

**ARMED FORCES FLAG DAY FUND, TELANGANA STATE**

**( JCO & Below)**

**STANDARD OPERATING PROCEDURE (SOP)**

1. The Armed Forces Flag day fund, Telangana State (AFFD TS) has been established in accordance with the guidelines issued by Government of India.
2. The income for the fund is collected by the staff of Sainik Welfare Department, Telangana State through donations from citizens.
3. The fund is recognised as a charitable trust by Government of Telangana.
4. The fund is managed by a State Managing Committee as under:
  - a) Chairman : Hon'ble Governor
  - b) Vice Chairman : Chief Secretary
  - c) Vice Chairman : Secretary Dept. of Ex-Servicemen Welfare, GOI
  - d) Members : Principal Secretary, Home department  
: Principal Secretary, Finance Department  
: Rep of Secretary Kendriya Sainik Board, New Delhi  
: Rep of Director General Resettlement, New Delhi  
: GOC, HQ TASA  
: Ex-Servicemen Nominated by Govt of India (02)  
: Ex-Servicemen Nominated by Govt of Telangana (02)  
: Any other Rep felt appropriate by Government
  - e) Member/Secretary: Director Sainik Welfare, T.S. Hyderabad.
5. The Committee lays down the guidelines for management of the fund and approves various schemes to be provided out of the fund. The fund shall be managed in accordance with the Bye Laws and schemes approved by the Committee from time to time.
6. The accounts of the fund are audited by AG's Office, T.S. Hyderabad and a Chartered Accountant.
7. The schemes from the fund are paid only to those Ex-Servicemen and widows who are eligible as per definition issued by Government of India from time to time. The Ex-Servicemen/ widows should register themselves with Regional Sainik Welfare Officers of Sainik Welfare Department, Government of Telangana, and take ID card. Their details should be entered online in Mana Sainikulu and all documents should be uploaded online. ( [www.sainik.telangana.gov.in](http://www.sainik.telangana.gov.in)). Applicants have to upload clear scan copies of original documents such as Discharge Book, PPO, Part II Order, Aadhar card, Front Page of Bank Pass book/Cancelled cheque. In case of a problem in logging in or uploading documents, they should contact Regional Sainik Welfare Officer.
8. All applications for grants from AFFD TS have to be submitted online only by logging into [www.sainik.telangana.gov.in](http://www.sainik.telangana.gov.in).
9. It is the responsibility of Ex-Servicemen/widows to log in and apply online, fill up all entries correctly and upload all the documents correctly for various grants. Staff of Sainik Welfare Department will only assist/advise them about the procedure, eligibility and filling up the application online. The staff will not be held responsible for either applying online or uploading the documents online.
10. After applying online, the printout of online application form and hard copies of documents should be submitted in the Office of respective RSWO. The original

documents should be shown for verification. The originals will be returned after verification. The applicants should regularly check the status of their applications online and rectify the observation, if any, within 90 days of observation. If the observations are not rectified within 90 days of observation, the applications will be rejected. In case of rejection, The ESM/Widow may apply once again for the same grant/year only if the last date is not over.

11. The amounts shall be paid directly to the Bank Accounts of the ESM/Widow. The Bank Account should be in State Bank of India only (Except for Funeral Grant).

12. The Ex-Servicemen/widow may check the status of their application online and approach Regional Sainik Welfare Officer along with application number if payment is not made within 90 days from date of approval by Director.

13. The guidelines for processing the applications from AFFD are given in following Appendices:

- |  |                |
|--|----------------|
| a) Financial assistance to the families of Soldiers<br>Died during the service       | : Appendix "A" |
| b) Financial assistance to the families of deceased<br>ESM below the age of 58 years | : Appendix "B" |
| c) Marriage Grant  | : Appendix "C" |
| d) Education Grant   | : Appendix "D" |
| e) Hostel Grant  | : Appendix "E" |
| f) Funeral Grant   | : Appendix "F" |
| g) Monthly Financial Assistance  | : Appendix "G" |
| h) 100% Disabled Ex-Servicemen Grant   | : Appendix "H" |
| i) 100% Disabled Children of Ex-Servicemen Grant                                     | : Appendix "I" |
| j) Orphan Children Grant   | : Appendix "J" |
| k) Adhoc Grant   | : Appendix "K" |
| l) Spot assistance   | : Appendix "L" |
| m) Vocational Training Grant   | : Appendix "M" |
| n) Merit Scholarship   | : Appendix "N" |
| o) Legal Assistance  | : Appendix "O" |

14. Clarifications, if any, may be obtained from Regional Sainik Welfare Officer or Office of Director, Sainik Welfare, T.S. Hyderabad.

Sd/-

**DIRECTOR SAINIK WELFARE  
AND  
SECRETARY  
ARMED FORCES FLAG DAY FUND**

**Financial Assistance to the families of Soldiers died during the service (JCO& Below)**

1. Financial Assistance is paid to the families of Soldiers who have died during the service. In case of a married Soldier, the financial assistance is paid to the Wife of the Soldier. In case of an unmarried soldier, it is paid to the parents of the soldier.
2. The Widow of deceased soldier/parents should submit an application duly signed to Regional Sainik Welfare Officer within 180 days from the date of death of the soldier along with the following documents:
  - a) Application as per Annexure I
  - b) Death certificate of the Soldier issued by Municipality/Sarpanch/MH
  - c) Letter from Unit intimating the details of Next of Kin as per documents.
  - d) First page of Bank Pass Book or cancelled Cheque of the Widow of Soldier/Parents.
  - e) Aadhar Card of the Widow of Soldier/Parents
3. RSWO shall scrutinize the application and forward the same to the Director Sainik Welfare, T.S. Hyderabad within 15 days of receipt of the application.
4. The application shall be processed in the office of Director Sainik Welfare, T.S. Hyderabad and payment shall be made within 15 days of receipt of the application.

Note:. The application form is free of cost.

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**ANNEXURE-I**  
**APPLICATION FORM FOR CLAIMING FINANCIAL ASSISTANCE BY NEXT OF KIN OF**  
**SOLDIERS DIED DURING THE SERVICE**

1. Details of Soldier
  - (a) Number, Rank and Name :
  - (b) Unit/Regt. :
  - (c) Date of Enrolment :
  - (d) Date of death :
  - (e) Place of death :
2. Name of the next of Kin :
3. Address, e mail id& mobile number:
4. Relationship with the Soldier : Wife/Father/Mother
5. Signature of the applicant :  
Date:

**RECOMMENDATION OF THE REGIONAL SAINIK WELFARE OFFICER**

Recommended to pay financial assistance to Mr/Ms.....  
Wife/Mother/Father.....who died while serving in Indian Army/Navy/Air  
Force on.....

Date: REGIONAL SAINIK WELFARE OFFICER.  
Stamp:

**APPROVAL OF DIRECTOR SAINIK WELFARE/SECRETARY AFFD FUND TS**  
Approved/Not Approved

**Financial Assistance to the families of Ex-Servicemen below 58 years of age died during after retirement (JCO& Below)**

1. Financial Assistance is paid to the families of deceased Ex-Servicemen below 58 years of age.
2. The financial assistance is paid only if the following conditions are met:
  - a) Age of ESM at the time of death is below 58 Years of age.
  - b) ESM or his wife should not be a Central/State Government/PSU/Bank Employee.
  - c) Sons are below 25 years of age
  - d) Daughters are unmarried/unemployed/widowed
  - e) The annual income for the family from all sources is less than Rs. 5 Lakhs p.a.
3. The Widow of ESM should submit an application as attached duly signed to Regional Sainik Welfare Officer within 180 days from date of death along with the following documents:
  - a) Application as per format as per Annexure II
  - b) Death certificate of the Soldier/Ex-Serviceman
  - c) Notarized affidavit stating that the ESM/Wife/Son/Daughter are not employees of Central/State Govt/Bank/PSUs.
  - d) Income certificate issued by Revenue Department
  - e) First page of Bank Pass Book or cancelled Cheque.
  - d) Aadhar Card of the Widow of Soldier/Parents
4. RSWO shall scrutinize the application and forward the same to the Director Sainik Welfare, T.S. Hyderabad within 15 days of receipt of the application.
5. The application shall be processed in the office of Director Sainik Welfare, T.S. Hyderabad and payment shall be made within 15 days of receipt of the application.

Note:. The application form is free of cost.

**ANNEXURE II**

**APPLICATION FOR FINANCIAL ASSISTANCE AFTER DEATH OF EX-SERVICEMAN BELOW 58 YEARS OF AGE**

<b>Sl.No.</b>	<b>Particulars of Ex-Serviceman</b>	
1.	Service No, Rank and Name of Ex-serviceman	
2.	Date of Birth of Ex-serviceman	
3.	Date of Death of Ex-serviceman	
4.	Name of Wife	
5.	Is Ex-serviceman employed in Govt./ PSU/Bank after discharged from Army/Navy/Air force	
6.	Is Wife of Ex-serviceman working in Govt./ PSU/Bank	
7.	Details of Children	

<b>Sl.No.</b>	<b>Name</b>	<b>Date of Birth</b>	<b>Male / Female</b>	<b>Employed/ Unemployed</b>	<b>Married/ ed/ ed/ ried</b>	<b>Monthly Income</b>

8.	Family Pension (in Rs.)	
9.	Family Income (Total income of all members)	
10.	Signature of Wife of Ex-serviceman	
11.	Recommendation of Regional Sainik Welfare Officer	
12.	Recommendation of Assistant Accounts Officer	

**Approved/Not Approved**

**Date:**

**Director**

**Marriage Grant ( JCOs and Below only)**

1. Marriage grant is paid for marriage of daughter of an Ex-Serviceman (ESM) or remarriage of Widow of an Ex-Serviceman.
  2. Marriage grant is paid:
    - (a) Kendriya Sainik Board (KSB) for Hav and below or
    - (b) Armed Forces Flag day Fund (AFFD)Telangana State for JCO and below.
  3. Marriage grant is paid from only one place, i.e, KSB or AFFD. Not both.
  4. The ESM/Widow of ESM should first submit application to KSB within 180 days from the date of Marriage. (ESM should register and apply Online: [www.ksb.gov.in](http://www.ksb.gov.in).)
  5. If the ESM/Widow has not applied for marriage grant to KSB within six months of marriage due to some reasons, then he/she may apply for marriage grant from AFFD directly after completion of 6 months but before 12 months of the date of marriage. ( Register and apply online: [www.sainik.telangana.gov.in](http://www.sainik.telangana.gov.in))
  6. If the ESM/Widow of an ESM has applied for marriage grant from KSB within six months but the application of marriage grant has been rejected by KSB afterwards, then, ESM/Widow of ESM may apply marriage grant from AFFD fund. However, The application should be submitted for AFFD within 30 days from the date of rejection of the application by KSB. The Screenshot of KSB application number and rejection should be attached with the application.
- Example:**
- a) If the marriage is held on 01 Sep 2021, then the application should be submitted online to KSB before 28 Feb 2022(Within 180 days of marriage).
  - b) If he/she has not applied to KSB within stipulated time of six months due to technical reasons, then he/she may apply to Armed Forces Flag Day Fund ( AFFD) after 28 Feb 2022 but before 31 Aug 2022(Within one year from date of marriage).
  - c) If you have applied to KSB within 180 days of marriage but the application has been rejected by KSB after one year, example: If the KSB has rejected the application on 01 Nov 2022, then the application to AFFD should be submitted online latest by 01 Dec 2022. Application will not be accepted after 30 days after rejection by KSB.
7. In case of JCO, marriage grant may be applied directly to AFFD Fund without applying to KSB since KSB does not give marriage grant to JCOs.
  8. All the grants from AFFD Fund are given to first two children only. Hence, marriage grant is given to the first two daughters only.
    - a) If first two children are daughters: Marriage grant is given for marriage of both daughters

- b) If first child is daughter, second child is a son and third child is a daughter: Marriage grant is given for marriage of first daughter only.
- c) If first child is a son, second & third children are daughters: Marriage grant is given for marriage First daughter(Second child).
- d) If first & Second children are sons and third & fourth children are daughters: Not eligible for marriage grant.
- e) If the first child is daughter and second issue is twin daughters then all three daughters are eligible marriage grant.
- f) If first issue is twin daughters and second issue is daughter then first twin daughters are only eligible for marriage grant.
9. The daughter should be above 21 years of age as on the day of the Marriage. (Birth certificate of bride and Bride groom should be attached).
10. The name of the daughter should be entered in the discharge book. (Part-II order should be attached if name is not mentioned in discharge book)
11. Marriage certificate issued by Registrar should be attached with application.
12. ESM/Widow should apply through online website: [sainik.telangana.gov.in](http://sainik.telangana.gov.in) upload all the documents (The Scan copies of marriage certificate, wedding card, photo and proof of date of birth should be uploaded along with application. Please ensure that scan copies of original discharge book, Part II Order, PPO and Front page of Bank Passbook of **State Bank of India** are already uploaded under registration portal Mana Sainikulu). **In case the Bank Account is not in SBI, then he/she should open SBI account and upload cancelled Cheque/First Page of Bank Passbook. No other bank details will be accepted.**
13. After submitting the application online, ESM/Widow of ESM should Visit the office of Regional Sainik Welfare office along with print out of online application form along with all documents (Original + One copy Xerox).
- Note: 1. The scan copies of original discharge book, Part II Order (If done after retirement), PPO and Front page of Bank Passbook should be uploaded first in the Mana Sainikulu main registration. Please do not upload again in grants.  
2. The application is free of cost.

**Children Education Grant (JCO and Below)**

1. Education grant as decided by the State Managing Committee is reimbursed towards fee paid for education of children of Ex-Serviceman(ESM) who have studied from classes 1 to Degree, ITI, Diploma and Professional courses like B.E, B.Tech, MBBS, BDS, Ag Bsc, BVSc, MBA, MCA, CA, CS, ICWA, Ph D, etc.

2. Education grant is reimbursed under following schemes:

a) **RMEWF** (Raksha Mantri ESM Welfare Fund by Kendriya Sainik Board (KSB): **Hav and below** for Class 1 to 12 and Graduation.(**The application for reimbursement of Education fee should be submitted only after the academic year is over**)

b) **PMSS** (Prime Minister Scholarship Scheme by Kendriya Sainik Board, KSB): **JCOs and below** for Professional Courses like B.E, B.Tech, MBBS, BDS, Ag Bsc, BVSc, MBA, MCA, etc. ( List of courses are published on KSB website) (**The application for PMSS should be submitted during the First Year only and not after the academic year is over**) **It should be renewed every year thereafter.**

**or**

c) **AFFD TS** (Armed Forces Flag day Fund Telangana State ) **for JCO and below for all classes from Class 1 to PG, incl ITI, Diploma, CA, CS, ICWA& Ph D.** (The application for reimbursement of Education fee should be submitted only after the academic year is over).

3. Education grant is reimbursed from only one place, i.e, KSB or AFFD TS. In case ESM/Widow of ESM is getting Education grant for the child from any other place, he/she is not eligible from KSB/AFFD. He/She has to submit a certificate accordingly.

4. For claiming the reimbursement of Education fee for children from KSB, The ESM/ Widow of ESM should first submit application to KSB. (ESM/Widow of ESM should register and apply online : [www.ksb.gov.in](http://www.ksb.gov.in). The Last date for application will be notified on KSB website. The last dates generally followed are:

- a) Class I to 9& 11 : 30 September
- b) Class 10&12 : 31 October
- c) Graduation : 30 November
- d) Professional Courses : 15 November

5. If the ESM/Widow of ESM has not applied for reimbursement of education fee from KSB before last date due to some reasons, then he/she can apply for education grant from AFFD TS directly after last date of KSB is over but before 31<sup>st</sup> march of the next academic year. (Example: if a child has passed the exam conducted in Feb/ Mar/Apr/ May 2021, then it should be submitted by 31 Mar 2022)

( Register and apply online: [www.sainik.telangana.gov.in](http://www.sainik.telangana.gov.in))

6. If the Application for reimbursement of education fee has been rejected by KSB, the ESM/Widow of ESM can apply for reimbursement of education fee from AFFD fund. The rejection note of KSB along with application number should be uploaded alongwith The documents while applying for reimbursement of Education fee from AFFD Fund.



7. Application for reimbursement of education fee from AFFD Fund should be submitted within 30 days from the date of rejection of the application by KSB.

Note: a) In case of Children of JCO who have studied /studying class I to 12, then he/she can apply for reimbursement of education grant from AFFD TS directly without applying for KSB.

b) If the Child of a JCO is studying in Professional courses like B.E/B Tech/MBBS/ BDS/MBA/MCA, etc, then he/she have to apply for Prime Minister scholarship Scheme(PMSS) to KSB during the First Year only. If the application is rejected by KSB, then he/she may apply for AFFD TS after successful completion of First Year).

8. If the application has been rejected by the KSB after 31 march, then, the application to the Armed Forces Flag Day Fund should be submitted within 30 days from date of rejection of the application by KSB. He/She should upload the rejection note of KSB along with application number and all the documents.

Example:

If he/she has applied to KSB in time but the application has been rejected by KSB after a long time, Example: If the KSB has rejected the application on 1<sup>st</sup> July, 2022, then he/she is eligible to apply for reimbursement of educational grant from AFFD Fund within 30 days of rejection by KSB, i.e., before 1<sup>st</sup> Aug 2022.

9. The reimbursement of education fee from AFFD TS is given to the first two children only. If the ESM/Widow has not claimed for the First or Second child, then also it cannot be given to the third or Fourth child)

10. The names of the children should be entered in the discharge book. Part-II order should be attached if the name of child is not mentioned in discharge book.

(Education grant will not be reimbursed if the name or date of birth of children in the discharge book is different in Marks Memo/fee receipt. ESM has to apply to records for change of date of birth/name along with all documents as per procedure before applying for AFFD grant).

11. ESM/Widow should register their name online [www.sainik.telangana.gov.in](http://www.sainik.telangana.gov.in) and fill up all particulars. Thereafter, they should apply for education grant online and upload the scan copies of following documents:

- a) Original School fee receipt, receipt of books, uniform, etc .
- b) Original Pass memo.
- c) For Class 11,12& Degree: Please upload SSC marks memo also
- d) Original Bonafide Certificate issued by school (Prescribed format is available online and in the Office of RSWO. Annexure I)
- d) Original Non drawl certificate(Self declaration) must be attached.
- e) Cancelled Cheque/ Front page of Bank Passbook of State Bank of India.

Note: Only original fee receipts/online payment receipts are accepted. Any certificate or letter from College or Principal is not accepted.

12. After applying online ESM should visit office of Regional Sainik Welfare officer along with printout of online application form and all documents (Original + One copy Xerox) for verification. Originals will be returned after verification.

Note: a. Scan copies of original discharge book, Part II Order (If done after retirement), Original PPO and Front page of Bank Passbook should be uploaded first in the Mana Sainikulu main registration, if you have not already uploaded.

- b. Scan copies of Original discharge book, Part II Order, PPO and Front page of Bank Passbook should not be uploaded alongwith grants. They should be uploaded only in Mana Sainikulu main registration portal.
  - c. The application is free of cost.
  - d. Any cuttings, over writings, writings in Pen on the original computerized bills will not be accepted.
13. In case of CA, CS & ICWA: The applications will be accepted within six months of passing either Group I/II of Intermediate or final.
14. In case PhD, it is paid only for three years. However, certificate from College/University is required that he/she is not receiving any stipend/Scholarship.
15. Application in respect of Ex-Servicemen who retired during the same academic year will not be accepted. They have to apply to their last unit directly or through Director, Veterans, HQ TASA.
16. The Last date of application from AFFD TS is 31 Mar of the next academic year. No applications will be accepted after 31 March of next academic year except when applications by KSB have been rejected.

## **Hostel Grant For Children (JCO and Below)**

1. Some amount of Hostel fee is reimbursed for children of ESM who have studied any class from classes 1 to Degree including ITI, Diploma and Professional courses like BE, B Tech, MBBS, BDS, Ag Bsc, MBA, MCA, etc and stayed in Hostels for the purpose of education.
  2. The ESM/Widow ESM should register online [www.sainik.telangana.gov.in](http://www.sainik.telangana.gov.in) fill up all details and upload Discharge book, PPO, Part II orders, etc.
  3. Thereafter, they should submit the application online for reimbursement of Hostel Fee at [www.sainik.telangana.gov.in](http://www.sainik.telangana.gov.in).
  4. The application for Hostel grant reimbursement should be submitted only after the academic year is over and the child has passed the class.
  5. Last date for submission of application for Reimbursement of Hostel fee is 31 March of the next academic year ( i.e, if a child has passed an exam conducted in Apr/May/Jun 2020, then it should be submitted by 31 Mar 2021).
  6. The Reimbursement of Hostel fee is given only to the first two children only. (The Reimbursement of Hostel fee will not be paid to third child even though the Ex-Serviceman has not taken the grant for the first or second child).
  7. The name of the child should be mentioned in the discharge book/Part II order. (Reimbursement of Hostel fee will not be paid if the name or date of birth of children in the discharge book is different in Marks Memo. ESM/Widow of ESM has to get the name endorsed/changed from records and apply).
  8. Following documents should be attached with the application and uploaded online at [www.sainik.telangana.gov.in](http://www.sainik.telangana.gov.in).
    - a) Original Hostel fee receipt.
    - b) Original Bonafide Certificate from School / College
    - c) If the hostel is different from the school, then a Certificate from Principal that the hostel is attached to the School/college.
    - d) Non-drawl certificate of Hostel Grant from the Principal.
    - e) Cancelled Cheque/First Page of pass Book of State Bank of India.
  9. After applying online, ESM/Widow of ESM should visit Regional Sainik Welfare office along with all documents (Original + One copy Xerox) for verification.
- Note:.
- a) The scan copies of original discharge book, Part II Order (If done after retirement), PPO and Front page of Bank Passbook should be uploaded first in the Mana Sainikulu main registration. They should not be uploaded again along with grants.
  - b) Any cuttings, over writings, writings in Pen on the original bills will not be accepted.

**Funeral Grant (JCOs & Below)**

1. The Funeral Grant is paid for meeting the expenditure towards the Last Rites for ESM/ Wife of ESM/ Dependent Children of ESM.
2. The grant will not be paid by KSB. Hence, The application for Funeral Grant should be submitted directly online at [www.sainik.telangana.gov.in](http://www.sainik.telangana.gov.in):
3. Last date of application for Funeral Grant: Within 12 months from the date of death of ESM/ Wife or Widow of ESM/dependent child of ESM.
4. The funeral grant will be paid as under:
  - a) If the ex-serviceman dies:
    - (i) Amount will be paid to Widow, if she is alive.
    - (ii) Amount will be paid to one of the children, if wife has died before ex-Serviceman. However, NOC is required from other children.
  - b) If the wife/widow of ex-serviceman dies:
    - (i) Amount will be paid to ESM, if he is alive.
    - (ii) Amount will be paid to one of the children, if ESM has died before wife/widow of ESM.
  - c) If the dependent child of ex-serviceman dies:
    - (i) Amount will be paid to ESM, if he is alive.
    - (ii) Amount will be paid to wife, if ESM has died before wife.

5. If the widow of ESM is applying for Funeral Grant after the death of ESM, then she must submit death certificate of ESM, ESM ID card and Aadhar Card of Widow and Pass Port Photos (04) in the Regional Sainik Welfare Office and take Widow ID card.

Note: The name of the wife/children should be entered in the discharge Book /PPO. In case the name of the wife is not recorded in PPO/Discharge book, then the Funeral Grant application may be accepted without issuing the ID card based on Family member certificate issued by Revenue department, Aadhar Card, Passport and Bank pass book, etc. However, an application must be sent to records for including her name in Discharge book/PPO and a copy of the letter may be attached& uploaded alongwith the application.

6. The Staff of RSWO should change the category in Mana Sainikulu from Ex-Serviceman to widow before applying for Funeral Grant. (If the name of wife is not mentioned in Discharge Book/PPO, then ID card number may be mentioned as 123456 online for the purpose of processing the Funeral Grant only. The ID card may be issued only after the name has been endorsed by records. The details should be amended online thereafter)

7. Following documents should be attached (Uploaded) with the application:
- a) Original Death certificate.
  - b) Family member Certificate issued by MRO( if names are not available in discharge book/PPO or both ESM& Widow have expired and child is applying).
  - c) In case both Ex-Servicemen and wife have died, Funeral Grant will be paid to one of the children. Hence, no objection from the other children is required.
  - d) Aadhar card and Bank account details of beneficiary should be attached.
  - e) Bank account details of beneficiary should be filled up in online application.
8. ESM/Widow should apply online [www.sainik.telangana.gov.in](http://www.sainik.telangana.gov.in) and upload the scan copies of the original of above documents.
9. After applying online, ESM/Widow/Child should visit Regional Sainik Welfare office along with all documents (Original + One copy Xerox).

Note: The scan copies of original discharge book, Part II Order (If done after retirement), PPO and Cancelled Cheque/ Front page of Passbook should be uploaded first in the Mana Sainikulu main registration, if he/she has not already uploaded. (Do not again upload scan copies of original discharge book/ Part II Order/ PPO in Grants if He/She has already uploaded in Mana Sainikulu).

## **Monthly Financial Assistance For Non Pensioner Ex-Servicemen and Widows**

1. Monthly Financial Assistance is paid to the Ex-servicemen or the families and dependents of deceased Ex-servicemen (non-pensioners) who have either not been able to find suitable employment or who are not in a position to earn by working and who have no support what so ever from sons will be eligible for Monthly Grant towards maintenance. Infirm children are to be considered as dependents irrespective of their age.
2. The grants will be in favour of one person only, first preference being given to the Ex-serviceman himself, followed by wife or widow of the deceased Ex-serviceman, then to their children. If children are the grantees and if they are minor, the grant will be sanctioned and paid to their guardians.
3. The income limit and general guidelines laid down by the Government for poor people including Aasara Pension may be followed for grant of Monthly Financial assistance:
4. The grant is paid for a maximum as under:
  - a) The Grant shall be paid every month from the date of sanction for a term period of 12 months from the date of sanction.
  - b) Non Pensioner Ex-Servicemen above 60 years of age for a maximum of Five Terms only.
  - c) Non Pensioner widow of Ex-Servicemen above 55 years of age up to 65 years of age only.
  - d) Non Pensioner Ex-Servicemen/Widow has to apply again for each term before completion of the present term.
5. Non Pensioner Ex-Servicemen and Widows above 65 years of age should be encouraged to apply for Penury Grant from KSB. The grant from AFFD may be stopped if a grantee has subsequently been sanctioned assistance from some other source, viz., KSB, Army Central Welfare Fund, Flag Day Fund with the Recruiting Officer/Commander, Andhra Sub Area, or any other sources or pending inquiry award or is employed and able to earn otherwise.
6. In case of a Non Pensioner Widow of ESM, the name of the wife/widow should be entered in the discharge book. (Otherwise, letter has to be written to the Records for publication of Part II order along with all documents before applying for the monthly financial assistance and the letter should be uploaded along with Family member certificate)
7. Non Pensioner ESM/Non Pensioner Widow of ESM should apply online [www.sainik.telangana.gov.in](http://www.sainik.telangana.gov.in), and upload the following documents:
  - a) Application form as per Format-Annexure II (Available online)
  - b) Income Certificate issued by Mee Seva/ Revenue Department
  - c) Self declaration by Ex-Servicemen/Widow giving all details as stated in the application viz. income, pension/financial assistance from any source, details of Land/House property, details of children, etc.
  - d) In case of widow : Original Death certificate of Ex-Servicemen, Widow ID card issued by ZSWO & discharge book.
  - e) Family member certificate if the name is not endorsed in Discharge

book alongwith letter written to records for publication of Part II order.  
f) Cancelled Cheque/First Page of pass Book of State Bank of India.

8. After applying online, ESM/Widow should visit Regional Sainik Welfare office along with all documents (Original + One copy Xerox).
9. Renewal of MFA for II<sup>nd</sup> to V<sup>th</sup> term may be accepted by submitting No income certificate duly signed by a Village Sarpanch/ Corporator in lieu of Revenue certificate.
10. The application for AFFD from Non Pensioner Ex-Servicemen/widows above 65 years of age should be accepted only if their application for penury grant has been rejected by KSB and they have not taken five terms from AFFD Fund.

**Annexure III**

**APPLICATION FOR MONTHLY FINANCIAL ASSISTANCE FROM ARMED FORCES FLAG DAY FUND (TERM:     )**

SL.NO.	HEADINGS	PARTICULARS
1.	Regiment No. :	
2.	Rank :	
3.	Name (in block letters) :	
4.	Unit :	
5.	Length of Service _____ : Years _____ Months _____ Days _____. Date of Enrolment : _____ Date of Discharge : _____.	
6.	<b><u>In case of widow</u></b> i) Date of death of Ex-serviceman :	
7.	Name of beneficiary (ESM/Widow) :	
8.	<b><u>Full residential particulars</u></b> H.No _____, Locality _____, P.O. _____, Dist. _____.	
9.	Age/Date of Birth of Beneficiary :	
10.	How the Ex-serviceman/Widow is maintaining his/her family since his release from the Armed Forces . (Job and salary per month :)	

Sl.No.	Year	Job	Salary per month

11.	Whether he/she owns any business, industry, etc.. :
12.	Details of children and other dependents with age, working in Govt / Bank / PSU / Pvt and how much earning (how the family has been maintaining all along ) :-

Sl.No.	Name	Sex	Age	Relationship	Married/ Unmarried	Salary




13.	Whether any relatives can help him / her financially :
14.	Whether the applicant owns any property?? mention details of property cost, area, address and monthly income from property .
15.	Details of Pension/ Provident Fund Pension / Aasara : pension per month.
16.	Reasons for requesting monthly maintenance allowance : from AFFD
17.	Details of grants received from other benevolent fund/ : Armed Forces/KSB/Central Govt.
18.	Whether the case is under consideration for family or : invalid pension
19.	Income as per certificate issued by Revenue : Department (Amount).

I hereby certified that the above information is true to the best of my knowledge and I sign it as correct.

(Signature of Ex-serviceman/Widow

20. Recommendation of Regional Sainik Welfare Officer :

Date :

**REGIONAL SAINIK WELFARE OFFICER**

**Appendix 'H'**

**100% Disabled Ex-Servicemen Grant**

1. ESM who are 100% disabled and bed ridden or wheel chair bound and who are not in a position to do their daily chores without an assistant may be paid Disabled Ex-Servicemen Grant for Life time.
2. The ESM should first register himself in Mana Sainiklulu online at [www.sainik.telangana.gov.in](http://www.sainik.telangana.gov.in) and upload his discharge book, PPO, Aadhar Card, Bank Cancelled cheque.
3. The application should be submitted online [sainik.telangana.gov.in](http://sainik.telangana.gov.in) and upload the following documents:
  - a) Disability certificate issued by Military Hospital/State Government
  - b) Supporting documents for treatment, if any
  - c) Discharge book/PPO.
  - d) Cancelled Cheque/First Page of pass Book of State Bank of India.
4. After submitting the application online and uploading all the documents, ESM should visit Regional Sainik Welfare office along with all documents (Original + One copy Xerox).
5. If the disability is below 100%, The hard copy of the application along with all attachments should be forwarded to Directorate for approval of Hon'ble Chairman, AFFD. The grant will be paid only after approval of Hon'ble Chairman. The same shall be ratified by the SMC during subsequent meeting.
6. ESM should visit Regional Sainik Welfare office or submit Life certificate duly signed by a Gazetted Officer every year during the period 01 to 30 November.
7. RSWO should countersign the Life Certificate and forward to the Director Sainik Welfare, T.S. Hyderabad.

## **Appendix 'I'**

### **100% Disabled Children of Ex-Servicemen Grant**

1. The grant is given for life time for those children of Ex-Servicemen who

are 100% Disabled such as Mental retardation, Blind, Deaf and dumb provided they are not receipt of any financial assistance from State Government.

2. The ESM should first register himself in Mana Sainiklulu online at [www.sainik.telangana.gov.in](http://www.sainik.telangana.gov.in) and upload his discharge book, PPO, Aadhar Card, Bank Cancelled cheque.

3. Thereafter, the ESM/Widow of ESM should apply online for the grant at [sainik.telangana.gov.in](http://sainik.telangana.gov.in), and upload the following documents:

- a) Disability certificate issued by Military Hospital and Civil Govt Hospital
- b) Supporting documents for treatment, if any.
- c) Discharge Book/ Part II order from Records
- d) Cancelled Cheque/First Page of pass Book of State Bank of India.
- e) Aadhar card of the disabled child
- f) Non payment of financial assistance from State Government (SADAREM ) in respect of Blind, deaf and dumb children.
- g) Income certificate in respect of Blind, deaf and dumb children above 25 years of age.

4. Name of the child should be mentioned in the Discharge Book/Part II order.

5. After applying online, ESM/Widow should visit Regional Sainik Welfare office along with print out of online application form and all documents (Original + One copy Xerox).

6. The hard copy of the application along with all attachments should be forwarded to Directorate for sanction.

7. The Director Sainik Welfare shall forward the same to Hon'ble Chairman, AFFD for approval In case the disability is less than 100%,. The grant will be paid only after approval of Hon'ble Chairman. The same shall be ratified by the SMC during subsequent meeting.

8. Life certificate duly signed by a Gazetted Officer should be submitted Every year during the period 01 to 30 November.

9. RSWO should countersign the Life Certificate and forward to the Director Sainik Welfare, T.S. Hyderabad.

## **Appendix 'J'**

### **Orphan Children Grant**

1. The Orphan grant is given for those children of Ex-Servicemen where Ex-Serviceman & wife of ESM have expired. It is paid for:

- a) Boys upto an age of 25 Years of age
  - b) Girls till their marriage or employment whichever is earlier.
2. The details of ESM should be entered in Mana Sainiklulu online at [www.sainik.telangana.gov.in](http://www.sainik.telangana.gov.in) and discharge book, PPO, Aadhar Card, Bank Cancelled cheque should be uploaded.
3. The application should be submitted online [sainik.telangana.gov.in](http://sainik.telangana.gov.in) and the following documents should be uploaded:
- a) Death certificate of Both parents
  - b) Supporting documents for income issued by Revenue authorities.
  - c) Marital status of Girl Children from revenue authorities.
  - d) Discharge book
  - e) Cancelled Cheque/First Page of pass Book of State Bank of India.
  - f) In case of Minor children, affidavit duly signed by a Notary certifying the guardian.
  - g) Age proof of children
  - h) Aadhar card of child.
4. Name of the child should be available in the Discharge Book/Part II order.
5. After submitting application online, Guardian/Child of ESM should visit Regional Sainik Welfare office along with all documents (Original + One copy Xerox) for verification. Originals will be returned after verification.
6. The hard copy of the application along with all attachments should be forwarded to Directorate for approval
7. Life certificate duly signed by a Gazetted Officer should be submitted every year during the period 01 to 30 November.

#### **Appendix 'K'**

#### **Adhoc Grant for Non Pensioner Ex-Servicemen/ Widow of ESM**

1. Adhoc grant is given for Non Pensioner Ex-Servicemen/ Widow for

purchasing tool kit/equipment for self employment.

2. The ESM/widow should first register himself in Mana Sainiklulu online at [www.sainik.telangana.gov.in](http://www.sainik.telangana.gov.in) and upload his discharge book, Aadhar Card, Bank Cancelled cheque.
3. In case Widow is applying, then her name should be available in the Discharge Book/Part II order.
4. ESM/Widow of should apply online [sainik.telangana.gov.in](http://sainik.telangana.gov.in), and upload the receipt for the tools/equipment for self employment, Cancelled Cheque/First Page of pass Book of State Bank of India.
5. After applying online, the ESM/Widow should visit Regional Sainik Welfare office along with all documents (Original + One copy Xerox).
6. The Grant is given only once in Life time of Non Pensioner Ex-Servicemen/ Widow.

### **Appendix 'L'**

#### **Spot Assistance for Old Age Ex-Servicemen/ Widow of ESM Visiting Sainik Welfare Department:**

1. Spot assistance is given for old age Ex-Servicemen/ Widow above 75 years of age visiting Sainik Welfare Department for resolving their grievances related to pension, documentation and other grievances.
2. The application form as per Annexure III may be filled and signed by the applicant duly signed by RSWO in case of local cases and by PO/AAO in respect of ESM/Widows coming from districts.
3. The application may be sanctioned by Director Sainik Welfare, T.S. Hyderabad in the capacity as Secretary, AFFD Fund TS.
4. Cash shall be handed over by AAO/Supdt and receipt obtained on the application form itself and accounted for.
5. The spot assistance may be paid as a special case to deserving cases and not as a matter routine.
6. Petty cash of Rs. 5,000/ may be kept with AAO for this purpose.

### **ANNEXURE III**

#### **APPLICATION FORM FOR CLAIMING SPOT ASSISTANCE**

1. Name of the Visitor and address :

2. Details of Ex-serviceman :
- (a) Number, Rank and Name :
  - (b) Unit/Regt. :
  - (c) Date of Enrolment :
  - (d) Date of Discharge/retirement :
  - (e) Character assessed :
  - (f) Amount of pension received :
  - (g) Present Occupation if alive. :
  - (h) ID card number, if available :

3. Relationship of visitor with the Ex-serviceman :

4. Occupation of the visitor :

5. Purpose for which the individual applied for spot assistance. :

6. Signature of the individual :

Date:

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FOR USE BY THE REGIONAL SAINIK WELFARE OFFICER/PO/AAO

Verified the particulars given by the above individual, and the individual is considered deserving for sanction of Spot Assistance. Accordingly, a sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) is recommended towards Spot Assistance for the purpose indicated in Colmn.5 above.

Date:  
Stamp:

REGIONAL SAINIK WELFARE OFFICER/PO/AAO.

APPROVAL OF DIRECTOR SAINIK WELFARE/SECRETARY AFFD FUND TS

Approved/Not Approved

Appendix 'M'

Vocational Training Grant Assistance for Ex-Servicemen/ Widow of ESM

1. Vocational training grant may be paid to Ex-Servicemen or Widow of Ex-Servicemen to improve their skills at any of the Government institutes so as to gain suitable employment/self employment.
2. Ex-Servicemen/ Widow who undergo coaching classes at any of the Government run coaching institutes will also be paid the grant.
3. Ex-Servicemen/ Widow below 55 years of age are eligible for this grant only once during the life time of the Ex-Servicemen/ widow.
4. Ex-Servicemen/ Widow have to apply for the course, complete the course and apply for reimbursement upto an amount upto 85% cost of the course subject to a maximum of Rs 25,000/
5. An application as per Annexure given below shall be submitted to the Regional Sainik Welfare Officer alongwith the following documents:
  - a) Copy of ID card issued by Regional Sainik Welfare Officer
  - b) Course completion certificate
  - c) Course fee payment receipt
  - d) Cancelled cheque/First page of Bank passbook
6. The amount shall be credited into the Bank account of the Ex-Servicemen/widow directly.

**ANNEXURE- IV**

**APPLICATION FORM FOR CLAIMING VOCATIONAL GRANT**

1. Name of Ex-serviceman/Widow :
  2. Details of Ex-Serviceman
    - (a) Number, Rank and Name :
    - (b) Unit/Regt. :
    - (c) Date of Enrolment :
    - (d) Date of Discharge/retirement :
    - (e) ID card number :
  3. Name of the course :
  4. Duration of the course : From..../...../..... / to ...../...../...../
  5. Name and address of the institute:
  6. Cost of the course :
  7. Signature of the individual :
- Date: \_\_\_\_\_

**RECOMMENDATION OF THE REGIONAL SAINIK WELFARE OFFICER**

Recommended to reimburse 85% cost of the course which works out to Rs.....

Date: \_\_\_\_\_ REGIONAL SAINIK WELFARE OFFICER/PO/AAO.  
Stamp: \_\_\_\_\_

**APPROVAL OF DIRECTOR SAINIK WELFARE/SECRETARY AFFD FUND TS**

Approved/Not Approved

**Appendix 'N'**

**Merit Scholarship for children of Ex-Servicemen/ Widow of ESM**

1. Merit scholarship may be paid to the children of Ex-Servicemen or Widow of Ex-Servicemen who came first/second rank in the entrance examination of the course among the children of Ex-Servicemen or Widow of Ex-Servicemen.
2. The Scholarship is paid only after the child has joined the college and produced the fee receipt of the college.
3. The scholarship is paid for the year in which the child has appeared for the entrance exam BVSc only.
4. The scholarship is paid to the first or second child of Ex-Servicemen only.
5. The Ex-Servicemen should submit an application as per format to the Regional Sainik Welfare Officer within 3 months of joining the course alongwith the following documents.
  - a) Copy of ID card issued by Regional Sainik Welfare Officer
  - b) Course/College Fee receipt
  - c) Rank certificate of Entrance exam
  - d) Cancelled cheque/First page of Bank passbook
6. The amount shall be credited into the Bank account of the Ex-Servicemen/widow directly.

**ANNEXURE- V**

**APPLICATION FORM FOR CLAIMING MERIT SCHOLARSHIP**

1. Name of the Child :
2. Details of Ex-Serviceman :
  - (a) Number, Rank and Name :
  - (b) Unit/Regt. :
  - (c) Date of Enrolment :
  - (d) Date of Discharge/retirement :
  - (e) ID card number :
3. Name of the course/Entrance exam:
4. Date of Exam :...../...../...../
5. Rank obtained :
6. Details of Course& College Joined:
7. Signature of the Ex-Serviceman/widow :

Date:

-----

**RECOMMENDATION OF THE REGIONAL SAINIK WELFARE OFFICER**

Recommended to pay Merit scholarship to Mr/Ms.....  
D/O.....who is I/II in merit in the entrance exam conducted for the  
course of ..... during the month/Year.....

Date:

REGIONAL SAINIK WELFARE OFFICER/PO/AAO.

Stamp:

**APPROVAL OF DIRECTOR SAINIK WELFARE/SECRETARY AFFD FUND TS**

Approved/Not Approved

**Appendix 'O'**

**Application for Claiming Financial Assistance for defending Legal cases**



1. Financial assistance for defending the legal cases may be paid to the Ex-Servicemen or Widow of Ex-Servicemen.
2. The Financial assistance is paid only if the petitioner is not Government.
3. The Financial assistance is paid for defending legal cases such as vacation of a house owned by Ex-Serviceman/Widow of an ex-serviceman, encroachment of property,etc.
4. The financial assistance is paid only once during the life time of Ex-Servicemen.
5. The Ex-Servicemen should submit an application as per format to the Regional Sainik Welfare Officer within 3 months of filing the case along with the following documents.
  - a) Copy of ID card issued by Regional Sainik Welfare Officer
  - b) Lawyer/Court fee receipt
  - c) Copy of the Writ Petition/Counter affidavit
  - d) Cancelled cheque/First page of Bank passbook
6. The amount shall be credited into the Bank account of the Ex-Servicemen/widow directly.

**ANNEXURE- VI**

**APPLICATION FORM FOR CLAIMING FINANCIAL ASSISTANCE FOR LEGAL MATTERS**

1. Details of Ex-Serviceman
  - (a) Number, Rank and Name :
  - (b) Unit/Regt. :
  - (c) Date of Enrolment :
  - (d) Date of Discharge/retirement :
  - (e) ID card number :
2. Writ Number & date :
3. Name of the court :.
4. Name of the petitioner/respondent:  
( Should not be Government)
5. Reason for the case :
6. Name of the lawyer :
7. Signature of the Ex-Serviceman/widow :  
Date:

**RECOMMENDATION OF THE REGIONAL SAINIK WELFARE OFFICER**

Recommended to pay financial assistance to Mr/Ms..... for resolving the legal issue

Date:  
Stamp:

REGIONAL SAINIK WELFARE OFFICER.

**APPROVAL OF DIRECTOR SAINIK WELFARE/SECRETARY AFFD FUND TS**

Approved/Not Approved