



**DEPARTMENT OF EX-SERVICEMEN'S WELFARE  
22, RAJA MUTHIAH SALAI,  
CHENNAI – 600 003.**

**INFORMATION HANDBOOK  
UNDER RIGHT TO INFORMATION ACT**

## Chapter 1

### Introduction

**1.3** Contents of this website are updated in a relevant manner to be user friendly and improve the interface with Ex-servicemen, their families, Government Departments/Undertakings of Centre and State besides private sector.

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### **1.5 Definitions:**

#### **Different categories of Ex-Servicemen**

- (i) Those released on or before 30.06.68: - Any person who had served in any rank (whether as Combatant or not) in the Armed Forces of the Union and has been released there from otherwise than by way of dismissal or discharge on account of misconduct or inefficiency.
- (ii) Those released between 01.07.68 and 30.06.79 (both days inclusive): - Any person who had served in any rank (whether as Combatant or not) in the Armed Forces of the Union for a continuous period of not less than six months after attestation and released there from otherwise than by way of dismissal or discharge on account of misconduct or inefficiency.
- (iii) Those released between 01.07.79 and 30.06.87 (both days inclusive): - Any person who had served in any rank (whether as Combatant or not) in the Armed Forces of the Union for a continuous period of not less than six months after attestation if discharged for reasons other than at their own request or by way of dismissal or discharge on account of misconduct or inefficiency and not less than five years of service if discharged at own request.

- (iv) Those released on or after 01.07.87: - Any person who had served in any rank (whether as Combatant or not) in the Armed Forces of the Indian Union and was released/ retired with any kind of pension from Defence Budget or released on completion of specific terms of engagement with gratuity otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency.
- (v) The personnel of Territorial Army (TA) of the following categories:-  
viz., pension holders for continuous embodied service; persons with disability attributable to military service; and gallantry award winners retired on or after 15.11.86.
- (vi) The personnel of the Army Postal Service (APS):- Are a part of the regular Army and retired from such service, (i.e., directly from the Army Postal Service itself without reversion to P&T Department) with a pension or who have been released from such service on medical grounds, attributable to military service or circumstances beyond their control and awarded medical or other disability pension are also covered within the definition of ex-Servicemen with effect from 19.07.89.

**Note:-**

\* In all cases Recruits are not ex-Servicemen.

\*\*The persons discharged before July 87 under Army Rule 13 (3) iii (v) for the reason "service no longer required" will not be eligible for the status of ex-Servicemen. Individuals discharged on or after July 87 under Army Rule 13 (3) iii (v) for the reason "service no longer required" will however qualify for the status of ex-Servicemen, if they are in receipt of pension.

\*\*\* The eligibility of the person to the status of ex-Servicemen will be governed by the definition in vogue at the time of his discharge and will not be affected by the changes in the definition subsequent to his discharge.

## 1.7.

(2) Every application for obtaining information shall be accompanied by application fee of Rupees fifty by cash or by Demand Draft or Bankers cheque payable in the Government Head of Account.

(3) Where a decision is taken to provide the information further fee representing the cost of providing the information shall be charged by way of cash or by Demand Draft or Bankers cheque as under:

- (i) Rupees Two for each page (in A-4 or A-3 size page) created or copied
  - (ii) actual charge or cost price of a copy in larger size paper
  - (iii) actual cost or price for samples or models
- and
- (iv) for inspection of records, no fee for the first hour and a fee of Rupees five for each fifteen minutes (or fraction thereof) thereafter.

(4) For providing information in the printed or in any electronic format the fee shall be charged at the following rates

- (i) for information provided in diskette or floppy – Rupees fifty per diskette or floppy
- (ii) for information provided in printed form at the price fixed for publication

(5) On receipt of a request as expeditiously as possible and in any case within thirty days, the information will be provided or rejection will be intimated.

## **Chapter – 2 (Manual – 1)**

### **Particulars of Organisation, Functions and Duties**

#### **Introduction**

**2.1. Mission / Vision Statement of the public authority:-**

The Department of Ex-Servicemen's Welfare is under the administrative control of the Public Department. The Additional / Joint Secretary to Government, Public Department is the Ex-Officio Director of Ex-servicemen's Welfare.

2.2. To provide comprehensive resettlement services to all the Ex-Servicemen of Tamil Nadu in a fair and transparent manner by providing opportunities for a meaningful employment and livelihood ventures suitable to their skill set and rehabilitation to the Ex-Servicemen or the dependants of Ex-Servicemen to instil confidence in the minds of serving and dependants.

2. The Tamil Nadu Soldiers' Sailors' and Airmen's Board is functioning at the State level. His Excellency the Governor is the Patron. The Honourable Minister for Ex-servicemen Welfare is the Chairman. The Chief Secretary is the Vice Chairman. The Additional Director of Ex-servicemen's Welfare is the Secretary.

3. The District Collector is the Chairman of the District Soldiers' Sailors' and Airmen's Board and the Deputy/Assistant Director of Ex-servicemen's Welfare of the District are the Secretaries. District Offices are functioning in 25 Districts.

4. The core activities of the Department are:-

- (a) EMPLOYMENT ASSISTANCE
- (b) SELF EMPLOYMENT SCHEMES
- (c) TRAINING
- (d) FINANCIAL ASSISTANCE
- (e) FLAG DAY COLLECTIONS

2.6. The method of providing employment assistance:-

**SPECIAL EMPLOYMENT CELL**

Primary Registration of Ex-servicemen on their retirement is done by the Special Employment Cells functioning at the Directorate of Ex-servicemen's Welfare and the District Offices of the Department to sponsor for reserved vacancies. Secondary Cards are prepared and sent to Civil Employment Exchanges for Registration to sponsor for unreserved vacancies.

The Ex-servicemen are registered in Civil Employment Exchanges under Priority (i ) under Group II.

A Special Employment Cell is functioning in each District Office of Ex-Servicemen's Welfare. Ex-Servicemen desirous of getting employment are registered trade / qualification-wise in the Cell with all certificates prior to joining the services while in the service, community certificate, proof of residence etc. and are sponsored for the reserved vacancies in Government/ Public Undertakings. Secondary Registrations are also done in the District Employment Exchanges by forwarding the duplicate registration cards to them and the Secondary card registration numbers obtained, to sponsor Ex-Servicemen for unreserved vacancies also.

The Special Employment Exchange is also sponsoring to Private Employers on request.

An Employment News bulletin is broadcast through All India Radio, Chennai both at short wave and on medium wave on every Saturday at 1840 hours to disseminate various vacancies / concessions meant for Ex-Servicemen and families.

## **RESERVATION FOR EX-SERVICEMEN**

### **Government of India**

#### **Government**

Group 'C' - 10 %

Group 'D' - 20 %

#### **Public Sector Undertakings**

Group 'C' - 14.5 %

Group 'D' - 24.5 %

### **Government of Tamil Nadu**

Group 'C' - 5 %

Group 'D' - 10 %

Laskars, Drivers &  
Watchman in NCC - 25 % Forest Department

Forest Guards - 10 %

Forest Watchers - 5 %

Public Sector Undertakings & Boards

Basic Service - 10 %

Corporations of Chennai, Madurai & Coimbatore

Basic Service - 10 %

**APPOINTMENT ON COMPASSIONATE GROUNDS**

Dependants of Armed Forces Personnel killed, disabled and died in action / harness hailing from Tamil Nadu are eligible for compassionate appointments in Government Services.

**DOCUMENTS TO BE PRODUCED (IN TRIPLICATE)**

- a) Application of the individual / legal heir (attested by the Deputy Director / Assistant Director of Ex-servicemen's Welfare.
- b) NOC from all other legal heirs in cases where persons other than the widow applies for compassionate appointment.
- c) Copies of educational qualification certificate.
- d) Copy of Community Certificate
- e) Copy of service particulars of defence personnel who killed / disabled and died in action / harness.
- f) Commissioner of Employment and Trainings' prescribed proforma.
- g) Legal heir certificate from the Department of Ex-servicemen's Welfare.

**FORWARDING OF APPLICATIONS**

Within 7 days on receipt of application and relevant documents, two sets of applications will be forwarded to Commissioner of Employment and Training, Chennai – 600 032. Is there any variation now as per recent orders?

Commissioner of Employment and Training, Chennai – 600 032 will sponsor the name to the needed Department (G.O. Compassionate Ground Appointment). Role of Collector as per recent G.O. may be amplified. G.O. to be mentioned.

**PRIORITY FOR EMPLOYMENT THROUGH EMPLOYMENT EXCHANGES**  
**(as per G O.Ms.No. 188 Personnel and Administrative Reforms (Personnel – P) Department dated 28.12.1976.**

Who are entitled for consideration for employment on PRIORITY?

i) **Disabled Ex-servicemen:**

(Disabled Ex-servicemen mean who while serving in the Armed Forces of the Union were disabled in operation against enemy or in disturbed areas. To add 5(i) in definitions (Also refer the recent amendment as approved by Government of Tamil Nadu and use the same words).

- ii) Upto two members of the family (widows / sons / daughters / next of kin of the enrolled personnel Armed Forces who were killed or disabled in action under totally unfit for re-employment leaving their families in indigent circumstances and upto two members of the family (widows / sons / daughters / next of kin ) of Border Security Personnel killed in action

- (iii) **PRIORITY FOR ONE DEPENDANT OF EX-SERVICEMAN**  
**(G.O.Ms.No. 1161 P & AR (Personnel – R) Department dated 22.11.1984.**

**ELIGIBILITY CRITERIA**

Ex-servicemen and wives, sons and unmarried daughters of serving military personnel and one son or one daughter or wife or one dependant of the widow of the ex-servicemen provided that the concerned ex-servicemen themselves have not utilised the priority.

### **DOCUMENTS TO BE PRODUCED**

1. Application
2. Discharge Certificate.
3. Employment Registration Card of dependant

**SANCTIONING AUTHORITY:** : District Officer

**TIME LIMIT** : Immediately as and when the application received.

### **SELF EMPLOYMENT SCHEMES**

#### **SEMFEX - II**

##### **Introduction:**

The Scheme envisages provision of comprehensive package of credit measures for encouraging Ex-Servicemen, widows and Disabled Service Personnel to undertake Agriculture and Allied activities or to set up non-farm units in rural areas. Updated Details of Schemes can be referred to reference desk. Indicators may be on dash board.

#### **Self Employment**

Eligible Projects:

Farm Sector (Agriculture and Agro processing projects and allied activities), Non-farm Sector (Village, Cottage, Tiny and Small Scale Industries in rural areas), Small Scale Service Establishments and Small Road Transport Operators to carry farm produce/ products of Village industries (upto two vehicles).

Eligibility:

- a) No age restriction;
- b) Should not have any outstanding loans;
- c) Partnership with non-Ex-Servicemen is allowed subject to limitation of 25%;
- d) Project should be in rural area (irrespective of population) and in case of towns population should not exceed 50,000.

Loan amount:

- a) Farm Sector - No upper ceiling limit.
- b) Non-farm Sector -
  - (i) Financial assistance is available for projects upto Rs.15.00 lakhs under the Integrated loan scheme.
  - (ii) The Ceiling of Rs.15.00 lakhs will not be applicable in case of units relating to Agro Industries satisfying the limit of SSI, in so far as it relates to investment in plant and machinery

Margin Money:

(No margin money in case of loan upto Rs.10,000/-)

## a) Farm Sector:

- Land based activities:
1. Small Farmer : 5%
  2. Medium Farmer :10%
  3. Other Farmer :15%

## b) Non-Farm Sector:

Agro processing units: 25%

1. Loan upto Rs.25,000 : Nil

2. The Agro Industries :12.5%
3. Non-Agro Industries :25%
4. Small Road Transport :15%

Soft Loan Assistance:

Soft Loan Assistance for Margin Money is applicable to all farm and non-farm sector.

Interest:

Rate of interest to be charged by Banks will be as per directives from RBI/ NABARD.

Procedures:

- a) Registration with Zila Sainik Board.
- b) Forward 5 copies of application form with Project Report to Zila Sainik Board.
- c) The loan is sanctioned by the Scheduled Commercial Banks/ State/ District/ Central Co-operative Banks, Regional Rural Banks, Land.

Collateral Security:

There is no security for the Soft Loan under Farm and Non-Farm Sectors. However, for loan of other types the security depends upon the guidelines issued by RBI/ NABARD from time to time.

**SEMFEX -III**

Introduction:

The aim of the scheme is to provide adequate self-employment opportunities to Ex-Servicemen, war widows, Disabled Service Personnel and widows of Ex-Servicemen through promotion and development of Khadi & Village Industries (KVI) in the rural areas.

Eligibility:

- a) Ex-Servicemen, widows and disabled Ex-Servicemen are eligible to take up Khadi & Village Industries programmes. There is no age restriction except that the applicant should not be below 21 years of age.
- b) The scheme is operative in villages having population of not more than 20,000.
- c) An affidavit duly notarised, to the effect that the Ex-Serviceman has not taken any benefit from Zila Sainik Board earlier.

Terms of Assistance:

Ex-Servicemen Co-operative institutions/ registered societies and individuals are given loans by Khadi & Village Industries Commission/ Khadi & Village Industries Board. The loan is also made available under Margin Money Scheme through Banks. In this case, the interest subsidy is born by the KVIC.

Promoter's contribution	- 5%
Margin money (Tail end subsidy)	- 30%
Term Loan	- 65%

Liberalised Pattern of Assistance to Ex-Servicemen:

Ex-Servicemen have been given the status of Special Target Group. Therefore, Liberalised Pattern of Assistance has been made applicable to all the Ex-Servicemen, war widows, widows of Ex-Servicemen and disabled Ex-Servicemen, irrespective of their income and location of the project. Besides, Ex-Servicemen will also be accorded preferential treatment in the processing, sanctioning and disbursement of loans. This assistance will also be extended to registered institutions/ Co-operative Societies which undertake Village Industries programmes.

- a) Land. No financial assistance is provided for land.
- b) Promotional Assistance: The KVIC sanction assistance for exhibitions, conferences, seminars and symposia etc. The

expenditure on these is sanctioned as 100% grant. The annual schedule of such activities is prepared and informed to KVIC in advance by December end of the year.

Rate of Interest:

- a) Interest on loans for Khadi and Polyvastra including Polywool industries advanced by KVIC from its consortium fund is 4% p.a.
- b) Loan for all village industries carries a rate of interest of 13% per annum (subject to change).

Repayment Period:

Loan should be repaid in 7 years in equal 28 instalments along with the interest. The first instalment being due at the end of 12<sup>th</sup> month.

Conditions:

- a) The borrowing institution is required to execute legal documents, i.e., hypothecation deed and/ or mortgage deed covering movable and immovable properties as security.
- b) However, for loans of higher denominations, the State KVIC/ KVIBs require acceptable security through mortgaging of property etc., (created out of the total programme funds meant for a particular project).

Training:

KVIC imparts training through about 46 training centres. The training would be organised for Ex-Servicemen by concerned ZSB/ RSB in consultation with respective State KVIC/ KVIB.

**BANK LOAN INTEREST SUBSIDY SCHEME (BLISS):**

Introduction:

The scheme is called 'Bank Loan Interest Subsidy Scheme' shortly known as BLISS. Under the scheme 50% of interest payable on loans availed by Ex-Servicemen and their widows from Banks/ Tamil Nadu Industrial Investment Corporation, for remunerative business purpose, other than agriculture purpose, will be reimbursed from Amalgamated Fund maintained by the Directorate of Ex-Servicemen's Welfare.

Eligibility:

Ex-Servicemen and their widows.

Maximum Loan:

No ceiling. However, reimbursement of interest will be restricted only to a maximum loan amount of Rs.2.50 lakhs.

Conditions:

- a) Applications to avail the concession should be submitted to the Secretary, Amalgamated Fund, Directorate of Ex-Servicemen's Welfare through the concerned District Offices of Ex-Servicemen's Welfare, before availing the loan.
- b) Reimbursement of 50% of scheduled interest will be made only after prompt repayment of principal due and interest charged for the period of claim by the institutions and any excess interest paid due to delay in repayment of loan instalments will not be taken into account for calculating the reimbursable interest.
- c) Should apply in the prescribed format, along with a certificate of prompt repayment of principal and interest by the Banks, once in a quarter, or as per the periodicity of interest applied by the Banks, but not later than 6 months from the last date of scheduled final repayment prescribed by the Bank.
- d) Failure to repay three consecutive loan instalments to the Bank will entail

forfeiture of interest subsidy.

**100% INTEREST SUBSIDY FOR SELF HELP GROUPS OF EX-SERVICEMEN / WIDOWS**

The registered Self Help Groups formed exclusively by the ex-Servicemen and Widows of the ex-Servicemen are eligible for 100% Interest Subsidy for the maximum loan amount of Rs.7.50 lakhs sanctioned to the respective Self Help Groups.

Other conditions regarding eligibility and procedure for applying and sanction of Interest Subsidy is same as the Bank Loan Interest Subsidy Scheme.

**SUBSIDY ON INDUSTRIAL SHED:**

25% on the cost of Industrial Shed / Plot of Ex-Servicemen, subject to maximum of Rs.50,000/-, is sanctioned from Amalgamated Fund.

**OIL PRODUCT AGENCIES (DEFENCE CATEGORY):**

(Director General Resettlement, New Delhi Letter No.1512/DGR/SE-2/OIL/General dated:23.6.97)

**Eligible Persons:**

- (a) Widows/ Dependants of Posthumous Gallantry Award Winners
- (b) War Widows/ Dependants
- (c) War disabled (with disability 50% and above)
- (d) Widows/ Dependants of those who died in harness due to attributable causes.
- (e) Disabled in peace with disability 50% and above attributable to the Military Service.

Age on the date of application	:	Minimum 21 years and Maximum 60 years.
Educational Qualification	:	Matriculation or equivalent
Income	:	The gross income of the applicant should not exceed Rs.2.00 lakhs per annum.
Residency	:	Resident of any district in the State where agency is located

### **JAI JAWAN STALLS**

The Stalls are allotted to run Bunk Stall Business. 305 stalls have been established throughout the State and allotted to them. Individual allottees pay Rs.35/- per month for 10 years after which the Stall is fully owned by them.

### **TRAINING**

Free Training is imparted so as to help Ex-servicemen in Self-Employment or Employment.

### **PRE-CUM-POST RELEASE TRAINING**

Serving Personnel of the Armed Forces are detailed to undergo training in Industrial Training Institutes (ITI) towards the end of their service so that a part of their training is completed as Serving Personnel with full Pay and Allowances and the rest is undergone as Ex-Servicemen. The Ex-Servicemen, under the Scheme, are given Rs.1000/- per month, as stipend from out of the Amalgamated Fund for the Post Release Training

period. Ex-Servicemen who undergo training in ITI's are given a stipend of Rs.1000/- per month from out of the Amalgamated Fund. 5 seats are reserved for ex-servicemen in each ITI in the State. (To verify the Courses in ITI and No.of it is available in the State). Tradewise details of Ex-servicemen waiting for job & those settled ay be posted on the sites.

### **DIRECTOR GENERAL RESETTLEMENT TRAINING PROGRAMME**

Proposals are sent to the Director General Resettlement, Ministry of Defence, Government of India for allocation of funds to carry out Training considered useful to Ex-Servicemen, Widows and their Children. On allocation of such funds the training is carried out. Tamil Nadu is one of the states which are implementing the scheme. Tamil Nadu not only utilises the fund allotted to the State but the funds surrendered by other States also.

### **TAILORING UNITS**

The women dependents of Ex-servicemen are given training in Tailoring with a stipend of Rs.20/- per day for the training period in addition to supply of raw materials at the rate of Rs.500/- per month. The women dependents on completion of their training, are paid a subsidy of Rs.1,500/- for purchasing a sewing machine for themselves. The widows of Ex-servicemen trained are given a sewing machine as outright grant. In order to help these trainees to earn a decent income, orders are obtained from the Directorate of

Social Welfare to stitch school uniforms under Noon Meal Scheme and stitching charges are paid to them.

**PRE-RECRUITMENT COACHING CLASS TO RURAL YOUTH INCLUDING DEPENDANTS OF EX-SERVICEMEN FOR ENTRY INTO ARMED FORCES**

The Directorate of Ex-Servicemen's Welfare desired that pre-recruitment training classes may be conducted for the benefit of the unemployed youth of our State including dependents of Ex- Servicemen. It has been observed that even though there have been overwhelming response to recruitment in the Armed Forces on various rallies conducted by the Branch. Recruiting Officers, the final results after the written examination is very poor. It is because, the Question papers are set in English and Hindi only, and the boys find it difficult to interpret.

The Government of Tamil Nadu has allocated Rs.27.76 lakhs for the year 2005 – 06 to coach 850 boys selected for the written test by the Branch Recruiting Officers

**GRANTS FROM FUNDS**

Two funds are administered through the Department of Ex-Servicemen's Welfare. The funds are :-

- (a) Amalgamated Fund
- (b) Tamil Nadu Ex-Services Personnel Benevolent Fund.

Government of Tamil Nadu Share, Government of India Share for select items.

**AMALGAMATED FUND**

This is a charitable Fund created by amalgamating the balances of the erstwhile Post War Services Reconstruction Fund and Special Fund for Reconstruction and Rehabilitation of Ex-servicemen. The Special Fund consists of contribution from the National Defence Fund by the Government of India and a matching amount by the Government of Tamil Nadu.

The Amalgamated Fund is managed by a State Managing Committee with His Excellency the Governor as Chairman. The Additional Director of Ex-servicemen's Welfare is the Secretary.

The Governing body/Sub Committee Present Members Contact details may be furnished.

The concessions extended from this fund are given below.

### **ASSISTANCES FROM AMALGAMATED FUND**

#### **BANK LOAN INTEREST SUBSIDY SCHEME (BLISS)**

#### **ELIGIBILITY CRITERIA:**

1. Ex-servicemen / widows
2. Should be native of Tamil Nadu
3. Term loan only
4. No subsidy for cash credits and agro base
5. No subsidy for agriculture purpose and house construction

#### **DOCUMENTS TO BE SUBMITTED:**

- \*1. Prescribed application form in duplicate

2. Discharge Certificate
3. Bank's Acceptance Certificate for starting business and trade.

\* formats to be made available

SANCTIONING AUTHORITY: : Secretary, Amalgamated Fund  
(Additional Director / Joint Director of  
Ex-Servicemen's Welfare)

SUBSIDY AMOUNT ; 50% of interest charged by the Bank  
(Maximum loan Rs.2.5 lakhs)

TIME LIMIT : Within 15 days on receipt of application  
with required certificates / documents.

### **INDUSTRIAL SHED SUBSIDY**

#### **ELIGIBILITY CRITERIA:**

1. Ex-servicemen
2. War Disabled
3. Should be native of Tamil Nadu
4. Shed should be in the name of ex-serviceman
5. Approval from the concerned authorities for starting industry.

#### **DOCUMENTS TO BE SUBMITTED:**

1. Prescribed application form

2. Identity Card
3. Discharge Certificate
4. Sanctioning copy of sketch from concerned Officers
5. Licence from the concerned authorities for starting Industry
6. Estimate and licence obtained from the concerned authorities

SANCTIONING AUTHORITY; : Secretary, Amalgamated Fund  
(Additional Director of Ex-servicemen's Welfare)

SUBSIDY AMOUNT ; 25% cost of industrial shed / plot  
Maximum amount Rs.50,000/-

TIME LIMIT : Within 15 days on receipt of application  
with required certificates / documents.

### **ANNUAL MAINTENANCE GRANT(AMG)**

#### **ELIGIBILITY CRITERIA:**

1. Family of killed in action and disabled ex-servicemen.
2. Should be native of Tamil Nadu.

DOCUMENTS TO BE SUBMITTED;

1. Prescribed application form
2. Discharge Certificate
3. Authority for killed in action and disabled
4. Legal Heir Certificate
5. If widow, non-remarriage certificate should be produced.

SANCTIONING AUTHORITY; : Secretary, Amalgamated Fund  
(Additional Director of Ex-servicemen's Welfare)

QUANTUM OF AMOUNT ; Rs. 2000/- per year for life

TIME LIMIT : Within 15 days on receipt of application with required certificates / documents.

Schemes can pop up or drop down on demand. The main write up will be brief then.

**EX.GRATIA GRANT**

ELIGIBILITY CRITERIA:

1. Family of killed in action
2. Should be native of Tamil Nadu

**DOCUMENTS TO BE SUBMITTED;**

1. Prescribed application form
2. Service particulars
3. Authority for killed in action
4. Legal Heir Certificate
5. If widow, non-remarriage certificate should be produced.

**SANCTIONING AUTHORITY;** : Director, Directorate of Ex-servicemen's Welfare.

**QUANTUM OF AMOUNT** ; Rs. 30000/- one time grant in the form of Fixed Deposit for three years

**TIME LIMIT** : Within 15 days on receipt of application with required certificates / documents.

**HOUSING GRANT****ELIGIBILITY CRITERIA:**

1. War widows / war disabled
2. Should be native of Tamil Nadu

DOCUMENTS TO BE SUBMITTED:

1. Prescribed application form
2. Identity Card
3. Discharge Certificate
4. Authority for killed in action
5. Copy of land / building documents

SANCTIONING AUTHORITY: : District Collector

QUANTUM OF AMOUNT ; Rs. 30000/- in two instalments

TIME LIMIT : Within 15 days on receipt of application with required certificates / documents.

**MARRIAGE GRANT**

ELIGIBILITY CRITERIA:

1. Daughter of war widows / daughter of war disabled
2. Should be native of Tamil Nadu

**DOCUMENTS TO BE SUBMITTED:**

1. Prescribed application form
2. Identity Card
3. Discharge Certificate
4. Marriage Invitation
5. Age certificate of bride
6. No income certificate

**SANCTIONING AUTHORITY:** : District Collector

**QUANTUM OF AMOUNT** ; Rs. 10000/-

**TIME LIMIT** : Within 15 days on receipt of application with required certificates / documents.

**EDUCATIONAL SCHOLARSHIP / STIPEND**

**ELIGIBILITY CRITERIA:**

1. Son / Daughter of ex-servicemen / widows
2. Should be native of Tamil Nadu
3. Education / Institute approved by the Government
4. Income not exceeding Rs.1,00,000/- p.a.
5. No income ceiling for war widows and ex-Servicemen disabled in action.

**DOCUMENTS TO BE SUBMITTED:**

1. Prescribed application form
2. Identity Card
3. Discharge Certificate
4. Income Certificate
5. Community Certificate
6. College / Institute Principal Certificate

**SANCTIONING AUTHORITY:** : District Officers

**QUANTUM OF AMOUNT** ; As per list enclosed

**TIME LIMIT** : Within 15 days on receipt of application with required certificates / documents.

**PRE-CUM-POST RELEASE TRAINING SCHEME (PCPRT)**

**ELIGIBILITY CRITERIA:**

1. Serving personnel before retirement
2. Should be native of Tamil Nadu

DOCUMENTS TO BE SUBMITTED:

1. Prescribed application form
2. Concerned institute Principal Sanction Order
3. Serving personnel released from the Armed Forces

SANCTIONING AUTHORITY: : District Collector

QUANTUM OF AMOUNT ; Rs. 1000/- p.m. from the date of discharge from service up to ?

TIME LIMIT FOR WHAT? : After passing the examination conducted by the institutions.

**SCHOLARSHIP / STIPEND FOR PROFESSIONAL / TECHNICAL / VOCATIONAL COURSES**

ELIGIBILITY CRITERIA:

1. Ex-servicemen / dependants
2. Should be native of Tamil Nadu
3. Institute should be approved by the Government
4. Income should not exceed Rs.1,00,000/- p.a.
5. No income ceiling for war widows and ex-Servicemen disabled in action.

DOCUMENTS TO BE SUBMITTED:

1. Prescribed application form
2. Identity Card
3. Discharge Certificate
4. Income certificate

SANCTIONING AUTHORITY; : Deputy Director / Assistant Director of Ex-servicemen's Welfare.

TIME LIMIT : Within 15 days on receipt of application with required certificates / documents.

QUANTUM OF AMOUNT ; Details furnished below.

DETAILS OF AMOUNT SANCTIONED FOR SCHOLARSHIP / STIPEND FROM AMALGAMATED FUND

Sl. No.	Name of Course	Tuition Fees	Special Fees	Examination Fees	Hostel Fees	Book Allowance
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	M.A.	500/-	Actual fees or Rs.1,000/- whichever is less	Actual Fees	Rs.400/- p.m.	Rs.300/- per year
2.	M.Sc.	750/-	-do-	-do-	-do-	-do-
3.	M.Com.	750/-	-do-	-do-	-do-	-do-
4.	M.Sc. (Computer Science)	1,000/-	-do-	-do-	-do-	-do-
5.	B.B.A.	1,000/-	-do-	-do-	-do-	-do-
6.	M.B.A.	3,000/- (per Semester)	No Special Fees but Rs.800/- as	-do-	-do-	-do-

## Caution fees

7.	M.C.A.	1,000/-	Actual fees or Rs.1,000/- whichever is less	-do-	-do-	-do-
8.	B.E.	4,000/-	-do-	-do-	-do-	-do-
9.	B.Tech.	4,000/-	-do-	-do-	-do-	-do-
10.	B.Sc. (Engg.)	Prescribed by Government	-do-	-do-	-do-	-do-
11.	B.Sc. (Agri.)	-do-	-do-	-do-	-do-	-do-
12.	M.B.B.S.	4,000/-	-do-	-do-	-do-	-do-
13.	B.D.S.	2,000/-	-do-	-do-	-do-	-do-
14.	B.Pharm.	1,200/-	-do-	-do-	-do-	-do-
15.	B.Sc. (Nursing)	1,200/-	-do-	-do-	-do-	-do-
16.	B.A.M.S. (Ayurvedic)	4,250/-	-do-	-do-	-do-	-do-
17.	B.V.Sc.	2,000/-	-do-	-do-	-do-	-do-
18.	B.F.Sc.	2,000/-	-do-	-do-	-do-	-do-
19.	M.F.Sc.	3,750/-	-do-	-do-	-do-	-do-
20.	B.P.T.	1,200/-	-do-	-do-	-do-	-do-
21.	B.O.T.	1,200/-	-do-	-do-	-do-	-do-
22.	D.Pharm.	Prescribed by Government	-do-	-do-	-do-	-do-
23.	B.L. (3 Years)	500/-	-do-	-do-	-do-	-do-
24.	B.L. (5 Years)	500/-	-do-	-do-	-do-	-do-

25.	M.L.	1,000/-	-do-	-do-	-do-	-do-
26.	BGL	500/-	-do-	-do-	-do-	-do-
27.	L.L.B.	Prescribed by Government	-do-	-do-	-do-	-do-
28.	B.Ed.	1,000/-	-do-	-do-	-do-	-do-
29.	M.Ed.	1,500/-	-do-	-do-	-do-	-do-
30.	All Diploma Courses (Polytechnic)	2,500/-	-do-	-do-	-do-	-do-
31.	Diploma in Co-Operative Management	1,200/- (Course Fee)	-do-	-do-	-do-	-do-
32.	Teacher Training	1,500/-	-do-	-do-	-do-	-do-
33.	Tamil Pandit	500/-	-do-	-do-	-do-	-do-
34.	Computer Course	1,200/-	-	-do-	-do-	-do-
35.	Craft Instructor Course	500/-	-do-	-do-	-do-	-do-
36.	Driving (Light)	1,250/-	-	-	-	-
37.	Driving (Heavy)	1,500/-	-	-	-	-
38.	M.Sc. (I.T)	Prescribed by Government	-do-	-do-	-do-	-do-
39.	B.Sc. (Computer Science)	-do-	-do-	-do-	-do-	-do-
40.	Diploma in Hotel Management	2,500/-	-do-	-do-	-do-	-do-
41.	M.B.E.	500/-	-do-	-do-	-do-	-do-
42.	B.S.M.S. (Siddha)	500/-	-do-	-do-	-do-	-do-
43.	B.H.M.S. I Year (Homeopathy)	750/-	-do-	-do-	-do-	-do-

	B.H.M.S. II, III & IV Years	500/-	-do-	-do-	-do-	-do-
44.	Diploma in Civil Engineering	2,500/-	-do-	-do-	-do-	-do-
45.	M.Sc. (Food Nutrition)	750/-	-do-	-do-	-do-	-do-
46.	M.Sc. (Marine)	750/-	-do-	-do-	-do-	-do-
47.	Diploma in Tools and Dye Making	2,500/-	-do-	-do-	-do-	-do-
48.	I.T.I. (Ex-Servicemen) PCPRT Scheme	1,000/-p.m.	-	-	-	-
49.	All I.T.I. Courses	1,320/-p.a.	-	-	-do-	-

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### **SCHOOL UNIFORMS AND BOOK ALLOWANCES (SUBA)**

#### **ELIGIBILITY CRITERIA:**

1. Children of war casualties
2. Should be native of Tamil Nadu
3. No income ceiling

#### **DOCUMENTS TO BE SUBMITTED:**

1. Prescribed application form
2. Identity Card
3. Discharge Certificate
4. No income certificate

**SANCTIONING AUTHORITY:** : District Officer

<u>QUANTUM OF AMOUNT</u>	;	I to V STD	Rs.1000/- per year
		VI to VIII STD	Rs.1250/- per year
		IX to XII STD	Rs.1500/- per year
<u>TIME LIMIT</u>	:	Within 15 days on receipt of application with required certificates / documents.	

### **BANK LOAN INTEREST SUBSIDY SCHEME (BLISS):**

#### Introduction:

The scheme is called 'Bank Loan Interest Subsidy Scheme' shortly known as BLISS. Under the scheme 50% of interest payable on loans availed by Ex-Servicemen and their widows from Banks/ Tamil Nadu Industrial Investment Corporation, for remunerative business purpose, other than agriculture purpose, will be reimbursed from Amalgamated Fund maintained by the Directorate of Ex-Servicemen's Welfare.

The Bank Loan Interest Subsidy Scheme is also applicable for the Education Loans, sanction by the Banks, subject to the eligible conditions and the quantum of Interest Subsidy being same as the Bank Loan Interest Subsidy Scheme for Self Employment.

#### Eligibility:

Ex-Servicemen and their widows.

#### Maximum Loan:

No ceiling. However, reimbursement of interest will be restricted only to a maximum loan amount of Rs.2.50 lakhs.

#### Conditions:

- a) Applications to avail the concession should be submitted to the Secretary, Amalgamated Fund, Directorate of Ex-Servicemen's Welfare through the concerned District Offices of Ex-Servicemen's Welfare, before availing the loan.
- b) Reimbursement of 50% of scheduled interest will be made only after prompt repayment of principal due and interest charged for the period of claim by the institutions and any excess interest paid due to delay in repayment of loan instalments will not be taken into account for calculating the reimbursable interest.
- c) Should apply in the prescribed format, along with a certificate of prompt repayment of principal and interest by the Banks, once in a quarter, or as per the periodicity of interest applied by the Banks, but not later than 6 months from the last date of scheduled final repayment prescribed by the Bank.
- d) Failure to repay three consecutive loan instalments to the Bank will entail forfeiture of interest subsidy.

### **TAMIL NADU EX-SERVICES PERSONNEL BENEVOLENT FUND**

The Fund is administered by a Committee of Tamil Nadu Soldiers' Sailors' and Airmen's Board constituted by Honourable Minister for Ex-Servicemen's Welfare who is the Chairman of the Tamil Nadu Soldiers' Sailors' and Airmen's Board. The Ex-Officio Director of Ex-Servicemen's Welfare is the Chairman of the Committee and the Additional Director is the Secretary.

The income to the fund is as follows : -

(a) Flag Day Collections

(b) Rents received from Jawans Bhavan and other constructions belonging to the Fund.

The concessions extended from this fund are given below

**ASSISTANCES FROM TAMIL NADU EX-SERVICES PERSONNEL**  
**BENEVOLENT FUND**

**LIFE TIME GRANT TO II WORLD WAR VETERANS AND THEIR WIDOWS**

**EX-SERVICEMEN**

**ELIGIBILITY CRITERIA:**

1. Should be native of Tamil Nadu
2. Income limit below Rs.500/- per month
3. Should not be re-employed
4. Must have been enrolled from Tamil Nadu
5. 70 years and above

**DOCUMENTS TO BE SUBMITTED:**

1. Prescribed application form
2. Identity Card
3. Discharge Certificate
4. Income Certificate
5. Non re-employment certificate
6. Affidavit in the form from Notary or Magistrate
7. Three passport size photographs

SANCTIONING AUTHORITY: : District Collector

QUANTUM OF AMOUNT - Rs.1000/- per month for life

TIME LIMIT : Within 30 days from receipt of application with required documents / certificates.

### **WIDOWS**

#### **ELIGIBILITY CRITERIA:**

1. Should be native of Tamil Nadu
2. Income limit below Rs.500/- p.m.
3. Age : 50 years and above

#### **DOCUMENTS TO BE SUBMITTED:**

1. Prescribed application form
2. Identity Card
3. Discharge Certificate
4. Income Certificate
5. Affidavit in the form from Notary or Magistrate
6. Three passport size photographs
7. Age certificate from Government Medical Officer

SANCTIONING AUTHORITY: : District Collector

QUANTUM OF AMOUNT : Rs.800/- per month for life

TIME LIMIT : Within 30 days from receipt of

application with required documents / certificates.

## **LIFE TIME GRANT**

## **BLIND RELIEF GRANT**

### **ELIGIBILITY CRITERIA:**

1. Ex-Servicemen / Widows / unmarried Children within the age of 21 years.
2. Both eyes blind with 100% disability
3. Income limit Rs.1,00,000/- per annum
4. Should be native of Tamil Nadu

### **DOCUMENTS TO BE SUBMITTED:**

1. Prescribed application form
2. Identity Card
3. Discharge Certificate
4. Income Certificate
5. Medical Certificate from Eye Specialist countersigned by the Joint Director of Medical Services / Dean of Medical College with Office seal.
6. Recommendation from District Officer.
7. Ration Card (Family Card)

**SANCTIONING AUTHORITY:** : Joint Director of Ex-servicemen's Welfare, Chennai-600 003.

**QUANTUM OF AMOUNT** : Rs.800/- per month for life for Ex-Servicemen / Widows and Rs.500/-pm for life for children. (No income limit )

**TIME LIMIT** : Accorded within 15 days from

receipt of application from  
District

## **PARAPLEGIC RELIEF GRANT**

### **ELIGIBILITY CRITERIA:**

1. Ex-Servicemen / Widows unmarried Children within the age of 21 years.
2. Continuous treatment from Government Hospital
3. Income limit Rs.1,00,000/- per annum
4. Should be native of Tamil Nadu

### **DOCUMENTS TO BE SUBMITTED:**

1. Prescribed application form
2. Identity Card
3. Discharge Certificate
4. Income Certificate
5. Medical Certificate from Specialist Doctor countersigned by the Joint Director of Medical Services / Dean of Medical College with Office seal.
6. Recommendation from District Officer.
7. Ration Card (Family Card)

**SANCTIONING AUTHORITY:** : Joint Director of Ex-servicemen's  
Welfare, Chennai-600 003.

**QUANTUM OF AMOUNT** : Rs.800/- per month for life for  
Ex-Servicemen / Widows and  
Rs.500/-pm for life for children.  
(No income limit )

**TIME LIMIT** : Accorded within 15 days from  
receipt of application from  
District

**LEPROSY RELIEF GRANT****ELIGIBILITY CRITERIA:**

1. Ex-Servicemen / Widows
2. Continuous treatment from Government Hospital
3. Income limit Rs.1,00,000/- per annum
4. Should be native of Tamil Nadu

**DOCUMENTS TO BE SUBMITTED:**

1. Prescribed application form
2. Identity Card
3. Discharge Certificate
4. Income Certificate
5. Medical Certificate from Specialist Doctor countersigned by the Joint Director of Medical Services / Dean of Medical College with Office seal.
6. Recommendation from District Officer.
7. Ration Card (Family Card)

**SANCTIONING AUTHORITY:** : Joint Director of Ex-servicemen's Welfare, Chennai-600 003.

**QUANTUM OF AMOUNT** : Rs.800/- per month for life

**TIME LIMIT** : Accorded within 15 days from receipt of application from District

**T.B. RELIEF GRANT**

**ELIGIBILITY CRITERIA:**

1. Ex-Servicemen / Widows
2. Continuous treatment from Government Hospital
3. Income limit Rs.1,00,000/- per annum
4. Should be native of Tamil Nadu

**DOCUMENTS TO BE SUBMITTED:**

1. Prescribed application form
2. Identity Card
3. Discharge Certificate
4. Income Certificate
5. Medical Certificate from Specialist Doctor countersigned by the Joint Director of Medical Services / Dean of Medical College with Office seal.
6. Recommendation from District Officer.
7. Ration Card (Family Card)

**SANCTIONING AUTHORITY:** : Joint Director of Ex-servicemen's Welfare, Chennai-600 003.

**QUANTUM OF AMOUNT** : Rs.800/- per month for life

**TIME LIMIT** : Accorded within 15 days from receipt of application from District

**CANCER RELIEF GRANT****ELIGIBILITY CRITERIA:**

1. Ex-Servicemen / Widows
2. Continuous treatment from Government Hospital
3. Income limit Rs.1,00,000/- per annum
4. Should be native of Tamil Nadu

**DOCUMENTS TO BE SUBMITTED:**

1. Prescribed application form
2. Identity Card
3. Discharge Certificate
4. Income Certificate
5. Medical Certificate from Specialist Doctor countersigned by the Joint Director of Medical Services / Dean of Medical College with Office seal.
6. Recommendation from District Officer.
7. Ration Card (Family Card)

**SANCTIONING AUTHORITY:** : Joint Director of Ex-servicemen's Welfare, Chennai-600 003.

**QUANTUM OF AMOUNT** : Rs.1000/- per month for life

**TIME LIMIT** : Accorded within 15 days from receipt of application from District

**GRANT FOR MENTALLY RETARDED CHILDREN**

**ELIGIBILITY CRITERIA:**

1. Son / daughter of ex-servicemen
2. Continuous treatment from Government Hospital
3. Income limit Rs.1,00,000/- per annum
4. Should be native of Tamil Nadu

**DOCUMENTS TO BE SUBMITTED:**

1. Prescribed application form
2. Identity Card
3. Discharge Certificate
4. Income Certificate
5. Medical Certificate from Specialist Doctor countersigned by the Joint Director of Medical Services / Dean of Medical College with Office seal.
6. Recommendation from District Officer.
7. Ration Card (Family Card)

**SANCTIONING AUTHORITY:** : Joint Director of Ex-servicemen's Welfare, Chennai-600 003.

**QUANTUM OF AMOUNT** : Rs.800/- per month for life

**TIME LIMIT** : Accorded within 15 days from receipt of application from District

**MONTHLY GRANT TO EX-SERVICEMEN / WIDOWS****ELIGIBILITY CRITERIA:**

1. Ex-servicemen / widows
2. Age limit 60 years and above
3. Monthly income limit Rs.500/-
4. Non-pensioner / Un-employed due to old age
5. Should be in penury
6. Should be native of Tamil Nadu
7. Income Certificate can be issued by Deputy / Assistant Directors after ascertaining the poverty condition of the applicant.

**DOCUMENTS TO BE SUBMITTED:**

1. Prescribed application form
2. Identity Card
3. Discharge Certificate
4. Income Certificate
5. Age proof certificate from the Government Doctor (Widows only)
6. Ration Card (Family Card)

**SANCTIONING AUTHORITY** : District Level Committee.

**QUANTUM OF AMOUNT** : Rs.500/- per month for life

**TIME LIMIT** : Within 15 days from receipt of application with required documents / certificates

**MARRIAGE GRANT****ELIGIBILITY CRITERIA:**

1. Only for one daughter of ex-servicemen / widows
2. Minimum 10 years of service in Armed Forces (excluding ex-servicemen/widows in receipt of life time monthly assistance.
3. Age limit – 20 years and above
4. Qualification - VIII Std Passed
5. Annual income Rs.1,00,000/-
6. Should be native of Tamil Nadu

**DOCUMENTS TO BE SUBMITTED:**

1. Prescribed application form (should be submitted before date of marriage )
2. Identity Card
3. Discharge Certificate
4. Income Certificate
5. Education certificate
6. Ration Card (Family Card)
7. Marriage Invitation
8. Certificate from concerned VAO for solemnisation of marriage

SANCTIONING AUTHORITY: : District Collector.

QUANTUM OF AMOUNT : Rs.8000/-

TIME LIMIT : On or after the solemnisation of Marriage.

### **FUNERAL GRANT**

#### **ELIGIBILITY CRITERIA:**

1. Only for demise of ex-servicemen
2. Should apply within six month after death of Ex-Serviceman
3. No income limit
4. Should be native of Tamil Nadu

#### **DOCUMENTS TO BE SUBMITTED:**

- 1 Prescribed application form should be submitted along with the VIP/VAO Certificate within 6 months from the date of death of Ex-Servicemen..
2. Identity Card
3. Discharge Certificate

4. Funeral Grant will be paid to the person who is doing the last rites of ex-serviceman
5. Ration Card (Family Card)

SANCTIONING AUTHORITY: : District Collector.

QUANTUM OF AMOUNT : Rs.3000/-

TIME LIMIT : On or after the death of ex-serviceman

### **NATURAL CALAMITY GRANT**

#### **ELIGIBILITY CRITERIA:**

1. Only for ex-servicemen / Widows
2. Income limit Rs.1,00,000/- p.a.
3. Should not have availed the grant from Revenue Department
4. Should be native of Tamil Nadu

#### **DOCUMENTS TO BE SUBMITTED:**

1. Prescribed application form
2. Identity Card
3. Discharge Certificate
5. Income certificate
6. Ration Card (Family Card)
7. Certificate issued by Tahsildar that house has been damaged by

natural calamities.

<u>SANCTIONING AUTHORITY:</u>	: District Level Committee
<u>QUANTUM OF AMOUNT</u>	: Actual Expenditure incurred not exceeding Rs.15,000/-
<u>TIME LIMIT</u>	: Within 15 days from receipt of application with required documents / certificates

### **POCKET MONEY**

#### **ELIGIBILITY CRITERIA:**

1. Ex-servicemen who are suffering from TB / Leprosy / Cancer and undergoing in-patient treatment in the T.B.Sanatoria / Leprosoria / Cancer Institute approved by the Government of Tamil Nadu as well as in the Government General Hospitals / Rehabilitation Home
2. Income limit Rs.1,00,000/- p.a.
3. Should not have availed pocket money from other Department / Institutions.
4. Should be native of Tamil Nadu

#### **DOCUMENTS TO BE SUBMITTED:**

Pocket money will be paid by the District Officer in person to the in-patients on Demands received from concerned Hospitals

SANCTIONING AUTHORITY District - Deputy / Assistant Directors of Ex-servicemen's Welfare.

QUANTUM OF AMOUNT 1) Rs.50/- per day  
2) To and fro charges are paid once in a year to visit their home town.

TIME LIMIT : During the first week of every month

**ARTIFICIAL DENTURES, SPECTACLES, HEARING AID**

**SPECTACLES**

**ELIGIBILITY CRITERIA:**

For ex-servicemen / widows  
Should be native of Tamil Nadu

**DOCUMENTS TO BE SUBMITTED:**

- 1 Prescribed application form
2. Identity Card
3. Discharge Certificate
5. Ration Card (Family Card)
6. Essential Medical Certificate from Specialised Doctor that the ex-servicemen is in need of artificial dentures, spectacles and hearing aid and also prescription.

SANCTIONING AUTHORITY: : District Level Committee upto Rs.300/-  
Above Rs.300/- permission should be obtained from Additional / Joint Director.

QUANTUM OF AMOUNT ; Upto Rs.300/- and above

TIME LIMIT : Within 30 days from receipt of applications with required documents / certificates.

### **DENTURES**

#### **ELIGIBILITY CRITERIA:**

For ex-servicemen / widows  
Should be native of Tamil Nadu

#### **DOCUMENTS TO BE SUBMITTED:**

1. Prescribed application form
2. Identity Card
3. Discharge Certificate
5. Ration Card (Family Card)
6. Essential Medical Certificate from Specialised Doctor that the ex-servicemen is in need of artificial dentures, spectacles and hearing aid and also prescription.

SANCTIONING AUTHORITY: : District Level Committee.

QUANTUM OF AMOUNT ; Upto Rs.3000/-

TIME LIMIT : Within 30 days from receipt of applications with required documents / certificates.

### **HEARING AID**

#### **ELIGIBILITY CRITERIA:**

For ex-servicemen / widows  
Should be native of Tamil Nadu

#### **DOCUMENTS TO BE SUBMITTED:**

- 1 Prescribed application form
2. Identity Card
3. Discharge Certificate
4. Ration Card (Family Card)
5. Essential Medical Certificate from Specialised Doctor that the ex-servicemen is in need of artificial dentures, spectacles and hearing aid and also prescription.

**SANCTIONING AUTHORITY:** : District Level Committee.

**QUANTUM OF AMOUNT** ; Up to Rs. 3,000/-

TIME LIMIT : Within 30 days from receipt of

applications with required documents / certificates.

**GRANT FOR MAJOR SURGERIES LIKE BYE-PASS SURGERY, KIDNEY TRANSPLANTATION ETC.**

**ELIGIBILITY CRITERIA:**

1. Only for Non-Pensioner / Ex-Servicemen
2. Income limit Rs.1,00,000/- p.a.
3. Treatment in Military /Government Hospital and Hospital approved by the Director of Medical Services.
4. For Private Hospitals a certificate to be produced that this Hospital is authorised to undertake major surgeries.
5. Should be native of Tamil Nadu

**DOCUMENTS TO BE SUBMITTED:**

- 1 Prescribed application form
2. Identity Card
3. Discharge Certificate
4. Ration Card (Family Card)
5. Certificate from the Hospital that the individual has undergone major surgery.

**SANCTIONING AUTHORITY:** Director

QUANTUM OF AMOUNT : Rs.50,000/-

TIME LIMIT : Within 15 days from receipt of application with all documents / certificates.

**MAINTENANCE GRANT**

**ELIGIBILITY CRITERIA:**

1. Ex-servicemen / Widows
2. Ex-servicemen / widows should have been admitted in World War Welfare Association in Nimmadhi Illam at Chennai.
3. Should be native of Tamil Nadu

**DOCUMENTS TO BE SUBMITTED:**

Every month demands will be received from Nimmadhi Illam the Directorate scrutinises and the amount will be sent to Nimmadhi Illam directly.

SANCTIONING AUTHORITY: : Joint Director of Ex-servicemen's Welfare, Chennai – 600 003.

QUANTUM OF AMOUNT ; Rs.1,000/- per month.

TIME LIMIT : Within 15 days on receipt of demand

from Nimmadhi Illam..

### **BOOK ALLOWANCE**

#### **ELIGIBILITY CRITERIA:**

1. Children of ex-servicemen studying in Schools/Colleges
2. Should not get the scholarship from any other sources.
3. Should apply before 30<sup>th</sup> September of every year
4. Annual Income Rs.1,00,000/-
5. Should be native of Tamil Nadu

#### **DOCUMENTS TO BE SUBMITTED:**

1. Prescribed application form
2. Income Certificate
3. Identity Card
4. Discharge Certificate

**SANCTIONING AUTHORITY:** : District Collector

<b><u>QUANTUM OF AMOUNT</u></b>	;	I to V Std	Rs. 500/- p.a.
		VI to VIII Std	Rs. 800/- p.a.
		IX & X	Rs. 1,000/- p.a.
		11 <sup>th</sup> 12 <sup>th</sup>	Rs. 1,500/- p.a.

	Degree Courses and Arts / Science/ Commerce	Rs. 2,000/- p.a.
	Post Graduate Courses in Arts / Science / Commerce	Rs. 2,500/- p.a.
TIME LIMIT	:	Amount will be disbursed from November onwards of every year.

### **EDUCATIONAL EXPENSES TO ORPHAN CHILDREN OF EX-SERVICEMEN**

#### **ELIGIBILITY CRITERIA:**

1. Age below 21 years
2. Annual Income Rs.1,00,000/-
3. Should study in Government Schools / Colleges
4. Certificate received from Institutions regarding fees structure
5. Should be native of Tamil Nadu

#### **DOCUMENTS TO BE SUBMITTED:**

1. Prescribed application form
2. Income Certificate
3. Discharge Certificate

**SANCTIONING AUTHORITY:** : District Collector

**QUANTUM OF AMOUNT** ;

- 1 \* Tuition fees
- 2 \* Special fees
- 3 \* Book and Note book cost
- 4 \* Examination fees
- 5 \* Two sets of uniform every year
- 6 \* Bus fare
- 7 \* Hostel fees

- \* will be paid direct to the Institutions by the District Officers.
8. Pocket Money  
For School – Rs 50/- p.m.  
For Colleges – Rs.100/- p.m.  
(will be paid to the Orphans)

TIME LIMIT : Within 15 days on receipt of application with required certificates / documents.

### **HOUSE TAX REIMBURSEMENT**

#### **ELIGIBILITY CRITERIA:**

1. Disabled ex-servicemen / war widows / widows / gallantry award winners (chakra series)
2. The applicant should not be income tax payee
3. House should be in the name of the applicant
4. No part of the house has been given for rent
5. Widows income ceiling below Rs.50,000/-
6. No income ceiling for war widows / disabled ex-servicemen
7. Should be native of Tamil Nadu

#### **DOCUMENTS TO BE SUBMITTED:**

1. Prescribed application form
2. Demand Notice from Panchayat / Municipality / Local Bodies (Must be in individual's name.)
3. House documents
4. Pension Book
5. Certificate to be produced that no part of the house has been given for rent
6. Income Certificate

SANCTIONING AUTHORITY: : District Zila Sainik Board Officers.

- QUANTUM OF AMOUNT : As levied by the Corporation / Municipalities / Local Bodies
- TIME LIMIT : Within 15 days on receipt of application with required certificates / documents.

### **ASSISTANCE FROM GOVERNMENT**

#### **WAR SERVICE INCENTIVE**

#### **ELIGIBILITY CRITERIA**

Parents who had sent their one son / daughter to military.

#### **DOCUMENTS TO BE PRODUCED**

1. Prescribed application
2. Certificate from Tahsildar that they have only one son / more sons sent to Military while applying for the first time / undertaking from parents with neighbours witness for consecutive years.
3. Certificate from Unit.

SANCTIONING AUTHORITY; : District Collector

QUANTUM OF AMOUNT ; 1. One son Rs.750/-

2 More than one son Rs.1000/-

**TIME LIMIT** : On receipt of the application with relevant documents / certificates. The amount will be disbursed during financial year.

### **EX-GRATIA**

#### **Eligibility:**

Ex-gratia grant is sanctioned to those, who are disabled / NOK of killed in war / war like operations / action against terrorists / counter insurgency operations / in aid to civil power (Both Defence / BSF)

#### **Documents to be produced:**

<u>Killed</u>	<u>Disabled</u>
1. Battle casualty certificate as per SAO 8/S/85	1. Battle Casualty certificate as per SAO 8/S/85
2. Part-II Order	2. Part-II Order
	3. Disability / Medical certificate with percentage / nature

#### **Quantum of Amount:**

- |  |   |                |
|--|---|----------------|
| 1. Killed  | - | Rs.5,00,000/-  |
| 2. Totally disabled / double amputee / totally blind | - | Rs. 2,00,000/- |

- |    |  |   |                |
|----|--|---|----------------|
| 3. | Single amputee, one eye blind, deaf, loss of toes, fingers precluding employment | - | Rs. 1,00,000/- |
| 4. | Burns, Gun shot wounds, Battle Accidents, Multiple compound fracture             | - | Rs. 50,000/-   |

**Sanctioning Authority:-**

Sanctioning Authority - Director

**KARGIL DEFENCE PERSONNEL RELIEF FUND**

**Eligibility:**

Defence / BSF Personnel hailing from Tamil Nadu and laid down their lives in action against enemy forces / counter insurgency operations.

**Quantum of Amount:**

- |    |   |   |                |
|----|---|---|----------------|
| 1. | Killed  | - | Rs.5,00,000/-  |
| 2. | Totally disabled / double amputee / totally blind | - | Rs. 3,00,000/- |
| 3. | Single amputee, one eye blind                     | - | Rs. 1,00,000/- |

The ex-gratia in Sl.No.1 shall be paid to the legal heirs equally.

**Sanctioning Authority:-**

Sanctioning Authority - Tamil Nadu Government

## **GALLANTRY AWARD WINNERS**

### **Eligibility:**

Defence personnel who have won the Gallantry Award, hailing from Tamil Nadu are eligible.

### **Documents to be produced:**

1. President's Secretariat Gazette Notification
2. Citation Copy.
3. Nativity Certificate in original
4. Declaration for not having received the grant earlier / elsewhere.

### **Quantum of Amount:**

1.	Param Vir Chakra	-	Rs. 22,500/-
2.	Ashoka Chakra	-	Rs. 20,000/-
3.	Sarvotam Yuddh Seva Medal	-	Rs. 17,000/-
4.	Param Vishisht Seva Medal	-	Rs. 15,000/-
5.	Maha Vir Chakra	-	Rs. 15,000/-
6.	Kirti Chakra	-	Rs. 12,000/-
7.	Uttam Yuddh Seva Medal	-	Rs. 10,000/-
8.	AVSM	-	Rs. 7,000/-
9.	Vir Chakra	-	Rs. 7,000/-
10.	Shauyra Chakra	-	Rs. 5,000/-
11.	Yuddh Seva Medal	-	Rs. 4,000/-
12.	Sena / Nao Sena / Vayu Sena Medal	-	Rs. 3,000/-
13.	VSM	-	Rs. 3,000/-

14. Men-in-Des - Rs. 2,000/-

**Sanctioning Authority:-**

Sanctioning Authority - Tamil Nadu Government

**CASH IN LIEU OF LAND**

**Eligibility:**

Defence personnel who have won the Gallantry Award, hailing from Tamil Nadu are eligible.

**Documents to be produced:**

1. President's Secretariat Gazette Notification
2. Citation Copy.
3. Nativity Certificate in original
4. Declaration for not having received the grant earlier / elsewhere.

**Quantum of Amount:**

- |    |                  |   |                |
|----|------------------|---|----------------|
| 1. | Param Vir Chakra | - | Rs. 1,50,000/- |
| 2. | Ashoka Chakra    | - | Rs. 1,25,000/- |
| 3. | Maha Vir Chakra  | - | Rs. 1,00,000/- |
| 4. | Kirti Chakra     | - | Rs. 75,000/-   |
| 5. | Vir Chakra       | - | Rs. 50,000/-   |
| 6. | Shauyra Chakra   | - | Rs. 40,000/-   |

**Sanctioning Authority:-**

Sanctioning Authority - Tamil Nadu Government

**ANNUITY**

**Eligibility:**

Defence personnel who have won the Gallantry Award, hailing from Tamil Nadu are eligible.

**Documents to be produced:**

1. President's Secretariat Gazette Notification
2. Citation Copy.
3. Nativity Certificate in original
4. Declaration for not having received the grant earlier / elsewhere.

**Quantum of Amount:**

1.	Param Vir Chakra	-	Rs. 1,000/-
2.	Ashoka Chakra	-	Rs. 800/-
3.	Maha Vir Chakra	-	Rs. 750/-
4.	Kirti Chakra	-	Rs. 500/-
5.	Vir Chakra	-	Rs. 300/-
6.	Shauyra Chakra	-	Rs. 250/-

**Sanctioning Authority:-**

Sanctioning Authority - Tamil Nadu Government

**ANNUAL MAINTENANCE GRANT TO BATTLE CAUSALITIES**

The widows of those who were killed in action and disabled in action are given Annual Maintenance grant of Rs.2,000/-

**EDUCATION**

(a) Children of Officers and Jawans killed / disabled during various operations of war are exempted from Tuition Fees, Special Fees, Hostel Charges, Cost of Books, Stationery and Uniform.

(b) Children of Ex-Servicemen whose annual income do not exceed Rs.50,000/- are given all the concessions on par with the children of serving personnel.

**RESERVATIONS IN EDUCATIONAL INSTITUTIONS**

Reservations in various Educational Institutions is given below.

Sl.No.	Course	Seats Reserved	
01.	B.E. ( General )	150	

02.	B.E. Lateral entry	15	
03.	M.B.B.S.	2	
04.	D.Pharmacy		
	Madurai	4	
	Coimbatore	2	
	Thanjavur	2	
	B. Pharm.	1 Seat	
05.	Nursing (10%)	60	(10%)
	B.Sc. (Nursing)	1	
06.	Indian Medicine	3	
07.	B.Ed.	1	In every educational Institution 2 seats in Annamalai University 1 seat in Alagappa University 1 seat in Avinasilingam University
08.	B.Ed.( Tamil Pandit)	1	Govt.College of Education
09.	Teachers Training	132	
10.	B.Sc. ( Agri. )	6	
11.	B.E. ( Agri.)	1	
12.	Law	1%	
13.	I.T.I.	5 in each I.T.I	
14.	Polytechnic	80	

15.	College of Arts and Crafts	4	
16.	B.V.Sc.	2	
17.	B.F.Sc.	1	
18.	B.D.S.	1	
19.	Under Graduate Courses	6	

20.	Diploma Courses in Co-operation	2%	
21.	Degree Courses	5	For dependants of Kargil Casualties
22.	Part time Polytechnics	1	in each part time polytechnic
24.	Post Graduate courses in Arts & Science Colleges	2 3	where only 2 branches where 3 and more branches
25.	B.P.T.	1	

### **HOUSING**

7% is reserved for Ex-Servicemen / Widows in allotment of Plots / Houses / Flats developed by Tamil Nadu Housing Board.

### **ASSIGNMENT OF LAND**

Ex-Servicemen and their dependents are given priority (3) in the matter of assignment of Government Waste Land for cultivation purposes and priority (4) in allotment of house sites.

### **INDUSTRIAL SHEDS / PLOTS**

10% of the Sheds / Plots in Industrial Estates are reserved for Ex-servicemen.

### **MEDICAL ASSISTANCE**

(a) Free medical treatment is extended to Ex-servicemen pensioners in Government Hospitals.

(b) 18, twelve bedded wards exclusively for ex-servicemen have been constructed in taluk headquarters hospitals.

(c) cost of major surgeries is reimbursed by Army Group Insurance to its members has been stopped w.e.f. 31.03.2005., with Ex-Servicemen Contributory Health Scheme having been launched, some what similar to CGHS.

(d) the Kendriya Sainik Board reimburse cost of major surgeries upto 90% to other ranks and 75% has also been stopped on 31.03.2005., with Ex-Servicemen Contributory Health Scheme having been launched, some what similar to CGHS.

(e) in addition Rs.20,000/- is sanctioned from Benevolent funds.

### **TRAVEL CONCESSIONS**

#### **RAILWAYS**

- (a) 75% concession in Second Class Rail fare to War Widows.
- (b) 100% concession in First Class / AC Two tier to Recipients of Chakra Series (PVC, MVC, KC, AC, SC & Vr.C)

#### **AIR TRAVEL**

75% Air Travel Concession is given to Recipients of PVC, AC, MVC, Vr.C & KC.

50% Air Travel Concession is given to

- (a) War Widows.
- (b) War disabled Officers who were invalided out of service

### **EMPLOYMENT- (AGE RELAXATION)**

(a) Ex-servicemen are eligible for appointment to State Government Services upto the age 53 years in the case of Backward Classes. Most Backward Classes and SC / ST and 48 years for others provided they satisfy all the other prescribed qualifications.

(b) Age limit and educational qualifications are exempted for appointment of Ex-Servicemen in Basic Service.

(c) Ex-Servicemen are exempted from payment of Examination fees for recruitment through Tamil Nadu Public Service Commission.

(d) Ex-servicemen are exempted from payment of fees for medical examination for appointment in State Government Service.

### **MISCELLANEOUS**

(a) Ex-Servicemen are exempted from payment of fee or grant or renewal of Driving Licence.

(b) Ex-Servicemen and their dependents are exempted from court fee chargeable on petitions and applications made by them to State Government Departments.

(c) Free Legal aid is available.

### **FLAG DAY CELEBRATIONS -**

The Flag Day is observed every year on 7<sup>th</sup> December and Collections are made as per the policy and procedure laid down by the Standing Flag Day Organisation Committee, presided over by His Excellency the Governor of Tamil Nadu. The Flag Day Collections are taken to the corpus of Tamil Nadu Ex-services Personnel Benevolent Fund to render various Financial Assistance.

Tamil Nadu is maintaining the first place in Flag Day Collections on Per Capita basis ever since 1985.

## **ESTATES**

### **EX-SERVICES CENTRES**

Ex-services Centres have been constructed to provide information rooms, recreation facilities and lodging rooms at minimum charges to Ex-servicemen and service personnel who visit the District Headquarters. Ex-services Centres exist at the following locations: -

- |                   |                    |
|-------------------|--------------------|
| 1. Sivagangai     | 11. Madurai        |
| 2. Srivilliputhur | 12. Saidapet       |
| 3. Udhagamandalam | 13. Coimbatore     |
| 4. Salem          | 14. Tiruchirapalli |
| 5. Krishnagiri    | 15. Cuddalore      |
| 6. Palayamkottai  | 16. Ramanathapuram |
| 7. Thanjavur      | 17. Dindigul       |
| 8. Pudukottai     | 18. Thoothukudi    |
| 9. Chennai        | 19. Nagercoil      |
| 10. Vellore       |                    |

### **JAWANS BHAVAN -**

Jawans Bhavans are also rented out for shopping / office complexes. They are constructed with the aim of augmenting funds for Benevolent Fund to carry out welfare activities.

Jawans Bhavans have been constructed at following Districts :-

- |                   |                |
|-------------------|----------------|
| 1. Ramanathapuram | 7. Sivakasi    |
| 2. Madurai        | 8. Coimbatore  |
| 3. Salem          | 9. Tirunelveli |
| 4. Tiruchirapalli | 10. Thanjavur  |
| 5. Cuddalore      | 11. Erode      |
| 6. Vellore        |                |

Other estates belonging to the Department are :-

- (a) Directorate of Ex-servicemen's Welfare Complex, Chennai.
- (b) Old Age Pensioners' Home @ Vellore
- (c) CSD Canteen building at Palayamkottai
- (d) 72 Shop Complex at Vellore
- (e) Guest House @ Kodaikanal
- (f) Land at Thazhaiyuthu, Tirunelveli District.

**MINISTRY OF DEFENCE / KENDRIYA SAINIK BOARD FINANCIAL**  
**ASSISTANCE**

**Raksha Mantri's Discretionary Fund**

The under mentioned guidelines are recommended to be followed for processing the case of financial assistance from RMDF for various purposes:-

1. Financial assistance towards Marriage Grant ( Rs.8000/-)

The cases falling in undermentioned categories may be considered: -

(a) All Ex-Servicemen/Widows/dependants who are neither in receipt of any pensionary benefits nor re-employed.

(b) All widows of Defence Personnel / War Widows/ dependants (only JCOs/ORs/equivalents) Who have not been provided any financial assistance by State Government or any other source for the purpose.

(c) Ex-Servicemen who are in receipt of pension but have no other source of income may be considered under the following circumstances: -

- (i) If he has any more daughters to marry and has no son/daughter to support him.
- (ii) His children are young and studying and not able to support him.
- (iii) Any of his family member is suffering from incurable disease.

2. Financial Assistance towards Medical Treatment (on submission of original medical bills (Rs.15,000.00): -

The cases falling in undermentioned categories may be considered: -

(a) All Ex-Servicemen/ their widows who take treatment in Civil ( Govt./Private) Hospital on the recommendation of MH.

(b) All Ex-Servicemen/ their widows who are not in receipt of fixed medical allowance.

(c) All Ex-Servicemen / widows / dependent in receipt of Fixed Medical Allowance of Rs.100/- p.m. but; had to spend more than Rs.2,400/- on the present treatment for which the assistance is sought.

(d) All cases of PBOR/their widows be considered provided they have not been assisted from any other source.

(e) Cases of officers who have incurred expenditure of over Rs. 50,000/- on treatment and have not been assisted from any other source.

(f) All cases involving accidents.

3. Financial Assistance towards House Repairs (Rs.10,000/-)

The cases falling in undermentioned categories may be considered: -

(a) All Ex-Servicemen who are without any pension and have no other source of income/livelihood.

(b) All Ex-Servicemen/their widows whose houses have collapsed/got damaged due to natural causes like fire, earthquake, flood and cyclone etc and have not been provided with any assistance by State Govt. or any other source for the purpose.

(c) Cases of all widows whether in receipt of family pension or not.

4. Financial Assistance towards Education Grant ( Rs.100/- pm till Std.XII upto three children)

The cases falling in undermentioned categories may be considered: -

(a) All Ex-Servicemen who are not in receipt of pension or have no other source of income / livelihood.

(b) All Ex-Servicemen/their widows who have got more number of children but their pension is not commensurate with the family expenses.

(c) Cases of all widows be considered very sympathetically whether in receipt of family pension or not.

5. Financial assistance towards Monthly Grant ( Rs. 1,000/- p.m. only for two years)

The cases falling undermentioned categories may be considered

(a) All Ex-Servicemen/their widows who are non pensioners, old, destitute and without any family support.

(b) All Ex-Servicemen/their widows who are not being provided financial assistance old age/world war II veterans pension schemes from the respective State Government.

6. Financial Assistance towards Penury Grant ( Rs.15,000/-)

The cases falling undermentioned categories may be considered

(a) All Ex-Servicemen/their widows/dependants who are not covered under above schemes and have some special circumstances like accidental death of spouse, crops damaged due to fire or flood etc and has not been provided any assistance by State Govt. or any other sources for the purpose.

(b) Any other case at the discretion of Hon'ble Raksha Mantri.

Note: The cases submitted for financial assistance from RMDF, duly recommended by the considered Zila Sainik Boards will be considered by KSB for approval. However in exceptional circumstances, the cases will be considered directly subject to the Ex-Servicemen/dependants submitting all the necessary documents to Kendriya Sainik Board. As far as possible, assistance will be provided only once except in cases of Marriage Grant and Medical Treatment. The cases of financial assistance to officers from RMDF may also be considered in exceptional circumstances.

### **Regimental Funds**

An application on a plain paper indicating the nature of request with a proof thereof, with membership number where available to be routed through the Deputy / Assistant Director of Ex-Servicemen's Welfare to the Regimental Centres.

### **Disabled Army Personnel Widows and Orphans Fund**

Format of application is available in the Districts and is given to the eligible personnel.

### **Army Central Welfare Fund**

1. Educational Scholarships to the children of all ranks killed/ disabled in various military operations since Independence (Battle Casualties)
2. Grant to Disabled Soldiers for purchase of equipments, like wheel chairs, motorised tricycles and scooters and fitment of artificial limbs.
3. Grant to Disabled Soldiers (Battle Casualties) for their vocational training/ self-employment ventures.
4. Marriage Grant for wards of War Widows and Disabled Soldiers invalided out of service.
5. Grant for medical treatment to dependants of Martyrs and Disabled Soldiers for serious diseases.
6. Financial assistance to War Widows and Disabled Soldiers for Agro based Ventures, horticulture and animal husbandry.
7. Ex-Gratia Grant to Battle Casualties. (Rs.1.00 lakh to NOK of killed and Rs.1.00 lakh to Disabled who are invalided out immediately.)

### **Army / Navy / Air Force Wives Welfare Association Fund**

Initiated at the district level to the appropriate individuals as per application format.

### **National Defence Fund**

Decided by the Ministry of Defence.

### **Air Force Association Benevolent Fund**

1. Ex-Gratia grant for natural calamities.
2. Grant for wheel chair/ treatment abroad.
3. Scholarships ranging from Rs.2,400/- to Rs.4,800/- for education in School/ College/ Professional Courses and Post Graduate study in India.
4. Lump sum grant to medically boarded out personnel (Rs.10,000/-for Officers & Rs.4,000/- for Airmen) for commercial venture.
5. Children Education Assistance of Rs.80/- p.m. for 3 years to retired Airmen having a maximum of 24 years of service.

### **Naval Benevolent Fund**

1. Educational Scholarships to children of pensioners beyond higher secondary stage.
2. Educational Scholarships to handicapped children between the ages of 3 to 18 years, i.e., for a period of 15 years.
3. Grant in aid to NOK on pensioners' death.
4. Assistance upto Rs.10,000/- for starting self help economic venture to ex-Sailors and sewing machines to widows.
5. Reimbursement of expenditure on treatment of serious diseases to pensioners.
6. Rehabilitation grant of Rs.7,500/- to all Sailors on invalidment from service due to TB/ Paraplegic/ Leprosy.
7. Marriage grant of Rs.10,000/- (for Officers) and Rs.5,000/- (Sailors) per child of personnel who die in harness or as pensioners.

**St. Dunstons After Care Organisation**

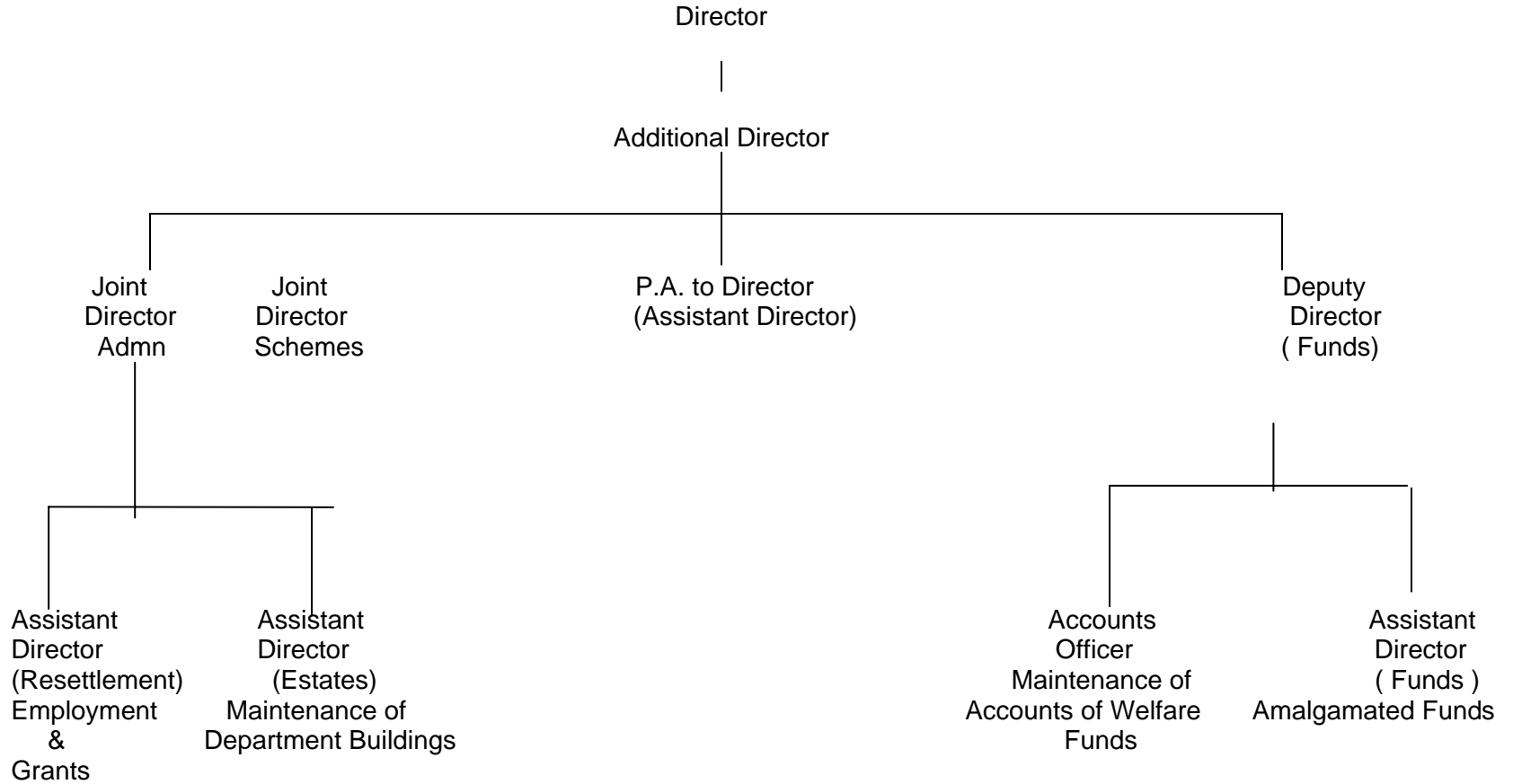
To assist financially and provide psychological and logical support to the totally blinded. Case initiated at the districts.

**Indian Red Cross Society (Medical After Care Fund).**

Initiated at the districts form those afflicted by TB, Leprosy and also to those Ex-Servicemen admitted in Armed Forces Hospitals.

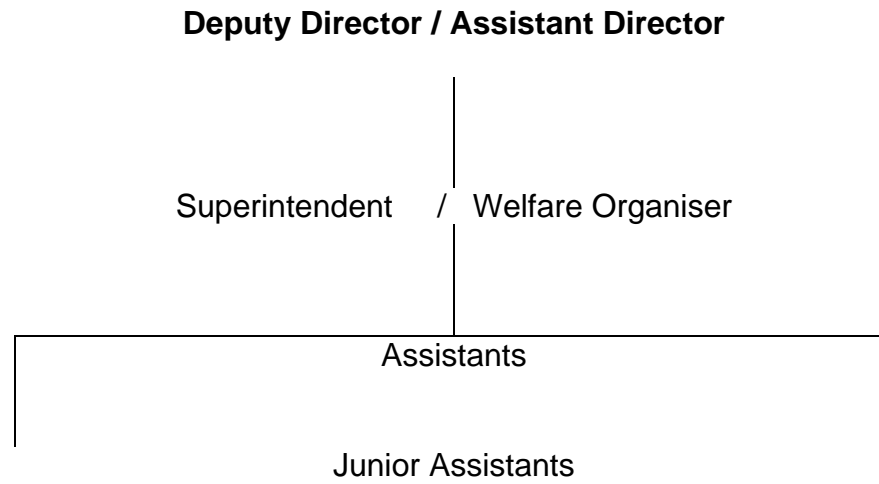
2.7. Organisation Structure Diagram at various levels namely State, Directorate, region district, block etc (whichever is applicable)

**ORGANISATIONAL CHART – STATE LEVEL**



25 District Officers  
 ( Deputy Directors - 4  
 Assistant Directors - 21)

**ORGANISATIONAL CHART – DISTRICT LEVEL**



**2.8. Expectation of the public authority from the public for enhancing its effectiveness and efficiency.**

- (i) To approach any district level office with all relevant records.
- (ii) To avail all concessions in fair manner for their upliftment.
- (iii) Transport administration for equitably rendering of welfare measures.

**2.9. Arrangements and methods made for seeking public participation / contribution.**

- (i) District Soldiers', Sailors' and Airmen's Board Meeting once a year
- (ii) Divisional Level Meeting for Ex-Servicemen to participate.
- (iii) Simplifying procedures to increase visible accountability and making the website user friendly to increase the number of online transactions.
- (iv) Conduct all periodical meetings with the representatives of Zila Sainik Boards and Associations.

**2.10. Mechanism available for monitoring the service delivery and public grievance resolution.**

- (a) An information shall ordinarily be provided within 30 days unless it would disproportionately direct the resources of the public authority or would be detrimental to the safety or preservation of the record in question.
- (b) Where a request has been rejected, the reasons for rejection will be intimated to the person making the request.
- (c) In case if any information is not provided within 30 days it shall be deemed that the request has been rejected.

- (d) An appeal can be preferred within 15 days from the date of rejection.
- (e) Grievance Day petitions are received at the Collectorate where all departmental officers are available to give on the spot replies, which may also include the Ex-Services population.
- (f) There's also a Grievance Day Petition exclusively for Ex-Services Population conducted by the Collector once in a quarter.
- (g) On all working days Ex-Services Population can meet the Deputy / Assistant Director or in his absence the Superintendent / Welfare Organiser for any queries.

**2.11. Addresses of the Main Office and the other offices at district levels. (Please categorise the addresses district wise for facilitation the understanding by the user)**

**DISTRICT EX-SERVICEMEN'S WELFARE OFFICES**

<b>S.No.</b>	<b>Name of the District</b>	<b>Address</b>	<b>Phone No.</b>	
1.	Chennai	“Major Parameswaran Memorial Building”, West Mada Street, Srinagar Colony, Saidapet, Chennai – 600 015	044	22350780
2.	Coimbatore	Ex-Services' Centre, Huzur Road, Coimbatore – 641 018	0422	2214107
3.	Cuddalore	Ex-Services' Centre, Sub Jail Road, Cuddalore – 607 001	04142	220732
4.	Dindigul	Ex-Services' Centre, Masterplan Complex, Collectorate, Dindigul – 624 305	0451	2460086
5.	Erode	6th Floor, Collectorate Complex, Erode – 638 011	0424	2263227
6.	Kancheepuram	No.2, G.S.T.Road, Jeeva Commercial Complex, Tambaram, Chennai – 600 045	044	22262023
7.	Kanniyakumari	No.33, East Street, Vellala Colony, Ramavarmapuram, Nagercoil – 629 001	04652	227805
8.	Krishnagiri	Ex-Services' Centre, 433, Bangalore Road, Krishnagiri - 635 001	04343	236134

9.	Madurai	Ex-Services' Centre, Near Madurai Junction, Railway Colony, Madurai – 625 016	0452	2308216
10.	Nagapattinam	Ground Floor, Collectorate Complex, Nagapattinam – 611 002	04365	253042
11.	Pudukottai	Ex-Services' Centre, Kalyanaramapuram Ist Street, Thirukokarnam P.O., Pudukottai – 622 002	04322	221593
12.	Ramanathapuram	Ex-Services' Centre, Masterplan Complex, Collectorate, Ramanathapuram – 623 503	04567	230045
13.	Salem	Ex-Services' Centre, Fort Main Road, Salem – 636 001	0427	2210903
14.	Sivagangai	Ex-Services' Centre, Maruthupandiyar Nagar, Sivagangai – 623 560	0457	240483
15.	Thanjavur	Jawans Bhavan, Muthukumara Moopnar Road, Opposite to Head Post Office, Thanjavur – 613 001	04362	230104
16.	The Nilgiris	Ex-Services' Centre, Goods Shed Road, Udhagamandalam – 643 001	0423	2444078
17.	Theni	II Floor, Collectorate Complex, Theni – 625 531	04546	252185
18.	Thoothukudi	51/63, Subbiah Mudaliarpuram 2 <sup>nd</sup> street, Thoothukudi - 628 003	0461	2321678
19.	Tiruchirapalli	Ex-Services' Centre, 19-A, Warners Road, Tiruchirapalli – 620 001	0431	2410579
20.	Tirunelveli	Ex-Services' Centre, Palayamkottai, Tirunelveli - 627 002	0462	2560440
21.	Tiruvallur	No.4/179, Ma.Po.Si.Street, J.N.Road, Tiruvallur – 602 001	04116	263163
22.	Tiruvannamalai	I Floor, Collectorate Complex, Vengikkal, Tiruvannamalai – 606 604	04175	233047
23.	Vellore	Jawans Bhavan, Near Main Telephone Exchange, Vellore – 632 001	0416	2220432

		84		
24.	Villupuram	No.39, Manthoppu Street, Villupuram – 605 602	04146	252294
25.	Virudhunagar	Ex-Services' Centre, No.10, Periyaswamy Koil Street, Srivilliputhur – 626 125	04563	260382

**2.12 Morning hours of the Office: 10.00 AM**

**Closing hours of the office: 5.45 PM**

**Chapter – 3 (Manual – 2)**

**Powers and Duties of Officers and Employees**

### 3.1 Details of the powers and duties of officers and employees of the organization.

Designation			
		Directorate	Districts
Powers	Administrative	1. Appointments, Transfer and Postings  2. Sanction of leave of Deputy Director / Assistant Directors and Staff at Directorate  3. Sanction of increments to Deputy Director / Assistant Directors and Staff at Directorate  4. Maintenance of Service Registers of Deputy / Assistant Directors and Staff at Directorate  5. Inspection of District Offices	1. Appointment of Grade IV Staff.  2. Sanction of leave of Staff at respective District Offices.  3. Sanction of increment to Staff at Directorate at respective District Offices.  4. Maintenance of Service Registers of Staff respective District Offices.

	Financial	1. Processing, sanctioning and monitoring of BLISS, AMG, Ex-gratia, Cash grants for Gallantry, Cancer, Paraplegic, Leprosy, Blind, Mentally Retarded Children, TB and Major surgeries.	1. Grants like Monthly, Marriage, Funeral, Educational, BLISS, AMG, Ex-gratia, Cash grants for Gallantry, Cancer, Paraplegic, Leprosy, Blind, Mentally Retarded Children, TB and Major surgeries.  2. Issue of various certificates like Dependency, Priority, Renewal of Gun Licence, Driving Licence.
	Others	None	
Duties	Junior Assistants / Assistants	Processing of request of financial assistance and issue of certificates.	
	Superintendent / Welfare Organiser	Scrutiny and submission to Deputy / Assistant Directors	
	Deputy / Assistant Director	Taken up to Collector / Committee / Banks for approval and on approval makes the payment from the Imprest available with him.	

**Chapter – 4 (Manual – 3)**

**Rules, Regulations, Instructions, Manual and Records for  
Discharging Functions.**

4.1. List of rules, regulations, instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions as per the following format.

Name / title of the document	Type of the document
Tamil Nadu Ex-Services Personnel Benevolent Fund	- Bye - Laws
Amalgamated Fund	- Bye – Laws

#### Brief Write-up on the Document

Both the bye-laws describe the norms prescribed for availing various concessions and benefits meant for the Ex-Services population.

<b>From where one can get a copy of rules, regulations, instructions, manual and records</b>	<b>Address</b> : At District Headquarters & Directorate
	<b>Telephone No:</b> As per address given of all offices.
	<b>Fax</b> :
	<b>E-Mail</b> :
	<b>Others</b> :
<b>Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)</b>	: As at para 1.7

## **Chapter – 5 (Manual – 4)**

**Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof**

## **Formulation of Policy**

- 5.1. Whether there is any provision to seek consultation / participation of public or its representatives for formulation of policies?.  
Details of such policy in following format.**

## **Implementation of Policy**

**5.2 Whether there is any provision to seek consultation / participation of public or its representatives for implementation of policies?  
Details of provision in following format.**

## Chapter – 6 (Manual – 5)

### A statement of the categories of documents that are held by it or under its control

#### 6.1 The documents are available at districts.

Sr.No.	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by / under control of

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**Chapter – 7 (Manual – 6)**

**A statement of board, council, committees and**

## **other bodies constituted as its part**

### **7.1 Information of Boards, Councils, Committees and Other Bodies related to the public authority in the following format.**

- **Name and address of the Affiliated Body.**
- **Type of Affiliated Body (Board, Council, Committees, Other Bodies)**
- **Brief Introduction of the Affiliated Body (Establishment Year, Objective / Main Activities)**
- **Role of the Affiliated Body (Advisory / Managing / Executive / Others)**
- **Structure and Member Composition**
- **Head of the Body**
- **Address of main office and its Branches**

- **Frequency of Meetings**
- **Can public participation in the meetings?**
- **Are minutes of the meetings prepared?**
- **Are minutes of the meeting available to the public? If yes, please provide information about the procedure to obtain them**

-- As per chart @ para 5.1. --

## **Chapter – 8 (Manual – 7)**

### **The names, designations and other particulars of the Public Information Officers**



## 8.1

**Name of the Public Authority:** Department of Ex-Servicemen's Welfare

**Annexure**

**Directorate of Ex-Servicemen's Welfare**

**The Names, Designations and Other Particulars of the Public Information Officers**

Sl. No.	Directorate / District Offices	Appellate authorities	P.I.O.	Telephone No.
	<b><u>Directorate</u></b>	Capt. S.M. Aslam, B.Sc., Joint Director.	Major K. Pitchai (Retd.) Assistant Director (Resettlement)	044-26691342 26691747 26691886
	<b><u>District Offices</u></b>			
1.	Chennai	Lt.Col. (Retd.) (Tmt.) K. Ullasam, Assistant Director.	Tmt. K.V. Jayasri, Superintendent,	044-22350780
2.	Coimbatore	Thiru R. Rajendran, B.A., Assistant Director.	Thiru. S. Chandrasekar, Superintendent.	0422 - 2214107
3.	Cuddalore	Lt.Col. (Retd.) (Tmt.) A.Jaithoon, B.A., Assistant Director.	Thiru M. Srinivasan, Welfare Organiser.	04142 - 220732
4.	Dindigul	Gp. Capt. (Retd.) V.A. Kaliappan, B.E., Assistant Director (i/c).	Thiru E. Paulselvaraj Superintendent	0451 - 2460086
5.	Erode	Lt.Col. (Retd.) (Smt.) S.Radha, Assistant Director.	Tmt. K. Pankayarselvi, Superintendent	0424 - 2263227

6.	Kancheepuram	Major (Retd.) V. Natarajan, M.A., Assistant Director.	Tmt. G. Aswathi, Superintendent	044 - 22262023
7.	Kanniyakumari	Thiru R.Prasad, M.A.,M.Ed., B.L.I.Sc., Assistant Director.	Thiru M. Mohamed Ali, Superintendent.	04652 - 243515

## 2

8.	Krishnagiri	Ex.Flt.Lt. S. Manivannan, B.Sc., M.B.A., Assistant Director.	Tmt. T.K. Shenpakavalli, Superintendent.	04343 - 236134
9.	Madurai	Maj. (Retd.) S. Jayakar, B.Sc., Assistant Director.	Tmt. C. Ramalakshmi, Superintendent.	0452 - 2308216
10.	Nagapattinam	Maj. (Retd.) M. Muthuram, B.Com., Assistant Director.	Thiru M. Balasubramanian, Superintendent.	04365 - 253042
11.	Pudukottai	Thiru K. Kalyanasundaram, B.A., Assistant Director (i/c).	Thiru S. Selvamoorthy, Superintendent.	04322 - 221593
12.	Ramanathapuram	Maj. (Retd.) Boni Vincent, Assistant Director.	Tmt. A. Don Poduwa Fathima Maximas, Superintendent.	04567 - 230045
13.	Salem	Ex. Lt.Cdr. (Tmt.) T. Sangeetha, B.E., Assistant Director.	Thiru R.Jeyagopal, Superintendent.	0427 - 2210903
14.	Sivagangai	Thiru J. Baskaran, Assistant Director.	Thiru K.R. Santharam, Superintendent.	04575 - 240483
15.	Thanjavur	Thiru K. Rajappa, B.Sc., Assistant Director.	Thiru N.G. Ponmaniraj, Superintendent.	04362 - 230104
16.	The Nilgiris	Tmt. K. Ramamani, Assistant Director.	Thiru K. Ganesan, Welfare Organiser.	0423 - 2444078
17.	Theni	Gp. Capt. (Retd.) V. A. Kaliappan, B.E., Assistant Director.	Thiru R. Sudalaimuthu, Superintendent.	04546 - 252185
18.	Thoothukudi	Tmt. M.B. Katheeja Begum, Assistant Director.	Thiru P. Periyasamy, Superintendent.	0461 - 2321678
19.	Tiruchirapalli	Ex.Capt. S. Vijayakumar, B.Sc.,	Thiru N. Ganesaboopathy,	0431 - 2410579

		Assistant Director.	Superintendent.	
20.	Tirunelveli	Major (Retd.) V.S.Jayakumar, M.A., Assistant Director.	Thiru P. Sivathanupillai, Superintendent.	0462 - 2560440

## 3

21.	Tiruvallur	Lt.Col. (Retd.) T.P.K. Sundaram, M.A., Ph.D., Assistant Director.	Tmt. Usha Nagarajan, Superintendent.	044 – 27663163
22.	Tiruvannamalai	Lt.Col. (Retd.) (Tmt.) Banu Elumalai, Assistant Director.	Thiru. R. Jeyakumar, Superintendent.	04175 – 233047
23.	Vellore	Major. (Retd.) D. Pragasam, M.A., LLB., Assistant Director.	Thiru S. Rajaraman, Superintendent.	0416 – 2220432
24.	Villupuram	Thiru. S. Mohan, B.Com., Assistant Director.	Tmt. J. Irudhayamary, Superintendent.	04146 – 220524
25.	Virudhunagar	Maj. (Retd.) S. Jeyakar, B.Sc., Assistant Director (i/c).	Thiru. P. Rajendran, Superintendent.	04563 – 260382

## 8.2. Committees governing Welfare Activities

### SPECIAL MONITORING CELL COMMITTEE

**Chairman**

Additional Secretary to Government, Public (Ex-Servicemen) Department  
and Ex-Officio Director of Ex-Servicemen's Welfare

**Members**

- Joint Director of Employment & Training
- Joint Director of Health and Family Welfare
- Joint Director of Technical Education
- Joint Director of Medical Education
- Joint Director of Collegiate Education
- Joint Director of Teacher Education, Research & Training
- Joint Director of Legal Education
- General Manager, Small Industries Development Corporation
- Deputy Secretary to Government, Housing and Urban Development Department
- Deputy Secretary to Government, Revenue Department
- Deputy Secretary to Government, Rural Development Department
- Joint Secretary to Government, Higher Education Department
- Maj.Gen.V.Rangaswamy, Vr.C(Bar) (Retd.)

**Convener / Member**

Additional Director of Ex-Servicemen's Welfare

**STATE MANAGING COMMITTEE OF AMALGAMATED FUND**

**Chairman**

His Excellency, the Governor

**I Vice-Chairman**

Hon'ble Minister In-charge of Ex-Servicemen's Welfare

**II Vice-Chairman**

G.O.C., A.T.N .K.K.& Goa Area, Chennai

**Members**

Chief Secretary to Government  
 Maj.Gen.Kartikeyan Ramanathan (Retd.)  
 Capt.Hariharan Balakrishnan (Retd.)  
 Rear Admiral S.Ramsagar, AVSM, VrC\*NM (Retd.)  
 Cpl. P.K.Kalimuthu  
 Additional Secretary to Govt. of India, Min. of Defence.

**Co-opted Members**

Secy. to Govt., Finance Department  
 Addl.Secy. to Govt., Pub.(Ex-Ser) Department  
 Director of Employment & Training  
 Director Resettlement, Zone (South), Pune  
 Naval Officer Incharge, Chennai  
 Air Officer Commanding, Air Force Station, Tambaram

**Secretary**

Joint Director of Ex-Servicemen's Welfare

**TAMIL NADU STANDING FLAG DAY ORGANISATION COMMITTEE****Chairman**

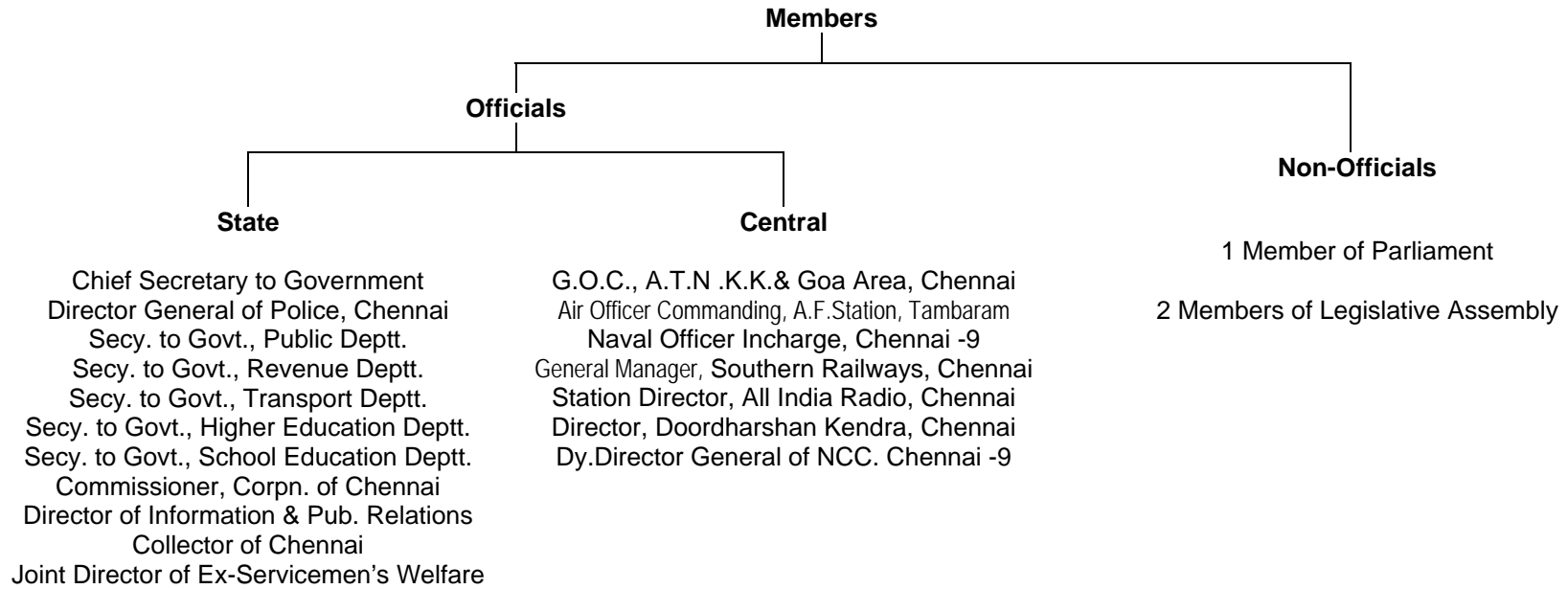
His Excellency, the Governor

**Vice-Chairman**

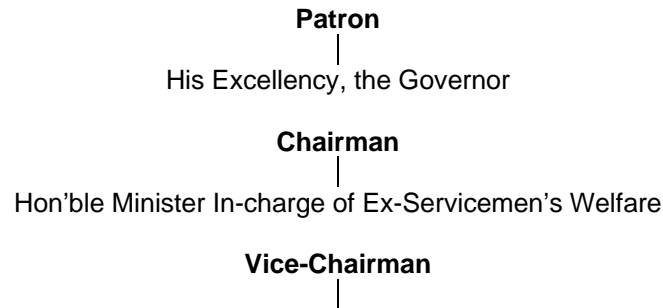
Hon'ble Minister In-charge of Ex-Servicemen's Welfare

**Secretary**

Addl./ Joint / Dy. Secy. to Govt. &  
Ex-Officio Director of Ex-Servicemen's Welfare



**TAMIL NADU SOLDIERS', SAILORS' AND AIRMEN'S BOARD**



Chief Secretary to Government

**Members**

**Officials**

**Non-Officials**

**State Govt.**

Principal Commr. & Commr. of Rev.Admn.  
 Secy. to Govt., Finance Deptt.  
 Secy. to Govt., Public Deptt.  
 Addl./ Joint / Dy.Secy. to Govt., Pub.Deptt.  
 Secy. to Govt., Higher Education Deptt.  
 Secy. to Govt., School Education Deptt.  
 Commissioner / Director of Emp. & Trg.  
 Director of Industries & Commerce  
 Registrar of Co-op. Societies

**Central Govt.**

G.O.C., A.T.N .K.K.& Goa Area, Chennai  
 Naval Officer Incharge, Chennai -9  
 Air Officer Commanding, A.F.Station, Tambaram  
 Director Resettlement, Southern Zone, Pune  
 Dy.Dir.General Recruiting, Chennai

1 Member of Parliament  
 2 Members of Legislative Assembly  
 1 Ex-Service Officer each from Army, Navy and  
 Air Force

**D.S.S.& A Board**

All Vice Presidents of DSS&A Boards  
 (Vice-Presidents of 5 Dists will be invited in rotation  
 to attend each meeting)

**Secretary**

Joint Director of Ex-Servicemen's Welfare

**STANDING SUB COMMITTEE OF AMALGAMATED FUND**

**Chairman**

Chief Secretary to Government

**Members**

|

Secretary to Govt., Finance Department

Director of Employment & Training

Rear Admiral S. Ramsagar, AVSM, VrC\*NM (Retd.)

Maj.Gen.Kartikeyan Ramanathan (Retd.)

Addl. / Joint / Deputy Secy. to Government, Public (Ex-Servicemen) Department.

**Secretary**

|

Joint Director of Ex-Servicemen's Welfare

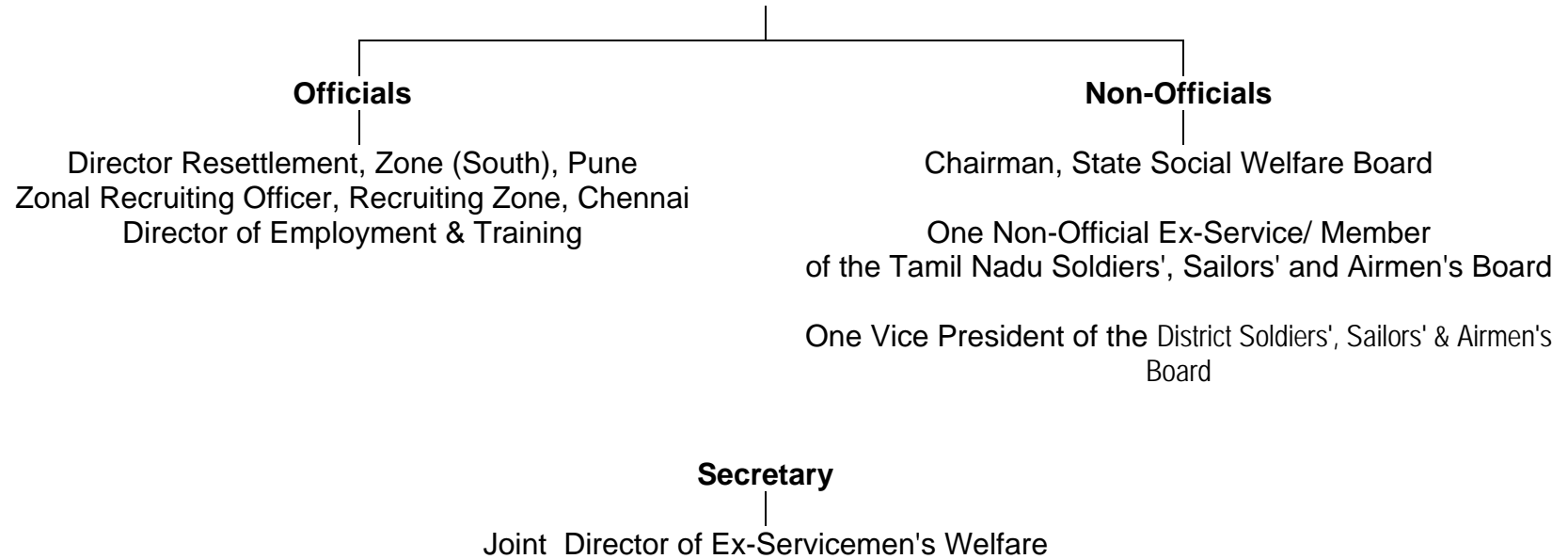
**COMMITTEE FOR THE ADMINISTRATION OF  
TAMIL NADU EX-SERVICES PERSONNEL BENEVOLENT FUND**

**Chairman**

|

Secretary / Addl.Secy. / Joint Secy. / Dy.Secy. to Govt., Public (Ex-Servicemen) Department  
who is Ex-Officio Director of Ex-Servicemen's Welfare

**Members**



**DISTRICT SOLDIERS', SAILORS' AND AIRMEN'S BOARD (IN DISTRICTS)**

**President**  
(Collector)



Retd. Army/Navy/Air Force Officer  
**(Vice President)**



**Secretary**



Deputy Director / Assistant Director



**Official Members**

(All Departmental Officers in the Districts)

**Non-Official Members**

(Minimum 5 Ex-Servicemen selected  
from Army, Navy and Air Force)

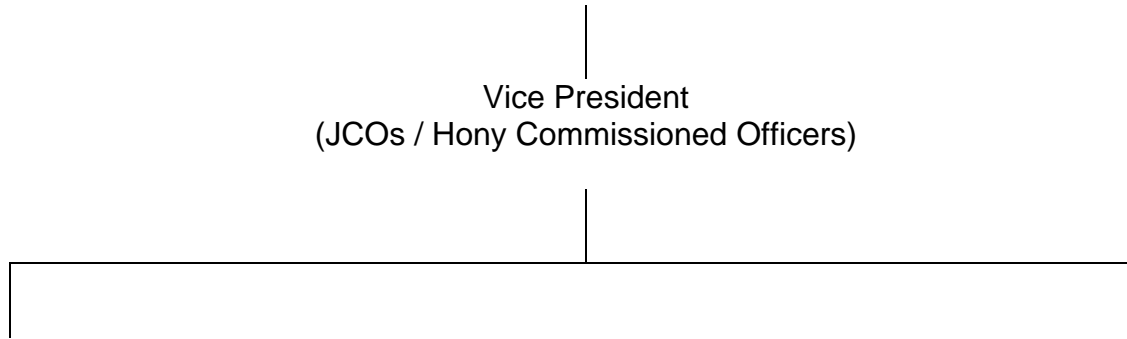
**DIVISIONAL LEVEL SOLDIERS' COMMITTEE**

**President  
(RDO / Sub Collector)**

Vice President  
(JCOs / Hony Commissioned Officers)

**Official Members**  
(Officials from within the Revenue Division)

**Non-Official Members**  
(3 Ex-Servicemen  
from Army, Navy and Air Force)



## **Chapter – 9 (Manual – 8)**

### **Procedure followed in Decision Making Process**

**9.1. What is the procedure followed to take a decision for various matters?**

The Deputy Director / Assistant Directors are competent to like any decision on grant / concessions within the ambit of the bye-laws , rules and eligibility criteria, for policy decision, various boards / committees have been constituted.

**9.2. What are the documented procedures / laid down procedures / Defined Criteria / Rules to arrive at a particular decision for important matters? What are different levels through which a decision process moves?**

As at para 2.6 and 3.1

**9.3. What are the arrangements to communicate the decision to the public?**

Press release through Collectorate – PROs

**9.4. Who are the officers at various levels whose opinions are sought for the process of decision making?**

The Junior Assistants / Assistants processes and put sit up to the Superintendent, who sends it to the Assistant / Deputy Director who clears it and if need be sent to Collector for approval and in the case BLISS, AMG, Ex-gratia, Cash Grants, Cancer, Leprosy, Paraplegic, TB, Mentally Retarded Children, Major surgeries, Blind by the Additional / Director at the Directorate.

**9.5. Who is the final authority that vets` the decision?**

At the Directorate - Director / Additional Director / Joint Director / Deputy Director (Funds) / Assistant Director (Funds) and P.A. to Director

At the District level - Collector / Deputy / Assistant Directors

**9.6. Important matters on which the decision is taken by the public authority.****Sl.No.**

Subject on which the decision is to be taken	Welfare policies, covering grants and concessions both at the District by the Deputy / Assistant Directors and at the Directorate for the State by the Director
Guidelines / Direction, if any	As at Para 2.6 and at 3.1.
Process of Execution	As at Para 2.6 and at 3.1
Designation of the officers involved in decision making	As at Para 5.1
Contact information of above mentioned officers	As at Para 8.1
If not satisfied by the decision, where and how to appeal	To the Director of Ex-Servicemen's Welfare

**Chapter – 10 (Manual – 9)**

**Directory of Officers and Employee**

## 10.1. District wise information in the following format.

Sl. No.	District	Name	Designation	STD Code	Phone No.	
					Office	Home
	Directorate	Thiru Pradeep Yadav, I.A.S.	Director	044	25670568	25393904
		Capt.S.Dhwarakhanathan,M.A.	Additional Director		26691886	22331052
		Ex-Capt.S.M.Asalam, B.Sc.	Deputy Director (Funds)		26691747	9840029929
		Thiru R. Prasad, M.A. M.Ed.,BLIS	P.A. to Director		26691342	
		Thiru K. Rajappa, B.Sc.,	Assistant Director (Resettlement)		26691342	22632890
		Thiru P.A.K.Abdul Siccander, B.Sc.	Assistant Director (Funds)		26691342	28583856
		Thiru V.M.Gurusamy, M.Com.,BGL.,AICWA.	Accounts Officer		26691342	55374020
		Er.R.Rajavel, B.E.	Assistant Director (Estates)		26691342	9884115049
1.	Chennai	Ex.Capt. S.M. Aslam, B.sc.,	Assistant Director (i/c)	044	22350780	9840029929
2.	Coimbatore	Ex.Capt. Thomas Thambu, B.E.	Deputy Director	0422	2214107	0422-253554
3.	Cuddalore	Tmt. D. Ramani	Assistant Director	04142	220732	9443434068
4.	Dindigul	Thiru K. Kalyanasundaram, B.A.	Assistant Director	0451	2460086	9443023815
5.	Erode	Thiru K. Singaravelu	Assistant Director (i/c)	0424	2263227	0424-260524
6.	Kancheepuram	Thiru K. Sivarama Navada, B.Sc.	Assistant Director	044	22262023	9444367914
7.	Kanniyakumari	Thiru P. Selvaraj	Deputy Director	04652	227805	04652-265428
8.	Krishnagiri	Thiru K. Singaravelu	Deputy Director	04343	236134	0424-260524
9.	Madurai	Capt. M. Madhavan (Retd.)	Assistant Director	0452	2308216	9443078921
10	Nagapattinam	Thiru P. Parameswaran	Assistant Director	04365	253042	04365-220258
11	Pudukottai	Thiru R.D. Jayaraj	Assistant Director (i/c)	04322	221593	04362-271913
12	Ramanathapuram	Thiru S.S. Govardanan	Assistant Director (i/c)	04567	230045	0452-2301557

13	Salem	Thiru S. Mohan	Assistant Director	0427	2210903	9442289545
14	Sivagangai	Thiru S.S. Govardanan	Assistant Director	0457	240483	0452-2301557
15	Thanjavur	Thiru R.D. Jayaraj	Assistant Director	04362	230104	04362-271913
16	The Nilgiris	Ex.Capt. Thomas Thambu, B.E	Assistant Director (i/c)	0423	2444078	0422-253554
17	Theni	Thiru R. Muthuramalingam	Assistant Director (i/c)	04546	252185	0452-2660901
18	Thoothukudi	Ex.Capt. A. Murali Srinivasan, B.Sc.,	Assistant Director (i/c)	0461	2321678	044-26574028
19	Tiruchirapalli	Thiru G. Jayabal, B.A.,	Assistant Director	0431	2410579	0435-2416614
20	Tirunelveli	Ex.Capt. A. Murali Srinivasan, B.Sc.,	Deputy Director	0462	2560440	044-26574028
21	Tiruvallur	Tmt. R. Angamuthu	Assistant Director	04116	263163	9894733186
22	Tiruvannamalai	Thiru P. Rajarathinam	Assistant Director	04175	233047	04175-236429
23	Vellore	Thiru B. Kaleswaran, M.A	Assistant Director	0416	2220432	9443454270
24	Villupuram	Thiru K. Arumugam	Assistant Director	04146	252294	9842643472
25	Virudhunagar	Thiru R. Muthuramalingam	Assistant Director	04563	260382	0452-2660901

**Chapter – 11 (Manual – 10)**

**The Monthly Remuneration Received by each of its  
Officers and Employees, Including the System of  
Compensation as Provided in Regulations**

## 11.1.

Sl.No.	Name	Designation	Monthly remuneration in the time scale of	Compensation/ Compensatory allowance	The procedure to determine the remuneration as given in the regulation
1.	Additional Director		PB-4 Rs.37400-67000 & G.P. Rs.8,800/-	As per Government Orders	As per Government Orders
2.	Joint Director		PB-3 Rs.15600-39100 & G.P. Rs.7,600/-		
3.	Deputy Director		PB-3 Rs.15600-39100 & G.P. Rs.6,600/-		
4.	Assistant Director		PB-3 Rs.15600-39100 & G.P. Rs.5,400/-		
5.	Accounts Officer		PB-3 Rs.15600-39100 & G.P. Rs.7,600/-		
6.	Superintendent		PB-2 Rs.9300-34800 & G.P. Rs.4,800/-		
7.	Welfare Organiser		PB-2 Rs.9300-34800 & G.P. Rs.4,300/-		
8.	Assistant		PB-1 Rs.5200-20200 & G.P. Rs.2,400/-		
9.	Junior Assistant		PB-1 Rs.5200-20200 & G.P. Rs.2,000/-		
10.	Typist		PB-1 Rs.5200-20200 & G.P. Rs.2,000/-		
11.	Steno Typist-Grade II		PB-2 Rs.9300-34800 & G.P. Rs.4,200/-		
12.	Steno Typist-Grade III		PB-1 Rs.5200-20200 & G.P. Rs.2,400/-		
13.	Driver		PB-1 Rs.5200-20200 & G.P. Rs.2,000/-		
14.	Record Clerk		PB-1A Rs.4800-10000 & G.P. Rs.1,400/-		
15.	Office Assistant		PB-1A Rs.4800-10000 & G.P. Rs.1,300/-		
16.	Fulltime Watchman		PB-1A Rs.4800-10000 & G.P. Rs.1,300/-		
17.	Fulltime Sweeper		PB-1A Rs.4800-10000 & G.P. Rs.1,300/-		

Gross Pay of officials (Appellate / PIOs) indicated at para 8.1

## **Chapter – 12 (Manual – 11)**

### **The Budget Allocated to each Agency**

(Particulars of all plans, proposed expenditures and reports on  
disbursement made)

**12.1. For Public Authorities responsible for Developmental, Construction, Technical works**

- Not Applicable-

**For other Public Authorities**

Sl.No.	Head	Proposed Budget (in thousands)	Sanctioned Budget (in thousands)	Amount released/disbursed (no.of instalments)
1.	War Service Incentive	641	641	747
	Gallantry Award/ Annuity/ Cash in lieu of land	1108	1108	128
2.	Annual Maintenance Grant	752	752	728
3.	Battle Casualties			
	- Defence	275	275	165
	- B.S.F.	60	60	.15
4.	Specialised Coaching Class for Recruitment in Armed Forces	2776	2776	.61

## **Chapter – 13 (Manual-12)**

### **The Manner of Execution of Subsidy Programmes**

## 13.1.

<ul style="list-style-type: none"> <li>Name of Programme / Scheme</li> </ul>	<ol style="list-style-type: none"> <li>War Service Incentive and Gallantry Awards</li> <li>Annual Maintenance Grant</li> <li>Ex-Gratia to Battle Casualties</li> <li>Special Coaching for Recruitment</li> </ol>
<ul style="list-style-type: none"> <li>Duration of Programme/ Scheme</li> </ul>	- 31.03.2006 -
<ul style="list-style-type: none"> <li>Physical and Financial targets of the programme (for the last year)</li> </ul>	Based on actuals
<ul style="list-style-type: none"> <li>Eligibility of beneficiary</li> </ul>	<ol style="list-style-type: none"> <li>Recipients of Gallantry Awards</li> <li>War widows/ War Disabled</li> <li>Next of Kin of killed Defence Personnel</li> <li>Those selected medically fit</li> </ol>
<ul style="list-style-type: none"> <li>Pre-requisites for the benefit</li> </ul>	Gallantry Awardees, War Widows/ War Disabled
<ul style="list-style-type: none"> <li>Procedure to avail the benefits of the programme</li> </ul>	Application with attachments to Districts/ Directorate
<ul style="list-style-type: none"> <li>Criteria for deciding eligibility</li> </ul>	As mentioned above
<ul style="list-style-type: none"> <li>Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)</li> </ul>	16,553 Ex-Servicemen, Widows and Dependants had benefited to the tune of Rs.5,58,20,393.80 from the TNEPB Fund and 1697 Ex-Servicemen, Widows and Dependants had benefited to the tune of Rs.39,88,104/- from the Amalgamated Fund

<ul style="list-style-type: none"> <li>• Procedure for the distribution of the subsidy</li> </ul>	Subsidy approval is given at the Directorate to the District Offices who pay from the imprest available with them.
<ul style="list-style-type: none"> <li>• Where to apply and whom to contact in the Office for applying</li> </ul>	Deputy/ Assistant Directors
<ul style="list-style-type: none"> <li>• Application Fee (Where applicable)</li> </ul>	None
<ul style="list-style-type: none"> <li>• Other Fees (Where applicable)</li> </ul>	None
<ul style="list-style-type: none"> <li>• Application format (where applicable. If the application is made on plain paper, please mention it along with what the applicant should mention in the application)</li> </ul>	Available at Districts, and list of enclosures for each every grant as quoted in para 2.6.

- List of attachments (certificates/ documents)

Ex-Gratia : Application, Battle Casualty Certificate, Part II Order

Gallantry Awards : Written request, President Secretariat Notification, Nativity Certificate, Non-drawal certificate.

War Service Incentive: Application, Unit Certificate, Revenue Official certificate

Specialised Coaching: Branch Recruiting Officer list

<ul style="list-style-type: none"> <li>• Format of Attachments</li> </ul>	Formats attached.
<ul style="list-style-type: none"> <li>• Where to contact in case of process related complaints</li> </ul>	District headquarters
<ul style="list-style-type: none"> <li>• Details of the available fund (At various levels, like, District levels, Block level, etc.)</li> </ul>	District / Directorate level

- List of beneficiaries in the format given below:

S.No./ Code	Beneficiary Name	Amount of Subsidy	Parent/ Guardians	Criteria of selection	Address			
					District	City	Town/ Village	House No.
Available at Districts								

## Chapter – 14 (Manual – 13)

### Particulars of Recipients of Concessions, permits or authorisation granted by it

#### 14.1 The Information as per the following format

• Name of Programme	Financial Assistance
• Type (Concession / Permits / Authorisation)	Grants, Scholarship, Stipends
• Objective	Rehabilitation of Ex-Servicemen/widows/dependants
• Targets set (For the last year)	None
• Eligibility	As at para 2.6.
• Criteria for the eligibility	As at para 2.6.
• Pre-requisites	-
• Procedure to avail the benefits	As at para 2.6.
• Time limit for the concession/Permits/Authorisation	As at para 2.6.
• Application Fee (where applicable)	} Available in the district office free of cost.
• Application format (where applicable)	
• List of attachments (certificates/documents)	
• Format of Attachments	

- List of beneficiaries in the format given below:-

Sl.No. Code	Beneficiary Name	Validity Period	Parent/ Guardians	Address			
				District	City	Town/Village	House No.
<b>Available in Districts</b>							

Also available the following information for concession

- Details of the benefit given
  - Distribution of benefits
- } Available in districts

## **Chapter – 15 (Manual – 14)**

**Norms set by it for the discharge of its functions**

**15.1. The details of the Norms / Standards set by the department for execution of various activities / Programmes.**

As at para 2.6.

**Chapter – 16 (Manual – 15)**

**Information available in an electronic form**

**16.1. The Details of the information related to the various schemes, which are available in the electronic format.**

Website:-<http://www.tn.gov.in/exwel> – Nil  
Computerisation is on

**Chapter – 17 (Manual – 16)**

**Particulars of the facilities available to citizens for  
obtaining information**

**17.1 Means, methods or facilitation available to the public, which are adopted by the department for dissemination of information.**

Like

- Office Library @ Districts
- Drama and Shows -
- Through News Paper Collectorate – PRO release
- Exhibition @ Districts
- Notice board @ Districts
- Inspection of Records in the Office @ Districts
- System of issuing of copies of documents on payment of actual xerox charges
- Printed Manual Available For reference
- Website of the Public Authority <http://www.tn.gov.in/exwel>
- Others means of advertising on all Saturdays News bulletin in All India Radio @ 1840 hrs.

**Chapter – 18 (Manual – 17)**

**Other Useful Information**

### 18.1 Frequently Asked Questions and their Answers by Public

#### 18.2 Related to seeking Information

<ul style="list-style-type: none"> <li>• Application form (a copy of filled application form for reference)</li> </ul>	Annexed
<ul style="list-style-type: none"> <li>• Fee</li> </ul>	see rules
<ul style="list-style-type: none"> <li>• How to write a precise information request - Few Tips</li> </ul>	Oral request is sufficient - but with proof of being an ex-Servicemen/widow / dependant with Discharge Certificate / Identity Card
<ul style="list-style-type: none"> <li>• Right of the citizen in case of denial of information and procedure to appeal</li> </ul>	To meet the Appellate Authority at District / Directorate.

### 18.3 With relation to training imparted to public by Public Authority

- Name of training programme with brief description
- Time period for Training Programme / Scheme
- Objective of training
- Physical and Financial Targets (Last Year)
- Eligibility for training
- Perquisite for training (if any)
- Financial and other form of held (if any)
- Description of held (Mention the amount of Financial Held, if any)
- Procedure of giving help
- Contract information for applying contemplated now
- Application Fee (Whether applicable)
- Other Fees (Wherever applicable)
- Application form (in case the application is made on plain paper, please mention the details which the applicant has to provide)
- List of enclosures / documents
- Format of enclosures / documents
- Procedure of application
- Selection Procedure
- Time Table of training programme (in case available)
- Process to inform the trainee about the training schedule
- Arrangement made by the Public Authority for creating public awareness about training programmes
- List of Beneficiary of the training programme at various levels, like, district level, block level etc.,

No

**18.4 With relation to Certificate, No objection certificate etc issued by the Public authority not included in Manual-13**

- Name and description of the certificates and NOCs – As at para 18.2.
- Eligibility for applying - As at para 18.2
- Contract information for applying - NA
- Application Fee (Wherever applicable) - Nil
- Other Fees (Wherever applicable) - Nil
- Application Form (In case the application is made on plain paper, please mention the details or as per which the applicant has to provide the case - either on plain paper Format annexed as may be.
- List of enclosures / documents - As per para 18.2.
- Format of enclosures / documents - As per para 18.2.
- Procedure of application request. - In person oral
- Process followed in the Public Authority after the receipt of application - As at para 2.6.
- Normal time taken for issuance of certificate - As at para 2.6.
- Normal time taken for issuance of grants - As at para 2.6.

**18.5. With relation to registration process**

<ul style="list-style-type: none"> <li>Objective</li> </ul>	To enjoy the financial assistance
<ul style="list-style-type: none"> <li>Eligibility for registration</li> </ul>	As per Bye-laws
<ul style="list-style-type: none"> <li>Pre-requisites (if any)</li> </ul>	Ex-Servicemen/ widow / dependants
<ul style="list-style-type: none"> <li>Contact Information for applying</li> </ul>	District Officers
<ul style="list-style-type: none"> <li>Application Fee (Wherever applicable)</li> </ul>	None
<ul style="list-style-type: none"> <li>Other fees (Wherever applicable)</li> </ul>	None
<ul style="list-style-type: none"> <li>Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)</li> </ul>	Orally with relevant documents, like, Discharge Certificate, Identity Card, etc.
<ul style="list-style-type: none"> <li>List of enclosures / documents</li> </ul>	Check-list provided to every application
<ul style="list-style-type: none"> <li>Format of enclosures/ documents</li> </ul>	
<ul style="list-style-type: none"> <li>Procedure of application</li> </ul>	
<ul style="list-style-type: none"> <li>Process followed in the Public Authority after the receipt of application</li> </ul>	To Collector/ Directorate for approval / sanction
<ul style="list-style-type: none"> <li>Validity period of registration (If applicable)</li> </ul>	None
<ul style="list-style-type: none"> <li>Process of renewal (If any)</li> </ul>	Only in the case of Employment Registration; once in 3 years either in person or by mail

**18.6. With relation to collection of tax by Public Authority (Municipal Corporation, Trade Tax, Entertainment Tax, etc)**

- Name and description of tax
  - Purpose of tax collection
  - Procedure and criteria for determination of tax rates
  - List of major defaulters
- } NA

**18.7 With relation to issuing new connection electricity / water supply temporary and permanent disconnection, etc., (This will be applicable to local bodies, like Municipal Corporations / Municipalities / UPCL)**

- Eligibility for connection
  - Pre-requisites (if any)
  - Contact information for applying
  - Application Fee (Wherever applicable)
  - Other Fees / Charges (Wherever applicable)
  - Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)
  - List of enclosures / documents
  - Format of enclosures / documents
  - Procedure of application
  - Process followed in the Public Authority after the receipt of application
  - Brief description of terms used in the bills
  - Contact information in case of problems regarding bills or service
  - Tariff and other charges
- } NA

**18.8. Details of any other public services provided by the Public Authority**

To get the Ministry of Defence financial assistance, as at para 2.6.

APPLICATION FOR ISSUE OF IDENTITY CARD FOR EX-SERVICEMEN

- |     |                           |    |                          |                          |
|-----|---------------------------|----|--------------------------|--------------------------|
| 1.  | Number                    | 2. | Rank                     |                          |
|     |                           |    |                          | Stamp Size<br>Photograph |
| 3.  | Name                      |    |                          |                          |
| 4.  | Regiment / Corps          |    |                          |                          |
| 5.  | Father's Name             |    |                          |                          |
| 6.  | Address                   |    |                          |                          |
|     | Tehsil or Police Station  |    | Tele                     |                          |
| 7.  | Date of Birth             |    |                          |                          |
| 8.  | Date of Enrolment         |    |                          |                          |
| 9.  | Date of Discharge         |    |                          |                          |
| 10. | Amount of Pension         | a) | Service Pension Rs.      |                          |
|     |                           | b) | Disability Pension Rs.   |                          |
|     |                           | c) | Percentage of Disability |                          |
| 11. | Discharge Book No. & Date |    |                          |                          |
| 12. | P.P.O. No. & Date         |    |                          |                          |
| 13. | Identification Mark       |    |                          |                          |
| 14. | Left Thumb Impression     |    |                          |                          |

DECLARATION

I hereby declare that the particulars given above are true to the best of my knowledge and belief.

Date:

Place:

Signature of the Applicant

REGISTRATION FORM - EXSERVICEMEN

- |                               |              |                          |
|-------------------------------|--------------|--------------------------|
| 1. Number                     | 2. Rank      | 3. Regiment / Corps      |
| 4. Name                       |              | _____                    |
| 5. Father's Name              |              | Stamp Size<br>Photograph |
| 6. Educational Qualification: |              | _____                    |
| Civil                         | Service      |                          |
| 7. Decoration                 | 8. Character |                          |
| 9. Address                    |              |                          |

- |   |                          |      |
|---|--------------------------|------|
|   | Tehsil or Police Station | Tele |
| 10. Religion  | 11. Caste                |      |
| 12. Details of family (Wife, only dependent children upto 25 years and dependent parents) |                          |      |

Name	Age	Relationship	Educational Qualification
(i)			
(ii)			
(iii)			
(iv)			
(v)			
(vi)			
(vii)			

- |   |                              |
|---|------------------------------|
| 13. Date of Birth                       | 14. Date of Enrolment        |
| 15. Date of Discharge                   | 16. Reasons for discharge    |
| 17. Amount of Pension:                  | (a) Service Pension Rs.      |
|   | (b) Disability Pension Rs.   |
|   | (c) Percentage of Disability |
| 18. Lump sum payment Received:          |                              |
| a) Gratuity Rs.                         | b) Group Insurance Rs.       |
| c) Leave encashment Rs.                 | d) Financial Assistance Rs.  |
| 19. Commuted Pension Rs.                |                              |
| 20. Discharge Book No. & Date           | 21. P.P.O.No. & Date.        |
| 22. Present occupation & monthly income |                              |
| Service Rs.                             | Business / Industry Rs.      |
| Agriculture Rs.                         | Un-employed                  |
| 23. Other relevant information, if any. |                              |
| 24. Identification Marks:               |                              |
| 25. Left Thumb Impression:              |                              |

DECLARATION

I hereby declare that the particulars given above are true to the best of my knowledge and belief.

Date:

Signature of Applicant.

Place:

FOR OFFICE USE

Status as Ex-Servicemen : Yes / No.

No. & Date of Identity Card issued.

Date :

Place:

Signature  
Secretary,  
DSS&A Board  
with Office Stamp &  
Date.

APPLICATION FOR ISSUE OF IDENTITY CARD FOR WIDOWS /  
WAR WIDOWS OF EX-SERVICEMEN

1. Name of the applicant:

Stamp Size Photograph
--------------------------

2. Date of Birth / Age:

3. Address

Tehsil or Police Station

Tele

4. Wife of late

5. Service particulars of husband:

a) No.

b) Rank

c) Date of Birth

d) Date of Enrolment

e) Date of death

f) Discharge Book No. &  
Date

g) PPO No. & Date

6. Death details of husband:

War / Operation in which died

Attributable

Non Attributable

After Retirement

7. Pension received

Ordinary Family  
Pension Rs.

Special Family  
Pension Rs.

Liberalised Special Family Pension Rs.

8. Identification Mark:

9. Left Thumb Impression

DECLARATION

I hereby declare that the particulars given above are true to the best of my knowledge and belief.

Date:

Place:

Signature of the Applicant

REGISTRATION FORM - WIDOWS / WAR WIDOWS OF EXSERVICEMEN

1. Name
2. Date of Birth / Age
3. Address

---

Stamp Size  
Photograph

---

- |  |                          |      |
|--|--------------------------|------|
|  | Tehsil or Police Station | Tele |
|--|--------------------------|------|
4. Particulars of husband:
 

No.	Date of Enrolment	
Rank	Date of discharge	
Name	Discharge Book No. & Date	
  5. Details of husband's Death:
 

Decoration	Regt / Corps	PPO No. & Date
Religion:	Caste:	

War / Operation	Attributable
Non Attributable	After Retirement
  6. Details of family (only dependent children upto 25 years and dependent parents of deceased Ex-Servicemen)

	Name	Age	Relationship	Educational Qualification
(i)				
(ii)				
(iii)				
(iv)				
(v)				
(vi)				
(vii)				

- |     |   |  |                            |
|-----|---|--|----------------------------|
| 7.  | Amount of Family Pension:                   | Ordinary Family Pension Rs.            | Special Family Pension Rs. |
|     |   | Liberalised Special Family Pension Rs. |                            |
| 8.  | Lump sum payment Received by her & husband: |  |                            |
|     | Gratuity Rs.                                | Group Insurance Rs.                    |                            |
|     | Leave encashment Rs.                        | Financial Assistance Rs.               |                            |
|     | Commutated Pension Rs.                      |  |                            |
| 9.  | Present occupation & monthly income         |  |                            |
|     | Service Rs.                                 | Business / Industry Rs.                |                            |
|     | Agriculture Rs.                             | un-employed                            |                            |
| 10. | Other relevant information, if any.         |  |                            |
| 11. | Identification Marks:                       |  |                            |
| 12. | Left Thumb Impression:                      |  |                            |

DECLARATION

I hereby declare that the above information is true to the best of my knowledge and belief.

Date:

Signature of Applicant.

Place:

FOR OFFICE USE

Status as Widow : Yes / No.

Category War Widow  
Attributable  
Non Attributable  
After Retirement

No. & Date of Identity Card issued.

Date :

Place:

Signature  
Secretary,  
DSS&A Board  
with Office Stamp &  
Date.

APPLICATION FORM TO BE SUBMITTED BY THE  
EX-SERVICEMEN/WIDOW/ORPHAN DEPENDENT FOR PRIORITY  
CERTIFICATE FOR EMPLOYMENT .

PART 'A'

Particulars of the deceased / severely disabled soldier  
(Delete whichever is not applicable )

1. Service No. Rank
2. Name of deceased / severely disabled soldier
3. Operation in which killed / disabled
4. Date of death / disability
5. Name of Record Office

PART 'B'

NOMINATION FORM TO BE FILLED AND SIGNED BY THE WIDOW /  
PARENTS OF THE DECEASED SOLDIER. IN CASE OF DISABLED SOLDIER  
NOMINATION SHOULD BE MADE BY HIM ONLY.

I. widow /father/ mother of  
deceased /severely disabled soldier (self) (Delete whichever is not applicable).

Rank	Name
resident of village	PO
Tehsil	District State
do solemnly nominate Shri /Kumari /Smt.	
son / daughter / wife of	resident of
Village	PO
Tehsil	District State

for providing employment assistance as dependent under priority II.A so as to  
enable him/her to support me.

Signature / Left thumb impression  
of the widow /mother /father of  
deceased /severely disabled  
soldier.

## PART 'C'

Particulars of dependent of the soldier killed / severely disabled in war / peace  
(To be filled and signed by the dependent).

1. Name ( in Block letters)
2. Father's /Husband's Name
3. Complete address with PIN Code No.  
for correspondence.
4. Relationship with the deceased /  
severely disabled soldier.
5. Whether Scheduled Caste/  
Scheduled Tribe /Physically  
Handicapped / Exserviceman  
(If belonging to any of the above  
category, submit a copy of  
certificate from competent  
authority )
6. Date of Birth
7. Details of educational / technical qualification :

Name of the examinations passed	Subjects offered	Division / percentage of marks	Name of the Board / University	Year of passing
(1)	(2)	(3)	(4)	(5)

(Attach separate sheet, if required)

- 
8. whether knowing Typewriting /  
Shorthand (If yes, the  
language and speed per minute)
  9. Details of present /past  
employment, if any
  10. Type of job required /desired
  11. Whether willing to service  
out of the State where residing? Yes / No
- If yes, the names of States (a)  
where willing to service in (b)  
the order of preference :- (c)
12. (a) Name of Employment Exchange  
where registered.
  - (b) Registration No.
  - (c) NCO Code No.

13. Any other information,  
desired to be given.

I hereby declare that all information furnished above is true to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect, my case is liable to be rejected or cancelled.

Signature / LTI of the  
dependent.

Date:  
Place:

PART 'D'

FAMILY DETAILS OF THE DECEASED / SEVERELY DISABLED SOLDIER

(To be filled by the widow/ parents of the deceased /severely disabled soldiers  
(Self) (Delete whichever is not applicable)

Full family details if No.                      Rank                      Name

Resident of village                      PO                      Teh                      Dist/State

(a) Whether deceased / severely disabled soldier                      (b) Amount of  
pension / family pension Rs.                      p.m. was married or not (Write Yes/ No)

(c) Name of recipient of pension / family pension.

Sl No	Name of each family member of the deceased / severely disabled soldier	Present address	Relationship with the deceased /severely disabled soldier	Monthly income/ salary of family member	qualification	Past/ present employment and experience	Aids given by DGR/ Central/ State Govt.
1	2	3	4	5	6	7	8

-----

(Attach separate sheet if required)

I hereby declare that all the information furnished above is true and correct.

Place:

Signature of the widow/

Date:

mother /father of the deceased /

severely disabled soldier.



IMPORTANT NOTE ; PLEASE ATTACH A CERTIFIED TRUE COPY OF CDA(P) ALLAHABAD LETTER ACCEPTING DEATH /DISABILITY OF ABOVE SOLDIER AS ATTRIBUTABLE TO MILITARY SERVICE WITH THE FORM

PART 'G'

Certificate to be given by the Secretary, Zila Sainik Board after thorough verification with the help of the civilian district authorities, where necessary (To be given by Secretary, Zila Sainik Board only)

Certified that the information given in Part "A" to "F" in respect of No  
Rank Name  
(deceased /severely disabled soldier), his family and dependent Shri/ Kumari/  
Smt  
(Write name of the dependent who seek employment) is found to be true and correct.

Place:

Signature

Date:

Name

Office Seal / Stamp

1. In case Peace Time deceased /severely disabled soldier, this certificate should be given only after Part "F" of the form has been certified by Record Office and dependent is found eligible for employment assistance under Priority II (a)
2. Upto two dependents are only eligible for employment assistance under Priority II (a)
3. Dependents of only those disabled ex-servicemen are eligible for employment assistance under priority II (a) who were severely disabled with over 50% disability attributable to military service and declared unfit for civil employment by the medical board.
4. The form duly completed and certified may be forwarded by Zila Sainik Board to Ex.-servicemen Cell of Ministry of Labour whose address is given below (The forms received direct from the individuals are not accepted by Ex-servicemen Cell):-

Director of Employment Exchanges.  
Ministry of Labour (DCE&T)  
EXSERVICEMEN CELL,  
2A/ 3 Kundan Mansion,  
Asaf Ali Road,  
New Delhi 110 002.

5. Before forwarding the form of peace time dependents to Ex-servicemen Cell, please ensure that a copy of CDA(P) Allahabad letter / certificate to accepting death / disability of deceased / severely disabled soldier attributable to military service has been attached with the form.

**DEPARTMENT OF EX-SERVICEMEN'S WELFARE**

OFFICE OF THE ASSISTANT DIRECTOR OF EX-SERVICEMEN'S WELFARE,  
DISTRICT SOLDIERS', SAILORS' AND AIRMEN'S BOARD KANCHEEPURAM  
DISTRICT @ TAMBARAM, CHENNAI – 600 045.

**CERTIFICATE OF DEPENDENCY OF EX-SERVICEMEN**

Sl.No.KPM / / A4

Dated: . .200

This is to certify that Tmt/Selvan/Selvi is the wife / son/ unmarried daughter/widow of the under mentioned Ex-serviceman who is solely depending on the Ex-Serviceman whose particulars are furnished below. He / she is eligible for priority under Group II (I) for employment through the employment exchange office in accordance with G.O.Ms.No.1161 Personnel and Administrative Reforms (Personnel-R) Department, dated:22.11.84 certified that the Ex-Servicemen concerned has not availed the priority concession before. Certified also that the particulars of this certificate are entered in the Discharge Certificate of the Ex-Serviceman. Certified also that no eligibility Certificate has been issued previously to any of the dependants of this Ex-Serviceman.

SIGNATURE OF THE CANDIDATE

ASSISTANT DIRECTOR.

**ARMY / NAVY / AIR FORCE SERVICE PARTICULARS OF EX-SERVICEMAN**

Regimental No. :  
Rank :  
Name :  
Name of the Unit / Corps :  
in which last served  
Date of enrolment :  
Date of Discharge :  
  
Total Service : Years Months Days  
Character assessed at :  
the time of discharge

ASSISTANT DIRECTOR

Seal

FORMAT OF APPLICATION UNDER BANK LOAN INTEREST SUBSIDY SCHEME

FORM III

( To be submitted in duplicate)

-----  
Identity card No. :  
NR No. :  
-----

From  
Name of Ex-Serviceman

Dist. Register No.  
Identity Card No.  
Dated :

Regimental No.

Rank

Address :

To  
The Deputy / Assistant Director of Ex-Servicemen's  
Welfare,

-----  
Sir,

Sub: Bank Loan Under Bank Loan Interest Subsidy Scheme  
Requested.

...

I request you kindly to recommend for getting Bank Loan from( Name of  
the Bank with address) .....

..... Rs. ....

for doing .....  
( Name of the Business)

.....  
2. I have gone through the rules and conditions of bank Loan under  
the above scheme and I agree to abide by the rules and conditions.

3. I certify that I am not a loanee of the Amalgamated Funds, Chennai, and I have not received loan previously from any of the banks under Bank Loan Interest Subsidy Scheme, I certify that I have not applied to any other bank for a loan which is still under consideration. I also undertake that till the result of this application is known, I will not apply to any other Bank.

4. I certify that I was/am reemployed with .....  
..... from ..... to .....and getting civil pension of Rs. ....

5. I also certify that I have not been blacklisted.

6. I agree to receive the loan amount from the Bank only after the approval accorded by the Secretary, Amalgamated Funds, Chennai and within 6 months from the date of approval accorded for interest subsidy or else I will forego interest subsidy.

7. I have noted that I will forfeit my claim for interest subsidy if I am in continuous default of repayment to the Bank for 3 consecutive months / instalments or if I fail to conduct the business for which the bank loan is obtained.

8. I have also noted that I will forfeit the interest subsidy if I do not claim the interest subsidy from the Amalgamated Fund, Chennai with a certificate from the Bank concerned in the prescribed form regarding prompt payment of each instalment with interest on due date and in any case not later than 6 months from the last date of scheduled repayment prescribed by the Bank.

Yours faithfully,

Signature of Applicant

FORMAT FOR BANK LOAN INTEREST SUBSIDY SCHEME  
( to be sent in DUPLICATE to AMALGAMATED FUNDS)

Part I

( To be filled in by the Bank)

1. Name and Address of Bank ...
2. No. Rank, Name and Address  
of Ex-Serviceman to whom Loan  
is being sanctioned ...
3. Father's name ...
4. Business for which the loan is  
sought ...
5. Location of business and experience  
if any in the business ...
6. Amount of loan sought ...
7. Amount of loan sanctioned ...
8. Rate of interest charged by the  
bank ...
9. Mode of repayment of loan  
( Enclose scheme of repayment) ...
10. Date of Disbursement of loan ...
11. Date of Commencement of  
Repayment ...

SEAL :

Signature

Date :

Manager of the Bank

## PART II

1. Certified that Ex.No. Rank:  
Name S/o

whose particulars are given below is eligible under the Bye-laws of the Amalgamated Funds to receive a loan under the Bank Loan Interest Subsidy Scheme (BLISS)

## PARTICULARS OF EXSERVICEMAN

- (a) Unit ...
- (b) (i) Date of enrolment ...  
(ii) State from which enrolled ...
- (c) Date of discharge ...
- (d) Cause of Discharge ...
- (e) Total Service ...
- (f) Character ...
- (g) Identification marks :-  
(i)  
(ii)
- (h) Date of birth / Age on enrolment or Discharge ...
- (i) Employment after discharge ...

2. Certified that the Ex-Serviceman is / is not a loanee from Amalgamated Funds.

3. Certified that the Ex-Serviceman is / is not a defaulter in repayment of loans from Amalgamated Funds.

4. Certified that the Ex-Serviceman is / is not a black listed person.

5. Certified that the above Ex-Serviceman has not been recommended for loan to any other bank which is still under consideration.

File No.

Deputy/Assistant Director of  
Ex-Servicemen's Welfare,  
D.S.S. & A Board  
..... District

OFFICE SEAL

Date :

PART III

( For use in OFFICE OF THE AMALGAMATED FUNDS)

1. Confirmation regarding non - availment of loan from other Bankers ...
2. Differential interest reimbursable by Amalgamated Fund subject to the conditions already communicated ...
3. Approval of amalgamated Fund for sanctioning of the loan by the Bank under BLISS of Amalgamated Fund ...

4. The Approval accorded will hold good for six months from the date of approval and if loan is not availed by the Ex-Serviceman within this time the approval will automatically lapse.

BLISS No.

Secretary,  
AMALGAMATED FUND  
Directorate of Ex-servicemen's  
Welfare, Chennai - 600 003

OFFICE SEAL :

Date:

FORM FOR CLAIMING INTEREST SUBSIDY

From

To

The Secretary,  
Amalgamated Fund,  
No.22, Raja Muthiah Salai,  
Kannppar Thidal,  
Chennai - 600 003.

Sir,

I ..... have repaid the loan instalments on or before the due date. The certificate issued by the Bank to this effect is appended. I request that the interest subsidy due to me may kindly be released through my account with the Bank, the details of which are given below :

Name and address of bank :

Place:

Signature of applicant

Date:

CERTIFICATE BY BANK

File No. AF.

This is to certify that ..... to whom the interest subsidy under BLISS Scheme has been approved has regularly repaid the instalments on or before due date as indicated below -

Instalment due( Month/ Year)	Amount due		Date of payment	Amount paid		Remarks
	Principal	Interest		Principal	Interest	
1.	2.	3.	4.	5.	6.	7.

Place:

Signature of Manager

Date:

APPLICATION FOR SANCTION OF INDUSTRIAL SHED SUBSIDY FROM  
AMALGAMATED FUND

01. No., Rank and Name of applicant :
02. Present Address :
03. Permanent Address :
04. Age of applicant :
05. Is the Ex-serviceman employed? If employed, give details of employment, pay etc. :
06. Type of Industry for which the shed is proposed to be constructed :
07. Is the application for subsidy on the cost of Industrial Shed from SIDCO or for construction of a Shed? :
08. If the application is for purchase of a Shed.
  - (a) Location of the Shed :
  - (b) Measurements of the Shed :
  - (c) Cost of the Shed :
09. If for construction of Shed
  - (a) Name of the land owner and address :
  - (b) Measurements of the Plot :
  - (c) Survey No. and Location :
  - (d) Encumbrance Certificate :

10. (a) Proposed cost of construction :
- (b) Name of licensed building Surveyor who estimated the cost of construction :
- (c) His licence Number :
11. (a) Whether the plan is approved by appropriate authority? :
- (b) Designation of the appropriate authority approving the plan :
- (c) Date of approval :
12. Whether proper licence has been obtained for conducting the business and their details :
13. Source from which the difference between the estimated cost of construction and the subsidy will be met :
14. Service Details. :
1. Regimental No. :
2. Rank :
3. Name :
4. Unit :
5. Date of Enrolment :
6. Date of Discharge :
7. Age on Enrolment / Discharge :
8. Cause of Discharge :

- 9. Character :
- 10. State from which enrolled :
- 11. Pension details :
- 12. Assistances received from :  
Tamil Nadu Ex-Services  
Personnel Benevolent Fund  
and Amalgamated Fund
- 13 Employment after discharge :

DECLARATION

I ..... hereby declare that the particulars furnished above are true to the best of my knowledge and belief. I undertake to repay the amount of subsidy sanctioned to me, if any of the above information is found to be incorrect at a later date.

Place:

Signature of the applicant

Date :

Enclosures:

1. Copy of land documents.
2. Copy of allotment order of SIDCO
3. Encumbrance Certificate.
4. Copy of approved plan of the Industrial Shed.
5. Copy of cost estimate.
6. Copy of licence to conduct the business.
7. Photo copy of the Discharge Certificate.
8. Verification report of the Deputy / Assistant Director of Ex-Servicemen's Welfare.

DEED OF AGREEMENT

This DEED OF AGREEMENT is executed at ..... on this the ..... day of ..... 200 between the COMMITTEE FOR ADMINISTRATION OF THE AMALGAMATED FUND, TAMIL NADU FOR REHABILITATION OF EX-SERVICEMEN (hereinafter called the COMMITTEE) which expression shall wherever the context so admits include its successor and assigns the one Part and

Thiru ..... son of ..... residing at ..... (hereinafter called "THE BENEFICIARY' which expression shall wherever the context so admits include his heirs, executors, administrators, legal heirs) on the other Part.

Whereas the Party of the 2<sup>nd</sup> Party has been granted a loan of ..... for starting .....

Whereas the beneficiary has applied for a grant from the Amalgamated Fund, Tamil Nadu for Reconstruction and Rehabilitation of Ex-Servicemen as incentive to run the abovesaid Industries.

Whereas the Committee sanctioned a sum of Rs. .... being the grant given as an incentive to Ex-servicemen to establish industrial complex.

The beneficiary hereby covenants with the committee as follows:

1. The beneficiary shall not hypothecate, hire-out assign partially or fully, temporarily or permanently or change or alienate or create any encumbrance whatsoever on the property.
2. The beneficiary shall not make any material alterations in the building or shift the building without prior written consent from the Secretary, Amalgamated Funds.
3. The beneficiary shall insure the property against loss due to strike, riot, civil commotions etc.
4. The Committee shall release first part of the grant only after the completion of 50% of the construction of the Industrial Shed and the 2<sup>nd</sup> instalment the balance of Rs. .... shall be released after the completion of the construction.
5. The beneficiary shall produce the necessary document to prove to the satisfaction of the Committee before receiving the grant at the stages referred to above.

The beneficiary hereby agrees that in the event of violation of any of the covenants stipulated in this agreement, the grant amount sanctioned and received by the beneficiary shall be treated as loan and the Committee is entitled to recover the full amount together with interest by initiating the Revenue Recovery Proceedings, etc.

Agreeing on the above covenants, the parties to the agreement sign This Deed of Agreement on the date, month and year first above written.

Witnesses with Full Address

SIGNATURE OF THE EX-SERVICEMAN

1.

2.

FOR AND ON BEHALF OF THE COMMITTEE

SIGNATURE OF THE  
SECRETARY

APPLICATION FOR ANNUAL MAINTENANCE GRANT  
FROM AMALGAMATED FUND TO DISABLED IN ACTION

-----  
Identity Card No. :  
NR No. :  
-----

1. Number : Rank.:

Name:

Corps:

2. Unit :

3. Date of Birth

4. Permanent address :

5. Date of Discharge :

6. Percentage of disability :  
( Authority to be quoted )

7. Is it battle casualty as per SAO 8/S/85 :

8. Total emoluments last drawn giving :  
details of Basic Pay Allowance etc.

9. Amount of war injury pay if sanctioned :  
with Authority

10. Whether he has been sanctioned ex-gratia :  
grant by the Govt. of Tamil Nadu

11. Whether the disabled Ex-Servicemen is :  
married and if so the details of children, if  
any should be furnished as indicated below

Name	Age with date of birth	Sex	School in which studying	Class in which studying (Academic year also should be noted in bracket)

- 12. Details of immovable properties  
if any held like house / lands and :  
annual /monthly income if any from thereon
  
- 13. Whether he is employed as salaried worker or  
in self employment like business after :  
discharge and if so the details of present  
emoluments/earnings should be furnished
  
- 14. If he is not employed, whether his name  
has been registered for Employment :
  
- 15. If registered for employment give details.  
If not registered, reasons therefore :  
may be indicated

SIGNATURE OF DISABLED EX-SERVICEMEN

/Attested by/

SECRETARY,  
DISTRICT SOLDIER'S SAILORS' AND AIRMEN'S BOARD

## ASSISTANCES FROM KENDRIYA SAINIK BOARD:

1. Financial Assistance of Rs.1,000/- p.m. to old infirm Ex-Servicemen and widows of Ex-Servicemen
2. Education Grant Rs.100/- p.m. till XII Std. to children of non-pensioner Ex- Servicemen and of all widows of Ex-Servicemen upto three children.
3. Financial Assistance of Rs.10,000/- to non-pensioner Ex-Servicemen towards House Repairs.
4. Marriage Grant of Rs.8,000/- to daughters of JCOs/ ORs and their equivalents who are not provided any assistances for the purpose by State Government.
5. Financial assistance of Rs.15,000/- towards Medical reimbursement for treatment taken in civil or Government Hospitals.
6. Reimbursement towards expenditure incurred by Ex-Servicemen for treatment of -

a) Heart	:	Rs.69,000/-
b) Cancer	:	Rs.60,000/-
c) Renal/ Dialysis	:	Rs.75,000/-

APPLICATION FOR EX-GRATIA GRANT FROM THE AMALGAMATED FUND  
FOR KILLED IN ACTION

\_\_\_\_\_  
Identity Card No. :

\_\_\_\_\_  
NR No. :

1. Regimental No. Rank: Name:
2. Unit :
3. Authority for casualty of death :
4. Is it a Battle Casualty as per SAO 8/S/85. :
5. Name of wife / Next -of-Kin (with relationship) :
6. Date of birth of wife / Next -of-Kin with age :
7. Permanent Address :

8. Details of dependents:

Name	Age	Sex	Relations hip	Occup ation	Details of School/College being attended (if attending)	Whether in receipt of any scholarship

Enclosed

1. Nativity Certificate.
2. Certificate from the concerned Record Office, Service Headquarters declaring death as "Battle Casualty" as per Special Army Order 8/S/85.
3. Copy of Service Particulars.
4. Authority for Next-of-Kin such as certificate from the Service Headquarters / Record Office or Legal Heir Certificate from the Tahsildar.
5. Three passport size photographs.

SIGNATURE OF WIDOW / NOK

/Attested by/

SECRETARY,  
DISTRICT SOLDIERS' SAILORS' AND AIRMEN'S BOARD

APPLICATION FOR MARRIAGE / HOUSING GRANT FROM  
THE AMALGAMATED FUND

-----  
Identity Card No. :  
DGR IdentityCard No. :  
NR No. :  
-----

To

The Secretary,  
Amalgamated Fund,  
No.22, Raja Muthiah Salai,  
Kannappar Thidal,  
Chennai - 600 003.

1. Name of Applicant :
2. Full Address
3. Annual income of the applicant :
4. Name of Ex-Serviceman killed/disabled in action :
5. Date killed/disabled :
6. Name of War/Operation :
7. Whether the application is for Construction/ Repair of House or for marriage of daughter :
8. If application is for Construction/ Repair of House - :
  - (a) Location of Plot/house with Survey No., extent
  - (b) Name of the owner of the Plot/House
  - (C) Estimated cost of construction/repairs
  - (d) State sources of the funds to meet the cost

9. If application is for Marriage of :  
Daughter

- (a) Name of Daughter
- (b) Age/Date of Birth of Daughter
- (c) Proposed Date of Marriage
- (d) Place of Marriage

10. Whether received/applied for grant from :  
any other source. If so details.

Enclosures -

- 1.
- 2.
- 3.
- 4.

I solemnly affirm that the above details are true to the best of my  
knowledge and belief.

Place:

SIGNATURE OF THE APPLICANT

Date:

## CHECK LIST OF ENCLOSURES

### MARRIAGE GRANT

1. Xerox copy of the Discharge Certificate OR particulars of Service duly attested.
2. Xerox copy of Ex-serviceman / widow Identity Card
3. Income Certificate issued by Revenue Department ( an Officer in rank not less than Deputy Tahsildar), if applicable
4. School Leaving Certificate OR Transfer Certificate of the daughter showing Name, Father's name Date of Birth and Class passed.
5. In case of orphan daughters copies of certificates of death of late soldier & wife.
6. Marriage Invitation

### HOUSING GRANT

1. Xerox copy of discharge certificate / Particulars of service
2. Xerox Copy of land/house document
3. Encumbrance Certificate
4. Approved plan
5. Cost Estimate
6. Declaration of source to meet the expenditure over and above the grant
7. Income certificate, if applicable

மாவட்ட பதிவேடு வ.எண்.  
அடையாள அட்டை எண்.

**படிவம் - 2**  
**தொகுப்பு நிதியிலிருந்து கல்வி / பயிற்சி உதவித் தொகை பெறுவதற்கான**  
**விண்ணப்பம்**

பகுதி - 1

1. விண்ணப்பதாரரின் பெயர் -  
(முன்னாள் படைவீரர் / விதவை)
  2. விண்ணப்பதாரரின் முழுமையான முகவரி -  
(வீட்டு எண், தெருவின் பெயர், ஊரின் பெயர், அஞ்சல் குறியீடு எண்.)
  3. விண்ணப்பிக்கும் கல்வி / பயிற்சி பற்றிய முழு விவரங்கள்
    - அ) மாணவர் பெயர் -
    - ஆ) முன்னாள் படைவீரருக்கு மாணவர் என்ன உறவு முறை -
    - இ) பள்ளி / கல்லூரி பதிவுகளின்படி மாணவரின் பிறந்த தேதி -
  4. இதற்கு முன்னர் தொகுப்பு நிதியிலிருந்து பயிற்சி உதவித் தொகை பெற்றிருப்பின், அதன் விபரம் -
- ஒ.ஆ.எண் மற்றும் தேதி -

இடம் :  
நாள் :

விண்ணப்பிப்பவரின் கையொப்பம்

பகுதி - 2

அலுவலக எண்.

நாள்.

**வருமானச் சான்று**

\_\_\_\_\_ மாவட்டம் \_\_\_\_\_ வட்டம்  
\_\_\_\_\_ கிராமத்தில் வசிக்கும் திரு / திருமதி / செல்வன் / செல்வி  
\_\_\_\_\_ என்பவரின் ஆண்டு வருமானம் ரூ. \_\_\_\_\_ (ரூபாய்  
\_\_\_\_\_ மட்டுமே) என்று சான்று  
வழங்கப்படுகிறது.

அலுவலக முத்திரை

இடம்  
நாள்

சான்று வழங்கும் அலுவலரின் கையொப்பம்

**பகுதி - 3**

(விவரங்கள் யாவும் முழுமையாகக் கொடுக்கப்பட வேண்டும். முழுமையாகவோ, தெளிவாகவோ விவரங்கள் இல்லையெனில் விண்ணப்பம் தள்ளுபடி செய்யப்படும்)

**பயிலக முதல்வரின் பயனுக்கு மட்டும்**

- |   |   |              |           |
|---|---|--------------|-----------|
| 1. மாணவரின் பெயர்   | - |              |           |
| 2. பயிற்சி / கல்வியின் பெயர்  | - |              |           |
| 3. பயிற்சியின் மொத்த காலவரை   | - |              |           |
| அ) தொடக்கம்   | - |              |           |
| ஆ) முடிவு   | - |              |           |
| 4. அ) மேற்படி பயிற்சி / கல்வியை நடத்த பயிலகம் / கல்லூரி அரசினரால் அங்கீகரிக்கப்பட்டதா?                                    | - |              |           |
| ஆ) மேற்படி பயிற்சி / கல்வி அரசினரால் அங்கீகரிக்கப்பட்டதா?   | - |              |           |
| 5. விண்ணப்பிக்கப்படும் ஆண்டிற்கான விவரங்கள்.-   |   |              |           |
| அ) மாணவர் பயிலும் பயிற்சிக்கு இவ்வாண்டு பயிலகம் தொடங்கப்பட்ட தேதி   | - |              |           |
| ஆ) மாணவர் இப்பயிற்சிக்கு சேர்க்கப்பட்ட தேதி?  | - |              |           |
| இ) இப்பயிற்சியின் முடிவில் மாணவர் தேர்வு எழுத வேண்டிய மாதம்   | - |              |           |
| ஈ) இக் கல்வியாண்டின் இறுதியில் எழுதும் தேர்வு யாரால் நடத்தப்படுகிறது (பல்கலைக் கழகம், அரசு / கல்லூரி போன்றவை குறிக்கவும்) | - |              |           |
| இது குறித்து குறிப்பு 1-3 காணவும்   |   |              |           |
|   |   | கட்டப்பட்டது | மொத்தம்   |
|   |   | ரூ.          | ரூ.       |
|   |   |              | வேண்டியது |
|   |   |              | ரூ.       |
| 6. இக்கல்வியாண்டிற்கு இதுவரை கட்டப்பட்ட / இனி கட்ட வேண்டிய கட்டண விவரங்கள்  |   |              |           |
| அ) படிப்புக் கட்டணம்  | - |              |           |
| ஆ) தனிக் கட்டணம்  | - |              |           |
| இ) தேர்வுக் கட்டணம்   | - |              |           |
| மொத்தம்   | - | ரூ.          |           |

7. அங்கீகரிக்கப்பட்டுள்ள விடுதியில் மாணவர் தங்கி இருந்தால், விடுதி கட்டணம் கட்டியதின் விவரங்கள் (விடுதியின் பெயர், மாணவர் விடுதியில் சேர்ந்த நாள் ஆகியவற்றைக் குறிப்பிடவும்)
8. அ) சென்ற கல்வியாண்டில் / பயிற்சி ஆண்டில் மாணவர் இதே வகுப்பில் தக்கவைக்கப்பட்டாரா? -
- ஆ) இதே கல்வி பயிற்சிக்கு ஏற்கனவே இந்த நிதியிலிருந்து விண்ணப்பிக்கப்பட்டதா? ஆம் எனில், அதன் முடிவு அனுமதி எண், நாள் முதலியன குறிக்கவும்.
9. இந்த மாணவருக்கு வேறு வகையிலிருந்து உதவித் தொகை ஏதும் கிடைத்து வருகிறதா? ஆம் எனில், விபரங்கள் தெரிவிக்கவும்.
10. உதவித் தொகை வங்கி கேட்பு வரைவோலை (Demand Draft) மூலம் மட்டுமே அனுப்பப்படும்
- அ) கோடிட்ட அல்லது கோடிடாத வங்கி கேட்பு வரைவோலை இவற்றில் எது வேண்டும்?
- ஆ) எப்பெயரில் வேண்டும்?

நாள்

பயிலக முதல்வர்

அலுவலக முத்திரை

### குறிப்பு

1. பயிற்சி முடிவுத் தேதிகள் சரியாக குறிப்பிடப்பட வேண்டும்.
2. பருவத் தேர்வுகள் (Semester Examination) இருப்பின், ஒரு கல்வி ஆண்டிற்கான பருவத் தேர்வுகளின் தேதிகள் யாவும் குறிப்பிடப்பட வேண்டும்.
3. ஒரே மாணவர் இரு பயிற்சிகள் பெற்றுவரின் ஒவ்வொரு பயிற்சிக்கான இறுதித் தேர்வின் மாதங்கள் தனித்தனியே குறிப்பிடப்பட வேண்டும்.

**பகுதி-4****தகுதி சான்றிதழ்**

திரு / திருமதி \_\_\_\_\_ த/பெ க/பெ. \_\_\_\_\_ கீழே  
கொடுக்கப்பட்ட விபரங்களில் உள்ள முன்னாள் படைவீரர் எண். \_\_\_\_\_  
பதவி \_\_\_\_\_ பெயர் \_\_\_\_\_ தொகுப்பு நிதியிலிருந்து கல்வி /  
பயிற்சி உதவித் தொகை பெற நிதியின் துணை விதிகளின்படி தகுதி உடையவர் என சான்று  
அளிக்கப்படுகிறது.

**முன்னாள் படைவீரரின் விவரங்கள்**

அ.	படைப்பிரிவு (Regt / Corps)	-
ஆ.	1) படையில் சேர்ந்த நாள்	-
	2) எந்த மாநிலத்திலிருந்து படையில் சேர்க்கப்பட்டார்	-
இ.	படையில் இருந்து விலகிய நாள்	-
ஈ.	மொத்த படைப்பணிக் காலம்	-
உ.	நடத்தை	-
ஊ.	விலகியதன் காரணம்	-

1. மாணவர் பயிலும் \_\_\_\_\_ (பயிலகம்) அரசு  
அங்கீகாரம் பெற்றது என சான்றளிக்கப்படுகிறது.
2. இதே முன்னாள் படைவீரர் கரும்பட்டியலில் சேர்க்கப்பட்டுள்ளார் / இல்லை என சான்றளிக்கப்படுகிறது.
3. \_\_\_\_\_ (மாணவர் பெயர்) முன்னாள்  
படைவீரருக்கு \_\_\_\_\_ என்ற வகையில்  
உறவாகும்.
4. இதே பயிற்சிக்கு இந்த வருடத்திலேயே இந்த முன்னாள் படைவீரருக்கு வேறு தகுதிச் சான்றிதழ் ஏதும்  
அளிக்கப்படவில்லை என சான்றளிக்கப்படுகிறது.

முன்னாள் படைவீரர் நல  
துணை / உதவி இயக்குநர் கையொப்பம்

அலுவலக முத்திரை

நாள்:

குறிப்பு: பொருத்தமற்றவைகளை அடித்துவிடவும்.

APPLICATION FORM FOR FINANCIAL ASSISTANCE FROM  
THE TAMIL NADU EXSERVICES PERSONNEL BENEVOLENT FUND

\_\_\_\_\_  
Identity Card No. :

\_\_\_\_\_  
NR No. :

1. Name of the applicant (Block letters) :
2. Full postal address :
3. If drawing pension,  
Pension Amount :

Whether Service pension OR Disability  
pension OR Family pension :

Treasury / Bank from which pension  
being drawn. :

4. Relationship between applicant and  
ex-Servicemen :
5. Applicant's Date of Birth and Age :
6. Is the applicant employed ? : Yes / No

If employed,

  - (i) Organisation in which employed :
  - (ii) Post in which employed :
  - (iii) Monthly salary :

- 6 (a) Employment of the ex-Servicemen : Salary :  
after discharge from service : Civil Pension :

7. Is the applicant residing in own house :  
OR rented house?

8. Family Details :

Sl. No.	Name	Age	Relationship	Details of what they do	Monthly Income
---------	------	-----	--------------	-------------------------	----------------

9. Grant required and its purpose :

(a) If required for conducting a daughter's marriage

(i) Name of daughter :

(ii) Her date of birth :

(iii) Educational qualification of daughter :

(iv) Proposed date of marriage :

(b) If required for Artificial Limbs / Spectacles / Hearing Aid, etc

(i) Purpose for which required :

(c) If for Calamity Relief Grant details

Damage due to fire, cyclone

(i) Details of damages :  
( Total house damaged, roof damaged, one side wall damaged)

(ii) Amount required :

(d) If required for Monthly Life Time Financial Assistance State whether suffering from

- (i) Leprosy :
- (ii) Cancer :
- (iii) Totally blind :
- (iv) Paraplegia :
- (v) Old Age :
- (vi) Tuberculosis :

(f) If required for any other purpose, give full details :

I certify that the above details are correct and true to the best of my knowledge.

I enclose the relevant documents connected with my application.

Signature of the Applicant.  
OR  
Left Thumb Impression

Place :

Date :

If Left Thumb Impression, details of witnesses.

Sl. No.	Name & Address	Signature
1.		
2.		

EXTRACT OF DISCHARGE CERTIFICATE / SERVICE PARTICULARS

Regimental No. :  
Rank :  
Name :  
Unit :  
Date of Enrolment :  
Date of Discharge :  
Cause of Discharge :  
State from which enrolled :  
Character :  
Identification Marks :

1.

2.

Verified by me

Superintendent / Welfare Organiser

//Attested//

Deputy/Assistant Director of  
Ex-Servicemen's Welfare,  
..... District.

## CHECK LIST OF ENCLOSURES

## MARRIAGE GRANT

1. Xerox copy of the Discharge Certificate OR particulars of Service duly attested.
2. Xerox copy of ex-Serviceman / Widow Identity Card.
3. Income Certificate issued by Revenue Department (an Officer in rank not less than Deputy Tahsildar).
4. School Leaving Certificate OR Transfer Certificate of the daughter showing Name, Father's Name, Date of Birth and Class passed.
5. Certificate to the effect that the applicant has not availed the concession for any other daughter.
6. In case of orphan daughters death certificate of father/mother or a certificate from Panchayat/Municipal ward counter of the concerned area.
7. Marriage Invitation.

LIFE TIME MONTHLY FINANCIAL ASSISTANCE TO THOSE  
SUFFERING FROM LEPROSY/CANCER/PARAPLEGIC/ TUBERCULOSIS/  
BLINDNESS

1. Xerox copy of the Discharge Certificate OR particulars of Service duly attested.
2. Xerox copy of ex-Serviceman / widow Identity Card.
3. Income Certificate issued by Revenue Department (an Officer in rank not less than Deputy Tahsildar)
4. Certificate from a Specialist Doctor of Government Hospital regarding the applicant suffering from Leprosy/Cancer/Paraplegic/Tuberculosis/Blindness and taking continuous treatment, Countersigned by Dean of the Medical College Hospital, or by Joint Director of Health Services or Director of Specialised Institutes with office seal.

GRANT FOR PURCHASE OF ARTIFICIAL LIMBS / SPECTACLES / HEARING AID / ARTIFICIAL DENTURES ETC.

1. Xerox copy of the Discharge Certificate OR particulars of Service duly attested.
2. Xerox copy of ex-Serviceman / widow Identity Card.
3. Prescription from a Specialist Government Doctor.

APPLICATION FORM FOR FINANCIAL ASSISTANCE FROM  
THE TAMIL NADU EX-SERVICES PERSONNEL BENEVOLENT FUND

**FUNERAL GRANT**

Identity Card No. \_\_\_\_\_ :

NR No. \_\_\_\_\_ :

1. Name of the applicant :
2. Full postal address :
3. Full permanent address :
4. Relationship of applicant to the deceased ex-Servicemen :
5. (i) Age of applicant on the Date of application :

6. DETAILS OF SERVICE OF DECEASED EX-SERVICEMEN

Regimental No.

Rank

Name

Unit

Date of Enrolment

Date of Discharge

Cause of Discharge

Character

State from which enrolled

7. Details of death of Ex-Serviceman
  - (i) Date of Death
  - (ii) Place of Death
  - (iii) Cause of Death

## 8. If applying after last rites

- (i) Nature of last rite - FUNERAL/BURIAL  
(ii) Place where conducted -  
(iii) Date when conducted -

## 9. Family details

---

Sl.No.	Name	Age	Relation -ship	Details of what they do	Monthly Income
<hr/>					
<hr/>					

---

I request that I may kindly be sanctioned the funeral grant from Tamil Nadu Ex-Services Personnel Benevolent Fund to the extent eligible.

I certify that the above details are correct and true to the best of my knowledge.

I enclose the relevant documents connected with my application.

Enclosures

1. Photo copy of the Discharge Certificate OR Particulars of Service duly attested.
2. Original identity card of Ex-Servicemen.
3. Death Certificate or Certificate from Panchayat member/ward councillor of the area where the of Ex-Servicemen lived.
4. Copy of ration card

Signature of the applicant  
or  
Left Thumb Impression

Place :

Date :

If Left Thumb Impression, details of witnesses.

Sl.No.	Name and Address	Signature
1.		
2.		

CERTIFICATE FROM PANCHAYAT MEMBER, MUNICIPAL COUNCILLOR OF  
THE LOCATION WHERE EX-SERVICEMEN WAS LIVING

I Certify that the following details are true :-  
Regimental Number of deceased ex-Servicemen :  
Rank :  
Name :  
Date of Death :  
Place of Death :

The applicant Tmt/Selvan/Selvi.....  
is the Wife/Son/Daughter of the deceased ex-servicemen. The last rites were  
conducted as under:-

Date :  
Place :

Signature

Office Seal

Name:  
Occupation:  
Place:  
Date:

**CLAIM FORM FOR POCKET MONEY TO EX-SERVICEMEN  
SUFFERING FROM TUBERCULOSIS, LEPROSY OR CANCER FROM  
THE TAMIL NADU EX-SERVICES PERSONNEL BENEVOLENT FUND**

Month and Year for which the claim is made :

Name of the sanatorium/ Leprosium/  
Government Hospital :

Pocket Money Claim at Rs. ....per day as under:-

Sl.No.	Regtl. No. and unit in which served	Rank,	Name	Date of admission	Amount claimed	
					Days	Amount
(1)	(2)	(3)	(3)	(4)	(5)	(6)
-----						

-----  
Total  
-----

- Certified (1) All the patients listed above belong to Tamil Nadu as verified from the Military Discharge Certificate
- (2) No patient in the above list is in receipt of pocket money from any other source.

Ref No. & Date :  
Station :

Signature of  
Superintendent of  
the Hospital

To  
The Assistant Director,  
Ex-Servicemen Welfare Office,  
----- District

APPLICATION FOR GRANT TOWARDS MAJOR SURGERIES

1.
  - (a) Regimental Number
  - (b) Rank
  - (c) Name ( IN BLOCK LETTERS)
  - (d) Date of enrolment/Commission
  - (e) Date of Discharge/Release/Retirement
  - (f) Cause of Discharge
  - (g) Character
  - (h) Date of Birth / Present Age
  - (i) Identification Marks
  - (j) Pension, if any -
    - (i) Type of Pension
    - (ii) Amount
    - (iii) PPO No.
    - (iv) Place of Drawing Pension
  - (k) Place of Enrolment  
( in case of Officers certificate of service  
from Service Headquarters is required)
2. Permanent Address
3. Present Address

4. Details of Dependants

Name	Relation-ship	Age Date of Birth	Occupation	Monthly income if any
(1)	(2)	(3)	(4)	(5)

5. Present Financial Status of the applicant

- (a) Pension
- (b) Salary, if re-employed
- (c) Income from self employment
- (d) Rentals from Building
- (e) Agricultural Income
- (f) Dividends from shares etc.
- (g) Interest on Fixed Deposits
- (h) Other Income
- (i) Total Monthly Income

-----  
-----

6. Details of Immovable property  
Immovable Property :

	Urban/Rural	Area	Total Value	Income
(a) Land :				
(i) Agricultural				
(ii) Non - Agricultural				
(b) House(s) :				
(i)				
(ii)				
(c) Commercial :				
(i)				
(ii)				

7. Details of Applicant's Bankers

- (a) Name of Bank and Branch
- (b) Postal Address
- (c) Account Number ( Savings/  
Current Account)

8. Details of Major Surgery required -

- (a) Type of Surgery
- (b) Where is it proposed to be conducted  
( Name of the Hospital and Postal  
Address)
- (c) Name of Doctors who will be  
performing the surgery.
- (d) What is the total cost of surgery  
( Attach certificate)

9. Details of Financial Assistance received/applied

	Sources	Amount
(a)		
(b)		
(c)		
(d)		
	Total	----- -----

10. How much of the cost of Surgery will be borne by you?

11. Have you attached relevant certificates?

12. Have you applied for assistance from AGIMBS/AFMBS/Naval BF/Kendriya Sainik Board.

13. If not the reasons for not applying

Certified that all the above facts have been correctly revealed and no information has been concealed to the best of my knowledge and undertake to refund the amount if found fake. I undertake to refund the amount if it is found that any information furnished is to be incorrect.

Signature of the Applicant

Date:

Caution: Any wrong declaration or concealing of facts may adversely affect consideration of the application and may debar you from any further assistance/ financial help.

PART - II

1. CERTIFICATE FROM THE AUTHORISED MEDICAL OFFICER

This is certify that Ex.No.....  
Rank..... Name..... is  
suffering from ..... and requires .....  
surgery in order to cure him. This surgery is certified to be absolutely essential.

The surgery will be conducted by the following Surgeons -

- (a)
- (b)
- (c)
- (d)

The surgery will be performed at - (name and address of Hospital)  
.....  
.....  
.....

The total cost of Surgery is likely to be Rs.....  
(Rupees.....  
.....only)

Place:

Signature

Date:

(Name in BLOCK LETTERS)

Seal:

Designation

The certificate should be signed by any one of the following :-

- 1. Surgical Specialists of the Military hospital
- 2. Civil Surgeons Specialists of the Tamil Nadu State Government
- 3. Doctors who are recognised to be specialists in the concerned field of surgery

PART - III

Certificate No.

Date:

INCOME CERTIFICATE

( Pension/ Pay/Business/ landed property )

This is to certify that the Total income of

Ex.No.....Rank.....

Name.....

from all sources is Rs.....(Rupees.....

..... only) per annum.

Office Seal

Place :

Date :

Certifying Officer

(NAME IN BLOCK LETTERS)

Designation

This certificate should be signed only by the Officer of the Revenue Department not below the rank of Tahsildar

PART - IV

DEPUTY DIRECTOR/ASSISTANT DIRECTOR OF EX-SERVICEMEN'S WELFARE CERTIFICATE

This is to certify that Ex.No.....Rank..... Name..... is eligible to obtain financial assistance under the Rules of the Tamil Nadu Ex-services Personnel Benevolent Fund.

The Service particulars furnished by him, have been verified by me personally and found correct.

This ex-servicemen is not black listed or debarred form obtaining financial assistance from Tamil Nadu Ex-services Personnel Benevolent Fund.

This ex-servicemen is a loanee/ not a loanee from Amalgamated funds

This ex-servicemen is not a defaulter in Bank Loan.

The details of assistance rendered by this office is as under:

- 1.
2.
3.
4.
5.

The details of family particulars have been verified by me and found correct.

The ex-serviceman has registered in this office under Nominal Roll Number.....

I recommend that he may be given financial assistance for major surgery

Office Seal

Date

Deputy Director/ Assistant Director of Ex-Servicemen's Welfare

APPLICATION FORM FOR REIMBURSEMENT OF HOUSE TAX PAID FROM  
THE TAMIL NADU EX-SERVICES PERSONNEL BENEVOLENT FUND

Identity Card No.
NR. No.

I DETAILS OF THE EX-SERVICEMAN :

1. Regimental Number :
2. Rank :
3. Name :
4. Corps/ Regiment/ Branch :
5. Date of Enrolment :
6. Date of discharge :
7. Cause of discharge :
8. Character :
9. Date of Death :
10. Place of Death :

II DETAILS OF THE WIDOW :

11. Name :
  12. Address :
  13. Date of marriage  
with the ex-Serviceman/Serviceman :
  14. Age / Date of Birth :
  15. (i) Details of the income :
- (a) Amount
  - (b) Pension payment Order No.
  - (c) Pension drawn from where
  - (d) Bank Account No. / Treasury No.

- (ii) Present employment :
  - (a) Employer
  - (b) Monthly Income :
- (iii) Type of business
  - (a) Annual Income
- (iv) Total Annual Income
- (v) Income Tax PNR No.
- (vi) Tax paid during the last year

III DETAILS OF THE HOUSE :

- 16. The House is in whose name ? :
- 17. (a) Whether the demand and receipt for the house tax are in the name of the applicant :

(b) Receipt No. date of payment and the amount :-----

	Receipt No.	Date	Amount Rs.
-----			

- 18. The particulars of the house owned by the applicant :

Sl. No.	Door No., Street, Place, Name of the Panchayat and Taluk	Value of the house	Annual House Tax
-----			

- 19. Whether the entire house or portions of the house are let out, If so, the name of the tenant and of rental income :

IV DETAILS OF INCOME :

20. The total annual income of :  
the applicant

21. Whether the applicant is paying  
income tax?

I assure that the details furnished above are true and in case of any false information. I hereby agree to repay the reimbursement of House Tax paid to me.

I have enclose the following documents :-

1. Certificate from the Revenue Department.  
(a) Regarding the applicant owning only one house and that he/she is resident therein.  
  
(b) No rental is derived from the house.
2. The receipt for the payment of house tax.
3. The Death certificate of the ex-Serviceman, where applicable
4. Non assessee to Income Tax Certificate
5. Xerox copy of the Discharge Certificate OR particulars of Service duly attested.
6. Xerox copy of ex-Serviceman/widow Identity Card
7. Income Certificate issued by Revenue Department ( an officer in rank not less than Deputy Tahsildar), where applicable.

Signature of the applicant  
OR  
Left Thumb Impression

Place :

Date :

If Left Thumb Impression, details of witnesses

Sl.No.	Name and Address	Signature
1.		
2.		

LIST OF DOCUMENTS TO BE ATTACHED WITH THE APPLICATION

1. Certificate from the Revenue Department
  - a) Regarding the applicant owning only one house and that he/she is resident therein
  - b) No rental is derived from the house
2. The receipt for the payment of house tax
3. The Death certificate of the Ex-Serviceman, where applicable
4. Certificate by applicant that she/he is not an Income Tax Payee
5. Xerox copy of the Discharge Certificate OR Record of Service (officers) duly attested
6. Income Certificate issued by Revenue Department ( an officer in rank not less than Deputy Tahsildar ) where applicable

APPLICATION FORM FOR GOVERNMENT INCENTIVE TO PARENTS  
WHO SEND THEIR ONLY SON / SONS / DAUGHTER FOR SERVICE IN  
ARMED FORCES.

- 1 Name of applicant
- 2 Home address
- 3 Name of only son / sons / daughter
- 4 If Father or Mother had died,  
date of death  
(Enclose death certificate)
- 5 Military address where only  
son / sons / daughter is serving
- 6 Service Particulars
  1. Regtl. No.
  - 2 Rank
  - 3 Unit
  4. Date of Recruitment
  5. Address at the time of  
enrolment

I certify that the particulars given above are true. If any of the particulars is proved to be wrong, I undertake to refund the incentive granted to be for sending my only son / daughter to Armed Forces.

- Enclosures :
1. Attested Xerox copy of Discharge Certificate.  
OR Certificate of the Commanding Officer  
of the Unit as applicable.
  2. Tahsildar Certificate
  3. Declaration.

Place: Signature of the Applicant

Date: In front of me  
Signature of a Gazetted Officer.

Office Seal: Name:  
Designation:

:2:

CERTIFICATE OF THE TAHSILDAR TO GET WAR SERVICE INCENTIVE  
TO THE PARENTS WHO SEND THEIR ONLY SON /SONS TO ARMED  
FORCES

Under G.O.Ms.No.805 Public (Military) Department, dated 13.8.1981)

CERTIFICATE

Thiru / Tmt

is residing at Door No.

Street

Village/Town/City

of Taluk

District

DETAILS OF SON / SONS / DAUGHTERS

S.No.	Name of the dependant	Relationship	Occupation

:3:

## DECLARATION

I Thiru / Tmt

Son of

residing at Door No

Street

Village / Town / City

of Taluk

of District

hereby declare that the following are the details of children

S.No.	Name of the dependant	Relationship	Occupation

I declare that the information furnished are correct.

Place :

Signature of the Applicant

Date:

Witnesses

1.

2.

FORM OF CERTIFICATE TO BE ISSUED BY THE OFFICER COMMANDING  
OF THE UNIT CONCERNED UNDER HIS OFFICIAL SEAL / STAMP FOR  
AWARD OF WAR SERVICE INCENTIVE TO THE PARENTS OF SERVING  
PERSONNEL.

- 1 Name
- 2 Regimental Number
- 3 Rank
- 4 Unit in which serving
- 5 Date of enrolment
- 6 Parents name and address

COMMANDING OFFICER

Station :

Date:

APPLICATION FOR EX-GRATIA GRANT FROM  
THE GOVERNMENT OF TAMIL NADU  
FOR KILLED / DISABLED IN ACTION

Identity Card No.
NR. No.

- |     |   |  |       |
|-----|---|--|-------|
| 01. | Regtl.No.   | Rank:                                  | Name: |
| 02. | Unit  |  | :     |
| 03. | Authority for casualty of death   |  | :     |
| 04. | Name of operation   |  | :     |
| 05. | Whether attributable to Military Service as per SAO/8/S/85                  |  | :     |
| 06. | Name of wife / NOK (with relationship)                                      |  | :     |
| 07. | Date of birth of wife / NOK with age  |  | :     |
| 08. | Whether received ex-gratia grant sanctioned by other States. If so details. |  | :     |
| 09. | a.  | Permanent Address                      | :     |
|     | b.  | Address at the time of joining service | :     |
|     | c.  | Present address                        | :     |
| 10. | Language known with standard of proficiency                                 |  | :     |

Enclosed:

01. Nativity Certificate
02. Copy of the Unit Part II order
03. Certificate from the concerned Record Office declaring death / disability as "Battle Casualty" as per Special Army Order 8/S/85.
03. Copy of Medical Board Proceedings with percentage of disability OR Death Certificate in respect of personnel killed.
04. Copy of Discharge Certificate in case of ex-Servicemen OR Service particulars in case of widows.
05. No Objection Certificate from other dependents to sanction Ex-gratia grant to the Next-of-Kin other than wife.
06. Authority for Next-of-Kin such as certificate from Army/Navy/Airforce Headquarters/ Record Office or Legal Heir Certificate from the Tahsildar.

SIGNATURE OF WIDOW / DEPENDENTS /  
DISABLED

/Attested by /

SECRETARY,  
DISTRICT SOLDIERS' SAILORS' AND AIRMEN'S BOARD.

SUGGESTED APPLICATION FOR CASH GRANT FROM GOVERNMENT OF  
TAMIL NADU BY RECIPIENTS OF GALLANTRY AWARD / DISTINGUISHED  
SERVICE MEDAL

From

.....  
.....  
.....

To

The Secretary to Government,  
Public (Military) Department,  
Secretariat,  
Chennai - 600 009.

Through

The Additional Director of  
Ex-Servicemen's Welfare,  
No.22, Kannappar Thidal,  
Raja Muthaiah Salai,  
Chennai - 600 003.

Sir,

Sub: Application for Cash Grant from Government of  
Tamil Nadu for award of .....

...

I / My husband / My Son have / has been awarded ..... on  
Date ..... I may kindly be granted the Cash Grant eligible from  
Government of Tamil Nadu under G.O.Ms.No.1678, Public (Military) Department,  
dated:31.10.1990. I / he belonged to Tamil Nadu at the time of commission/  
enrolment.

2. I certify that I have not received nor have I applied for Cash Grant for the same award from any other State Government and also will not prefer any claim in future.

3. I enclose the following:-

- (a) Attested Xerox copy of the President's Secretariat Notification showing my name.
- (b) Nativity Certificate in Original.
- (c) Authority for Next-of-Kin such as certificate from the Army/Navy/Airforce Headquarters/Record Office or Legal Heir Certificate from the Tahsildar.

Thanking you,

Place:

Yours faithfully,

Date :

Signature of the applicant.

LIST OF DOCUMENTS TO BE ATTACHED WITH APPLICATION

1. Attested Xerox copy of the President's Secretariat Notification showing my name.
2. Nativity Certificate in original
3. Authority for Next - of - kin such as certificate from Army/Navy/Airforce Headquarters/ Record Office or Legal Heir Certificate from the Tahsildar.

GUIDELINES RECOMMENDED FOR CONSIDERATION WHILE PROCESSING  
CASES OF FINANCIAL ASSISTANCE FROM RMDF  
(RAKSHA MANTRI DISCRETIONARY FUND)

The under mentioned guidelines are recommended to be followed for processing the case of financial assistance from RMDF for various purposes:-

1. Financial assistance towards Marriage Grant ( Rs.8000/-)

The cases falling in undermentioned categories may be considered: -

(a) All Ex-Servicemen/Widows/dependants who are neither in receipt of any pensionary benefits nor re-employed.

(b) All widows of Defence Personnel / War Widows/ dependants (only JCOs/ORs/equivalents) Who have not been provided any financial assistance by State Government or any other source for the purpose.

(c) Ex-Servicemen who are in receipt of pension but have no other source of income may be considered under the following circumstances: -

(i) If he has any more daughters to marry and has no son/daughter to support him.

(ii) His children are young and studying and not able to support him.

(iii) Any of his family member is suffering from incurable disease.

2. Financial Assistance towards Medical Treatment (on submission of original medical bills (Rs.15,000.00): -

The cases falling in undermentioned categories may be considered: -

(a) All Ex-Servicemen/ their widows who take treatment in Civil ( Govt./Private) Hospital on the recommendation of MH.

(b) All Ex-Servicemen/ their widows who are not in receipt of fixed medical allowance.

(c) All Ex-Servicemen / widows / dependent in receipt of Fixed Medical Allowance of Rs.100/- p.m. but; had to spend more than Rs.2,400/- on the present treatment for which the assistance is sought.

(d) All cases of PBOR/their widows be considered provided they have not been assisted from any other source.

(e) Cases of officers who have incurred expenditure of over Rs. 50,000/- on treatment and have not been assisted from any other source.

(f) All cases involving accidents.

3. Financial Assistance towards House Repairs (Rs.10,000/-)

The cases falling in undermentioned categories may be considered: -

(a) All Ex-Servicemen who are without any pension and have no other source of income/livelihood.

(b) All Ex-Servicemen/their widows whose houses have collapsed/got damaged due to natural causes like fire, earthquake, flood and cyclone etc and have not been provided with any assistance by State Govt. or any other source for the purpose.

(c) Cases of all widows whether in receipt of family pension or not.

4. Financial Assistance towards Education Grant ( Rs.100/- pm till Std.XII upto three children)

The cases falling in undermentioned categories may be considered: -

(a) All Ex-Servicemen who are not in receipt of pension or have no other source of income / livelihood.

(b) All Ex-Servicemen/their widows who have got more number of children but their pension is not commensurate with the family expenses.

(c) Cases of all widows be considered very sympathetically whether in receipt of family pension or not.

5. Financial assistance towards Monthly Grant ( Rs. 1,000/- p.m. only for two years)

The cases falling undermentioned categories may be considered

(a) All Ex-Servicemen/their widows who are non pensioners, old, destitute and without any family support.

(b) All Ex-Servicemen/their widows who are not being provided financial assistance old age/world war II veterans pension schemes from the respective State Government.

6. Financial Assistance towards Penury Grant ( Rs.15,000/-)

The cases falling undermentioned categories may be considered

(a) All Ex-Servicemen/their widows/dependants who are not covered under above schemes and have some special circumstances like accidental death of spouse, crops damaged due to fire or flood etc and has not been provided any assistance by State Govt. or any other sources for the purpose.

(b) Any other case at the discretion of Hon'ble Raksha Mantri.

Note: The cases submitted for financial assistance from RMDF, duly recommended by the considered Zila Sainik Boards will be considered by KSB for approval. However in exceptional circumstances, the cases will be considered directly subject to the Ex-Servicemen/dependants submitting all the necessary documents to Kendriya Sainik Board. As far as possible, assistance will be provided only once except in cases of Marriage Grant and Medical Treatment. The cases of financial assistance to officers from RMDF may also be considered in exceptional circumstances.

APPLICATION FOR GRANT FROM RAKSHA MANTRI DISCRETIONARY FUND

( Particulars of Ex-Servicemen and his family for grant of assistance form Raksha Mantri's Discretionary Fund )

1. Name of the Applicant :
2. Service No. : Rank/ Name :
3. Address :
4. Date of Enrolment : Discharge :
5. Reasons for Discharge :
6. Character at the time of Discharge :
7. In case of dependants, mention relationship with the Ex-Servicemen :
8. Date of birth/Age of the applicant :
9. Particulars of family members :-

Sl. No.	Name of the relationship	Whether dependant /Independent	Age	Occupation	Monthly Income
---------	--------------------------	--------------------------------	-----	------------	----------------

- 
10. Detailed report on the financial condition petitioner family

- 1) Was/is the ex-Servicemen in receipt of pension
- 2) Is the petitioner in receipt of pension
- 3) Nature of pension : Service / Family / Disability Pension
- 4) Total emoluments : Basic Rs.
- D.A. Rs.

Total Rs. \_\_\_\_\_

\_\_\_\_\_

- 5) Other terminal benefits at the time of retirement :
- 6) Land holding, if any :  
Annual income from land :
- 7) Income from any other sources :  
(like rented house, other properties)
- 8) Present employment :
- 9) whether in receipt of second pension ( i.e. from re-employment)
11. Is / Was the ex-Serviceman re-employed :
12. If not re-employed what was the source of income after retirement :
13. Financial Assistance received from various other sources :
14. State whether financial assistance received from any other sources for self employment (if any) was utilised for the purpose :
15. Nature of financial assistance required :  
( Applicant /ZSB is required to fill up the particulars given below in respect of the nature of financial assistance required only)
16. Assistance to Old And Infirm ex-Serviceman/widow ( Rs.1000/- p.m. for two years  
 i) Whether ESM / dependant is in receipt of old age/WW II pension / financial assistance given by the State Govt. under various State Govt. Schemes: \_\_\_\_\_  
 ii) If not eligible for old age/WW II pension / FA under any State Govt. schemes the reasons thereof: \_\_\_\_\_
17. Financial Assistance for Daughter's Marriage ( Rs.8000/-)  
 i) Actual date solemnisation:  
 ii) Whether confirmation certificate/ Marriage Invitation Card attached :  
 iii) How the marriage expenditure was met:  
 iv) Details of loan taken for the purpose, if any, and amount still outstanding : Rs. \_\_\_\_\_

18. Medical Reimbursement ( Upto a maximum of Rs.15,000/-

- i) Whether the applicant approached MH/Govt. Hospital for treatment :
- ii) If so, whether a copy of MH / Govt.Hospital reference enclosed :
- iii) If not, the reasons for not approaching MH/Govt. Hospital :
- iv) If re-employed , details of medical benefit schemes if any, available with the re-employer :
- v) Whether the applicant is member of AGI /AGFI Medical benefit scheme? if so, the AGI/AGFI number :
- vi) Whether original medical bills/receipts have been countersigned by competent medical authority? :
- vii) Whether summary of medical bills enclosed :
- viii) Details of financial assistance provided from State Govt. funds in the instant case, if not reasons thereof? :

19. Grant for children education (Rs.100/-p.m. per child for maximum of 3 children upto XII std.

- i) Particulars of child/children from whom the education grant is applied for:-

Sl.No.	Name	Name of school	Class in which studying	Year

ii) Whether certificate obtained from the concerned school confirming the date of birth and above details have been enclosed

iii) Whether in receipt of scholarship/stipend for education purpose from any other sources:

20. Grant for house repair ( upto a maximum of Rs.10,000/-)

- 1. Cause of damage :
- 2. Estimated cost of repairs : Rs.
- 3. Whether certificate obtained from Gram Pradhanis enclosed :
- 4. Whether any relief given by the State Govt./ Other authority? if not the reasons thereof:

21. Specific recommendations of Secretary, Zila Sainik board:-

Date:

Signature:

Office Seal :

Designation:

Note: The cases of financial assistance from RMDF are processed in the basis of information / particulars furnished in the FCR form by the ZSB. The Zila Sainik Welfare Officers should ensure that information / particulars given in the form are correct and in accordance with discharge certificate and other documents. No column should be left blank

APPLICATION FORM FOR SCHOLARSHIP FROM THIRUVATHIRA FUND  
(EX-SERVICEMEN ACADEMIC YEAR)

1. No. \_\_\_\_\_ Rank: \_\_\_\_\_ Name: \_\_\_\_\_
2. Last Unit served \_\_\_\_\_
3. Name of child \_\_\_\_\_ Date of Birth of Child \_\_\_\_\_  
Part II Order No. & Date under which the birth occurrence \_\_\_\_\_
4. Class in which studying now \_\_\_\_\_
5. Class passed with % marks obtained and date of passing \_\_\_\_\_
6. Name and address of School / College \_\_\_\_\_
7. Address:
  - (a) House Number \_\_\_\_\_ (b) Village \_\_\_\_\_
  - (c) Post Office \_\_\_\_\_ (d) Tehsil \_\_\_\_\_
  - (e) District \_\_\_\_\_ (f) State \_\_\_\_\_
8. Date of retirement \_\_\_\_\_
9. Details of scholarship paid to any of your children from any sources so far:-  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. I certify that the particulars given above are correct in all respect and my Son / Daughter whose name specified at Ser 3 above has neither claimed any scholarship nor been granted scholarship for the academic year 2001-2002 from any other sources. I also clarify that the amount will be refunded in case of the particulars given above are found incorrect at a later date.

(Signature of parent)

Note: Application pertains to an academic year should reach Thiruvathira Committee, C/o. Records, The Madras Regiment, Wellington – 643 231 by 31 August, that is immediately on completion of academic session. Delay in submission of the application will not be entertained.

PART – II

12 This is to certify that Master / Miss \_\_\_\_\_  
 Son / Daughter of No. \_\_\_\_\_, Rank \_\_\_\_\_  
 Name \_\_\_\_\_ was a student of Class \_\_\_\_\_ of  
 this school / college during the academic year \_\_\_\_\_ and he / she  
 passed the annual examination held on \_\_\_\_\_ and he / she is  
 presently studying in Class \_\_\_\_\_ of this school / college. The marks  
 obtained by him / her during the academic year \_\_\_\_\_ are as  
 under:-

Ser.No.	Subject	Total Marks	Marks Obtained	Percentage	Remarks (if any)
a)					
b)					
c)					
d)					
e)					
f)					
g)					
h)					

Grand Total

---

13 Certified that the details furnished against Ser 11 above have been verified with Scholl/College records and found correct.

Place:

Date:

Signature of Headmaster/Principal

PART III

VERIFICATION BY RECORD OFFICE

14. This is to certify that the particulars furnished in Part I of the application of  
No. Rank Name  
been verified and found correct

File No:

Place:

Signature of Record Officer

Date:

N.R.No.

I.Card No.

GRANT OF FINANCIAL ASSISTANCE FROM DISABLED ARMY PERSONNEL  
WIDOWS ORPHANS FUND

Name of widow :

1. Particulars of the Ex-serviceman:

- a) Regtl.No., Rank and Name :
- b) Date of enrolment :
- c) Date of Discharge / Death :
- d) Cause of Discharge / Death :
- e) Home address :

- f) Age at the time of Pension/  
Discharge/Death :

2. Present circumstances :

- a) Whether Pensioner or Non Pensioner :
- b) If, Pensioner, the amount :
- c) Amount of children allowance :
- d) Details of relief grants already paid or under consideration to the individuals/family/dependant with details:
  - 1) Army relief :
  - 2) Retl. Corps. Fund :
  - 3) Army Central Welfare Fund :
  - 4) Disabled Army Personnel widows & Orphans fund :
  - 5) Death Gratuity :
  - 6) Any other fund :
- e) No. of dependants as recorded on Service Book:

<u>Name</u>	<u>Relationship</u>	<u>Date of Birth/Age</u>	<u>Sex</u>
-------------	---------------------	--------------------------	------------

- 3. (a) Purpose for which grant applied for is required :

Signature of the widow  
( or )

Thumb Impression

Particulars have been checked with sheet roll and found correct as per the yard stick laid down vide Appendix ' A ' to Army Headquarters letter No.A/03123/AG/PS-3, dated 02.12.1967, the applicant is eligible for the grant as shown under:-

RECOMMENDATION OF THE BOARD OF OFFICERS:

Recommend a lumpsum grant of Rs.  
( Rupees

PRESIDING OFFICER

ORDER OF THE OIC RECORDS

Sanctioned / Not Sanctioned





4. Bankers Details

(a) Type of Account Number \_\_\_\_\_

(b) Name of Bank 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

(c) Place 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

(d) Pin 

--	--	--	--	--	--

Certified that I have not applied/received any other education scholarship from Central/State Govt, Kendriya Sainik Board,/RSB, Army or any other source for the said applicant.

\_\_\_\_\_  
Date (Name and Signature of the soldier/NOK)

(To be filled by the ZSB/Kendriya Sainik Board/Record Office)

Certified that Miss/Master ----- Son / daughter of ----- is recorded in his Record of Service and that his / her date of birth is -----.

Station:

Date : (Signature of Secretary ZSB/OIC Records/OC Unit)

---

CERTIFICATE FROM SCHOOL

Certified that Miss/Master ----- Son/daughter of----- is a bonafied student of ----- Class/course in this institute. Aggregate percentage of marks obtained by the student in Class ----- are ----- The total fees including hostel charges (if any) for the current sessions is Rs.----- (Rupees ----- only).

Station:

Date: (Signature of Principal)

APPLICATION FOR GRANTS FROM WELFARE FUNDS  
ADJUTANT GENERAL'S BRANCH

PART I PARTICULARS OF THE APPLICANT/SERVICEMEN/EX-SERVICEMEN

1.    a)    Name of the applicant        :
- b)    Permanent Address            :
- c)    Present Address                :
  
2.    Details of the Servicemen / Ex-Servicemen :-
  - (a) No. .... Rank ..... Name .....
  - Unit /Corps .....
  - (b) Relationship with applicant .....
  - (c) Date of commission / Enrolment .....
  - (d) Date of retirement / discharge .....
  - (e) Date of casualty including death .....
  - (f) Cause of casualty including death .....
  - (g) Age at the time of casualty including death .....
  - (h) Is death/Disability attributable of .....
  - aggravated to Service .....        Yes / No .....
  - (i) Physical condition of the applicant .....
  
3.    Details of applicant's Bankers:-
  - (a) Name of Bank and Branch        :
  - (b) Postal Address :
  - (c) Account No. .... SB/CD No.....
  
4.    Details of family dependants :-

Sl. No.	Name	Age & Sex	Relationship	Profession & Individual Income if applicable

PART – II

PRESENT FINANCIAL STATE OF APPLICANT

MONTHLY INCOME:-

5. (a) Rate of Monthly pension & ..... Age .....
- Salary ( Including allowances)
- (b) Children Allowances :-
- (i) For No. of Children .....
- (ii) Rate per month .....
- (iii) Total Amount .....
- (c) Children education allowances:-
- (i) For No. of Children .....
- (ii) Rate per month .....
- (iii) Free AOCEE .....
- (iv) Aid from any other .....  
Source / State

PREVIOUS GRANTS :-

6. Details of previous grants/assistance received from Central / State Govts./ Army Source (including DGR/Kendriya Sainik Board)

Date	Source/Fund	Amount
(a) .....	.....	.....
(b) .....	.....	.....
(c) .....	.....	.....
(d) .....	.....	.....

LUMPSUM RECEIPTS:-

Details of all lumpsum 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		
h. Ex.gratia award (flying accidents)		
i. Rehabilitation grant ( for EC officer )		
j. Commuted value of pension received		
k. Any other amount received with source		

OTHER ASSETS:-

8. My other assets are as under:-

	Name of the Bank/Company	Amount	Income (Year)
a. Current/ Saving account			
b. Fixed Deposits			
c. Recurring Deposits			
d. Shares/Bonds			
e. Saving Certificate			
f. Unit Trusts			
g. Any other deposits			
	Total		

DETAILS AND INCOME FROM PROPERTY

9.	Immovable property	Urban/ Rural	Area	Total Value	Income ( Year)
	a. Land				
	i) Agricultural				
	ii) Non - Agricultural				
	b. House(s)				
	i)				
	ii)				
	c. Commercial				
	i)				
	ii)				
	d. Hired land/ building				
			Total	_____	
				_____	

MOVABLE PROPERTY (ABOVE Rs.2,000/- each)

	<u>Details of property</u>	<u>Value</u>	<u>Income</u>
a.			
b.			
c.			
d.			
		Total	_____
			_____

INCOME FROM OTHER SOURCES

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

	Source	Income Monthly
a.		
b.		

FAMILY BUDGET

11. Present monthly family budget as follows:-

- (a) House owned / hired house at the rate of ..... per month  
 (b) Total education expense at the rate of ..... per month  
 (c) Food cost at the rate of ..... per month  
 (d) Clothing & other necessities at the rate of ..... per month

Total

PART III : BRIEF CIRCUMSTANCES OF DISTRESS CERTIFICATE

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

Dated: .....

Signature of the applicant

NOTE

1. Application for the first grant should be submitted in duplicate direct to the command in which serving or to the Zila Sainik Board/Rajya Sainik Board/ OCRecords/ Army HQ, whichever is applicable
2. Applications for the subsequent grants should be submitted, in duplicate, direct to the Command where now serving or to the respective Zila Sainik Board/Rajya Sainik Board/ OC Records which dealt with first application
3. Casualty includes death invalidment, retirement, release, discharge, resignation, dismissal or cashiering
4. Case of invalidment/death should indicate - Battle casualty . Casualty with authority if possible.

PART - IV VERIFICATION AND RECOMMENDATIONS

1. The above statements have been verified as correct, except, as
2. Recommendations:-

Secretary, Zila/Rajya Sainik  
Board  
or  
Sponsoring Officer of the  
Lt.Col & above rank

Affix Office Seal

PART - V : RECOMMENDATION OF THE COMMAND  
( Where applicable)

Dated:

---

PART - VI : FOR USE AT ARMY HEADQUARTERS

Dated:

---

PART - VII GRANT(S) SANCTIONED

Fund:

Amount:

Dated:

Sanctioning Authority

EDUCATIONAL SCHOLARSHIP FORM  
FROM AWWA  
PART-I

Particulars of Service:

1. Number, Rank and Name -----
2. Regiment/Corps -----
3. Unit lost served -----
4. Service period from ----- to -----
5. (a) Reason of release/discharge -----
- (b) If disabled, Date disease and percentage of disability -----
- (c) If dead, date and cause of death. Indicate place of death -----
6. Decorations awarded during service -----  
-----  
-----

PART-II

Family Details:

1. Details of family members
 

Name	Date of Birth	Relationship
2. Rate of Pension/disability pension/ family pension/Children Allowance per month
3. Source of income of the family, including income from landed/house property.
4. Any other source of income, indicate amount per month. (If employed, give place of duty and pay per month)
5. Whether any other member of the family earning (give monthly income)

## PART-III

## Education Particulars:

1. The number of school/college going children.
2. Number of boarders/Number of day scholars.
3. Particulars of education of the children.

Name of the child      Name of the school/college      Class in which studying

4. Whether any child is in receipt of scholarship, give particulars of scholarship and the amount of the scholarship per annum.
5. Whether the child has been granted fee remission or fee concession by the educational institution.
6. Progress in study of each child.
7. Present Address

## PART-IV

## Certificate:

Certified that the above particulars are correct and any false statement made by me will render me ineligible for a scholarship under the Army Wives Welfare Association Scholarship Fund.

Signature of the applicant.

PART-V

Report of the Principal regarding correctness of the facts given in part III.

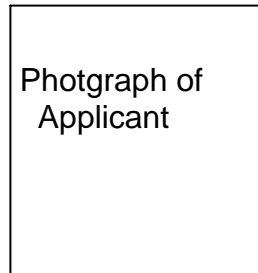
Stamp of the School/College

Signature of the Principal.

APPLICATION FORM FOR AWARD OF EDUCATIONAL SCHOLARSHIP FROM  
NAVY WIVES WELFARE ASSOCIATION (CENTRAL) NEW DELHI TO THE  
CHILDREN OF DECEASED NAVAL PERSONNEL

PART I  
PARTICULARS OF SERVICE

1. Name of the widow/Applicant -----
2. Relationship with the deceased -----
3. Name, Rank and Number of  
late Officer/Sailor -----
4. Ship / Establishment last served -----
5. Date of Release/discharge / death -----



PART II

DETAILS OF DEPENDANTS

- | Sl. | Name  | Age | Relationship |
|-----|---|-----|--------------|
| 1.  |   |     |              |
| 2.  |   |     |              |
| 3.  |   |     |              |
| 4.  |   |     |              |
| 5.  |   |     |              |
| 2.  | Rate of family pension/children Allowance per month   |     | -----        |
| 3.  | Total monthly income of the family including<br>income from landed / house property                           |     | -----        |
| 4.  | Any other source of income, indicate amount per month<br>( if employed, give place of duty and pay per month) |     | -----        |
| 5.  | Whether any other member of the family earning<br>( give monthly income)                                      |     |              |

PART III

1. Number of school/college going children -----
2. Number of boarders/day scholars -----
3. Particulars of the children

Sl.	Name of the child	Date of birth	Name of school/college	Class in which studying	Date of admission in school/college	Period of Academic year
-----	-------------------	---------------	------------------------	-------------------------	-------------------------------------	-------------------------

- 1.
- 2.
- 3.
- 4.
- 5.

4. Yearly approximate expenditure on
  - 1) Books -----
  - 2) Stationery -----
  - 3) Uniform -----
  - 4) Fees -----

5. Whether any child is in receipt of scholarship from INBA or any other source; give particulars of scholarship and the amount of the scholarship per annum.

6. Whether the child has been granted fee remission or fee concession by the educational institution and amount of fees paid per month

PART IV

CERTIFICATE FROM THE APPLICANT

Certified that the above particulars are correct and any false statement by me will render me ineligible for a scholarship

Date

Signature of applicant

PART V

SCHOOL/COLLEGE ATTESTATION

Certified that the facts given in part III above are correct as per school/college records.

Stamp of the School/College  
with Date

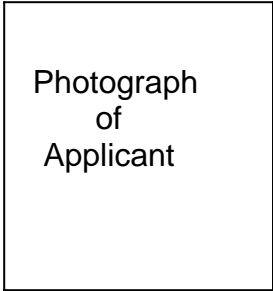
Signature of  
Head of the School/College

APPLICATION FOR CLAIM OF FINANCIAL ASSISTANCES FROM  
NAVY WIVES WELFARE ASSOCIATION

APPLICATION FOR FINANCIAL AID

PART - I

1. (a) Name of deceased officer/sailor  
( in Block Capitals) -----  
(b) Rank of officer/sailor at  
time of his death -----  
(c) Number of deceased officer/sailor -----  
(d) Name of applicant ( Widow) -----
2. Unit last served by the deceased officer/sailor -----
3. Date of his death -----
4. Circumstances of his death (briefly) -----
5. Whether in receipt of ordinary Family Pension/  
Special Family Pension -----
6. (a) PPO No. -----  
(b) Treasury to which Pension remitted -----
7. In case widow has married state the  
place and date of re-marriage -----
8. Present Postal Address -----  
with PINCODE -----  
-----
9. Bank/Post Office Account,if any, (with complete address and pincode)  
(Payments would be made only cross cheque/Bank drafts, Post  
Office/Bank Account would be necessary) -----



PART - II

10. Details of financial Assistance received by the widow in the past:-

(a) Naval Headquarters

(b) Other State/Central Government Sources

11. Were your children provided any out of turn employment by Government/Navy?

12. Do you have any serving sons in the Navy, Army, Airforce? if so, gives details of name, rank, number and address in the present unit.

PART - III

13. Certified that the information given above are complete and correct to the best on my knowledge.

Signature -----

Verification of signature/thumb impression by Panchayat President / Ward Councillor /Class I Gazetted Officer

Signed in my presence

Signature -----

Date -----

Name/Designation -----

PART IV

14. The facts given above by the applicant are correct to the best of my knowledge.

-----  
Signature of serving Naval officer  
or  
Secy, ZILA SAINIK BOARD

Date -----

## INDIAN AIR FORCE BENEVOLENT ASSOCIATION:

1. Ex-Gratia grant for natural calamities.
6. Grant for wheel chair/ treatment abroad.
7. Scholarships ranging from Rs.2,400/- to Rs.4,800/- for education in School/ College/ Professional Courses and Post Graduate study in India.
8. Lump sum grant to medically boarded out personnel (Rs.10,000/-for Officers & Rs.4,000/- for Airmen) for commercial venture.
9. Children Education Assistance of Rs.80/- p.m. for 3 years to retired Airmen having a maximum of 24 years of service.

APPLICATION FOR GRANT OF ASSISTANCES FROM INDIAN AIR FORCE  
BENEVOLENT FUND

Name : Address of Applicant:  
Pincode :  
Date :

To  
The Secretary  
Air HQ NPF  
IAF Benevolent Association  
Subroto Park,  
New Delhi - 110 01.

Notification of Death of Husband/Pensioner for Family Assistance Scheme  
Benefits and Lumpsum Grant on death.

Sir,

I ..... wife/son/daughter of Rank.....  
..... Name ..... Service No. ....  
..... hereby inform that my husband / father died on .....

2. The relevant particulars of my husband/father are given below:

- (a) Rank.....Name .....  
Service No. .... Branch/Trade.....
- (b) Date of commission/enrolment .....
- (c) Date of superannuation / retirement .....
- (d) Date of death .....
- (e) Place and cause of death .....

3. Particulars of family and dependants

S.No.	Name	Age	Relationship	Occupation and Income
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4. I shall be grateful if I am granted the Family Assistance Scheme Benefits and lumpsum grant at your earliest convenience.

5. I am enclosing two copies of Death Certificates duly attested

Place:

Yours faithfully,

Date:

(Signature)

## INDIAN NAVAL BENEVOLENT ASSOCIATION:

1. Educational Scholarships to children of pensioners beyond higher secondary stage.
2. Educational Scholarships to handicapped children between the ages of 3 to 18 years, i.e., for a period of 15 years.
3. Grant in aid to NOK on pensioners' death.
4. Assistance upto Rs.10,000/- for starting self help economic venture to ex-Sailors and sewing machines to widows.
5. Reimbursement of expenditure on treatment of serious diseases to pensioners.
6. Rehabilitation grant of Rs.7,500/- to all Sailors on invalidment from service due to TB/ Paraplegic/ Leprosy.
7. Marriage grant of Rs.10,000/- (for Officers) and Rs.5,000/- (Sailors) per child of personnel who die in harness or as pensioners.

## Application for Scholarship from INBA for the Year

1. Category Serving / Pensioner / Deceased
2. Award Renewal / Fresh
3. Name of the Child \_\_\_\_\_
4. Name of Father, Rank & No. \_\_\_\_\_
5. Ship / Establishment \_\_\_\_\_
6. Station (for demand draft) \_\_\_\_\_
7. Boarder or Day Scholar \_\_\_\_\_
8. Details of Course of Study of last qualifying examination:-
  - (a) Name of the Course \_\_\_\_\_
  - (b) Year of Examination \_\_\_\_\_
  - (c) Total Marks \_\_\_\_\_
  - (d) Marks obtained \_\_\_\_\_
  - (e) % age of marks scored \_\_\_\_\_
9. Details of previous scholarships received from INBA, if any-

S.No.	Course of Study	Year	Amount Rs.
(i)	_____	_____	_____
(ii)	_____	_____	_____
(iii)	_____	_____	_____
(iv)	_____	_____	_____

10. Is the child in receipt of any other financial assistance / scholarship / fellowship from Government or Private, if yes, indicate:-  
\_\_\_\_\_

- 11. Present Course of Study (attach Bonafide Studentship Certificate) \_\_\_\_\_
- 12. Whether Graduation / Post Graduation / Vocational / Diploma Course \_\_\_\_\_
- 13. Duration of the Course \_\_\_\_\_
- 14. Course Commenced From \_\_\_\_\_
- 15. Name of the College / Institution \_\_\_\_\_
- 16. University to which affiliated \_\_\_\_\_
- 17. Is the course recognised, if yes attach a copy of recognition \_\_\_\_\_
- 18. In case of a pensioner / re-employed or died whilst in service or after retirement, furnish the following:-
  - (i) Date of retirement / death \_\_\_\_\_
  - (ii) In case of deceased name of Guardian \_\_\_\_\_
  - (iii) Full Postal address of Father / Guardian \_\_\_\_\_
  - (iv) Nearest Syndicate Bank branch for demand draft \_\_\_\_\_

19. Furnish particulars of all children in order of seniority:-

S.No.	Name of the Child	Date of birth duly Supported by document
(i)	_____	_____
(ii)	_____	_____
(iii)	_____	_____
(iv)	_____	_____

Certified that the particulars given in the application are correct and any false statement made by me will disqualify my ward for award of scholarship from INBA besides appropriate disciplinary action.

\_\_\_\_\_  
 (Signature of parent / guardian)

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

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

#### CHECK LIST FOR DOCUMENTS ENCLOSED

- |  |           |
|--|-----------|
| 1. Attested copy of marks sheet 10+2                             | YES/NO    |
| 2. If boarder, Boarder Certificate                               | YES/NO/NA |
| 3. Bonafide Studentship Certificate                              | YES/NO    |
| 4. A copy of P.P.O.  | YES/NO    |
| 5. Pre-Receipt-cum-Declaration                                   | YES/NO    |
| 6. Minimum Entry Qualification                                   | YES/NO    |
| 7. Copy of Birth Certificate / Document                          | YES/NO    |
| 8. Any other document / 1st or 2nd year of Marksheet for Renewal |           |

PART – III

(To be completed by Ship / Establishment / DSS & A Board)

Certified that the particulars of family and other statement in Part I of the application form by the parent / guardian of the child are correct.

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(Signature of the CO/XO./Secy, DSS&AB/HOD of PSU with Name Designation and office stamp)

OFFICE SEAL

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

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

(In cases of renewal of pensioners above requirement is optional)

INSTRUCTIONS

1. All columns of the application form are to be completed in all respects.
2. If the marks are expressed in grades, their equivalent in %age (100 point scale) duly certified by the principal must be furnished.
3. Since the scholarships from INBA is restricted to FIRST two children only therefore particulars of all children should be indicated in appropriate column.
4. Applications are to be submitted to the Secretary, INBA so as to reach Naval Headquarters latest by 01 Nov every year. Applications received after the due date will not be accepted.