

जिला सैनिक कल्याण कार्यालय
2, रेसकोर्स रोड, ग्वालियर – 474002

दूरभाष : 2340267

क्रमांक : [1553/आरटीआई/07](#)

दिनांक: अक्टूबर 07

प्रति,

लोक सूचना अधिकारी,
कार्यालय कलेक्टर, ग्वालियर

विषय : **सूचना का अधिकार अधिनियम 2005**

1. आपका पत्रा संख्या क्रमांक क्यू/एस [सी-2/सू अ/115/2006](#) दिनांक 21 सितंबर 2007 के संदर्भ में ।
2. उपरोक्त पत्रा के संदर्भ में प्रपत्रा भरने संबंधी निर्देशिका का बिन्दुवार प्रत्युत्तर निम्नानुसार प्रेषित है :-

बिन्दु क्रमांक 1. संचालनालय से प्रकाशित आदेश की छाया प्रति संलग्न है ।

बिन्दु क्रमांक 2. जिला सैनिक कल्याण कार्यालय ग्वालियर में निम्नलिखित अधिकारी एवं कर्मचारी पदस्थ हैं ।

(अ)	विगं कमाण्डर आर के सिन्हा (से0नि0)	—जिला सैनिक कल्याण अधिकारी
(ब)	श्री राम वदन कोल	—कल्याण संयोजक
(स)	श्री बी. एन. शर्मा	—कार्यालय अधीक्षक, ए. जी. — 1
(द)	श्री के. जी. शर्मा	—सहायक श्रेणी -2, लेखा लिपिक
(क)	श्री सुनील सिंह तोंमर	— सहायक श्रेणी -3, रोजगार लिपिक
(ख)	श्री ओ. पी. श्रीवास्तव	— सहायक श्रेणी -3, कल्याण लिपिक
(ग)	श्री बच्चु लाल शर्मा	— भृत्य
(घ)	श्री कमलेश सहरिया	— चौकीदार

बिन्दु क्रमांक 3. कार्यालय में जो भी डाक आती है वह कार्यालय अधीक्षक द्वारा खोली जाती है तथा चिन्हित होने के उपरान्त आवक पंजी कर कल्याण संयोजक एवं कार्यालय अधीक्षक के मार्फत अधिकारी को प्रस्तुत की जाती है । नस्ती पर जिस अनुभाग की डाक होती है उस पर दिशा निर्देशानुसार कार्यवाही की जाती है ।

बिन्दु क्रमांक 4. कार्यालय में जो भी नस्ती आती है उसे 24 घण्टे में पूर्ण कारवाई कर दी जाती है ।

बिन्दु क्रमांक 5. कार्यालय में उपयोग होने वाले उपलब्ध अधिनियम, नियम, रेगुलेशन, मेन्युअल निम्न प्रकार है :-

- (1) वित्तीय ष्वाक्ति पुस्तिका भाग 1 एवं 2
- (2) मूलभूत नियम मध्यप्रदेश भाग 1 एवं 2
- (3) वित्तीय ष्संहिता मध्यप्रदेश
- (4) वेतन पर आयकर
- (5) महंगाई भत्ता एवं अंतरिम राहत नियम
- (6) वेतन पुनरीक्षण नियम - 1998
- (7) कर्मचारी कल्याणकारी लाभ सुविधाएं
- (8) ऋण एवं अग्रिम मध्यप्रदेश एवं छत्तीसगढ
- (9) मध्यप्रदेश अवकाश नियम
- (10) आचरण नियम, सिविल सेवा
- (11) कोषालय संहिता मध्यप्रदेश
- (12) सुविधा हेण्ड बुक 2003
- (13) निलंबन एवं बहाली

बिन्दु क्रमांक 6. कार्यालय में जिस अनुभाग का कार्य होता है उसमें समस्त का वर्गीकरण अनुभागानुसार उपलब्ध होता है ।

बिन्दु क्रमांक 7. इस कार्यालय से कोई अधिकारी/कर्मचारी परामर्शदात्री का सदस्य नहीं है । इस हेतु संचालनालय को पत्रा लिखा गया है ।

बिन्दु क्रमांक 8. कार्यालय के अन्तर्गत बोर्ड, आदेश चार्टर/अनुबन्ध, बैठक तथा बोर्ड की मीटिंग 6 माह में एक बार की मुकर्रर की गई है ।

बिन्दु क्रमांक 9 कार्यालय में कार्यरत समस्त अधिकारी/कर्मचारी के नाम, पदनाम एवं वेतन निम्नानुसार हैं :-
एवं 10.

- | | | |
|-----|---|-----------------|
| (अ) | विग कमा. आर के सिन्हा, (से0नि0) जिला सैनिक कल्याण अधिकारी | - रूपये |
| | 27000/- | |
| (ब) | श्री राम वदन कोल, कल्याण संयोजक | - रूपये 10276/- |
| (स) | श्री बी. एन. शर्मा, कार्यालय अधीक्षक | - रूपये 11000/- |
| (द) | श्री के. जी. शर्मा, सहायक श्रेणी -2, लेखा लिपिक | - रूपये 7000/- |

(क)	श्री सुनील सिंह तोमर, सहायक श्रेणी -3, रोजगार लिपिक	- रूपये 5400/-
(ख)	श्री ओ. पी. श्रीवास्तव, सहायक श्रेणी -3, कल्याण लिपिक	- रूपये 6000/-
(ग)	श्री बच्चु लाल शमा, भृत्य	- रूपये 5779/-
(घ)	श्री कमलेश सहरिया, चौकीदार	- रूपये 4341/-

बिन्दु क्रमांक 11.कार्यालय का वर्ष 2007 का बजट आवंटन शरूपये 1812,000/- मात्रा है ।

बिन्दु क्रमांक 12.कार्यालय को प्रदाय की जाने वाली राशि हितग्राही को सूची अनुसार कोषालय से प्राप्त होने पर बैंक के मार्फत सूचीअनुसार चेक प्रदाय किये जाते हैं ।

बिन्दु क्रमांक 13.द्वितीय विश्वयुद्ध के भूतपूर्व सैनिक/विधवाओं की सूची संलग्न है इन्हें प्रतिमाह चेक द्वारा 49 हितग्राही को भुगतान किया जाता है ।

बिन्दु क्रमांक 14.कार्यालय में उपलब्ध जानकारी सूची श्रेणी उसका काम संचालनालय भोपाल तथा सेना मुख्यालय पुनर्वास नई दिल्ली द्वारा संचालित होता है जिसमें केवल थल सेना, जल सेना एवं वायु सेना के सेवा निवृत्त सैनिकों के कल्याणार्थ ही प्रसारित होता है ।

बिन्दु क्रमांक 15.आम नागरिक को सूचना पटल, सूचना कक्ष से जानकारी तथा कल्याण संयोजक द्वारा निर्देशन एवं अधिकारी द्वारा सूचना उपलब्ध हो जाती है ।

बिन्दु क्रमांक 16.प्रचार प्रसार एवं विडिओ ग्राफी के द्वारा दूरदर्शन से प्रसारित करा दी जाती है ।

बिन्दु क्रमांक 17.सेना में भर्ती हेतु नवजवानों को भर्ती होने की सूचना प्राप्त होने पर प्रचार कर दिया जाता है ।

विग कमा0 आर के सिन्हा (सेवा निवृत्त)
जिला सैनिक कल्याण अधिकारी
ग्वालियर (मध्य प्रदेश)

INFORMATION ACT- 2005

DIST SAINIK WELFARE OFFICE

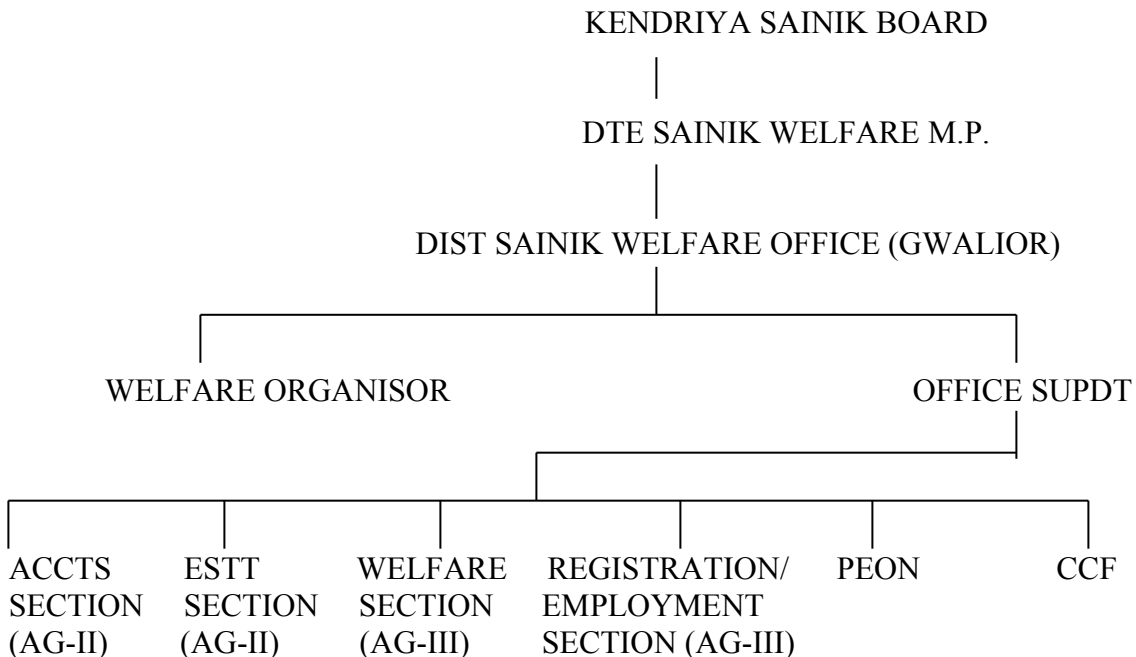
GWALIOR

THE RIGHT TO INFORMATION ACT 2005

NO 22 OF 2005

RIGHT TO INFORMATION AND OBLIGATION OF PUBLIC AUTHORITIES

1. Subject to the provisions of this Act, all citizens shall have the right to information.
2. **The right to Information**
 - (a) 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 (District Sainik Welfare Officer) and Assistant Public Information Officer (Welfare Organizer) and will be shown to any individuals whenever asked for.
 - (b) Some of the information given in this folder require constant up dating from time to time. Hence it is the responsibility of Public Information Officer to update the information folder as and when required.
 - (c) 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.
3. **ORGANISATION**



4. **Function.** Dist Sainik Welfare Office Gwalior is function under Directorate Sainik Welfare M.P. Bhopal.

5. **Duties.**

(a) The Dist Sainik Welfare Office is the field unit of the Welfare Organisation of the M.P. State. The Dist Sainik Welfare Office caters for the welfare of the Ex-servicemen/War Widows, ex-servicemen widows, families of serving and deceased soldiers of the District.

(b) 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 personal hence 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.cdaoppune.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.

(c) 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.

(d) The welfare responsibilities of District Sainik Welfare Office will encompass all such traditional activities with particular reference to following :-

(i) Settlement of financial problems such as pension and other retirement/release benefits/dues to ex-servicemen.

(ii) 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.

(iii) 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 dependents.

(iv) Providing assistance for settlement of land and other disputes.

- (v) Assist families of serving personnel staying separately during their absence away on duty.
- (vi) 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.
- (vii) Mobilise assistance for medical treatment in Civil/Military Hospitals.
- (viii) Encourage ex-servicemen, war widows, and widows to become member of Ex-servicemen Contributory Health Scheme (ECHS).
- (ix) 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.
- (x) Maintain an up to date register of war widows, disabled in action and dependents with a view to ensure their welfare.
- (xi) To represent DGR/KSB, Ministry of Defence (Government of India) in court cases under their jurisdiction in which these organizations have been made respondent.

6. The powers and duties of officers and employees are as under :-

(a) **District Sainik Welfare Officer.**

- (i) Disseminating information to the general public regarding the Armed Forces in the country and constantly endeavouring to promote and maintain a feeling of goodwill between civilian and service personnel and ex-servicemen.
- (ii) Watching over the welfare of families of servicemen and of ex-servicemen and assisting them in representing their cases with the local administration of the Defence Authorities.
- (iii) Assisting ex-servicemen and their families in obtaining bonus, gratuity, insurance money and other dues, if any from Government.
- (iv) Giving information to the General Public regarding the conditions of service in the Armed Forces to assist : intending candidates in approaching the appropriate recruiting authorities for purpose of enlistment.

- (v) Communicating information regarding employment facilities for training for civilian vocations and similar concessions to discharged men.
- (vi) Ascertaining and intimating the whereabouts of a serviceman to his dependents and communicating to him news of all important matters affecting his family's welfare.
- (vii) Procuring legal advice in case a law suit is brought against and assist servicemen where there is no male member of his family present.
- (viii) Close liaison with local Revenue authorities for land allotment to ESM and their resettlement.
- (ix) Provide all resettlement assistance to War Widows, dependents and War disabled and disabled due to attributable reasons.
- (x) Encouraging and assisting the settlement of disputes out of court.
- (xi) Assisting ex-servicemen and their dependents in securing medal, pension, arrears of pay certificates, land, grants, Jagir inams, education stipends etc.
- (xii) Assisting an absent servicemen's family in the event of disease or famine.
- (xiii) Keeping a watch on the adequacy of the number of pension paying branch, post office and if there is a need for more such offices to bring the fact to the notice of the Authorities concerned.
- (xiv) Investigating applications for relief from various military and civil charitable funds and making suitable recommendation.
- (xv) Granting financial relief to ex-servicemen and their dependent from funds at their disposal.
- (xvi) Registration of the names of ex-servicemen for employment, preparing of their X-1 cards and sponsoring them for suitable re-employment in civil.
- (xvii) Arranging grants from Benevolent Fund in alleviation the distress of Ex-servicemen and their dependents.
- (xviii) Payment of Education Stipend for the Children of Ex-servicemen who are eligible for such grants.

(xix) Payment of widow pension from the Statement Government fund and also arranging for their family pension from their record office for whosoever qualify for such pension.

(xx) Distribution of Flags on Armed Forces Flag day and recovery of the contribution money.

(xxi) Organise rallies/re-union of ex-servicemen.

(xxii) Promoting and maintenance under guidance of State Rajya Sainik Boards welfare measures in the District Sainik Rest House for ex-servicemen old age pensioners.

(xxiii) Maintain liaison with other welfare organization with a view to enlarging the field of additional source of welfare and concessions for ex-servicemen and their families.

(b) **Welfare Organisor.**

(i) He will take orders from the District Sainik Welfare Officer for day to day working and will be responsible to him for his work.

(ii) 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.

(iii) Investigation of circumstances of applicants applying for financial help.

(iv) Verification of facts regarding application for compassionate discharge, posting or leave by serving personnel.

(v) For advising/guiding ex-servicemen and or the dependents of serving/deceased personnel in matters relating to pension, correspondence with Records Offices, Statement Government authorities on issues regarding land and other problems encountered by them.

(vi) 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.

(vii) To report to the District Sainik Welfare Officer on any measures to be adopted by the office in the matter of welfare in the various tehsils/villages, within the jurisdiction of the Board.

(viii) To contact District Employment Exchange Officer for obtaining bio-data of ex-servicemen registered with them for employment assistance and discuss problems on placement of ex-servicemen and collect all important information.

(ix) Any other work specially entrusted to him by the District Sainik Welfare Officer.

(c) **Office Superintendent.**

(i) Co-ordinating the work of the staff of the District Sainik Welfare Office.

(ii) Supervision of the work of all the clerks and other employees.

(iii) Maintain discipline of staff of District Sainik Welfare Office.

(iv) Any other work of welfare nature assigned by the District Sainik Welfare Officer or Welfare Organisor.

(v) In the absence of Welfare Organisor, he will officiate in his place and carry out all his tasks including going on tours.

(vi) Ensuring that all reports and returns of the District Sainik Welfare Office are put up in time to DSWO and are dispatched without delay. Further he must watch the action of all clerks.

(vii) Maintenance of incoming/outgoing Postage account.

(viii) Maintenance and upkeep of all office equipment, building, furniture and other office stores.

(d) **Incharge Establishment Section.**

(i) Preparation of Revised/Estimate Budget of the employees of the Office.

(ii) Pay and allowances – Staff of the office

(iii) Preparation of establishment bills.

(iv) Maintenance of Service Books of the employees of the office.

(v) Maintenance of Fund Budget Establishment.

(vi) Maintenance of General Provident/Deptt Provident Fund Accounts.

- (vii) Maintenance of OLD Account and Family Benefit Account of the employees of the Board.
- (viii) Maintenance and purchase of office equipments.
- (ix) Local purchase of Stationery and submission of Stationery Indent to the Govt Deptt.
- (x) Pension cases of the Staff.
- (xi) Visit other offices on official work when required.
- (xii) Maintenance of all correspondence files pertaining to the task.
- (xiii) The work time to time given by the DSWO and other senior officials.

(e) **Incharge Accounts Section.**

- (i) Maintenance of Flag Day Accounts.
- (ii) Maintenance of Govt and other Funds Cash Books.
- (iii) Maintenance of Cash Book of District Ex-Servicemen's Benevolent Fund.
- (iv) Maintenance of District Ex-Servicemen's Benevolent Fund Account.
- (v) Maintenance of Rest House occupation/vacation and Accounts.

Payments.

- (vi) Payment of Education Stipend from the ASF to ex-servicemen and their dependents in the presence of the DSWO.
- (vii) All type of payments from other funds to the ex-servicemen and their dependents in the presence of the DSWO.

Meetings.

- (viii) Preparation of Agenda/Minutes of the Zila Sainik Board Meeting.
- (ix) Preparation of Agenda/Minutes of the District Ex-servicemen's Benevolent Fund Meeting.

Audit/Inspection.

- (x) Compliance of Audit/Inspection Reports.

Gratuity Claim Of Armed Forces Personnel.

- (xi) Completion of Claim forms of Service Gratuity/ Special Gratuity and Reservist gratuity.
- (xii) Completion of Claim Forms for DCRG/ Compassionate Gratuity Funds.

Accounts Of The Armed Forces Personnel

- (xiii) Preparation of Contingent Bills, Indemnity Bonds for claiming AFPP Funds account of the deceased soldiers from the various Record Offices.
- (xiv) Settlement of Final Account/AFPP Account of ex-servicemen and completing of Contingent Bill.
- (xv) To assist ex-servicemen and their families in obtaining dues from the Government if any.
- (xvi) Recovery of debit balance from ex-servicemen and remittance to the various Records Office.
- (xvii) To assist widows/ex-servicemen of INA personnel in obtaining dues.

Financial Assistance.

- (xviii) To assist ex-servicemen and their widows for obtaining assistance from :-
 - (aa) Army Central Welfare Fund (on DD-40 Form)
 - (ab) Flag Day Fund from Station Headquarters/MP B & O Area.
 - (ac) Regimental Association
 - (ad) Red Cross Society
 - (ae) Disabled Army Personnel / Widows and Orphans Fund.
 - (af) Indian Ex-Servicemen League.
 - (ag) Branch Recruiting Office.
 - (ah) Army Wives Welfare Association.

(aj) Grants from Special Fund to ex-servicemen/ widows. _

(xix) Allotment of Army Surplus Vehicle and maintenance of Vehicle Register.

(xx) Preparation of Agenda for submission to the MP RAJYA SAINIK BOARDS Meetings.

Loans

(xxi) Grant of loan to the ex-servicemen/their dependents from the Nationalised Banks.

(xxii) Payment of interest subsidy to the ex-servicemen on loan granted to them from the Nationalised Banks.

(xxiii) Lok Sabha/Vidhan Sabha question submission of information.

(xxiv) Get-together Widows of JCOs and ORs.

(xxv) Constitution of the Zila Sainik Board.

(f) **Incharge Welfare Saction.**

Census

(i) Maintenance of Long Roll Registers for Ex- Officers, JCOs and ORs of the District.

(ii) Completion of forms for Census of ex-servicemen and their dependents of the District(s) concerned.

(iii) Issue of Duplicate Discharge Certificate/Service Particulars of Ex-servicemen and their dependents.

(iv) Land allotment to ex-servicemen and their dependents by the Collector/MEO.

(v) Medals/Stars supply of and correspondence thereof.

(vi) Whereabouts of ex-servicemen and their dependents.

(vii) Discharge verification of all kinds.

(viii) Posting verification of all kins.

- (ix) Verification of facts stated by the serving soldiers and ex-servicemen.
- (x) Verification of Change of Home Address of serving soldiers.
- (xi) Maintenance of pension register – Production of all pension papers and follow up action for all pensioners.
- (xii) Books and Publications.
- (xiii) Issue of Liquor cards / Medical Certificates /Ex-Servicemen certificates.
- (xiv) Nominal roll of Pensioners.
- (xv) Monthly Return-Release/Discharge/Transfer of Pension maintenance of.
- (xvi) Desertion.
- (xvii) All type of contracts (Wet Canteen etc).
- (xviii) RSMB of ex-servicemen.
- (xix) To assist ex-servicemen in obtaining Arm License, Gun License and Fire Wood License etc.
- (xx) Reservation of seats in colleges for dependents of ex-servicemen.
- (xxi) Societies/Associations.
- (xxii) Rallies/Re-Unions.
- (xxiii) Defence Colonies.
- (xxiv) War Jagirs/Jangi Inams.
- (xxv) Honour and Awards.
- (xxvi) Maintenance of Receipt/Despatch Register of Dak.
- (xxvii) Training of ex-servicemen and their dependents.
- (xxviii) Maintenance of Postage Register and Registration of Incoming Mail.
- (xxix) Photographs and publication of brochures.

- (xxx) Issue of Cement Permit to ex-servicemen and their dependents.
- (xxxi) Sainik Rest House and maintenance of Sainik Rest House Register and also work as Care Taker of SRH.
- (xxxii) Allotment of Fair Price Shop to ex-servicemen.
- (xxxiii) Seminar.
- (xxxiv) Documentation.

Miscellaneous

- (xxxv) Writing applications of illiterate widows/ex-servicemen.
- (xxxvi) Maintenance of all correspondence file pertaining to the task.
- (xxxvii) All typing work.
- (xxxviii) The work time to time given by the DSWO and WO/Supdt.
- (xxxix) To relieve the clerk of Registration/Employment Section when the former proceeds on Leave/Ty Duty.

(g) **Incharge Registration/Employment Section.**

- (i) Registration of ex-servicemen for employment.
- (ii) Preparation and maintenance of X-1 cards (Employment Index Card).
- (iii) Work connected with sponsoring of ex-servicemen against the vacancies as per the requisitions received from employers.
- (iv) Follow up action for vacancies sponsored.
- (v) Maintenance of Live Register of Employment.
- (vi) Maintenance of vacancies received from various employers.
- (vii) Preparation and maintenance of X-2 cards in respect of each employers.
- (viii) Maintenance of Dead Register.
- (ix) Maintaining record of ex-servicemen re-enrolled in DSC.

- (x) Submission of Monthly, Quarterly, Half Yearly and Yearly Reports & Returns on due date.
- (xi) Any other work connected with employment assigned by DSWO/WO/Supdt.
- (xii) To relieve the clerk of Welfare Section when the former proceeds on Leave/Ty Duty.
- (xiii) Tour programme of District Sainik Welfare Officer and WO, and officials visiting from outside.
- (xiv) Giving the press publicity/information to ex-servicemen about tour of DSWO and WO.
- (xv) Liaison with Employment Exchange for collection for various types of forms regarding employment.

(h) **Duties of Peon**

- (i) 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.
- (ii) He will clean the table and chairs of all officials.
- (iii) Hand over letters to various departments as per the direction of despatch clerk and post all the outgoing mails in post office.
- (iv) Attends to DSWO and other official.
- (v) He will attend office in the uniform provided for.
- (vi) Any other task given by the DSWO.

(j) **Duties of Choukidar.**

- (i) Check whether all the rooms of the office are locked.
- (ii) Close the main gate/gates of the office.
- (iii) He will be responsible to look after the property of the office, after office hours.
- (iv) He will not allow any unauthorized person to enter the office after office timings.

(v) He will not leave the premises of the office between closing and opening of office hours i.e. his duty time.

(vi) 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.

(vii) He will also charge the visitors staying in the rest house as per laid down charges and hand over the amount to the dealing clerk in the morning.

(viii) Any other task given by the DSWO.

7. Procedure followed in the decision making is in process, including channels of supervision and accountability :-

(a) Office Supdt is responsible to receive the incoming mail and getting it registered duly stamped. The mail is put up to Welfare Organisor and Welfare Organisor put up this dak to District Sainik Welfare Officer immediately. The District Sainik Welfare Officer after seeing the dak/mail give his instructions on the letter as desired by the contents. The mail is thereafter cleared for distribution to respective sections.

8. Norms set for the discharge of its functions :-

(a) All the mail is cleared as per remarks of District Sainik Welfare Officer within 24 hrs time by the concerned sections and the desired reply is thereto will be put up to District Sainik Welfare Officer within 24 hrs time, or the time desirable to obtain information as per contents of that letter.

9. The following books of rules, regulations, instructions, manuals and records are held in the office which are used by its employees for discharging its functions :-

- (a) Financial Power Book Part I and II
- (b) Madhya Pradesh Fundamental Rule Part I and II
- (c) Madhya Pradesh Financial Code
- (d) Income Tax on Salary
- (e) Dearness Allowance and Interim Relief Rule
- (f) Pay Revision Rule - 1998
- (g) Employees Welfare/Benefit Facilities
- (h) Loan & Advance Madhya Pradesh and Chhatisgarh
- (j) Madhya Pradesh Leave Rule
- (k) Conduct Rule Civil Service
- (l) Treasury Code Madhya Pradesh
- (m) Suvidha Hand Book - 2006
- (n) Suspension and Appointment
- (o) Record of various letters in respective Sections.

10. Statement of categories of docus held by various sections :-

(a) **Accounts Section.**

Ser No	File No	Subject
1.	1551/DSWO/Accts	Audit of DSWO
2.	1552/DSWO/Accts	Allotment/Expenditure of DEBF
3.	1553/DSWO/Accts	Allotment GPF Number/Annual statement of GPF Account and subscriber of fund
4.	1554/DSWO/Accts	Budget Estimates of DSWO
5.	1555/DSWO/Accts	Bank Accounts
6.	1556/DSWO/Accts	Cash allowances to the Staff of DSWO
7.	1557/DSWO/Accts	DPF Account Statement
8.	1558/DSWO/Accts	Drawals from GPF/DPF
9.	1559/DSWO/Accts	Demand of other Advances of the employees of DSWO
10.	1560/DSWO/Accts	Education Stipend from ASF
11.	1561/DSWO/Accts	Festival Advance to the Staff of DSWO
12.	1562/DSWO/Accts	Flag Day Accounts
13.	1563/DSWO/Accts	Financial Assistance from DSBF
14.	1564/DSWO/Accts	Grain Advance to the Employees of DSWO
15.	1565/DSWO/Accts	Grant of subsidy on interest to Ex-servicemen / Dependents
16.	1566/DSWO/Accts	Meeting/Minutes of DSBF
17.	1567/DSWO/Accts	Officiating Allowance to the Staff of DSWO
18.	1568/DSWO/Accts	Pay Bill & other Bills preparation of the Staff of DSWO
19.	1569/DSWO/Accts	Publication/Magazine purchased from Govt Funds
20.	1570/DSWO/Accts	Purchase of Office Equipments
21.	1571/DSWO/Accts	Permanent Travelling allces to the WO/ DSWO/ DSWO
22.	1572/DSWO/Accts	POL Return – Staff Jeep
23.	1573/DSWO/Accts	Purchase of Govt Rules Books

Ser No	File No	Subject
24.	1574/DSWO/Estt	Reconcillation Statement of Budget Estimates
25.	1575/DSWO/Estt	Reservation in Sainik Rest House
26.	1576/DSWO/Estt	Revision of Pay Scales of of Employees of DSWO
27.	1577/DSWO/Estt	Remittance of Earning of Sainik Rest House
28.	1578/DSWO/Estt	Submission of Specimen Signature of DDO/DSWO to Bank and Treasury

(b) **Establishment Section.**

Ser No	File No	Subject
1.	1501/DSWO/Estt	Appointment of Official in DSWO
2.	1502/DSWO/Estt	Authorisation of DSWO
3.	1503/DSWO/Estt	Account Training of Employee
4.	1504/DSWO/Estt	ACRs of the Employees
5.	1505/DSWO/Estt	Appointments of Contg Employees
6.	1506/DSWO/Estt	Allotment of Government Jeep
7.	1507/DSWO/Estt	Attachment of Staff
8.	1508/DSWO/Estt	Complaints against the staff of DSWO
9.	1509/DSWO/Estt	Casual Leave grant to Employees
10.	1510/DSWO/Estt	Details of Tour of DSWO/Staff
11.	1511/DSWO/Estt	Departmental Advisory Committee of Staff of DSWO
12.	1512/DSWO/Estt	Entitlement of Officer : DSWO
13.	1513/DSWO/Estt	Encashment of earned leave to the Staff of DSWO
14.	1514/DSWO/Estt	Earned Leave to the Staff of DSWO
15.	1515/DSWO/Estt	Forwarding of Application of the Employees for better employment of DSWO Staff.

Ser No	File No	Subject
16.	1516/DSWO/Estt	Family Benefit Scheme to Staff of DSWO
17.	1517/DSWO/Estt	Group Insurance Fund Scheme to the Employees of DSWO
18.	1518/DSWO/Estt	Gradation list of employees of DSWO
19.	1519/DSWO/Estt	House Rent Allotment to the Staff of DSWO
20.	1520/DSWO/Estt	Inspection of Zila Sainik Board / DSWO
21.	1521/DSWO/Estt	Installation of a Telephone in Office
22.	1522/DSWO/Estt	Liveries to Staff of DSWO (Class IV employees)
23.	1523/DSWO/Estt	Maintenance of Service Books of the employees of DSWO
24.	1524/DSWO/Estt	Notification of Vacancies to State Employment Exchange (Quarterly Return – Staff)
25.	1525/DSWO/Estt	Orders file received from Collectorate DSW
26.	1526/DSWO/Estt	Pension disposal/sanction to the retired employees of DSWO
27.	1527/DSWO/Estt	Promotion to the Staff of DSWO
28.	1528/DSWO/Estt	Permanency of the Staff of DSWO
29.	1529/DSWO/Estt	Pension Relief deduction of Staff of DSWO
30.	1530/DSWO/Estt	Reports and Returns – Estt
31.	1531/DSWO/Estt	Revitalisation of Staff
32.	1532/DSWO/Estt	Repairs of Typewriter/Duplicators (Office)
33.	1533/DSWO/Estt	Repairs of Vehicles
34.	1534/DSWO/Estt	Service Verification of DSWO/ ADSWO
35.	1535/DSWO/Estt	Service Particulars of the employees of DSWO
36.	1536/DSWO/Estt	Stationery/Forms
37.	1537/DSWO/Estt	Temporary duties to the official of DSWO
38.	1538/DSWO/Estt	Transfer of the employees of DSWO

(c) **Welfare Section**

Ser No	File No	Subject
1.	1691/DSWO/WEL	Allotment of Vehicles from Army Surplus Stock
2.	1692/DSWO/WEL	Activities of Zila Sainik Board
3.	1693/DSWO/WEL	Allotment of DEO Land
4.	1694/DSWO/WEL	Allotment of land for cultivation and for house construction
5.	1695/DSWO/WEL	Allotment of house under Gandhi Basti unmolana yojna
6.	1696/DSWO/WEL	Allotment of cement permit
7.	1697/DSWO/WEL	Allotment of Gas Agencies
8.	1698/DSWO/WEL	Allotment of Fair Price Shop
9.	1699/DSWO/WEL	Constitution of Zila Sainik Board
10.	1700/DSWO/WEL	Cash award to the parents of Armed Forces Personnel
11.	1701/DSWO/WEL	Census Return
12.	1702/DSWO/WEL	Correspondence relating to Discharge/ Transfer of Service Personnel
13.	1703/DSWO/WEL	Correspondence of grant of Jangi-Inams
14.	1704/DSWO/WEL	Case of AGIF : Correspondence
15.	1705/DSWO/WEL	Contract of Wet Canteen - Tender
16.	1706/DSWO/WEL	Correspondence of Ex- Servicemen League
17.	1707/DSWO/WEL	District Advisory Committee
18.	1708/DSWO/WEL	Discharge Verification of Serving Soldiers
19.	1709/DSWO/WEL	Desertion Cases
20.	1710/DSWO/WEL	Duplicator/Typewriter to Ex Servicemen
21.	1711/DSWO/WEL	Door Welfare Scheme
22.	1712/DSWO/WEL	Final Assistance from other various funds on DD-40 form
23.	1713/DSWO/WEL	Family Pension to the widows/ dependents of

Armed Forces Personnel After 1-1-64

-18-

Ser No	File No	Subject
24.	1714/DSWO/WEL	Family Pension to the widows/ dependents of Armed Forces Personnel – Pre 01-01-64
25.	1715/DSWO/WEL	Final Settlement of Accounts of Armed Forces Personnel
26.	1716/DSWO/WEL	Get Together Ex-Servicemen/Widow
27.	1717/DSWO/WEL	Gallantry Awards to Armed Forces Personnel
28.	1718/DSWO/WEL	Grant of loan from Nationalised Banks to Ex-Servicemen/widows/ dependents
29.	1719/DSWO/WEL	Grant of Scholarship from Air Force Benevolent acct/other Armed Forces Records
30.	1720/DSWO/WEL	Grant of Service Pension/Disability Pension General
31.	1721/DSWO/WEL	Grant of National Permit
32.	1722/DSWO/WEL	High Level Committee
33.	1723/DSWO/WEL	Issue of Duplicate Discharge Certificate
34.	1724/DSWO/WEL	Lok Sabha/Vidhan Sabha Question
35.	1725/DSWO/WEL	Legal Advisory Committee Correspondence
36.	1726/DSWO/WEL	Liquor Permit- Ex –Servicemen
37.	1727/DSWO/WEL	Meeting/Minutes of Zila Sainik Board
38.	1728/DSWO/WEL	Meeting/Minutes of RSB/KSB
39.	1729/DSWO/WEL	Miscellaneous File – Welfare
40.	1730/DSWO/WEL	Medical Certificate Correspondence
41.	1731/DSWO/WEL	National Transport Permit to Ex-Servicemen
42.	1732/DSWO/WEL	Nominal Roll for Officers: Discharge / Release from Records Office
43.	1733/DSWO/WEL	Nominal Roll for the other Rank : Discharge/ Release from Record Office
44.	1734/DSWO/WEL	Old age pension to the Ex –Servicemen/ Widows under social security pension scheme
45.	1735/DSWO/WEL	Posting verification of serving soldiers
46.	1736/DSWO/WEL	Pension cases of Ex-Servicemen/ General Correspondence

47. 1737/DSWO/WEL Pension Parent Grants – War Jagir other States
-19-

Ser No	File No	Subject
48.	1738/DSWO/WEL	Publication – Programme of VIIS
49.	1739/DSWO/WEL	Requisition of office Jeep by the Collectorate
50.	1740/DSWO/WEL	Recoveries of debit balance from Ex-Servicemen
51.	1741/DSWO/WEL	Rally of Ex-Servicemen
52.	1742/DSWO/WEL	Receipt and Return of Medals/Stars
53.	1743/DSWO/WEL	Reservation of seats in Medical/ Dental College
54.	1744/DSWO/WEL	Resume of Events
55.	1745/DSWO/WEL	Re-Survey Medical Board
56.	1746/DSWO/WEL	Sainik Rest House Maintenance
57.	1747/DSWO/WEL	Submission of Tour Report of DSWO/WO to Director
58.	1748/DSWO/WEL	Tour Notes of Directorate/High Officials
59.	1749/DSWO/WEL	Visit of High Officials to DSWO
60.	1750/DSWO/WEL	Verification in respect of Serving Soldiers
61.	1751/DSWO/WEL	Verification : Change of home address serving soldiers
62.	1752/DSWO/WEL	War Widow Quarters
63.	1753/DSWO/WEL	Widows Training
64.	1754/DSWO/WEL	Welfare of Serving soldiers and their families
65.	1755/DSWO/WEL	Welfare of Ex-Servicemen
66.	1756/DSWO/WEL	Whereabouts serving/ex-servicemen/dependants
67.	1757/DSWO/WEL	Zonal Conferences and other Conference

(d) **Registration Section/Employment Section.**

Ser No	File No	Subject
1.	1671/DSWO/EMP	Absorption of Ex-Servicemen (R&R)
2.	1672/DSWO/EMP	Appointment of Ex-Servicemen in UTI Agencies
3.	1673/DSWO/EMP	Employment of Ex-Servicemen in Para Military Forces
4.	1674/DSWO/EMP	Enrolment in DSC
5.	1675/DSWO/EMP	Loan under SEMFEX Scheme – I
6.	1676/DSWO/EMP	Loan under SEMFEX Scheme – II
7.	1677/DSWO/EMP	Placement of Ex-Servicemen
8.	1678/DSWO/EMP	Ruling of State Govt (EMP)
9.	1679/DSWO/EMP	Ruling of Central Govt (EMP)
10.	1680/DSWO/EMP	Registration of Ex-Servicemen for Employment
11.	1681/DSWO/EMP	Reports and Returns of Employment
12.	1682/DSWO/EMP	Reports and Returns of Self Employment
13.	1683/DSWO/EMP	Reports and Returns of SEMFEX – I
14.	1684/DSWO/EMP	Reports and Returns of SEMFEX– II
15.	1685/DSWO/EMP	Sponsoring of Ex-Servicemen to various department for Employment
16.	1686/DSWO/EMP	Training of Ex-Servicemen
17.	1687/DSWO/EMP	X-1 Cards of Ex-Servicemen Gradeswise for Employment

11. Particulars of any argng that exists for consultation with, or representation by the member or the public in relation to the formulation of its policy or implementation thereof are as under :-

- (a) Zila Sainik Board general body meeting Annually.
- (b) Sammelan by Director Sainik Welfare Annually.
- (c) Sammelan by Collector with Zila Sainik Board Nominees on six monthly basis.

- (d) Monthly Ex-servicemen Sammelan by District Sainik Welfare Officer.
- (e) Channel of implementation through Collector or by District Sainik Welfare Officer.
- (f) Quarterly meetings by Directorate Sainik Welfare M.P.

12. Statement of Boards/Conceals/Committee is as under :-

- | | | |
|-----------------------|-----|---|
| President | - | District Collector |
| Vice President | - | Retd Senior Defence Service Officer |
| Ex Officio Members | - | ADM and Branch Recruiting Officer |
| Non Official Members- | (a) | Two Prominent ESM |
| | (b) | Four Prominent Civilian Pers of District. |
| Secretary | - | District Sainik Welfare Officer |

13. Directory of Officers and Employees :-

S. No	Name	Designation	Address	Tele Number
1.	Wg Cdr R K Sinha (Retd)	DSWO	Officer Mess Redsidence Road, Gwalior	9926200201 (Mob)
2.	Shri Ram Badan Kol	WO	Vivek Nagar, Gwalior	
3.	Shri BN Sharma	AG-I/OS	J-263-Darpan Colony Thatipur, Gwalior	2230170
4.	Shri KG Sharma	AG- II	Birla Nagar, Gwl	93294-93931
5.	Shri Sunil Singh Tomar	AG-III	Kanch Mill Bada Gwalior	9907452195
6.	Shri OP Srivastava	AG-III	Kanch Mill Bada Gate, Gwl	93290-78959
7.	Shri Bachu Lal	Peon	Purani Chhawani Moti Jheel, Gwalior	2491729
8.	Shri Kamlesh Sahariya	CCF	Durgapuri Colony Diwan Ka Pahad ke Samne	-

14 Monthly remuneration received by its each officer and employee is as under :-

S.No	Name	Designation	Remuneration per month
1.	Wg Cdr R K Sinha (Retd)	DSWO	Rs. 27000/-
2.	Shri Ram Badan Kol	WO	Rs. 10276/-
3.	Shri BN Sharma	AG-I/OS	Rs. 11000/-
4.	Shri KG Sharma	AG- II	Rs. 7000/-
5.	Shri Sunil Singh Tomar	AG-III	Rs. 5400/-
6.	Shri OP Srivastava	AG-III	Rs. 6000/-
7.	Shri Bachu Lal	Peon	Rs. 5779/-
8.	Shri Kamlesh Sahariya	CCF	Rs. 4341/-

15. The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursement made :-

S. No	Code Head	Budget allotted for the purpose	Amount Allotted for Yr 2006-07 in Rs	Expenditure incurred as on 30 Sep 07
1.	9262-11-001	Pay	4,65,000/-	2,90,612/-
2.	027 003	Derness Pay DA	2,25,000/- 1,30,000/-	1,39,170/- 1,37,237/-
3.	008	Misc Allowances	70,000/-	31822/-
4.	009	Medical Exp	Nil	Nil
5.	011	Festival Advance	Nil	Nil
6.	016	Grain Advance	Nil	Nil
7.	9262-12	Wages	Nil	Nil

S. No	Code Head	Budget allotted for the purpose	Amount Allotted for Yr 2006-07 in Rs	Expenditure incurred as on 30 Sep 07
8.	9262-13	Pension & Ancillary Benefit	6,24,000/-	4,16,074/-
9.	9262-21-001	TA, Tours etc	20,000/-	18,638/-
10.	9262-22-001	P & T expenses	10,000/-	10,000/-
11.	-002	Telephone Exp	20,000/-	12,346/-
12.	-003	Furniture and office Eqpt	30,000/-	29,900/-
13.	-004	Books & Magazines	4,000/-	700/-
14.	-005	Electricity and Water Charges	38,000/-	15,201/-
15.	-006	Uniforms	3,000/-	3000/-
16.	-007	Sty and Forms	20,000/-	13,000/-
17.	-008	Other expenses	25,000/-	14,954/-
18.	-011	Rent, local taxes	20,000/-	13,222/-
19.	9262-31-006	Conservancy	1000/-	820/-
20.	-007	Transportation	13,000/-	6,274/-
21.	9262-33-001	Maintenance of Assets	70,000/-	70,000/-
22.	-002	Maintenance of Machinery	5,000/-	5000/-

16. The manner of execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes :- Nil

17. Particulars of recipients of concessions/permits or authorisation granted by it :-

- (a) WW- II Veterans - 47 cases belongs to Gwalior
02 cases belongs to Datia

Total - 49 cases are being paid Fin Assistance @ Rs.
1500/- each individual every month.

18. Details in respect of the information, available or held by it reduced in an electronic power :-

- (a) Information folder held by various sections.

19. The particulars of facilities available to citizens for obtaining information including the working hours of library and reading room, if maintained for public use.

- (a) A information room, info displayed on various boards and charts displayed in District Sainik Welfare Office.

20. Names, designation and particulars of Public Information Officers as under :-

- (a) Wg Cdr R K Sinha (Retd) - DSWO
(b) Shri Ram Badan Kol - Welfare Organisator
(c) Shri BN Sharma - Office Supdt

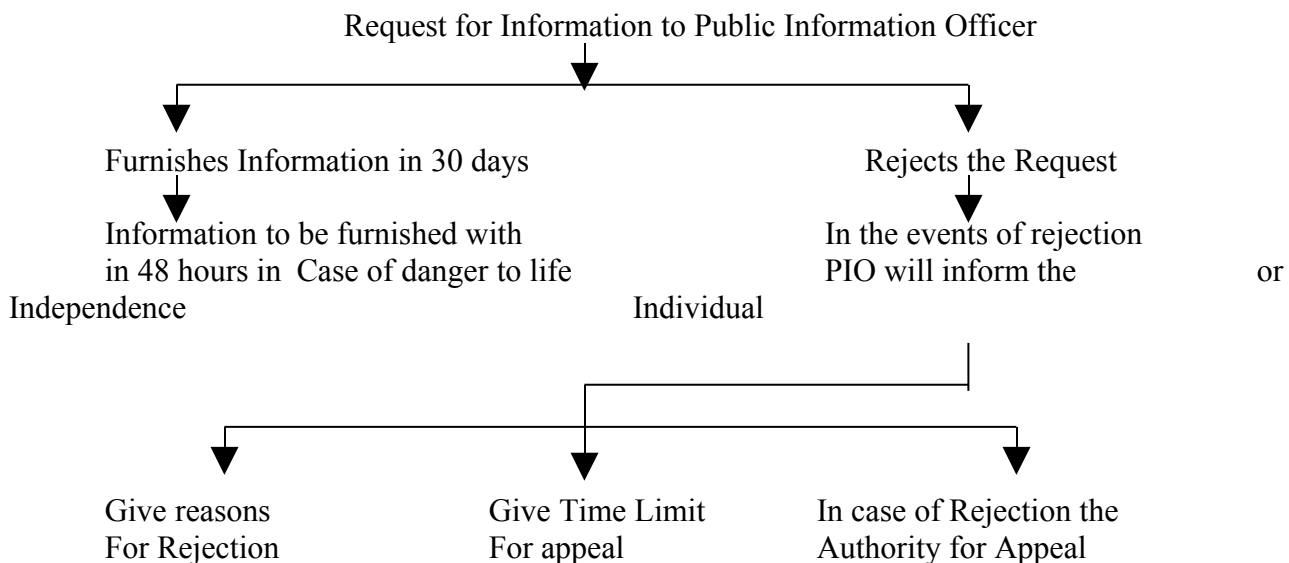
21. Such other info as may be prescribed :-

- (a) Info received from various agencies is displayed on notice board.

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.
 - (f) 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



Appendix A

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, Photocopy/
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 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.

Appendix B

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

Appendix C

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

1. Name of Applicant _____
2. Address _____
3. References of Application _____
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 photocopy/information/inspection ect.

Details of Information Required	Pages/Numbers/Quantity	Rates	Total
1	2	3	4
Details of Documents i.e. Map/Photocopy/Technical Information/Copy of Estimate etc.			
Financial Documents etc			
Samples			
Others			

Public Information Officer/
Assistant Public Information Officer