

NO.195/Welfare/Misc/2020-21

04 Sep 2020

**The Director Department of Sainik Welfare/
Secretaries Raja Sainik Board/UTs****CUT OFF DATE FOR RMEWF ONLINE APPLICATIONS
ON KSB WEBSITE www.ksb.gov.in**

1. Further to this office letter no 195/Welfare/Misc/2017 dt 23 Apr 2019. All RSBs are requested to intimate ZSBs in their area of jurisdiction to inform all ESMs to adhere to online applications as per under-mentioned scheme specific time schedule. The ZSB and RSB officers and staff responsible for processing online applications must follow the applicable terminal dates to decide on acceptance or rejection of applications dates mentioned against each scheme.

S No.	Grant	2019-20	
		Appln FY/Applicable Date of Scheme/Academic Year/Conditions/Terms of Reference	Last date of uploading by ESM for F.Y 2019-20
(i)	Penury (Initial)	FY 2020-21	31 Mar 2021
(ii)	Renewal of Penury	FY 2020-21	Between 01 Dec 2020 to 31 Mar 2021
(iii)	Marriage	Date of Marriage.	Not to be accepted beyond 180 Days from the date of solemnization of marriage.
(iv)	Education	AY 2019-20 (aa) Class 1 st to 9 th and 11 th (ab) Class 10 th & 12 th (ac) Under graduation classes	30 Sep 2020 30 Oct 2020 30 Nov 2020
(v)	Medical	Date of discharge from Hospital or date of last prescription.	Not to be accepted after 180 Days from discharge from hospital or date of last prescription.
(vi)	100% Disable Child (Initial)		No time limit
(vii)	Renewal of 100% disabled child	FY 2020-21	Between 01 Dec 2020 to 31 Mar 2021
(viii)	Orphan (Initial)	Date of death of last alive parent	No time limit
(ix)	Renewal of Orphan	FY 2020-21	Between 01 Dec 2020 to 31 Mar 2021
(x)	Funeral	Date of Death of ESM	Within 365 days from date of expiry of ESM.
(xi)	NDA Cadet (Initial)	AY 2020-21	01 Mar 2021
(xii)	Renewal of Cadet Trg	FY 2020-21	Between 01 Dec 2020 to 31 Mar 2021
(xiii)	Vocational Trg	Date of completion of vocational course.	Not to be accepted after 180 Days from completion of course

(xiv)	House Repair (a) Non 100% Disabled ESM (ab) 100% Disabled ESM (ac) Orphan Daughter of all Ranks	(aa) Date of respective State Govt order promulgating an incident as Natural Calamity between 01 Apr 2020 to 31 Mar 2021 (ab) 100% disabled ESM to apply for FY 2020-21 without certificate if natural calamity. (ac) Orphan daughter of All ranks to apply for FY 2020-21 without Certificate of Natural Calamity required	(aa) Not to be accepted after 180 Days from date of respective State Govt order promulgating an incident as Natural Calamity. (ab) 31 Mar 2021 (ac) 31 Mar 2021
(xv)	Mobility Equipment		No time limit
(xvi)	Serious Diseases	Date of discharge from Hospital or date of last prescription.	Not to be accepted after 180 Days from date of discharge from hospital or date of last prescription.
(xvii)	Subsidy on home loan	Date of sanction of loan by bank.	Not to be accepted after 180 Days from loan sanction date for initial sanction, after that, renewal to be claimed by applicant every year for 5 years or return of loan whichever is earlier.

2. **Endorsement of Recommended Amount**

ZSB/RSB staff processing online applications of ESM for under-mentioned financial assistance must mention recommended amount to be paid to the ESM applicant as per rules in vogue in the comment box provided at the bottom of online form.

- | | |
|-----------------------------------|---|
| (a) Medical Treatment | (b) Repair of House damaged in Natural Calamity |
| (c) Vocational Training of Widows | (d) Serious diseases |
| (e) Mobility Equipment | (f) Interest subsidy on home loan |

3. **Processing of Time Barred Applications**

All ZSB Users and ZSB Admin and RSB Users and RSB Admin may please be instructed to process only those applications that are not time barred as per above mentioned dates. **Time barred applications to be rejected by ZSBs and RSBs.**

4. **Processing of Manual Backlog Applications**

Processing of fresh manual backlog cases have been closed.

5. **Common Mistakes Noticed in F.Y 2019-20**

It has been noticed during FY 2019-20 that number of ZSB User and Admin and RSB User & Admin were not placing online applications under observations or rejections to weedout fraudulent and incorrectly claimed applications not supported by supporting documents enumerated in subsequent paras

- Service Number and Name of ESM not matching with discharge book.
- Name of widow applicant not matching with discharge book.
- Name of ward not matching with either discharge book or marksheet or other scheme specific supported documents uploaded.
- Spellings of Name not matching in online form from discharge book, bank account and Aadhar card.

- (e) Time line as specified for each scheme to claim before cut off date not adhered, to by ESM while uploading and same approved by ZSB/RSB
- (f) **Education Grant** Marksheet in Education Grant uploaded had undermentioned inconsistencies.
- (i) Not sd/- by school authorities and not bearing their round stamps or seal.
 - (ii) Name of ward not matching.
 - (iii) Marksheet of AY 2017-18 or previous year uploaded.
 - (iv) Marksheet does not categorically mention child having passed.
- (g) **Education and Marriage Grant** Claimed for 1x child and name of two children entered or vice versa in case of Education Grant and Marriage Grant.

(h) **Penury Grant (Initial)**

- (i) Already sanctioned cases applying again.
- (ii) Applicant ESM not above 65 years of age on 01 Apr of F.Y in which applying.
- (iii) Widow applicant not filling date of death of her husband in the relevant box.
- (iv) Widow applying as ESM with date of death filled in relevant box.
- (v) Penury grant applicant in current F.Y also applying for Penury Renewal in the same F.Y.

(j) **Penury Renewal/Orphan Renewal/ NDA Cadet Renewal/100% Disable Child Renewal**

- (i) Life Certificates being forward to KSB through Dak after uploading the same online.
- (ii) Life Certificates being forward to KSB instead of uploading the same online.
- (iii) Life Certificates not uploaded online within prescribed period i.e 01 Dec to 01 Mar of current F.Y.
- (iv) Life Certificates to be signed between 01 Dec to 01 Mar of current F.Y.
- (v) Proper format not used for life certificates.

6. **All Schemes Where Bills Are Uploaded:-**

- (a) Original bills to be retained by ZSBs and receipt to be given to ESMs, while recommending applications. Record of all receipts and return of supporting documents with ESMs to be maintained by all ZSBs. After payments are made by KSB, bills to be returned to applicant duly endorsed by drawing lines as under.

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- (b) Amount claimed and recommended to be endorsed by User and Admin at all levels.

7. **Reluctance on Part of ZSBs to Resolve Queries of ESM Pertaining to Welfare Schemes**

ESM are approaching KSB on telephone to know the status of their application/pendency of their applications, instead they must approach through ZSBs for such queries. KSB can not handle individual enquires due to lack of resources. ZSBs must first endeavour to reply/respond to queries on their own. Subsequently such queries can be forward in batches to KSB to reply in a streamlined manner.

8. Henceforth ZSB Admins and ZSB Users and RSB Users and Admins will be personally held accountable for such lapse in case of incorrectly approved applications. Applications pending at various level ie ZSBs/RSBs should be process at their end within 1year.

9. Please Acknowledge and confirm receipt.

Sd xxxxxx
(KS Uppal)
Col
Jt Dir (Welfare)