



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

**INFORMATION HANDBOOK
UNDER RIGHT TO INFORMATION ACT**

INDEX

S.No.	Index	Page No.
1.3	Definitions	7
1.6.	Help Desk (To contain names and phone numbers and postal addresses along with e-mail Id's of all Officers of the Department.	
1.4	Procedure and fee structure for getting information	9
CHAPTER – 2 (MANUAL – 1) Particulars of Organisation, Functions and duties – Introduction		11
2.1	Objective / Purpose of the Public Authority.	12
2.2	Mission / Vision statement of the Public Authority	12
2.3	Brief history of the Public Authority	12
2.4	Duties of the Public Authority	13
2.5	Main activities / functions of the Public Authority	13
2.6	List of services being provided by the Public Authority	13
	2.6.1. Special Employment Cell	13
	2.6.2. Reservation for Ex-Servicemen	14
	2.6.3. Appointment on compassionate grounds	15
	2.6.4. Priority for employment to dependants of Killed / Disabled in action.	17
	2.6.5. Priority for one dependant of Ex-Servicemen	18
	2.6.6. Self Employment Schemes	19
	2.6.6.1. Semfex-II	19
	2.6.6.2. Semfex-III	21
	2.6.7. National Equity Fund Scheme	23
	2.6.8. Bank Loan Interest Subsidy Scheme	26
	2.6.9. Subsidy on Industrial Shed	27
	2.6.10. Oil Product Agencies (Defence Category)	27
	2.6.11. Training	28
	2.6.11.1. Director General Resettlement Training Programme	28
	2.6.11.2. Tailoring Unit	29
	2.6.11.3. Pre Recruitment Coaching Class for entry into Armed Forces.	29
	2.6.12. Grants from Funds	31
	2.6.12.1. Amalgamated Fund	31
	2.6.12.1.1. Bank Loan Interest Subsidy Scheme	32
	2.6.12.1.2. Industrial Shed Subsidy	33
	2.6.12.1.3. Annual Maintenance Grant	34

			2.6.12.1.4.	Ex-Gratia Grant	35	
			2.6.12.1.5.	Housing Grant	36	
			2.6.12.1.6.	Marriage Grant	37	
			2.6.12.1.7.	Educational Scholarship / Stipend	38	
			2.6.12.1.8.	Pre-Cum-Post Release Training Scheme	39	
			2.6.12.1.9.	Scholarship / Stipend for Professional / Technical / Vocational Courses	40	
			2.6.12.1.10.	School Uniforms and Book Allowances for children of war casualties	45	
			2.6.12.1.11.	Bank Loan Interest Subsidy Scheme	46	
		2.6.12.2.	Tamil Nadu Ex-Services Personnel Benevolent Fund		47	
			2.6.12.2.1.	Life Time Grant	48	
				2.6.12.2.1.1.	Blind Relief Grant	50
				2.6.12.2.1.2.	Paraplegic Grant	51
				2.6.12.2.1.3.	Leprosy Relief Grant	52
				2.6.12.2.1.4.	T.B. Relief Grant	53
				2.6.12.2.1.5.	Cancer Relief Grant	54
				2.6.12.2.1.6.	Grant for Mentally Retarded children	55
			2.6.12.2.2.	Monthly Grant	56	
			2.6.12.2.3.	Marriage Grant	57	
			2.6.12.2.4.	Funeral Grant	58	
			2.6.12.2.5.	Natural Calamities Grant	59	
			2.6.12.2.6.	Pocket Money	60	
			2.6.12.2.7.	Spectacles	61	
			2.6.12.2.8.	Artificial Dentures	62	
			2.6.12.2.9.	Hearing Aid	63	
			2.6.12.2.10.	Grant for Major Surgeries	64	
			2.6.12.2.11.	Maintenance Grant	65	
			2.6.12.2.12.	Book Allowance	66	
			2.6.12.2.13.	Educational expenses to orphaned children	67	
			2.6.12.2.14.	House Tax Reimbursement	68	

	2.6.13.	Assistance from Government	69	
		2.6.13.1.	War Service Incentive	69
		2.6.13.2.	Ex-Gratia	70
		2.6.13.3.	Kargil Defence Personnel Relief Fund	71
		2.6.13.4.	Gallantry Award Winners	72
		2.6.13.5.	Cash in lieu of land	73
		2.6.13.6.	Annuity	74
		2.6.13.7.	Annual Maintenance Grant to Battle Casualties	75
	2.6.14.	Reservation in Educational Institutions	76	
	2.6.15.	Housing	77	
	2.6.16.	Assignment of land	77	
	2.6.17.	Industrial Sheds / Plots	78	
	2.6.18.	Medical Assistance	78	
	2.6.19.	Travel concessions	78	
	2.6.20.	Employment (Age relaxation)	79	
	2.6.21.	Miscellaneous	79	
	2.6.22.	Flag Day celebrations	80	
	2.6.23.	Ex-Services Centres	81	
	2.6.24.	Jawans Bhavan	81	
	2.6.25.	Ministry of Defence / Kendriya Sainik Board Financial Assistance	83	
		2.6.25.1.	Raksha Mantri's Discretionary Fund	83
		2.6.25.2.	Regimental Funds	85
		2.6.25.3.	Disabled Army Personnel Widows and Orphans Fund	85
		2.6.25.4.	Army Central Welfare Fund	85
		2.6.25.5.	Army, Navy and Air Force Wives Welfare Association Fund	86
		2.6.25.6.	National Defence Fund	86
		2.6.25.7.	Air Force Association Benevolent Fund	86
		2.6.25.8.	Naval Benevolent Fund	87
		2.6.25.9.	St.Dunstan's After Care Organisation	87
		2.6.25.10.	IRCS (Medical After Care Fund)	87
2.7.		Organisation Structure Diagram	88	
	2.7.1.	Organisational Chart – State level	88	
	2.7.2.	Organisational Chart – District level	89	
2.8.		Expectations of the Public Authority from the public	90	
2.9.		Arrangements and methods made for seeking public participation / contribution	90	
2.10.		Mechanism available for monitoring the service delivery and Public Grievance resolution	90	
2.11.		Addresses of the main office and district offices	92	
2.12.		Office Timings	94	

CHAPTER – 3 (MANUAL – 2) Powers and Duties of Officers and Employees		95
3.1. Details of the powers and duties of Officers and employees		96
CHAPTER – 4 (MANUAL – 3) Rules, Regulations, Instructions, Manual and Records for Discharging Functions		98
4.1.	List of Rules, Regulations, Instructions, Manual and Records held by Public Authority	99
CHAPTER – 5 (MANUAL – 4) Particulars of any arrangements that exists for consultation with, or representation by, the members of the Public in Relation to the formulation of its policy or implementation thereof		100
5.1.	Formulation of policy	101
5.2.	Implementation of policy	102
CHAPTER – 6 (MANUAL – 5) A Statement of the categories of documents that are held by it or under its control		103
6.1.	The documents are available at Districts.	104
CHAPTER – 7 (MANUAL – 6) A statement of Board, Council, Committees and other Bodies constituted as its part		105
7.1.	Information of Board, Council, Committees and other Bodies related to the public authority	106
CHAPTER – 8 (MANUAL – 7) The Names, Designations and other particulars of the Public Information Officers		107
8.1.	Name of the public authority	108
8.2	Organisational Chart	111
	8.2.1 Special Monitoring Cell Committee	111
	8.2.2. State Managing Committee of Amalgamated Fund	112
	8.2.3. Tamil Nadu Standing Flag Day Organisation Committee	113
	8.2.4. Tamil Nadu Soldiers', Sailors' and Airmen's Board	114
	8.2.5. Standing Sub Committee of Amalgamated Fund	115
	8.2.6. Committee for the Administration of Tamil Nadu Services Personnel Benevolent Fund	Ex- 116
	8.2.7. District Soldiers', Sailors' and Airmen's Board	117
	8.2.8. Divisional Level Soldiers' Committee	118
CHAPTER – 9 (MANUAL – 8) Procedure followed in decision making process		119
9.1.	Procedure followed to take a decision for various matters	120
9.2.	Various kinds of procedures and decision makings	120
9.3.	Arrangements to communicate the decision to the public	120
9.4.	Various levels of officers and their opinions for decision.	120
9.5.	Final authority that wets the decision	120

9.6.	Important matters on which the decision is taken by the public authority	121
CHAPTER – 10 (MANUAL – 9) Directory of Officers and Employees		122
10.1.	District wise information	123
CHAPTER – 11 (MANUAL – 10) The monthly remuneration received by each of its officers and employees including the system of compensation as provided in regulations		125
11.1.	Remuneration	126
CHAPTER – 12 (MANUAL – 11) The budget allocated to each agency		127
12.1.	For public authorities responsible for developmental, construction, technical works	128
CHAPTER – 13 (MANUAL-12) The manner of execution of subsidy programme		129
CHAPTER – 14 (MANUAL-13) Particulars of recipients of concessions, permits of authorization granted by it		132
CHAPTER – 15 (MANUAL-14) Norms set by it for the discharge of its functions		135
15.1.	Details of the norms / standards set by the department for execution of various activities / programmes	136
CHAPTER – 16 (MANUAL-15) Information available in an electronic form		137
16.1.	The details of the information related to the various schemes available in the electronic format	138
CHAPTER – 17 (MANUAL-16) Particulars of the facilities available to citizens for obtaining information		139
17.1.	Means, methods or facilitation available to the public	140
CHAPTER – 18 (MANUAL-17) Other useful information		141
18.1.	Frequently asked questions and their answers by public related to seeking information	142
18.2.	Related to seeking information	142
18.3.	With relation to training imparted to public by public authority	143
18.4.	With relation to certificate, no objection certificate etc. issued by the public authority	144
18.5.	With relation to registration process	145
18.6.	With relation to collection of tax by public authority	146
18.7.	With relation to issuing new connection electricity / water supply temporary and permanent disconnection etc.	146
18.8.	Details of any other public services provided by the public authority	146
18.9.	Specimen forms for various assistances	

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.

1.4 ORGANISATION (to be on the desk board)

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.
- (vii) Recruits who were boarded out/released on medical grounds and granted medical / disability pension will be covered with in the definition of Ex-Servicemen.

Note:-

*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 Ten 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:

Rupees Two for each page (in A-4 or A-3 size page) created or copied
actual charge or cost price of a copy in larger size paper actual cost or price
for samples or models

and

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

for information provided in diskette or floppy – Rupees fifty per diskette or floppy

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 instill confidence in the minds of serving and dependants.

2.3 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 Joint Director of Ex-servicemen's Welfare is the Secretary.

2.4. 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 30 Districts.

2.5. 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 it 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

Any one of the family members like, Wives, sons and daughters of Ex-servicemen is eligible, provided that the concerned ex-serviceman himself has not utilized 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:

No age restriction;

Should not have any outstanding loans.

Partnership with non-Ex-Servicemen is allowed subject to limitation of 25%;

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 -

Financial assistance is available for projects upto Rs.15.00 lakhs under the Integrated loan scheme.

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/-)

Farm Sector:

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

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:

Registration with Zila Sainik Board.

Forward 5 copies of application form with Project Report to Zila Sainik Board.

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 -IIIIntroduction:

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:

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.

The scheme is operative in villages having population of not more than 20,000.

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.

Land. No financial assistance is provided for land.

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:

Interest on loans for Khadi and Polyvastra including Polywool industries advanced by KVIC from its consortium fund is 4% p.a.

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 12th month.

Conditions:

The borrowing institution is required to execute legal documents, i.e., hypothecation deed and/ or mortgage deed covering movable and immovable properties as security.

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 75% 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.10.00 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 75% 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 installments 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 installments 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.15.00 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/SE2/OIL/General dated:23.6.97)

Eligible Persons:

Widows/ Dependants of Posthumous Gallantry Award Winners

War Widows/ Dependants

War disabled (with disability 50% and above)

Widows/ Dependants of those who died in harness due to attributable causes.

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

TRAINING

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

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.50/- per day for the training period in addition to supply of raw materials at the rate of Rs.1000/- per month. The women dependents on completion of their training, are provided with a sewing machine for themselves.

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

It has been observed that even though there have been overwhelming responses 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.

To overcome the difficulties faced by the youths of Tamil Nadu, Pre-recruitment training classes are being conducted by the Directorate of Ex-Servicemen's Welfare for the benefit of the unemployed youth of our State including dependents of Ex-Servicemen. The expenditure incurred is being met out of the Government Funds.

GRANTS FROM FUNDS

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

Amalgamated Fund

Tamil Nadu Ex-Services Personnel Benevolent Fund.

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 Joint Director of Ex-Servicemen's Welfare is the Secretary.

The Managing Committee and Sub Committee are annexed below.

The concessions extended from this fund are given below.

ASSISTANCES FROM AMALGAMATED FUND**BANK LOAN INTEREST SUBSIDY SCHEME (BLISS)****Introduction:**

The scheme is called 'Bank Loan Interest Subsidy Scheme' shortly known as BLISS. Under the scheme 75% 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.

Conditions:

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.

Reimbursement of 75% 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 installments will not be taken into account for calculating the reimbursable interest.

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.
(Joint Director of Ex-Servicemen's Welfare)

SUBSIDY AMOUNT ; 75% of interest charged by the Bank
(Maximum loan Rs.10.00 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
(Joint 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. 25000/- per year for life

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

EX.GRATIA GRANT**ELIGIBILITY CRITERIA:**

1. Family of killed in action / Disabled Ex-Servicemen.
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. 100000/- one time grant in the form of
Fixed Deposit for three years for NOKs of
Martyrs.

Rs. 50000/- one time grant in the form of
Fixed Deposit for three years for War
Disabled Ex-Servicemen.

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. 50000/- 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. 100000/- and 8 gram Gold Coin for making Thirumangalyam to the war widows and Disabled Ex-Servicemen whose disability is 50% and above.

Rs. 50000/- and 8 gram Gold Coin for making Thirumangalyam to the Disabled Ex-Servicemen whose disability is less than 50%.

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

EDUCATIONAL SCHOLARSHIP**ELIGIBILITY CRITERIA:**

1. Son / Daughter of ex-servicemen / widows
2. Should be native of Tamil Nadu
3. Education Institute approved by the Government
4. No income ceiling.
5. Upto JCO.

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 : Standard I to V : Rs.500/-
 Standard VI to VII : Rs.800/-
 Standard IX and X : Rs.1,000/-
 Standard XI and XII : Rs.1,500/-
 UG Courses : Rs.2,000/-
 PG Courses : Rs.2,500/-

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

SCHOLARSHIP 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. Upto the rank of JCO.
5. No income ceiling.

DOCUMENTS TO BE SUBMITTED:

1. Prescribed application form
2. Identity Card
3. Discharge Certificate
4. Bonafide Certificate obtained from the educational Institute .

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.

Ser. No.	Courses	Tution Fees	Hostel Fees
1.	Under Graduate Courses	10000	4000
2.	Diploma Courses	7500	4000
3.	Certificate Courses	2500	4000

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 Amount per year

QUANTUM OF AMOUNT : I to V STD Rs.1000/-

VI to VIII STD Rs.1250/-

IX to XII STD Rs.1500/-

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

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 Joint Director is the Secretary.

The income to the fund is as follows : -

1. Flag Day Collections
2. Rents received from Jawans Bhavan and other constructions belonging to the Fund.

The concessions extended from this fund are given below. All the assistances provided from this fund will be upto the rank of JCOs.

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.6000/- 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.3000/- 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. Should be native of Tamil Nadu.
4. No Income ceiling.

DOCUMENTS TO BE SUBMITTED:

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

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

QUANTUM OF AMOUNT : Rs.1,500/- per month for life

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. No income ceiling
4. Should be native of Tamil Nadu

DOCUMENTS TO BE SUBMITTED:

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

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

QUANTUM OF AMOUNT : Rs.1,500/- per month for life

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. No Income ceiling.
4. Should be native of Tamil Nadu

DOCUMENTS TO BE SUBMITTED:

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

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

QUANTUM OF AMOUNT : Rs.1,500/- 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. No Income ceiling
4. Should be native of Tamil Nadu

DOCUMENTS TO BE SUBMITTED:

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

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

QUANTUM OF AMOUNT : Rs.1,500/- 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. No Income ceiling
4. Should be native of Tamil Nadu

DOCUMENTS TO BE SUBMITTED:

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

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

QUANTUM OF AMOUNT : Rs.1,500/- 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. No Income ceiling.
4. Should be native of Tamil Nadu

DOCUMENTS TO BE SUBMITTED:

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

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

QUANTUM OF AMOUNT : Rs.1500/- 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. Non-pensioner / Un-employed due to old age
4. Should be in penury
5. Should be native of Tamil Nadu
6. 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.1500/- 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. Age limit of daughter – 20 years and above
3. Minimum Qualification of daughter - VIII Std Passed
4. 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. Education certificate
5. Ration Card (Family Card)
6. Marriage Invitation
7. Certificate from concerned VAO for solemnization of marriage

SANCTIONING AUTHORITY: District Collector.

QUANTUM OF AMOUNT : Rs.20000/-

TIME LIMIT : With in six months from the date of 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. Ex-Servicemen Identity Card to be surrendered
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.5000/-

TIME LIMIT : After the death of ex-serviceman

NATURAL CALAMITY GRANT**ELIGIBILITY CRITERIA:**

1. Only for ex-servicemen / Widows
2. Should not have availed the grant from Revenue Department
3. 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 issued by Tahsildar that house has been damaged by natural calamities.

SANCTIONING AUTHORITY:

: District Level Committee

QUANTUM OF AMOUNT: Actual Expenditure incurred
not exceeding Rs.15,000/-**TIME LIMIT**: 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 .
2. Should not have availed pocket money from other Department / Institutions.
3. 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**ELIGIBILITY CRITERIA:**

1. Ex-Servicemen / wife / widows of Ex-Servicemen.
2. 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 ; Maximum of Rs.3500/- or actual bill whichever is less.

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. Treatment in Military /Government Hospital and Hospital approved by the Director of Medical Services.
3. For Private Hospitals a certificate to be produced that this Hospital is authorised to undertake major surgeries.
4. 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:

Nimmadhi Illam sends the demand to the Directorate for their inmates on monthly basis. After scrutiny, the amount will be sent to Nimmadhi Illam directly by the Directorate of Ex-Servicemen's Welfare.

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

QUANTUM OF AMOUNT ; as per the eligibility of the inmates.

TIME LIMIT : Within 15 days on receipt of demand from Nimmadhi Illam..

EDUCATIONAL EXPENSES TO ORPHAN CHILDREN OF EX-SERVICEMEN

ELIGIBILITY CRITERIA:

1. Age below 21 years
2. Should study in Government Schools / Colleges
3. Certificate received from Institutions regarding fees structure
4. Should be native of Tamil Nadu

DOCUMENTS TO BE SUBMITTED:

1. Prescribed application form
2. Discharge Certificate

SANCTIONING AUTHORITY: : District Collector

QUANTUM OF AMOUNT ;

<p>* will be paid direct to the Institutions by the District Officers.</p>	<ol style="list-style-type: none"> 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 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 an 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. 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

SANCTIONING AUTHORITY: : District 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.20000/- and Rs.1,000/- worth Silver Medal.
2. More than one son Rs.25,000/- and Rs.1,000/- worth Silver Medal.

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

EX-GRATIA**KARGIL DEFENCE PERSONNEL RELIEF FUND****Eligibility:**

Ex-gratia grant is sanctioned to those defence personnel, who are disabled / NOK of killed in war / war like operations / action against terrorists / counter insurgency operations / in aid to civil power.

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.20,00,000/-
2.	Totally disabled / double amputee / totally blind	-	Rs. 15,00,000/-
3.	Single amputee, one eye blind, deaf, loss of toes, fingers precluding employment	-	Rs. 10,00,000/-

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

Sanctioning Authority:-

Sanctioning Authority - Government of Tamil Nadu.

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 Citation Copy.
2. Nativity Certificate in original
3. Declaration for not having received the grant earlier / elsewhere.

Quantum of Amount:

Ser. No.	Awards	Lumsum Grant (Rs.)	One Time Grant in lieu of Annuity (Rs.)
1.	Param Vir Chakra	25,00,000/-	25,000/-
2.	Ashoka Chakra	20,00,000/-	20,000/-
3.	Maha Vir Chakra	15,00,000/-	15,000/-
4.	Kirti Chakra	12,00,000/-	12,000/-
5.	Vir Chakra	10,00,000/-	10,000/-
6.	Shouyra Chakra	8,00,000/-	8,000/-
7.	Sena / Nao Sena / Vayu Sena Medal	1,00,000/-	-
8.	Mention-in-Despatches	15,000/-	-
DISTINGUISHED SERVICE MEDALS			
1.	Param Vishisht Seva Medal	75,000/-	-
2.	Sarvotam Yuddh Seva Medal	75,000/-	-
3.	Uttam Yuddh Seva Medal	40,000/-	-
4.	Ati Vishist Seva Medal	40,000/-	-
5.	Yudh Seva Medal	25,000/-	-
6.	Vishist Seva Medal	25,000/-	-
7.	Sena Medal	25,000/-	-

The above mentioned amount be sanctioned to the beneficiaries with effect from 04.02.2016.

Sanctioning Authority:-

Sanctioning Authority - Tamil Nadu Government

ANNUAL MAINTENANCE GRANT TO BATTLE CAUSALTIES

The widows of those who were killed in action and disabled in action are given
Annual Maintenance grant of Rs.25,000/-

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.	5	
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. 11.	B.Sc. (Agri.) B.E. (Agri.)	6 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, somewhat 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, somewhat similar to CGHS.

TRAVEL CONCESSIONS**RAILWAYS**

75% concession in Second Class Rail fare to War Widows.

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 COMMEMORATION -

The Flag Day is observed every year on 7th 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 and Amalgamated 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 | 10. Madurai |
| 2. Srivilliputhur | 11. Saidapet |
| 3. Udhagamandalam | 12. Coimbatore |
| 4. Tiruchirapalli | 13. Cuddalore |
| 5. Krishnagiri | 14. Ramanathapuram |
| 6. Palayamkottai | 15. Dindigul |
| 7. Thanjavur | 16. Thoothukudi |
| 8. Pudukottai | 17. Nagercoil |
| 9. 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 | 6. Sivakasi |
| 2. Madurai | 7. Coimbatore |
| 3. Vellore | 8. Tirunelveli |
| 4. Tiruchirapalli | 9. Thanjavur |
| 5. Cuddalore | 10. Erode |

Other estates belonging to the Department are :-

Directorate of Ex-servicemen's Welfare Complex, Chennai.

Old Age Pensioners' Home @ Vellore

CSD Canteen building at Palayamkottai

72 Shop Complex at Vellore

Guest House @ Kodaikanal

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.16000/-)**

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 members is suffering from incurable disease.

2. **Financial Assistance towards Medical Treatment (on submission of original medical bills (Rs.15,000/-): -**

The cases falling in under mentioned 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 under mentioned 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.1000/- pm till Std.XII upto two children)

The cases falling in under mentioned 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 under mentioned 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 under mentioned 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.

Grant for wheel chair/ treatment abroad.

Scholarships ranging from Rs.2,400/- to Rs.4,800/- for education in School/ College/ Professional Courses and Post Graduate study in India.

Lump sum grant to medically boarded out personnel (Rs.10,000/-for Officers & Rs.4,000/- for Airmen) for commercial venture.

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

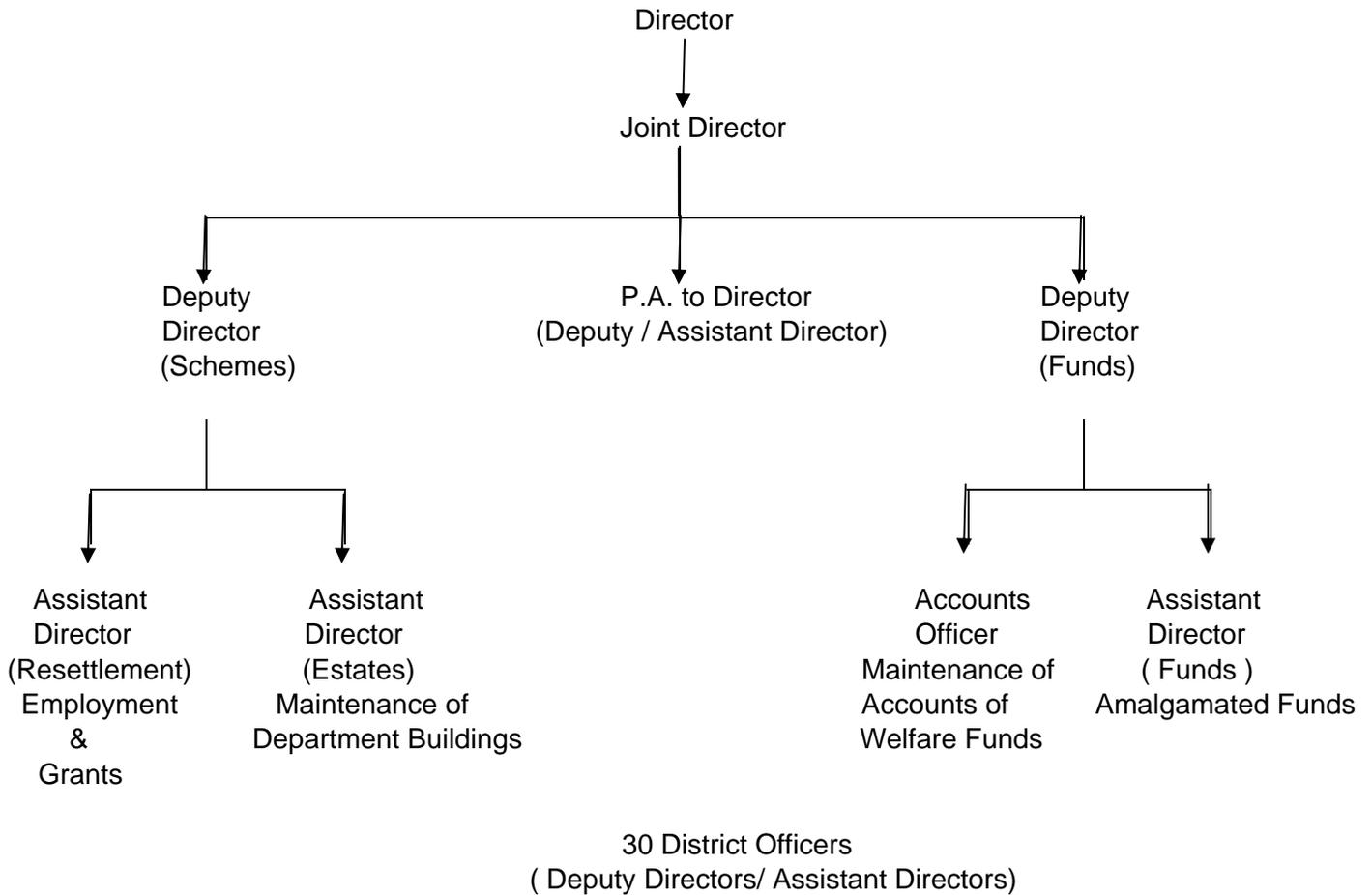
To assist financially and provide psychological and logical support to the totally blinded. Case initiated at the districts.

Indian Red Cross Society (Medical After Care Fund).

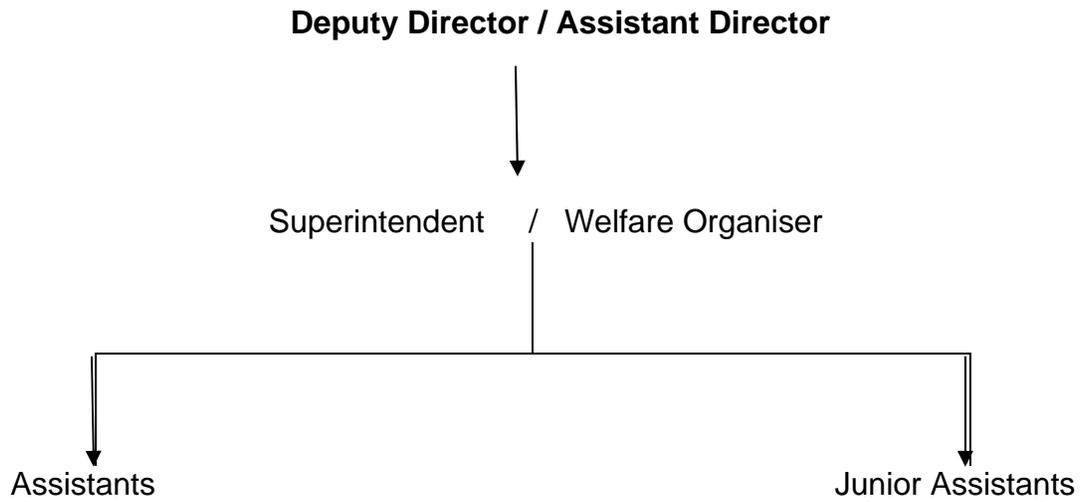
Initiated at the districts form those afflicted by TB, Leprosy and also to those Ex-Servicemen admitted in Armed Forces Hospitals.

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

ORGANISATIONAL CHART – STATE LEVEL



ORGANISATIONAL CHART – DISTRICT LEVEL



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.

Arrangements and methods made for seeking public participation / contribution.

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

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

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.

Where a request has been rejected, the reasons for rejection will be intimated to the person making the request.

In case if any information is not provided within 30 days it shall be deemed that the request has been rejected.

An appeal can be preferred within 15 days from the date of rejection.

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.

There's also a Grievance Day Petition exclusively for Ex-Services Population conducted by the Collector once in a quarter.

On all working days Ex-Services Population can meet the Deputy / Assistant Director or in his/her absence the Superintendent / Welfare Organiser for any queries.

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

S.No.	Name of the District	Address	Phone No.	
	Ariyalur	No.72, A, Market Street, Ariyalur – 621704	04329	221011
	Chennai	“Major Parameswaran Memorial Building”, West Mada Street, Srinagar Colony, Saidapet, Chennai – 600 015	044	22350780
	Coimbatore	Ex-Services' Centre, Huzur Road, Coimbatore – 641 018	0422	2214107
	Cuddalore	No.33, II Cross Street, Seetharama Nagra, Pudupalayam, Cuddalore – 607 001	04142	294732
	Dharmapuri	No.H-49, Kaliyappa Nivas, TNHB, Avvai Nagar, Othapatti, Dharmapuri – 636705	04342	230086
	Dindigul	Ex-Services' Centre, Masterplan Complex, Collectorate, Dindigul – 624 305	0451	2460086
	Erode	Jawans Bhavan, Gandhi Road, (Near Manickam Theatre), Erode – 638 001	0424	2263227
	Kancheepuram	No.2, G.S.T.Road, Jeeva Commercial Complex, Tambaram, Chennai – 600 045	044	22262023

Kanniyakumari	Ex-Services Centre & Shopping Complex, Railway Feeder Road, Kottar, Nagercoil – 629 002	04652	243515
Krishnagiri	Ex-Services' Centre, 433, Bangalore Road, Krishnagiri - 635 001	04343	236134
Madurai	Ex-Services' Centre, Near Madurai Junction, Railway Colony, Madurai – 625 016	0452	2308216
Nagapattinam	Ground Floor, Collectorate Complex, Nagapattinam – 611 002	04365	253042
Namakkal	RDO Office Complex, Mohanur Road, Namakkal-637001	04286	233079
Pudukottai	Ex-Services' Centre, Kalyanaramapuram Ist Street, Thirukokarnam P.O., Pudukottai – 622 002	04322	221593
Ramanathapuram	Ex-Services' Centre, Masterplan Complex, Collectorate, Ramanathapuram – 623 503	04567	230045
Salem	Room No.307, III Floor, Collectorate Complex, Salem – 636 001	0427	2410903
Sivagangai	Ex-Services' Centre, Maruthupandiyar Nagar, Sivagangai – 623 560	0457	240483
Thanjavur	Ex-Services Centre, Muthukumara Moopanaar Road, Opposite to Head Post Office, Thanjavur – 613 001	04362	230104
The Nilgiris	Ex-Services' Centre, Goods Shed Road, Udhagamandalam – 643 001	0423	2444078
Theni	II Floor, Collectorate Complex, Theni – 625 531	04546	252185

Thoothukudi	Ex-Service Centre, Toovipuram, 9 th Street, Thoothukudi - 628 003	0461	2321678
Tiruchirapalli	Ex-Services' Centre, 19-A, Warners Road, Cantonment, Tiruchirapalli – 620 001	0431	2410579
Tirunelveli	Ex-Services' Centre, Palayamkottai, Tirunelveli - 627 002	0462	2560440
Tiruppur	Room No.523, 5 th Floor, Collectorate Complex, Tiruppur - 641604	0421	2971127
Tiruvallur	6/25, Lal Bahadur Satri Road, Periyakuppam, Tiruvallur – 602 001	044	27663163
Tiruvannamalai	I Floor, Collectorate Complex, Vengikkal, Tiruvannamalai – 606 604	04175	233047
Tiruvarur	Room No.201-204, II Floor, Collectorate Complex Annex, Tiruvarur – 610004	04366	220210
Vellore	Jawans Bhavan, Near Main Telephone Exchange, Vellore – 632 001	0416	2220432
Villupuram	No.18/13, Chairman Chidambaram Street, West Shanmughapuram Colony, Villupuram – 605 602	04146	220524
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	Appointment of Group D Staff. Sanction of leave of Staff at respective District Offices. Sanction of increment to Staff at District at respective District Offices. Maintenance of Service Registers of Staff of 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.	Grants like Monthly, Marriage, Funeral, Educational, BLISS, AMG, Exgratia, Cash grants for Gallantry, Cancer, Paraplegic, Leprosy, Blind, Mentally Retarded Children, TB and Major surgeries. 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.

From where one can get a copy of rules, regulations, instructions, manual and records : At District Headquarters & Directorate

Telephone No: As per address given for all offices

Fax :

E-Mail :

Others :

Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any) : 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

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

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

Chapter – 7 (Manual – 6)

**A statement of board, council, committees and
other bodies constituted as its part**

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.
	<u>Directorate</u>	Major VS Jayakumar (Retd), Joint Director	Sqn Ldr A V Suresh Narayanan (Retd), Assistant Director(Res)	044-26691342 (O) 044-26691747 (O) 044-26692256 (O) 044-26691886 (F)
	<u>District Offices</u>			
1.	Ariyalur	Thiru. C Selvamoorthy, Assistant Director(i/c)	Tmt. Kalaiyarasi Gandhimathi, Superintendent.	04329 – 221011
2.	Chennai	Lt Col AD Maria Venitta(Retd.), Deputy Director.	Tmt. K. Revathy, Superintendent.	044 - 22350780
3.	Coimbatore	Major M Suresh Kumar (Retd) Assistant Director.	Thiru. P. Muruganantham, Superintendent.	0422 - 2214107
4.	Cuddalore	Major Boni Vincent (Retd.), Deputy Director	Tmt. H. Ayisha Begam, Superintendent.	04142 - 294732

5.	Dharmapuri	Ex Lt Cdr T.Sangeetha, Assistant Director(i/c).	Thiru. S.Rajendran, Superintendent.	04342 – 230086
6.	Dindigul	Ex Lt Cdr K.Senthil Kumar, Assistant Director.	Thiru. D.S.P.Shankar Raja, Superintendent.	0451 - 2460086
7.	Erode	Tmt. K.Pankayar Selvi, Assistant Director.	Thiru. N. Indra Kumar Superintendant.	0424 - 2263227
8.	Kancheepuram	Ex Major Ruba Subbulakshmi, Assistant Director	Thiru. S. Radhakrishnan, Superintendent.	044 - 22262023
9.	Kanniyakumari	Thiru M Srinivasan, Assistant Director(i/c).	Thiru. N. Murugan, Superintendent.	04652 - 243515
10.	Krishnagiri	Tmt. T.K. Shenbagavalli, Assistant Director.	Tmt. S. Prema, Superintendent.	04343 - 236134
11.	Madurai	Ex Major D.Prabhakar, Assistant Director.	Thiru. R. Varadharajan, Superintendent.	0452 - 2308216
12.	Nagapattinam	Lt Col R.Pazhani Velu(Retd.), Assistant Director.	Thiru. C. Mathiazhagan, Superintendent.	04365 - 253042
13.	Namakkal	Thiru K.Ganesan, Assistant Director.	Thiru. K.Subramaniyan, Superintendent.	04286 – 233079
14.	Pudukottai	Wg Cdr Ganesan Veluswamy(Retd.) Assistant Director.(i/c)	Tmt.S.Suguna, Superintendant.	04322 - 221593

15.	Ramanathapuram	Ex Capt. S. Vijayakumar, Assistant Director.	Thiru. G. Gunasekaran, Superintendent.	04567 - 230045
16.	Salem	Ex Lt Cdr T.Sangeetha, Assistant Director.	Thiru. M.Vijayakumar, Welfare Organiser.	0427 - 2410903
17.	Sivagangai	Tmt. C.Ramalakshmi, Assistant Director.	Tmt. E. Selvi, Superintendent.	04575 - 240483
18.	Thanjavur	Wg Cdr Ganesan Veluswamy(Retd.) Assistant Director.	Thiru. V. Marimuthu, Superintendent.	04362 - 230104
19.	The Nilgiris	Major C Saravanan(Retd.) Assistant Director.	Tmt. K. Kannagi, Superintendent.	0423 - 2444078
20.	Theni	Thiru. GJ Vijayakumar, Assistant Director.	Tmt. K.M. Srikala Devi, Superintendent.	04546 - 252185
21.	Thoothukudi	Lt Col M.Nagarajan (Retd.), Assistant Director.	Tmt. S. Sujatha, Superintendent.	0461 - 2321678
22.	Tiruchirapalli	Thiru. C.Selvamoorthy, Assistant Director.	Tmt. R. Mohanasundari, Superintendent.	0431 - 2410579
23.	Tirunelveli	Thiru. M.Srinivasan, Assistant Director.	Tmt. S. Rajeswari, Superintendent.	0462 - 2560440
24.	Tiruvallur	Lt Col Ameerunisa(Retd.), Assistant Director.	Thiru. M. Thangaraj, Superintendent.	044 – 27663163

25.	Tiruvannamalai	Lt Col K.Gnanasekar (Retd.), Assistant Director.	Thiru. R. Mani, Superintendent.	04175 – 233047
26.	Tiruvarur	Thiru. M.Srinivasan, Assistant Director.	Thiru. R. Spensor Noble, Welfare Organiser	04366 – 220210
27.	Tiruppur	Thiru S.Chandra Sekar, Assistant Director.	Thiru. P. Ravichandran, Welfare Organiser	0421 – 2218842
28.	Vellore	Flt Lt. S.Manivannan (Retd.), Deputy Director.	Thiru. N. Venkataraman, Superintendent.	0416 – 2220432
29.	Villupuram	Ex Lt.Col. V.Arul Mozhi, Assistant Director.	Thiru. K. Deivasigamani, Welfare Organiser.	04146 – 220524
30.	Virudhunagar	Ex Major D.Prabhakar, Assistant Director(i/c)	Tmt.T.C. Kumari Sindhu, Superintendent.	04563 – 260382

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

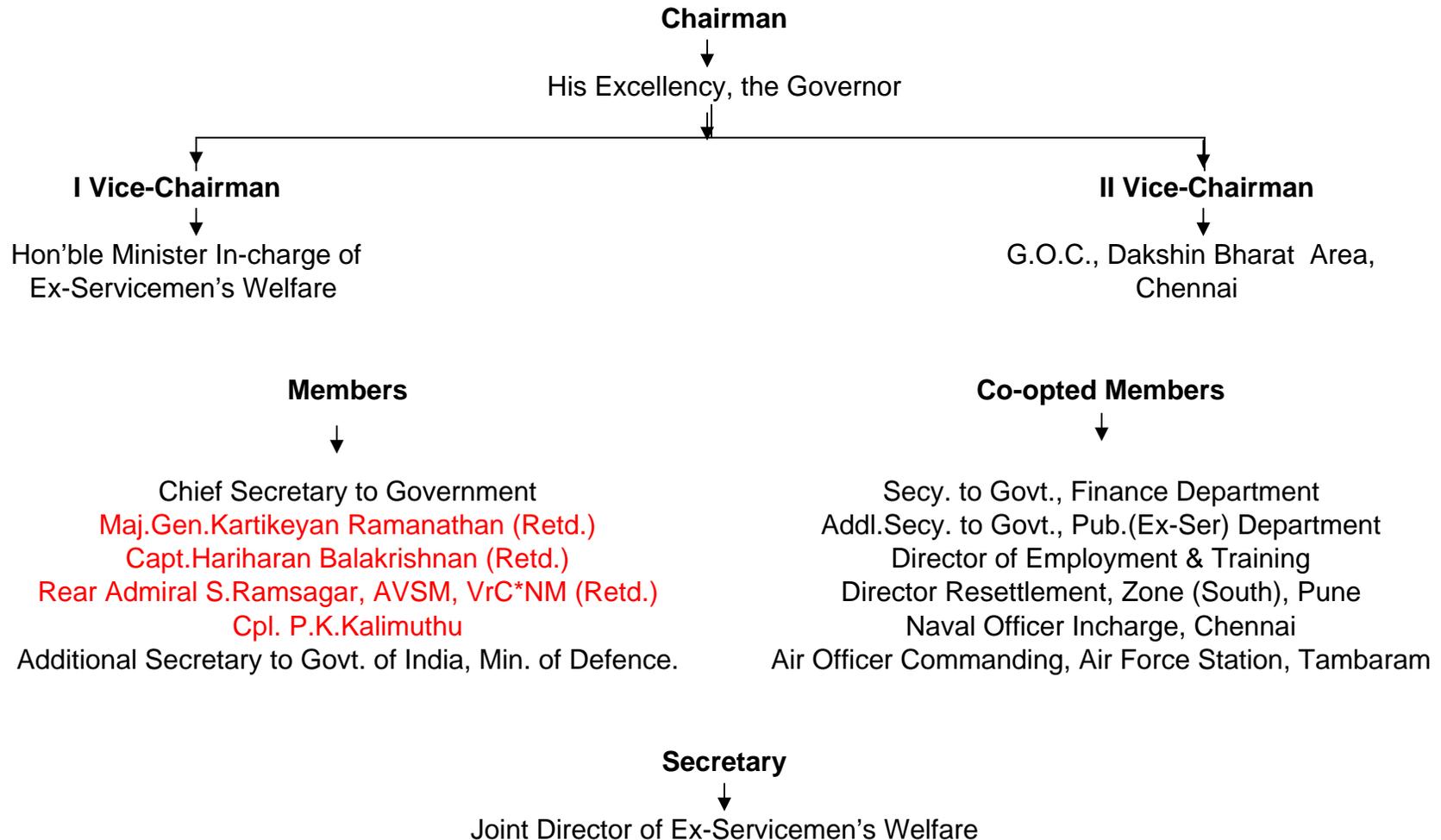
Deputy Secretary to Government, Rural Development Department

Joint Secretary to Government, Higher Education Department

Maj.Gen.V.Rangaswamy, Vr.C(Bar) (Retd.)

Convener / Member

Joint Director of Ex-Servicemen's Welfare
STATE MANAGING COMMITTEE OF AMALGAMATED FUND



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

Members

Official

Non - Official

State

Chief Secretary to Government
Director General of Police, Chennai Secy.
to Govt., Public Deptt.
Secy. to Govt., Revenue Deptt.
Secy. to Govt., Transport Deptt.
Secy. to Govt., Higher Education Deptt.
Secy. to Govt., School Education Deptt.
Commissioner, Corpn. of Chennai
Director of Information & Pub. Relations
Collector of Chennai
Joint Director of Ex-Servicemen's Welfare

Central

G.O.C., Dakshin Bharat Area, Chennai.
Air Officer Commanding, A.F.Station,
Tambaram
Flag Officer Commanding, Tamil Nadu and
Puducherry Naval Area, Chennai -9
General Manager, Southern Railways, Chennai
Station Director, All India Radio, Chennai
Director, Doordharshan Kendra, Chennai
Dy.Director General of NCC. Chennai -9

1 Member of Parliament

2 Members of Legislative
Assembly

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

Patron



His Excellency, the Governor

Chairman



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

Vice-Chairman



Chief Secretary to Government

Members

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., Dakshin Bharat Area, Chennai
 Flag Officer Commanding, Tamil Nadu and
 Puducherry Naval Area, Chennai -9
 Air Officer Commanding, A.F.Station, Tambaram
 Director Resettlement, Southern Zone, Pune
 Dy.Dir.General Recruiting, Chennai

Non-Officials

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



Officials



Director Resettlement, Zone (South), Pune
Zonal Recruiting Officer, Recruiting Zone, Chennai
Director of Employment & Training

Non-Officials



Chairman, State Social Welfare Board

One Non-Official Ex-Service/ Member
of the Tamil Nadu Soldiers', Sailors' and Airmen's Board

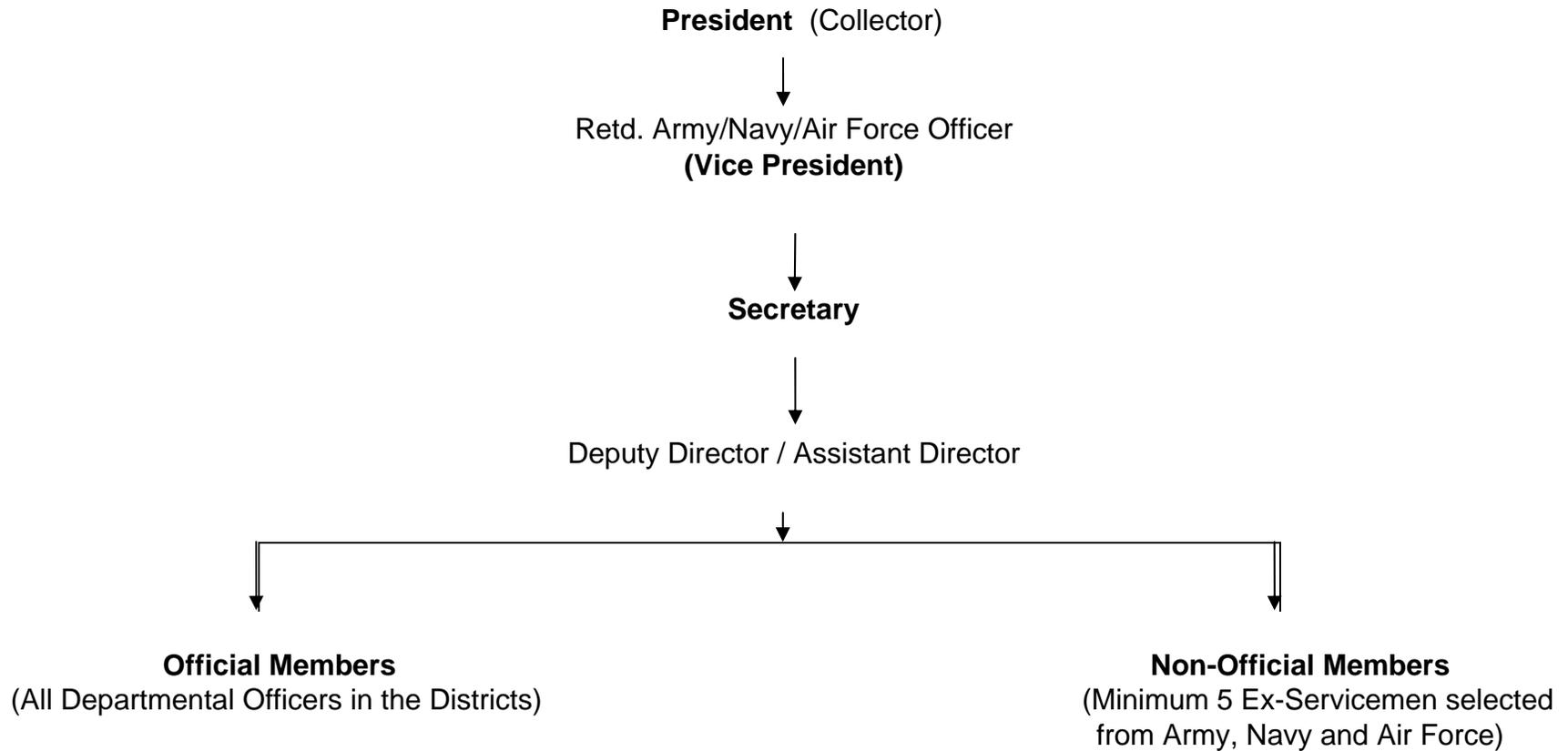
One Vice President of the District Soldiers', Sailors' & Airmen's
Board

Secretary



Joint Director of Ex-Servicemen's Welfare

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



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 Welfare policies, covering grants and taken 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 As at Para 5.1 decision making

Contact information of above As at Para 8.1 mentioned officers

If not satisfied by the decision, where To the Director of Ex-Servicemen's and how to appeal 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. V Palani Kumar, I.A.S.,	Director	044	25670101	24463676
		Major VS Jayakumar (Retd)	Joint Director		26692256	
		Capt S M Aslam(Retd.)	Deputy Director(Schemes)		26691746	
		Major M Muthuram (Retd.)	Deputy Director (Funds)(i/c)		26691747	
		Major M Muthuram (Retd.)	Deputy Director and P.A. to Director		26691342	
		Sqn Ldr A V Suresh Narayanan (Retd)	Assistant Director (Resettlement)		26691342	
		Thiru. S. Arunkumar	Assistant Director (Funds)		26691342	
		Tmt. V.Guna Selvi,	Accounts Officer		26691342	
		Vacant	Assistant Director(Estates)		26691342	
1.	Ariyalur	Thiru C.Selvamoorthy.	Assistant Director (i/c)	04329	221011	
2.	Chennai	Lt Col AD Maria Venitta(Retd.)	Deputy Director	044	22350780	
3.	Coimbatore	Major M.Suresh Kumar(Retd)	Assistant Director	0422	2214107	
4.	Cuddalore	Major Boni Vincent(Retd.)	Deputy Director	04142	294732	
5.	Dharmapuri	Ex Lt Cdr T.Sangeetha.	Assistant Director (i/c)	04342	230086	
6.	Dindigul	Ex Lt Cdr K.Senthil Kumar.	Assistant Director	0451	2460086	
7.	Erode	Tmt. Pankayar Selvi	Assistant Director	0424	2263227	
8.	Kancheepuram	Ex Major S Ruba Subbulakshmi.	Assistant Director	044	22262023	
9.	Kanniyakumari	Thiru M Srinivasan.	Assistant Director (i/c)	04652	243515	

10.	Krishnagiri	Tmt TK Shenbagavalli.	Assistant Director	04343	236134	
11.	Madurai	Ex Major D. Prabhkar.	Assistant Director	0452	2308216	
12.	Nagapattinam	Lt Col R.Pazhanivelu(Retd.)	Assistant Director	04365	253042	
13.	Namakkal	Thiru K.Ganesan	Assistant Director	04286	233079	
14.	Pudukottai	Wg Cdr Ganesan Veluswamy(Retd.)	Assistant Director(i/c)	04322	221593	
15.	Ramanathapuram	Ex Capt. S. Vijayakumar.	Assistant Director	04567	230045	
16.	Salem	Ex Lt Cdr T.Sangeetha.	Assistant Director	0427	2210903	
17.	Sivagangai	Tmt.C.Ramalakshmi	Assistant Director	04575	240483	
18.	Thanjavur	Wg Cdr Ganesan Veluswamy(Retd.)	Assistant Director	04362	230104	
19.	The Nilgiris	Major C Saravanan (Retd.).	Assistant Director	0423	2444078	
20.	Theni	Thiru GJ Vijayakumar.	Assistant Director	04546	252185	
21.	Thoothukudi	Lt Col Nagarajan (Retd)	Assistant Director	0461	2321678	
22.	Tiruchirapalli	Thiru. C. Selvamoorthy	Assistant Director	0431	2410579	
23.	Tiruppur	Thiru. S. Chandrasekar, B.Com.	Assistant Director	0421	2971127	
24.	Tirunelveli	Thiru M.Srinivasan	Assistant Director	0462	2560440	
25.	Tiruvallur	Lt Col . Ameerunnisa(Retd)	Assistant Director	044	27663163	
26.	Tiruvarur	Thiru M.Srinivasan	Assistant Director	04366	220210	
27.	Tiruvannamalai	Lt Col K.Gnanasekar(Retd.)	Assistant Director	04175	233047	
28.	Vellore	Flt.Lt. S. Manivannan,(Retd.)	Deputy Director	0416	2220432	
29.	Villupuram	Ex Lt Col V.Arulmozhi,	Assistant Director	04146	220524	
30.	Virudhunagar	Ex Major D. Prabhkar.	Assistant Director (i/c)	04563	260382	

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	868	861	868
	Gallantry Award/ Annuity/ Cash in lieu of land	1649	1641	1649
2.	Annual Maintenance Grant	776	776	776
3.	<u>Battle Casualties</u>			
	Defence	2964	2964	2964
	B.S.F.	-	-	-
4.	Specialised Coaching Class for Recruitment in Armed Forces	397	397	397

Chapter – 13 (Manual-12)

The Manner of Execution of Subsidy Programmes

13.1.

<ul style="list-style-type: none"> • Name of Programme / Scheme 	<ol style="list-style-type: none"> 1. War Service Incentive and Gallantry Awards 2. Annual Maintenance Grant 3. Ex-Gratia to Battle Casualties 4. Special Coaching for Recruitment
<ul style="list-style-type: none"> • Duration of Programme/ Scheme 	
<ul style="list-style-type: none"> • Physical and Financial targets of the programme (for the last year) 	Based on actuals
<ul style="list-style-type: none"> • Eligibility of beneficiary 	<ol style="list-style-type: none"> 1. Recipients of Gallantry Awards 2. War widows/ War Disabled 3. Next of Kin of killed Defence Personnel 4. Those selected medically fit
<ul style="list-style-type: none"> • Pre-requisites for the benefit 	Gallantry Awardees, War Widows/ War Disabled
<ul style="list-style-type: none"> • Procedure to avail the benefits of the programme 	Application with attachments to Districts/ Directorate
<ul style="list-style-type: none"> • Criteria for deciding eligibility 	As mentioned above
<ul style="list-style-type: none"> • Detail of the benefits given in the programme (also mention the amount of subsidy or other help given) 	11,153 Ex-Servicemen, Widows and Dependants had benefited to the tune of Rs.23,09,99,342/- from the TNEPB Fund and 4825 Ex-Servicemen, Widows and Dependants had benefited to the tune of Rs.3,53,64,930/- from the Amalgamated Fund
<ul style="list-style-type: none"> • Procedure for the distribution of the subsidy 	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"> • Where to apply and whom to contact in the Office for applying 	Deputy/ Assistant Directors

• Application Fee (Where applicable)	None
• Other Fees (Where applicable)	None
• 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)	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

• Format of Attachments	Formats attached.
• Where to contact in case of process related complaints	District headquarters
• Details of the available fund (At various levels, like, District levels, Block level, etc.)	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)
 - Application format (where applicable)
 - List of attachments (certificates/documents)
 - Format of Attachments
- } Available in the district office free of cost.

• List of beneficiaries in the format given below:-

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

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>

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 @ Districts Office
 - System of issuing of copies of documents
 - Printed Manual Available on payment of actual xerox charges
 - For reference
Website of the Public Authority http://www.tn.gov.in/ex_wel
- Others means of advertising News bulletin in All India Radio on all Saturdays @ 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">• Application form (a copy of filled application form for reference)	Annexed
<ul style="list-style-type: none">• Fee	see rules
<ul style="list-style-type: none">• How to write a precise information request - Few Tips	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">• Right of the citizen in case of denial of information and procedure to appeal	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
No 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.,

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 - either on plain paper or as per which the applicant has to provide .

Format annexed as the case

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 para 2.6. - As at
- Normal time taken for issuance of grants para 2.6. - As at

18.5. With relation to registration process

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

<ul style="list-style-type: none"> • Validity period of registration (If applicable) 	None
<ul style="list-style-type: none"> • Process of renewal (If any) 	<p>Only in the case of Employment Registration; once in 3 years either in person or by mail</p>

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
NA
- List of major defaulters



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

to

- 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 NA 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

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
- 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 - EX-SERVICEMEN

- | | | | | |
|---|---------------------------|---------------------|--------------|---------------------------|
| 1. Number | 2. Rank | 3. Regiment / Corps | | |
| 4. Name | | Stamp Size | | |
| 5. Father's Name | | 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) | | | | |
| 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

Affix
Stamp Size
Photograph

3. Address

Tehsil or Police Station

Tele

4. Particulars of husband:

No.

Date of Enrolment

Rank

Date of discharge

Name

Discharge Book No. &
Date

Decoration

Regt / Corps

PPO No. & Date

Religion:

Caste:

5. Details of husband's Death:

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)

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.
 Commuted 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.

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

Rank Name
resident of village
Tehsil District PO
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 where willing to service in the order of preference :-

(a)

(b)

(c)

12. (a) Name of Employment Exchange where registered.

(b) Registration No.

(c) NCO Code No.

13. Any other information, red 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.

PART ' E'

Declaration to be given by the dependent (other than widows/ son/
daughter) who undertake to support the family of the deceased /
severely disabled soldier (To be filled by the dependent)

I son/wife/daughter of
resident of village PO Tensil

District State do solemnly declare

to maintain the family of No. Rank

Name Regiment /Unit/Corps

who was killed / severely disabled in operation / peace and
whose particulars are given in Part "A" of the form, provided I am given a job /
employment.

Date: Signature of the dependent.

PART 'F'

(To be certified by the Record Office in case of PEACE TIME
Deceased /severely disabled soldiers only)

Certified that the particulars given in respect of deceased / severely disabled soldier in Part "A" of the form are correct.

It is further certified that the death of deceased soldier whose particulars are given in Part "A" of the form has been accepted (ATTRIBUTABLE TO SERVICE (Naval /Air/Army) by Controller of Defence Accounts (P), Allahabad).

It is further certified that the disability of the soldier whose particulars are given in Part "A" of the form has been accepted:-

- (a) Attributable to service by CDA (P) Allahabad
- (b) Over 50% (write percentage of disability)
- (c) He has declared unfit for civil employment by the Medical Board at the time of discharge.

(Delete whichever is not applicable)

For Record Office (Give details of death /disability in brief i.e. Cause/ Nature / Place etc. whichever is possible / applicable)

Date: Signature of Record Officer

Place: Name

Office Seal Rubber stamp

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: . .20

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 toand 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,
Chennai - 600 003.

Sir,

I have repaid

the loan installments 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 Month/ Year)	Amount due		Date of payment	Amount paid		Remarks due(
	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 2nd 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 2nd 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,
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/ marriage of daughter : Repair of House or for
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 -
 - M) முடிவு -
4. அ) மேற்படி பயிற்சி / கல்வியை நடத்த -
 - பயிலகம் / கல்லூரி அரசினரால்
 - அங்கீகரிக்கப்பட்டதா ?
 - M) மேற்படி பயிற்சி / கல்வி அரசினரால்
 - அங்கீகரிக்கப்பட்டதா ?
5. விண்ணப்பிக்கப்படும் ஆண்டிற்கான விவரங்கள்.-
 - அ) மாணவர் பயிலும் பயிற்சிக்கு -
 - இவ்வாண்டு பயிலகம் தொடங்கப்பட்ட
 - தேதி
 - M) 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

கட்ட
ரூ.

மொத்தம்
ரூ.

வேண்டியது
ரூ.

6. இக்கல்வியாண்டிற்கு இதுவரை கட்டப்பட்ட /

இனி கட்ட வேண்டிய கட்டண விபரங்கள்

அ) படிப்புக் கட்டணம் -

M) 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 ?

M) 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 ?

M) எப்பெயரில் வேண்டும் ?

நாள்

பயிலக முதல்வர் அலுவலக முத்திரை

குறிப்பு

- 1.பயிற்சி முடிவுத் தேதிகள் சரியாக குறிப்பிடப்பட வேண்டும்.
- 2.பருவத் தேர்வுகள் (எந்நாள்வநச நுலய அலையேவடை) 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
--------	------	-----	-------------------	-------------------------------	-------------------

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 Days	claimed Amount
(1)	(2)	(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?

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)

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

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

Place:

Date:

Seal:

Signature

(Name in BLOCK LETTERS)

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.

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 WelfareAPPLICATION 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, 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 enclosed 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
Village / Town / CityStreet
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.N Ra Name:
o. nk:
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

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.16000/-)**

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.1000/- 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 under mentioned 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 under mentioned 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.16000/-)
- 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:

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:
20. 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 :

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 :

1. 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) Regtl. 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>
-------------	---------------------	--------------------------	------------

(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

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

				%
--	--	--	--	---

(f) Date of Casualty

(Date)	(Month)	(Year)

(g) Date of Invalidment

(Date)	(Month)	(Year)

Name and Address of Present Guardian:-

Name of NOK

Vill

Post Office

Tehsil

District

State

PIN

Telephone Number

(h) Pension Payment Order No. dt

(Attach copy duly attested)

(k) Discharge Book (Attach copy duly attested)

PART - II

Particulars of the Child

(a) Name

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

(b) Sex - Male / Female

(c) Relationship

(Attach supporting documents)

(d) Date of Birth -

Date	(Month)	(Year)
------	----------	---------

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 :

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

2. Details of applicant's Bankers:-

(a) Name of Bank and Branch :

b) Postal Address :

c) Account No. SB/CD No.....

3. Details of family dependants :-

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

PART – II

PRESENT FINANCIAL STATE OF APPLICANT

MONTHLY INCOME:-

4. (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 :-

5. 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:
SCHOLARSHIP FORM

Sanctioning Authority EDUCATIONAL

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.

Particulars of education of the
children.

Name of the child	Name of the school/college	Class in which studying
-------------------	----------------------------	-------------------------

Whether any child is in receipt of scholarship, give particulars of scholarship and the amount of the scholarship per annum.

Whether the child has been granted fee
remission or fee concession by the
educational institution.

Progress in study of each child. 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 -----

Photograph of
Applicant

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 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

1. Number of school/college going children -----
2. Number of boarders/day scholars -----
3. Particulars of the children

Sl.	Name of the birth year	Date of school/	Date of which admission	Name of	Class in Academic college	Date of college studying	Period of child in school/ college
-----	------------------------	-----------------	-------------------------	---------	---------------------------	--------------------------	------------------------------------

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

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) -----

- Photograph
of Applicant
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.

Date -----

Signature of serving Naval officer
or
Secy, ZILA SAINIK BOARD

INDIAN AIR FORCE BENEVOLENT ASSOCIATION:

1. Ex-Gratia grant for natural calamities.

Grant for wheel chair/ treatment abroad.

Scholarships ranging from Rs.2,400/- to Rs.4,800/- for education in School/ College/ Professional Courses and Post Graduate study in India.

Lump sum grant to medically boarded out personnel (Rs.10,000/-for Officers & Rs.4,000/- for Airmen) for commercial venture.

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

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 Mark sheet 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.

(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.