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The right to Information

1. This folder is prepared in partial fulfillment of the requirement of Chapter II of The Right to Information Act 2005. This folder contains all information required to be made public by this office. The copy of this folder will be available with Public Information Officer (Distt Sainik Welfare Officer) and Assistant Public Information Officer (Welfare Organizer) and will be shown to any individuals whenever asked for.
2. The District Sainik Welfare Office is a field unit of the Directorate of Sainik Welfare, MP. It caters for the welfare of ex-servicemen, war widows, widows and serving soldiers of Bhind district. The office has to interact with civil administration at District level, private organization , Various records office, CDA(P) Allahabad and the Directorate of Sainik Welfare, MP for effective discharge of it duties.
3. The Primary task of this office to co ordinate and correspond with various organizations for redressal of grievances of ex-servicemen, war widows, widows and service personnel hence h there is hardly any information which is not available to the general public through various publications. Most of the information required to settle the cases are available on various web sites ie www.cdapallahabad.com, www.indarmy.com, www.cdaopune.org etc . A large number of other web site such as Maratha Li Centre and records. The Brigade of the Guard Records, Central Comd etc also give information regarding various entitlements of ex-servicemen. Notwithstanding the above a sincere efforts have been made to include all relevant information in the folder as required by the Act.
4. Though welfare of the ex-servicemen and their dependents is the joint responsibility of the centre and the State, however, majority of the problems have to be resolved only by the state government. Directorate of Sainik Welfare, MP through District Sainik Welfare Offices helps Madhya Pradesh Government in respect of policy formulation with regard to resettlement and welfare of ex-servicemen, war widows, widows and their dependents residing in the State.
5. Some of the information given in this folder require constant up dating from time to time. Hence it the responsibility of Public Information Officer to update the information folder as and when required.
6. At the end of this brochure a brief procedure has been given with regards to the obtaining of Information and various steps involved in furnishing of information to individual.

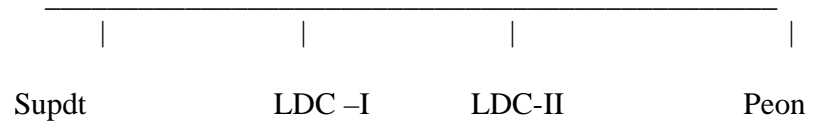
Directorate Sainik Welfare, MP

District Sainik Welfare Office

DC
District
Administration

Distt Sainik Welfare Officer

Welfare Organiser



Functions and Responsibilities

1. The welfare responsibilities of District Sainik Welfare Office will encompass all such traditional activities with particular reference to following :-
 - (a) Settlement of financial problems such as pension and other retirement /release benefits/dues to ex-servicemen.
 - (b) Provide necessary help in getting grants and assistance to ex-servicemen, widows, war widows and dependents from the Central/State government or other organizations such as the Indian Red Cross Society etc.
 - (c) Maintaining close liaison with the Pension Disbursing Authorities/ Agencies in the District to ensure prompt and correct payment of pension and relief to ex servicemen pensioners, war widows, widows and their dependants.
 - (d) Providing assistance for settlement of land and other disputes.
 - (e) Assist families of serving personnel staying separately during their absence away on duty.
 - (f) Promote and maintain under the guidance of the Directorate of Sainik Welfare, MP, welfare measures in the District such as Rest house for ex-servicemen, vocational and other training facilities etc.
 - (g) Mobilise assistance for medical treatment in Civil/Military Hospitals.
 - (h) Encourage ex-servicemen, war widows, and widows to become member of ex-servicemen Contributory Health Scheme (ECHS).
 - (i) Maintain liaison with other welfare organizations such as Red Cross Society, etc to enhance additional sources of welfare and concessions for ex-servicemen, widows and their families/dependents in the district.
 - (j) Maintain an up to date register of war widows, disabled in action and dependents with a view to ensure their welfare.
 - (k) To represent DGR/KSB, Ministry of Defence (government of India in court cases under their jurisdiction in which these organizations have been made respondent.

2. The responsibilities of District Sainik Welfare Office with regards to resettlement of ex-servicemen are :-

- (a) To maintain close and effective liaison for purpose of resettlement through employment of ex-servicemen with :-
 - (i) Local/Central/state/Private Industrial Organisations.
 - (ii) Local employment exchange particularly in states where it has co sponsoring powers for re employment of ex-servicemen.
 - (iii) Local revenue authorities in connection with scheme for resettlement on land of ex-servicemen.
 - (iv) District Industries/Block Development Offices and assisting those ex-servicemen desirous of setting up small scale industries.
 - (v) Assist ex-servicemen in forming and setting up co-operative for self-employment.
 - (vi) Provide all resettlement assistance to war widows, dependents and war disabled as well as to those who died/disabled while in service due to attributable reasons.

3. Other responsibilities of District Sainik Welfare Office are :-

- (a) Organise Flag Day and Flag Day collections or any other authorised fund raising measures in the district.
- (b) Organise rallies/re-union of ex-servicemen.
- (c) Explore avenues for providing educational and vocational training facilities for ex-servicemen and their dependents to enable them to seek employment or set up self-employment venture.
- (d) Assist the three services when ever called upon to do so to disseminate information within the district regarding terms and conditions of service in the armed forces, provide publicity of recruitment notice and for assistance rendered by armed forces in times of natural calamities, notification of awards of gallantry and other decorations, introduction of welfare schemes of service personnel and their families.

4. Assistance is also provided to ex-servicemen who after retirement from the Indian Armed Forces are settled in Nepal. The Welfare Branch created under the Indian Defence Attache at Kathmandu caters to the welfare needs of Indian Armed Forces ex-servicemen and their dependents, the bulk of whom belong to the Indian Gorkha Regiments of the Indian Army.

WELFARE ACTIVITIES UNDERTAKEN

Ser No	Welfare Activities Undertaken	Remarks
<u>WELFARE</u>		
	Preparation of Identity Card	
	Medical Card/ECHS	
	CSD Facilities	
	CSD Facilities	
	Welfare of Serving Soldier/Ex-Servicemen/Widows	
	Pension Cases, AGIS, AFPP Fund & FSA	
	Financial Assistance	
	Death Grant	
	Marriage Grant	
<u>EMPLOYMENT</u>		
	Registration of Ex-Servicemen	
	Re-employment	
	SEMFEX I,II,III & NEF	
	Training of Ex-servicemen	
	Self Employment	
	Sponsoring of names to various authorities	

Duties of District Sainik Welfare Officer

1. Distt Sainik Welfare Officer will be responsible for the following :-
 - (a) Disseminating information to the general public regarding the Armed Forces in the country and constantly endeavoring to promote and maintain a feeling of good will between civilian and service personnel and ex-servicemen.
 - (b) Looking after the welfare of families of ex-servicemen and assisting them in representing their cases with the local administration or the Defense authorities.
 - (c) Assisting ex-servicemen and their families in obtaining pension, bonus, gratuity, insurance money and other dues, if any from the government.
 - (d) Giving information to the general public regarding the condition of service in the armed forces to assist, intending candidate in approaching the appropriate recruiting authorities for the purpose of recruitment.
 - (e) Communicating information regarding employment facilities for training for civilian vocations and concession available for ex-servicemen.
 - (f) Ascertaining and intimating the whereabouts of a servicemen to his dependants and communicating.
 - (g) Procuring legal advice in case a lawsuit is brought against a servicemen and assisting him wherever possible.
 - (h) Assisting and encouraging ex-servicemen and widows to become member of ECHS.
 - (i) Assisting ex-servicemen and widows in getting their entitlement of pension, disability pension and other grant available through ASF, State government, RMDF and other authorities.
 - (j) Assisting ex-servicemen, widows and dependant to obtaining financial assistance from state and Central government in case of natural calamities.
 - (k) Investigating and recommending the cases forwarded by various agencies for financial assistance to ex-servicemen.

- (l) Recommending financial relief to needy ex-servicemen from ASF and local military authorities.
- (m) Registration of names of ex-servicemen for employment, preparing their X-I cards and sponsoring them for suitable re-employment in civil.
- (n) Payment of Education stipend for the children of ex-servicemen and widows who are eligible for such grants.
- (o) Distribution of Flag on Armed Forces Flag Day and recovery of contribution money.
- (p) Organising monthly or regular open form for ex-servicemen to redress their grievances.
- (q) Organising rallies for ex-servicemen whenever asked by Directorate of Sainik Welfare, MP and local Military authorities.
- (r) Maintenance of Sainik Rest Houses for the welfare of ex-servicemen.
- (s) Maintain liaison with Civil administration for the welfare of ex-servicemen.
- (t) Spread awareness among ex-servicemen and widows regarding various opportunities available to their children regarding admission to Military School, Public Schools and how to go about preparing them for NDA, Engineering or Medical education.

Duties of Welfare Organiser

1. He will take orders from the District Sainik Welfare Officer for day to day working and will be responsible to him for his work. He will perform following duties :-
- (a) To assist Ex-servicemen and families of serving/deceased personnel in the filling up of the various Forms that have been introduced for obtaining assistance/loans e.g. Form DD 40, State Benevolent etc.
 - (b) Investigation of circumstances of Applicants applying for financial help.
 - (c) Verification of facts regarding application for compassionate Discharge, posting or leave by serving personnel.
 - (d) For advising/guiding Ex-servicemen and or the dependents of Serving/deceased personnel in matters relating to pension. Correspondence with Records Offices, State Government authorities and on issues regarding land and other problems encountered by them.
 - (e) To enlighten Ex-servicemen and families of serving/deceased Personnel on the various welfare and resettlement measures that have been introduced/proposed to be introduced on their behalf by the Central/State Govts.
 - (f) To report to the District Sainik Welfare Officer on any measures to be adopted by the office in matter of welfare in various tehsils /villages, within the jurisdiction of the Board.
 - (g) Contact District Employment Exchange Officer for :-
 - (h) Obtaining bio-data of Ex-servicemen registered with them for employment assistance.
 - (i) Discuss problems on placement of Ex-servicemen and collect all Important information.
2. Any other work specially entrusted to him by the District Sainik Welfare Officer,

Duties of the Supdt/UDC of Distt Sainik Welfare Office

1. Supdt/UDC of Distt Sainik Welfare Office will be responsible for the following :-
 - (a) Co-ordinations of the work of the staff of the Distt Sainik Welfare Office.
 - (b) Maintain discipline of staff of Distt Sainik Welfare Office.
 - (c) Supervision of the work of all the clerks and other employees.
 - (d) Any other work of welfare nature assigned by the Distt Sainik Welfare Officer or Oganiser.
 - (e) In absence of Welfare Organiser, he will officiate in his place and carry out all his tasks including going on tours.
 - (f) Ensuring that all reports and returns of the Distt Sainik Welfare Office are put up in time to DSWO and are dispatched without delay. Further he must watch the action of all the clerks.
 - (g) Maintenance of incoming and outgoing mail account.
 - (h) Maintain and upkeep of all office equipment, building, furniture and other office stores.
 - (i) Maintain office account in case account clerk is not posted

Duties of the UDC of Distt Sainik Welfare Offices

1. UDC will perform following duties where Supdt is not authorized or posted :-
 - (a) **Establishment**
 - (i) Preparation of Revised/Estimate Budget of employees of the office.
 - (ii) Pay and allowance – staff of the Office.
 - (iii) Preparation of establishment bills.
 - (iv) Maintenance of service Books of employees of the office.
 - (v) Maintenance of Fund Budget Establishment.
 - (vi) Maintenance of GPF/Departmental Provident Fund accounts.
 - (vii) Maintenance of New system of Pension accounts for newly appointed person of office.
 - (viii) Maintenance and purchase of office equipments.
 - (ix) Local purchase of stationary and submission of stationary indent to government department.
 - (x) Pension cases of staff.
 - (xi) Issue of Forms – 16, withdrawal of GPF Fund, and liveries of grade IV staff.
 - (b) **Board Accounts**
 - (j) Maintenance of Flag Day accounts.
 - (ii) Maintenance of Govt and other Funds Cash Book.
 - (iii) Maintenance of cash Book of District Ex-Servicemen Benevolent Fund.
 - (iv) Maintenance of District ex-servicemen Benevolent Fund accounts.
 - (v) Maintenance of Rest House occu[pation/vocation and its accounts.

(c) Payments

- (i) Payments of Education Stipend from ASF to ex-servicemen and their dependents in the presence of
- (ii) All type of payments from other funds to the ex-servicemen and their dependents.

(d) Meetings

- (i) Preparation of Agenda/minutes of the Zila Sainik Board Meeting.
- (ii) Preparation of Agenda/Minutes of the District ex-servicemen Benevolent Fund meeting.

(e) Audit/Inspection Compliance of audit/inspection reports.

(e) Accounts ex-servicemen/widows

- (j) Preparation of contingent Bills, Idemnity Bonds for claiming AFFP Funds account of the deceased soldiers from various records office.
- (iii) Settlement of Final account/AFPP of ex-servicemen/widows and assist in preparing contingent bill.
- (iv) Assist Record office in recovery of debit balance if any.
- (v) To assist ex-servicemen and widows in obtaining their dues of AGIF, Gratuity and any other allowance.

(f) Financial Assistance To assist ex-servicemen and widows for obtaining assistance from :-

- (i) Army Central Welfare Fund (DD-40 Forms)
- (ii) Disabled Army Personnel Widows & orphans Fund.
- (iii) Regimental Associations.
- (iv) Indian ex-servicemen league.

- (v) Army Wives welfare Association.
- (vi) RMDF.
- (vii) ASF Fund.
- (viii) Local Formations.
- (g) Allotment of Army Surplus vehicle and their records.
- (h) Allotment of AFD Cat – I items from CSD Canteen ie veicles including two wheelers, refrigerators and TVs etc.
- (i) Preparation of Agenda points for submission to the Directorate of Sainik Welfare, MP.
- (j) Loans**
 - (i) Grant of loan to the ex-servicemen from Banks.
 - (ii) Payment of interest subsidy to the ex-servicemen on loan granted to them from the banks.
 - (iii) Submission of information pertaining to Lok Sabha/Vidhan Sabha questions.
 - (iv) Assist DSWO in constitutions of Distt Sainik Board.
- (L) Miscellaneous**
 - (i) Visiting other offices for official work when required.
 - (ii) Maintenance of all correspondence files pertaining to all official work.
 - (iii) Any other work given by DSWO.

Duties of LDC-I of Distt Sainik Welfare Office

1. LDC-I will perform the following duties :-
 - (a) Census
 - (i) Maintenance of Long Roll Registers for ex-servicemen and Retired officer of the District.
 - (ii) Completion of forms for Census of ex-servicemen and their dependent.
 - (iii) Issue of duplicate Discharge Certificate/Service particulars of ex-servicemen and their dependent.
 - (iv) Land allotment to ex-servicemen and their dependents by collector.
 - (v) Correspondence regarding Non receipt of Medals/Stars.
 - (vi) Keep records of whereabouts of ex-servicemen of the area.
 - (vii) Verification of Discharge from service and home address.
 - (viii) Verification of followings :-
 - (i) Facts stated by the serving soldiers and ex-servicemen.
 - (ii) Verification of change of address of ex-servicemen.
 - (ix) Maintenance of pension register.
 - (x) Preparation of all papers pertaining to follow up action required for settlement of pension cases.
 - (xi) Correspondence pertaining to books, periodicals and publications.
 - (xii) Issue of temporary Liquor cards/Medical certificates/Certificate for purchase of Cat –I items from CSD Canteen.
 - (xiii) Nominal roll of pensioners.
 - (xiv) Maintenance of monthly returns of release/discharge/transfer on pension.

- (xv) Desertion of soldiers.
- (xvi) RSMB of old ex-servicemen if any.
- (xvii) Maintain correspondence pertaining to assist ex-servicemen in obtaining arms licence, gun licence and other licence.
- (xviii) Reservation of seat in profession colleges for wards of ex-servicemen.
- (xix) Maintain correspondence pertaining to :-
 - (i) Rallies/Re-Unions.
 - (ii) Societies/Associations
 - (iii) Defense Colonies.
 - (iv) War Jagirs
 - (v) Honours and Awards
 - (vi) Seminars
- (xx) Maintenance of receipt/dispatch Registers of Dak
- (xxi) Training of ex-servicemen and their dependents
- (xxii) Maintenance of Postage register and Registration of incoming mail
- (xxiii) Photographs and publication of brochures.
- (xxiv) Maintenance of all correspondence pertaining to Sainik Rest House.
- (xxv) Allotment of fair price shop to ex-servicemen.
- (xxvi) Miscellaneous**
 - (i) Writing application for illiterate widows/ex-servicemen
 - (ii) To relieve Employment Section clerk when required
 - (iii) Any other job given by DSWO.

Duties of LDC-II of Distt Sainik Welfare Office

1. LDC-II will perform the following duties :-
 - (a) Registration of ex-servicemen for employment.
 - (b) Preparation and maintenance of X-I cards
 - (c) Work related with sponsoring of ex-servicemen against vacancies as per the requisitions received from employers.
 - (d) Follow up action for vacancies sponsored.
 - (e) Maintenance of Live register of employment.
 - (f) Maintenance of vacancies received from various employers.
 - (g) Preparation and maintenance of X-2 cards in respect of each employer.
 - (h) Maintenance of records of ex-servicemen re-employed in DSC.
 - (i) Submission of Reports and Return.
 - (j) Relieve the Welfare Section clerks when required.
 - (k) Coordinate tour program kof DSWO and WO.
 - (l) Giving the press release for the information of ex-servicemn about the tour program of DSWO and WO.
 - (m) Liaison with Employment Exchange for collection of various type of forms regarding employment.
 - (n) Any other task given by the DSWO.

Duties of Peon of Distt Sainik Welfare Office

1. Peon will perform the following duties :-
 - (a) He will open the office at least half an hour before office time and will lock all the rooms of the office after every one has left. He will hand over the keys of office to the choukidar.
 - (b) He will clean the table and chairs of all officials.
 - (c) Hand over letters to various departments as per the direction of dispatch clerk and post office.
 - (d) Attends to DSWO and other official.
 - (e) He will attend office in the uniform provided for.
 - (f) Any other task given by the DSWO.

Duties of Choukidar of Distt Sainik Welfare Office

1. Choukidar will perform the following duties :-
 - (a) Check whether all the rooms of the office are locked.
 - (b) Close the main gate/gates of the office.
 - (c) He will be responsible to look after the property of the office. After office hours.
 - (d) He will not allow any unauthorized persons to enter the office after office timings.
 - (e) He will not leave the premises of the office between closing and opening of office hours ie his duty time.
 - (f) Wherever Rest House exist he will be responsible to attend to the ex-servicemen staying in the rest house and hand over/takeover the room from the guest as per the list of items available in the rooms.
 - (g) He will also charge the visitors staying the rest house as per laid down charges and hand over the amount to the dealing clerk in the morning.
 - (h) Any other task given by the DSWO.

Decision Making Process

Graphic Forms

Initialising
The File

Supt check
and put up to
WO/DSWO

WO Fwd to
DSWO with
Comments

DSWO
takes
Decision

(i) Letter received is

Put up in the

Concerned topic file

(ii) All references
concerning subjects
are linked on file.

(iii) All other rules/
regulation on the
subject are put up
with the file.

(iv) if required a Noting
sheet is prepared.

(v) File with
connected document
is fwd to Supt.

(I) Suptd check the
references connect

by the concern
clerk

(ii) If required ask
The concern clerk to
connect other
references form other
similar subjects.

(iii) Ask for additional
rule/regulation on
the topic

(iv) Gives his remarks
comments

(v) Forward to WO/DSWO
for decision

(I) Checks that all
relevant rules and

regulations are put
up

(ii) Gives his
comments on the
Nothing Sheet

(iii) Put up and
Need be discuss
with DSWO the
pros and cones.

DSWO

takes

**Decision
and**

**Conveys
to**

individual

or refers

**the matters
to Directorate**

For advise

Norms for discharge of Functions

Mail

1. All in coming mail to District Sainik Welfare Office will be received by the Supt/ UDC, who will open it and get it and get it stamped. After having seen the mail will be put up to WO with his remarks. WO will put his remarks where needed and put up the mail to Distt Sainik Welfare Officer for his perusal and remarks.
2. After the dak has been perused by the Supdt/UDC and DSWO, the same will be passed on the LDC-I for registration in the Register of Incoming Mail. After registration he will distribute the mail to the dealing clerk by obtaining their signatures. The dealing clerk will dispose off the same as per instruction given by Supt/WO/DSWO.
3. All mail received in the office must be disposed off immediately. No letter should remain pending for more than 10 working days failing which necessary action will be taken against dealing clerk. In case a particular letter could not be disposed off within 10 working days, the same must be brought to the notice of the UDC/Supt/WO/DSWO for advice and order.
4. All speak cases will be disposed off with concern officials within 7 working days. Dealing clerk will speak to concern officers with all connected rules/regulations and letters received on the subject.
5. Time limit letters and telegrams will be entered in a separate register and must be disposed off within 24 hours. Dealing clerk will put up all letters meant for signatures of DSWO to UDC/Supt who after vetting them will put up to the DSWO for his signatures.

Time Norms

Type of Correspondence	Time Limit for Disposing Off	Action on Delay in Disposing off	Remarks
Time Limit Letters	24 Hours	UDC/Supt to Explain Reasons	DSWO will monitor the progress constantly
Speak Cases	7 days	Concern Clerk to give reasons for delays	UDC/Supt to monitor the progress
Normal Letter	10 Days	Action against Concern Clerk	Supt/UDC to ask for reasons

Manuals/Books/Regulations Held by DSW Office/Supt

1. MP Fundamental Rules
2. MP Treasury Code
3. MP General Book Circular
4. MP Financial Code
5. MP Guide to Disciplinary Proceeding
6. City house and Other Compensatory allowances
7. MP Pay Revision Rules
8. MP Civil Services (Med Attendance)
9. MP GPF Rules
10. Rule and Procedure on Confidential Report
11. MP DA/Interim Relief Rules
12. MP TA Rules
13. MP Leave Rules
14. Kapoor's Ready Beckoner
15. Suvidha Hand Book
16. Guide to Service Personnel, ex-servicemen, widows and Dependants by Dte
17. Report on Fifth Pay Commission
18. Information Brochure By record The Brigade of the Guards
19. Compendium Issued by Directorate of Sainik Welfare, MP
20. Manuals of Procedures

List of Documents Held by LDC-I

S.No	Name of Documents	Nature of Contents
1	Manual for Ex-Servicemen	Rules and Regulation regarding pension
2	OTI in pension to Armed Forces pensioners manuals	Table regarding pension increments
3	301/BH	Ruling Welfare
4	301/BH	Gen Correspondence
5	302/BH	Pension/Disability/Endorsement of Pension
6	303/BH	Gallantry Award Winners/War Widows
7	304/BH	Final Settlement of Account
8	305/BH	Financial Assistance
9	306/BH	Financial Assistance (Daughter Marriage)
10	307/BH	Financial Assistance (On Death)
11	308/BH	Educational Scholarship
12	309/BH	Duplicate Discharge Book/ Pub DO Pt II
13	310/BH	Allotment of VB Vehs/Allotment Land
14	311/BH	Allotment of NSP Wpns/ Gun License
15	312/BH	Misc Corres(CSD/Rail Concession
16	313/BH	Sainik Rest House
17	314/BH	Census
18	315/BH	Corres Air Force/Navi Army
19	316/BH	Corres Serving Soldier
20	110/BH	Reports and Returns Quarterly

List of Document Held by Employment Section/LDC-II

S.No	File No	Nature of Contents
1	403/Emp/BH	Employment Ruling
2	404/Emp/Bank/BH	Employment Bank
3	405/Emp/State/BH	Employment State Government
4	406/Emp/Dep/BH	Employment of ex-servicemen dependents
5	407/Emp/Rect/BH	Recruitment Correspondence
6	408/Emp/Cent/BH	Employment in Central government
7	409/Emp/BH	Vacancies received from Central Exchange
8	410/Emp/Pvt/BH	Employment in Private Sector
9	411/Emp/Loan/BH	Loan under SEMFEX I,II & III
10	412/Emp/NEF/BH	NEF Scheme
11	413/Emp/I/C/BH	X-I Card correspondence
12	414/Emp/Regn/BH	Re registration Correspondence
13	415/NOC/Emp/BH	NOC Correspondence
14	416/Emp/R&R/BH	R & R Correspondence
15	417/Emp/Med/BH	MPBSKS Correspondence
16	418/Emp/I/C/BH	I Card Correspondence
17	419/Emp/Dup/BH	Issue of duplicate Card correspondence
18	420/ECHS/BH	ECHS Correspondence
19	420/PC/Pub/Emp	Press Publicity information

List of Documents of Establishment Held by UDC/Supt

S No	Nature of Docs	Contents of Documents
1	108/DSWO/BH	Establishment Ruling
2	046/DSWO/BH	Department Provident Fund
3	103/DSWO/BH	Gradation List
4	103/PC/DSWO/BH	Sanction Order
5	302/DSWO/BH	Ruling II Ward War
6	001/DSWO/BH	Move Sanction
7	214/DSWO/BH	Tour Programme
8	122/DSWO/BH	Posting/Tfr/Promotion
9	211/DSWO/BH	Contingency
10	103/DSWO/BH	Audit File
11	366/DSWO/BH	Handing/Taking Over
12	101/DSWO/BH	Election Corres
13	142/Est/BH	Annual Confidential Report
14	109/Est/Flag/BH	Flag Day Corres
15	123/Est/BH	Reports & Returns
16	110/DSWO	Yearly Reports
17	129/DSWO	Gen Order from Collector
18	127/DSWO	Pension Office Staff
19	113/DSWO/Est	Condemed/Un serviceable items

Arrangement for Consultation with Public in Formulation of Policy

- 1 The following arrangement exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof :-
- (a) Monthly Open Form/Sainik Sammelan
 - (b) District Sainik Board Committee
 - (c) Director Visit and Discussion
 - (d) Training Conferences at Directorate of Sainik Welfare, MP, Bhopal
 - (e) Discussion with DC
 - (f) Discussion with other Officials at District Level
 - (g) Regular visit at Block and Tehsil Level and interaction with ex-servicemen

COMPOSITION OF ZILA SAINIK BOARD

- 1. President : Mrs Sudha Choudhary, IAS
Collector & President Bhind
- 2. Vice President : Lt Col VS Kushwaha, Retd
- 3. Official Members :- : 1. Shri Yogesh Deshmukh, IPS
SP, Bhind
2. Col Anuj Kainthla Dir BRO Gwalior
- 4. Non Official members :- : 1. Ex/Sub/Hony Capt Bhanwar Singh
2. Ex Sub Budh Singh
- 5. Secretary : Lt Col AP Singh, Retd
Distt Sainik Welfare Officer

DIRECTORY OF OFFICER AND EMPLOYEES
District Sainik Welfare Office, Bhind (MP) – 470001

Ser No	Name	Designation	Address, Contact No if any
1.	Lt Col AP Singh	DSWO	Office 07534 -236379
2.	Shri Sujan Singh Tomar	WO	
3.	Shri Darshan Singh	OS	
4.	Shri Shivram Singh	AG-2	
5.	Shri Rakesh Singh	AG-3	
6.	Shri Omprakash Ahirwal	AG-3	
7.	Shri Munna Lal	Peon	
8.	Shri Kalyan Singh	Choukidar-Cum-Farrash	

Monthly Remuneration of Staff

S No	Name	Designation	Basic Salary
1	Lt Col AP Singh, Retd	DSWO	10500 - fix
2	Shri Sujan Singh Tomar	WO	5000-8000
3	Shri Dharshan Singh	OS	4500-7000
4	Shri Shivram Singh	AG-2	4200-6000
5	Shri Rakesh Singh	AG-3	3050-4590
6	Shri Omprakash Ahirwal	AG-3	3050-4590
7	Shri Munna Lal	Peon	3475-3540
8	Shri Kalyan Singh	Chowkidar-cum Farrash	2720-3540

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Facilities Available to Citizens for Obtaining Information

Ser No	Facility	Name of In charge	Duration of Opening (Timing to be given)	Contact No Tele No
1	Information Room	Shri Sujan Singh Tomar WO	1030 hrs to 1730 hrs	07534- 236379
2	Office Supdt	Shri Dharshan Singh	-do-	-do-

Note : In addition to above following web sites also provide adequate information required by an individual.

WWW.cdapallahabad.com

WWW.cdaopune.org

WWW.indarmy.co.in

WWW.awhosena.org

WWW.dgrindia.com

3. There are number of other web sites for the welfare of ex-servicemen namely Central Comd, Maratha Li etc where information is available.

Public Information Officer

1. The desired information regarding Public Information Officer is as under :-

Name	Lt Col AP Singh,Retd
Designation	Distt Sainik Welfare Officer
Tele No	07534236379(Off)
Email Address	
Contact Hours For public	1030 hours to 1730 hours on all working days
Place of work	District Sainik Welaffe Office Near Mela Ground , By Pass Road Bhind

Assistant Public Information Officer

Name	Shri Sujan Singh Tomar
Designation	Welfare Organiser
Tele No	07534-236379 (Off)

Appellate Officer

Name	Mrs Sudha Choudhary, IAS
Designation	District Collector

Right of Individual to Right to Information and Procedure Involved

1. Every individual has the right to obtain information from any government office under the provision of Right to Information Act 2005. Individual can obtain the copies of record, copy in or obtain photocopy of complete or part of the record as required. Individual will have to approach the Public Information Officer of the department, in writing to obtain the information. Suitable arrangements will have to be made by Public Information Officer for writing of application for illiterate person. The department for such services can charge suitable fees.

2. Individual has to explain in details regarding the information required by him in writing. However the department has no right to ask as to why the information is needed/required.

3. In case a public Information Officer

- (a) Refuses to take the application for obtaining information.
- (b) Fails to furnish information in stipulated time limit
- (c) Gives wrong information or incomplete information
- (d) Or put hurdles in obtaining information

4. In all the above cases there is a provision of penal deduction from the Public Information Officer. He can be fined up to Rs 25,000/-

Time Limit For Obtaining Information

Request for Information to Public Information Officer

Furnishes information in 30 Days

Rejects the Request

Information to be furnished with in 48 hours in case of danger to life or Independence

In the events o rejection PIO will inform the Individuals

Give reasons For rejection

Give Time Limit For appeal

In Case of Rejection the Authority for Appeal

Application For Obtaining Information

- 1. Name
- 2. Address including E-mail Address
.....
.....
- 3. Tele No
- 4. Date of Application
- 5. Name of the Office
- 6. Details of Information Desired
- 7. What is needed, Photo copy,/Inspection
Of Records/true Copy/etc
- 8. Process Fees deposited with Application
- 9. Receipt No and Date
- 10. Is the Applicant below Poverty Line Yes/No
- 11. If Yes to ser 10 than the Ser No of BPL List

Signature of the Applicant

Note :- In case application is forwarded by post than a self-addressed envelope with requisite postage for registered letter will be enclosed with application.

Acknowledgement of Receipt for Application for Information

1. Date of Receipt of Application
2. Date on which the Applicant should
report to Office for further action
3. Concern Department/Officer from
Where the Information will be made available

Signature of Recipient
Public Information Officer/
Assistant Public Information Officer
Office Seal

**Details of Process Fee to Applicant for Copy/True Copy/
Information/Inspection**

1. Name of Applicant
2. Address
3. References of Applicant
4. Subject/details
5. Date of Report to Office

With reference to your application dated You are hereby informed that you are required to deposit the processing fees by date For obtaining photo copy/information/inspection etc.

Details of Information	Pages/ Numbers/ Quantity	Rates	Total
1	2	3	4
Details of Documents ie Map/ Photo copy/ Technical Information/Copy of Estimate etc			
Financial Documents etc			
Samples			
Others			

Public Information Officer/
Assistant Public Information Officer

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