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Government of India  
Ministry of Defence  
Kendriya Sainik Board,  
West Block-IV, Wing-VII  
RK Puram, New Delhi - 66

NO.195/Welfare/Misc/2024-25

07 Feb 2024

The Director Department of Sainik Welfare/  
Secretaries Rajya Sainik Board/UTs

**CUT OFF DATE FOR RMEWF ONLINE APPLICATIONS**  
**ON KSB WEBSITE [www.ksb.gov.in](http://www.ksb.gov.in)**

1. Further to this office letter no 195/Welfare/Misc/2021-22 dt 15 Mar 2023. All RSBs are requested to intimate ZSBs in their area of jurisdiction to inform all ESMs to adhere to timelines for submission of online applications as per under-mentioned schedule. The ZSB and RSB officers and staff responsible for processing online applications must follow the dates accordingly. Details are as under:-

S No.	Grant	2024-25	
		<b>Appln FY/Applicable Date of Scheme / Academic Year/Conditions/Terms of Reference</b>	
		<b>Last date for uploading of Application/Certificate by ESM for F.Y 2023-24</b>	
(a)	Penury (Initial)	FY 2024-25	01 <sup>st</sup> Apr 2024 to 31 <sup>st</sup> Mar 2025
(b)	Renewal of Penury	FY 2024-25	Between 01 <sup>st</sup> Dec 2024 to 31 <sup>st</sup> Mar 2025
(c)	Marriage	Date of Marriage.	Applications will not be accepted beyond <b>180 Days</b> from the date of solemnization of marriage.
(d)	Education	AY 2023-24 (From Class 1 <sup>st</sup> to Graduation)	01 Apr 2024 to 30 <sup>th</sup> Nov 2024 (No extension will be granted)
(e)	Medical	Date of discharge from Hospital or date of last prescription.	Not to be accepted after <b>180 Days</b> from discharge from hospital or date of last prescription.
(f)	100% Disabled Child (Initial)		No time limit
(g)	Renewal of 100% disabled child	FY 2024-25	Between 01 <sup>st</sup> Dec 2024 to 31 <sup>st</sup> Mar 2025
(h)	Orphan (Initial)	Date of death of last alive parent	No time limit
(j)	Renewal of Orphan	FY 2024-25	Between 01 <sup>st</sup> Dec 2024 to 31 <sup>st</sup> Mar 2025
(k)	Vocational Trg	Date of completion of vocational course.	Not to be accepted after <b>180 Days</b> from completion of course
(l)	Mobility Equipment		No time limit
(m)	Serious Diseases (One Time)	Date of discharge from Hospital or date of last prescription.	Not to be accepted after <b>180 Days</b> from date of discharge from hospital or date of last prescription.
(n)	Subsidy on Home loan (One Time)	Date of sanction of loan by bank.	Not to be accepted after <b>180 Days</b> from loan sanction date for initial sanction.

2. **Endorsement of Recommended Amount.** ZSB/RSB staff processing online applications of ESM will mention the specific amount recommended to be paid to the ESM applicant as per rules in vogue in the comment box provided at the bottom of online form for the following schemes :-

- (a) Medical Treatment.
- (b) Vocational Training of Widows.
- (c) Serious diseases.
- (d) Mobility Equipment.
- (e) Interest subsidy on home loan.

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

4. **Common Mistakes Noticed in F.Y 2023-24.** It has been noticed during FY 2023-24 that number of ZSB User and Admin and RSB User & Admin were not placing online applications under observation or rejection to weedout fraudulent and incorrectly claimed applications not supported by supporting documents enumerated in subsequent paras. The following are some of the observations which need to be checked :-

- (a) Service Number and Name of ESM not matching with discharge book.
- (b) Name of widow applicant not matching with discharge book.
- (c) Name of ward not matching with either discharge book or marksheet or other scheme specific supported documents uploaded.
- (d) Spellings of Name not matching in online form from discharge book, bank account and Aadhar card.
- (e) Time line as specified for each scheme to claim before cut off date not adhered to by ESM while uploading and same approved by ZSB/RSB
- (f) **Education Grant.** Marksheet in Education Grant uploaded had under-mentioned inconsistencies.
  - (i) Not signed by school authorities and not bearing their round stamps or seal.
  - (ii) Name of ward not matching.
  - (iii) Marksheet of AY 2023-24 or previous year uploaded.
  - (iv) Marksheet does not categorically mention child having passed.

(g) **Education and Marriage Grant.** Claimed for one child and names of two children entered or vice versa in case of Education Grant and Marriage Grant.

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

- (i) Already sanctioned cases applying again.
- (ii) Applicant ESM not above 65 years on 01<sup>st</sup> Apr of F.Y in which applying.
- (iii) Widow applicant not filling date of death of her husband in the relevant box.
- (iv) Widow applying as ESM with date of death filled in relevant box.



(v) Penury grant applicant in current F.Y also applying for Penury Renewal in the same FY.

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

(i) Life Certificates being forward to KSB through Dak after uploading the same online.

(ii) Life Certificates being forward to KSB instead of uploading the same online.

(iii) Life Certificates not uploaded online within prescribed period i.e 01 Dec to 31 Mar of current F.Y.

(iv) Life Certificates to be signed between 01 Dec to 31<sup>st</sup> Mar of current F.Y.

(v) Proper format not used for life certificates. Format is available on KSB website and at respective ZSBs.

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


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

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

6. **Reluctance on Part of ZSBs to Resolve Queries of ESM Pertaining to Welfare Schemes.** ESM are approaching KSB on telephone to know the status of their application/pendency of their applications. Instead they must approach through ZSBs for such queries. KSB can not handle individual enquires at all India level. ZSBs must first endeavour to reply/respond to queries on their own. Subsequently such queries can be forwarded in batches to KSB to reply in a streamlined manner.

7. Applications pending at various level ie ZSBs/RSBs should be processed at the earliest. System rejected applications due to non rectification of observation by applicant will not be restored. Maximum time for processing of applications at ZSB level is 60 days and at RSB level is 30 days.

  
(AK Singh)  
Col  
Jt Dir (Welfare)

**Jt Dir (Automation)** -

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