

SAINIK WELFARE DEPARTMENT
HIMACHAL PRADESH

STANDARD OPERATING PROCEDURE (SOP) FOR PAYMENT OF FINANCIAL INCENTIVE FOR SSB COACHING OUT OF R&R FUND

Enclosures:-

Annexure-I : Personal Application: Financial Incentive scheme of SWD run from R&R Fund on coaching for preparation of SSB interview

Introduction

1. All young men aspire to do well in life and keep trying to meet their job and career aspirations. Career in Defence Forces as an officer is one such very good option. In order to encourage young talented wards of ESM to join Defence Forces, Sainik Welfare Department has introduced a financial incentive scheme to encourage them to undergo coaching classes before they appear for SSB interview. Sainik Welfare Department will re-imburse Rs. 6,000/- towards the expenditure on SSB coaching.

Aim

2. The aim of this scheme is to provide financial assistance to ESM/Widows of ESM to partly meet the expenses of their wards on SSB coaching.

Objective

3. Objective of this scheme is to generate interest and encourage young talented wards of ESM to join Armed Forces as officers.

Eligibility Conditions

4. ESM/Widows of ESM with annual income upto Rs. 3,00,000/- (Rupees Three lac only) whose wards have undergone coaching for preparation of SSB interview will be eligible to apply under this scheme on production of SSB call letter and receipt/bill from the institute where he has attended coaching classes. This incentive will be provided only once for one child.

Application Form

5. Application should be made on the prescribed application form. Specimen application form 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 document duly checked by the respective ZSWO for correctness will also be forwarded to Directorate Office :-

- (a) Service Documents/Discharge Book of ESM (Must have an entry regarding the child).
- (b) ESM or Widow I-Card issued by respective ZSWO.
- (c) Copy of SSB call letter.
- (d) Copy of receipt/bill of institute from where coaching has been taken.
- (e) Details of Bank A/c of ESM/Widow of ESM only alongwith Branch Name and IFSC Code.
- (f) Aadhaar Card copy.
- (g) Income certificate issued by competent authority.

Payment Procedure

6. Directorate Sainik Welfare will compile the applications received from all ZSWO on monthly basis and details a board of officers/officials for scrutiny. After approval, the payment will be made directly to the beneficiaries' accounts via Electronic Clearing System (ECS). Applications received from ZSWOs will be returned to concerned ZSWOs duly recommended/rejected.

Conclusion

7. This financial assistance scheme is aimed at encouraging wards of ESM to join Armed Forces as an officer to prepare well before they appear for SSB interview.

**PERSONAL APPLICATION : FINANCIAL INCENTIVE SCHEME OF SWD RUN FROM
R&R FUND ON COACHING FOR PREPARATION OF SSB INTERVIEW**

To,

The Director
Sainik Welfare (HP)
Hamirpur - 177001

Particulars of ESM

1. Name of Applicant (ESM/Widow) _____
2. Name of ESM _____ 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. Particulars of Ward of ESM

Name	Date of Birth	Name of Institute	Period of Coaching	Actual Expenses

8. Mobile No. _____
9. E-mail id _____
10. Aadhar Card Number
(a) ESM/Widow _____
(b) Ward _____
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 issued by Competent Auth)
14. **Bank Account Details**
Bank Account No. _____ Bank Name _____
Bank Branch (Place) _____ IFSC Code _____

Declaration

15. I understand that this is a grant only and I have no legal right on the amount requested for.
16. I hereby declare that the information furnished in personal application is correct to the best of my knowledge.
17. I hereby declare that I have not taken benefit of financial incentive for my ward earlier, who have undergone coaching for SSB interview. I also undertake to refund the amount in full if wrongly credited to my account. (Attach affidavit)

(Signature/Thumb impression of the ESM/Widow)

RECOMMENDATION BY DD ZSWO

18. Following original documents of ESM/Ward have been personally checked by ZSW Officer:-
- (a) Service Documents/Discharge Book of ESM
 - (b) ESM or Widow I-Card issued by respective ZSWO.
 - (c) Copy of SSB Call Letter.
 - (d) Copy of receipt/bill of institute from where coaching has been taken.
 - (e) An affidavit from applicant saying that he/she applying first time for his/her ward under this scheme for grant of financial incentive from SWD.
 - (f) Details of Bank A/c No, Branch Name and IFSC Code.
 - (g) Aadhar Card copy / copies.
 - (h) Income certificate issued by competent authority.
19. 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

RECOMMENDED/ NOT RECOMMENDED

Director
Sainik Welfare, HP