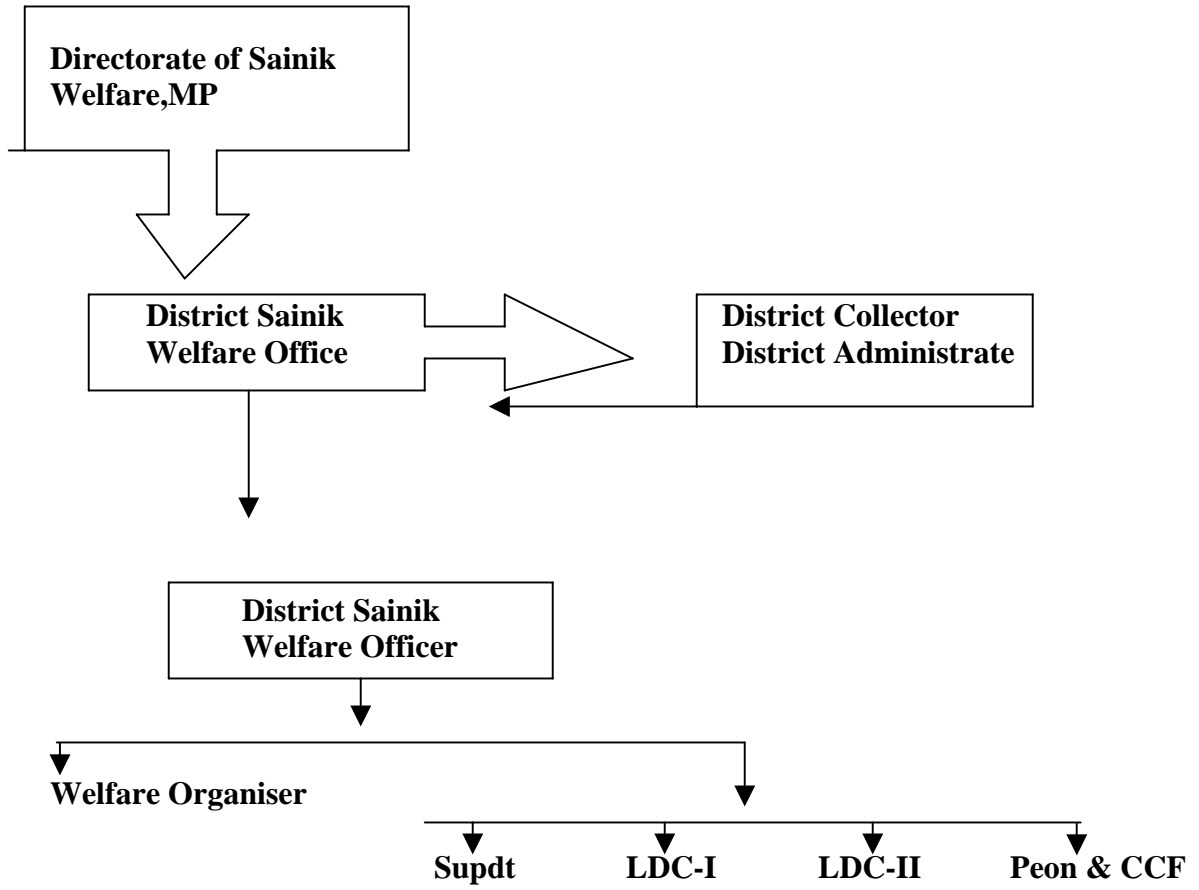


The Right to Information

- 1. This folder is prepared in partial fulfilment 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 (Dist 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 Ratlam 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 organization for redressed of grievances of ex-servicemen, war widows, widows and service personnel 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.cdap.allahabad.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 Comb etc also give information regarding various entitlements of ex-servicemen. Not with standing the above a sincere efforts have been made to include all relevant information in the folder as required by the Act.**
- 4. Through 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.**

ORGANISATION



FUNCTIONS AND RESPONSIBILITY

1. **The Welfare responsibilities of District Sainik Welfare Office will encompass all such traditional activities with particulars reference to the following :-**
 - (a) **Settlement of financial problems such as pension and other retirement/release benefits, dues to ESM.**
 - (b) **Provide necessary help in getting grants and assistance to ESM, widows, war widows and dependent from the Central/State Govt or other organisations 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 dependents.**
 - (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 ESM, vocational and other training facilities etc.**
 - (g) **Mobilise assistance for medical treatment in Civil/Military Hospitals.**
 - (h) **Encourage ESM, War Widows and widows to become member of ESM Contributory Health Scheme (ECHS).**
 - (i) **Maintain liaison with other welfare organisations such as Red Cross Society, etc to enhance additional sources of Welfare and concessions for ESM, Widows and their families/dependents in the District.**
 - (j) **Maintain 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) in court cases under their jurisdiction in which these organisations have been made respondents.**
2. **The responsibilities of District Sainik Welfare Office with regards to resettlement of ESM are :-**
 - (a) **To Maintain close and effective liaison for purpose of resettlement through employment of ex-servicemen with :-**
 - (i) **Local/central/Private Industrial Organisations.**

- (ii) Local employment exchange particularly in state where it has to sponsoring powers for re-employment of ex-servicemen.
- (iii) Local revenue authorities in connection with scheme for re-settlement on land of ESM.
- (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, dependent and disabled as well as to those died/disabled while in service due to attributable reasons.
- (vii) 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 authorise fund raising measures in the district.
- (b) Organise rallies/re-union of ex-servicemen.
- (c) Explore avenue 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 services 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 decoration, introduction of welfare schemes of service personnel and their families.

WELFARE ACTIVITIES UNDERTAKEN

S/No	Welfare Activities Undertaken	Remarks
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WELFARE

Preparation of Identity Card
 Medical Card/ECHS
 CSD Facilities
 Welfare of Serving Soldiers/Ex-Servicemen/Widows
 Pension cases, AGIS,AFPP Fund and FSA
 Financial Assistance
 Death Grant
 Marriage Grant

EMPLOYMENT

Registration of Ex-servicemen
 SEMFEX II,III & NEF SCHEMES
 Training of Ex-servicemen
 Self Employment
 Sponsoring of Names to various authorities

DUTIES OF DISTRICT SAINIK WELFARE OFFICER

1. District 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 endeavouring 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 Defence authorities.
- (c) Assisting ex-servicemen and their families in obtaining pension, bonus, gratuity, insurance money and other dues, if any from the Govt.
- (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 where abouts of a servicemen to his dependents 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 Govt, RMDF and other authorities.
- (j) Assisting ex-servicemen widows and dependent 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-1 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 grant.
- (o) Distribution of Flag on Armed Forces Flag Day and recovery of contribution money.
- (p) Organising monthly or regular open forum 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 circum stances 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 in erasures 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 the various Tehsils/Villages, with in the jurisdiction of the Board.
 - (g) Contact District Employment Exchange Officers 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 Wefare 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) Supervision of the work of all the clerks and other employees.
 - (c) Maintain discipline of staff of Distt Sainik Welfare Office.
 - (d) Any other work of welfare nature assigned by the Distt Sainik Welfare Officer of Organiser.
 - (e) In absence of Welfare Organiser, he will officiate in his place and carry out all his tasks including 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 up keep of all office equipment, building, furniture and other office stores.
 - (i) Maintain office account in case account clerk is not posted.

DUTIES OF UDC OF DISTRICT SAINIK WELFARE OFFICE

1. UDC will perform the following duties where the Supdt is not authorised or posted :-

- (a) **ESTABLISHMENT**

- (i) Preparation of revised/estimates budget of employee of the office.
- (ii) Pay and allowances-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. Maintenance and purchase of office equipments.
- (viii) Local purchase of stationary and submission of stationary indent to the government department.
- (ix) Pension cases of staff.
- (x) Issue of Form – 16, with drawl of GPF Fund, and liveries of grade IV staff.

(b) Board Account

- (i) Maintenance of Flag Day accounts.**
- (ii) Maintenance of Govt and other Funds Cash Book.**
- (iii) Maintenance of cash Book of District Ex-servicemen's Benevolent Fund.**
- (iv) Maintenance of District Ex-servicemen Benevolent Fund Account.**
- (v) Maintenance of Rest House Occupation/vacation and its account.**

(c) Payments

- (j) Payment of Education Stipend From ASF to ESM and their dependents in the presence of DSWO.**
- (ii) All types of payments from other funds to the ex-servicemen and their dependents.**

(d) Meetings

- (i) Preparation of Agenda/Minutes of the Zila Sainik Board Meetings.**
- (ii) Preparation of Agenda/Minutes of the District ESM benevolent fund meetings.**

(e) Audit/Inspection –Compliance of audit/inspection reports.**(f) Accounts ex-servicemen/Widows**

- (i) Preparation of contingent bills, indemnity bonds for claiming AFPP Funds account of the deceased soldiers from various records office.**
- (ii) Settlement of final account/AFPP Fund of ESM/Widows and assist in preparing contingent bill.**
- (iii) To assist ESM and their families in getting dues from Govt if any.**
- (iv) Assist Record Office in recovery of debit balance if any.**

(v) To assist ESM and widows in obtaining their dues of AGIF, gratuity and any other allowance.

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

- (i) Army Central Welfare Fund (DD-40)**
- (ii) Regimental Associations**
- (iii) Disabled Army Personnel widows and orphans fund**
- (iv) Indian ex-services league**
- (v) Army Wives welfare association**
- (vi) RMDF**
- (vii) ASF**
- (viii) Local formations**

- (h) Allotment of Army Surplus Vehicle and their records.
- (i) Allotment of AFD Cat-1 Items from CSD Canteen i.e. vehicles including two wheelers, refrigerators and TVs etc.
- (j) Preparation of Agenda points for submission to the Directorate Sainik Welfare MP.
- (k) **LOANS**
 - (i) Grant of loan to the ex-servicemen from Banks.
 - (ii) Payments of interest subsidy to the ex-servicemen on loan granted to them from the bank.
 - (iii) Submission information pertaining to Lok Sabha/Vidhan Sabha questions.
 - (iv) Assist DSWO in connection of District 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 the DSWO

DUTIES OF LDC-1 OF DISTRICT SAINIK WELFARE OFFICE

1. LDC-1 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 ESM and their dependents.
- (iii) Issue of Duplicate Discharge Certificate from Record Office of ESM.
- (iv) Allotment of land to ESM by Collector.
- (v) Correspondence regarding non receipt of medals/Stars.
- (vi) Keep records of whereabouts of ESM of the area.
- (vii) Verification of discharge from service and change of home address.
- (viii) Maintenance of pension Register.
- (ix) Preparation of all papers pertaining to follow up action required for settlement of pension cases.
- (x) Correspondence pertaining to Books, periodicals and publications.
- (xi) Nominal Roll of Pensioners.
- (xii) Maintenance of monthly returns of release/discharge/transfer on pension.
- (xiii) Desertion of soldiers.
- (xiv) RSMB of old ESM if any.
- (xv) Maintain correspondence pertaining to assist ESM in obtaining arms licence, gun licence and other licence.
- (xvi) Reservation of seat in profession colleges for wards of ex-servicemen.
- (xvii) Maintain correspondence with, Rallies, Societies, Defence colony, war jagir, Honours and awards and seminars.
- (xviii) Maintenance of receipt/dispatch registers of Dak.
- (xix) Training of ex-servicemen and their dependents.
- (xx) Maintenance of postage register and registration of incoming mail.
- (xxi) Photographs and publication of brochures.

- (xxii) Maintenance of all correspondence pertaining to Sainik Rest House.
- (xxiii) Allotment of fair price shop to EX-SM.
- (b) **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 DISTRICT SAINIK WELFARE OFFICE

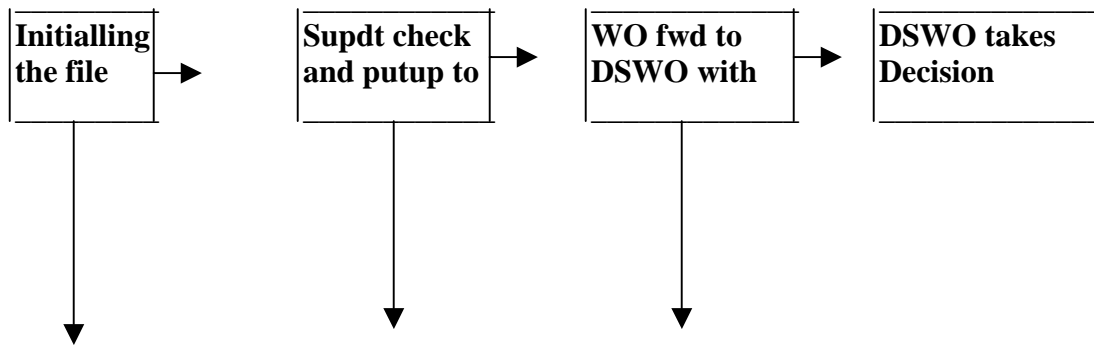
1. LDC-II will perform the following duties :-
 - (a) Registration of ESM for employment.
 - (b) Preparation and maintenance of X-1 Cards.
 - (c) Work related with sponsoring of ESM on against vacancy as per requisitions received from employers.
 - (d) Follow up action for vacancies sponsored.
 - (e) 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 employers.
 - (h) Maintenance of records of Ex-servicemen re-employed in DSC.
 - (i) Submission of Reports and Returns.
 - (j) Relieve the Welfare Section Clerk when required.
 - (k) Co-ordinate tour programme of DSWO and WO.
 - (l) Giving the press release for the information of ESM about the tour programme of DSWO/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 DISTRICT 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 hour left. He will hand over the keys of office to the Choukidar.
- (b) He will clean the table and other chairs of all officials.
- (c) Hand over letters to various departments as per direction of dispatch clerk and post all the outgoing mail in post office.
- (d) Attend 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 DSWO**1. Choukidar will perform the following duties :-**

- (a) Check whether all the rooms of the office are locked.
- (b) Close the main gate of the office.
- (c) He will responsible to look after the property of the office, after office hours.
- (d) He will not allow any un authorisation persons to enter office after office timing.
- (e) He will not leave the premises of the office between closing and opening of office hours i.e. his duty time.
- (f) Wherever Rest house exist he will be responsible to attend the ESM staying in the rest house and hand over/take over the room from the guest as per the list of items available in the rooms.
- (g) 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.
- (h) Any other task given by the DSWO.

DISCISION MAKING PROCESS**GRAPHIC FORM**

(i) Letter received is put-up in the concerned topic file

(ii) All reference concerning subjects are linked on file

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

(iv) If required a noting sheet is

(i) Supdt checks the references connect by the concern clk

(ii) If required ask the concern clk to connect other refernces from other similar sub.

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

(iv)

Checks that all relevant rules and regulations are put-up

(ii) Gives his comments on the noting sheets

(iii) Put-up and need be discuss with DSWO

DSWO takes decision and conveys to individuals or refers the matters to Directorate for advise.

NORMS AND DISCHARGE OF FUNCTIONS**Mail**

1.All incoming mail to District sainik welfare Office will be received by the Supdt/UDC, who will open the dak 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 DSWO for his perusal and remarks.

2.After the dak has been perused by the Supdt/UDC and DSWO, the same will be passed on to 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 disposed off the same as per instructions given by Supdt/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 particulars letter could not be disposed off within 10 working days, the same must be brought to the notice of the UDC/Supdt/WO/DSWO for advice and order.

4.All speak cases will be disposed off with concerned officials within 7 working days. Dealing clerk will speak to concerned 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/Supdt who after vetting them will put up to the DSWO for his signatures.

TIMES NORMS

Types of Correspondence	Time Limit for disposing off	Action on Delay In Disposing off	Remarks
Time limit Letters constantly	24 Hours	UDC/Supdt to explain reasons	DSWO will monitor the progress
Speak Cases monitor	7 Days	Concerned Clerk To give reasons for delay	UDC/Supdt to the progress
Normal letters for	10 days	Action against concern Clerk	Supdt/UDC to ask reasons

MANNUAL/BOOKS/REGULATIONS HELD BY DSWO OFFICE/SUPT/UDC

1. **MP Fundamental Rules**
2. **MP Treasury Code**
3. **MP General Book Circulars**
4. **MP Financial Code**
5. **MP Guide to Disciplinary Proceedings**
6. **House Rent/CCA/Other Compensatory Allowances**
7. **MP Pay revision rules**
8. **MP Civil Services**
9. **MP GPF Rules**
10. **Rules and procedure on ACR**
11. **MP DA/Interim Relief Rules**
12. **MP TA Rules**
13. **MP Leave Rules**
14. **Suvidha Hand Book**
15. **Guide to Service Personnel ESM, Widows and dependents by Directorate**
16. **Report on fifth pay commission**
17. **Compendium Issued by Directorate Sainik Welfare MP**

LIST OF DOCUMENTS HELD BY UDC-/SUPDT

S/No	Name of documents	Nature of Contents
1.	3801/EST	Establishment Ruling
2.	3802/EST	EST Correspondence
3.	3803/EST	Complain against staff
4.	3804/EST	ACR Correspondence
5.	3805/EST	Casual Leave Correspondence
6.	3806/EST	Tour of Director/DSWO
7.	3807/EST	Departmental Advisory Committee of DSWO
8.	3808/EST	Gradation List of Employees
9.	3809/EST	HRA to Staff
10.	3810/EST	Inspection of DSWO
11.	3811/EST	Installation of Telephone
12.	3812/EST	Reports and Returns
13.	3813/EST	Repairing of Typewriters and Duplicators
14.	3814/EST	Service particulars of employees
15.	3815/EST	Stationery/Forms
16.	3816/EST	Temporary Duties of Staff
17.	3817/EST	Transfer of Employees
18.	3818/EST	Office Rent Correspondence
19.	3819/EST	Annual Performance Report of DSWO
20.	3820/EST	Meeting/Conference of VIP
21.	3821/EST	Misc Correspondence

ACCOUNTS DOCUMENTS

1.	3822/ACT	Account Ruling
2.	3823/ACT	Audit of DSWO
3.	3824/ACT	Allotment/Expenditure of Budget
4.	3825/ACT	Allotment of GPF No and Annual Statement of GPF
5.	3826/ACT	DPF Statement of Class IV employees
6.	3827/ACT	Education Stipnd Grant
7.	3828/ACT	Flag Day Account and Correspondence
8.	3829/ACT	Purchase of Office equipment
9.	3830/ACT	Local Purchase
10.	3831/ACT	Revision of pay Scale /Pension of employees
11.	3832/ACT	Submission of Specimen signatures of DSWO
12.	3833/ACT	Increase rate of DA
13.	3834/ACT	World War-II Vetarans Payment ex-gratia
14.	3835/ACT	ASF Correspondence
15.	3836/ACT	Misc Correspondence

LIST OF DOCUMENTS HELD BY LDC-I(WELFARE SECTION)

S/No	Nature of Documents	Nature of Contents
1.	3837/Wel	Ruling Welfare
2.	3838/Wel	Allotment of Vehs from AArmy
3.	3839/Wel	Activities of Zila Sainik Board
4.	3840/Wel	Allotment of land to ESM
5.	3841/Wel	Composition of Zila Sainik Board
6.	3842/Wel	Cash awards to parents of Armed Forces personnel
7.	3842/Wel	Part II Order Correspondence of NE Personnel
8.	3843/Wel	Discharge/Transfer to Service personnel
9.	3844/Wel	AGI Correspondence
10.	3845/Wel	Verification of change of home address
11.	3846/Wel	Door to Door Welfare Scheme/Canteen Corrs
12.	3847/Wel	Financial Assistance DD-40,RMDF,ASF Corrs
13.	3848/Wel	Family Pension Cases
14.	3849/Wel	Final Settlement of Accounts Armed Forces personnel
15.	3850/Wel	Gallantry Awards winner to Armed Forces Personnel
16.	3851/Wel	Issue of Substitute Discharge Certificate
17.	3852/Wel	Medical Correspondence
18.	3853/Wel	ECHS Correspondence
19.	3854/Wel	Welfare of ESM/General Correspondence
20.	3855/Wel	Reservation of seats in Medical/Engg,ITI, Corres
21.	3856/Wel	Misc Correspondence
22.	3857/Wel	Submission of Tour Report DSWO/WO
23.	3858/Wel	War Widows Correspondence
24.	3859/Wel	Welfare of Serving Soldiers
25.	3860/Wel	Defence Colony Correspondence

LIST OF DOCUMENTS HELD BY LDC-II OF DSWO (EMPLOYMENT SECTION)

S/No	Name of Documents	Nature of Contents
1.	3861/Emp	Employment Ruling
2.	3862/Emp	Employment of ESM Correspondence
3.	3863/Emp	SEMFEX Schemes/NEF Schemes Correspondence
4.	3864/Emp	X-1 Cards Correspondence
5.	3865/Emp	Registration Correspondence
6.	3866/Emp	Report and Returns Correspondence
7.	3867/Emp	Issue of Identity Cards Correspondence
8.	3868/Emp	MPBSKS Correspondence
9.	3869/Emp	Recruitment (Army Navy,IAF) Correspondence
10.	3870/Emp	Misc Correspondence

ARRANGEMENT FOR CONSULTATION WITH PUBLIC IN FORMULATION OF POLICY

1. The following arrangement exist for consultation with, or correspondence by the members of the public in relation to the formulation of its policy or implementation thereof :-
- (a) Monthly Sainik Sammelan
 - (b) District sainik Board Committee
 - (c) Director Visit and Discussion
 - (d) Training Conference at Dte Sainik welfare MP Bhopal
 - (e) Discussion with DC
 - (f) Discussion with other official at District levels.
 - (g) Regular visit at Block and
 - (h) Tehsil level and interaction with ESM.

COMPOSITION OF ZILA SAINIK BOARD

- | | | | |
|----|-----------------------------|----|---------------------------------------------------------------------------|
| 1. | President | - | Shri Mahindra Gyani, IAS Collector, Ratlam (M.P.) |
| 2. | Vice President | - | Capt (Dr.) NK Mehta, Retd |
| 3. | Official members | 1. | - S.P. Ratlam |
| | | 2. | - DEO Ratlam |
| 4. | Non Official Members | 1. | - Ex Sub Lt SM Pagaria |
| | | 2. | - Ex Sub Maj MS Goyal |
| | | 3. | - Shri Chandra Sekhar Sharma |
| | | 4. | - Shri Ram Chandra Soche |
| | | 5. | - Shri Ajay Tiwari |
| | | 6. | - Shri RK Sharma |
| 5. | Secretary | - | Lt Col RR Joshi (Retd)
District Sainik Welfare Officer, Ratlam |

BUDGET ALLOTMENT FOR THE YEAR 2007-2008; DSWO RATLAM

S/No	Head	Sub Head	Details	Allotted	Expended	Balance
1.	2235	11-001	Pay	4,50,000.00	3,37,542.00	1,12,458.00
2.	2235	11-003	DA	1,00,000.00	1,65,039.00	-65039.00
3.	2235	11-008	Other Allces	15,000.00	19,673.00	-4673.00
4.	2235	11-009	Medical	-	-	-
5.	2235	11-016	Grain Adv	6,000.00	6,000.00	NIL
6.	2235	13-000	Ex-Gratia	2,10,300.00	1,69,788.00	40,512.00
7.	2235	21-001	T.A.	30,000.00	19,659.00	10341.00
8.	2235	22-001	Postage	10,000.00	10,000.00	NIL
9.	2235	22-002	Telephone	20,000.00	16,591.00	3,409.00
10.	2235	22-003	Furniture	8,000.00	780.00	7,220.00
11.	2235	22-004	Books	5,000.00	4,381.00	619.00
12.	2235	22-005	Electricity	10,000.00	7,898.00	2,102.00
13.	2235	22-006	Liveries	3,000.00	2,864.00	136.00
14.	2235	22-007	Stationery	11,000.00	9,076.00	1,924.00
15.	2235	22-008	Other Conti-	15,000.00	13,444.00	1,556.00
16.	2235	22-011	Rent	24,000.00	21,420.00	2,580.00
17.	2235	31-006	Conservancy	1000.00	1000.00	-
18.	2235	31-007	Tpt Charges	8,000.00	8,000.00	-
19.	2235	33-002	Maint Of Mach	3,000.00	1,740.00	1,260.00
20.	2235	42-007	Honourarium	27,500.00	27,500.00	NIL
21.	2235	51-000	Other Charges	-	-	-
22.	2235	11-011	Festival Advance	2,000.00	-	2,000.00

DIRECTORY OF OFFICER AND EMPLOYEES ; DSWO RATLAM (M.P.)

S/No No if any	Name	Designation	Address,	Contact
1.	Lt Col RR Joshi, Retd	DSWO Ratlam	MDX-16, Ratnapuri Ratlam (MP)	Office 07412-222407 (o) Res 07412-241963 (R)
2.	Shri Dadan Singh	WO	Madhukunj-25 Near Civil Court Ratlam (MP)	Office 07412-222407
3.	Shri Sontosh Kumar Kuahwaha	AG-II	81, Shri Madhav Bilbal PNT Colony Laxmanpura, Ratlam (MP)	
4.	Shri Prem Lal	AG-III	Ajanta Atta Chakki Ajanta Talkies Road, Ratlam (MP)	
5.	Shri Mahipal Singh Chauhan	AG-III	Meera Kuti ke pichee wali gali Gandhinagar, Ratlam (MP)	
6.	Shri Nathu Lal	Peon	Near New Durga Mandir Moti Nagar, Ratlam (MP)	
7.	Shri Hiru Sigh	CCF	House No. 334, Gandhi Nagar Ratlam (MP)	

MONTHLY REMUNERATION OF STAFF

S/No	Name	Designation	Basic Salary	Total
1.	Lt Col RR Joshi, Retd	DSWO	8,812.00	21,893.00
2.	Shri Dadan Singh	WO	5,000.00	10,150.00
3.	Shri Santosh Kumar Kushwaha	AG-II	4,000.00	8,120.00
4.	Shri Prem Lal	AG-III	3,200.00	6,496.00
5.	Shri Mahipal Singh Chauhan	AG-III	3,350.00	6,801.00
6.	Shri Nathu Lal	Peon	3,280.00	6,688.00
7.	Shri Hiru Singh	CCF	2,780.00	5,673.00

FACILITIES AVAILABLE TO CITIZEN FOR OBTAINING INFORMATION

Ser No	Facility	Name of in- Charge	Duration of Opening	Contact No Telephone No.
1.	Information Room	Shri Dadan Singh Welfare Organiser	1030 to 1730 hrs	07412-222407
2.	UDC	Shri SK Kushwaha	-do-	-do-

Note :- In addition to above the 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

2. There are number of other web sites for the welfare of ex-servicemen namely central Comd.Marathalight etc where information is available.

PUBLIC INFORMATION OFFICER

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

Name	Lt Col RR Joshi, Retd
Designation	District Sainik Welfare Officer,Ratlam
Tele No.	07412-222407
Contact Hours	1030hrs to 1730 hrs on all working days
Place of work	District Sainik Welfare Office Ajanta Talkies Road Ratlam (M.P.) 457001

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