

RAJYA SAINIK BOARD (HOME DEPARTMENT) GOVERNMENT OF NAGALAND)

Disclosures Under Sec 4 of Right to Information Act 2005

Right to information and obligations of public authorities updated on 07-06-2010

Department of Directorate of Sainik Welfare and Resettlement/Rajya Sainik Board (Home Department)
Nagaland :: Kohima

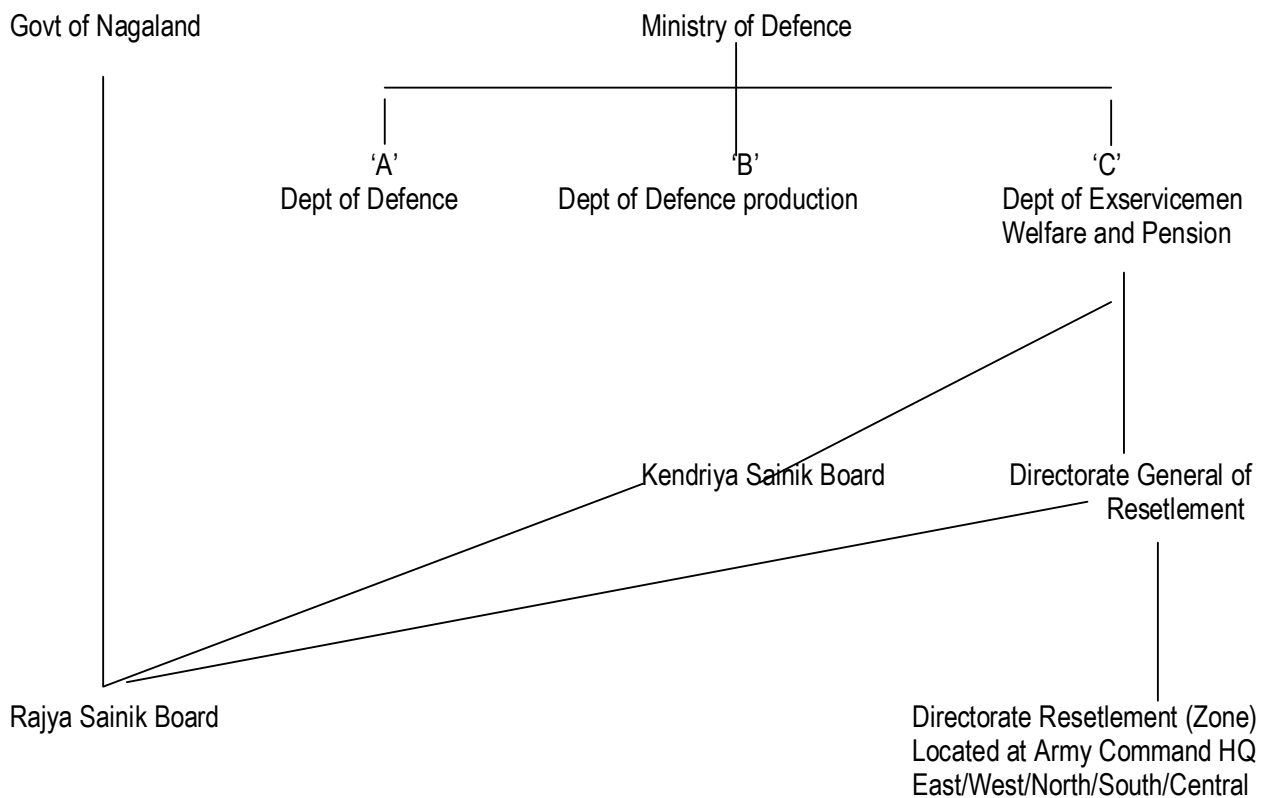
- (i) The particulars of its organisation, functions and duties. [Click here](#)
 - (ii) The powers and duties of its officers and employees. [Click here](#)
 - (iii) The procedure followed in the decision making process, including channels of supervision and accountability; [Click here](#)
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 - (v) The rules, regulations, instructions, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions; [Click here](#)
 - (vi) a statement of the categories of documents that are held by it or under its control; [Click here](#)
 - (vii) the 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; [Click here](#)
 - (viii) a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public; [Click here](#)
 - (ix) a directory of its officers and employees; [Click here](#)
 - (x) the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations. [Click here](#)
 - (xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made; [Click here](#)
 - (xii) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes; [Click here](#)
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 - (xiv) details in respect of the information, available to or held by it, reduced in an electronic form; [Click here](#)
 - (xv) the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use; [Click here](#)
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Sec 4(1)(b) of RTI Act 2005

The particulars of its organisation, functions and duties

RAJYA SAINIK BOARD/SAINIK WELFARE & RESETTLEMENT DEPARTMENT (HOME DEPARTMENT)
(GOVT OF NAGALAND)

1. General. The Sainik Board is an integrated Defence Services Organisation set up by the the Government of India, Ministry of Defence. At the Central level there is Kendriya Sainik Board (KSB) with the Defence Minister as Chairman to formulate policies and programmes for Ex-servicemen & Director General Resettlement (DGR) as implementation agency. Department of Ex-servicemen Welfare under Ministry of Defence coordinates the function of KSB and DGR.. Like other States, there is Rajya Sainik Board (RSB) in Nagaland at the State level headed by the Governor and the Chief Minister as the President and the Vice President respectively. Similarly, at District level, there are 05 Zila Sainik Boards (ZSBs) namely Kohima, Mokokchung, Wokha, Zunheboto and Dimapur and are functioning under coordination with Rajya Sainik Board.

2. Organisational Structure

3. Composition of Rajya Sainik Boards :-

President : Governor, Nagaland

First Vice President(s) : Chief Minister of Nagaland

Vice Presidents :

GOC-in-C Command

FOC-in-C Command

AOC-in-C Command

Ex-officio Members : State Ministers,

Heads of Departments

Local Formation Commanders

Director, Resettlement Zone

Non-official Members : Four Ex-Servicemen,

Two prominent citizens

Secretary : Secretary Rajya Sainik Board/Director, Deptt of Sainik Welfare

Note: - DGR and Secretary, KSB are special invitees at the meetings.

Composition of Zila Sainik Boards : -

President : District Collector

Vice President : Senior ex-Service Officer

Ex-officio members : Heads of State Govt Departments/ Recruiting Officer

Non Official members : Two ex - Servicemen

Four Prominent Citizens

Secretary : Zila Sainik Welfare Officer

4. Function of the Board. The function of the Board/Directorate of Sainik Welfare and Resettlement is to extend welfare and re-settlement facilities and concessions to Ex-servicemen, widows and their dependents and also to dependents of serving Armed Forces personnel in coordination with the State and the Central Govt and Defence Forces. About 60000 Defence Services personel are compulsorily retired/released every year comparatively at younger age mostly between the age group of 32 to 43 years with a view to maintain the young profile of the Armed Forces. Therefore, it has become a joint responsibility of the Center and State Govts to help them to rehabilitate and resettle in Civil life. In order to implement thye Welfare and Resettlement Schemes introduced by the Central and State Govts for them there is the Rajya Sainik Board (Nagaland) at the State level and Five Zila Sainik Boards the District level and the duties and responsibilities are given below : -

- (a) To control and coordinate the functions of Zila Sainik Boards in the Districts
- (b) To carry out Welfare duties assigned by the DGR and KSB, MOD and the State Govt
- (c) Timely submission of reports and returns to DGR/KSB MOD including of 50% share of expenditure from MOD
- (d) Census To maintain up to date census of Ex-servicemen, serving soldiers, widows and their dependents
- (e) Pension Settlement of pension and retirement benefits

- (f) Liaison To maintain a close liaison with State/Central Govt Depts and Institutions dealing with Welfare subjects
 - (g) Welfare Fund To administer the Welfare Fund for Ex-servicemen
 - (h) Welfare measures To obtain/arrange Welfare measures, benefits and concessions, financial assistance from the Central or State Govts and the Army including payment rations and Canteen store from the Army
 - (j) Medical To arrange free medical treatment in Civil and Military hospitals for Ex-servicemen and their dependants including Ex-servicemen Contributory Health Scheme (ECHS)
 - (k) Employment and Self Employment To assist Ex-servicemen and NOK of those killed or disabled for employment in the Central or Stat Govts and PSUs and for self employment
 - (l) Training To arrange vocational training
5. Meetings and Rallies To organize meetings and rallies of Ex-servicemen including pension adalat, Armed Forces Flag day and to attend their problems and grievances
 6. Rajya Sanik Board (RSB) Meeting To conduct annual meeting of RSB and special fund committee for ESM under the chairmanship of the Governor/Chief Minister
 7. Defence subjects To deal with defence related subjects as may be assigned by the State Govt including recruitment in Defence Forces
 8. Image Projection To promote cordial relationship between the local population and the security forces and to project and popularize the image of the Armed Forces

DUTIES AND FUNCTIONS OF OFFICERS

9. Secretary : The Secretary is the Administrative Head of the department. All matters and administrative decision concerning the department will need his final concurrence. His specific duties as such cannot be pinpointed, as his function is mainly regarding policy matters and delegation of work responsibilities and duties to his subordinate officers and staff and oversee their progress. He has to ensure that the policies and decisions of the Govt. are given proper interpretation and that the schemes and programs adopted are being implemented properly.
10. Deputy Director : There is one Deputy Director in the department. He is the main personnel administrator and controls all other officers and staff in the Administrative level. In absence of the Secretary he assumes the responsibilities of the Secretary
11. Superintendent : Superintendent in the department is a junior level officer. He plays crucial parts in the functioning of the department as he is the link between the staff and the officers. It is very important that at this level all files and matters are thoroughly studied and examined minutely.
12. Head Asisstant : In the Directorate there is the Head Assistant handling specific tasks and files according to the work distribution. The Head Assistant is expected to be an expert and conversant and familiar with the subjects that have been delegated to them. Their primary job is to look into all details by cutting down unnecessary choices by giving the Director only the bare minimum necessary option to choose from. It is the duty of the Head Asistant to assist and guide the Director in their respective field, with their expertise and knowledge of the subjects. This would enable the Director to make swift decisions, as he would not have to start from scratch.

Zila Sainik Welfare Officer :

13. At present there are five Zila Sainik Officers. The ZSWO is the head of the department in the district. All ESM welfare and resettlement activities in the district fall under his purview. His main responsibilities are concerned with the proper dispensation of all welfare programs under the department. Besides schemes directly operated by himself, he has to supervise and co-ordinate the activities as per the policies laid out for ESM welfare and resettlement by the State and the Centre Govt.

14. Location & Address : -

Secretary
Directorate of Sainik Welfare and Resettlement
(Rajya Sainik Board)
PR Hill Kohima 797001
NAGALAND

Section 4(1)(b)(ii) of RTI Act.2005

POWERS AND DUTIES OF OFFICERS

(RAJYA SAINIK BOARD, HOME DEPARTMENT)

Sl	Name & Designation	Assignment
1	Shri CJ Ponraj, IAS Home Commissioner Head of Administration Dept of the Rajya Sainik Board Govt of Nagaland	-All policy subjects Financial powers for Rs 5 lakhs and above including appointment/promotions
2	Shri Singshit IPS Special Secretary (Home)	-All routine subjects including financial powers below Rs 5 lakhs
3	Lt Col SI Jakhalu (REtd) Secretary Rajya Sainik Board Nagaland	-To attend all aspects requiring the attention of the State
4	Sub Maj Yam Bahadur Rana Office Superintendent	-Pension cases and assist Secretary RSB

POWERS AND DUTIES OF OFFICERS IN THE DIRECTORATE OF SAINIK WELFARE AND RESETTLEMENT

Sl	Name & Designation	Responsibilities
1	Lt Col SI Jakhalu (Retd) Secretary RSB/Director	Head of Dept Direction and Control of the Directorate and its subordinate officers in the Districts
2	Wing Commander Rajeev Dong (Retd) Deputy Director	All Resettlement and Welfare subjects
3	Hony Sub Maj Yam Bahadur Rana (Retd)	Establishment subjects Legal Matters

Section 4(1)(b)(iii) of RTI Act.2005

(PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING OF CHANNELS OF SUPERVISION AND ACCOUNTABILITY)

15. All Welfare and Resettlement schemes /projects introduced by the Central and the State Govts are placed before the meeting of the Rajya Sainik Board, presided over by the Governor. After obtaining approval, all the schemes are properly implemented in the respective identified area under the supervision of Rajya Sainik Board/Zila Sainik Board.
16. The officers and staff are accountable for timely disposal of the works allotted to them.

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THE NORMS SET BY IT FOR DISCHARGE OF ITS FUNCTION

17. The implementation of various schemes under the department are reviewed frequently in meetings of the Directorate officers as well as with the Zila Sainik Welfare Officers. Instructions are issued regularly to the ZSBs for ensuring proper attendance by employees under their respective jurisdiction to facilitate proper implementation of welfare programs for the ESM and their families. Apart from this, tours of inspections are carried out regularly by the Directorate officers to ensure effective and timely implementation of various welfare programs across the state.

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The Rules, Regulation, Instructions, Manuals and Record held by it or under its control or used by its employees for discharging its functions.

18. The Department normally follows the instruction, Rules and Regulations and the instruction issued thereof by the Govt. of Nagaland and the Govt of India, Kendriya Sainik Boards/Dept of Welfare.

Sl	Name/Title of the document
1	Delegation of Financial Power Rules
2	Nagaland Financial Rule
3	Office procedure (Sect. Manual 1969)
4	Leave Rules (CSS) (L) Rules 1972
5	Nagaland Services (Discipline and Appeal) Rules 1967
6	Nagaland Govt. Servants Conduct Rules 1968
7	Nagaland Directorate /Ministerial Service Rules 2006
8	Guidelines for implementation of various schemes/programme sponsored by Gol
10	Annual Plan

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Section 4(1)(b)(vi) of RTI Act 2005

(Statement of categories of documents that are held by it or under its control)

Department of Sainik Welfare and Resettlement

Sl	Name/Nature Category of the Dept.	Name of the document & its introduction in 1 line	Procedure to obtain the document	Held by/ under control of
1	(a) Kendriya Sainik Board (Ministry of Defence) and (b) Dept of Exservicemen Welfare GOI, MOD	Central share for maintenance of (a) RSB (b) Grant /Financial assistance (c) Appointment/promotion/selection of officials (d) Meeting and rallies		Suptd. & dealing asstt. incharge of the subject.
2	Finance Dept	-Budget allotment Expenditure sanction, Expenditure Statement, Pay and allowances, CPF files		UDA Accounts
3	P & AR Dept	-Post creation/Service rules		Head Assistant
4	Correspondence with Army on Defence subjects Recruitment Central Police forces/Asam Rifles	-Recruitment -Ration -Canteen -Medical		Office Superintendent
5	Records Asam Regiment & Naga Regt	-Resettlement of pension and other related benefits		UDA i/c pension
6	CDA pension	-Civil pension		Superintendent

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The 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.

19. For implementation of various State and Centrally sponsored welfare programs under the Department, consultations are made with the Zila Sainik Boards. The staff of the ZSBs are actively involved for ensuring effective delivery of services under the various State and Centre schemes and welfare programs.

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Section 4(1) (b) (viii) of RTI Act 2005

A statement of boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.

20. The following boards, committees have been constituted by the State Govt for implementation and finalizing all departmental activities and schemes and to monitor them.

Sl No	Name of the Committees/Board	Committee/Board members	Purpose
1	Rajya Sainik Board (Nagaland)	Deputy Director RSB and Secretary ZSB and committee members as shown as above in para (3)	Formulate Welfare and Resettlement policies and program
2	State Managing Committee of Special funds for Rehabilitation of ESM	Governor as Chairman, Chief Secy, GOC 3 Corps, Vice President and other members shown above in para (3)	Formulate Welfare policies for ESM within the given funds

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Section 4(1) (b) (ix) of RTI Act 2005

A Directory of officers and employees of the Rajya Sainik Board/Department of Sainik Welfare and Resettlement

Secretariat Staff

Sl. No.	Name	Designation	Total Emoluments	Cell phone/ Land Line/Email
1	Lt Col SI Jakhlu (Retd)	Secretary (Administrative Head)	Rs 26000/-	M.NO. 9436011600 L.L. 2229942 (O) 2270029 (O) secyrsb-ngl@nic.in
2	Shri Yam Bahadur Rana	Superintendent	Rs 23000/-	M.NO.9774416727
3	Shri Hussain	Accountant	Rs 6000/-	M.NO 9436000258
4	Shri Thupongse	Peon	Rs 8000/-	M.NO 9856208536

Directorate Staff

Sl	Name of officer	Designation	Mobile/Email	Residence	Office	Total Emoluments
1	Lt Col SI Jakhalu	Director	943601160 secyrsb- ngl@nic.in	2221991	2229942	Rs 26000/-
1	Wing Commander Rajeev Dong	Deputy Director	9402816978 rajeevdong1 @rediffmail.com		2229942 2270029	Rs 25000/-
3	Ex Hav Joseph Nio Head Assistant	Head Assistant	9436432965		2229942	Rs 18000/-
4	Sub M Borchetia Retd	UDA	9856862159			Rs 13000/-
5	Shri Kakshe	Accountant	9612714024	-	-	Rs 13000/-
6	Shri Joseph Rengma LDA	LDA	9612190405	-	-	Rs 7000/-
7	Pukashe	LDA	94206163	-	-	Rs 8000/-
8	Yanpo (Peon)	Peon	9863568469	-		Rs 7000/-
9	Kughato	Peon	9856308076			Rs 7000/-
10	Smt Avinuo Metha	Typist	9774408821	-	-	Rs 7000/-

Zila Sainik Board Kohima Staff

Sl. No.	Name	Designation	Place of posting	Contact Number
1	Sub Rememo Lotha (Retd)	Secy Zila Sainik Board (Class III)	Kohima	9612596747
2	Lt Col RS Ahluwalia (Retd)(Temporary Charge)	Secy Zila Sainik Board (Class III)	Dimapur	9436600136
3	Hony Capt Thungbemo Lotha (Retd)	Secy Zila Sainik Board (Class III)	Wokha	
4	Ex Sub Avito Rochill	Secy Zila Sainik Board (Class III)	Zunheboto	
5	Lt Col RS Ahluwalia (Retd)	Secy Zila Sainik Board(Class III)	Mokokchung	9436600136

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Section 4(1) (b) (x) of RTI Act 2005

The Monthly remuneration received by each of its officers and employees including the system of compensation.

Secretariat Staff

Sl.No	Name	Designation	Basic Pay
1	Lt Col SI Jakhalu	Secretary	12000-375-16500
2	Wg Cdr Rajeev Dong	Deputy Director	10000-450-20000
3	Sub Maj (PA) Yam Bahadur Rana	Supdt	8000-275-13500

Directorate Staff

Sl No	Name of the employees	Group wise name of the Post/Designation	Status of the post i.e permanent/Temporary	Sanctioned strength	Men in position	Scale of Pay	Basic pay as on 01.04.2009	Date of Next Increment
1	Lt Col S.I. Jakhalu (Retd)	Secy	Class I	1	1	12000-375-16500	12000	01.10.2010
2	Wg Cdr Rajeev Dong (Retd)	Deputy Director	Class I (contract)	1	1	10000-375-16500	10000	01.11.2010
3	Sub/Hony Sub Maj (PA) Yam Bahadur Rana	Supdt	Class I (contract)	1	1	8000-275-13500	8550	01.04.2010
4	Sub Mohendra Nath Borchetia	Accountant	Class III(contract)	1	1	5000-150-8000	4750	01.11.2010
5	Havildar Clk Joseph N Mao	H.A	Class III(contract)	1	1	5000-150-8000	5813	01.08.2010
6	Havildar C. Thepongse Sangtam	Peon	Gr-IV(Permanent)	1	1	2550-55-2660-60-3200	3410	01.10.2010
7	Sep Kughato Sema	Peon	Gr-IV (Permanent)	1	1	2550-55-2660-60-3200	3410	01.10.2010
8	Nk (TS) Bendang Meren Ao	Driver	Class III(contract)	1	1	2550-55-2660-60-3200	2820	01.12.2010
9	Naik Pukhashe Sema	L.D.A-c-Typist	Class III(contract)	1	1	3050	3275	01.12.2010
10	Naik Vanpvuo Lotha	Peon	Class III (contract)	1	1	2550-55-2660-60-3200	2720	01.04.2010
11	Mrs Avinuo Metha	L.D.A (Civilian)	Gr-III (Permanent Civilian)	1	1	4125-100-4725-125-6475	4525	01.10.2010
12	Kakishe Shegi	UDA (Civilian)	Gr-III (Permanent Civilian)	1	1	5000-150-8000	6200	01.10.2010
13	Joseph Kez	LDA (Civilian)	Gr - III (contract)	1	1	3050 - 75 - 3950 - 80 - 4590	3050	01.10.1010

EMPLOYEES ZILA SAINIK BOARD KOHIMA

SL. No	Name of the employees	Group wise name of the Post/Designation	Status of the post i,e permanent/Temporary	Scale of Pay	Basic pay as on 01.04.2009
1	Sub Rememo Lotha (Retd)	Secy, ZSB	C	5000-150-8000	7250
3	Ex Petty Officer Kaisibou Newmai	Welfare Organiser	C	4125-100-4725-125-6475	4125
4	Shri Neido-u (Civil)	LDA	C	3050-75-3950-80-4590	4510
5	Shri Nikietuo (Civil)	Typist	C	3050-75-3950-80-4590	4590
6	Ex Naik Vitsulhou	Chowkidar	D	2550-55-2660-60-3200	2550
7	Ex Nk Lhoukahie	Driver	C	3500 fixed	3500

EMPLOYEES ZILA SAINIK BOARD MOKOKCHUNG

SL. No	Name of the employees	Group wise name of the Post/Designation	Status of the post i,e permanent/Temporary	Scale of Pay	Basic pay as on 01.04.2009
1	Lt Col RS Ahluwalia (Retd)	Secy, ZSB.	Hony Class I officer	8500 fixed	-
2	Ex Nk Lanutemjen Ao	Welfare Organiser	C	4125-100-4725-125-6475	4125
3	Smt Narola Ao	Typist	C	3050-75-3950-80-4590	4425
4	Shri Bendangkokpa Ao	O/Peon	D	2610-60-3150-65-3540	3265
5	Shri Kikayangba Ao	Chowkidar	D	2610-60-3150-65-3540	3265
6	Ex Nk Holovi Thapa	Driver	C	3500 fixed	3500
7	Smt Atula Ao	LDA	C	3050-75-3950-80-4590	4425

EMPLOYEES ZILA SAINIK BOARD WOKHA

SL. No	Name of the employees	Group wise name of the Post/Designation	Status of the post i,e permanent/Temporary	Scale of Pay	Basic pay as on 01.04.2009
1	Hony Capt Thungbemo Lotha (Retd)	Secy ZSB	C	5000-150-8000	5900
2	Shri Nchenthung Lotha	UDA	C	4125-100-4725-125-6475	6350
3	Smt Lideno Lotha	Typist	C	3050-75-3950-80-4590	3350
4	Ex Hav Litamo Lotha	O/Peon	D	2550-55-2660-60-3200	3030
5	VACANT	Welfare Organiser	C	4125-100-4725-125-6475	

EMPLOYEES ZILA SAINIK BOARD ZUNHEBOTO

SL. No	Name of the employees	Group wise name of the Post/Designation	Status of the post i,e permanent/Temporary	Scale of Pay	Basic pay as on 01.04.2009
1	Sub Avito Rochill (Retd)	Secy, ZSB	C	5000-150-8000	6500
2	Hony Capt/Clk SC Bharali	Head Asst	C	4750-125-7500	4750
3	Ex Hav D Borah	UDA	C	4750-125-7500	4750
4	Ex Nk Lihoto Sema	O/Peon	D	2550-55-2660-60-3200	2820
5	Sub Nyangpo Konyak (Retd)	Welfare Organiser (Attached to DC Mon)	C	4125-100-4725-125-6475	4125

EMPLOYEES ZILA SAINIK BOARD DIMAPUR

SL. No	Name of the employees	Group wise name of the Post/Designation	Status of the post i,e permanent/Temporary	Scale of Pay	Basic pay as on 01.04.2009
1	Secretary ZSB	VACANT	Class I	8000-275-13500	
2	Ex Hav Clk Guibamang Blaise	H.A.	C	4750-125-6000-150-7500	4750
3	Ex - Sub Kiheto Sema	Welfare Organiser	C	4125-100-4725-125-6475	6350

Section 4(1) (b) (xi) of RTI Act 2005

The Budget allocated to each of each agency, indicating the particulars of all Plans, proposed expenditure and reports on disbursement made.

Budget for 2008 – 09 in respect of demand No 19 Rajya Sainik Board :

Sl No	Major/Minor/Sub	Detailed Head of Accounts	Non Plan	PLAN
1	Major Head 2235	Social Security and Welfare		
2	2235 – 60	Other Social Security and Welfare programs		
3	2235 – 60 -200	Other Schemes		
	2235 – 60	TOTAL	Rs 71.09 Lakhs	Nil

Statement showing the final expenditure figure for the year 2009 – 10 in respect of demand No 19 Rajya Sainik Board

Sl No	Head of Account as per the printed demand FOR 2009 - 10	Non Plan (in lakhs)	CSS/CPS	State Plan
	Major Head 2235 Social Security and Welfare			
	2235 – 60 Other Social Security and Welfare programs			
	2235 – 60 -200 Other Schemes			
1	Salaries	70.72		
2	Wages	2.64		
3	Travel Expenses	3.00		
4	Office Expenses	4.60		
5	Motor vehicles	2.50		
6	Rent, Rates and Taxes	1.20		
7	Grant in Aid	1.96		
8	Construction of Building	50.00		
	Total	136.62 Lakhs		

Section 4(1) (b) (xii) of RTI Act 2005

The manner of execution of subsidy programme, including the amount allocated and the details of beneficiaries of such programme

21. There are no subsidy schemes under the Dept.

Section 4(1) (b) (xiii) of RTI Act 2005

Particulars of recipients of concession, permits or authorizations granted by it.

22. On retirement of ESM Zila Sainik Board issues Identity Cards to the ESM for availing the facilities and various schemes.

PROCEDURE FOR ISSUE OF IDENTITY-CARD TO RETIRING DEFENCE SERVICES PERSONNEL

23. The Identity Card to the retiring Defence Services personnel is issued by concerned ZSB where the retiring Defence personnel proposes to settle down after retirement as recorded in his discharge document(s). For this purpose, all retiring Defence personnel are required to get their particulars filled in the registration form in duplicate at the Record

Office at the time of their discharge. One copy of the registration form is forwarded by the Record Office to the concerned ZSB by post and the second copy by hand through the retiree himself. Thereafter, the individual is required to call on the

concerned ZSB along with three copies of the stamp size photographs, discharge certificate/PPO and other relevant service documents for issue of I-Card. At the ZSB, the particulars are scrutinised and in case the individual qualifies to the status of ex-Servicemen, he will be asked to fill in an application form and I-Card will be issued to him. Formats for applying for registration by ex-Servicemen and Widows with their respective RSB/ZSBs and issue of Ex-Serviceman/Widow Identity Card are available with the ZSBs.

24. Please remember, I-Card is a pre-requisite for availing the benefits of the welfare schemes instituted under the "Armed Forces Flag Day Fund" vide Government of India SRO 7E dated 13 Apr 1993.

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Section 4(1) (b) (xiv) of RTI Act 2005

The details in respect of the information, available to or held by it in an electronic form

Sl	Information/Activities for which data is available in electronic form	Can it be shared with the public	Is it available on the website or is being used as back end database	With whom it is held/ available	Whom to contact
1.	Manuals of office procedure	Yes	No		Director
2	Right to information Act 2005	Yes	No		-do-
3	Guidelines of Schemes	Yes	No		-do-
4	Acquaintance roll of employees	Yes	No		-do-

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Section 4(1) (b) (xv) of RTI Act 2005

The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintain for public use

Sl	Facility available	Nature of information available	Working hours
1	Notice Board	Notices & Circulars	Always
2	Website	Web	Always
3	Printed manual	Book, journal, magazine etc	On working days

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Section 4(1) (b) (xvi) of RTI Act 2005

The names, designation and other particulars of the Public Information officer

25. Name of Public Authority:- Rajya Sainik Board

a) Department Appellate Authority (DAA)

Sl	Name	Designation	STD code	Telephone nos			Email	Home address
				Office	Home	Mobile		
1	Lt Col SI Jakhalu	Secretary	0370	2270029	2221991	9436011600	secyrsb-ngl@nic.in	New Minister's Hill

b) Public Information Officer (PIO)

Sl	Name	Designation	STD code	Telephone nos			Email	Home address
				Office	Home	Mobile		
1	Rajeev Dong	Deputy Director	0370	2229942		9402816978	rajeevdong1@rediffmail.com	Monkhola

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Section 4(1) (b) (xvii) of RTI Act 2005

Such other information as may be prescribed; and thereafter update these publications every year; Click here

DIRECTORATE GENERAL RESETTLEMENT

26. The DGR has the overall responsibility for resettlement of ex-servicemen (including officers), their widows and dependents and the disabled armed forces personnel invalided out of service. DGR is headed by a serving officer of the rank of Maj Gen.

27. The schemes of the DGR can be specifically categorized under the following heads: -

Resettlement Training

(a) Resettlement Training for Officers-The courses cover certificate in Business Management courses of 24 weeks at IIMs & other B-Schools and other courses in Security, Computer application and modular management courses etc upto 3 months.

(b) Resettlement Training for PBOR- The Training Dte of DGR organizes employment oriented training programmes for PBOR from all the three services to enhance their skills and enable them to seek suitable employment after retirement for which training to volunteering PBOR is conducted free of cost.

(c) Ex-Servicemen Resettlement Training Schemes-The aim of this job oriented scheme is to provide training to ex-servicemen, war widows, widows of ex-servicemen and one dependent ex-servicemen.

28. Employment – There is 10% and 20% reservation in Gp 'C' and Gp 'D' posts respectively in Central Ministries/Departments and 14.5%/24.5% job reservation for ex-servicemen in Gp 'C'/ 'D' posts of PSUs/Nationalised Banks. Besides, State Governments provide a number of concessions to promote employment of ex-servicemen. DGR, to augment the existing employment opportunities for ex-servicemen, nominates ex-servicemen security agencies

established under the Companies Act by retired officers for the award of contract for security with various PSUs and Private Sector Organisations.

29. Self-Employment : Some of the salient schemes are as under-
- Coal Transportation Scheme
 - Tipper Truck Scheme
 - Oil Product Agency
 - Army Surplus Class V (B) Vehicles
 - Prime Minister's Rozgar Yojana (PMRY) Scheme for Ex-Servicemen
 - Mother Dairy, Delhi Milk Schemes & Safal Fruit and Vegetable Booths
 - CNG Stations

Note : For more details please visit DGR website www.dgrindia.com.

BENEFITS/CONCESSIONS EXTENDED BY KSB THROUGH ARMED FORCES FLAG DAY FUND/RMDF

30. Health Care: For serious ailments financial assistance is being provided by KSB. Ex-servicemen and families could take treatment for serious disease at empanelled leading civil hospitals. The ECHS will cater for the Healthcare of defence pensioners who as per estimates are 60% of the ex-servicemen and widows registered with the ZSWO/ZSBs. The remainder non-pensioner ex-servicemen and families, World War II veterans will continue to be provided financial support for medical treatment by KSB through AFFD Fund. Details are as follows: -

(i) Bypass surgery, angiography, angioplasty, open heart surgery, valve replacement, pace maker implant, kidney/renal transplant	90% and 75% of the expenditure incurred in case of JCOs/OR and Officers respectively subject to Maximum Rs. 1,25,000/-
(ii) Stroke, arterial surgery, prostate surgery and total joint replacement	-do-
(iii) Cancer/spastic paraplegic, dialysis	Maximum of Rs. 75,000/- per FY.

Notes

(i) The list of serious diseases is being updated. The cases of non-pensioners, in the event the expenditure exceeding 3.0 Lacs on diseases not covered under approved list are to be submitted to KSB for consideration. The same would be considered based on the merit of the case.

(ii) All ex-servicemen and widows eligible to join ECHS will not be entitled to finance from AFFD Fund after 31 Mar 08. Non-pensioner ex-servicemen will continue to receive financial assistance from AFFD Fund as hitherto fore. All pensioner ex-servicemen and family pensioners are therefore, advised to join ECHS.

31. Disabilities. There are quite a few ESM who become disabled during action or due to accidents and other causes and are invalided out from service. These ESM are provided special medical care and trained to become self-reliant. The care and rehabilitation is undertaken in specialized institutions and supported financially by KSB. These are:-

32. Grant to Paraplegic Rehabilitation Centre : The PRCs at Kirkee and Mohali look after paraplegic and tetraplegic ESM as inmates, who have lost their limbs while on active service. Annual grants are being provided by KSB to these PRCs @ 14,600/- p.a. per inmate. The addresses and contact no. of these PRCs are as under: -

(a) PRC

SAS Nagar, Phase-VI
Mohali (Punjab)
Ph No. 0172-2225352

(b) PRC

Kirkee, Pune-20
Ph No. 020-25820505
ASCON-3191

33. Queen Mary Technical Institute (QMTI) :- The Queen Mary's Technical institute for disabled soldiers is a non government organisation registered as an educational trust with the Deputy Commissioner, Pune. This institute imparts educational training to Paraplegic soldiers.

34. Vocational Courses- Dying, printing, fitter, electrician, mechanic diesel, mechanic radio, TV repair, stenography and computer courses.

35. Grant to Cheshire Homes: - Cheshire Homes look after leprosy, mentally handicapped, chronic spastic/paraplegic and TB patients. A grant of Rs. 9000/- per annum per inmate is provided.

For further detail about Cheshire Homes please contact-

(a) Director

Raphael Ryder Cheshire
International Centre,
Dehradun, Uttarakhand
Contact No.0135-2674901

(b) Chairman

Cheshire Home India
9/21, Rana Pratap Marg
Lucknow, UP
Contact No. 0522-2622304

(c) Residential Administrator

The Delhi Cheshire Home
Opp. Holy Family Hospital
Okhla Road, New Delhi-110025 Contact No.-011-
26314727

36. St. Dunstan's After Care Organisation, Dehardun :- St. Dunstan's Organisation for blinded Soldiers, Sailors and Airmen provides psychological support to overcome the shock of blindness as well as impart vocational training to enable the blinded ESM to find a place in society and also provides after care service.

37. War Memorial Hostels. The War Memorial Hostels were constructed with a view to provide shelter to the children of War widows, war-disabled, attributable & non attributable cases studying in class I to XII. Each Regt. Centre has been provided by KSB non-recurring grant for construction and furnishing of WMH. Recurring grants are provided to the WMH for wards of Defence personnel @ Rs.900/- p.m. and Rs.450/- p.m. for attributable and non-attributable cases respectively. Admission to WMH is open to the wards of all Defence personnel including those of Navy and Air Force in the order of priorities laid down. The list of War Memorial Hostels is available in the Guide Book/RSB/ZSB offices.

38. Supply of Kinetic Honda Scooters to ESM Paraplegics KSB provides Kinetic Hoda Scooters to the disabled ESM, subject to disability of more than 50% and attributable to military service on recommendation of medical authorities. The cases are to be put up to KSB for approval.

39. Tool Kit for ex-servicemen Technicians. Out of Armed Forces Flag Day Fund, tool kits are provided, amount not exceeding Rs. 2,000/-.

40. Financial Assistance from Raksha Mantri's Discretionary Fund (RMDF). The financial assistance provided to needy Ex-Servicemen, widows and their Wards from RMDF for various purposes is indicated below:-

Purpose for Grant	Amount (Rs.)	Eligibility
Penury Grant: One time grant to all categories	30,000/-	NON-PENSIONERS
Penury Grant for Old ESM and Disabled Children: ESM/Widows in penury <ul style="list-style-type: none"> Staying at home (above 75 years). Staying at old age homes (above 70 years)—certificate from old age home required. Children of ex-servicemen with 100% disability-grant on yearly basis based on certification by military/civil hospital. 	500/-pm	
Monthly Grant to Old and Infirm: Assistance to old and infirm Ex-Servicemen for 2 years.	2000/-	
Medical Grant: for non ECHS Members:-	30000/- (Max)	UP TO HAVILDAR AND THEIR EQUIVALENT IN NAVY AND AIR FORCE
House Repairs Grant: <ul style="list-style-type: none"> ESM/widows in penury or 100% disabled ex-servicemen. Orphan daughter of ESM of all categories (only one daughter). 	20000/-	
Funeral Allowance: to widows	5000/-	
Marriage Grant: <ul style="list-style-type: none"> Daughters of ESM/widows of all categories Widow's re-marriage. 	16,000/-	
Education Grant: widow and children (2 children) <ul style="list-style-type: none"> Up to plus 2. Up to graduation. Vocational Training – full cost of training (one time grant). Cost of books/stationery (once a year to be claimed along with the education grant) Up to one child joining Defence Officers Training Institutes like NDA/IMA for the duration of the training. 	400/- pm 600/- pm 20,000/- (max) 1000/- per year 1000/- pm	
Orphan Grant: on yearly basis. <ul style="list-style-type: none"> Daughters of ex-servicemen of all categories up to marriage/21 years of age, whichever is earlier. One Son of ex-servicemen of all categories upto class XII or 18 years of age, whichever is earlier. 	1000/- pm	ALL RANKS

41. Eligibility :

- (a) Pensioner ESM including Widows upto the rank of Havildar & equivalent and non-pensioner ESM/ Widows.
- (b) ESM, Widows/Dependents not in receipt of fix medical allowance but expend more than Rs 2,400/- on the present treatment for which the assistance is sought (In case of medical grant).
- (c) PBOR and their Widows provided they have not got assistance from other source (In case of medical grant).
- (d) All cases involving accidents (In case of medical grant).
- (e) World War II veterans and their widows who are not in receipt of any financial assistance/Old age/World war veterans pension scheme from the respective State Govt.
- (f) Certificate from the Zila Sainik Board that no financial assistance is provided from State Govt or any other source.

42. How to apply.

The applicant should submit his/her application alongwith FCR form to the concerned RSB/ZSB. THE BANK ACCOUNT NO. MUST BE REFLECTED IN THE FCR.

Note - Application form and FCR are available at RSBs/ZSBs.

43. Documents required.

- (a) Attested copy of discharge book.
- (b) Ex-Servicemen/Widows Identity Card.
- (c) Ownership certificate (In case of house repair).
- (d) Death certificate (In case of Funeral Grant).
- (e) Dependents certificate (In case of orphan daughter of ESM).
- (f) Certificate from village sarpanch/Registrar, Birth certificate of bride, Ration Card and Marriage invitation card (In case of marriage grant).
- (g) Certificate from Military Hospital with reason for not reporting there for treatment. (In case of medical grant)
- (h) Certificate from AGI/AFGI whether any similar assistance provided or not. (In case of medical grant).
- (j) Copy of discharge certificate from hospital. (In case of medical grant).
- (k) Bonafide certificate from school (In case of education grant).
- (l) Bank Account No.

44. Admission into Professional Colleges. At present around 30 seats in MBBS and 1-3 seats in BDS under Central Government Nominee quota are available through KSB for wives/widows and wards of categories of Defence personnel in the following order of priority:-

- (a) Killed in action.
- (b) Disabled in action and boarded out from service.
- (c) Died while in service with death attributable to military service.
- (d) Disabled in service and boarded out with disability attributable to military service.
- (e) Gallantry Award/Other Award Winners.

45. The Scheme is advertised in leading newspapers normally in the month of May every year.

PRIME MINISTER'S SCHOLARSHIP SCHEME UNDER
NATIONAL DEFENCE FUND

Introduction.

46. To encourage higher technical and professional education for the wards of widows and Ex-Servicemen of Armed Forces, Prime Minister's Scholarship Scheme has been introduced from the Academic Year 2006-07.

47. Number of candidates to be Awarded Scholarship .

A total number of 4,000 scholarship will be allotted each year under the scheme.

48. Students eligible for the scholarship

- (a) Wards of Ex-Servicemen and their widows (below officer rank).
- (b) Wards/widows of Ex-Servicemen died in harness due to causes attributed to military service, irrespective of the rank.

49. Courses eligible for the Scholarship: *First Year Professional Degree Programme* in Engineering, Medicine, Dental, Veterinary, MBA, MCA, Pharma, Nursing, B. Ed, M Ed, BP Ed, MP Ed, UG/PG in physiotherapy and Law etc. duly recognised by the respective government regulatory bodies, such as All India Council for Technical Education, Medical Council of India etc.

50. The scheme is open for courses mentioned above in recognised institutions in India only.

ACADEMIC REQUIREMENT

51. At least 60% marks at the 10+2/MEQ level for the initial sanction. For renewal in subsequent years, 50% marks each year.

DURATION OF THE SCHOLARSHIP

52. Two to five years as approved by the concerned regulatory body for that programme.

AMOUNT OF SCHOLARSHIP

53. The amount of scholarship would be as follows:

- (a) Rs.1250/- per month for boys. (Paid Annually)
- (b) Rs. 1500/- per month for girls. (Paid Annually)

HOW TO APPLY.

54. Every year advertisement, inviting application from the eligible wards/widows of ESM, is given in the national dailies and other leading Vernacular news papers.

55. The broucher-cum-application forms are to be downloaded from the DGR website: dgrindia.com under the heading Kendriya Sainik Board at Serial No 27.

Incase of difficulties in down loading the application, it can be obtained from KSB by sending a request with a self addressed stamped (Rs 35) size 30x25 cm. This can also be obtained from the office of respective Rajya Sainik Board in each State/UT.

56. The applicant is to fillup the application, strictly, as per the instr given in the broucher. He is to ensure that all the requisite documents are attached alongwith the application as per the checklist.

57. All queries please contact :-

Joint Director (PM Scholarship)
KSB, MoD, West Block –IV Wing -V
New Delhi – 110066
Tele - 011 26715250, 26192359, 26188098
E-mail - pm_scholarship@yahoo.co.in

Note. All incomplete application will be rejected.

58. The payment of scholarship will be granted after the successful completion of each academic year, as per the percentages mentioned in the academic requirement.

Note : The amount of scholarship including any other scholarship or financial assistance from any other source will not exceed the total amount of scholarship available under this scheme. All students are to open Bank account in SBI or PNB only the banks with the Electronic Transfer facility (E transfer). This would facilitate error free transfer of the scholarship money and avoid delay in receipt. The detail of the bank account is to be intimated to the KSB, in the application form.

RENEWAL OF SCHOLARSHIP

59. Once the scholarship is awarded, the candidate is required to apply for renewal of scholarship for the subsequent year in the prescribed proforma, (attached with brochure). A certificate from the College/Institute indicating that the candidate continues to study in the subject course and State of Marks indicating the percentage is a mandatory requirement. The details of the students would also be verified by the KSB through the RSB/ZSBs.

CENTRAL GOVT CONCESSIONS

Educational Concessions

60. As per Govt of India, Ministry of Defence vide their letter No. No.9(1)/703/Edn Concession/D(Res) dated 06 Aug 2003, the following educational concessions are admissible to the children of Armed Forces personnel killed during all operations in India and abroad including Counter Insurgency Operations.

- (a) Complete exemption from tuition fee.
- (b) Grants to meet hostel charges in full.
- (c) Cost of Books and Stationery Rs. 1000/- per annum per student.
- (d) Cost of Uniform where this is Compulsory @ Rs. 1700/- during 1st year and Rs. 700/- for the subsequent years per annum per student.
- (e) Clothing : Rs. 500/- for the first year and Rs. 300/- for the subsequent years per annum per student.

Travel

61. Rail Travel Concession. Govt. of India have announced free rail travel in I-Class/II-AC Class to the recipients of PVC, Ashok Chakra, MVC, Kirti Chakra, VrC and Shourya Chakra and the widows of posthumous winners of these Gallantry Awards alongwith a companion. (Ministry of Railways letter No. E (W) 96PS 5-6/22 dated 23 Feb 96 refers.)

62. Air Travel Concession. Following categories of personnel are eligible to the following concessions in air travel in domestic flights of the Indian Airlines: -

- (a) 75% concession to Recipients of Gallantry Awards of Class II & I viz. PVC, Ashok Chakra, MVC and Kirti Chakra, Victoria Cross, George Cross, Distinguished Service Cross, Military Cross, Distinguished Flying Cross and George Medal.
- (b) 50% concession to Permanently war disabled officers who have been invalidated out of service and the dependent members of their families.
- (c) 50% concession to War widows of post independence era.

63. Monetary Allowance attached to various Gallantry Awards. The rates are as under (Authority : GOI, Ministry of Defence letter Nos 7(32)/2007/D(AG) dated 14 May 2008 and 7(42)/2006/D(AG) dated 14 May 2008) :-

<u>Medal</u>	<u>Rates (per month)</u>
<u>Post-Independence</u>	
Param Vir Chakra	Rs. 3000/-
Ashok Chakra	Rs. 2800/-
Maha Vir Chakra	Rs. 2400/-
Kirti Chakra	Rs. 2100/-
Vir Chakra	Rs. 1700/-
Shaurya Chakra	Rs. 1500/-
Sena/Nao Sena/ Vayu Sena Medal (Gallantry)	Rs. 500/-
<u>Pre-Independence</u>	
Distinguish Service Order	Rs. 2000/-
Indian Order of Merit	Rs. 2000/-
Indian Distinguished Service Medal	Rs. 2000/-
Distinguished Service Cross	Rs. 1400/-
Military Cross	Rs. 1400/-
Distinguished Flying Cross	Rs. 1400/-
Military Medal	Rs. 1400/-
Distinguished Flying Medal	Rs. 1400/-

Note: Each Bar to the decoration will carry the same amount of monetary allowance admissible to the original award.

64. Purchase of Car by Personnel Below Officer Rank (Serving and Retired). All PBOR (Serving and retired) of the three services having minimum of 15 years colour service and having been released honorably are entitled to purchase a four wheeler up to 1300 CC capacity through the CSD with effect from 01 Jan 2009.

BENEFITS AND CONCESSIONS PROVIDED BY THE STATE GOVERNMENTS (NAGALAND)

65. The State Govt of Nagaland provide various benefits and concessions to their ESM/widows/dependents viz :-
- (a) 5 percent reservations in Group 'C' and 'D' posts.
 - (b) Induction of Ex-Servicemen at suitable levels in State Police Force.
 - (c) 2 percentage reservation of Ex-Servicemen in industrial sheds and National permits, 5 percent in Jai Jawan Stalls and 3.5 percent in fair Price Shops.
 - (d) Old age pension Rs. 100/- p.m.
 - (e) II World War Veteran pension Rs. 500/- p.m.
 - (f) Financial assistance to widows of Ex-Servicemen at the time of death of their husband Rs. 2,000/-.
 - (g) ECHS Registration Fee for widow pensioner amounting to Rs 1800/-, which will be paid by RSB.
 - (h) Financial assistance of Rs 5000/- to ESM/Widows for treatment of serious disease and restricted to on-pensioner (s) not eligible for ECHS.
 - (j) Marriage grant of Rs 8000/- to daughter of ESM/Widows.
 - (k) Lum-sum grant of Rs 1000/- to ESM for undergoing various vocational training in Govt. recognized institute (s) sponsored by DGR, MoD.
 - (l) Grant of scholarship of Rs 500/-pm to son of ESM, who are residing and studying at War Memorial Hostels and is/are not in receipt of grant from KSB, MoD.
 - (m) Lump-sum grant of Rs 5000/- to children of ESM with 55% marks in matric and above for admission to professional college (s)/higher studies, restricted to two children only.
 - (n) War Jagir Allowances.
 - (o) Cash grant to gallantry award winners at Appendix 'K'.
 - (p) ESM belonging to State of Nagaland are exempted from paying of House Tax when under self-occupation.
 - (q) Armed Forces Pension and pension equivalent of gratuity are ignored while fixing pay of re-employed ESM below officers rank under State Govt.
 - (r) Payment ration, canteen facilities and free medical facilities have been introduced to interior areas.
 - (s) Sainik Rest Houses are located at Dimapur, Mokokchung, Wokha, Zunheboto, Phek, Tuensang, Kohima, Peren

66. The Statewise details of these benefits may be obtained from website www.dgrinding.com. Details are also available in 'Guide to Service Personnel, Ex-Servicemen, Widows and Dependents on Benefits and Concessions provided by the Central Government and State Governments' published by Kendirya Sainik Board.

EX-SERVICEMEN CONTRIBUTORY HEALTH SCHEME (ECHS)

67. The Ex-Servicemen Contributory Health Scheme (ECHS) has been authorised vide Government of India, Ministry of Defence letter No.22 (I) 01/US/D (Res) dated 30 Dec 2002. All the ESM and widows drawing pension are entitled to become members of the scheme. They will be provided treatment in Service Hospitals/ECHS Polyclinics and also in empanelled Civil/Private Hospitals.

ELIGIBILITY

- Armed Forces veterans drawing pension/disability pension.
- Widow drawing pension.
- Spouse.
- Dependents (earning less than 2550/- pm to include)
 - Son (s) till 25 years of age.
 - Daughter (s) till marriage or she is a widow/ divorcee.
 - Disabled child for life.
 - Parents.

BENEFITS OF ECHS

- All types of known diseases covered.
- No upper limit for genuine expenditure on treatment.
- No upper age limit to join.
- Only once lifetime payment.
- Dependent parents and children also given all benefits.
- Familiar environment.

LIMITATIONS

- Treatment in service hospital if :-
 - Located nearby.
 - Facility and capacity exist.
- Expenditure on treatment limited to the approved CGHS/Govt rates.
- Unreferred OPD/admission in empanelled hospitals not allowed except in emergency.

HOW TO APPLY

68. Armed Forces Veterans to fill up application form available at all Station HQs or download it from ECHS website.

69. Deposit the form with the following documents :-

- Affidavit.
- Deposit contribution in government treasury/ Reserve Bank of India/SBI and attach original copy of MRO.
- Demand draft to be prepared at the rate of Rs. 90/- per card (you can make two add on cards in addition to the master card).

- Three passport size photographs of pensioner and dependants (paste one copy of each photograph on application form, affidavit and on receipt).
- PPO to be duly attested by bank/treasury form where the pension is being drawn.
- Photocopy of discharge book/service certificate duly attested.

70. Deposit completed application form at the designated Station HQs.

71. Remember to take your receipt. You are a member the day you get the receipt, subject to verification of your documents.

72. Collect the card(s) on intimation sent by the Station HQs.

73. Get your cards activated at the parent/nearest polyclinic as soon as possible. Without activation, cards will not work at polyclinics.

CONTRIBUTION RATES

Pension (Uncommuted basic pension + dearness Pension)	Rates of subscription
Upto Rs. 3000/-	Rs. 1,800/-
Between Rs. 3001 to 6000/-	Rs. 4,800/-
Between Rs. 6001 to 10,000/-	Rs. 8,400/-
Between Rs. 10001 to 15000/-	Rs. 12,000/-
Above Rs. 15,001/-	Rs. 18,000/-

Note : *war widows and war disabled exempted from contribution.

E-mail : mdechsbol@bol.net.in & dirmedechs@bol.net.in

PROCEDURE FOR REFERRAL

- * Patient to report to parent polyclinic (mandatory) for further treatment.
- * Referred to service hospital, in mil station if bed space available.

Or

- * Referred to empanelled hospital (patient has a choice of Selection of the empanelled hospital)
- * ECHS member/dependents do not have to clear bills or make payment (except dietary charges).
- * No payment in service hospital for medicines or for Treatment.

Note - ECHS will not make payment if ECHS members directly goes to hospital/diagnostic centre/consultants. It is violation of laid down procedure. Patient reporting to polyclinic is mandatory to take referral.

PROCEDURE IN CASE OF EMERGENCY

- ECHS members can go to service hospital or any empanelled/non empanelled hospital.
- ECHS members or his dependents should inform parent polyclinic or nearest polyclinic within 48 hours of such admission.
- ECHS members not to make any payment in empanelled hospitals.
- Bills to be cleared by the ECHS member in non empanelled hospital and later submit bills alongwith the case to parent polyclinic.

- Bills to be submitted within one month from date of discharge.
- Sanction for reimbursement as per approved Govt rates will be given by Central Organisation, ECHS.
- The onus of proving emergency lies on the patient ECHS member.

74. Central Organisation ECHS vide their letter No. B/49774-P/AG/ECHS/Referral dated 05 Apr 07 and 25 Apr 07 have intimated that the ESM population in remote/hill areas would henceforth be able to get treated in the nearest Civil Hospital up to a maximum of 07 (Seven) days, provided nearest polyclinic is more than 50 Kms away and the parent Polyclinic is informed within 02 days. This facility is applicable to the residents of following States only :-

- Himachal Pradesh and Uttaranchal
- NE States of Arunachal Pradesh, Manipur, Tripura, Mizoram, Nagaland and Meghalaya (less Distt Shillong) and Sikkim
- West Bengal : District Darjeeling only.
- Karnataka : District Chikmangalur & Kodagu only
- Tamil Nadu : District Nilgris only
- Chhattisgarh : District Bastar & Dantewara only
- Orissa : District Korapur and Mayurbhanj only

Note :- For detailed information contact the nearest ECHS cell at Station HQ or Regional Centre ECHS or ECHS Polyclinic.

Note- For further details to becoming members etc please visit website www.indianarmy.nic.in/arechs.htm or www.irfcnausena.mil.in.

Postal address of ECHS (Central Organisation) :-

Managing Director
Central Organisation
Ex-Servicemen Contributory Health Scheme
C/o HQ Delhi Area, Maude Lines
Delhi Cantt-110 010

