

GOVERNMENT OF HIMACHAL PRADESH
SAINIK WELFARE DEPARTMENT

File No. SWD(E)5-1/2009

Dated

30th May, 2009.

NOTIFICATION

In continuation of this Department Notification No. GAD-E(E)5-1/2005 dated 11-10-2005 the Governor of Himachal Pradesh is further pleased to publish the records and other activities of the Sainik Welfare Department as required under the provisions of sub section(1)(b) of Section-4 of the Right to the Information Act, 2005 is as under:-

(1) **Particulars of Sainik Welfare Department, its functions & duties.**

The Sainik Welfare Department was established during the year 1973 for looking after the welfare of Ex-servicemen, serving soldiers and their Dependents. The Department has 10 Zila Sainik Welfare offices in each district except Kinnaur & Lahaul Spiti. Besides this the Department has also Special Employment Ex-Servicemen Cell to register the name of Ex-Servicemen and sponsor the names from the panel maintained by them on receipt of requisition from the Departments/Boards and Corporation for providing employment against 15 % posts reserved for the Ex-Servicemen. The following concession/facilities are being provided by the Government to the Ex-Servicemen/War Widows and their dependents:-

- i) Rs. 15,000/- to the marriage of daughter of War Widows.
- ii) Old age financial assistance (Rs. 330/- per month) to Ex Servicemen/ Widows of Ex-Servicemen who are above the age of 60 years and not received any kind of pension whose income is not exceed Rs. 11,000/-.

iii) War Jagir @ Rs. 900/- per annum to the parents of only /two /three sons who had served in Emergency.

iii) **Ex-Gratia** :-

- 1. Soldiers killed in action- Rs. 3 Lacs
- 2. Disabled soldiers, above 50% disability Rs. 1 Lac.
- 3. Disabled Soldiers, below 50% disability Rs. 50,000/-
- 4. Other causes Rs. 25,000/-.
- 5. Personnel of Para Military Forces killed in action Rs. 1 Lac.

- v) **Stipend** to ward of ex-servicemen from Class 6th to Graduation / ITI etc @ 30 to 250/- per month.

- vi) **Cash Reward to Gallantry Award Winners :-** At present the State Government is paying cash award, annuity and grant-in-lieu of land to the gallantry award winners of Defence Forces.
- vii) **Financial Assistance** from Flag Day Fund is being provided to needy Ex-Servicemen
- viii) **15% reservation** in jobs from class-I to Class IV.
- ix) **5 seats in** various Engineering /Non-Engineering Trades.
- xiii) **15% seats** reserved in B. Ed/JBT Training Courses.
- xi) One each seat reserved for wards of Ex-Servicemen/ward of Serving Soldiers in Dental College, Sundernagar and Shimla.
- xii) **4% seats** but at least one seat have been reserved for wards of Ex-Servicemen in Engineering College.
- xiii) **There are 22 Sainik** Rest Houses in the Pradesh.
- xiv) There are 05 Sainik Chatralaya in the Pradesh.
- xv) 10% seats have been reserved for the children of the serving soldiers and ex-servicemen of Armed Forces to Technical Institution.
- xvi) 2% of seats have been reserved in HP Agriculture University for sons/daughters of the serving and ex-Defence Personnel.
- xvii) The Government is providing free travel facility in HRTC buses to the Gallantry Award Winners and War Widows.

xviii)CSD Canteen facilities

- i) Static 27, (ii) Extension Counters 3. (iii) Mobile CSD 55.
- xix) **Poly Clinic**
There are 8 Poly Clinic established in the State viz Dharamshala, Hamirpur, Mandi, Una, Bilaspur, Chamba, Solan and Shimla.
- xx) **Silai Kendras**
Sainik Welfare Department have 23 Silai Kendras for imparting tailoring and cutting training to widows and daughters of Ex-Servicemen/ Serving Soldiers.

xxi)Self employment opportunities

Loan to Ex-Servicemen for financing the vehicle through H.P. Ex-Servicemen Corpn.

STATE ACTS

1. Himachal Pradesh War Award Act, 1972.
2. Himachal Pradesh Ex-Servicemen Corporation Act, 1979.

(II) Powers and Duties of its officers and employees at Government level

The Secretary(SWD) to the Government ;of Himachal Pradesh is the Administrative Secretary of the Sainik Welfare Department and H.P.Ex-Servicemen Corporation discharge all duties relating to Policy matters, annual budget estimate, administrative control on the staff of Sainik Welfare Department and H.P.Ex-Servicemen Corporation decide promotion, disciplinary proceedings, creation confirmation of posts, pension/gratuity sanction in favour of class II and class I Officers working in the Sainik Welfare Department and Corporation. Appellate authority in the cases of minor/major (other than compulsory retirement ,removal from Govt. Service, dismissal from Govt. Service)penalties and all such matters entrusted by the Minister-in-Charge from time to time.

Special/Addl/Joint/Deputy/Under Secretary(SWD) to the Govt. of H.P.

To assist the Secretary(SWD) on issues as stated above.

Section Officer(SWD) H.P. .Secretariat.

The Section Officer of Sainik Welfare Department, H.P. Secretariat is the in-charge of Section for work relating to establishment, budget, promotion of Class-I Officers, maintenance of ACRs of Class-I Officers of Sainik Welfare Department and establishment and other related matters pertaining to H. P. Ex-Serviceman Corporation.

Powers and Duties of its officers and employees at Directorate/Corporation level

The powers and duties of officers and employees at Directorate/Corporation level is at Annexure-A.& B

(III) Procedure followed in decision making process including channels of supervision and accountability:

All Offices working independently but under administrative control of next higher office. The Hon'ble Chief Minister is the Minister-in-Charge of Sainik Welfare Department. The organization setup of the Sainik Welfare Department and H.P.Ex-Servicemen Corporation is as under:-

(i). The Secretary(SWD) to the
Govt. of Himachal Pradesh

Administrative Secretary of Sainik
Welfare Department& H. P. Ex-
Servicemen Corporation Hamirpur.

- | | |
|---------------------------------------------------------------------------------------|-------------------|
| (ii) Special/Addl/Joint/Deputy/Under Secretary(SWD) to the Govt. of Himachal Pradesh. | Branch-in-Charge |
| (iii) Section Officer | Section-in-Charge |

Directorate of Sainik Welfare(Level)

- | | |
|---------------------------------------------|----------------------------------------------------------------------|
| (i) Director | Head of Department |
| (ii) Officer on Special Duty | Assistant to Director |
| (iii) Deputy Director, Zila Sainik Welfare. | In charge Zila Sainik Welfare at District level. |
| (iv) Superintendent | Supervisor of the concerned Offices at Directorate and Distt. Level. |

H.P.Ex-Servicemen Corporation (Level)

- | | |
|----------------------------------------------|----------------------------------------------------------|
| a) Chairman-cum-Managing Director. | Overall Administrator of the Corporation. |
| b) Secretary, H.P.Ex-Servicemen Corporation. | DDO/Overall Controller. |
| c) Superintendent | Supervisor of the Office. |
| d) Asstt Controller (F&A) | Responsible for Accounts Matters at Camp Office Barmana. |

IV&V. The following various Rules, Regulations, Instructions, are followed while functioning the different works:-

- 1.CCS (Leave)Rules,1972
2. CCS and CCA Rules
3. CCS (Conduct) Rules.
4. H.P. Financial Rules.
5. FR & SR Rules
6. Medical Attendance Rules.
- 7.Gneral Finance Rules
8. H.P. Advance Rules.
- 9.Delegation of Financial Power Rules.
- 10.TA/LTC Rules.
11. Budget Manual.
- 12 Office Manual
- 13.Pension Rules.
14. GPF Rules.
- 15.Hand Book Volume –I,II & III issued by the Deptt. of Personnel.
- 16 Instructions regarding maintenance of ACRs.
- 17.Instructions regarding Pay Fixation, Stepping up of Pay, Grant of ACP benefits and remove of anomaly in pay of Senior and Junior Officers.

VI. Statement of the categories of the documents.

A statement of the categories of the documents that are held by it or under its control. Files related to ensuring the implementation the Acts & Rules mentioned against

Sr.No.V herein above. Also files related to budget, Plan and Annual administration report etc.

VII. The particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof,

- a) Board of Directors of H.P.Ex- Servicemen Corporation for management of the corporation notified on 11.2.2009. The Board of Directors shall consists of the Chairman cum-managing Director, Vice Chairman, comprising four Ex-officio Member and five other directors to be nominated by the State Govt.
- b) Committee for the Administration/Management of “HP Chief Minister’s Sainik Welfare Fund comprising of Hon’ble Chief Minister as Chairman, 4 Non official Member and Secretary(SWD)as EX-officio Member and Spl. Secretary/ Addl. Secretary(SWD) to the Govt. of H.P. as Member Secretary. includes Director, SWD as special invitee.
- c) Committee for the Administration of H.P .National Security Relief Fund comprising of Hon’ble Chief Minister as Chairman, 6 Members, two non official member and Spl. Secretary/Addl. Secretary(SWD) to the Govt. of H.P. as Member Secretary.
- d) Ex-Servicemen Welfare Board constituted to look after the welfare of Ex-Servicemen/War Widows and their dependents comprising of Hon’ble Chief Minister as Chairman, Secretary(SWD) to the Govt. of H.P. as Member Secretary and non official members.
- e) Rajya Sainik Board, Himachal Pradesh constituted for the welfare of Ex-servicemen and their families of serving and deceased personnel etc comprising of His Excellency the Governor, Himachal Pradesh as President, Hon’le Chief Minister as Ist vice President, the General Officer Commanding –in-chief HQ Western Command c/o 56 APO as 2nd vice President, others Ex-Officio Members, Special invitees, Non official members and the Director, Sainik Welfare as Member Secretary.

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

As mentioned against item no (vii) herein above meetings are not open to public.

IX) A Directory of Officers and Employees:

Sr.No.	Name of the PIO/APIO	Office tel. Nos.
1.	Secretary (SWD)to the Govt. of H.P.	0177-2625117
2	Spl. Secretary	0177-2626212
3	Section Officer	0177-2880427

At Directorate level.

Sr.No.	Name of the PIO/APIO	Office tel. Nos.
1.	The Director, SWD	01972-224659
2	Officer on Special Duty	01972-224659
3	Superintendent	01972-224759

H.P Ex-Servicemen Corporation, Hamirpur.

Sr.No.	Name of the PIO/APIO	Office tel. Nos.
1.	The Chairman-cum-Managing Director	01972-222438
2	Secretary, HP.Ex-Servicemen Corp.	01972-222472
3	Superintendent	01972-222472
4	Astt.Controler(F&A)	01978-244237

X) The monthly remuneration received by each of its officers and its employees.

The pay scales of the Officers /Officials are as under:-

i)Secretary	Rs.-37400-67000+10000
ii)Spl. Secretary	Rs-14300-18600
iii) Section Officer	Rs.7220-11660
iv) Director	Rs.12000-16350
v)OSD	Rs.10025-15100
vi)Dy. Director	Rs.7880-11660
vii) Supdt.	Rs.6400-10640
viii)Sr.Asstt.	Rs.5800-9200
ix) Jr.Asstt.	Rs.4400-7000
x)Clerk	Rs.3120-5160

XI The budget allocated to each of the agency, including the particulars of all plans, proposed expenditures and reports on disbursements made.

Standard objects of Expenditure wise budget is allocated to each Drawing and Disbursing officer and Expenditure of is regularly monitored.

XII,XIII.&XIV) Not applicable

XV. The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, If maintained for public use:

The Office of the Secretary (SWD) and all other Officers of Sainik Welfare Department at Hamirpur and H. P. Ex-Servicemen Corporation Hamirpur are open for general public for collection of any type of information relating to programmers and allocation of funds under various Heads of Accounts from 10.00AM to 5.00PM except on holidays. To visit the Office of Ministers/Officers as well as Branches the gate entry passes are issued to general public from 3.00PM to 5.00 PM on every working day.

-7/-

XVI Such other information may be prescribed, and thereafter update those publications every year.

Annual Administration report is issued every financial year.

By Order

Chief Secretary to the
Govt. of Himachal Pradesh.

**FUNCTIONS POWERS AND DUTIES OF VARIOUS FUNCTIONARIES
IN THE SAINIK WELFARE DEPARTMENT**

Director

1. To co-ordinate the work of Zila Sainik Welfare Offices in the State. Promoting measures for the Welfare and resettlement of ex-servicemen and families of serving/deceased personnel of the Armed forces.
2. Disseminating information to the general public regarding the Armed forces in the country and for taking measures to raise interest in Armed forces amongst the general public.
3. Administering the Zila Sainik Welfare Offices (ZSBs) in the State in accordance with the rules and instructions prescribed by the Central and State Governments. To organize and co-ordinate the Meeting of Rajya Sainik Board and Special fund of reconstruction & Rehabilitation of Ex-servicemen.
4. To promote and maintain a feeling between Civilian and ex-servicemen in representing their cases with Government, local administration and Defence authorities.
5. To grant financial relief to ex-servicemen and their dependents at his disposal. To implement various policies directive laid down by the Ministry of Defence.
6. To Maintain close and effective liaison for the purpose of resettlement of ex-servicemen with Government departments. To maintain and operate welfare funds as per laid down policies by the Govt.

Officer on Special Duty

1. To assist the Director, Sainik Welfare, HP in day to day functioning of Directorate Sainik Welfare, HP and co-ordinate the Meeting of Rajya Sainik Board as well as Special Fund for R&R of ex-servicemen and to implement various decisions taken in these High Power Meetings for the welfare of ex-servicemen.
2. To monitor the working of Zila Sainik Welfare Offices in HP and to act as DDO for the Directorate of Sainik Welfare.
3. To act as reviewing officer for ACRs for the staff of Sainik welfare Department both at Directorate of Sainik Welfare and Zila Sainik Welfare offices.
4. To perform all such duties which are being performed by the Director in his absence or on the order of Director.

Deputy Director

1. To disseminate information to the general public regarding Armed Forces in the Country and to promote a
2. feeling of good will between the civilian and Armed Forces personnel.
3. To watch the welfare of the families of servicemen and ex-servicemen and to assist them in representing their cases with local administration or the Defence authorities.
4. To assist ex-servicemen and their families in obtaining dues, if any, from the Government.
5. To disseminate information regarding employment facilities and for training for civilian vacation and similar concessions to discharged men.
6. To assist the ex-servicemen and their families/dependents in securing medals, pension, arrears of pay, land grants, jangi inams etc.
7. To investigate applications for relief from the various Military and Civil charitable funds.
8. To investigate claims for family pension.
9. To secure relief in case of persons missing wounded or dead as per requirement of State/Central Government.
10. To arrange delivery of any award or reward for Gallantry, ex-gratia grants declared by the State/Central Government, in case where a soldier is dead or missing.

Superintendent

1. Overall supervision of the office, maintenance of record and discipline of the office, Distribution of work-load to each official of the office and checking of its quick disposal.
2. To dispose off, dictate and deal all important cases. Since the staff re-employed in the department is not a tune to the civil way of working, they are to be guided in this sphere.
3. Maintaining the service record of the official and officers of the Directorate Sainik Welfare and Zila Sainik Welfare Officers, handling and arranging leave cases of the department.
4. Handling complicated and confidential cases of the department.
5. Handling any fixation cases of the re-employed ex-servicemen of the department.

6. Arranging, conducting and taking proceedings of the High Powered Committees like 'Rajya Sainik Board', HP State. Managing Committee for R&R of ex-servicemen and the President ship of the Hon'ble Governor, HP
7. Arranging, conducting and taking proceeding of other High Powered Monitoring Committees like High Powered Monitoring Committee, Kendriya Sainik Board Meeting, Secretaries Raiya Sainik Board meeting and their various sub committees.
8. Scrutinizing notes drafts and agenda point, proceeding of the Committees submitted by the dealing hands for correctness and accuracy and adding own suggestions where required.
9. Ensuring maintenance of registers, report and returns to the higher authorities.
10. Ensuring timely replies to all-important cases to the higher authorities .
11. Making arrangement for the disposal of work entrusted to officials during their absence.
12. Making receipts to the dealing hands in the section and giving remarks/guidelines for the disposal.
13. Submission of all important and confidential receipts and file, while Director is at the Headquarter or to bring them to the notice of the Director on arrival from his tour.
14. Above all attending all cases and complex matters including submission of replies to all quarters when Director is on tour. As the Director had to be on tour for 10-15 days in a month all the dak and replies to the letters was being sent by the superintendent.

Assistant

1. Performing the duties of Cashier Handling of cash and to maintain the cash book under head 288-Social security and welfare (e) Social Security and Welfare Programme (f) Other Programme (f)(i) Soldiers sailors and Airmen's Boards-Non Plan(HQ Staff) which includes the pay and allowances.
2. Handling the cash and maintenance of Cash Book of the Special Fund for R&R of ex-servicemen and correspondence concerning to this Fund.
3. Preparation of annual budget of Special fund for R&R of ex-servicemen to meet the expenditure on various schemes run out of this fund in the State for the welfare of ex-servicemen and their dependents.
4. Allotment of budget out of Speical Fund for R&R of ex-servicemen to the Zila Sainik Welfare Offices and other concerned quarterly out of the income/ interest accrued from the Corpus of the fund.

5. Payment of financial assistance to the disabled ex-servicemen admitted in the paraplegic Homes at Kirkee and Mohalli to other deserving ex-servicemen.
6. To keep the upto date record of income and expenditure of the Special Fund for R&R to ex-servicemen of the Zila Sainik Welfare Offices in the State. Correspondence with the Banks where the amount of the special fund has been invested.
7. Correspondence with the Centre/State Government to claim the amount for augmentation of the special fund.
8. Maintenance of the account of the Sainik Chhatralayas handed over to the Education Department.
9. Maintenance of accounts/cash book of the Flag Day Fund, payment of financial assistance/aid to the deserving candidates out of this fund.
10. Maintenance of the accounts of the Himachal Shurvir Hiteshi the monthly magazine published by this department. All other correspondence concerning to the publication dispatch to booklet to the ex-servicemen.
11. Maintenance to the accounts of the Library Fund and all other connected correspondence thereof.
12. Correspondence regarding financial assistance out of the Central Welfare Funds with the Kendriya Sainik Board.
13. To reconcile expenditure figures with those booked in the AG's Office.
14. To claim 50% share of expenditure of HQ staff and District Staff.
15. To deal with Miscellaneous correspondence pertaining to the expenditure of centrally sponsored schemes. Plan and Non-Plan.
16. To prepare minutes of the High Powered Monitoring Committee and to take action on the Minutes of the HPMC.
17. To prepare Agenda point for the meetings of the High Powered Monitoring Committee.
18. To deal with the work of Rehabilitation of ex-servicemen who attended various courses or proposed to attend cadres organized by Director General Resettlement.
19. To deal with the work of Equivalence of service Trades with Civil trades.

Welfare Organizer

1. To maintain Census record of all serving, ex-servicemen, dependents of deceased soldiers and families of the deceased soldiers Tehsil/Block wise of the District.
2. To inform to the families the welfare of serving soldiers posted far away from his own village especially during emergency and hostilities.
3. To disseminate information regarding the welfare and re-settlement of ex-servicemen and concessions entitled to them by the Govt. or from other Institution as announced from time to time.
4. To distribute medals to the ex-servicemen.
5. To hold the ex-servicemen and their families or dependents in case of the deceased defence services personnel in getting pension regularly and sort out any problems arising there from.
6. To act as a mediator in case of family disputes regarding the quantum of pension and bring it to the notice of the concerned Deputy Director Sainik Welfare.
7. To Keep the President (DC) informed about land disputes or any other dispute.
8. To disseminate information regarding Visit of Mobile Canteen and Medical Detachment.
9. To intimate details of welfare schemes in vogue in his area.
10. To give detailed information to the Zila Sainik Welfare Officer regarding the progress of the construction work of the building like Sainik Rest House or Sainik Chhatralaya.
11. To contact every ex-servicemen in his area atleast once in three months.

Clerks

1. Responsible for handing cash and maintenance to the accounts.
2. To maintain service books and personnel filed of the staff.
3. To prepare all kinds of bills and to prepare periodical reports and returns of all accounts.
4. To deal with secret/confidential correspondence and to keep records of all the stores/stocks.
5. Responsible for receipt-/dispatch of office mail.
6. To deal with general welfare, pay & allowances and pension dues and self employment assistance.

Annexure-B

The function powers and duties of various functionaries at H.P. EX-servicemen Corporation level.

Chairman-Cum-Managing Director.

1. Responsible for the operational Management of the Corporation and to implement the General policies approved by the Government.
2. Highlight the activities of the Corporation in the State for the information of ex-servicemen and dependents to adopt the self employment schemes.
3. Administering the H.P. Ex-servicemen Corporation Camp Office Barmana to provide cement carriage work to each ex-servicemen transporter with justice.
4. To administer the activities of the Corporation Transporter Welfare Committee and to control the income and expenditure of parchee fee.
5. To organize and co-ordinate the meeting of Board of Directors being conducted on regular intervals.
6. To sponsor the loan cases of Ex-Servicemen and their dependents to the Banks and sanction margin money loan and interest subsidy.
7. To maintain close and effective liaison for the purpose of resettlement of Ex-Servicemen with the Government.

Secretary, H. P. Ex-Servicemen Corporation:

1. To act as DDO & overall control on income and expenditure of H.P.Ex-Servicemen Corporation.
2. To monitor the working of H.P.Ex-Servicemen Corporation and its comp Office at Barmana.
3. To assist the Chairman-cum-Managing Director of H.P.Ex-Servicemen Corporation and co-orddinate the meeting of BOD.
4. To act as reviewing Officer for ACRs for the staff of H.P.Ex-Servicemen Corporation.
5. To perform all such duties which are in the interest of H.P.Ex-Servicemen Corporation.

Deputy Controller(F&A)

1. To assist Secretary, H.P.Ex-Servicemen Corporation in all matters relating to the welfare of ex-servicemen and other service matter.

2. To check all receipts and payments transactions.
3. To check salary Bills, TA/DA, Pol & other bills related to payment.
4. To liaison with the institution/projects for payments of security services.
5. To ensure proper maintenance of accounts books.

Asstt. Controller(F&A)

1. Responsible for all the matters pertaining to accounts.
2. Ensure proper maintenance of cash book, ledgers and registers supported by documentary evidence.
3. Overall supervision of the camp office, maintenance of record and discipline of the office, distribution of work load to each official of the camp office and checking of its quick disposal.
4. Ensuring timely replies to all important cases to higher authorities.

Manager Project:

1. To intimate day to day activities of the camp office Barmana to CMD,
2. Over all control of Camp Office Barmana.
3. Liaison with ACC Factory and H.P.State Civil Supplies Corporation for freights payments.
4. Ensure equal work distribution of cement carriage.
5. To perform all such duties which are in the interest of camp office.
6. Overall control of the H.P. Ex-Servicemen Transporters welfare committee and its all accounts.

Superintendent:

1. Overall supervision of the Office, maintenance of record and discipline of the office, Distribution of workload to each official of the office and checking of its quick disposal.
2. Maintaining the service record of the official of the Corporation.
3. Handling fixation cases of the re-employed Ex-Servicemen of the Corporation,
4. Scrutinizing notes drafts and agenda points, proceeding of the Committees submitted by the dealing hands for

5. correctness and accuracy and adding own suggestions where required.
6. Ensuring maintenance of registers, report and returns to the higher authorities.
7. Making arrangement for the disposal of work entrusted to officials during their absence.
8. Ensuring timely replies to all-important cases to higher authorities.
9. Submission of all important and confidential receipts and files, while CMD is at the Headquarter or to bring them to the notice of the CMD on arrival from his tour.

Clerks

1. Responsible for handling cash and maintenance of the accounts.
2. To maintain service books and personnel files of the staff.
3. To prepare all kinds of bills and to prepare periodical reports and returns of all accounts.
4. To deal with secret/confidential correspondence and to keep records of all stores stocks.
5. Responsible for receipt/dispatch of office mail.
6. To deal with general welfare pay & allowances and EPE dues and self-employment assistance.
7. To prepare GR/Loading Advice round the clock at camp office Barmana.
8. To raise freight bills to ACC factory and HP State civil Supply Corpn. on weekly basis at Camp Office.
9. To prepare voucher for payment of freight to truck operators at Camp Office.
10. To conduct pukar for carriage of cement at Camp office.
11. To deal with the sale/purchase of Diesel at Camp office.