defence Services Welfare Office, Hoshiarpur</b>				
<b>Employee name e</b>	<b>Designation</b>	<b>Designation</b>	<b>Compensation/ Compensatory Allowance</b>	<b>The Procedure to determine the Remuneration as given in the regulations</b>
Col Dalwinder Singh(Retd)	DDSWO	10300-34800 +5400	As sanctioned/ Allowed by Pb. Govt from time to time	Pay Scale approved by the pb Govt vide notification issued from time to time.
Sh RashpaL Singh	Supdt Gd2	10300-34800 +4400	-do-	-do-
Smt Baljit Kaur	Sr.Asst	10300-34800 +4400	-do-	-do-
Smt Raj Kumari	Sr. Asst	10300-34800 +4400	-do-	-do-
Sh.Manjit Singh	Steno	10300-34800 +3200	-do-	-do-
Sh.Kuldip Kumar	SWO	5910-20200 +2400	-do-	-do-
Sh.Narinder Singh	SWO	5910-20200 +2400	-do-	-do-
Naresh Kumar	SWO	5910-20200 +2400	-do-	-do-
Sh .Jaswinder Lal	Sewadar	4900-10680 +1650	-do-	-do-
Sh . Sukhwinder Singh	Safai Sewak	4900-10680 +1650	-do-	-do-
<b>District Defence Services Welfare Office, Jalandhar</b>				
<b>Employee name</b>	<b>Designation</b>	<b>Monthly Remuneration/ Salary</b>	<b>Compensation/ Compensatory Allowance/othe r allowances</b>	<b>The Procedure to determine the Remuneration/pay as given in the Regulations</b>
Sh Vikas Kumar	Supdt Gd II	10300-34800 +4800	As sanctioned/ Allowed by Pb. Govt from time to time	Pay Scale approved by the pb Govt vide notification issued from time to time.
Sh SS Bagga	Jr. Asstt	10300-34800 +3600	-do-	-do-
Sh Inderjot Singh	Jr.Asstt.	10300-34800 +3600	-do-	-do-

Sh Sukhwant Singh	Clerk	10300-34800 +3200	-do-	-do-
Sh Pawan Kumar	Steno	10300-34800 +3200	-do-	-do-
Sh Baldev Singh	SWO	5910-20200 +2400	-do-	-do-
Sh Jaswinder Singh	SWO	5910-20200 +2400	-do-	-do-
Sh Harbhajan Singh	SWO	5910-20200 +2400	-do-	-do-
Smt Kulwinder Kaur	Peon	4900-10680 +1650	-do-	-do-
Sh Jagraj Singh	Peon	4900-10680 +1650	-do-	-do-
Sh Gurprit Singh	Safai Sewak	4900-10680 +1650	-do-	-do-

**District Defence Services Welfare Office, Kapurthala**

<b>Employee Name</b>	<b>Designation</b>	<b>Monthly Remuneration (Pay scale)</b>	<b>Compensation/Compensatory Allowance</b>	<b>The Procedure to determine the Remuneration as given in the Regulations</b>
Col Dalwinder Singh	DDSWO	10300-34800 + 5400	As sanctioned/ Allowance by Pb. Govt from time to time	Remuneration/determine pay scale approved by the PB Bovt vide notification issued from time to time
Kuldeep Singh	Supdt Gd- 2	10300-34800 + 4800	-do-	-do-
Manjinder Kaur	Junior Assistant	10300-34800 + 3600	-do-	-do-
Jagtar Singh	Steno	10300-34800 + 3200	-do-	-do-
Sukhdev Singh	SWO	5910-20200 + 2400	-do-	-do-
Krishan Lal	SWO	5910-20200 + 2400	-do-	-do-
Sukhwinder Singh	Sewadar	4900-10680 + 1650	-do-	-do-

**District Defence Services Welfare Office, Ludhiana**

<b>Employee name</b>	<b>Designation</b>	<b>Monthly Remuneration (Pay scale)</b>	<b>Compensation /Compensatory Allowance</b>	<b>The Procedure to determine the Remuneration as given in the Regulations</b>
Cdr Baljinder	DDSWO	10300-34800	As	Remuneration/Pay and

Virk (Retd)		+ 5400	sanctioned/All owed by the Pb Govt from time to time.	<b>allowance is fixed as per pay scale approved by the Pb Govt vide notification issued from time to time.</b>
Sh. Rakesh Kumar Sharma	Supdt Gd-2	10300-34800 + 4800	-do-	-do-
Smt Harvinder Kaur	Steno	10300-34800 + 3200	-do-	-do-
Sh. Paramjit Singh	Jr Asst	10300-34800 + 3200	-do-	-do-
Sh. Lovekesh Mehta	Jr Asst	10300-34800 + 3200	-do-	-do-
Sh. Mandeep Singh	Jr Asst	10300-34800 + 3200	-do-	-do-
Sh. Gurminder Singh	SWO	5910-20200 + 2400	-do-	-do-
Sh. Amrik Singh	Peon	4900-10680 + 1650	-do-	-do-
Sh. Sanjeev Kumar	Peon	4900-10680 + 1650	-do-	-do-
Sh. Rajvir Singh	Safai Sewak	4900-10680 +1650	-do-	-do-
<b>District Defence Services Welfare Office, MANSA</b>				
<b>Employee Name</b>	<b>Designation</b>	<b>Monthly Remuneration (Pay scale)</b>	<b>Compensation/ Compensatory Allowance</b>	<b>The Procedure to determine the Remuneration as given in the Regulations</b>
Sh. Harjeet Singh	Senior Assistant	10300-34800+4400	As sanctioned/Allowance by Pb. Govt from time to time	Remuneration/determine pay scale approved by the PB Govt vide notification issued from time to time
Sh. Gurjot Singh	Steno	10300-34800+3200	-do-	-do-
Sh. Jaskaran Singh	Clerk	10300-34800+3200	-do-	-do-
Sh. Baljeet Singh	SWO	5910-20200+2400	-do-	-do-
Sh. Sewak Singh	SWO	5910-20200+2400	-do-	-do-

Sh. Naib Singh	Sweeper	4900-10680+1650	-do-	-do-
<b>District Defence Services welfare Office, Moga</b>				
<b>Employee Name</b>	<b>Designation</b>	<b>Monthly Remunerat ion (Pay scale)</b>	<b>Compensation/ Compensatory Allowance</b>	<b>The Procedure to determine the Remuneration as given in the Regulations</b>
Sh. Baljeet Singh	Senior Assistant	10300-3480 GP 4400	As sanctioned/Allo wance by Pb. Govt from time to time	Remuneration/determine pay scale approved by the PB Bovt vide notification issued from time to time
Sh. Jagroop Singh	Junior Assistant	10300-3480 GP 3600	-do-	-do-
Sh. Jasveer Singh	SWO	5910-20200 GP 2400	-do-	-do-
Sh.Sukhjinder Singh	Pen	4900-10680 GP 1650	-do-	-do-
Sh. Gurpreet Singh	Sweeper	4900-10680 GP 1650	-do-	-do-
<b>District Defence Services Welfare Office, Sri Muktsar Sahib</b>				
<b>Employee name</b>	<b>Designation</b>	<b>Monthly Remuneration (B. Pay + G.Pay)</b>	<b>Compensation/ Compensatory Allowance</b>	<b>The Procedure to determine the Remuneration as given in the Regulations</b>
Col Maninder Singh Randhawa	DDSWO (Addl. Charge)	10300-34800+5400	As sanctioned/ Allowance by Pb. Govt from time to time	Pay Scale approved by the pb Govt vide notification issued from time to time.
Ashwani Kumar	Junior Asst.	10300-34800 +3600	-do-	-do-
Anu Bala	Clerk	10300-34800 +3200	-do-	-do-
Simarjit Kaur	Steno Typist	10300-34800 +3200	-do-	-do-
Gurpreet Singh	Sewadar	4900-10680+1650	-do-	-do-
<b>district Defence Services Welfare Office, Pathankot</b>				
<b>Employee name</b>	<b>Designation</b>	<b>Monthly Remuneration (Pay scale)</b>	<b>Compensation/ Compensatory Allowance</b>	<b>The procedure to determine the Remuneration as given in the Regulations</b>
SmtMadhuBala	SupdtGd II	10300-34800-4800	-	-
Gurmeet Singh	Clerk	10300-34800-	-	-

		3200		
Kuljit Singh	SWO	5910-20200-2400	-	-
Rupinderjit Singh	Driver	5910-2020-2400	-	-
Amarjit Singh	Peon	4900-10680-1650	-	-
NareshSain	Sweeper	4900-10680-1650	-	-
<b>District Defence Services Welfare Office, Patiala</b>				
Employee name	Designation	Monthly Remuneration (Pay scale)	Compensation/ Compensatory Allowance	The Procedure to determine the Remuneration as given in the Regulations
Lt. Col MS Randhawa	DDSWO	10300-34800+5400	As sanctioned/ Allowance by Pb. Govt from time to time	Pay Scale approved by the pb Govt vide notification issued from time to time.
Sukhwant Singh Chopra	Senior Assistant	10300-34800+4400	-do-	-do-
Balwinder Kaur	Clerk	10300-34800+3200	-do-	-do-
Sukhwinder Singh	Clerk	10300-34800+3200	-do-	-do-
Ashu Rani	Steno	10300-34800+3200	-do-	-do-
Pappi Singh	SWO	10300-34800+2400	-do-	-do-
Sher Singh	SWO	10300-34800+2400	-do-	-do-
Veerval Khan	Peon	4900-10680+1650	-do-	-do-
Jarj Masih	Sweeper	4900-10680+1650	-do-	-do-
<b>District Defence Services Welfare Office Roopnagar</b>				
Employee name	Designation	Monthly Remuneration (Pay scale)	Compensation/ Compensatory Allowance	The Procedure to determine the Remuneration as given in the Regulations
Lt Col P S Bajwa (Retd)	DDSWO	10300-34800 +5400	As sanctioned/ Allowance by Pb. Govt from time to time	Pay Scale approved by the pb Govt vide notification issued from time to time.
Smt Raj Kaur	Senior Assistant	10300-34800 +4400	-do-	-do-
Smt Baljit Kaur	Junior Assistant	10300-34800 +3600	-do-	-do-

Sh Devinder Kumar	Stenotypist	10300-34800 +3200	-do-	-do-
Sh Jaswant Singh	Clerk	10300-34800 +3200	-do-	-do-
Sh Avtar Singh	SWO	5910-20200 +2400	-do-	-do-
Sh Balwinder Singh	SWO	5910-20200 +2400	-do-	-do-
Sh Gurjant Singh	Peon	4900-10680 +1650	-do-	-do-
Sh Gurwinder Singh	Peon	4900-10680 +1650	-do-	-do-
Sh Gurmeet Singh	Safai Sewak	4900-10680 +1650	-do-	-do-
<b>District Defence Services Welfare Office, Sangrur</b>				
<b>Employee Name</b>	<b>Designation</b>	<b>Monthly Remuneration (Pay Scale)</b>	<b>Compensation/ Compensatory Allowance</b>	<b>The Procedure to determine the Remuneration as given in the Regulations.</b>
Sh. Paramjit Singh	Sr. Asst.	10300-34800+4400	As sanctioned/ Allowance by Pb. Govt from time to time	Pay Scale approved by the pb Govt vide notification issued from time to time.
Sh. Harvinder Singh	Steno-typist	10300-34800+3200	-do-	-do-
Mrs. Rajandeep Kaur	Clerk	10300-34800+3200	-do-	-do-
Sh. Ashok Kumar	Clerk	10300-34800+3200	-do-	-do-
Sh. Kulwant Singh	Clerk	10300-34800+3200	-do-	-do-
Sh. Pawitar Singh	SWO	5910-20200+2400	-do-	-do-
Sh. Randhir Singh	SWO	5910-20200+2400	-do-	-do-
Sh. Kuldeep Singh	Peon	5910-20200+2400	-do-	-do-
<b>District Defence Services Welfare Office, SAS Nagar (Mohali)</b>				
<b>Employee name</b>	<b>Designation</b>	<b>Monthly Remuneration</b>	<b>Compensation/ Compensatory Allowance</b>	<b>The Procedure to determine the Remuneration as given in the Regulations</b>
Smt Kulwant Kaur	Steno-typist	10300-34800+3200	-do-	-do-
Smt Kamaljeet	Clerk	10300-	-do-	-do-

Kaur		34800+3200		
Sh Gurmel Singh	SWO	5910- 20200+2400	-do-	-do-
<b>District Defence Services Welfare Office, SBS NAGAR</b>				
<b>Employee name</b>	<b>Designation</b>	<b>Monthly Remuneration (Pay scale)</b>	<b>Compensation/ Compensatory Allowance</b>	<b>The Procedure to determine the Remuneration as given in the Regulations</b>
Sh Ram Singh	Superintende nt	10300- 34800+4800	-do-	-do-
Sh Kulwant Singh	Senior Assistant	10300- 34800+4400	-do-	-do-
Smt Ranjita Sahota	Steno	10300- 34800+3200	-do-	-do-
Sh Iqbal Singh	SWO	5910- 20200+2400	-do-	-do-
Sh Vijay Kumar	Peon	4900- 10680+1650	-do-	-do-
<b>District Defence Services Welfare Office, Tarn Taran</b>				
<b>Employee name</b>	<b>Designation</b>	<b>Monthly Remuneration (Pay scale)</b>	<b>Compensation/ Compensatory Allowance</b>	<b>The Procedure to determine the Remuneration as given in the Regulations</b>
Sh. Sukhbir Singh	Superintende nt	10300- 34800+4800	-do-	-do-
Sh. Nipun Khunger	Clerk	10300- 34800+3200	-do-	-do-
Sh. Dhani Ram	Steno	10300- 34800+3200	-do-	-do-
Sh. Azadwinder Singh	Sainik Welfare Organiser	5910- 20200+2400	-do-	-do-

### **1.10: Names, designations and other particulars of public information officers**

16.1 Name and designation of the Public Information Officer (PIO), Assistant Public Information Officer (s) & Appellate Authority Address, telephone numbers and email ID of each designated official

<b>Directorate Defence Services Welfare Punjab Chandigarh</b>							
<b>S.No</b>	<b>Name</b>	<b>Designation</b>	<b>Address</b>	<b>Tel (Office)</b>	<b>Mobile</b>	<b>Fax</b>	<b>Email</b>
1)	Brig (Retd) Satinder Singh (PIO)	Director	Pb Sainik Bhawan, Sec 21-D, Chd	0172-2701845	9797477099		dswpb@rediffmail.com

2)	Smt Manjit Kaur	Superintendent	- do-	0172-2706014	9417212934		<a href="mailto:establishment@rediffmail.com">establishment@rediffmail.com</a>
<b>Directorate level : Appellate Authority Address, telephone numbers and email ID</b>							
3	Sh. Gurkirat Kirpal Singh IAS	Secretary	Punjab Civil Secretariat I	0172-2740722	9463300503		Spsm2017@gmail.com
<b>District Defence Services Welfare Office, Amritsar</b>							
1)	Lt Col Satbir Singh Wariach (Retd) (PIO)	DDSWO	52 Court Road Asr	01832563102	94178-22874		dswa_asr@rediffmail.com
2)	Narinder Singh (APIO)	Junior Assistant	52 Court Road Asr	01832563102	97799-16416		dswa_asr@rediffmail.com
<b>District Defence Services Welfare Office, Bathinda</b>							
1.	Lt Col Maninder Singh Randhawa (PIO)	DDSWO	Distt Defence Services Welfare Office, Civil Line, Bathinda	0164-2212612		01874-240353	sainikwelfarebti@rediffmail.com
2.	Smt Swarnjeet Kaur (APIO)	Officiating Supdt	Distt Defence Services Welfare Office, Civil Line, Bathinda	0164-2212612		01874-240353	sainikwelfarebti@rediffmail.com
<b>District Defence Services Welfare Office, Barnala</b>							
S.No	Name	Designation	Address	Tel (Office)	Mobile	Fax	Email
1)	Cdr (Retd) Baljinder Virk, Public Information officer (PIO)	District Defence Services Welfare Officer	Room No. 87-89, Second Floor, Distt. Administration Complex, Barnala Pin-148101	01679-230104			<a href="mailto:dswobarnala@rediffmail.com">dswobarnala@rediffmail.com</a>

2)	Sh. Ravinder Singh, Assistant Public Information officer (APIO)	Superintendent	Room No. 87-89, Second Floor, Distt. Administration Complex, Barnala Pin-148101	01679-230104			<a href="mailto:dswobarnala@rediffmail.com">dswobarnala@rediffmail.com</a>
<b>District Defence Services Welfare Office, Ferozepur</b>							
1)	Lt Col Satbir Singh Waraich (Retd), Public Information Officer (PIO)	District Defence Services Welfare Officer, Ferozepur	District Defence Services Welfare Officer, Near Saragarhi Gurdwara Ferozepur Cant	01632-246211			dswow_fzr@rediffmail.com
2)	Sh. Sandeep Kumar, Assistant Public Information Officer (APIO)	Clerk (Executive Supdt)	District Defence Services Welfare Officer, Near Saragarhi Gurdwara Ferozepur Cant	01632-246211			dswow_fzr@rediffmail.com
<b>District Defence Services Welfare Office, Faridkot</b>							
S.No	Name	Designation	Address	Tel (Office)	Mobile	Fax	Email
1)	Lt. Col Parminder Singh Bajwa (Retd.) (PIO)	District Defence Services Welfare Office, Talwandi Road, Faridkot -151203		01639-250788			dswofdk@rediffmail.com
2)	Sh. Surinderpal Singh (APIO)	do		01639-250788			dswofdk@rediffmail.com
<b>District Defence Services Welfare Office, Fazilka</b>							
1)	Lt Col Maninder	District Defence	Room No. 203, Tehsil	01638-			ddswo_fzk@rediffmail

	Singh Randhawa (Retd), (PIO)	Services Welfare Officer, Fazilka	Complex, Near office of SDM, Fazilka	511205			.com
2)	Sh. Amrik Singh, Assistant (APIO)	Senior Assistant (Karajvahak Supdtt.)	Room No. 203, Tehsil Complex, (Near office of SDM), Fazilka	01638- 511205			ddswo_fzk @rediffmail .com
<b>District Defence Services Welfare Office, Fatehgarh Sahib</b>							
1)	Jarnail Singh (PIO)	DDSWO (Addl. Charge)	01763- 232287	8146264455	N/A		Fgsdsw010 @rediffmail .com
2)	Gurdeep Singh (APIO)	Clerk	01763- 232287	7888306428	N/A		Fgsdsw010 @rediffmail .com
<b>District Defence Services Welfare Office, Gurdaspur</b>							
1)	Lt Col Gurinderjit Singh Gill (Retd) (PIO)	DDSWO	01874 247205	9814151676	-		dswogsp.20 11@rediffm ail.com
2)	Sh Randhir Singh (APIO)	Sr Asst	-do-	9872078255	-		-do-
<b>District Defence Services Welfare Office, Hoshiarpur</b>							
S.No	Name	Designation	Address	Tel (Office)	Mobile	Fax	Email
1)	Col Dalwinder Singh(Retd) (PIO)	DDSWO	01882- 295255	94192-94854	-		<a href="mailto:dswohpr@rediffmail.com">dswohpr@rediffmail.com</a>
2)	Sh.Rashpal Singh (APIO)	Supdt Gde-2	-do-	94170-55273	-		-do-
<b>District Defence Services Welfare Office, Jalandhar</b>							
1)	Col Dalwinder Singh (PIO)	DDSWO ( Addl.Charge)	0181- 2455423	94192-94854	-		dsw0_jal@ rediffmail.c om
2)	Sh Vikas Kumar (APIO)	Supdt Gde II	0181- 2455423	97799-16416	-		dsw0_jal@ rediffmail.c om
<b>District Defence Services Welfare Office, Kapurthala</b>							

1)	Col Dalwinder Singh (PIO)	DDSWO	01822-232872	94192-94854	N/A		Kapurthala.dsw@rediffmail.com
2)	Kuldeep Singh (APIO)	Supdt Gd- 2	01822-232872	99155-08283	N/A		Kapurthala.dsw@rediffmail.com
<b>District Defence Services Welfare Office, Ludhiana</b>							
S.No	Name	Designation	Address	Tel (Office)	Mobile	Fax	Email
1)	Cdr Baljinder Virk (Retd) (PIO)	DDSWO	DDSW Office, Ludhiana	0161-2741066	9216433566		dsw.ludhiana@rediffmail.com
2)	Sh. Rakesh Kumar Sharma (APIO)	Supdt Gd-2	DDSW Office, Ludhiana	0161-2741066			dsw.ludhiana@rediffmail.com
<b>District Defence Services Welfare Office, Mansa</b>							
1)	Cdr (Retd.) Baljinder Virk, Public Information Officer (PIO)	DDSWO Mansa	Room No.: 38, First Floor, District Administrative Complex, Mansa (PB).	01652-229181	9216433566		dsw_mansa@rediffmail.com
2)	Sh. Harjeet Singh, Assistant Public Information Officer (APIO)	Senior Assistant	Room No.: 38, First Floor, District Administrative Complex, Mansa (PB).	01652-229181	9876195707		dsw_mansa@rediffmail.com
<b>District Defence Services Welfare Office, Moga</b>							
1)	Lt. Col Parminder Singh Bajwa (Retd.) (PIO)	DDSWO	DDSW Office, Moga	01639-250788			dswofdk@rediffmail.com
2)	Sh. Baljeet Singh (APIO)	Senior Assistant	DDSW Office, Moga	6239958417		baljitbrar84@gmail.com	dsw.moga@rediffmail.com
<b>District Defence Services Welfare Office, Pathankot</b>							
1)	Lt Col Gurinderjit Singh Gill (Retd)(PIO)	DDSWO	DDSWO Pathankot	0186-2345789	9814151676		ddswoptk@rediffmail.com

2)	Madhu Bala (APIO)	Supdt Gd II	-do-	0186- 2345789	9501970832		ddswoptk@ rediffmail.c om
<b>District Defence Services Welfare Office, Sri Muktsar Sahib</b>							
S.No	Name	Designation	Address	Tel (Office)	Mobile	Fax	Email
1)	Lt. Col Maninder Singh Randhawa( Retd)	DDSWO	District Defnce Services Welfare Office, Sri Muktsar Sahib	01633- 240701	87089- 91316		dswo_mkts @rediffmail .com
2)	Sh. Ashwani Kumar	Officiating Supdt	do	01633- 240701	80549- 07058		dswo_mkts @rediffmail .com
<b>District Defence Services Welfare Office, Patiala</b>							
S.No	Name	Designation	Address	Tel (Office)	Mobile	Fax	Email
1)	Lt. Col MS Randhawa	District Defence Services Welfare Officer	GDNS Road, Near Railway Station, Patiala	0175- 2361188	8708991316	dswo.patiala @rediffmail.c om	dswo.patial a@rediffma il.com
2)	Sukhwant Singh Chopra	Senior Assistant	do	0175- 2361188	9855612566	dswo.patiala @rediffmail.c om	dswo.patial a@rediffma il.com
<b>District Defence Services Welfare Office, Roop Nagar</b>							
1)	Lt Col P.S Bajwa (Retd)	District Defence Services Welfare Officer Roopnagar	DDSWO, Roopnagar	01881- 220324			dswo_rpr@ rediffmail.c om
2)	Smt Raj Kaur	Senior Assistant	DDSWO, Roopnagar	01881- 220324			dswo_rpr@ rediffmail.c om
<b>District Defence Services Welfare Office, Sangrur</b>							
1)	Cdr. Baljinder Virk (PIO)	D.D.S.W.O.	DDSWO, Sangrur	01672- 234021	9216433566		dswoasangru r@rediffmai l.com
2)	Sh. Paramjit Singh	Sr. Asst.	do	01672- 234021	9876971230		dswoasangru r@rediffmai

	(APIO)						l.com
<b>District Defence Services Welfare Office, SBS Nagar</b>							
1)	Col Dalwinder Singh (PIO)	DDSWO	01822-232872	94192-94854	N/A		Kapurthala. dswo@rediffmail.com
2)	Sh Ram Singh (APIO)	Superintendent		01823-225075	9876065683		<a href="mailto:dswo_nsr@rediffmail.com">dswo_nsr@rediffmail.com</a>
<b>District Defence Services Welfare Office, SAS Nagar</b>							
	Lt. Col. Jasbir Singh Boparai	DDSWO	0172-2231065				ddswow_sas@rediffmail.com
	-do-	-do-	-do-				-do-
<b>District Defence Services Welfare Office, Tarn Taran</b>							
1	Lt. Col Satbir Singh Waraich (Retd.)	District Defence Services Welfare Officer	District Defence Services Welfare Office, Tarn Taran	01852-2292565	98729-39400		ddswott@rediffmail.com
2	Sh. Sukhbir Singh	Superintendent	District Defence Services Welfare Office, Tarn Taran	01852-2292565	94649-95121		ddswott@rediffmail.com
<b>District Level : Appellate Authority Address, telephone numbers and email ID</b>							
1	Brig (Retd) Satinder Singh	Director	Pb Sainik Bhawan Sec 21-D Chandigarh	0172-2701845	9779525052	0172-2707345	dswpb@rediffmail.com

### **1.11 No. Of employees against whom Disciplinary action has been proposed/taken [Section 4(2)]**

No. of Employees against whom disciplinary action has been

- i) Pending for minor penalty or major penalty proceedings. : 3
- ii) Finalised for Minor penalty or major penalty proceedings : Nil

**1.12 Programmes to advance understanding of RTI (section 26)**

- i) Educational programmes :Nil
- ii) Efforts to encourage public authority to participate in these programmes :  
Nil
- iii) Training of CPIO/APIO :Nil
- iv) Update & publish guidelines on RTI by the Public Authorities concerned  
N/A

**2. Budget and Programme****2.1: Budget allocated to each agency including all plans, proposed expenditures and reports on disbursements made etc.**

- i) Total Budget for the Public Authority:

<b>Allotment for the year 2019-20 (Figures in Thousands)</b>	
Plan	646944
Non Plan	304983
<b>Total</b>	<b>951927</b>

ii) Budget for each agency and plan & programmes:

**Scheme wise Revised Estimates for the year 2020-21 (Plan)**

Sr No	Scheme Code/Agency No	Name of Scheme	Amount (Figures in Thousands)
1	DSW-1	Incentive for IMA-NDA cadets (@ Rs. 1lac per cadet) (Setting up of National Defence University-Replaced)	7200
2	DSW-2	Training Scheme for the wards of Ex-Servicemen and others for entry into Technical/Non Technical trades of Defence/Para Military Forces.	17000
3	DSW-4	Grant-in-Aid to Sainik School, Kapurthala	25000
4	DSW-5	Grant-in-aid to Paraplegic Rehabilitation Centre SAS Nagar (Mohali Punjab)	1300
5	DSW-6	Financial Assistance to the parents of martyrs	7000
6	DSW-7	Provision for the Grant of Rs.5 Lakhs each for purpose of Plot/House for the widows of Martyrs 75% to 100% Disabled Soldiers during the different operations from the period 1.1.1999 onwards	10000
7	DSW-8/9	Constructions of SRH Newly Created District	1
9	DSW -13	Set up War Memorial at ASR	1
10	DSW-14	GoG	602600
		<b>Total</b>	<b>670102</b>

iii) **Proposed expenditures:****SOE wise Budget Estimates for the year 2019-20 (Non Plan)**

Sr No	Name of Scheme	Allotment (Figures in Thousands)
1	Salary	111668
2	Wages	3317
3	Domestic Travel Expenses	125
4	Office Expenses	1062
5	RR&T	6337
6	Other Admn. Expenses	113
	Repair of Govt Vehicle	432
7	POL	1592
8	Adv & Publicity	49
9	Other Charges	0
10	Medi Re-imbusement	280
11	Telephone	353
12	Electricity Charges	1460
13	Water Charges	55
14	FA-65	53562
15	War Jagir	2109
16	GIA	91623
17	MMG	14890
	TA to War Widow	2287
	Ex Gratia	8770
	Cash in lieu of war widow	4334
	98-3-13 (Computerization)	139
17	98-3-13 (Computerization)	219
18	98-8-13 (Computerization)	07
19	3604 (12.00.36) Grant in aid- M.C,s/Corporations Notified Area Committees in lieu of abolition of Octroi on Liquor in the State	0
21	2202(Grant of Scholarship at the Rashtriya Indian Military College, Dehradun	200
	<b>Total</b>	<b>304983</b>

iv) Revised budget for each agency, if any:

**SOE wise Revised Estimates for the year 2020-21 (Non Plan)**

Sr No	Name of Scheme	Allotment (Figures in Thousands)
1	Salary	107417
2	Wages	4732
3	Domestic Travel Expenses	106
4	Office Expenses	1217
5	RR&T	8144
6	Other Admn. Expenses	168
7	Repair of Govt Vehicles	461
8	POL	1433
9	Adv & Publicity	64
10	Other Charges	0
11	Medi Re-imburement	300
12	Telephone	421
13	Electricity Charges	2081
14	Water Charges	63
15	FA-65	47063
16	WJ	1647
17	GA	117539
18	MMG	72003
19	TA to War Widow	2332
20	Ex-Gratia	35000
21	98-01-13 (Computerization)	277
22	98-3-13 (Computerization)	271
23	98-8-13 (Computerization)	16
24	3604 3604 (12.00.36) Grant in aid-M.C,s/Corporations Notified Area Committees in lieu of abolition of Octroi on Liquor in the State	15300
25	2202 (Grant of Scholarship at the Rashtriya Indian Military College, Dehradun)	1051
	<b>Total</b>	<b>419106</b>

### Scheme wise Budget Estimates for the year 2019-20 (Plan)

Sr No	Scheme Code/Agency No	Name of Scheme	Amount (Figures in Thousands)
1	DSW-1	Incentive for IMA-NDA cadets (@ Rs. 1lac per cadet) (Setting up of National Defence University-Replaced)	30500
2	DSW-2	Training Scheme for the wards of Ex-Servicemen and others for entry into Technical/Non Technical trades of Defence/Para Military Forces.	15444
3	DSW-4	Grant-in-Aid to Sainik School, Kapurthala	0
5	DSW-5	Grant-in-aid to Paraplegic Rehabilitation Centre SAS Nagar (Mohali Punjab)	0
6	DSW-6	Financial Assistance to the parents of martyrs	1000
7	DSW-7	Provision for the Grant of Rs.5 Lakhs each for purpose of Plot/House for the widows of Martyrs 75% to 100% Disabled Soldiers during the different operations from the period 1.1.1999 onwards	8000
8	DSW-8/9	Constructions of SRH Newly Created District	0
9	DSW -13	Set up War Memorial at ASR	0
	DSW-14	Guardians of Governance	59,2000
		<b>Total</b>	<b>646944</b>

v) **Report on disbursements made and place where the related reports are available:**

Sr No	Name of Place
1.	Deputy Controller (F&A) O/o Directorate of Defence Services Welfare Office Chandigarh
2.	DDSWO, Amritsar
3.	DDSWO, Barnala
4.	DDSWO, Bathinda
5.	DDSWO, Fatehgarh Sahib
6.	DDSWO, Fazilka
7.	DDSWO, Faridkot
8.	DDSWO, Ferozepur
9.	DDSWO, Gurdaspur
10.	DDSWO, Hoshiarpur
11.	DDSWO, Jalandhar
12.	DDSWO, Kapurthala
13.	DDSWO, Ludhiana
14.	DDSWO, Sri Mukatsar Sahib
15.	DDSWO, Moga
16.	DDSWO, Mansa
17.	DDSWO, SBS Nagar
18.	DDSWO, Patiala
19.	DDSWO, Pathankot
20.	DDSWO, Roopnagar
21.	DDSWO, SAS Nagar
22.	DDSWO, Sangrur
23.	DDSWO, Tarn Taran

**2.2 Foreign and domestic tours during 2019-20 : N/A**

**2.3 Manner of execution of subsidy programmes [Section 4(i)(b)(xii)]**

i.	Name of the programme or activity	NA
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ii.	Objective of the program	NA
iii.	Procedure to avail benefits	NA
iv.	Duration of the programme/scheme	NA
v.	Physical and financial targets of the program	NA
vi.	Nature/scale of subsidy/amount allotted	NA
vii.	Eligibility criteria for grant of subsidy/ amount allotted	NA
viii.	Details of beneficiaries of subsidy program (Number, Profile etc.)	NA

#### 2.4 Discretionary and non-discretionary grants: N/A

#### 2.5 Particulars of recipients of concessions, permits or authorisation granted by the Public Authority [Section 4(i)(b)(xiii)]

- i) Concessions, permits or authorizations granted by Public Authority
- ii) For each concession, permit or authorization granted
  - a) Eligibility criteria
  - b) Procedure for getting the concession/grant and/or permits or authorizations
  - c) Name and address of the recipients given concessions/ permits or authorizations
  - d) Date of award of concessions/ permits or authorizations

S. No	Concessions, permits or authorizations granted by Public Authority	Eligibility criteria	Procedure for getting the concession/grant and/or permits or authorizations	Name and address of the recipients given concessions/ permits or authorizations	Date of award of concession s/ permits or authorization	For each concession, permit or authorization granted
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				ons		
1)	<b>Gallantry Awardees (Lump sum, Cash in lieu of and, cash award and annuity)</b>	(a) Only Gallantry Awardees. (b) His widow after death of Gallantry Awardee. (c) Parents (in case of unmarried martyrs). (d) Awardee's address at the time of joining the defence forces to be Punjab only.	(a) Application-cum-performa for grant of cash ward in triplicate original (b) An affidavit applicable duly attested by the Magistrate in original and two photocopies. (c) Complete copy of Gazette Notification issued by Govt. of India in triplicate duly attested. (d) Copy of Record of Service/Sheet Roll duly attested (Service Personnel) in triplicate. (d) Copy of discharge book/discharge certificate/service particulars duly attested in triplicate. (e) PPO (in case of retired personnel) (h) Check list in triplicate.	N A	N A	N A
2)	<b>Old Age Financial Assistance</b>	(a) All World War I and II Veterans over 65 years of age who were released from Army Service without pension and having income less than Rs 1,00,000/- per annum.  (b) Widows of the ESMs of World War I and II	(a) Application (b) Affidavit regarding transfer of old age pension. (c) Age Proof (As per medical Certificate issued by CMO) (d) Income proof from 1st class magistrate (e) Photocopy of Discharge Certificate. (f) Photocopy of pass book of bank account. (g) Three passport size photographs. (h) Photocopy of Identity Card issue by DDSWO.	N A	N A	N A

			(i) Certificate from District Social Security Officer to the fact that applicant is not drawing any old age pension from their office. (j) Death certificate of husband. (k) Check List.			
3)	<b>War Jagir</b>	The payment is made to the father or where the father is dead, to the mother. (a) Whose only son or child or (b) Whose only two sons or two Children (c) Whose three sons or more children are serving or have served in the Armed Forces during the emergency declared by the President of India on 26th Oct 1962 or 3rd Dec 1971(Emergency period is from 26 Oct 1962 to 9 Jan 1968 and from 03 Dec 1971 to 26 Mar 1977))	(a) Application Form. (b) Military Certificate from the commanding Officer of the concerned unit in which his son/child has served on the prescribed from bearing seal/stamp of the unit . (c) Residence/ Domicile Certificate (d) Check List.	N A	N A	N A
4)	<b>Ex-Gratia Grant</b>	(a) In case of Married, 50% to widow & 50% to parents. (b) In case of un-Married, 100% to parents (c) In case of Battle Casualty	(a) Application from (i) Widow and parents(in case of married) (ii) Parent in case of Un married (b) Affidavit from widow	N A	N A	N A

		(Disability from 25% to 100%) : Self	(c) Affidavit from father/mother. (d) Particulars of martyr. (e) Residential address as per Battle Casualty Report/ Certificate issued by military authorities. (f) Check List.			
5)	<b>Additional Relief of parents in case of married martyrs only</b>	Parent of married martyrs who are killed in different operations.	(a) Application from father& mother. (b) Affidavit from father. (c) Affidavit from mother. (d) Performa regarding details about provision of Ex-Gratis Grant/Financial Assistance. (e) Check List.	N A	N A	N A
6)	<b>Cash of Lieu of plot</b>	(a) Dependents of Martyrs. (b) Disabled battle casualty soldiers whose disability is 76% and above.	(a) Application (b) Affidavit from father/ mother in case of unmarried martyr.	N A	N A	N A
7)	<b>Travelling Allowance to War Widows</b>	Rs.500/- p.m Travelling allowance to War Widows (Non Plan Scheme) War Widows of OP 1948, 1962, 1965, 1971, Meghdoot & Pawan	a) Application b) Certified issued by Concerned CO/ Records office c) Battle Casualty Report d) Domicile Certificate e) Check list	N A	N A	N A
8)	<b>Facilities to Operation Blue Star Victims (Non Plan Scheme)</b>	<b>MMG</b> a) Self Rs.10000/- PM b) Dependent Rs.15,000/- p.m. <b>Marriage Grant</b> Rs.25,000/- to Marriage of daughter/sister	Unemployed soldier victims of OP Blue Star: a) Application b) Certificate from concerned Records office of the Regiment regarding desertion during Op Blue Star c) Copy of discharge	N A	N A	N A

		<b>Ex-Gratia Grant</b> Rs.1.00 lac	Book/ Certificate d) Check list			
9)	<b>Daughter's Marriage Grant (Pb Defence &amp; Security Relief Fund)</b>	Rs.25,000/- a) Daughter of ESM/Widows whose annual income is less than Rs.1 Lac- b) Daughter of War Widows c) Daughter of disabled soldier d) Daughter of disabled personnel who are getting disability pension e) Orphan daughter of ESM Note para (d) & (e) exempted from income limit	a) Application b) Financial Condition Report from concerned DDSWO c) Invitation Card d) Copy of Identity Card issued by DDSWO e) Copy of Discharge Book f) Disability Certificate issued by concerned Records office g) Income certificate from Revenue Deptt h) Copy of Ration Card j) Self attested declaration k) Proof of age of daughter l) Pension Certificate issued by PDA m) In case of orphan daughter, death certificate of parents n) Check list	N A	N A	N A
10)	<b>Appointment of Honour &amp; Gratitude</b>	Class I, II, III & IV Govt job to one member of the family (In case of married, to wife/children (b) In case of unmarried, to dependent unmarried brother/sister	a) Application b) Performa reg. Appointment of H&G c) Affidavit reg. relinquishment of claim by other dependents d) Requisite affidavit e) Willingness/ unwillingness Certificate (in case widow is applicant) f) Declaration g) Dependent certificate from the DC h) Check list	N A	N A	N A
11)	<b>"DSW 1 - Incentive for IMA-NDA Cadets @ Rs 1.0 lac</b>	Rs.1.00 lac Per cadet Cadet who have commissioned in the Indian Armed Forces.	a) Application b) Original Academy certificate issued by Comdt. c) Photocopy of Punjab Residence	NA	NA	NA

	per cadet'' & Rs. 1.00 Lakh per cadet.		(Domicile) Certificate in respect of cadet/Gentleman cadet duly attested. (d) Photocopy of Date of Birth Certificate or Matric Certificate in which name of father and mother exists. (e) Bank Details alongwith Cancelled Cheque in respect of Cadet/Gentleman cadet (f) Contact details alongwith Mobile Number in respect of Parent/ cadet/Gentleman cadet. (g) Self Declaration Affidavit			
12)	<b>Training Scheme (Plan Scheme)</b>	(a) Ex-servicemen, their widows and wards are given free training by the Deptt of Defence Services Welfare in recognized teaching and learning centres of Punjab Technical University, Pb Tech. Uni . awards the degree and diplomas for the PTU course. b) <b>Pre-recruitment Training</b> (for enrolment into Defence and Para Military Forces) c) <b>Pre Commission Trg</b>	1) PGDCA (1 Yrs) Graduation or equivalent 2) MSc (IT) (2 yrs) Graduation or equivalent 3) DCA (1 Yrs) 10+2 or equivalent  Six weeks  4 to 6 weeks			

As regards the remaining facilities/concessions given by the Centre/Punjab Govt, Citizen Charter may please be referred Manual 17 (17.1)

**2.6 CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of Administrator, UT , Chandigarh.**

### **3 Publicity Band Public Interface**

**3.1 Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof. [Section 4(1)(b)(vii) : N/A**

**3.2 Are the details of policies/decisions, which affect public informed to them. [Section 4(1)(c)]. Yes**

Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive;

i) Policies decisions/legislations taken in the previous one year : Yes

ii) Outline the Public Consultation process

iii) Outline the arrangement for consultation before formulation of policy.

**3.3 Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)].:**

Use of most effective means of communication

(i) Internet (website): [defencewelfare.punjab.gov.in](http://defencewelfare.punjab.gov.in)

**3.4 From of accessibility of information manual/handbook [Section 4(1) (b)].**

Details of information available in electronic format as well as printed format.

**3.5 Whether information manual/handbook available free of cost or not [Section 4(1) (b)].**

List of materials available

- i) Free of cost : Ranjodhe, Compendium, Pemphlates
- ii) At a reasonable cost of the medium : N/A

#### **4 E Governance.**

4.1 Language in which information Manual/handbook Available.

Information is available in English as well as in Punjabi.

4.2 **When was the information Manual/Handbook last updated ?**

Last date of annual updation is December 2021.

4.3 **Information available in electronic form. [Section 4(1) (b)(xiv)].**

- i) Details of information available in electronic form :  
defencewelfare.punjab.gov.in
- ii) Name/title of the document/record/other information:
  - a) Duties
  - b) Rules
  - c) Telephone Directory
  - d) List of PIO and APIO
  - e) Detail of Budget
  - f) Detail of remuneration of the employees.
  - g) List of Committees : RSB, PAF, SRH etc
  - h) List of existing schemes
- iii) **Location where available:**  
defencewelfare.punjab.gov.in

4.4: **Particulars of facilities available to citizens for obtaining information [Section 4(1) (b)(xv)].**

i) **Name & location of the facility:**

For HQ Chandigarh: The Director Defence Services Welfare Punjab and Deputy Controller (F&A) has been designated as PIO and APIO respectively.

For District Level: The District Defence Services Welfare Officer and Superintendent are designated as PIO and APIO respectively.

ii) **Details of information made available:**

Except third party information and information which are exempted to be supplied under the RTI Act, all other information, which is not available on the website, is made available to the citizens.

iii) **Working hours of the facility:**

During office hours 9.00 AM to 5.00 PM (Lunch break at 1.30 PM to 2.00 PM)

i) **Contact Person & contact details (phone, fax, email):**

Information disclosed in 1.8

**4.5: Such other information as may be prescribed as under[Section 4(1) (b)(xvii)].**

i) Grievance re-dressal mechanisms: Details available on Page No. 160.

ii) Details of applications received under RTI and information provided:

Year	Application Received	Information Provided	Pending
Annexure 'A' attached (Page No. 241)			

iii) **List of completed schemes / projects / programmes:**

- a) Sainik Sadan Mohali
- b) Pb State War Heroes Memorial and Museum at Amritsar

iv) **List of schemes/projects/programmes underway : Nil**

v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of Contract:-

S.no	Project /Scheme/Programmes Name	Details of Project	Name of Contractor	Amount of Contract	Completion of Contract/Duration
1)	Sainik Sadan Mohali DSW-8/9	Construction of Sainik Sadan Mohali	Kumar Developer	3.38 Cr	Held up due to non receipt of Central share
2)	Pb State War Heroes Memorial and Museum	Construction at Amritsar	Architect: Rakesh Kapoor	100 Cr	15.08.2015

vi) **Annual Report** : N/A

viii) **Frequently Asked Questions (FAQs)** : N/A

viii) **Any other useful information such as**

a) Citizen's Charter: Citizen's charter of the public authority:

## **CITIZEN CHARTER (Page No. 76 to 239)**

### **DEPARTMENT OF DEFENCE SERVICES WELFARE PUNJAB**

#### **VISION AND MISSION STATEMENT**

#### **1. Vision and Mission Statement**

The Department of Defence Services Welfare endeavors to look after the Ex-

Servicemen for their rehabilitation by way of training for employment/starting own ventures, help them in solving their problems regarding pension, medical, canteen, family discord, land dispute cases in conjunction with Civil Administration, Police and Revenue Departments.

### 3. **Details of Business transacted by the organization**

Responsibilities of the Department of Defence Services Welfare Punjab towards its beneficiaries are as follows:-

- Provide assistance to the Ex-Servicemen and their widows in getting their pension and other retiral benefits.
- To look after the welfare of widows/wards of soldiers and provide financial assistance to them.
- Assist gallantry award winners in getting their cash awards i.e. annuity, and lump sum grant.
- Provide old age pension to deserving Ex-Servicemen/widows.
- Assist parents in getting the sanction for War Jagir and make payments.
- Ensure timely payment of scholarship to children of Ex-Servicemen,
- Financial assistance to totally blind soldiers/widow.
- Financial assistance to disabled soldiers from Punjab Amalgamated Fund.
- Ensure that widows/NOK of martyrs and disabled soldiers get their due financial assistance from the State Govt. i.e. Ex Gratia, cash in lieu of plot etc.
- Maintain liaison with Centre Govt./KSB for getting funds allotted against their welfare schemes.
- Assist Ex-Servicemen and their widows in getting Daughters' Marriage

### Grant from Punjab Govt./Centre Govt.

- To monitor and ensure the implementation of Govt. policy for 13% reservation for all posts with Govt/PSU at the state level, and 10% to 20% in Gp 'C' and 'D' at Centre/Union Territory level as applicable to Northern Zone.
- Rehabilitation of soldiers & their families affected during Operation Blue Star.
- Organize jobs for the wards against Honour & Gratitude appointments.
- To organize coaching facility to brilliant wards of the ESM for appearing in various competitive/entrance examinations conducted by UPSC, military authorities and universities (PMT/CET).
- Ensure that the reservation in Educational Institutions for wards of ESM are implemented.
- Conduct exam for RIMC Dehradun and help children in getting admission in Sainik Schools.
- To maintain liaison with DGR, HQ Western Command and all formation/Station Headquarters located in Punjab.
- Maintain liaison with local industries for seeking employment for ESM/their wards.
- Disseminate information to general public regarding the armed forces and for taking measures to enhance interest in Armed Forces amongst general public.
- Organize rallies for Ex-Servicemen with a view to listen to their problems, take remedial measures and inform them about various Welfare Scheme of the Govt.
- Organize celebration of Flag Day Fund and provide financial assistance

from it to needy Ex-Servicemen/widows.

- To ensure proper selection and nomination of Vice President and members of Zila Sainik Boards.
- Act as Secretary of Rajya Sainik Boards and organize its meetings regularly.
- Management of Punjab Amalgamated Fund.
- To receive the Mortal remains of the soldiers who attain martyrdom during various operations, organizing their funeral in liaison with Army authorities and to provide succor to the family. Also to help NOK to get entitled benefits.
- To organize the construction of Memorials and naming the schools/roads/dispensaries on the name's of martyrs
- To maintain the Sainik Rest Houses in Punjab to provide accommodation to ESM/families at subsidized rates.
- To help the Civil Administration during natural calamities.

### 3. **Details of Customers/Clients**

The department of Defence Services Welfare look after the following:-

- (a) 7 Lakh Ex-Servicemen and their widows.
- (b) 2 Lakh Serving (Officers, Junior Commissioned Officers and Other Ranks).
- (c) 27 Lakh family members of above categories.

### 4. **Statement of services provided to each Citizen/Client Group separately and time limits for the same**

Details are already on Website. The Performa/procedure for all benefits provided by the Central and State Govt are attached.

5. **Expectation from the Citizen/Clients**

All the Ex-Servicemen irrespective of rank are requested to extend full co-operation and show patience for dealing with their cases within the purview of rules and instructions.

**INDEX**

**DETAILS OF BENEFITS/SCHEMES**  
**FOR EX-SERVICEMEN/WIDOWS/WARDS**  
**BY**  
**CENTRE AND STATE GOVT**

<b>SR NO.</b>	<b>CENTRE GOVERNMENT BENEFITS</b>
1.	FINANCIAL ASSISTANCE FOR EX-SERVICEMEN IN PENURY
2.	FINANCIAL ASSISTANCE FOR EDUCATION OF CHILDREN / WIDOWS OF ESM
3.	FINANCIAL ASSISTANCE TOWARDS OFFICE CADET GRANT
4.	FINANCIAL ASSISTANCE TO 100% DISABLED CHILDREN OF ESM
5.	FINANCIAL ASSISTANCE FOR REPAIRING OF HOUSE OF ESM/ WIDOWS DAMAGED IN NATURAL DISASTERS
6.	FINANCIAL ASSISTANCE FOR DAUGHTER'S MARRIAGE /WIDOW MARRIAGE
7.	FINANCIAL ASSISTANCE FOR FUNERAL OF ESM
8.	FINANCIAL ASSISTANCE TO NON-PENSIONER ESM FOR MEDICAL TREATMENT (UPTO RANK OF HAVILDAR)
9.	FINANCIAL ASSISTANCE TO ORFAN CHILDREN OF ESM
10.	FINANCIAL ASSISTANCE FOR VOCATIONAL TRAINING OF WIDOW
11.	FINANCIAL ASSISTANCE FOR TREATMENT OF SERIOUS DISEASE
12.	FINANCIAL ASSISTANCE FOR PROCUREMENT OF MOBILITY EQUIPMENT FOR DISABLE ESM (ALL RANKS)
13.	FINANCIAL ASSISTANCE FOR INTEREST SUBSIDY ON HOME LOAN
14.	PRIME MINISTER SCHOLARSHIP SCHEME
15.	PRIME MINISTER'S SCHOLARSHIP SCHEME
16.	ISSUE OF IDENTITY CARD TO WAR WIDOWS FOR RAIL TRAVEL CONCESSION

17	DISTRESS GRANT OUT OF ADJUTANT GENERAL'S WELFARE FUND (DD40)
18	SCHOLARSHIP TO CHILDREN OF SERVICE PERSONNEL WHO DIE WHILE IN SERVICE DURING PEACE TIME FROM ARMY WIVES WELFARE ASSOCIATION FUND.
<b>PUNJAB GOVERNMENT BENEFIS</b>	
1	EX-GRATIA GRANT TO THE NEXT OF KIN OF MARTYRS
2	DAUGHTER MARRIAGE GRANT OF RS.25000/-
3	MONETARY BENEFITS FOR GALLANTRY AWARDEES AND WIDOWS/NEXT OF KIN
4	WORLD WAR VETERAN/OLD AGE FINANCIAL ASSISTANCE TO NON-PENSIONERS/THEIR WIDOWS (RS. 4500/- P.M.).
5	FINANCIAL ASSISTANCE TO TOTALLY BLIND EX-SERVICEMEN/WIDOWS (RS. 1000/- P.M.)
6	RE-IMBURSEMENT OF PRE-COACHING CHARGES FOR APPEARING IN COMPETITIVE EXAMINATION - PMT/CET & SERVICE SELECTION BOARD (SSB)
7	FINANCIAL ASSISTANCE OUT OF FLAG DAY FUND TO NEEDY ESM/WIDOWS/WARDS
8	FINANCIAL ASSISTANCE OUT OF PAF TO WARDS OF ESM/WIDOWS (PBOR) WHO ARE DOMICILES OF PUNJAB AND STUDYING IN REGIMENTAL SCHOOLS
9	REIMBURSEMENT OF TUITION FEE FROM PAF TO WARDS ESM/WIDOWS WHO ARE STUDYING IN PUBLIC SCHOOLS
10	FINANCIAL ASSISTANCE TO PARAPLEGIC ESM FOR ADDITION/ ALTERATION OF BATHROOMS OUT OF PUNJAB AMALGAMATED FUND (PAF)
11	FINANCIAL ASSISTANCE TO HANDICAPPED WARDS OF ESM/WIDOWS OUT OF PUNJAB AMALGAMATED FUND (PAF)
12	FINANCIAL ASSISTANCE BY WAY PROVISIONING OF SPECIALIZED EQUIPMENT I.E. BEDS, WHEEL CHAIRS & SCOOTERS FOR ESM/WIDOWS/ WARDS WHO ARE SUFFERING FROM PARALYSIS/PHYSICAL DISABILITY OUT OF PUNJAB AMALGAMATED FUND (PAF)
13	ISSUE OF LINEAL DEPENDENT CERTIFICATE
14	ISSUE OF TUBE WELL CONNECTION ON PRIORITY BASIS
15	WAR JAGIR
16	MECHANISM FOR REDRESSAL GRIEVANCES OF EX-SERVICEMEN/WARDS.
18	INCENTIVE FOR IMA, NDA CADETS @ RS.1.00 LAC PER CADET

Ser No	Name of the Grant	Amount (in Rs)	Eligibility	Documents required (Online)
1	Penury Grant (above 65 years)	Rs 4000/- (For Life Time)	Non Pensioners (up to the rank of Havildar).	<p>a) Application</p> <p>(b) Service Document /Discharge Book of ESM.</p> <p>(c) Age proof, if date of birth not given in the Service Document/Discharge Book.</p> <p>(d) Identity Card of ESM/Widows issued by ZSB.</p> <p>(e) Details of Bank A/c No (in PNB/SBI only) and IFS Code.</p>
2	Education Grant	Rs 1000/- pm	<p>Pensioners/Non Pensioners (up to the rank of Havildar).</p> <p>(a) Children up to Graduation level.</p> <p>(b) Widow up to Post Graduation level.</p>	<p>a) Application</p> <p>b) Service Document/Discharge Book of ESM (Page that contains ESM/Personal Particulars,Service Particulars and Family Particulars )</p> <p>(c) ESM or Widow I-Card issued by respective ZSB.</p> <p>(d) Mark-sheet / School Progress Card of child/children.</p> <p>(e) Part –II Order mentioning names of the child(ren) for which grant is sought or the reshould be a proper entry to this effect in the Discharge Book/Documents.</p> <p>(f) A certificate from applicant saying that he/she has not taken any money/grant from the state or present employer in the form of education allowance or scholarship.</p> <p>(g) Details of Bank A/c No (in PNB/SBI only) and IFS Code.</p> <p>(h) Aadhar Card copy.</p>
3	Officer Cadet Grant	Rs 1000/- pm	(NDA cadets only) Pensioners/ Non Pensioners (up to the rank of Havildar).	<p>a) Application</p> <p>(b) Discharge Book/Documents (must have an entry regarding the child).</p> <p>(c) Copy of I-Card issued by ZSB.</p> <p>(d) Certificate from NDA Squadron giving</p>

				<p>details of the cadet and his father and that he has joined NDA on (date) for training with (Course No.) course and has completed to two terms successfully.</p> <p>(e) Bank details of Cadet showing Bank's name, branch, IFS Code and A/c Number.</p> <p>(f) Details of Bank A/c No (in PNB/SBI only) and IFS Code.</p>
4	100% Disabled Children Grant	Rs 1000/- pm	Pensioners/Non Pensioners (up to the rank of Havildar).	<p>(a) Application.</p> <p>(b) Photocopy of Discharge Book (must have entry regarding child).</p> <p>(c) ESM and Dependent Identity Card issued by ZSB.</p> <p>(d) 100% disability certificate issued by Military / Govt hospital.</p> <p>(e) Details of Bank A/c No (in PNB/SBI only) and IFS Code.</p>
5	House Repair Grant	Rs 20000/-	<p>Pensioners/Non Pensioners (up to the rank of Havildar).</p> <p>(a) 100% disabled ESM.</p> <p>(b) Orphan daughter (of all Ranks).</p>	<p>(a) Application,</p> <p>(b) Service Discharge Certificate/Book.</p> <p>(c) House Ownership Certificate.</p> <p>(d) Certificate from the State Govt/Revenue officials regarding cause of damage and estimated loss.</p> <p>(e) Notification issued by the Central or State Govt declaring that the damage is due to a natural calamity.</p> <p>(f) 100% Disability Certificate (for ESM/widow).</p> <p>(g) Death Certificate of parents (for orphaned daughter).</p> <p>(h) A certificate from applicant that he/she has not received any compensation or aid from the Govt for the damage.</p> <p>(i) Details of Bank A/c No (in PNB/SBI only) and IFS Code.</p>
6	Marriage	Rs 50,000/-	(a) Two Daughters of	(a) Application

	Grant	Per daughter	Pensioners/ Non Pensioners (up to the rank of Havildar).  (b) Widow Re-marriage Grant (Pensioners/ Non Pensioners (up to the rank of Havildar).	(b) Discharge Book/Document (must have entry regarding daughter). (c) Proof of Age of the daughter. Proof of Marriage - Certificate from Registrar/Village Sarpanch. (d) A Certificate from Applicant that he/she has not taken any money / assistance / grant from respective State Govt / Services towards the daughter's marriage. (e) Details of Bank A/c No (in PNB/SBI only) ie IFS Code, Account Number, and name of bank. (f) Copy of Aadhar Card of the applicant ESM/widow/dependent.
7	Funeral Grant	Rs 5000/-	Pensioners/ Non Pensioners (up to the rank of Havildar).	(a) Application. (b) Complete Service Discharge Certificate/Book. (c) Death Certificate issued by the Competent Authority. (d) Widow I-Card issued by concerned ZSB. (e) A certificate from widow stating that she has not availed ADLRS assistance. (f) Details of Bank A/c No (in PNB/SBI only) and IFS Code.
8	Medical Grant (depending on nature and gravity of ailment)	Rs 30000/- (maximum)	Non Pensioners (up to the rank of Havildar).	(a) Application. (b) Discharge book/documents. (c) I-Card issued by ZSB is must both for ESM & widows. (d) Original medical bills countersigned by the attending doctor. (e) Hospital discharge summary countersigned by attending doctor. (f) A certificate from the applicant stating that he/she has not taken any money/grant from the State or present employer in the form of reimbursement

				or medical allowance. (g) Details of Bank A/c No (in PNB/SBI only) and IFS Code.
9	Orphan Grant	Rs 1000/- pm	Pensioners / Non Pensioners all ranks).  (a) Daughters of ESM till marriage.  (b) One Son of ESM up to 21 years of age.	(a) Application.  (b) Service Discharge Book/Document (must have entry regarding child).  (c) Death certificate of both parents.  (d) Dependent I Card issued by concerned ZSB.  (e) Birth Certificate of each orphan.  (f) Certificate from competent authority (for girl) certifying that the girl is not married.  (g) Details of Bank A/c No (in PNB/SBI only) and IFS Code.
10	Vocational Training Grant for Widows	Rs 20,000/- (One Time)	Pensioners/Non Pensioners (up to the rank of Havildar).	(a) Application.  (b) Complete Service Discharge Certificate/Book.  (c) Copy of Widow I-Card.  (d) Certificate from institute after completion of training.  (e) Certificate from ZSWO that widow after vocational training is gainfully employed.  (f) Details of Bank A/c No (in PNB/SBI only) and IFS Code.
11	Treatment of serious Disease	Rs1,25,000/- per year  Rs. 75,000/- per year (for cancer/dialysis)	Non-pensioner /Widows(all ranks)  Should not be member of ECHS	a)Application  (b) Complete Service Discharge Book/Documents.  (c) Photocopy of ESM / widow I Card.  (d) Original medical bills duly countersigned by attending doctor.  (e) Hospital admission and discharge report duly countersigned by hospital authority.  (f) A certificate from applicant that he/she has not taken any money/grant

				<p>from the State Govt or present employer in the form of reimbursement or medical allowance.</p> <p>(g) Details of Bank A/c No (in PNB/SBI only) and IFS Code.</p>
12	Mobility Equipment Grant	Rs. 57,500/- (one time)	50% Disabled or more	<p>a)Application</p> <p>(b) Complete Discharge Book/Document/Certificate.</p> <p>(c) ESM Identity Card.</p> <p>(d) Documentary evidence showing nature of activity in which disabled.</p> <p>(e) Disability Certificate issued by Armed Forces Medical Authority, indicating nature of disability and recommended procurement of mobility equipment.</p> <p>(f) Financial estimate for modified scooter from an authorized dealer indicating type,make and specifications of the mobility equipment.</p> <p>(g) Details of Bank A/c No (in PNB/SBI only) and IFS Code.</p>
13	Interest Subsidy on Home Loan	Rs. 1,00,000/- (Maximum )	War bereaved, war disabled and attributable peace time casualties (all ranks)	<p>a)Application</p> <p>(b) Certificates from the concerned banker or reputed organizations in Govt/PSUs including LIC,GIC and HUDCO are as follows:-</p> <p>(i) A certificate to the effect that there would be no change in the schedule of repayment.</p> <p>(ii) A statement showing the amount of interest actually paid for the period covered under the claim.</p> <p>(iii) A certificate to the effect that repayment of loan along with interest was regular.</p>

				<p>(c) A copy of Ex-Servicemen Identity Card duly attested.</p> <p>(d) A copy of Discharge Book duly attested.</p>
14	Prime Minister's Merit Scholarship	<p>(a) Rs 2500/- per month for boys.</p> <p>(b) Rs 3000/- per month for girls.</p>	<p>(a) Wards of ESM and their widows (PBOR).</p> <p>(b) Wards/ widows of ESM died in harness due to causes attributed to military service irrespective of rank.</p>	<p>(a) Annexure-1 Ex-Servicemen / Ex-Coast Guard Certificate as per.</p> <p>(b) Annexure-2 Bonafide Certificate duly filled up correctly and signed by Principal/Dean/Registrar of the Institute / College as per .</p> <p>(c) Annexure-3 Certificate from his/her bank stating that Aadhaar Card of student linked with his / her bank account number.</p> <p>(d) Matriculation Certificate for verifying the Date of Birth.</p> <p>(e) Minimum Educational Qualification (MEQ) certificate as applicable. (10+2 Mark sheet / Graduation (mark sheets of 3 years) / Diploma (mark sheets of all semesters). (COPY ATTESTED BY Principal/Dean/Registrar TO BE SCANNED AND UPLOADED).</p> <p>(f) 1st page of Bank Pass Book (PNB/SBI only) clearly showing name and A/c Number of Student.</p> <p>(g) Aadhaar Card of Student.</p> <p>(h) Copy of PPO and the following supporting documents in case of Category 1 to 5.</p>

<b><u>ISSUE OF IDENTITY CARD TO WAR WIDOWS FOR RAIL TRAVEL CONCESSION</u></b>		
1.	BENEFIT	Issue of Identity Card to War Widows for Rail Travel Concession
2.	ELIGIBILITY	<ol style="list-style-type: none"> <li>1. Widows of Defence Personnel who were killed in Wars of 1948, 1962, 1965, 1971.</li> <li>2. Widows of Defence Personnel who were killed in action against terrorists &amp; extremists.</li> </ol>
3.	DOCUMENTS REQUIRED TO THE SUBMITTED BY THE APPELLANT/ BENEFICIARY	<ol style="list-style-type: none"> <li>1. Application from the Widow (Specimen att as Annx)</li> <li>2. Photocopy of Service Particulars / Discharge Book of the deceased soldier.</li> <li>3. Photocopy of Pension Book.</li> <li>4. Postal Order of Rs 5/- in favour of Secretary Flag Day Fund.</li> <li>5. Three Photographs of the Widow duly attested by DSWO.</li> <li>6. Photocopy of Identity Card and Ration Card.</li> </ol>
4.	ACTION TO BE TAKEN BY DEALING HAND AT DISTT LEVEL	Scrutiny of documents as per check list, submitted by the beneficiary put up the case to Supdt. verification through Welfare Worker.
5.	TIME REQUIRED	5 Working Days
6	ACTION BY SUPDT AT DISTT LEVEL	Check all documents and put up to DSWO for signatures - One day
7	ACTION CHECKED BY DSWO	Scrutiny of required documents, signing
8	TIME	One day.
9	TIME REQUIRED AT DISTT LEVEL	7 Working days.
10	ACTION AT DTE LEVEL	NA, as the cases are sent directly to concerned Record Office by the DSWO, who further submit to KSB.

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11	POINT TO BE CHECKED AT DTE LEVEL	NA
12	TIME REQUIRED AT DTE LEVEL	NA
13	TOTAL TIME FOR GRANTING BENEFIT TO BENEFICIARY	3-4 Months for disposal by KSB New Delhi.

**Annexure****PARTICULARS OF THE WAR WIDOWS FOR ISSUE OF IDENTITY CARD FOR  
RAIL TRAVEL CONCESSION**

1. Name of the Widow:
2. Age
3. Widow of Late : No \_\_\_\_\_ Rank \_\_\_\_\_  
Name \_\_\_\_\_
4. Who died actually in 1948/1962/1965/1971 War/ \_\_\_\_\_ Operational  
duty on \_\_\_\_\_ (Name of the operation and exact date  
should be clearly indicated).
5. Full address of Widow : Vill \_\_\_\_\_ PO \_\_\_\_\_  
Tehsil \_\_\_\_\_ Distt \_\_\_\_\_
6. Details of pension/allowance:-
  - (a) Ordinary Family Pension : Rs \_\_\_\_\_ PM
  - (b) Special Family Pension : Rs \_\_\_\_\_ PM
  - (c) Children Allowance : Rs \_\_\_\_\_ PM
7. Name and dates of birth of dependent children: -
  - (a) \_\_\_\_\_
  - (b) \_\_\_\_\_
  - (c) \_\_\_\_\_
8. Identification marks:-
  - (a) \_\_\_\_\_
  - (b) \_\_\_\_\_

Signature of the widow

Enclosures: Postal Order of Rs 5/- in favour of the Secretary Flag Day Fund,2  
Photostat attested copies of the Service Book/ Pension Book

Recommendation of the verify authority: -

Case verified and recommended.

District Sainik Welfare Officer

**(FOR USE OF RECORD OFFICE ONLY )**

Cause of death is recorded in the sheet Roll/Records

\_\_\_\_\_  
\_\_\_\_\_

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Certified that I have checked the above details and they are found correct.

Signature

**DISTRESS GRANT OUT OF ADJUTANT GENERAL 'S WELFARE****FUND (DD40)**

1.	BENEFIT	Distress Grant out of Adjutant General's Welfare Fund.
2	ELIGIBILITY	All ESM/their widows/dependents who are not in receipt of any kind of Pension and have not been provided any assistance by State Govt or any other source for the purpose.
3	DOCUMENTS REQUIRED TO THE SUBMITTED BY THE APPELLANT/ BENEFICIARY	1. Application as per Form DD-40 (Specimen att as Annx ). 2. Photocopy of Service Particulars / Discharge Book of the deceased soldier. 3. Photocopy of Identity Card.
4	ACTION TO BE TAKEN BY DEALING HAND AT DISTT LEVEL	Scrutiny of documents as per check list, submitted by the beneficiary before putting to the Supdt, getting verified through Welfare Worker.
5.	TIME REQUIRED	15 Working Days
6	ACTION TO BE BY SUPDT AT DISTT LEVEL	One Day - Scrutiny of all documents
7	ACTION/POINT TO BE CHECKED BY DSWO	Scrutiny of required documents, signing and dispatch to concerned Record Office who further submit the same to concerned Corps HQ.
8	TIME	Two days.
9	TIME REQUIRED AT DISTT LEVEL	One Month
10	ACTION AT DTE LEVEL	NA
11	POINT TO BE CHECKED AT DTE LEVEL	NA
12	TIME REQUIRED AT DTE LEVEL	NA
13	TOTAL TIME FOR GRANTING BENEFIT TO BENEFICIARY	1-2 Months for disposal by Adjutant General's Branch, PS-5, Army Headquarters, New Delhi subject to availability of funds.

**Annexure****In lieu of Form DD – 40****APPLICATION FOR GRANTS FROM WELFARE FUND ADJUTANT GENERAL'S BRANCH****PART 1 : PARTICULARS OF THE APPLICANT/EX-SERVICEMAN**

1. (a) Name of Applicant : \_\_\_\_\_
- (b) Date of Birth : \_\_\_\_\_  
: Wife / Widow/ Son/ Daughter/
- (c) Relationship with Applicant Parents
- (d) Permanent Home Address : \_\_\_\_\_  
\_\_\_\_\_
- (e) Present Home Address : \_\_\_\_\_  
\_\_\_\_\_

**PART II : DETAILS OF EX-SERVICEMAN**

2. (a) Personal Number : \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_
- (b) Unit/ Corps : \_\_\_\_\_
- (c) Date of Commission/Enrolment : \_\_\_\_\_
- (d) Date of Retirement/Discharge : \_\_\_\_\_
- (e) Total Service : \_\_\_\_\_ Years \_\_\_\_\_ Months.
- (f) Date of Casualty/Death : \_\_\_\_\_
- (g) Cause of Casualty/Death : \_\_\_\_\_
- (h) PPO Number : \_\_\_\_\_
3. Tick as applicable to the applicant :-
  - (a) If Infirm or unable to support wife & children : Yes/ No
  - (b) Totally Blind : Yes/ No
  - (c) If Over 65 Years of age : Yes/ No

**PART 3 : PRESENT FINANCIAL STATE OF APPLICANT**

4. Monthly Income from all sources (including property) : Rs \_\_\_\_\_  
(Give brief details).
5. Details of Grants received :-  
 (a) AGI : Rs \_\_\_\_\_ (b) LIC : Rs \_\_\_\_\_  
 (c) Gratuity : Rs \_\_\_\_\_ (d) Ex Gratia : Rs \_\_\_\_\_  
 (e) AFPP/DSOP : Rs \_\_\_\_\_ (f) AOCEF : Rs \_\_\_\_\_  
 (g) Others : Rs \_\_\_\_\_
6. Details of all previous grants/assistance received from :-  
 (a) Army : Rs \_\_\_\_\_ (b) State Govt : Rs \_\_\_\_\_  
 (c) Central Govt : Rs \_\_\_\_\_ (d) Total : Rs \_\_\_\_\_
7. Monthly expenditure on following :-  
 (a) Housing (Own house/Rent) : Rs \_\_\_\_\_  
 (b) Food Clothing & other necessities : Rs \_\_\_\_\_  
 (c) Education of dependent children : Rs \_\_\_\_\_
8. No of members wholly dependents on him : \_\_\_\_\_
9. Details of dependents :-  

<u>Name</u>	<u>Sex</u>	<u>Age</u>	<u>Relationship</u>	<u>Occupation</u>	<u>Monthly Income</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
10. Details of Bank and Account Number : \_\_\_\_\_  
 \_\_\_\_\_

**PART 4 : BRIEF CIRCUMSTANCES OF DISTRESS**

11.

**CERTIFICATE**

12. Certified that all the above facts are correct to the best of my knowledge and no information has been concealed.

Date :

(Signature of Applicant)

**VERIFICATION AND RECOMMENDATIONS**

13. Information given above are verified as correct except the following :-

14. Recommendations :-

Place : Office Seal (Secretary Zila/Rajya Sainik Board or Sponsoring  
Officer of the rank of Lt Col & above)

Date :

15. Sanctioned/Not Sanctioned as follows :-

(a) Rs \_\_\_\_\_ per month for \_\_\_\_\_ months/ OR

(b) Rs \_\_\_\_\_ as lump sum grant.

Place :

Date :

(Sanctioning Authority)

(a) Army Wives Welfare Association (AWWA) Schemes .

<u>S/ No</u>	<u>Description</u>	<u>Amount</u>	<u>Applicable to</u>
(i)	AWWA Ex-Gratia	Rs 15,000/-	All death cases (in service)
(ii)	AWWA Education Scholarship	1 <sup>st</sup> Child Rs 10,000/- per year (Under revision)	All death cases (Post retirement) Upto graduation
		2 <sup>nd</sup> Child Rs 8,000/- per year (Under revision)	
(iii)	AWWA Technical Education Grant	1 <sup>st</sup> Child upto max Rs 30,000/- per year	To children of widows not drawing pension. Applicable for Technical courses (eg M Tech/MBBS)
		2 <sup>nd</sup> Child upto max Rs 20,000/- per year	
(iv)	AWWA Marriage Grants	Rs 25,000/- (Under revision)	ESM death after retirement cases
(v)	AWWA Financial Grant for Sewing Machine	Rs 6,000/-	Wives of service personnel (invalided out from service with 100% disability/ disabled BC pers)

**Annexure****APPLICATION FOR GRANTS FROM AMRY WIVES WEFLARE ASSOCIATION**

## Part I – Particulars of the Applicant /Serviceman/Ex-Serviceman

1. (a) Name of the applicant : \_\_\_\_\_
- (b) Permanent Address : \_\_\_\_\_  
\_\_\_\_\_
2. Details of the Serviceman/Ex-Serviceman :-
  - (a) No \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_  
Unit/Corps \_\_\_\_\_
  - (b) Relationship with applicant \_\_\_\_\_
  - (c) Date of commission/enrolment \_\_\_\_\_
  - (d) Date of retirement/discharge \_\_\_\_\_ Total Service \_\_\_\_\_
  - (e) Date of casualty including Death \_\_\_\_\_
  - (f) Cause of casualty including Death \_\_\_\_\_
  - (g) Age at the time casualty including Death \_\_\_\_\_
  - (h) Is Death/Disability attributable or aggravated to service \_\_\_\_\_
  - (j) Character (As assessed on discharge Certificate) \_\_\_\_\_ Yes/No
  - (k) Physical condition of the applicant \_\_\_\_\_
3. Details of applicant's Bankers :-
  - (a) Name of Bank and Branch \_\_\_\_\_
  - (b) Postal Address \_\_\_\_\_  
\_\_\_\_\_
  - (c) Account No. \_\_\_\_\_

## 4. Details of family/dependants:-

<u>Name</u>	<u>Age</u>	<u>Relationship</u>	<u>Profession and individual income if applicable</u>	<u>School and Class Studying</u>
(a)	_____	_____	_____	_____
(b)	_____	_____	_____	_____
(c)	_____	_____	_____	_____
(d)	_____	_____	_____	_____
(e)	_____	_____	_____	_____
(f)	_____	_____	_____	_____

**Part-II-PRESENT FINANCIAL STATE OF APPLICANT****Monthly Income**

5. (a) Rate of monthly pension and or salary : \_\_\_\_\_  
(including allowances)
- (b) Children allowance :-  
 (i) For No of children : \_\_\_\_\_  
 (ii) Rate per month : \_\_\_\_\_  
 (iii) Total Amount : \_\_\_\_\_
- (c) Children education allowance :-  
 (i) For No of children : \_\_\_\_\_  
 (ii) Rate per month : \_\_\_\_\_  
 (iii) Form AOCEF : \_\_\_\_\_  
 (iv) Aid from any other : \_\_\_\_\_  
 Scholarship/State

**Previous Grant**

6. Details of previous grants/ assistance received from centre/State Govt /Army source including DGR, Kendriya/Rajya Sainik Board

	<u>Date</u>	<u>Source Fund</u>	<u>Amount</u>
(a)	_____	_____	_____
(b)	_____	_____	_____
(c)	_____	_____	_____
(d)	_____	_____	_____

(e) \_\_\_\_\_

### **LUMPSUM RECEIPTS**

7. Details of all lump sum receipts are as under :-

	<u>DATE</u>	<u>AMOUNT</u>
(a) From Army Group Insurance Scheme	_____	_____
(b) DSOP	_____	_____
(c) From LIC	_____	_____
(d) Service gratuity	_____	_____
(e) Family gratuity	_____	_____
(f) Terminal gratuity	_____	_____
(g) Death-cum-retirement gratuity	_____	_____
(j) Rehabilitation grant (for EC Officers)	_____	_____
(k) Commuted value of pension received	_____	_____
(l) Any other amount received	_____	_____

TOTAL RS.

### **OTHER ASSETS**

8. My other assets are as under:-

	<u>Name of the Bank/Company</u>	<u>AMOUNT</u>	<u>Income (Yearly)</u>
(a) Current /Saving Account	_____	_____	_____
(b) Fixed Deposits	_____	_____	_____
(c) Recurring Deposit	_____	_____	_____
(d) Shares/Bonds	_____	_____	_____
(e) Saving Certificate	_____	_____	_____
(f) Unit Trust	_____	_____	_____
(g) Any other deposits	_____	_____	_____

TOTAL RS.

**Details and income from property :-****Immovable Property**

	<u>Urban/</u>	<u>Area</u>	<u>Total</u>	<u>Income</u>
	<u>Rural</u>		<u>Value</u>	<u>(Yearly)</u>
(a) Land		_____		
(i) Agriculture		_____		
(ii) Non-agricultural		_____		
(b) House (s)				
(i)		_____		
(ii)		_____		
(c) Commercial				
(i)		_____		
(ii)		_____		
(d) Hired land/Buildings		_____		

**Movable Property (Above Rs. 2,000/- each)**

	<u>Details of property</u>	<u>Value</u>	<u>Income if any</u>
(a)	_____	_____	_____
(b)	_____	_____	_____
(c)	_____	_____	_____
(d)	_____	_____	_____
(e)	_____	_____	_____
(f)	_____	_____	_____
		TOTAL RS.	_____
			_____

10. Details of monthly income from other sources are as follows :-

**Income from other sources**

	<u>Source</u>	<u>Income</u> <u>(Monthly</u> <u>)</u>
(a)		
(b)		
(c)		
	TOTAL RS	

**Family Budget**

12. Present monthly budget as follows:-

- (a) House/Own/hired house at the rate of \_\_\_\_\_ per month
- (b) Total education expense \_\_\_\_\_
- (c) Food cost \_\_\_\_\_
- (d) Clothing and other necessities \_\_\_\_\_

TOTAL RS.

**PART-III-BRIEF CIRCUMSTANCES OF DISTRESS**

**CERTIFICATE**

Certified that all the above facts have been correctly revealed no information has been concealed to the best of my knowledge.

Date \_\_\_\_\_

Signature of the applicant

Caution :- Any other declaration of concealing of facts may adversely effect consideration of application and may debar you from any further assistance/financial help. In your own interest please fill the details correctly.

**NOTES**

1. Applications for the first grant should be submitted in duplicate, direct to the command in which Serving or to the Zila/Rajya Sainik Board/OC Records/Army HQ whichever applicable.
2. Applications for the subsequent grants should be submitted, in duplicate, direct to the respective the Zila/Rajya Sainik Board/OC Records including the Command/Zila/Rajya Sainik Board/OC Records which dealt with the first application.
3. Causality includes death, invalidment, release discharge, resignation, dismissal or cashiering.
4. Case of invalidment /death should Battle causality/ Peace time causality with authority, if possible.
5. Write NA or NIL wherever applicable.

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**PART IV-VERFICATION AND RECOMMENDATIONS**

1. The above statements have been verified as correct except as under :-
2. Recommendation: -

Sponsoring Office of the rank of  
Lt Col & above & equivalentents  
Or  
Secretary Zila/ Rajya Sainik Board

Affix Office Seal

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**PART V-GRANT (S) SANCTIONED**

**FUND**

**AMOUNT**

Date

Sanctioning Authority

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**EX-GRATIA TO THE NEXT OF KIN OF MARTYRS**

Benefit	<b><u>Total Amount Rs. 50.0 lakh.</u></b>  (a) If married Rs. 5.0 lakh cash in lieu of plot and Rs.35.0 lakh to wife. Rs. 10.0 lakh as additional relief to parents.  (b) If un-married Rs. 5.0 lakh cash in lieu of plot and Rs.45.0 lakh to parents.	
1	Eligibility	Next of Kin and parents of Defence & Para Military Forces Personnel who die or are disabled during the performance of their bonafide official duties on or after 1.1.1999.
2	Documents required to be submitted by the applicant/beneficiary	(a) Application on prescribed Performa.(attached as per annexure I) (b) Affidavit (original)(as per annexure II) (c) Attested copy of Battle Causality/Battle Accident (e) Permanent Home Address in the form of Battle Causality/Battle Accident Report/ Certificate issued by Military /Para Military Authority.
3	Action to be taken by dealing Clerk at District level	To acquire the following documents: a) BC Report (Photostat copy duly attested) from the concerned unit. b) In case father/mother already dead, death certificates in respect of parents in original or attested copy of the same. c) Dependent certificate. d) Where permanent address/information of NoK is not mentioned in Battle Casualty/Battle Accident Report, in that case a certificate to be issued by military authority regarding NoK and his residential address. e) All documents to be checked as per check list attached at Annexure III.
4.	Action to be taken by Supdt at District level	All documents to be scrutinized and compiled as per check sheet.
5	TIME REQUIRED	20 days from the day of Bhog/Kiriya

6	Action/Points to be checked by DSWO	All documents to be checked as per check list attached at annexure III and with recommendation, the case will be submitted to Dte Sainik Welfare, Punjab.
7	TIME	Two days.
8	TIME REQUIRED AT DISTT LEVEL	One Month
9	ACTION AT DTE LEVEL	All documents to be checked as per check list & forward to Secretary Defence Services Welfare Pb for sanction
10	POINT TO BE CHECKED AT DTE LEVEL	As mentioned at Serial No. 3 & 4.
11	TIME REQUIRED AT DTE LEVEL	7 days (including days taken in transit) in case all documents are correct.
12	TOTAL TIME REQUIRED	30 days.
13	TIME REQUIRED AT AD	45 days
14	PREPARE & SUBMIT BILL TO TREASURY	10 days
15	ACTION AT TREASURY LEVEL	10 days to pass the claim and issue of cheque in favour of respective DDO.
16	TOTAL TIME FOR GRANTING BENEFIT TO BENEFICIARY	70 days(including 2 days for preparation of a draft in favour of beneficiary.

Presiding Officer \_\_\_\_\_

**Annexure I**

**APPLICATION**

**EX-GRATIA GRANT TO WAR WIDOWS/FAMILIES OF DECEASED PERSONNEL  
KILLED/DISABLED DEFENCE PERSONNEL IN OPERATION PAWAN, MEGHDOOT AND  
RAKSHAK**

1. Name of the applicant :  
(In Block Letters)
2. Status, widow/dependent :
3. Residential Address :
4. Exact relationship with the war :

casualty.

5. No., Rank and Name of :  
deceased officer/soldier
- (a) Name of Unit :
- (b) Date & place of occurrence :
- (c) Cause of Casualty :
- (d) Record office authority, :  
letter to be attached. .
6. Nature of disability :-
- (a) Percentage of disability  
(attached proof)
- (b) Date & place of occurrence
7. Whether the applicant had received  
such assistance earlier, if yes,  
give details.
8. Amount of Ex-Gratia award admissible:

Date :

(Signature of applicant)

Verification/Recommendation of concerned  
District Sainik Welfare Officer.

(Signature & Designation with Seal)

**ANNEXURE 'II'****Specimen****AFFIDAVIT**

I \_\_\_\_\_ wife of \_\_\_\_\_ Rank \_\_\_\_\_

Name \_\_\_\_\_ permanent resident of

village \_\_\_\_\_ PO \_\_\_\_\_ Tehsil \_\_\_\_\_ District \_\_\_\_\_

do hereby solemnly affirm and declare as under :-

1. That, I am the legally wedded wife of No \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_ and eligible for \_\_\_\_\_ % of ex-gratia grant.  
That, I am in receipt of pension of the deceased soldier and eligible for the receipt of this benefit
2. That, I have not been given/paid or received such grant (Ex-gratia) earlier from the Punjab State or any other state and after receiving this grant, I will not claim this benefit in future from Punjab State or any other State.
3. That, I have not re-married after the death of my husband.
4. That, in case it is found that I am not legal heir of the deceased Soldier, the whole amount received will be returned to Govt. and I will be liable for any action as per law.
6. That, I am permanent resident of Punjab State and residing in Punjab State since my birth.

Deponent

**Verification:**

I, the above named deponent further solemnly affirm and declare that the contents of my above affidavit are true and correct to the best of my knowledge and belief and that nothing has been concealed therein.

Dated: \_\_\_\_\_

Deponent

**DAUGHTER MARRIAGE GRANT OF Rs 25,000/-**

1.	BENEFIT	MARRIAGE GRANT FOR RS 25,000/- OUT OF PUNJAB DEFENCE & SECURITY & RELIEF FUND
2	ELIGIBILITY	Ex-Serviceman/Widow of Ex-Serviceman (whose annual income is less than Rs 1,00,000) The following categories are also considered for marriage grant irrespective of their income:- Daughter of War Widows Daughter of Def Personnel who die in harness. Daughter of War disabled personnel and their disability is attributable to Military Services. Daughter of disabled Ex-servicemen including Officers who are in receipt of Disability pension. Orphan daughter of Ex-servicemen.
3	DOCUMENTS REQUIRED TO THE SUBMITTED BY THE APPELLANT/ BENEFICIARY	a) Application on specific Performa attached as per Annexure I b) Photostat attested copy of Discharge Certificate c) Pension Certificate issued by PDA d) Affidavit (specimen attached as per Annexure II) e) Age proof of Daughter (Birth certificate/school leaving cert) f) Wedding Card g) Photostat attested copy of Ration Card h) Income certificate from revenue Deptt
4	ACTION TO BE TAKEN BY DEALING HAND AT DISTT LEVEL	a) Verification by Welfare Worker b) Scrutiny of documents c) Recommendation of DSWO and case prepared along with a Noting Sheet to President, Zila Sainik Board
5.	TIME REQUIRED	13 Working Days
6	ACTION TO BE BY SUPDT AT DISTT LEVEL	(a) Scrutiny of documents as per check list attached as per Annexure I. (b) Forward case to Deputy Commissioner on Noting Sheet.
7.	TIME REQUIRED AT DISTT	15 days

	LEVEL	
8.	ACTION/POINT TO BE CHECKED BY DSWO	a) All documents as mentioned above to be checked as per Check list attached at Annexure III and ensure that the claim is filled within 6 months from the date of marriage by applicant parent. b) Forward complete application to Member Secretary, Punjab Defence & Security Relief Fund Committee, Chandigarh, directly.
9	TIME	One days.
10	ACTION AT DTE LEVEL	
11	POINTS TO BE CHECKED AT DTE LEVEL	
12	TIME TAKEN AT CM OFFICE	15-30 days
13	TOTAL TIME FOR GRANTING BENEFIT TO BENEFICIARY	NA
13	TIME REQUIRED AT DTE LEVEL	NA
13	TOTAL TIME FOR GRANTING BENEFIT TO BENEFICIARY	90 days. Including transit period and clearance of cheque from Chandigarh as sent by Chief Minister's Office.

Presiding Officer \_\_\_\_\_

**Annexure I**

**APPLICATION**  
**FOR THE GRANT OF RELIEF OUT OF THE PUNJAB DEFENCE**  
**SECURITY RELIEF FUND**

(Referred to in clause 24 of the Punjab Defence and Security Relief Fund Rule)

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1. Name (in Block letters) :  
Age  
Date of Birth of the applicant
  
2. Residence :  
Vill & PO  
Teh & Distt
  
3. Exact relationship of the applicant with deceased :  
engaged in the defence of the country or having  
done conspicuous service in the defence  
of  
the country  
  
Particulars of dependent children
  
4. (i) Date of casualty/enrolment :  
(ii) Nature of casualty/discharge  
(iii) Percentage of disability  
(iv) Place of occurrence
  
5. Guardian (if not  
father Name

Profession and relation to the applicant

6. Financial position of the Guardian/Applicant
  - (a) Monthly income of the Guardian/Applicant from all sources.
  - (b) Monthly income of the Dependent children
  - (c) Sources of income
  - (d) Whether she/he has received such assistance earlier or not
  - (e) Land revenue paid
  - (f) Income tax if any paid
  - (g) Any other Adhoc or monthly assistance already received, likely to be received from Govt, or other source.
7. Concession claimed admission of fee remission, book aid or scholarship or other financial assistance.
8. Date..... (Signature of applicant)
9. An authenticated copy of the report of the last educational institute where necessary
10. Recommendation of the head of the institution where necessary.
11. Recommendation of the Deputy Commissioner
12. Recommendations of the Secretary Punjab Defence and Security Relief Fund Committee.
13. Orders of the Committee

**Annexure II****Specimen****AFFIDAVIT**

I, No \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_ / Smt  
 \_\_\_\_\_ widow of  
 \_\_\_\_\_ resident of village  
 \_\_\_\_\_ Distt.

\_\_\_\_\_ do solemnly affirm and declare that :

1. I/my husband had served in the Indian Army/Navy/Air Force from  
 \_\_\_\_\_  
 to \_\_\_\_\_.

2. My annual income from all sources is Rs \_\_\_\_\_

3. I am owner of \_\_\_\_\_ acres land

4. The date of birth of my daughter named

\_\_\_\_\_ is \_\_\_\_\_, who got marriage on \_\_\_\_\_  
 with

Shri \_\_\_\_\_ son of Shri \_\_\_\_\_ resident of  
 Village \_\_\_\_\_

according to \_\_\_\_\_ rites.

5. The detail of my family member is as follows :-

<b><u>Name</u></b>	<b><u>Date of birth/Age</u></b>	<b><u>Occupation</u></b>
<b><u>Marital status</u></b>		

6. The above family members are dependent upon me.

**Deponent**

Verification

I, the above named deponent certify that the above declaration is true and correct as per my knowledge and belief and nothing has been concealed therein.

Dated \_\_\_\_\_

**Deponent**

(To be attested by class I Magistrate)

**Annexure III****CHECK LIST ; MARRIAGE GRANT**

1. The income of ex-servicemen/widow from all sources should be less than Rs 1 Lac/-
2. The ex-servicemen/widows has applied for Daughter Marriage Grant within six months from the date of marriage.
3. The particular of ex-servicemen/widow and married daughter duly signed by DSWO & Deputy Commissioner & President Zila Sainik Board is to be attached with claim (Proforma attached as per annexure IV).
4. Income certificate issued by Tehsildar or affidavit regarding income is to be attached. In case the beneficiary is drawing service/disability/family pension from Defence, a certificate to be obtained from their respective DPDO/Banker and to be attached with claim.
5. In case the ex-serviceman has been discharged from service on medical ground, a certificate to be obtained from respective DPDO.
6. As a proof of marriage a wedding card/a certificate issued by Village Sarpanch should be attached with claim.
7. The following category will be given marriage grant irrespective of their income :
  - (a) Daughter of war widows.
  - (b) Daughter of Defence personnel who died in harness.
  - (c) Daughter of war disabled personnel and their disability is attributable to military service.
  - (d) Daughter of 20% to 100% disabled personnel including officers.
  - (e) Orphan daughter of ex-servicemen.

**ANNEXURE IV****PROFORMA****PARTICULARS OF EX-SERVICEMEN/WIDOWS BENEFICIARIES OF MARRIAGE  
GRANT OUT OF PDSR FUND**

Sr No.	Name of Beneficiary & Address	Name of Daughter & her date of marriage	Annual Income	Percentage of Disability	Amount of Grant	Remarks

Certified :-

- (a) Marriage Grant in respect of above cases were not received previously from Punjab Defence & Security Relief Fund.
- (b) Applications in respect of above cases are received within six months from the beneficiary for grant of marriage grant.
- (c) All the documents of above cases have been verified and found correct.

Distt Defence Services Welfare Officer

Deputy Commissioner & President Zila Sainik Board

**MONETARY BENEFITS TO GALLANTRY AWARDEES**  
**(PUNJAB GOVT. GRANT)**

1.	BENEFIT	Details of Monetary benefits to Gallantry Awardees (Attached as <a href="#">Appendix A</a> )
2	ELIGIBILITY	Gallantry Awardees and widows/NOK of soldier
3	DOCUMENTS REQUIRED TO THE SUBMITTED BY THE APPELLANT/ BENEFICIARY	a) Application in triplicate as per Annexure I attached. b) Affidavit duly attested by Class-I Magistrate as per Annexure II, III & IV
4	ACTION TO BE TAKEN BY DEALING HAND AT DISTT LEVEL	a) Scrutiny of the documents as per check List att at Annexure VI b) Case to be forwarded to Dte Defence Services Welfare, Punjab along with recommendation of DSWO. c) Extract of Gazette of India Notification d) Address of Awardee at the time of enrolment issued by Army authority.
5.	TIME REQUIRED	3 Working Days
6	ACTION TO BE BY SUPDT AT DISTT LEVEL	Scrutiny of documents, compile the same with check list as per Annexure V attached.
7	TIME REQUIRED AT DISTT LEVEL	1 day
8	ACTION/POINT TO BE CHECKED BY DSWO	As per serial No. 3 re-check the documents as per check List (Annx V) & Despatch to Directorate Defence Services Welfare Punjab for onward submission to Deptt of Defence Services Welfare Pb
9	TIME	1 day
10	ACTION AT DTE LEVEL	Scrutiny of documents & forward to Deptt of Defence Services Welfare, Punjab for sanction.
11	POINT TO BE CHECKED AT DTE LEVEL	Check along with the Gazette Notification received from Army HQ, obtain Director Defence Services Welfare Punjab's recommendation and forward to Defence Services Welfare Pb .
12	TIME REQUIRED AT DTE LEVEL	7 days

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13	TIME REQUIRED AT AD'S FOR ISSUE OF SANCTION	30 days. Also depends on availability funds to be allotted. And transit period.
14	ACTION AT DISTT LEVEL AFTER RECEIPT OF SANCTION	Prepare the Bill and forward to Distt Treasury
15	TIME TAKEN	4 days
16	Action at Distt Treasury	10 days
17	ISSUE OF CHEQUE TO BENEFICIARY	4 days
18	TOTAL TIME REQUIRED	60 days.

Presiding Officer \_

**Appendix 'A'****Rate of Monthly Allowance, Cash Award, Cash in lieu of Land and Lump sum cash grant to Gallantry Awardees**

Ser No.	Name of award	Rate of monthly allowance with effect from						01.04.1995		15.12.2011		Lump sum grant w.e.f 6-11-02 onward to new awardees	Lump sum grant w.e.f 15-12-11 onward to awardees	Lump sum grant w.e.f 22.04.16 onward to awardees
		2.5.05 Self/ NOK	16.8.07	1.4.10 Self/ NOK	21.12.10 NOK of Posthumous Awardees	15.1 2.11 Self and Widows	wef 21.1. 2014	cash award	cash-in-lieu of land	cash award	cash-in-lieu of land			
1	PVC	12,500/7500	-	0/10500	0	19250	23100	22,500	1.50 Lac	-	-	25 Lac	30 Lac	2.0 Crs
2	MVC	9,500/5750	-	13300/8050	13300	14630	17556	10,000	1.00 Lac	-	-	15 Lac	20 Lac	1.0 Cr
3	AC	10,000/5000	-	14000/7000	14000	15400	18480	20,000	1.25 Lac	-	-	25 Lac	30 Lac	2.0 Crs
4	KC	7,500/3750	-	10500/5250	10500	11550	13860	12,000	75,000	-	-	15 Lac	20 Lac	1.0 Cr
5	VrC	5,500/3750	-	7700/5250	7700	8470	10164	7,000	50,000	-	-	10 Lac	15 Lac	50.0 Lac
6	SC	3,500/1750	-	4900/2450	4900	5400	6480	5,000	40,000	-	-	10 Lac	15 Lac	50.0 Lac
7	SM/NM/Vayu SM (G)	2,000/1000	-	2800/1400	2800	3100	-	3,000	20,000	-	-	5 Lac	7 Lac	14.0 Lac
	SM/NM/Vayu SM (D)	100	250	350	350	400	-	3,000	20,000	8,000	30,000	-	-	
8	M-I-D (G)	1,000/500	-	1400/700	1400	1550	-	2,000	10,000	7,000	15,000	2.50 Lac wef 27.5.04 #	5 Lac	10.0 Lac
	M-I-D (D)	-	200	280	280	310	-	2,000	10,000	7,000	15,000	-	-	
9	SYSM	^	500	700	700	770	-	17,000	1H10 Lac	25,000	2H00 Lac	-	^	
10	PVSM	-	450	630	630	700	-	15,000	1.00 Lac	20,000	2.00 Lac	-	-	
11	UYSM	-	400	560	560	620	-	10,000	65,000	15,000	1.00 Lac	-	-	
12	AVSM	-	350	490	490	540	-	7,000	50,000	10,000	75,000	-	-	
13	YSM	-	300	420	420	470	-	4,000	30,000	10,000	50,000	-	-	
14	VSM	-		350	350	400	-	3,000	20,000	5,000	30,000	-	-	
15	VC	10,000/5,000	-	-	-	-	-	-	-	-	-	-	-	
16	MC	7,500/3,750	-	10500/5250	10500	11550	-	-	-	-	-	-	-	
17	MM	3,500/1750	-	4900/2450	4900	5400	-	-	-	-	-	-	-	
18	IOM	2,000	-	1400/700	1400	1550	-	-	-	-	-	-	-	
19	CGA	2,000	-	-	-	-	-	-	-	-	-	-	-	
20	IOM Cl 2	1,500	-	-	-	-	-	-	-	-	-	-	-	
21	IDSM	1,000	-	-	-	-	-	-	-	-	-	-	-	

**ANNEXURE 'I'****Proforma****Application for grant of Cash Award  
(GALLANTRY AWARDEES)**

1. Rank, Name, Number and Branch/Trade :  
of the applicant.
2. Unit where serving. :
3. Permanent home address :
4. Address given at the time of joining :  
service.
5. Nature of award :
6. Date of award :
7. Authority for award :  
(Notification No of Gazette of India)
8. Copy of Citation.

(Signature of the applicant)

**Recommendation/Remarks of the DSWO**

**Annexure II****Specimen****AFFIDAVIT****(Application in case of "Awardee" only)**

I, No \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_  
 resident of village \_\_\_\_\_ PO \_\_\_\_\_ Tehsil \_\_\_\_\_ Distt \_\_\_\_\_  
 \_\_\_\_\_ of \_\_\_\_\_ solemnly affirm and  
 \_\_\_\_\_ and Awardee declare  
 as under :-

1. That I have not taken/will not take any benefit for this award from any other state in future.
2. I am willing to accept monetary benefit for this award in lieu of land (in cases before 6.11.02) (in cases of MID award before 27.5.04)

OR

I am willing to accept lump sum amount in lieu of land and I shall not claim any other benefit for this award in future (in cases from 6.11.02 onwards except MID award) (in cases of MID award from 27.5.04 onwards)

3. That I understand and am conscious of the fact that this is one time lump sum award. As such I will not claim any other benefit such as land, cash award and annuity etc, under any pretext/rationale (in cases from 6.11.02 onwards except MID award) (in cases of MID award from 27.5.04 onwards).

Place :  
 Date

Deponent

**Verification**

Verified at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ that the contents of the above affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed therein.

Place :

Date

Deponent

(Attested by Magistrate)

**Annexure III****Specimen****AFFIDAVIT****(In case of Posthumous Awardee : Beneficiary  
Wife (Widow))**

I, Name Smt \_\_\_\_\_ wife (widow of) No \_\_\_\_\_ Rank \_\_\_\_\_  
 Name \_\_\_\_\_ resident of \_\_\_\_\_ village  
 \_\_\_\_\_ PO \_\_\_\_\_ Tehsil  
 \_\_\_\_\_ Distt \_\_\_\_\_ and \_\_\_\_\_ Awardee of  
 \_\_\_\_\_ solemnly affirm and declare as  
 under :-(Name of award)

- 1 That I am real wedded wife (widow) of the said awardee.
- 2 That I have not re-married on the date of conferment of award.
3. That I have not taken/will not take any benefit for this award from any other state in future.
- 4.. That I am willing to accept monetary benefit for this award in lieu of land (in cases before 6.11.02) (in cases of MID award before 27.5.04)

OR

I am willing to accept lump sum amount in lieu of land and I shall not claim any other benefit for this award in future (in cases from 6.11.02 onwards except MID award) (in cases of MID award from 27.5.04 onwards)

3. That I understand and am conscious of the fact that this is one time lump sum award. As such I will not claim any other benefit such as land, cash award and annuity etc, under any pretext/rationale (in cases from 6.11.02 onwards except MID award) (in cases of MID award from 27.5.04 onwards).

Place :

Date

Deponent

Verification

Verified at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ that the contents of the above affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed therein.

Place :

Date

Deponent

(Attested by Magistrate)

**Annexure IV****Specimen****AFFIDAVIT****(In case of Bachelor Martyr Awardee)**

The parent(s) named \_\_\_\_\_ of No\_ \_\_\_\_\_  
 Rank \_\_\_\_\_  
 Name \_\_\_\_\_ resident of village \_\_\_\_\_ PO  
 \_\_\_\_\_ Tehsil  
 \_\_\_\_\_ Distt \_\_\_\_\_ and \_\_\_\_\_  
 Award of \_\_\_\_\_ solemnly affirm and declare as  
 under :- (Name of award)

1. That my son/brother was unmarried at the time of his death.
2. That I am legal heir of my son/brother  
 No \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_.
3. That I have not taken/will not take any benefit for this award from any other state in future.
4. That I am willing to accept monetary benefit for this award in lieu of land (in cases before 6.11.02) (in cases of MID award before 27.5.04)

OR

I am willing to accept lump sum amount in lieu of land and I shall not claim any other benefit for this award in future (in cases from 6.11.02 onwards except MID award) (in cases of MID award from 27.5.04 onwards)

5. That I understand and am conscious of the fact that this is one time lump sum award. As such I will not claim any other benefit such as land, cash award and annuity etc, under any pretext/rationale (in cases from 6.11.02 onwards except MID award) (in cases of MID award from 27.5.04 onwards).

Place :

Date

Deponent

Verification

Verified at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ that the contents of the above affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed therein.

Place :

Date

Deponent

(Attested by Magistrate)

**Annexure V****CHECK LIST**

1. Ensure application on specific perform attached at annexure I, in triplicate is completed and submitted to Dte Defence Services Welfare Punjab.
  
2. Affidavit as per performa attached at annexure II duly attested by Class I Magistrate is received from applicant as follows :-
  - (a) If beneficiary is self awardee - Annexure II
  - (b) If beneficiary is widow - Annexure III
  - (c) If awardee martyr bachelor - Annexure IV
  
3. DSWO recommends the case on application of individual showing the amount of award.
  
4. Ensure address of awardee is issued by Army authority should be of Punjab State.

**WORLD WAR VETERAN /OLD AGE FINANCIAL ASSISTANCE**

1.	BENEFIT	Rs.4,500/- PM
2.	ELIGIBILITY	Ex-Servicemen/Widows of Ex-Servicemen of World War-II above the age of 65 years who are not in receipt of any pension.
3.	DOCUMENTS REQUIRED TO THE SUBMITTED BY THE APPELLANT/ BENEFICIARY	<ul style="list-style-type: none"> <li>a) Application on specific Performa attached at Annexure I</li> <li>b) Age assessed by Medical Officer</li> <li>c) Income certificate from revenue authority</li> <li>d) A certificate from Distt Social &amp; Security Officer regarding non pensioner attached as per Annexure II.</li> <li>e) Affidavit as per Annexure III</li> <li>f) Discharge certificate</li> <li>g) Saving Bank Account</li> <li>h) Photostat attested copy of Ration Card.</li> </ul>
4.	ACTION TO BE TAKEN BY DEALING HAND AT DISTT LEVEL	<ul style="list-style-type: none"> <li>a) Ensure verification of case carried out by Welfare worker.</li> <li>b) Scrutiny of documents as per check List.</li> <li>d) ESM/widow advised to open bank account &amp; obtain account Number.</li> <li>e) Obtain sanction of Zila Sainik Board screening committee</li> <li>f) Forward case to Dte Sainik Welfare with recommendation of DSWO.</li> </ul>
5.	TIME REQUIRED	10 Working Days
6.	ACTION TO BE TAKEN BY SUPDT AT DISTT LEVEL	Scrutiny of documents as per check list att at Annexure IV.
7.	TIME REQUIRED AT DISTT LEVEL	11 days
8.	ACTION/POINTS TO BE CHECKED BY DSWO	<ul style="list-style-type: none"> <li>a) Period of service rendered by Ex-serviceman in the Army</li> <li>b) Reason for Discharge: <ul style="list-style-type: none"> <li>(i) Not discharged at his own request.</li> <li>(ii) Not discharged under disciplinary reasons.</li> <li>(iii) Ex-serviceman falls under ex-servicemen Punjab Rect Rule 1982.</li> <li>(iv) Enrolment of ex-servicemen should be within or prior to Second World War</li> <li>(v) Age of Ex-serviceman should be 65 years or</li> </ul> </li> </ul>

		above (vi) Income of Ex-servicemen/widows should not exceed Rs. 2 Lacs/- annually. c) Recheck as per serial 3 & 4.
9.	TIME	One day
10	ACTION AT DTE LEVEL	Check documents & accord sanction
11.	POINT TO BE CHECKED AT DTE LEVEL	Check All points mentioned at Serial No.3,4 & 8.
12	TIME REQUIRED AT DTE LEVEL	10 days
13	TOTAL TIME FOR GRANTING BENEFIT TO BENEFICIARY	One month Including transit period.

Presiding Officer \_\_\_\_\_

**Annexure 'I'**

(Performa)

**APPLICATION FORM FOR PAYMENT OF FINANCIAL ASSISTANCE TO EX-SERVICEMEN/WIDOWS ABOVE THE AGE 65 YEARS**

1. Name of Ex-serviceman
2. Name of Wife/Widows
3. Father's Name  
(Only in case of ESM)
4. Date of Birth
5. Date of enrolment in Army
6. Date of Retirement
7. Reasons for retirement
8. Permanent address
9. Name of Banker and Saving Account No.
10. Monthly income from all sources:
  - (a) Land
  - (b) Shop/Business
  - (c) Financial assistance
  - (d) Pension
11. Is he/she living with dependent

Signature of Applicant

---

Recommendations of Screening Committee of District Sainik Welfare Office

Recommended/Not Recommended

District Sainik Welfare Officer

Sanctioned/Not Sanctioned

Director Sainik Welfare Punjab

**ANNEXURE II**

(Refers to Appendix 'D')

**Specimen**

**CERTIFICATE**

(To be prepared by Distt Social & Security Officer)

It is certified that Shri/Smt \_\_\_\_\_ son /wife of  
Shri \_\_\_\_\_ resident of village \_\_\_\_\_ PO  
\_\_\_\_\_ Teh \_\_\_\_\_  
Distt \_\_\_\_\_  
has /has not drawn old age pension from Punjab Govt through this office upto  
\_\_\_\_\_ and has been discontinued wef \_\_\_\_\_ as  
Shri/Smt \_\_\_\_\_  
\_\_\_\_\_ intends to draw financial assistance being paid to the ex-  
servicemen/widows of above 65 years of age by Distt Sainik Welfare Officer  
.....

No \_\_\_\_\_  
Officer  
Dated \_\_\_\_\_

Distt Social & Security  
\_\_\_\_\_

**Annexure III**

Specimen

**AFFIDAVIT**

I, \_\_\_\_\_ (widow of) No \_\_\_\_\_ Rank  
\_\_\_\_\_ Name \_\_\_\_\_  
resident of Village \_\_\_\_\_ PO \_\_\_\_\_ Teh \_\_\_\_\_ Distt  
\_\_\_\_\_

do hereby solemnly affirm and declare that :-

1. That I/my husband has/had served in second world war from \_\_\_\_\_ to \_\_\_\_\_
2. That I am the legal wedded widow of \_\_\_\_\_. My husband had not contacted second marriage during his life time.
3. That I am not receiving any pension from any sources.
4. That I have no income.
5. That My annual income is not more than Rs 2 Lacs.

Dated :

Deponent

Verification :

That my above statement is true and correct as per best of my knowledge and belief and nothing has been concealed therein.

Deponent

(to be attested by class I Magistrate)

**ANNEXURE IV****CHECK LIST**

1. Check the correctness of discharge certificate from Record Office.
2. Ensure ex-serviceman has served in second world war.
3. Ensure annual income of ex-serviceman is not more than Rs 2 Lacs..
4. Income certificate should be obtained from revenue authority
5. A certificate of Distt Social and Security Officer for not drawing old age pension to be obtained.
6. Affidavit of ex-serviceman/widow.
7. The account of applicant should be opened in the Bank from where other beneficiaries of Distt are drawing pension.
8. Obtain three pass port size photographs (one photographs should be attested from village sarpanch/MC).
- 8 Obtain a photostat attested copy of aadhar card

**FINANCIAL ASSISTANCE TO TOTALLY BLIND EX-SERVICEMEN/WIDOWS OUT OF PUNJAB AMALGAMATED FUND (PAF)**

1	BENEFITS	Rs. 1,500/- PM
2	ELIGIBILITY	Ex-servicemen/widows who are 100% Blind
3	DOCUMENTS REQUIRED TO BE SUBMITTED BY THE APPLICANT/BENEFICIARY	a) Simple application b) A medical certificate issued by Civil Surgeon with Photo of the applicant. c) Discharge certificate d) Copies of ESM/Widows Identity Card e) Certificate from Social Security & Women & Children Deptt old age pension never given them.
4	ACTION TO BE TAKEN BY DEALING HAND AT DISTRICT LEVEL	a) Documents to be scrutinized as per check List as per Annexure I. b) Ensure Ex-serviceman/widow is completely blind. c) Put up application to DSWO for recommendation.
5	TIME REQUIRED	15 days
6	ACTION TO BE TAKEN BY SUPDT AT DISTRICT LEVEL	Scrutiny of the documents and compile for onward submission to Director Sainik Welfare, Punjab.
7	TIME REQUIRED AT DISTRICT LEVEL	2 days
8	ACTION/POINTS TO BE CHECKED BY DSWO	Recheck as per check list and ensure authenticity of documents as per serial 3 & 4.
9	TIME	One day
10	POINTS TO BE CHECKED AT DTE LEVEL	Scrutinize the documents as per Check list attached at Annexure I.
11	ACTION AT DTE LEVEL	Accord sanction and send the same to the respective DSWO.
12	TIME REQUIRED AT DTE LEVEL	One day
13	TOTAL TIME FOR GRANTING BENEFIT TO BENEFICIARY	30 days including transit period subject to availability of funds.

Presiding Officer \_\_\_\_\_

**Annexure I**

**CHECK LIST**

1. Medical certificate from Civil Surgeon as per Specimen attached at annexure II.
2. Photostat attested copy of Discharge Certificate.
3. Certificate from the beneficiary to the effect that he is not in receipt of such pension from Kendriya Sainik Board/ Social Security Deptt.
4. Simple application.
5. Details of Bank Account
6. Three Photographs.

**ANNEXURE II**

**OFFICE OF THE CIVIL SURGEON**

No. \_\_\_\_\_  
\_\_\_\_\_

Date

Certified that Shri/Smt  
\_\_\_\_\_

S/o, w/o \_\_\_\_\_ Resident of  
village

\_\_\_\_\_ Post office \_\_\_\_\_ Tehsil  
\_\_\_\_\_

District \_\_\_\_\_ State (Punjab) has been examined by Dr.  
\_\_\_\_\_ and found to be totally blind.

His/her signature/LTI/RTI is given below.

Signature/L.T.I/RTI  
of the applicant

Civil Surgeon

Photograph  
duly  
attested by  
Civil  
Surgeon

**REIMBURSEMENT OF PRE-COACHING CHARGES FOR APPEARING IN  
COMPETITIVE EXAMINATION PMT/CET & SSB**

1	BENEFIT	SSB Coaching - Rs.3,000/- or actual whichever is less PMT/CET - Rs.4000/- or actual whichever is less
2.	ELIGIBILITY	1. For entry to NDA/IMA/OTA, only wards who have qualified in respective written examination. 2. For PMT/CET Competitive examination, wards who have passed 10+2 (Medical or Non Medical) and have obtained minimum of 55% marks in their exam and are aspirant for competing in the examination. Coaching fee will only be reimbursed in respect of those ward who get coaching from the approved Institute/ Centre.
3	DOCUMENTS REQUIRED TO BE SUBMITTED BY THE APPLICANT/ BENEFICIARY	Only such wards are eligible for reimbursement of Pre-coaching who are recommended for pre- coaching by the screening committee of Distt Sainik Welfare Office.
4	ACTION TO BE TAKEN BY DEALING HAND AT DISTRICT LEVEL	After checking the eligibility conditions as per check list attached at annexure I, the cases are required to be put up to office Supdt.
5	TIME REQUIRED	Two days
6	ACTION TO BE TAKEN BY SUPDT AT DISTRICT LEVEL	After thoroughly checking the documents as per check List. The case is put up for signatures of DSWO for onward submission to Director Sainik Welfare, Punjab.
7	TIME REQUIRED AT DISTRICT LEVEL	One day
8	ACTION/POINTS TO BE CHECKED BY DSWO	Recheck as per serial 2 & 3.
9	TIME	One day
10	POINTS TO BE CHECKED AT DTE LEVEL	Recheck documents as per serial 2 & 3.
11	ACTION AT DTE LEVEL	Put to PAF Committee for sanction.
12	TIME REQUIRED AT DTE LEVEL	7 days
13	TOTAL TIME FOR GRANTING BENEFIT TO BENEFICIARY	17 days including Transit time. It will also depend upon the availability of funds.

Presiding Officer \_\_\_\_\_

**Annexure I****CHECK LIST**

1. As per Director Defence Services Welfare Punjab's directions conveyed vide their Memo No 2/35/22/97/4438 dated 12 Jun 97 (Annexure I) only those wards are entitled, who are sponsored by respective DSWO for pre-coaching after screening by the Distt Committee.
2. Simple application from ex-serviceman.  
Receipt for amount charged by Institute to be verified and countersigned by respective DSWO..
3. Only children of JCOs/OR (Including granted Honorary Commission) are eligible.
4. Certificate from Institute that candidate has attended the training.
5. Photostat copy of Discharge certificate.

**FINANCIAL ASSISTANCE OUT OF FLAG DAY FUND**

- Benefits :
1. Financial Assistance up to Rs.25,000/- to each individual case of extreme compassionate nature but total assistance not exceeding Rs.10.00 lac in a financial year by the Director Sainik Welfare Punjab.
  2. Immediate grant of Rs.25,000/- at District level to the NOK of Martyrs at the time of Bhog ceremony/Antim Ardas.
  3. Financial Assistance up to Rs.10,000/- to each individual case of extreme compassionate nature at District level.

1	ELIGIBILITY	<ol style="list-style-type: none"> <li>a) Non-Pensioner Ex-servicemen and the Widows of Ex-servicemen in penury.</li> <li>b) Disabled Ex-servicemen in penury.</li> <li>c) Ex-servicemen above the age of 65 years who are not capable sustaining themselves by self employment and who are not supported by their members and are in penury.</li> <li>d) Ex-Servicemen who have been incapacitated by ailment such as leprosy &amp; TB etc and who can not make a living for themselves.</li> <li>e) Orphan children of Ex-Servicemen.</li> <li>f) Ex-servicemen for their own treatment or the treatment of a member of their family, provided they are not admitted in the State Govt. Hospital/ Military Hospitals and cannot meet the expenses, which in the opinion of Hospitals are essential and cannot be met from the Govt. or from other sources.</li> </ol>
2	DOCUMENTS REQUIRED TO BE SUBMITTED BY THE APPLICANT/ BENEFICIARY	Application on specific proforma, copy of Discharge Certificate and other relevant medical certificate. Verification report by Welfare Worker.
3	ACTION TO BE TAKEN BY DEALING HAND AT DISTRICT LEVEL	After having gone through the documents provided by the beneficiary, and proper verification, necessary application on the prescribed proforma given in the Flag Day Fund rules will be filled.
4	TIME REQUIRED	One day
5	ACTION TO BE TAKEN BY SUPDT AT DISTRICT LEVEL	All the documents received from the beneficiaries are checked thoroughly before putting upto the DSWO.
6	TIME REQUIRED AT	One day

	DISTRICT LEVEL	
7	ACTION/POINTS TO BE CHECKED BY DSWO	a) Recheck the eligibility & documents as per serial 2 & 3. b) Beyond DSWO power, put up to Distt Level Committee for necessary sanction. . c) Forward documents to Director Sainik Welfare, Punjab, where necessary, for his sanction.
8	TIME	7 days
9	POINTS TO BE CHECKED AT DTE LEVEL	Scrutinize documents as per serial 2 & 3
10	ACTION AT DTE LEVEL	Accord sanction.
11	TIME REQUIRED AT DTE LEVEL	7 days
12	TOTAL TIME FOR GRANTING BENEFIT TO BENEFICIARY	30 days. Including transit period. In case the case is presented for financial assistance out of DSW's powers.

Presiding Officer \_\_\_\_\_

**Annexure I**

**CHECK LIST**

1. Photo Copy of Discharge certificate to be attached
2. Application from the ex-servicemen/widow on the prescribed Performa given in Flag Day Fund Rules.
3. Detailed report from the Welfare worker about the Financial condition of the beneficiary.

**FINANCIAL ASSISTANCE TO PARAPLEGIC ESM FOR ADDITION/  
ALTERATION OF BATHROOMS OUT OF PUNJAB AMALGAMATED  
FUND (PAF)**

1	BENEFIT	Financial Assistance to Paraplegic ESM for addition/ alteration of bathrooms is given @ Rs 20,000/- per case one time.
2	ELIGIBILITY	Paraplegic ESM those who are not residing in Paraplegic Home (North) Mohali
3.	DOCUMENTS REQUIRED TO BE SUBMITTED BY THE APPLICANT/BENEFICIARY	Simple Application. Copy of Discharge Certificate and Identity Card. Disability Certificate issued by Military Authority
4.	ACTION TO BE TAKEN BY DEALING HAND AT DISTRICT LEVEL	a) Documents to be scrutinized as per check list as per Annexure 1. b) Put up application to DDSWO for recommendation.
5.	TIME REQUIRED	Two days
6.	ACTION TO BE TAKEN BY SUPDT AT DISTRICT LEVEL	Scrutiny of the documents and compile for onward submission to Director Defence Services Welfare, Punjab.
7.	TIME REQUIRED AT DISTRICT LEVEL	Two days
8.	ACTION/POINTS TO BE CHECKED BY DDSWO	Recheck as per check list and ensure authenticity of documents as per serial 3 & 4.
9.	TIME	One day
10.	POINTS TO BE CHECKED AT DTE LEVEL	Scrutinize the documents as per Check list attached at Annexure 1.
11.	ACTION AT DTE LEVEL	Accord sanction and send the same to the respective DDSWO.
12.	TIME REQUIRED AT DTE LEVEL	7 days
13.	TOTAL TIME FOR GRANTING BENEFIT TO BENEFICIARY	17 days including transit time. It will also depend upon the availability of funds.

Presiding Officer \_\_\_\_\_

**ANNEXURE 1**

**CHECK LIST**

1. Simple application.
2. Copy of Discharge certificate and identity card of ESM.
3. Disability Certificate issued by Army authority.

**FINANCIAL ASSISTANCE TO HANDICAPPED WARDS OF ESM/WIDOWS  
OUT OF PUNJAB AMALGAMATED FUND (PAF)**

1	BENEFIT	Financial Assistance to Handicapped wards of ESM/Widows out of PAF is given on the basis percentage of disability as under:-  (a) 40 to 50%                      Rs 650/-pm (b) 51 to 75%                      Rs 800/-pm (c) 76% and above                Rs 950/-pm
2	ELIGIBILITY	(a) Only wards of ESM/Widows having disability minimum 40% or above. (b) In the case of daughter should be unmarried.
3.	DOCUMENTS REQUIRED TO BE SUBMITTED BY THE APPLICANT/BENEFICIARY	a) Simple application b) Disability Certificate issued by Civil Surgeon with Photo of the applicant. c) Discharge certificate of ESM. d) Copy of ESM/Widow Identity Card e) Certificate from the Deptt of Social Security that Financial Assistance is not being given by them.
4.	ACTION TO BE TAKEN BY DEALING HAND AT DISTRICT LEVEL	a) Documents to be scrutinized as per check list as per Annexure 1. b) Ensure ward of ESM/widow is disable 40% and above. c) Put up application to DDSWO for recommendation.
5.	TIME REQUIRED	15 days
6.	ACTION TO BE TAKEN BY SUPDT AT DISTRICT LEVEL	Scrutiny of the documents and compile for onward submission to Director Defence Services Welfare, Punjab.
7.	TIME REQUIRED AT DISTRICT LEVEL	Two days
8.	ACTION/POINTS TO BE CHECKED BY DDSWO	Recheck as per check list and ensure authenticity of documents as per serial 3 & 4.
9.	TIME	One day
10.	POINTS TO BE CHECKED AT DTE LEVEL	Scrutinize the documents as per Check list attached at Annexure 1.
11.	ACTION AT DTE LEVEL	Accord sanction and send the same to the respective DDSWO.
12.	TIME REQUIRED AT DTE LEVEL	7 days
13.	TOTAL TIME FOR GRANTING BENEFIT TO BENEFICIARY	30 days including transit period. It will also depend upon the availability of funds.

Presiding Officer \_\_\_\_\_

**ANNEXURE 1**

**CHECK LIST**

1. Disability certificate issued by Civil Surgeon.
2. Photostat attested copy of Discharge certificate of ESM.
3. Certificate from the beneficiary to the effect that he is not in receipt of such benefit from KSB or from any other agency.
4. Certificate from the Department of Social Security that individual is not getting the benefit from them.
5. Simple application
6. Details of Bank Account
7. Three photographs.

**FINANCIAL ASSISTANCE BY WAY PROVISIONING OF SPECIALIZED EQUIPMENT I.E. BEDS, WHEEL CHAIRS & SCOOTERS FOR ESM/WIDOWS/WARDS WHO ARE SUFFERING FROM PARALYSIS/PHYSICAL DISABILITY OUT OF PUNJAB AMALGAMATED FUND (PAF)**

1	BENEFIT	Actual cost of the equipment
2	ELIGIBILITY	<p>a) Disability of the ESM/Widows/wards should be 60% or above.</p> <p>b) The medical equipment applied for should be recommended by the medical authority.</p> <p>c) Widow should not be re-married.</p> <p>d) Daughter should be unmarried.</p> <p>e) The medical equipment should have not been taken from any other agency.</p> <p>f) Net yearly income from all the sources of the beneficiary should not be more than 3,00,000/-</p>
3.	DOCUMENTS REQUIRED TO BE SUBMITTED BY THE APPLICANT/ BENEFICIARY	<p>a) Prescribed application (In Punjabi)</p> <p>b) Disability Certificate issued by Civil Surgeon with Photo of the applicant.</p> <p>c) Copy of Discharge certificate of ESM.</p> <p>d) Copy of ESM/Widow Identity Card</p> <p>e) Income certificate issued by Tehsildar.</p> <p>f) Recommendation of Medical authority (i.e Military Hospital/Hospital affiliated with ECHS/Civil Hospital) for requisite medical equipment.</p>
4.	ACTION TO BE TAKEN BY DEALING HAND AT DISTRICT LEVEL	<p>a) Documents to be scrutinized as per check list as per Annexure 1.</p> <p>b) Ensure beneficiary is disable 60% or above.</p> <p>c) Put up application to DDSWO for recommendation.</p>
5.	TIME REQUIRED	15 days
6.	ACTION TO BE TAKEN BY SUPDT AT DISTRICT LEVEL	Scrutiny of the documents and compile for onward submission to Director Defence Services Welfare, Punjab.
7.	TIME REQUIRED AT DISTRICT LEVEL	Two days
8.	ACTION/POINTS TO BE CHECKED BY DDSWO	Recheck as per check list and ensure authenticity of documents as per serial 3 & 4.
9.	TIME	One day
10.	POINTS TO BE CHECKED AT DTE LEVEL	Scrutinize the documents as per Check list attached at Annexure 1.
11.	ACTION AT DTE LEVEL	Accord sanction and send the same to the respective DDSWO.
12.	TIME REQUIRED AT DTE LEVEL	7 days
13.	TOTAL TIME FOR GRANTING BENEFIT TO BENEFICIARY	30 days including transit period. It will also depend upon the availability of funds.

Presiding Officer \_\_\_\_\_

**ANNEXURE 1**

**CHECK LIST**

1. Prescribed application (In Punjabi)
2. Disability Certificate issued by Civil Surgeon with Photo of the applicant.
3. Photostat attested copy of Discharge certificate of ESM.
4. Copy of ESM/Widow Identity Card
5. Income certificate issued by Tehsildar.
6. Recommendation of Medical authority (i.e Military Hospital/Hospital affiliated with ECHS/Civil Hospital) for requisite medical equipment.

**ISSUE OF LINEAL DEPENDENT CERTIFICATE**  
**FOR AVAILING RESERVED QUOTA IN INSTITUTIONS**

1	BENEFITS	For availing benefit of reserved vacancies (13% quota) meant for the ex-servicemen
2.	ELIGIBILITY	All Ex-servicemen/Widows (Pensioner or Non- Pensioner)
3.	DOCUMENTS REQUIRED TO BE SUBMITTED BY THE APPLICANT/ BENEFICIARY	An Application (Format as Annexure I) A photo copy of Discharge Certificate. Proof of DOB of dependent for whom the requisite certificate is required.

**Annexure I****APPLICATION PROFORMA FOR ISSUE OF LINEAL DEPENDENT CERTIFICATE**

1. Name of the Applicant  
(ESM/Widows) : \_\_\_\_\_
2. Army No : \_\_\_\_\_
3. Rank : \_\_\_\_\_
4. Unit/Corps/Regiment : \_\_\_\_\_
5. Date of Enrolment : \_\_\_\_\_
6. Date of Discharge : \_\_\_\_\_
7. I. Card No. : \_\_\_\_\_
8. Name of Vacancy/Course/Class : \_\_\_\_\_
9. Name of Deptt/Institution : \_\_\_\_\_

Date :

Signature of Applicant

Address:

**ISSUE OF TUBEWELL CONNECTION ON PRIORITY BASIS**

1	BENEFITS	For availing priority benefit in connection with getting Tube well Connection
2.	ELIGIBILITY	All Ex-servicemen/Widows (Pensioner or Non Pensioner), serving soldiers
3.	DOCUMENTS REQUIRED TO BE SUBMITTED BY THE APPLICANT/ BENEFICIARY	An Application (Format as Annexure I) A photo copy of Discharge Certificate. A photo copy of FARAD showing ownership of Agricultural land..

**Annexure I****APPLICATION PROFORMA FOR ISSUE OF EX-SERVICEMEN CERTIFICATE  
IN CONNECTION WITH TUBEWELL CONNECTION ON PRIORITY  
BASIS**

- Name of the
1. Applicant(ESM/Widows) : \_\_\_\_\_
  2. Army No : \_\_\_\_\_
  3. Rank : \_\_\_\_\_
  4. Unit/Corps/Regiment : \_\_\_\_\_
  5. Date of Enrolment : \_\_\_\_\_
  6. Date of Discharge : \_\_\_\_\_
  7. I. Card No. : \_\_\_\_\_
  8. Place of Tube well Connection where required : \_\_\_\_\_

Date :

Signature of Applicant

Address:

**WAR JAGIR**

1.	BENEFIT	WAR JAGIR @ Rs.10,000 PA
2.	ELEGIBILITY	Father or where the father is dead to the mother:- (a) Whose only son or child. (b) Whose only two sons or two children. (c) Whose three sons or more children is/are serving or has/have served in the Armed Forces of Indian Union during the Emergency declared by the President of India on 26th October, 1962 or 3rd December, 1971.
3.	PROCEDURE	1.Application Form - Annexure I 2. Military Certificate from the CO of the concerned Unit.

**Annexure I****APPLICATION PROFORMA FOR WAR JAGIR**

Military certificate for the grant of war jagir under the East Punjab Awards Act, 1948, as amended to date.

Note: - (1) Certificate to be issued by the Commanding Officer of the unit or OC Records under the Official Seal.

(2) This certificate should not be issued by the Commanding Officer,

unless person concerned has served/is serving in the Armed Forces of the Indian Union during emergency(s) declared on 26 Oct 1962 and 3<sup>rd</sup> December 1971 or World War-II.

1. Name of the Applicant (Father/Mother) :
2. Name of the child : \_\_\_\_\_  
\_\_\_\_\_
- Father's Name \_\_\_\_\_ :
3. (i) No. in the Army : \_\_\_\_\_
- (ii) Rank : \_\_\_\_\_
- (iii) Name and address : \_\_\_\_\_  
(No abbreviation to be used)
- Village : \_\_\_\_\_
- Post Office : \_\_\_\_\_
- Tehsil : \_\_\_\_\_
- District : \_\_\_\_\_
4. Date of enrolment

5. Length of Service in world War II or in National Emergency (s) from 26-10-62 to 9-1---68 and from 3.12.71 to 26.3.77
- From \_\_\_\_\_ To \_\_\_\_\_
- From \_\_\_\_\_ To \_\_\_\_\_
- Total Emergency Service \_\_\_\_\_ Years \_\_\_\_\_ Month \_\_\_\_\_ days
6. Date of Discharge \_\_\_\_\_
7. Ground of Discharge \_\_\_\_\_
8. Character \_\_\_\_\_

9. Name of the units and Regiments in which he/they, has/have served is/are, serving from the date of enrolment to date.

Unit \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Unit \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Unit \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Unit \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

(No abbreviation to be used. Full details of the units to be given)

I have examined the records and certify that the facts mentioned above are correct.

It is also certified that No \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_ has/have served/is/or are serving in the aforesaid unit(s) during the Emergency which is a part of Armed Forces.

Station : \_\_\_\_\_

Signature of Officer Commanding or OC

Records  
(with Office Seal)

Date: \_\_\_\_\_  
(Round Stamp)

**AFFIDAVIT**

- (a) That he is the real father of the child/children has/have served/serving in the Armed Forces,
- (b) That he has not applied for war jagir on account of enrolment of the son/sons/child/children in the Armed Forces at any place in the State of Punjab.

**2. For Female Applicant (Mother)**

The same procedure is to be adopted as given in para 1 above including in the affidavit:-

- (a) That she is the real mother of the Son/Sons/child/children, who has/have served/serving in the Armed Forces.
- (b) That she has not re-married or performed any "Chaddar Andaji or "Krewa" with any person after the death of her husband.
- (c) That such son(s), child (s) were born out of the Wedlock of her deceased husband.
- (d) That she has not applied for the grant of war jagir in her name at any in her name at any place in the State of Punjab.

**3. Action By District Sainik Welfare Officer**

On receipt of case the District Sainik Welfare Officer will get the case verified from Field Staff. He will get the following application forms completed in all respects of eligible parents according to any one of the categories stated therein and then forward the case to the Director Sainik Welfare, Punjab for approval/sanction of the Government.

**APPLICATION FORM THE GRANT OF WAR JAGIR UNDER THE EAST  
PUNJAB AWARDS ACT, 1948 AS AMENDED TO DATE (TO BE SUBMITTED  
TO THE DISTRICT SAINIK WELFARE OFFICER)**

NOTE:- This application form should only be used by the parents who have only son, two sons, three sons/only child, Two children, Three children or more, and he/they has/have served in the Armed Forces of the union during the Emergency(s) declared on 26.10.1962 or 3<sup>rd</sup> December 1971.

To

The District Sainik Welfare Officer

---

1. Name of the Applicant (Father)  
(Mother)
2. Home Address:  
(i) Village \_\_\_\_\_ (ii) Post Office \_\_\_\_\_  
(iii) Tehsil \_\_\_\_\_ (iii) District \_\_\_\_\_
3. Name of only son(s)/child(s) who is/are serving/served in the National Emergency(s) : Military certificate(s) attached).
4. My husband died on \_\_\_\_\_. The death certificate is attached (for widow applicant only)
5. I hereby solemnly affirm and declare that I am the Father/Mother of the above named son/sons/child/children who is/are my only son/child/children and I have not by reason of having him/them enrolled in the Indian Army during the National Emergency so far received from the Punjab Government any land or other award except \_\_\_\_\_ the war jagir .
6. That I have no other male/female issue except the above named

son(s)/child(s).

7. That the particulars are true and correct to the best of my knowledge and belief and nothing therein entered is false, nor has any thing relevant been concealed or suppressed and that if it is found to be false, it will amount not only to breach of the conditions of war Jagir grant being granted on my part justifying the termination of the War Jagir but also an offence under Section 180 I.P.C.

8. In view of the above information, I request that a War Jagir in lieu of services rendered by my son/sons/child/children in the Indian Army during the National Emergency(s), may kindly be granted to me.

Place: Signature/Thumb Impression of the applicant Date:

**VERIFICATION REPORT OF DISTRICT SAINIK WELFARE OFFICER**

Date:  
Officer

Signature of District Sainik Welfare

**RECOMMENDATION OF DIRECTOR SAINIK WELFARE, PUNJAB**

Date:

Signature of Director Sainik Welfare, Punjab

**Sanctioned/not Sanctioned**

Date:

Secretary to Govt. Punjab Defence  
Services Welfare, Punjab, Chandigarh

## **MECHANISM FOR REDRESSAL OF GRIEVENCIES MECHANISM FOR EX-SERVICEMEN**

### **BACKGROUND**

1. The Ex-servicemen after spending 15-20 years in the Army are out of touch with civil environment and not accustomed to the conditions prevailing in the civil society. With personal experience, it is felt that the Ex-servicemen and widows normally face following types of problems in their retired life while they inhabit villages/towns in Punjab:-

- (a) Revenue matters
- (b) Land Encroachment
- (c) Police cases
- (d) Strained married life, mostly between daughter & in laws & inter personal relations
- (e) Money lending
- (f) Husband - wife strained relations
- (g) Matters related to divorce
- (h) And other social problems of trivial nature
- (i) Back home, parents & wives of serving soldiers facing such problems.

2. Though, village panchayats are suppose to take care of their problems but in most of the cases Ex-servicemen do not get full justice and requisite social support from the village set up. Thus, compelling them to take up their cases with Police Authorities, District Heads of different Departments and judiciary. Though, some problems are genuine and Ex-servicemen do require serious support from the Defence Welfare Organization.

### **Action on Complaints**

3. Directorate Defence Services Welfare pointed out that many complaints are not timely attended to and these remain pending for long time. He directed that the following procedure will be adopted as and when complaint is received by the District Defence Services Welfare Officer:-

- (a) Complaint will be recorded in computer.
- (b) District Defence Services Welfare Officer will direct the welfare worker in writing Welfare Worker as to what all actions are to be taken by him. Welfare Worker will make efforts to attend to the complaint at his own level. In case, it is not sorted out, he will give a written report within 15 days to his District Defence Services Welfare Officer for further action.
- (c) District Defence Services Welfare Officer will make the liaison & correspondence with the Head of the concerned Department at District Level. In case there is no action within 15 days, District Defence Services Welfare Officer will send agenda point to the concerned head at District level for holding a meeting to discuss the complaint and find a solution.
- (d) In case the concerned head at District level even after personal meeting does not take necessary action, the complaint will be referred to the Deputy Commissioner with a request to issue instructions to the concerned head at District level.
- (e) Even then, in case the complaint is not sorted out, it will be included in Quarterly Meeting of the Zila Sainik Board for discussion and decision/directions by the DC/President Zila Sainik Board.
- (f) If the problem still is not sorted out, the complaint will be

forwarded as Agenda Point for inclusion in the Dist Grievances Committee headed by the Minister concerned.

(g) In case the complaint is not attended to within three months, District Defence Services Welfare Officer will forward the complaint with full details and action taken on it under a DO letter to Director Sainik Welfare, Punjab. Thereafter Director Defence Services Welfare Punjab will take up the case at his level with the concerned Principal Secretary/Secretary.

**PLAN SCHEMEN DSW-1-INCENTIVE FOR IMA-NDA CADETS@ RS 1.0 LAC PER CADET".**

1	BENEFIT	Issue of Incentive to cadets @ Rs. 1.0 lac per cadets
2.	ELIGIBILITY	Under this scheme a financial incentive of Rs. One Lakh as a one time incentive to Punjab domicile Youth who have commissioned in the Indian Armed Forces.
3.	DOCUMENT REQUIRED TO THE SUBMITTED BY THE APPELLANT/BENEFICIARY	(a) Original Academy certificate issued by Comdt (Specimen attached). (b) Photocopy of Punjab Residence (Domicile) Certificate in respect of cadet/Gentleman cadet duly attested. (c) Photocopy of Date of Birth Certificate or Matric Certificate in which name of father and mother exists. (d) Bank Details alongwith Cancelled Cheque in respect of Cadet/Gentleman cadet (e) Contact details alongwith Mobile Number in respect of Parent/ cadet/Gentleman cadet. (f) Self Declaration Affidavit (Specimen attached)
4.	ACTION TO BE TAKEN BY SUPDT AT DISTT LEVEL/DTE LEVEL	All documents to be scrutinized and compiled as per SOP.
5.	TIME REQUIRED	As and when budget received form Punjab Govt
6.	ACTION/POINTS TO BE CHECKED BY DSWO	All documents to be checked as per SOP and the case will be submitted to Dte Defence Services Welfare, Punjab.
7.	ACTION AT DTE LEVEL	All documents to be checked by Board of Officer's as per SOP and forwarded to Govt for sanction.
8.	POINTS TO BE CHECKED AT DTE LEVEL (BOARD OF OFFICER'S)	As per requirements mentioned in SOP.
9.	TIME REQUIRED AT DTE	After received for budget from Punjab Govt. and distributed to District Defence Services

	LEVEL	Welfare Office.
10.	PREPARE & SUBMIT BILL TO TREASURY BY DISTRICT OFFICE	10 Days
11.	ACTION AT TREASURY LEVEL	10 Day to pass the claim and payment made to the beneficiary through bank.
12.	TOTAL TIME FOR GRANTING BENEFIT TO BENEFICIARY.	As mentioned at Serial No.5

**CERTIFICATE TO BE RENDERED BY COMMANDANT OF ARMED FORCES TRAINING ACADEMY**

1. This is to certify that No: \_\_\_\_\_ Cadet/Gentleman Cadet  
\_\_\_\_\_ S/O,D/o Sh. \_\_\_\_\_ permanent resident  
of \_\_\_\_\_ District \_\_\_\_\_ (Punjab), has undergone/undergoing  
training at \_\_\_\_\_ Sqn/Coy \_\_\_\_\_ Bn, at \_\_\_\_\_ (Name of Academy) w.e.f.  
\_\_\_\_\_. He/She has completed his/her training on \_\_\_\_\_.

2. This is also certified that the he/she has not deserted the Academy or discharged from the  
Academy on grounds of misconduct/inefficiency/medical etc. (if applicable)

**Place:**

**Signature of** \_\_\_\_\_

**Date:**

**Comdt IMA/OTA/NA/AFA**

## SELF DECLARATION AFFIDAVIT (SPECIMEN)

I Cadet No. \_\_\_\_\_ (Now No. \_\_\_\_\_ Rank \_\_\_\_\_  
 Name \_\_\_\_\_ Unit \_\_\_\_\_) S/O Sh. \_\_\_\_\_ resident of  
 \_\_\_\_\_ had joined \_\_\_\_\_ Academy  
 on \_\_\_\_\_ and underwent training from \_\_\_\_\_ to \_\_\_\_\_  
 (Type of entry \_\_\_\_\_). I was commissioned into Indian Army/Air  
 Force/Navy on \_\_\_\_\_. I hereby solemnly affirm and declare as under:-

1. That neither I have applied nor I have received the grant of Rs. One Lakh as one time incentive to be given by the Punjab Govt. to Punjab Domicile Youths during/after my training at Defence Academy.
2. That I have not concealed anything. In case any wrong statement comes to light at later stage, I am ready to bear any consequences.

Place

Date

(Deponent)

Self Verification:-

Verified at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ that the contents of my above declaration are true and correct to the best of my knowledge and belief and nothing has been concealed therein.

Place

Date

(Deponent)

**Countersignatures of Commanding Officer**

Place

Date

(Commanding Officer)



## 17.7 Any other Information:

**Form 'A'**

Form of application for seeking information under the Right to Information Act,  
2005

I.D.No \_\_\_\_\_  
(For official use)

**To**  
**The Public Information Officer,**  
**Authority Name**  
**City**

1. Full Name of the Applicant: \_\_\_\_\_
2. Father's/Spouse's name: \_\_\_\_\_
3. Permanent Address : \_\_\_\_\_  
\_\_\_\_\_
4. Correspondence Address : \_\_\_\_\_  
\_\_\_\_\_
5. Particulars of information required
  - a. Subject matter of information\*: \_\_\_\_\_
  - b. The period to which the information relates\*\* \_\_\_\_\_
  - c. Specify details of information required \_\_\_\_\_
  - d. Whether information is required by post or in person \_\_\_\_\_  
(The actual postal charges shall be included in providing information)
  - E. In case by post (Ordinary, Registered or Speed post.) \_\_\_\_\_
6. Is this information not made available by the Public Authority under voluntary disclosure? \_\_\_\_\_
7. Do you agree to pay the required fee? \_\_\_\_\_
8. Have you deposited application fee? (If yes, details of such deposit) \_\_\_\_\_

9. Whether belongs to Below Poverty Line category? If yes, have you furnished the proof of the same with applicant?

Place : .....

Date : .....

Full Signature of the applicant and  
Address

E-mail address, if any.....

Tel. No. (Office).....

(Residence).....

Note: - (i) Reasonable assistance can be provided by the competent authority in filling up the Form A.

(ii) Please ensure that the Form A is complete in all respect and there is no ambiguity in providing the details of information required.

#### **ACKNOWLEDGEMENT OF APPLICATION IN FORM –A**

I.D No \_\_\_\_\_

Dated:

\_\_\_\_\_

1. Received an application in Form A from Shri/Ms. \_\_\_\_\_ resident of \_\_\_\_\_ under the Right to Information Act, 2005.
2. The information is proposed to be given normally within 30 days from the date of receipt of application and in case it is found that the information asked for cannot be supplied, the rejection letter shall be issued stating reason thereof.
3. The applicant is advised to contact Shri. \_\_\_\_\_ between 11 A.M to 1 P.M.

4. in case the applicant fails to turn up on the scheduled date(s), the Competent Authority shall not be responsible for delay, if any
5. The applicant shall have to deposit the balance fee, if any, with authorized person before collection of information.

Signature and Stamp of the  
Public Information Officer  
PICT

Dated.....

E-mail address: \_\_\_\_\_

Web-site: \_\_\_\_\_

Tel. No : \_\_\_\_\_

=====

=====

**Form 'B'**  
**TRANSFER OF APPLICATION FORM**

From \_\_\_\_\_

Date: .....

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sir / Madam,

Please refer to your application; I.D. No. \_\_\_\_\_ dated \_\_\_\_\_  
addressed to the

Undersigned regarding supply of information on \_\_\_\_\_

2. The requested information does not fall within the jurisdiction of this Corporation and, therefore, your application is being referred herewith to Shri

\_\_\_\_\_

3. This is supersession of the acknowledgement given to your on

\_\_\_\_\_

Yours faithfully,

Public Information Officer.

E-mail address: \_\_\_\_\_

Web-site: \_\_\_\_\_

Tel. No. \_\_\_\_\_

=====

**Form 'C'**  
**Rejection Order**  
**[See rule 8&9]**

From \_\_\_\_\_

Dated: .....

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sir/ Madam,

Please refer to your application; I.D. No. \_\_\_\_\_ dated \_\_\_\_\_  
addressed to the undersigned regarding supply of information on

\_\_\_\_\_

- 2. The information asked for cannot be supplied due to following reasons: -
  - i).....
  - ii).....
- 3. As per Section 7 (8) of Right to Information Act, 2005, you may file an appeal to the Appellate authority within 30 days of the issue of this order.

Yours faithfully,  
Public Information Officer.  
E-mail address: \_\_\_\_\_  
Web-site: \_\_\_\_\_  
Tel. No. \_\_\_\_\_

=====  
=====



**Annexure 'A'****FORMAT OF REGISTER TO BE MAINTAINED BY THE COMPETENT AUTHORITY**

I.D N.o	Name and Address of Applicant	Date of Receipt of Application in Form A	Type of Information asked	Particulars of fees deposited			Status of Disposal of Application			
				Amount	Recpt No.	Date	Information		Application	
							Supplied	Partially Supplied	Rejected	Returned to Applicant

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## PART- III

**GOVERNMENT OF PUNJAB****DEPARTMENT OF DEFENCE SERVICES WELFARE  
(DEFENCE WELFARE BRANCH)****Notification****The 30th April, 1986**

**No.G.S.R. 30/Const./Art/309/86.-** In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules for regulating the recruitment, and the conditions of service of persons appointed to the Punjab District Sainik Welfare Officers (State Service Class I), namely :-

- 1. Short title and commencement.-** (1) These rules may be called the Punjab District Sainik Welfare Officers (State Service Class I), Rules, 1986.
  - (2) They shall come into force at once.
  - (3) They shall apply to all the posts specified in Appendix 'A' to these rules.
  
- 2. Definitions.-**In these rules, unless the context otherwise requires,
  - (a) "Commission" means the Punjab Public Service Commission.
  - (b) "direct appointment" means as appointment made other side than by promotion or by transfer of a person already in the service of the Government of India or of a State Government.
  - (c) "Government" means the Government of the State of Punjab in Department of Defence Services Welfare.

- (d) "Service" means the Punjab District Sainik Welfare Officer (State Service Class -I) .

**3. Number and Character of posts.-** The Service shall comprise the posts specified in Appendix 'A' to these rules:

Provided that nothing in these rules shall affect the inherent right of the Government to add to or reduce the number of such posts or to create new posts with different designations and scales of pay whether permanently or temporarily.

**4. Nationality, domicile and character of candidates appointed to the Service:-** (1) No candidate shall be appointed to the Service unless he is -

- (a) a citizen of India ; or
- (b) a citizen of Nepal ;or
- (c) a subject of Bhutan ; or
- (d) a Tibetan refugee who came over to India before the 1st January, 1962 with the intention of permanently settling in India ; or
- (e) a person of India origin who has migrated from Pakistan, Burma, Sri Lanka and East African Countries of Kenya, Uganda and the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

Provided that a candidate belonging to any of the categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been given by the Department of Home Affairs, Punjab Government.

(2) A candidate in whose favour a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the commission or any other recruiting authority of the Government and he may also provisionally be appointed subject to the Government and he may also provisionally be appointed subject to the necessary certificate being given to him by the Department of Home Affairs, Punjab Government.

(3) No person shall be recruited to the Service by direct appointment unless he produce a certificate of character from the Principal academic officer of the university, college, school or institution last attended if any, and similar certificates from two responsible persons not being his relatives who are well acquainted with him in his private life and are unconnected with his university, college, school or institution.

**5. Disqualification.-** No person,-

(a) who has entered into or contracted a marriage with a person having a spouse living ; or

(b) who having a spouse living , has entered into or contracted a marriage with any person;

shall be eligible for appointment to the Service :

Provided that the Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

**6. Age.-** No person shall be recruited to the Service by direct appointment if he is less than twenty five years or more than fifty five years of age on the 1st January preceding the date fixed the receipt of applications or unless he is within such range of minimum and maximum age as may be specifically fixed by Government from time to time

Provided that the condition of upper age limit may be relaxed up to fifty six years in the case of those ex-Indian Commissioned Officers, who are recipients of gallantry awards of Vir Chakra series that is Param vir Chakra, Maha vir Chakra or Vir chakra.

**7. Appointing Authority.-**All appointments to the Service shall be made by the Government.

**8. Method of appointment and qualifications.-** (1) Appointment to the Service shall be made

(i) by direct appointment or

- (ii) by transfer of an officer already in the Service of the Government of India or of a State Government.
- (2) wherever any vacancy arises, the appointing authority shall determine the method by which the same is to be filled in.
- (3) No person shall be appointed to the Service unless he --
  - (a) is an ex-Indian commissioned Officer of the rank of Second lieutenant, Lieutenant, Captain or Major or an Officer of equivalent rank of the Indian Navy or the Indian air Force ;

Provided that the Government may, in exceptional circumstances and for reasons to be recorded in writing relax this condition :

Provide further that in case no suitable person as specified in this clause is available an Ex-Emergency Commissioned Officer of any of the ranks mentioned therein shall be eligible for appointment to the Service;

- (b) produces a dossier and recommendation certificate from the concerned Defence Services Head quarters, and
- (c) is a Matriculate of a recognized university or possesses equivalent qualifications.

Explanation.-- Indian Army, Air Force or Navy Special certificate of Education will be treated as equivalent to Matriculation Certificate.

**9. Probation of persons appointed to Service.-** Persons appointed to the Service shall remain on probation for a period of two years, if recruited by direct appointment and one year if recruited otherwise.--

Provided that-

- (a) any period, after such appointment, spent on deputation on a corresponding or higher post shall count towards the period of probation ;
- (b) in the case of an appointment by transfer, any period of work in equivalent or higher rank prior to appointment to

the Service may, in the discretion of the appointing , be allowed to count towards the period of probation ; and

- (c) any period of officiating appointment to the Service shall be reckoned as period spent on probation ; but no person who has so officiated shall, on the completion of the prescribed period of probation, be entitled to be confirmed unless he is appointed against a permanent vacancy.

2. If, in the opinion of the appointing authority, the work or conduct of a person appointed to the Service during the period of probation is not satisfactory, it may,-

- (a) if such person is recruited by direct appointment, dispense with his services, or revert him to post on which he held lien prior to his appointment to the service by direct appointment ; and
- (b) if recruited otherwise,-
  - (i) revert him to his former post; or
  - (ii) deal with him in such other manner as the terms and conditions of his previous appointment permit.

3. On the completion of the period of probation of a person, the appointment authority may,-

- (a) if his work and conduct has, in its opinion been satisfactory,-
  - (i) confirm such person from the date of his appointment if appointed against a permanent vacancy ; or
  - (ii) confirm such person from the date from which a permanent vacancy occurs, if appointed against a temporary vacancy ; or
  - (iii) declare that he has completed his probation satisfactory, if there is no permanent vacancy ; or
- (b) if his work or conduct has not been, in its opinion satisfactory,-

- (i) dispense with his services, if appointed by direct appointment or if appointed otherwise, revert him to his former post or deal with him in such other manner as the terms and conditions of his previous appointment may permit; or
- (ii) extends his period of probation and thereafter such orders as it could have passed on the expiry of the period of probation as specified in sub-rule (2):

Provided that the total period of probation, including extension, if any shall not exceed three years.

**10. Seniority of members of Service.-** The seniority inter se of members in each cadre of the Service shall be determined by the length of continuous service on a post in that cadre of the Service:

Provided that in the case of members recruited by direct appointment who join within the period specified in the order of appointment or within such period as may from time to time be extended by the appointing authority subject to a maximum of four months from the date of order of appointment the order of merit determined by the Commission or other recruiting authority of the Government, as the case be, shall not be disturbed :

Provided further that in case a candidate is permitted to join the Service after the expiry of the said period of four months in consultation with the Commission or other recruiting authority of the Government as the case may be, his seniority shall be determined from the date he joins the Service.

Provided further that in case any candidate of the next selection has joined the Service before the candidate referred to in the preceding proviso joins, the candidate so referred shall be placed below all the candidates of the next selection who join within the time specified in the first proviso:

Provided further that in the case of two members appointed on the same date, their seniority shall be determined as follows :-

- (a) a member recruited by direct appointment shall be senior to a member recruited by transfer. ;
- (b) in the case of members recruited by transfer, seniority shall be determined according to the seniority of such members in the appointments from which they were transferred, and
- (c) in the case of members recruited by transfer from different cadres, their seniority shall be determined according to pay, preference being given to a member who was drawing a higher rate of pay in his previous appointment and if the rates of pay drawn are also the same; then by their length of service in those appointment; and if the length of service is also the same, an older man shall be senior to a younger member.

**Note.-** Seniority of members appointed on purely provisional basis , shall be determined as and when they are regularly appointed keeping in view the date of such regular appointment.

**11. Liability of members of Service to transfer.-** A member of the Service may be transferred by the government to any post whether included in any other service or not, on the same terms and conditions as are specified in rule 3.17 of the Punjab civil Services rules, Volume I, Part I.

**12. Liability to serve.-**A member of the Service shall be liable to serve at any place, whether within or out of the State of Punjab on being ordered to do so by the appointing authority.

**13. Pay Leave, pension and other matters .-** In respect of pay, leave, pension and all other matters not expressly provided for in these rules, the members of the Service shall be governed by such law, rules and regulations as may have been or may hereafter be adopted or made by the competent authority under the constitution of India.

**14. Discipline, penalties and appeals.-(1)** In the matter of discipline, punishment and appeals, the members of the Service shall be governed

by the Punjab Civil Services (Punishment and Appeal) Rules, 1970 as amended from time to time.

- (2) The authority empowered to impose penalties as specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970, in respect of the members of the Service shall be the Government.
- (3) The authority competent to pass an order of the nature specified in rule 15 of the Punjab Civil Services (punishment and Appeal) Rules , 1970 other than an order imposing any of the penalties mentioned in rule 5 of the aforesaid rules shall also be the Government.

**15. Liability for vaccination and re-vaccination.**-Every member of the Service, shall get himself vaccinated or re-vaccinated, when Government so directs by a special or general order.

**16. Oath of allegiance.**- Every member of the Service, unless he has already done so, shall be required to take oath of allegiance to India and to the Constitution of India as by law established.

**17. Power to relax.**-Where the Government is of the opinion that it is necessary or expedience so to do, it may, by order, for reasons to be recorded, in writing, relax any of the provisions of these rules with respect to any class or category of persons.

Provided that the provisions relating to educational qualifications and experience unless it is otherwise provided in these rules, shall not be relaxed.

**18. Interpretation.**-If any question arises as to the interpretation of the rules, the Government shall decide the same.

**19. Repeal and Saving.**- The Punjab District Soldiers, Sailors and Airmen's Boards (State Service Class II) Service Rules, 1968 are hereby repealed:

Provided that any order issued or any action taken under the rules so repealed shall be deemed to have been issued or taken under the corresponding provisions of these rules.

Principal Secretary to Government of Punjab,  
Department of Defence Services Welfare

**PUNJAB GOVT GAZ., JUNE 7, 2002 179**  
**(JYST. 17, 1924 SAKA)**

**DEPARTMENT OF DEFENCE SERVICES WELFARE**  
**(DEFENCE WELFARE BRANCH)**

**Notification**  
**The 7th May 2002**

**No.G.S.R. 23/Const./Art/309/Amd.(1)/2002.-** In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules to further amend the Punjab District Sainik Welfare Offices (State Service Class- I), 1986 namely :-

**RULES**

1. (1) These rules may be called the Punjab District Sainik Welfare Offices (State Service Class- I) (First Amendment) Rules, 2002  
  
(2) They shall come into force at once.
2. In the Punjab District Sainik Welfare Offices (State Service Class- I) Rules 1986 (hereinafter referred to as the said rules), In the preamble, for the bracket, figure and words "Punjab District Sainik Welfare Offices (State Service Class- I)", the bracket figure and words "Punjab Defence service Welfare (State Service Class-I)" shall be substituted.
3. In the said rules, in rule 1, in sub-rule (1), for the bracket, figure and words "Punjab District Sainik Welfare Offices (State Service Class-I) Rules, 1986", the bracket, figure and words "Punjab Defence Services Welfare (State Service Class-I) Rules, 1986" shall be substituted.
4. In the said rules, in rules 2, for clause (d), the following clause shall be substituted, namely :-  
  
" (d) ' Service' means the Punjab Defence Services Welfare (State Service Class-I). "

5. In the said rules, in rule 8, after sub-rule (3) and the Explanation there under, the following sub –rule shall be added, namely :-

"(4) In the case of appointment to the post of Director, Sainik Welfare, the Government shall make the appointment for this post on tenure basis, on the recommendation of Selection Committee to be constituted and notified by the Government, which will be chaired by Chief Secretary to the Government of Punjab, and shall have the Director General, Resettlement, Government of India, Ministry of Defence or an officer nominated by him, as one of the Members of the Selection Committee :

Provided that the Selection Committee shall consider the named of those officers included in the panel drawn in consultation with the Director General, Resettlement, who shall be retired Brigadiers or of equivalent ranks of Navy and Air Force and in case no suitable persons are available, officers of the rank of Colonel or equivalent in Navy and Air Force shall be considered for appointment to the post of Director. All these officers must have put in a minimum of twenty-five years of commissioned pensionable service with a clean record of service and good character, and shall have retired with full pension:

Provided further that the Director, Sainik Welfare, shall be appointed for two years and extendable by a period not exceeding two years at a time subject to the satisfactory performance but no extension shall be granted after completing six years of service as Director or after attaining fifty-eight years of age, whichever is earlier :

Provided further that after the initial appointment for the post of Director, Sainik Welfare, further extension in such appointment shall be decided by the Government without referring the matter to the Selection Committee."

6. In the said rules for Appendix 'A', the following shall be substituted, namely :-

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"APPENDIX 'A'  
(See rules 1(3) and 3)

Sr No	Designation Scale of Pay of the posts	Number and Character of posts		
		Tempo- rary	Perma- nent	Total
1	Director 13500-16800 Sainik Welfare	--	1	1
2.	Deputy 7880-11600 Director, Sainik Welfare	1	1	2
3.	District Sainik 7880-11600 Welfare Officer	5	12	17

K.B.S. SIDHU,  
Secretary to Government of Punjab  
Department of Defence Services Welfare."

**PUNJAB GOVT GAZ., JUNE 16, 2006 (JYST. 26, 1928 SAKA) 225****GOVERNMENT OF PUNJAB  
DEPARTMENT OF DEFENCE SERVICES WELFARE  
(DEFENCE WELFARE BRANCH)****Notification****The 9th April, 2006**

**No.G.S.R. 27/Const./Art/309/Amd.(2)/2006.-** In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules for regulating the recruitment, and the conditions of service of persons appointed to the Punjab District Sainik Welfare Officers (State Service Class I), 1986 namely :-

**RULES**

**1.** (1) These rules may be called the Punjab Defence Services Welfare (Group A) First amendment Rules, 2006

(2) They shall come into force at once.

**2.** In the Punjab Defence Services Welfare (State Service Class-I) rules, 1986 (hereinafter referred to as the said rules), for the words and figure "State Service Class-I", wherever occurring, the word and letter "Group A" shall be substituted.

**3.** In the said rules, in rule 8, for sub-rules (3) and (4), the following sub-rules shall be substituted namely :-

"(3) No person shall be appointed to the Service unless he --

(a) is an ex-Indian commissioned Officer of the rank of Colonel or Lieutenant, Colonel or equivalent rank of the Indian Navy or the Indian Air Force :

Provided that the Government may, in exceptional circumstances and for reasons to be recorded in writing relax this condition :

Provide further that in case no suitable person as specified in this clause is available an Ex-Emergency Commissioned Officer of any of the ranks mentioned therein shall be eligible for appointment to the Service;

- (b) Produces release order and Pension Payment Order issued by the concerned authorities, and
- (c) is a Matriculate of a recognized university or possesses equivalent qualifications.

Explanation.-- Indian Army, Air Force or Navy Special certificate of Education will be treated as equivalent to Matriculation Certificate.

- (4) In the case of appointment to the post of Director, Sainik Welfare, the Government shall make appointment for this post on tenure basis, on the recommendation of the Selection committee, to the constituted and notified by the Government of Punjab, and shall have the Director General, Resettlement, Government of India, Ministry of Defence or an officer nominated by him, as one of the Members of the Selection Committee.
- (5) The Selection committee shall consider the names of those officers included in the panel drawn in consultation with the Director General Resettlement, who shall be retired Brigadiers or of equivalent ranks of Navy and Air Force for appointment to the post of Director.
- (6) The Director Sainik Welfare shall be appointed for a term of two years, which will be extended for a period of two years at a time subject to the condition that the officer has a satisfactory record of Service ;

Provided that an officer shall not be granted extension if he attains the age of sixty years or if he avails extension for two terms, whichever is earlier.

- (7) The Deputy Director or District Sainik Welfare Officer shall be appointed for a term of ten years or till he attains the age of fifty-eight years, whichever is earlier.

GEETIKA KALHA,  
Principal Secretary to  
Government of Punjab,  
Department of Defence  
Services Welfare

7857 CS(P) - Govt. Press, U.T, Chd

Government of Punjab  
Department of Defence Services Welfare  
(Defence Welfare Branch)

ORDER

1. Where vide rules-6 of Punjab Defence Services Welfare Group-A Rules, 1986 for recruitment of Director Sainik Welfare, Punjab had an upper age limit of 55 years and the appointment was from among the Col. Or Lt Col. or equivalent rank in Indian Navy or Indian, Air Force. This provision was amended by making a provision for appointment of the Ex-Indian Commissioned Officer in the rank of Brigadier or equivalent as Director Sainik Welfare. However the maximum age requirement of 55 years was not then amended.

2. Whereas the Government of India, Ministry of Defence vide letter No F-14(3)/98/D(AG) dated 3<sup>rd</sup> September, 1998 raised the retirement age of Brigadier from 54 years to 56 years. Hence it is necessary that the age limit for appointment of Director, Sainik Welfare be raised from 55 years to 57 years.

Whereas under rule-17 there is a provision to relax any of the provision of the Punjab Defence Services Welfare (Group-A) Rules-1986

4. Therefore the Governor of Punjab is pleased to relax upper age limit 55 years to 57 years for the appointment of Director Sainik Welfare Punjab under rule17 of the Punjab Defence Services Welfare Group-A) Rules-1986 for one time only.

Dated Chandigarh  
14-8-2007

R.S. Sandhu  
Principal Secretary to Government of Punjab,  
Department of Defence Services Welfare

A copy is forwarded to :-

- 1) The Department of Finance, Punjab.

- 2) The Department of Personnel. .

For information and necessary action .

Superintendent

To

- 1) The Department of Finance, Punjab (In FE-6 Branch)
- 2) The Department of Personnel (In PP-1 Branch)

I.D.No 1/17/2007-4DW/1726

Dated Chandigarh 17-8-2007

Endst No 1/17/2007-4DW/1727

Dated Chandigarh 17-8-2007

A copy is forwarded to the following for information and necessary action :-

- 1) Accountant General (Accounts) Punjab, Chandigarh.
- 2) Accountant General (Audit) Punjab, Chandigarh.
- 3) Director Sainik Welfare, Punjab, Chandigarh.

Superintendent

**PUNJAB GOVT GAZ., (EXTRA) JUNE 18, 2012      265**  
**(JYST. 28, 1934 SAKA)**

**GOVERNMENT OF PUNJAB**  
**DEPARTMENT OF DEFENCE SERVICES WELFARE**  
**(DEFENCE WELFARE BRANCH)**

**Notification**

**The 14th June 2012**

**No.G.S.R. 25/Const./Art.309/Amd.(3)/2012.-** In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules for further to amend the Punjab Defence Services Welfare (Group 'A' ) Rules, 1986, namely :-

**RULES**

1. (1) These rules may be called the Punjab Defence Services Welfare (Group A) First amendment Rules, 2012.  
(2) They shall come into force on and with effect from the date of their publication in the official Gazette.
2. In the Punjab Defence Services Welfare (Group 'A') Rules, 1986, in rule 8, for sub-rules (7). the following shall be substituted, namely :-  
(7) The Deputy Director or District Sainik Welfare Officer shall be superannuated on attaining the age of fifty-eight years."

C. ROUL,  
Principal Secretary to Government of Punjab,  
Department of Defence Services Welfare

7524 LR (P) - Govt. Press, U.T, Chd

PUNJAB GOVT GAZ., March 20, 1987 (PHGN 29, 1908 SAKA) 143

GOVERNMENT OF PUNJAB  
DEPARTMENT OF DEFENCE SERVICES WELFARE  
(DEFENCE WELFARE BRANCH)

Notification  
The 11th March, 1987

**No.G.S.R. 24/Const./Art/309/87.-** In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules for regulating the recruitment, and the conditions of service of persons appointed to the Punjab Sainik Welfare (Class II) Service, namely :-

**1. Short title and application.-**

- (1) These rules may be called the Punjab Sainik Welfare (Class II) Service Rules, 1987.
- (2) They shall apply to the posts specified in Appendix 'A' to these rules.

**2. Definitions.-**In these rules, unless the context otherwise requires,

- (a) "Commission" means the Punjab Public Service Commission.
- (b) "direct appointment" means as appointment made other side than by promotion or by transfer of a person already in the service of the Government of India or of a State Government.
- (c) Director means the Director, Sainik welfare, Punjab ;
- (d) "Government" means the Government of the State of Punjab in Department of Defence Services Welfare.

- (e) "Service" means the Punjab Sainik Welfare (Class -II ) Service

**3. Number and Character of posts.-** The Service shall comprise the posts specified in Appendix 'A' to these rules ;

Provided that nothing in these rules shall affect the inherent right of the Government to add to or reduce the number of such posts or to create new posts with different designations and scales of pay whether permanently or temporarily.

**4. Nationality, domicile and character of candidates appointed to the Service:-** (1) No candidate shall be appointed to the Service unless he is -

- (a) a citizen of India ; or
- (b) a citizen of Nepal ;or
- (c) a subject of Bhutan ; or
- (d) a Tibetan refugee who came over to India before the 1st January, 1962 with the intention of permanently settling in India ; or

( e) a person of India origin who has migrated from Pakistan, Burma, Sri Lanka and East African Countries of Kenya, Uganda and the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently setting in India.

Provided that a candidate belonging to any of the categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been given by the Department of Home Affairs, and Justice.

(2) A candidate in whose favour a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the commission or any other recruiting authority of the Government and he may also provisionally be appointed subject to the Government and he may also provisionally be appointed subject to the necessary certificate being given to him by the Department of Home Affairs and Justice.

(3) No person shall be recruited to the Service by direct appointment unless he produces,-

- (a) a certificate of character from the Principal academic officer of the university, college, school or institution last attended if any, and similar certificates from two responsible persons not being his relatives who are well acquainted with him in his private life and are unconnected with his university, college, or institution; and
- (b) an affidavit to the effect that he was never convicted for any criminal offence involving normal turpitude and that he was never dismissed or removed from service of any State Government or the Government of India or any public sector undertaking.

**5. Disqualification.-** No person,-

- (a) who has entered into or contracted a marriage with a person having a spouse living ; or
- (b) who having a spouse living , has entered into or contracted a marriage with any person; shall be eligible for appointment to the Service :

**6. Age.-** No person shall be recruited to the Service by direct appointment if he is less than eighteen years or more than fifty five years of age on the 1<sup>st</sup> January preceding the date fixed the receipt of applications or unless he is within such range of minimum and maximum age limits as may be specifically fixed by Punjab Government from time to time :

Provided that the appointing authority may for reasons to be recorded, in writing, relax the upper age limits for a category or class of persons.

**7. Appointing Authority.-**All appointments to the Service shall be made by the Government.

**8. Method of appointment and qualifications.-** Appointment to the Service shall be made in the following manner, namely :-

- (1) In the case of Assistant District, Sainik Welfare Officer,-

- (i) seventy-five percent by direct appointment from amongst persons, ---
  - (a) who are ex-Indian commissioned Officers of the regular Army, Navy or Air Force who have been retired on pension ; and
  - (b) who possess knowledge of Punjabi language of the Matriculation standard ;
- (ii) twenty-five percent by selection from amongst the Clerks and welfare workers working under the control of the Director who are Ex-Junior Commissioned Officers and who have an experience of working either or both of the aforesaid posts for a minimum period of ten years.

Note -- Selection shall be made on merit-cum-seniority and no person shall have claim for promotion on the basis of seniority alone :

Provided that appointment may also be made by transfer of a Class II Officer working in any other Department of the Punjab Government who posses qualifications specified for direct appointment if no suitable candidate is available for appointment to the Service by direct appointment or by selection as the case may be.

(2) In the case of Superintendent Grade I.- by promotion from amongst Superintendents Grade II and Superintendents Grade IV working under the control of the Director who have an experiences of working as such for a minimum period of one year and ten years respectively.

**9. Probation of persons appointed to Service.-** Persons appointed to the Service shall remain on probation for a period of two years, if recruited by direct appointment and one year if recruited otherwise.--

Provided that-

- (a) any period, after such appointment, spent on deputation on a corresponding or higher post shall count towards the period of probation ;

- (b) in the case of an appointment by transfer, any period of work in equivalent or higher rank prior to appointment to the Service may, in the discretion of the appointing , be allowed to count towards the period of probation ; and
- (c) any period of officiating appointment to the Service shall be reckoned as period spent on probation ; but no person who has so officiated shall, on the completion of the prescribed period of probation, be entitled to be confirmed unless he is appointed against a permanent vacancy.
- (d) any kind of leave not exceeding six months during or at the end of probation shall be counted towards the period of probation.

2. If, in the opinion of the appointing authority, the work or conduct of a person appointed to the Service during the period of probation is not satisfactory, it may,-

- (a) if such person is recruited by direct appointment, dispense with his services, or revert him to a post on which he held lien prior to his appointment to the service by direct appointment ; and
- (b) if recruited otherwise,-
  - (i) revert him to his former post; or
  - (ii) deal with him in such other manner as the terms and conditions of his previous appointment permit.

3. On the completion of the period of probation of a person, the appointment authority may,-

- (a) if his work and conduct has, in its opinion been satisfactory,-
  - (i) confirm such person from the date of his appointment if appointed against a permanent vacancy ; or
  - (ii) confirm such person from the date from which a permanent vacancy occurs, if appointed against a temporary vacancy ; or

- (iii) declare that he has completed his probation satisfactory, if there is no permanent vacancy ; or
- (b) if his work or conduct has not been, in its opinion satisfactory,-
- (j) dispense with his services, if appointed by direct appointment or if appointed otherwise , revert him to his former post or deal with him in such other manner as the terms and conditions of his pervious appointment may permit ; or
- (ii) extends his period of probation and thereafter such orders as it could have passed on the expiry of the period of probation as specified in sub-rule (1):

Provided that the total period of probation, including extension, if any shall not exceed three years.

**10. Seniority of members of Service.-** The seniority inter se of members in each cadre of the Service shall be determined by the length of continuous service on a post in that cadre of the Service:

Provided that in the case of members recruited by direct appointment who join within the period specified in the order of appointment or within such period as may from time to time be extended by the appointing authority subject to a maximum of four months from the date of order of appointment the order of merit determined by the Commission or other recruiting authority of the Government, as the case be, shall not be disturbed :

Provided further that in case a candidate is permitted to join the Service after the expiry of the said period of four months in consultation with the Commission or other recruiting authority of the Government as the case may be, his seniority shall be determined from the date he joins the Service.

Provided further that in case any candidate of the next selection has joined the Service before the candidate referred to in the preceding proviso joins, the candidate so referred shall be placed below all the

candidates of the next selection who join within the time specified in the first proviso:

Provided further that in the case of two members appointed on the same date, their seniority shall be determined as follows :-

- (a) a member recruited by direct appointment shall be senior to a member recruited by transfer.
- (b) a members appointed by transfer, seniority shall be determined according to the seniority of such members in the appointments from which they were transferred,
- (c) in the case of members appointed by promotion or transfer seniority shall be determined according to the seniority of such members in the appointments from which they were promoted or transferred ; and

**Note.-** Seniority of members appointed on purely provisional basis ,shall be determined as and when they are regularly appointed keeping in view the date of such regular appointment.

**11. Liability of members of Service to transfer.-** A member of the Service may be transferred by the government to any post whether included in any other service or not, on the same terms and conditions as are specified in rule 3.17 of the Punjab civil Services rules, Volume I, Part I.

**12. Liability to serve.-**A member of the Service shall be liable to serve at any place, whether within or out of the State of Punjab on being ordered to do so by the Director.

**13. Leave, pension and other matters .-** In respect of pay, leave, pension and all other matters not expressly provided for in these rules, the members of the Service shall be governed by such law, rules and regulations as may have been or may hereafter be adopted or made by the competent authority

**14. Pay of members of Service.-** The members of the Services shall be entitled to such scales of pay, as may be authorized by the Government from

time to time. The scales of pay at present in force in respect of the members of the Service are given in Appendix 'A' to these rules.

**15. Discipline, penalties and Appeals.-(I)** In the matter of discipline, punishment and appeals, the members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970 as amended from time to time.

(2) The authority empowered to impose penalties as specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970 and the appellate authority there under in respect of the members of the Service shall be as specified in Appendix 'B' to these rules.

(3) The authority competent to hear an appeal against an order specified in rule 15 of the Punjab Civil Services (punishment and Appeal) Rules , 1970 other than an order imposing any of the penalties as specified in Appendix 'B' to these rules in respect of the members of the Service shall be the Government.

**16. Liability for vaccination and re-vaccination.**-Every member of the Service, shall get himself vaccinated or re-vaccinated, when Government so directs by a special or general order.

**17. Oath of allegiance.**- Every member of the Service, unless he has already done so, shall be required to take oath of allegiance to India and to the Constitution of India as by law established.

**18. Power to relax.**-Where the Government is of the opinion that it is necessary or expedience so to do, it may, by order, for reasons to be recorded, in writing, relax any of the provisions of these rules with respect to any class or category of persons.

Provided that the provisions relating to educational qualifications and experience shall not be relaxed.

**19. Interpretation.**-If any question arises as to the interpretation of these rules, the Government shall decide the same.

**APPENDIX 'A'**

(See Rules 1 (2), 3 and 14)

<b>Sr No.</b>	<b>Designation of the post</b>	<b>Number of posts</b>			<b>Scale of pay</b>
		Permanent	Temporary	Total	
1	Superintendent Grade I	2	-	2	10300-34800+5400

**APPENDIX 'B'**

(See Rules 15)

Penalty		Authority empowered to impose Penalty	Appellate Authority
Minor Penalties			
i)	Censure;	Director Sainik Welfare, Punjab	Government
ii)	Withholding of his promotions;		
iii)	Recovery from his pay of the whole or part of any pecuniary loss caused by him to the Government by negligence or breach of orders;		
iv)	Withholding of increment of pay;		
Major Penalties			
v)	Reduction to a lower stage in the time-scale of pay for a specified period, with further directions as to whether or not the Government employee will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay;	Government	
vi)	Reduction to a lower time-scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the Government employee to the time-scale of pay, grade, post or service from which he was reduced, with or without further directions regarding conditions or restoration of the grade or post or service from which the Government employee was reduced and his seniority and pay on such restoration to that		

	grade, post or service;		
vii)	Compulsory retirement;		
viii)	Removal from service which shall not be a disqualification for future employment under the Government		
iv)	Dismissal from service which shall ordinarily be a disqualification for future employment under Government		

Sd/-

Karl Ready

Secretary to Government of Punjab

Department of Defence Services Welfare

**PUNJAB GOVT GAZ., APRIL 3, 1987 (CHTR. 13, 1909 SAKA) 211**

**GOVERNMENT OF PUNJAB  
DEPARTMENT OF DEFENCE SERVICES WELFARE  
(DEFENCE WELFARE BRANCH)**

**Notification**

**The 17th February, 1987**

**No.G.S.R. 33/Const./Art/309/87.-** In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules for regulating the recruitment, and the conditions of service of persons appointed to the Punjab Sainik Welfare (Class III) Service, namely :-

**1. Short title and application.-** (1) These rules may be called the Punjab Sainik Welfare (Class III) Service Rules, 1987.

(2) They shall apply to the posts specified in Appendix 'A' to these rules.

**2. Definitions.-**In these rules, unless the context otherwise requires,

(a) "Board" means the Punjab Subordinate Services Selection Board or any other authority constituted to perform its functions.

(b) "Director" means the Director, Sainik Welfare, Punjab.

(c) "direct appointment" means as appointment made other side than by promotion or by transfer of a person already in the service of the Government of India or of a State Government.

(d) "Government" means the Government of the State of Punjab in Department of Defence Services Welfare.

(e) "recognised university" means-

- (i) any university incorporated by law in any of the States of India  
or
- (ii) In the case of degrees or diplomas obtained as a result of examinations held before the 15th August, 1947, the Punjab, Sind or Dhaka University ; or
- (iii) any other university, which is declared by Government to be a recognised university for the purposes of these rules ;
- (f) "Service" means the Punjab Sainik Welfare (Class III) Service.

**3. Number and Character of posts.-** The Service shall comprise the posts specified in Appendix 'A' to these rules:

Provided that nothing in these rules shall affect the inherent right of the Government to add to or reduce the number of such posts or to create new posts with different designations and scales of pay whether permanently or temporarily.

**4. Nationality, domicile and character of candidates appointed to Service:-**

- (1) No candidate shall be appointed to the Service unless he is -
  - (a) a citizen of India ; or
  - (b) a citizen of Nepal ;or
  - (c) a subject of Bhutan ; or
  - (d) a Tibetan refugee who came over to India before the 1st January, 1962 with the intention of permanently settling in India ; or
  - (e) a person of India origin who has migrated from Pakistan, Burma, Sri Lanka and East African Countries of Kenya, Uganda and the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

Provided that a candidate belonging to any of the categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government of Punjab in the Department of Home Affairs and Justice.

(2) A candidate in whose favour a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Board but he shall not be appointed to the Service unless he has been given a certificate of eligibility by the Government of Punjab in the Department of Home Affairs and Justice.

(3) No person shall be recruited to the Service by direct appointment unless he produces,-

(a) a certificate of character from the principal academic officer of the university, college, school or institution last attended, if any, and

similar certificates from two responsible persons, not being his relatives who are well acquainted with him in his private life and are unconnected with his university, college school or institution; and

(b) an affidavit to the effect that he was never convicted for any criminal offence and that he was never dismissed or removed from service of any State Government or the Government of India or any State Public Sector Undertaking.

**5. Disqualification.-** No person,-

(a) who has entered into or contracted a marriage with a person having a spouse living ; or

(b) who having a spouse living , has entered into or contracted a marriage with any person;

shall be eligible for appointment to the Service.

Provided that the Government may, if satisfied that such marriage is permissible under the personal law applicable to such

person and other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

**6. Age.- (1)** No person shall be recruited to the Service by direct appointment if he is less than eighteen years or more than thirty years of age on the 1st January preceding the last date fixed for the receipt of applications or unless he is within such range of minimum and maximum age limits as may be specifically fixed by the Government from time to time.

Provided that the condition of upper age limit may be relaxed up to forty five years in the case of a person already in the employment of the Punjab Government, other State Government or the Government of India :

Provided further that the appointing authority may, for reasons to be recorded in writing, relax the upper age limits for a category or class of persons :

Provided further that in the case of candidates belonging to Scheduled Castes and other Backward Classes, the upper age limit shall be such as may be fixed by the Government from time to time.

**Note.-** For age limits in case of recruitment of Ex-servicemen, the provisions of rule 6 of the Punjab Recruitment of Ex-Servicemen Rules, 1982 shall apply.

**7. Appointing Authority.-**All appointments to the Service shall be made by the Director.

**8. Method of appointment and qualifications.- (1)** Recruitment to the Service shall be made in the manner as specified in Appendix 'B' to these rules :

Provided that if no suitable candidate is available for appointment to a post in the Service by promotion or direct appointment, as the case may be such a post shall be filled in by transfer and the post so filled in shall be counted towards the quota of posts to be filled in by promotion or direct appointment, as the case may be.

- (2) No person shall be appointed to any post in the Service unless he possesses the qualification and experience specified against that post in appendix 'B' to these rules.
- (3) All appointments to the Service by promotion shall be made by selection on seniority -cum-merit basis and no person shall be entitled to claim promotion on the basis of seniority alone.
- (4) No person shall be recruited to any post in the service by direct appointment unless he possesses the knowledge of Punjabi language of Matriculation Standard or its equivalent or has passed test in Punjab language or Matriculation Standard to be held by such authority as may be specified by the Punjab Government in this behalf from time to time.

Provided that in the case of an Ex-servicemen who does not possess the knowledge of Punjabi Language of Matriculation Standard or its equivalent appointment to the Service may be made subject to the condition that he shall acquire the aforesaid qualification within a period of six months from the date of appointment failing which his services shall be liable to be terminated without any notice.

**9. Probation of persons appointed to Service.-** (1) Persons appointed to the Service shall remain on probation for a period of two years, if recruited by direct appointment and one year if recruited otherwise.

Provided that-

- (a) any period, after such appointment, spent on deputation on a corresponding or higher post shall count towards the period of probation ;
- (b) in the case of an appointment by transfer, any period of work in equivalent or higher rank prior to appointment to the Service may, in the discretion of the appointing , be allowed to count towards the period of probation ; and
- (c) any period of officiating appointment to the Service shall be reckoned as period spent on probation ; but no person who has so officiated shall, on the completion of the prescribed period of probation, be entitled to be confirmed unless he is appointed against a permanent vacancy.

2. If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory, it may,-
  - (a) if such person is recruited by direct appointment, dispense with his services, or revert him to a post on which he held lien prior to his appointment to the service by direct appointment ; and
  - (b) if such a person is recruited otherwise,-
    - (i) revert him to his former post; or
    - (ii) deal with his in such other manner as the terms and conditions of his previous appointment permit.
  
3. on the completion of the period of probation of a person, the appointment authority may,-
  - (a) if his work and conduct has, in its opinion been satisfactory,-
    - (i) confirm such person from the date of his appointment if appointed against a permanent vacancy ; or
    - (ii) confirm such person from the date from which a permanent vacancy occurs, if appointed against a temporary vacancy ;  
or
    - (iii) declare that he has completed his probation satisfactory if there is no permanent vacancy ; or
  - (b) if his work or conduct has not been, in its opinion satisfactory,-
    - (i) dispense with his services, if appointed by direct appointment or if appointed otherwise , revert him to his former post or deal with him in such other manner as the terms and conditions of his pervious appointment may permit ; or
    - (ii) extends his period of probation and thereafter such orders as it could have passed on the expiry of the period of probation as specified in sub-rule (1):

Provided that the total period of probation, including extension, if any shall not exceed three years.

**10. Seniority of members of Service.-** The seniority inter se of members in each cadre of the Service shall be determined by the length of continuous service on a post in that cadre of the Service:

Provided that in the case of members recruited by direct appointment who join within the period specified in the order of appointment or within such period as may from time to time be extended by the appointing authority subject to a maximum of four months from the date of order of appointment the order of merit determined by the Board shall not be disturbed.

Provided further that in case a candidate is permitted to join the Service after the expiry of the said period of four months in consultation with the Board, his seniority shall be determined from the date he joins the Service.

Provided further that in case any candidate of the next selection has joined the Service before the candidate referred to in the preceding proviso joins, the candidate so referred shall be placed below all the candidates of the next selection who join within the time specified in the first proviso:

Provided further that in the case of two members appointed on the same date, their seniority shall be determined as follows :-

- (a) a member recruited by direct appointment shall be senior to a member recruited otherwise;
- (b) a member appointed by promotion shall be senior to a member appointed by transfer ;
- (c) in the case of members appointed by promotion or transfer seniority shall be determined according to the seniority of such members in the appointments from which they were promoted or transferred and
- (d) in the case of members appointed by transfer from different cadres, their seniority shall be determined according to pay, preference being given to a member who was drawing a higher

rate of pay in his previous appointment; and if the rates of pay in his pay drawn are also the same; then by their length of service in those appointment; and if the length of such service is also the same, an older member shall be senior to a younger member.

**Note.-** Seniority of members appointed on purely provisional basis, shall be determined as and when they are regularly appointed keeping in view the date of such regular appointment.

**11. Liability of members of Service to transfer.-**A member of the Service may be transferred by the Government to any post whether included in any other service or not, on the same terms and conditions as are specified in rule 3.17 of the Punjab civil Services rules, Volume I, Part I.

**12. Liability to serve.-**A member of the Service shall be liable to serve at any place, whether within or out of the State of Punjab on being ordered to do so by the appointing authority.

**13. Pay of members of Service.-**The members of the Service shall be entitled to such scales of pay, as may be sanctioned by the Government from time to time. The scales of pay, at present, in force in respect of the members of the Service are given in Appendix 'A' to these rules.

**14. Leave, pension and other matters.-**In respect of pay leave, pension and all other matters not expressly provided for in these rules, the members of the Service shall be governed by such law, rules and regulations as may have been or may hereafter be adopted or made by the competent authority.

**15. Discipline, penalties and appeals.-(1)** In the matter of discipline, punishment and appeals, the members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970 as amended from time to time.

(2) The authority empowered to impose penalties as specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970 and the appellate authority hereunder in respect of the members of the Service shall be as specified in Appendix 'C' to these rules.

(3) The authority competent to pass an order as specified in rule 15 of the Punjab Civil Services (punishment and Appeal) Rules , 1970 other than an order imposing any of the penalties mentioned in Appendix 'C' to these rules, in respect of the members of the Service and the authority competent to hear appeal against such order shall be as specified in Appendix 'D' to these rules.

**16. Liability for vaccination and re-vaccination.**-Every member of the Service, shall get himself vaccinated or re-vaccinated, when Government so directs by a special or general order.

**17. Oath of allegiance.**- Every member of the Service, unless he has already done so, shall be required to take oath of allegiance to India and to the Constitution of India as by law established.

**18. Power to relax.**-Where the Government is of the opinion that it is necessary or expedience so to do, it may, by order, fro reasons to be recorded, in writing, relax any of the provisions of these rules with respect to any class or category of persons.

Provided that the provisions relating to educational qualifications and experience shall not be relaxed.

**19. Interpretation.**-If any question arises as to the interpretation of the rules, the Government shall decide the same.

**20. Repeal and Saving.**- The Punjab District Soldiers, Sailors and Airmens Boards (Class III) Service Rules, 1969 are hereby repealed:

Provided that any order issued or any action taken under the rules so repealed shall be deemed to have been issued or taken under the corresponding provisions of these rules.

Extract From the Punjab Government Gazette (Estra) dated the 15<sup>th</sup> February, 1993

**DEPARTMENT OF DEFENCE SERVICES WELFARE  
(DEFENCE WELFARE BRANCH)**

**Notification**

**The 20th January 1993**

**No.CSR-Const.Art,309/Amd (1)/93/1300.-** In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules further to amend the Punjab Sainik Welfare (Class III) Service Rules, 1987, namely :-

**RULES**

1. (a) These rules may be called the Punjab Sainik Welfare (Class III) Service (First Amendment) Rules, 1993.  
  
(b) They shall come into force at once.
2. In Appendix 'B' of the Punjab Sainik Welfare (Class III) Service Rules, 1987 against serial No.7 .-
  - (i) under column 5, for the words, "period of five years", the words "period of five years and who have qualified the test of typewriting in Punjabi language at the speed specified by the Government from time to time." shall be substituted.
  - (ii) under column 6, for the words, "Navy or the Air Force" the words "Navy or the Air Force, and should have qualified the test of typewriting in Punjabi language at the speed specified by the Government from time to time," shall be substituted.
  - (iii) under column 7, for the words " and are ex-servicemen" the words "and are ex- servicemen and who have qualified the test of

typewriting in Punjabi language at the speed specified by the Government from time to time" shall be substituted.

**KARL REDDY Secretary to  
Government, Punjab  
Department of Defence Services  
Welfare.**

**APPENDIX 'A'**  
**[See Rule 1 (2), 3 and 13)]**

Number of posts								
Sr.No	Designation of Post	Headquarters Staff			Field's Staff			Pay Scale
		Perma nent	Temporary	Total	Permanent	Temp orary	Total	
1	Superintendent Grade-II	02		2	22		22	Rs. 10300-34800+4800
2	Assistant	15		15				Rs. 10300-34800+4400
3	Senior Scale Stenographer	01		01				Rs. 10300-34800+4400
4	Junior Scale Stenographer	01		01				Rs. 10300-34800 +3600
5	Steno-Typist	05		05	20		20	Rs. 10300-34800 +3200
6	Clerk	10		10	57		57	Rs. 10300-34800 +3200
7	Cashier	01		01				Rs. 10300-34800 +3200
8	Welfare Worker				63		63	Rs.5910-20200+ 2400
9	Driver	02			08		08	Rs.5910-20200 + 2400

**APPENDIX 'B'**  
**(See Rule 8)**

Sr. No.	Designation of the Post	Percentage for appointment by		Educational qualification and experience for appointment by		
		Promotion	Direct appointment	Promotion	Direct Appointment	Transfer
1	2	3	4	5	6	7
1.	Superintendent Grade-II	100 Percent		From amongst Superintendents Grade IV who have an experience of working for a minimum period of eight years on one or more of the posts of Superintendent Grade IV, Assistant and Senior Scale Stenographer		From amongst officials working on similar/identical posts under the Government of India or of a State Government and are Ex-servicemen.
2	Assistant	100 Percent		From amongst Clerks and welfare Workers who have an experience of working for a minimum period of five years on any of these posts		From amongst officials working on similar/identical posts under the Government of India or of a State Government and are Ex- servicemen.
3	Senior Scale Stenographer	100 Percent		From amongst Junior Scale Stenographers who have an		From amongst officials working on

				experience of working for a minimum period of three years as such and who have qualified a test to be conducted by the appointing authority at the speed of one hundred words per minute and transcription (at the type writer) at the speed of thirty words per minute, in English and Punjabi languages		similar/identical posts under the Government of India or of a State Government .
4	Junior Scale Stenographer	100 Percent		From amongst steno-typist who have an experience of working for a minimum period of three years as such and who have qualified a test to be conducted by the appointing authority at the speed of eighty words per minute and transcription (at the type writer) at the speed of thirty words per minute, in English and Punjabi languages		From amongst officials working on similar/identical posts under the Government of India or of a State Government .
5	Steno-typist	25 Percent	75 Percent	(i)From amongst Clerks and welfare workers who have	(i) From amongst ex-	From amongst officials working on

				<p>passed a test in shorthand in Punjabi language to be conducted by the appointing authority at the speed of eighty words per minute and transcription (at the type writer) at the speed of fifteen words per minute, and who are Matriculates of a recognised University</p> <p>(ii) Should within six months of appointment qualify test in shorthand in English language to be conducted by the appointing authority at the speed of eighty words per minute. and transcription (at the type writer) at the speed of fifteen words per minute, provided that a member of the Service shall not be entitled to draw any increment unless he duly qualifies the test.</p>	<p>servicemen who possess the Indian Army Special Certificate of education: provided that in the case of non-availability of suitable ex-servicemen candidates, the vacancy may be filled from amongst other candidates.</p> <p>(ii) Should have passed the test in shorthand in Punjabi language to be conducted by the Board</p>	<p>similar/identical posts under the Government of India or of a State Government .</p>
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					<p>at the speed of eighty words per minute and transcription (at the type writer) at the speed of fifteen words per minute.</p> <p>(iii) Should within six months of appointment qualify test in short hand in English language to be conducted by the appointing authority at the speed of eighty words per minute and</p>	
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					<p>transcription (at the type writer) at the speed of fifteen words per minute:</p> <p>Provided that the employee concerned could not be entitled to draw any increment unless he duly qualifies the test.</p>	
6	Clerk	10 Percent	90 Percent	From amongst Class IV employees working under the control of the Director who are Matriculates or possess the Indian Army Special certificate of Education and who possess	Should be Matriculate of a recognised University or passed the Indian Army Special	From amongst officials working on similar/identical posts under the Government of India or of a State Government , for the words "and are ex-

				<p>an experience of working as such for minimum period of five years &amp; , for the words, "period of five years", the words "period of five years and who have qualified the test of typewriting in Punjabi language at the speed specified by the Government from time to time,"</p>	<p>Certificate of Education and should be ex-Junior Commissioned officer or non-commissioned Officer of the Army or equivalent rank in the Navy or the Air force, for the words, "Navy or the Air Force" the words "Navy or the Air Force, and should have qualified the test of typewriting in Punjabi language at the speed</p>	<p>servicemen" the words ex-servicemen "and are ex-servicemen and who have qualified the test of typewriting in Punjabi language at the speed specified by the Government from time to time"</p>
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					specified by the Government from time to time,	
7	Sainik Welfare Organiser	100 Percent	100 Percent		Should be Matriculate of a recognised University or passed the Indian Army Special Certificate of Education and should be ex-Junior Commissioned officer of the Army or equivalent rank in the Navy or the Air force.	From amongst officials working on similar/identical posts under the Government of India or of a State Government .
8	Driver	100 Percent	100 Percent		(i) Should be an ex-servicemen	From amongst officials working on similar/identical posts

					(ii) Should be middle pass with Punjabi as one of the subjects, or should hold the equivalent Army Educational Certificate, and (iii) Should hold a driving license for Light Motor Vehicle.	under the Government of India or of a State Government .
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**APPENDIX 'C'****[See Rule 15(i) ]**

<b>Designation of Post</b>	<b>Penalty</b>	<b>Authority empowered</b>	<b>Appellate Authority</b>
<b>Superintendent Grade-II</b>	<b>Minor Penalties</b>	<b>Director</b>	<b>Government</b>
<b>Senior Stenographer Scale</b>	<p>(i) Censure;  (ii) Withholding of his promotions;  (iii) recovery from his pay of the whole or part of any pecuniary loss caused by him to the Government by negligence or breach fadders;  (iv) With holding of increments of pay;</p> <p><b><u>Major Penalties</u></b>  (v) reduction to a lower stage in the time scale of pay for a specified period, with further directions as to whether or not the Government employee will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay;  (vi) reduction to a lower time scale of pay grade, post or service which shall ordinarily be a bar to the promotion of the Government employee to the time</p>		

	<p>scale of pay grade, post or service from he was reduced with or without further directions regarding conditions of restoration to the grade or post or service from which the Government employee was reduced and his seniority and pay on such restoration to that grade, post or service;</p> <p>(vii) Compulsory retirement;</p> <p>(viii) removal from service which shall not be a disqualification for future employment under the Government;</p> <p>(ix) dismissal from service which shall ordinarily be a disqualification for future employment under the Government.</p>		
<b>Assistants, Junior Scale Stenographers, Steno typists, Clerks, Drivers, Gestetner Operator at the Head Quarter</b>	<b>Minor Penalties</b>	<b>Deputy Sainik Punjab</b>	<b>Director Welfare</b> <b>Director</b>
	<p>(i) Censure;</p> <p>(ii) Withholding of his promotions;</p> <p>(iii) recovery from his pay of the whole or part of any pecuniary loss caused by him to the Government by negligence or breach foddors;</p>		

	<p>(iv) With holding of increments of pay;</p> <p><b><u>Major Penalties</u></b></p> <p>(v) reduction to a lower stage in the time scale of pay for a specified period, with further directions as to whether or not the Government employee will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay;</p> <p>(vi) reduction to a lower time scale of pay grade, post or service which shall ordinarily be a bar to the promotion of the Government employee to the time scale of pay grade, post or service from he was reduced with or without further directions regarding conditions of restoration to the grade or post or service from which the Government employee was reduced and his seniority and pay on such restoration to that grade, post or service;</p> <p>(vii) Compulsory retirement;</p> <p>(viii) removal from service which shall not be a disqualification for future employment under the Government;</p> <p>(ix) dismissal from service which shall ordinarily be a disqualification for future employment under the Government.</p>	<b>Director</b>	<b>Government</b>
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<b>Superintendent Grade IV, Clerk Welfare Workers, Steno-typist and Driver in field Offices,</b>	<b>Minor Penalties</b>	<b>District Sainik Welfare Officer, concerned</b>	<b>Director</b>
	(i) Censure; (ii) Withholding of his promotions; (iii) recovery from his pay of the whole or part of any pecuniary loss caused by him to the Government by negligence or breach foddors; (iv) With holding of increments of pay;  <b><u>Major Penalties</u></b> (v) reduction to a lower stage in the time scale of pay for a specified period, with further directions as to whether or not the Government employee will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay; (vi) reduction to a lower time scale of pay grade, post or service which shall ordinarily be a bar to the	<b>Director</b>	<b>Government</b>

	<p>promotion of the Government employee to the time scale of pay grade, post or service from he was reduced with or without further directions regarding conditions of restoration to the grade or post or service from which the Government employee was reduced and his seniority and pay on such restoration to that grade, post or service;</p> <p>(vii) Compulsory retirement;</p> <p>(viii) removal from service which shall not be a disqualification for future employment under the Government;</p> <p>(ix) dismissal from service which shall ordinarily be a disqualification for future employment under the Government.</p>		
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**APPENDIX 'D'**  
**(See Rule 15 (2))**

Designation of Post	Name of order	Authority empowered to pass order	Appellate Authority
<b>Superintendent Grade-II</b>	(i) an order of suspension made or deemed to have been made under rule 4 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970 (ii) an order which (a) denies or varies to his disadvantage his pay, allowances, pension or other conditions of services as regulated by rules or by agreement (b) interprets to this disadvantage the provisions of any such rules or agreement, (iii) an order- (a) stopping him at the efficiency bar in the time scale of pay on the ground of his unfitness to cross the bar; (b) reverting him while officiating in a higher service, grade or post to a lower service, grade or post otherwise than as a penalty; (c) reducing or with-holding the pension or denying the maximum pension admissible to him under the rules; (d) determining the subsistence and other allowances to be paid to him for the period of suspension or for	<b>Director</b>  <b>Government</b>  <b>Director</b>	<b>Government</b>  <b>Government</b>

	<p>the period during for any portion thereof; or  (e) determining his pay and allowances-  (i) for the period of suspension; or  (ii) for the period from the date of his dismissal, removal or compulsory retirement from service, or from the date of his reduction to a lower-service, grade, post, time-scale or stage in a time scale of pay to the date of his retirement or restoration to his service, grade or post ; or  (f) determining whether or not the period from the date of his suspension or from the date of his dismissal, removal, compulsory retirement or reduction to a lower service, grade, post, time-scale of pay or stage in a time -scale of pay to the date of his re-instatement or restoration to his service , grade or post shall be treated as a period spent on duty for any purpose,</p>		
<p><b>Superintendent  Grade-IV, Junior Scale  Stenographer, Steno  typists, Clerk,  Welfare Worker,  Driver, Gestetner  Operator</b></p>	<p>(i) an order of suspension made or deemed to have been made under rule 4 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970  (ii) an order which (a) denies or varies to his disadvantage his pay, allowances, pension or other conditions of services as regulated by rules or by agreement (b) interprets to this disadvantage the provisions of any such rules or agreement,</p>	<p><b>At the  Headquarter  Deputy Director  Sainik Welfare</b></p>	<p><b>In the field  Director  District  Sainik Welfare  Officer</b></p>

	<p>(iii) an order-</p> <p>(a) stopping him at the efficiency bar in the time scale of pay on the ground of his unfitness to cross the bar;</p> <p>(b) reverting him while officiating in a higher service, grade or post to a lower service, grade or post otherwise than as a penalty;</p> <p>(c) reducing or with-holding the pension or denying the maximum pension admissible to him under the rules;</p> <p>(d) determining the subsistence and other allowances to be paid to him for the period of suspension or for the period during for any portion thereof; or</p> <p>(e) determining his pay and allowances-</p> <p>(i) for the period of suspension; or</p> <p>(ii) for the period from the date of his dismissal, removal or compulsory retirement from service, or from the date of his reduction to a lower-service, grade, post, time-scale or stage in a time scale of pay to the date of his retirement or restoration to his service, grade or post ; or</p> <p>(f) determining whether or not the period from the date of his suspension or from the date of his dismissal, removal, compulsory retirement or reduction to a lower service, grade, post, time-scale of pay or stage in a time -scale of pay to the date of his re-instatement or restoration to his service , grade or</p>		
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	post shall be treated as a period spent on duty for any purpose,		
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**KARL REDDY,**

**Secretary to Government, Punjab  
Department of Defence Services Welfare.**

**PUNJAB GOVT. GAZETTE. FEB 12, 1982, 9 MAGH 23, 1903 SAKA 103 9**

**GOVERNMENT OF PUNJAB  
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS  
(PERSONNEL POLICIES BRANCH)**

**Notification**

The 2nd February, 1982

No. G.S.R.11/Const./Arts. 309,234 and 318/82. - In exercise of the powers conferred by the proviso to Article 309 read with Articles 234 and 318 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment of Ex-servicemen to the State Civil Services and Posts connected with the affairs of the State of Punjab, namely:-

**Short title and commencement.** (1) These rules may be called the **Punjab Recruitment of Ex-servicemen Rules, 1982.**

(2) They shall come into force at once.

2. Definitions - In these rules, unless the context otherwise requires 'Armed Forces of the Union' means the Naval, Military and Air Forces of the Union of India;  
\*(aa) "lineal descendent" means sons/daughters (married/unmarried/widowed/ legally divorced) of the re-employed/unemployed Ex-serviceman.

**Explanation** : In any case, including the case where the ex-serviceman has died, his sons/daughters shall be treated as "Lineal descendent" only if a certificate to this effect has been issued by the authority appointed by the Government;

\*(aaa) "Wife" shall include the widows of an ex-serviceman, provided she has not remarried up to the date of issue of the appointment letter,;

(b) 'direct appointment' means an appointment made otherwise than by promotion or by transfer of a person already in the service of Government of India or of a State Government;

@(c) "Ex-serviceman" means a person who has served in any rank, whether as a combatant or a non-combatant, in the Naval, Military and Air Forces of the Union of India (hereinafter referred to as the Armed Forces of the Union of India), and who has,-

(i) retired or released from such service at his or her own request after earning his or her pension; or

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

(iii) been released, otherwise than on his own request, from such service as a result of reduction in establishment; or

(iv) been released from such service after completing the specific period of engagement otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency, and has been given a gratuity; But does not include a person who has served in the Defence Security Corps, the General Reserve Engineering Force, the Lok Sahayak Sena and the Para Military Forces, but includes personnel of the Lok Sahayak Sena of the following categories, namely :-

(i) pension holders for continuous embodied service.

(ii) persons with disability attributable to military service; and

(iii) gallantry award winners.

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 -\*Substituted vide Notn. No. GSR 9/Const./Arts.309,234 amd 318/Amd(5)/2003 6.11.2002 @Substituted vide Notification dated 22.9.1992 and 2002

Explanation. - The persons serving in the Armed Forces of the Union who on retirement from service would come under the category of 'Ex-serviceman' may be permitted to apply for re-employment one year before the completion of the specified terms of engagement and avail themselves of all concessions available to Ex-servicemen but shall not be permitted to leave the uniform until they complete the specified terms of engagement in the Armed Forces of the Union: and

(d) Government' means the Govt. of the State of Punjab.

(e) Recognized University' means;

(i) any University, incorporated by law in any of the States of India; or

(ii) any University which is recognized by the Government for the purpose of the relevant service rules. "reserved vacancy' means a vacancy reserved under sub-rule (1) rule 4 for being filled in by the appointment of an ex-serviceman.

3. **Extent of Application.**- These rules shall apply to all the State Civil Services and posts connected with the affairs of the State of Punjab, except the Punjab Vidhan Sabha Secretariat Service and the Punjab Superior Judicial Service.

4. **Reservation of Vacancies.**(1) Subject to the provision of rule 3, #13% of vacancies to be filled in by direct appointment in all the State Civil Services and posts connected with the affairs of the State of Punjab shall be reserved for being filled in by recruitment of Ex-servicemen;

**(Note : As per Pb Govt. Letter No. 15/25/2001-4DW/1591 dated 21.05.2002, an Ex-serviceman is allowed the benefit of Reservation for the second time and**

**even thereafter in subsequent recruitments in accordance with the provisions of these Rules).**

##"Provided that where an Ex-serviceman is not available for recruitment against a reserved vacancy, such a vacancy shall be reserved to be filled in by recruitment of the wife or one dependent child of an Ex-serviceman, who has neither been recruitment against a reserved vacancy under these rules;

##"Provided further that the wife or the dependent child of the ex-serviceman shall be recruited against the reserved vacancy subject to the conditions that:-

- (i) he or she possesses the prescribed qualifications and is within the prescribed age limits;
- (ii) he or she is not already in service;
- (iii) he or she will be eligible to avail the benefit only once in life."

@#"Provided further that one grand Child of the Gallantry Award Winner shall be recruited against the reserved vacancy, in case the benefit or reservation has not been availed of by any of the children or dependents such winner or by the winner himself subject to the conditions specified in the second proviso;

**Explanation:** For the purpose of this proviso, Gallantry Award Winner includes the winner of the Paramvir Chakra, the Mahavir Chakra, the Vir Chakra, the Sena or Nao Sena or Vayu Sena Medal and Mention-in-Despatches."

\$"Provided further that the total number of reserved vacancies including those reserved for the candidates belonging to the SCs, STs and BCs shall not exceed fifty of the posts to be filled in a particular year."

(2) Where a reserved vacancy remains unfilled for non availability of a \$(person eligible for recruitment under these rules) such vacancy may be filled in, temporarily from any other source in accordance with the rules.-

regulating the recruitment and the conditions of service of persons appointed to such posts as if the vacancy was not reserved;

Provided that the reserved vacancies filled in shall be carried forward for the subsequent occasions \$\$ (arising during at least 2 years in each of which such occasion arises for recruitment) where after the vacancy in question shall be treated as un-reserved.

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 \*\*Added vide Notification dated 22.9.1992.

#Amended vide Notification dated 6.11.2002.

##Added vide Notification dated 22.9.1992

@#Added vide Notification No.2/42/96-4DW/1964 dated 2nd September 1998.  
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5. **Appointment through competitive examination.** Notwithstanding anything contained in the concerned service Rules, in case an appointment to any post governed by these rules is made through competitive examination;-

(i) the maximum chances to be given to any ex-serviceman for appearing in the said examination shall not exceed three; and

(ii) the Ex-serviceman shall not be required to appear in the optional subject, if any, specified for that examination.

6.\*\*\***Age** - For recruitment to any vacancy in the State Civil Services whether reserved or not under these rules an ex-serviceman shall be allowed to deduct the period of his service in the Armed Forces of the Union from his actual age and if the resultant age does not exceed the maximum age limit prescribed for direct appointment to such a vacancy in the concerned Service Rules, by more than 3 years, he shall be deemed to satisfy the condition regarding age limit.

7. **Educational qualifications and Experience** - (1) No person shall be eligible for recruitment to a reserved vacancy, unless he possesses the minimum educational qualifications and experience if any prescribed by the Govt. for direct appointment to such a vacancy in the concerned Service Rules;

\$\$\$Provided that for appointment to Class III posts or Class IV services, against a reserved vacancy, an Ex-serviceman who is a Matriculate or who has obtained the Indian Army Special Certificate of Education or the corresponding certificate of the Naval or Air Forces and who has put in not less than fifteen years of service in the Armed Forces of the Union, shall be considered eligible for appointment to that post for which the essential qualifications prescribed for recruitment by direct appointment in the relevant service rules, is Graduation of a recognized University, and where-

(a) technical or non-technical working experience is not essential; or

(b) the vacancy being non-technical, working experience has been prescribed as essential in the relevant service rules, but the appointing authority is satisfied that the ex-serviceman is expected to perform the duties by undergoing training for a short duration on the job;

Provided further that for appointment against a reserved vacancy, an ex-serviceman who has passed the Indian Army Class I Examination or equivalent examination of the Naval or Air Force and who has put in at least fifteen years of service in the Armed Forces of the Union, shall be considered eligible for appointment to that post for which essential educational qualifications prescribed for recruitment by direct appointment in the relevant service rules, is Matriculation;

8. **Pay.-** The pay of an Ex-serviceman appointed against a reserved vacancy shall be fixed in accordance with the provisions of Chapter VII of the Punjab Civil Services Rules, Volume II.

\$\$**8-A, Increments and pension** – Period of military service rendered during the First National Emergency from 26<sup>th</sup> October, 1962 to 9<sup>th</sup> January, 1968 shall count for increments and pension as under :-

(i) **Increments** - The period spend by a person on military service (restricted to emergency period from 26<sup>th</sup> October, 1962 to 9<sup>th</sup> January, 1968) after attaining the minimum age prescribed for appointment to any service or post, to which he is appointed, shall count for increments. Where no such minimum age is prescribed the minimum age shall be as laid down in Rules 3.9, 3.10 and 3.11 of the Punjab Civil Services Rules Volume II. This concession shall however, be admissible only on first appointment.

(ii) **Pension** - The period of military service mentioned in clause shall count toward pension only in the case of appointments to permanent services of posts, subject to the following conditions:-

(1) The person concerned should not have earned a pension under military rules in respect of the military service in question.

Any bonus or gratuity paid in respect of military service by the defence authorities shall have to be refunded to the State Government.

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 -  
 \$Amended vide Notn No. GSR 45/Consts/Art.309/Amd(2)84 dated 30.4.1984  
 \$\$Amended vide Notification dated 30.4.1984.  
 \*\*\*Amended vide Notification dated 30.4.1984.  
 \$\$\$Substituted vide Notn dated 22.9.1992  
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(3) The period, if any, between the date of discharge from military service and the date of appointment to any service or post under the Government shall count for pension, provided such period does not exceed one year. Any period exceeding one year but not exceeding three years may also be allowed to count for pension in exceptional cases under the orders of the Government.

This benefit shall be applicable to all those who were appointed in Government services before or after 11<sup>th</sup> February, 1982.”

(\$\$Added vide Govt. Notn No. GSR 38/Const.Art.309,234 & 318/Amd(7)2004 dt 8<sup>th</sup> June 2004)

**&&“8-B, Increments and pension** – Period of military service rendered during the Second National Emergency from 3<sup>rd</sup> December, 1971 to 25<sup>th</sup> March, 1977, shall count for increments and pension as under :-

(a) **Increments** - The increments for the aforesaid service shall be paid to those persons only, who rendered service during the aforementioned period. This benefit will, however, be given only at the time of making first appointment on regular basis on a civil post or service under the Government. However, these increments will be

taken into account when the pay of a person is subsequently fixed on account of his promotion, selection, new recruitment or revision of pay scale or otherwise;

(b) **Pension** - The period of military service, referred to above, shall count towards pension only in case of an appointment to a permanent post under the Government, subject to the following conditions namely:-

- (i) The person concerned should not have earned a pension under military rules in respect of the military service in question;
- (ii) Any bonus or gratuity paid in respect of military service by the defence authorities shall have to be refunded to the State Government, and;
- (iii) The period, if any, between the date of discharge from military service and the date of appointment to any service or post under the Government shall count for pension, provided such period does not exceed one year. Any period exceeding one year but not exceeding three years may also be allowed to count for pension in exceptional cases under the orders of the Government.

" These benefits shall be available to all the persons who were appointed in Government Service against reserved vacancies and were in Service as on 1st December, 2011 or are appointed thereafter  
:

Provided that these benefits shall be admissible for pay fixation on notional basis with effect from 1st January, 2012 and arrears on account of pay shall not be paid."

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(Added vide Govt. Notn No. GSR 47/Const.Art.309,234 & 318/Amd(8)2009 dt 15<sup>th</sup> October 2009)

(8-B,(a) Amdt vide Govt. Notn no G.S.R.20/Const./Arts.309,234 and 318/Amd. (9) / 2012 dt 10 Apr 2012)

(8-B,(b) (iii) Added vide Govt. Notn no G.S.R.20/Const./Arts.309,234 and 318/Amd. (9) / 2012 dt 10 Apr 2012)

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**8-C (i) Increments and Pension.**---- Short Service Commissioned Officers who joined Government Service shall be granted advance increments equal to the number of completed years of service rendered by them in Armed Forces on basic pay at the time of entry into Government service. They shall also be entitled to counting of military service

rendered by them in armed forces for the purpose of Pension in Government Civil Service. The period, if any, between the date of release from military service and the date of appointment to civil service or post under the Government shall also count towards pension.

**(ii) Gratuity.**---- The gratuity drawn by short Service Commissioned Officer in the armed forces shall be adjusted against the gratuity that becomes due for total service rendered in army and civil service.

These benefits shall be available to all the persons who were appointed in Government Service against reserved vacancies and were in service as on 1st December, 2011 or are appointed thereafter :

Provided that these benefits shall be admissible for pay fixation on notional basis with effect from 1st January, 2012 and arrears on account of pay shall not be paid. ",

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**&&&"8-C(i) and (ii) is Added vide Govt. Notn no G.S.R.20/Const./Arts.309,234 and 318/ Amd. (9)/2012 dt 10 Apr 2012)**

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9. **General.** (1) In matters not specifically provided for in these rules, a person appointed against a reserved vacancy, shall be governed by the concerned Service Rules. (2) All concerned Service Rules shall be subject to the provisions of these rules and the said rules shall be constructed accordingly.

(3) Nothing in these rules shall be constructed as depriving any person to whom these rules apply of any right which had accrued to him under the rules, notifications or orders in force immediately before the commencement of these rules.

10. **Repeal.** - The following rules are hereby repealed:-

1. The Punjab Government National Emergency (Concessions) Rules 1965.
2. The Demobilized Armed Forces Personnel (Reservation of vacancies in the Punjab State Non Technical Services) Rules, 1968;
3. The Demobilized Indian Armed Forces Personnel (Reservation of Vacancies in the Punjab Civil Services, Executive Branch) Rules, 1972.
4. The Released Indian Armed Forces Personnel (Determination of Eligibility for promotion) Rules, 1977.

**Chief Secretary to Govt. Punjab**

- c) **Six monthly reports loaded on the website or not:**
- d) **Performance against the benchmarks set in the Citizen's Charter : N/A**

#### **4.6 Receipt & Disposal of RTI applications & Appeals**

- i) Details of application received and disposed

As per Annexure A (Page No. 241)

- ii) Details of appeals received and orders issued : Nil

#### **4.7 Replies to questions asked in the parliament, if any. [Section 4(1)(d)(2)]**

- i) Details of questions asked and replies given: N/A

### **5 Information as may be prescribed.**

#### **5.1 Such other information as may be prescribed**

- i) Name & details of
  - a) Current CPIOs & First Appellate Authority (FAAs)  
As Item 1.10
  - b) Earlier CPIOs & First Appellate Authority (FAAs)
- ii) Details of third party audit of voluntary disclosure
  - a) Dates of audit carried out: 23 March 2021
  - b) Reports of the audit carried out N/A
- iii) Appointment of Nodal Officers not below the rank of Joint Director/Additional Director
  - a) Date of appointment N/A
  - b) Name & Designation of the officers N/A
- iv) Consultancy Committee of key stake holders for advice on suo-motu disclosure

- a) Dates from which constituted : N/A
- b) Name & Designation of the officers : N/A
- v) Committee of PIOs/FAAs with rich experience in RTI to identify frequently wought information under RTI
  - a) Dates from which constituted. N/A
  - b) Name & Designation of the officers N/A

## **6 Information disclosed on own initiative.**

- 6.1 Item/information disclosed so that public have minimum resort to use of RTI Act to obtain information : [defencewelfare.punjab.gov.in](http://defencewelfare.punjab.gov.in)

## Annexure A

## Format of Register to be maintained by the competent authority

ID No.	Name & Address of Applicant	Date of receipt of Application in Form A	type of information asked	particulars of fees deposited			Status of Disposal of Application			
				Amount	Receipt No.	Date	Information		Application	
							Supplied	partially supplied	Rejected	returned to applicant
1	Sh. Davinder Singh, Pune through Punjab Lands records society	03.01.2020	Regarding Land policy	10					Application transferred to Revenue department	
2	Madhu Suden Goyal	06.01.2020	Reservation of vacancies	10	49F/645444	02.01.2020	yes			
3	Sh. Satinder Singh Soni through DSW, Ambala Cantt, Haryana	28.01.2020	Laws/Acts regarding word shaheed	10	47F/842939		yes		Fee not submit to this office	
4	Sh. Saurabh, Ferozepur City	20.02.2020	deserce Ex Servicemen reservation	10	49F/647419			yes		
5	Sh. Saurabh, Ferozepur City	12.03.2020	copies of letters of SDSW,PSSSB	20	49F/649103		yes			
6	Kulwinder Kaur, Anandpur Sahib Distt. Roopnagar	05.03.2020	backlog of SC Stenotypist	10	49F/777034	02.03.2020	yes			

7	Sh. Jeetpal. VPO Ranike Distt. Sangrur	06.03.2020	recruitment according Punjab Exservicemen rule 1982	20	49F/857663 and 49F/857664	04.03.2020		yes		
8	Jasbir Singh Bhangu. Amritsar	09.03.2020	Sainik Rest house rooms		49F/788587		yes			
9	Gurmantar Singh through Kendriya Sainik Board	13.03.2020	assitance to world war Noks					yes		
10	Maj Yashpaul Singh, Hoshiarpur	13.05.2020	regarding SIMTs	50	94G 311801	29.04.2020		yes		
11	Maj Yashpaul Singh, Hoshiarpur	13.05.2020	regarding documents of Ex DSWOs	10	51F 134316	03.04.2020		yes		
12	Cdr Baljinder Virk, Patiala	15.04.2020	Information regarding Col Jarnail Singh allowances	50	94G 241445	03.04.2020				Rejected
13	Maj Daljit Brar, Sri Mukatsar Sahib	15.04.2020	Information regarding Col Dalwinder Singh	20	51F134307 and 51F134308	03.04.2020				Rejected
14	Cdr Baljinder Virk, Patiala	15.04.2020	Information regarding appointment of officers	20	51F134309 and 51F134310	03.04.2020		yes		

15	Subedar Ramesh Kumar, Amritsar	09.06.2020	copies of letters of PSSSB	10	49F535913	21.12.2019		yes		
16	Madhu Suden Goyal through DSW	29.05.2020	regarding PSSSB					yes		Fee submitted to DSW
17	Sh. Jeetpal. VPO Ranike Distt. Sangrur	27.05.2020	recruitment according Punjab Exservicemen rule 1982	20	49F1857771 and 49F1857772	22.05.2020				Application transferred to PSSSB
18	Sh. Sunny Raheja, Distt Fazilka	31.05.2020	vacant seats of sports person and ex-servicemen	10	49F649745	26.05.2020		yes		
19	Sh. Dominic Sahota	15.06.2020	details of Ex-servicemen of Punjab state							Rejected
20	Jagraj Singh Distt Sangrur	22.06.2020	recruitment according Punjab Exservicemen rule 1982	50						Application transferred to PSSSB

21	Vinod Mitttal Distt Ferozepur	23.06.2020	vacant seats of sports person and ex-servicemen	10	49F649746	29.05.2020		yes		
22	Sh. Rahul Panchal through Kendriya Sainik Board	19.06.2020	exserviceman of Haryana						Application transferred to RSB, Haryana	
23	Sh. Amandeep Singh Manaise, SAS Nagar through DDSWO, Hoshiarpur	17.06.2020	Flag Day and PTA rules							
24	Sh. NK Sharmaa, SAS Nagar through MoD, Sena Bhawan, New Delhi	22.06.2020	regarding Sainik Schools						reply given to MoD	
25	Major BS Kahlon, Distt Sangrur	09.07.2020	regarding LDESM	10	49F6079999			yes		
26	Sh Saurabh, Ferozepur City	10.07.2020	Exservicemen posts	10	49F649753	24.06.2020			Application transferred to PSSSB	
27	Sh Harjinder Singh Distt Fazilka	13.07.2020	reservation of exservicemen	50	49F648294 to 98		yes			
28	Maj Yashpaul Singh, Hoshiarpur	14.07.2020	ADSWO abolishing	100	53H380299	13.07.2020		yes		



35	Sh. Saurabh, Ferozpur City through DSW	01.09.2020	regarding reservation of ex-serviceman	10	49F649753	24.06.2020	yes		fee not submit to this office
36	Sh. Neeraj Sharma, Ferozpur through DSW	04.09.2020	information of Kashmir Singh				yes		fee not submit to this office
37	Sh. Harjinder Singh Distt Fazilka through DSW	04.09.2020	regarding reservation of ex-serviceman	20	51F283987 and 51F283988	08.08.2020		yes	fee not submit to this office
38	Yagneet Parkash, Patna (Bihar) through KSB	23.09.2020	exservicemen rules					yes	fee not submit to this office
39	Mithu Singh Distt Sangrur	25.09.2020	compassionate job	50	96G169566		yes		
40	Sh. Gurjeet Singh, Distt Patiala through KSB	05.10.2020	land of SRH, Patiala						Application transferred to DDSWO, Patiala
41	Sh. Ajay Vir Singh Chauhan, Panchkula (Haryana) through KSB	23.10.2020	information of PEC						
42	Sh. Amandeep Singh Manaise, SAS Nagar	29.10.2020	Group C Employees rules	100	108680		yes		

43	Sh. Damodar Singh Distt Kapurthala through KSB	20.10.2020	waste land						Application transferred to Revenue Department
44	Maj Dilbag Singh Records JAK RIF	21.09.2020	grant of incentive award	50	95G781310		yes		
45	Smt Surinder Kaur, Distt Ludhiana through KSB	12.11.2020	family dispute						Application transferred to DDSWO, Ludhiana
46	Smt Nasib Kaur	23.11.2020	LDC	10	51F391179		yes		
47	Sh. GR Kalra through DSW	22.12.2020	pensionary benefits by central govt						Not pertaining to this office
48	Sh. Harjinder Singh Distt Barnala	21.12.2020	LDC	10	51F208130		yes		
49	Maj Daljit Brar, Sri Mukatsar Sahib	25.11.2020	driving training classes	50	94G313513	18.11.2020			under process