

SAINIK WELFARE DEPARTMENT
HIMACHAL PRADESH

**STANDARD OPERATING PROCEDURE (SOP) : FINANCIAL ASSISTANCE OUT OF
DISTT. FLAG DAY FUND/ RECONSTRUCTION AND REHABILITATION (R&R) FUND**

Enclosures:-

Annexure-I : Application from Financial Assistance from SWD out of District Flag Day Fund/ 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. Financial Assistance upto Rs. 10,000/- (Rupees Ten thousand only) is also being provided to economically weaker categories of ex-servicemen/widows from Armed Forces Flag Day Fund. Non pensioner ex-servicemen/widows, Non pensioner non ECHS members ex-servicemen/widows suffering from serious diseases and orphan dependents of ex-servicemen, who are not in receipt of any pension are proposed to be covered under the financial assistance scheme run by Sainik Welfare Department, Himachal Pradesh. The financial assistance will be a one time grant on case to case basis, which will be paid either from Armed Forces Flag Day Fund or R&R Fund. This scheme will be funded through annual interest accrued on the Corpus of Reconstruction & Rehabilitation Fund and the financial assistance will be given on the basis of funds available with the department.

Aim

2. The aim of this scheme is to assist non-pensioner ex-servicemen, widows and orphan dependents financially.

Objective

3. Objective of this scheme is to help non-pensioner ex-servicemen and widows (including those who are suffering from serious diseases) and orphan dependents to tide over financial crisis.

Eligibility Conditions

4. Following categories of ex-servicemen/dependents will be eligible as under :-

(a) **Financial Assistance to Non Pensioner Ex-servicemen/Widows**

- (i) Applicant should be non-pensioner, i.e., not in receipt of Army/Govt. Pension.
- (ii) Annual income of the applicant should not exceed Rs. 35,000/- per annum or above as amended by HP Govt. from time to time.

(b) **Financial Assistance for Serious Diseases**

- (i) Non ECHS members & non pensioner ex-servicemen/widows suffering from serious diseases will be eligible for financial assistance.
- (ii) Annual income of the applicant should not exceed Rs. 35,000/- per annum or above as amended by HP Govt. from time to time.
- (iii) Kendriya Sainik Board, New Delhi provides financial assistance subject to a maximum of Rs 1,25,000/- per year and for treatment of cancer/dialysis subject to a maximum of Rs. 75,000/- per annum to non-pensioner ESM of all ranks and widows. Hence, the applicants suffering from serious diseases will be encouraged and assisted in applying for financial assistance from Kendriya Sainik Board.

(c) **Financial Assistance to Orphan Dependent Children**

- (i) Orphan dependent children of ex-servicemen/widows, whose Pension cases are under process will be eligible for one time grant of financial assistance.

Application Form

5. Application should be made on the prescribed application form. Common application specimen application form for financial assistance from R&R Fund and Flag Day Fund is placed as Annexure "1". Applications duly compiled and verified/countersigned by the respective Deputy Directors will be forwarded by ZSWOs to Directorate Office. Copies of the following documents duly checked by the respective ZSWO for correctness will also be forwarded to Directorate Office:-

- (a) Service Documents/Discharge Book of ESM.
- (b) ESM or Widow I-Card issued by respective ZSWO.
- (c) Income certificate issued by competent authority.
- (d) Details of Bank A/c No, Branch Name and IFSC Code.
- (e) Aadhaar Card copy.

Processing of Applications

6. Deputy Director, ZSWOs will ascertain the availability of funds held in Armed Forces Flag Day Fund and prioritize/decide the payment either from Flag Day Fund or R&R Fund. Recommended applications alongwith documents and complete detail either from R&R Fund or Flag Day Fund will be forwarded separately as per Annexure “2” to Directorate Sainik Welfare on monthly basis on an Excel Sheet duly signed by board constituted at ZSWO alongwith a soft copy in CD.

Payment Procedure

7. Directorate Sainik Welfare will compile the applications received from all ZSWOs on monthly basis separately for R&R Fund and Flag Day Fund and detail a board of officers/officials for scrutiny. After approval, the payment will be made directly to the beneficiaries' accounts via Electronic Clearing System (ECS) from R&R Fund whereas sanction will be accorded to ZSWOs to disburse the amount from Flag Day Fund. Applications received from ZSWOs will be returned to concerned ZSWOs duly recommended/rejected.

Conclusion

8. This financial assistance is a welfare measure being extended to the non-pensioner ESM, Widows and orphan dependent. The financial assistance will be given only for eligible and financially weaker categories. Number of grant of financial assistance will depend upon the availability of funds under relevant schemes.

PART-I

**APPLICATION FOR FINANCIAL ASSISTANCE FROM SAINIK WELFARE DEPARTMENT
OUT OF DISTRICT FLAG DAY FUND/ R&R FUND**

1. Applicant's Name _____ Age _____
2. Army Number _____ Rank _____ ESM Name _____
3. Unit/Regt _____ ESM/Widow I Card No. _____
4. Address :- Village :- _____ PO :- _____
Tehsil :- _____ Distt.:- _____
5. Dates (DD/MM/YY)
Enrolment _____ Discharge _____ Death _____
6. Amount and nature of pension, if any _____
7. PPO Number _____
8. Percentage of Disability (if any) _____
9. Date of Financial assistance received earlier, from _____
Sainik Welfare Deptt, HP
10. Cause for financial assistance:- _____
11. Total Annual Income from all sources _____
(Attach Income Cert. issued by competent authority)
12. Amount applied for :- _____
13. Aadhar No. _____
- 14(a) Contact No. _____ (b) E-mail id _____
15. Bank Account No. _____ IFSC Code _____
Bank Name _____ Branch Name _____
16. Detail of dependents giving relationship in all cases :-

Sr. No.	Name	Relationship	Age	Aadhar Number	Occupation

**Signature/thumb impression
of the Applicant.
.....2/-**

PART-II

Remarks by the Welfare Organizer or an authority nominated by the Deputy Commissioner (President) Zila Sainik Board.

1. Amount and nature of pension, if any, :- _____
2. Amount of debts, if any :- _____
3. Date and account with source of any previous relief granted.

4. Whether the applicant is able bodied and able to work for a living, if unable to work for a living, if unable to work for a living, reason should be given.

5. Recommendations of Pardhan, Concerned Gram Panchayat :-

6. Annual net income from other sources, if any :- _____
(As per Income cert. issued by Concerned Authority) _____

Signature of Welfare Org.

PART-III

Recommendation by the Deputy Director, Sainik Welfare or by an authority nominated by the Deputy Commissioner (President).

1. Summary of any reasons for recommending financial assistance which are not already mentioned above, if it is desired that the case should be treated as 'Special' full reasons for such recommendation must be given.

2. Amount and nature of grant recommended :- _____

Signature of Dy. Dir. With Stamp

PART-IV

Remarks by the President of the Committee of Administration (Director SWD)

1. Amount and nature of financial assistance :- _____
2. Purpose to which grant is to be granted :- _____

Signature with Stamp