

SAINIK WELFARE DEPARTMENT
HIMACHAL PRADESH

STANDARD OPERATING PROCEDURE (SOP) : EDUCATIONAL SCHOLARSHIP
FOR EX-SERVICEMEN AND DEPENDENT CHILDREN OF EX-SERVICEMEN OUT OF
RECONSTRUCTION AND REHABILITATION (R&R) FUND

Enclosures:-

Annexure-I : Personal Application: Education Stipend scheme of SWD run from R&R Fund

Annexure-II: Consolidated details of Applicants

Introduction

1. Large number of Welfare Schemes are being run by the HP State Government and Kendriya Sainik Board. Many of these schemes are in the form of financial assistance for educational/vocational purposes. Kendriya Sainik Board is providing education grant to ex-servicemen/widows of ex-servicemen upto Havildar rank @ Rs. 1,000/- per month for two children and Prime Minister Scholarship to children of all ex-servicemen for professional courses. Ex-servicemen themselves undergoing vocational training/course and the children of ex-servicemen left out of KSB educational schemes are also proposed to be covered under the scholarship scheme run by Sainik Welfare Department, Himachal Pradesh. This scheme will be funded through annual interest accrued on the Corpus of Reconstruction & Rehabilitation Fund. However, the ex-servicemen will be encouraged to apply for scholarship schemes being run by Kendriya Sainik Board, so that maximum ex-servicemen are covered.

Aim

2. The aim of Financial Assistance Scheme is to assist ex-servicemen in providing quality education to their children.

Objective

3. Objective of this scheme is to generate healthy competition and develop interest amongst the children in field of professional and vocational education.

Eligibility Conditions

4. Ex-servicemen covered under the definition issued by Kendriya Sainik Board from time to time or dependents undergoing courses/training in government recognized institutions are only eligible to apply. Maximum upto two dependent children of Ex-servicemen or their widows having annual income upto Rs.3.00 lac irrespective of their rank will be eligible to apply under this scheme as follows:-

- (a) Age of dependent children should be less than 25 years on the last day of September month in applying year.
- (b) The annual income of the applicant (ex-servicemen/widow/dependent children) should not exceed Rs. 3.00 lac (Rupees Three lac).
- (c) Should have passed previous class/course and scored with minimum 60% marks.
- (d) Should not be drawing education allowance from other sources i.e. Central/State Govt or employer (if employed) including Kendriya Sainik Board.

Application Form

5. Application should be made on the prescribed application form. Specimen application form is placed as Annexure "1". A separate application will be submitted in case ex-serviceman is applying for himself. Applications duly compiled and verified/countersigned by the respective Deputy Directors will be retained in respective ZSWO. Copies of the following documents duly checked by the respective ZSWO for correctness will also be retained at ZSWO alongwith the application form:-

- (a) Service Documents/Discharge Book of ESM (Page that contains ESM/Personal Particulars, Service Particulars and Family Particulars/Part-II orders).
- (b) ESM or Widow I-Card issued by respective ZSWO.
- (c) Mark sheet/Progress Card of the passed course/examination for ESM/dependent(s).
- (d) Income certificate issued by competent authority.

- (e) A certificate from applicant saying that he/she has not taken any money/grant from the state or present employer in the form of education allowance or scholarship.
- (f) Details of Bank A/c No, Branch Name and IFSC Code.
- (g) Aadhaar Card copy/copies.

Processing of Applications

6. The application for the just concluded academic year must be submitted by an eligible ESM/Widows/Dependent children to respective Zila Sainik Welfare Office by 30 Sept every year. ZSWO will compile the applications on Excel Sheet and depute a board of officers/officials for scrutiny. ZSWO will forward complete detail as per Annexure "2" to Directorate Sainik Welfare on an Excel Sheet duly signed by board constituted at ZSWO alongwith a soft copy in CD. Excel sheet of ex-servicemen undergoing any of the prescribed course/training will be forwarded separately, as their merit will be prepared separately. Compiled Annexure-"2" duly countersigned will be forwarded to Directorate Office alongwith soft copy in CD to reach by 20 October every year.

Selection Criteria at Directorate Office

7. Applications received from all ZSWOs will be further scrutinized by a board of officers/officials for correctness/mistakes/oversight and will be centrally compiled at the Directorate. List of ex-servicemen candidates undergoing training/course and dependent children will be prepared separately. Merit lists for both ex-servicemen and dependent children will be generated separately based on their percentage of marks irrespective of class/course passed. Total number of scholarships will be decided every year by 31st May based on the availability of funds. While awarding the scholarship, ex-servicemen applicants will take priority over the dependent children, i.e., all ex-servicemen meeting eligibility criteria will be considered first and the balance scholarships will be awarded to dependents.

Courses Covered

8. The courses covered and the amount of scholarship will be as follows:-

Ser No	Type of Scholarship	Amount (Rs) (Per Month)
(a)	Post Graduate Courses	500/-
(b)	Polytechnic & Agriculture University	500/-
(c)	MBBS, Engineering, Ayuvedic Courses etc	1000/-
(d)	B Ed, JBT, Dress Dispenser, LT OT Assts, General Health Schemes, Patwari Course, Veterinary Staff Course and such other equivalent courses etc	500/-
(e)	ITI/IRDI Courses	500/-
(f)	For ESM only (Courses mentioned above & others)	500/-

Payment Procedure

9. After drawing the merit lists, consolidated payment will be made once in a year for the months completed in applicable course/scholarship directly to the beneficiaries' accounts via Electronic Clearing System (ECS). List of selected candidates will be circulated by the Directorate to all Zila Sainik Welfare Offices and will also be displayed on Sainik Welfare Departmental website.

Subsequent Grant

10. Since the scholarship scheme is based on common merit list as per percentage irrespective of the course, fresh applications are required to be made for every year. The same procedure will be followed to process the applications.

Conclusion

11. This scholarship is a welfare measure being extended to the ESM/Widows having income less than Rs. 3.00 lac. This scholarship will be granted to top candidates as per common merit list drawn based on marks obtained in the qualified/passed exams. Maximum number of candidates should be encouraged to apply and avail the benefit of assistance/scholarship.

**PERSONAL APPLICATION : EDUCATION STIPEND SCHEME OF
SAINIK WELFARE DEPARTMENT RUN FROM R&R FUND**

To,

The Director
Sainik Welfare (HP)
Hamirpur - 177001

Particulars of ESM

1. Name of Applicant _____ (ESM/Widow/orphan dependent)
2. Service No _____ Rank _____
3. Present Address _____

4. Dates (DD/MM/YY)
Enrolment _____ Discharge _____ Death _____
5. PPO Number _____
6. Retired from – Army / Navy / Air Force / TA.
7. ESM/Children for whom the grant is applied

Name	Name of School/College	*Class Passed	Session	Marks Obtained (in %)

(*One year grant to be claimed for every successful academic year)

8. Mobile No. _____
9. E-mail id _____
10. Aadhar Card Number
(a) ESM /Widow _____
(b) Dependent (s)
(i) _____
(ii) _____
11. **Financial Condition Report**
(a) Pension (Basic pm for pensioners) - Rs _____
(b) Monthly income for non pensioners - Rs _____
(from other sources)
12. If re-employed, income there from - Rs _____
13. Annual Income from all sources _____
(Attach income certificate duly issued
by competent authority)

14. Details of Financial Assistance received in past from KSB/RSB/ZSWO
(Name of grant _____ Amount _____ Year _____)

15. **Bank Account Details**

Bank Account No. _____ Bank Name _____

Bank Branch (Place) _____ IFSC Code _____

Declaration

16. I understand that this is a grant only and I have no legal right on the amount requested for.

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

18. I hereby declare that I have not been provided any financial assistance from the State Govt. or Kendriya Sainik Board or any other source in the form of education allowance or scholarship. I also undertake to refund the amount in full if wrongly credited to my account. (Attach affidavit)

Name & Relationship

(Signature/Thumb impression of the applicant)

RECOMMENDATION BY DD ZSWO

19. Following original documents of ESM/Widow/Orphan have been personally checked by ZSW Officer (Photo copies of the same are retained in this office):-

- (a) Service Documents/Discharge Book of ESM
- (b) ESM or Widow I-Card issued by respective ZSWO.
- (c) Mark sheet/Progress Card of ESM/dependent(s).
- (d) Income certificate issued by competent authority.
- (e) An affidavit from applicant saying that he/she has not taken any financial assistance from the State Govt. or Kendriya Sainik Board or any other source in the form of education allowance or scholarship.
- (f) Details of Bank A/c No, Branch Name and IFSC Code.
- (g) Aadhar Card copy / copies.

20. I hereby declare that the information furnished above has been verified from the original documents of the applicant. Hence case is recommended.

Dated :
Office Seal

Signature
Designation