

Tele:011-26192359
Email: jdwelfare-ksb@desw.gov.in

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

199/Welfare/SOPs/2023-24

14 Nov 2023

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

INSTRUCTIONS FOR PROCESSING OF APPLICATIONS
FOR DAUGHTERS MARRIAGE GRANT

1. Kendriya Sainik Board is providing Financial Assistance for daughter's marriage to the eligible ESM/widows as per policy available on KSB Web Portal. The scheme is being disbursed as per the seniority of date of submission of application on KSB website www.ksb.gov.in. A large number of grievances are being received for delay in processing of applications/ uploading of documents. To minimise on the queries/ grievances and legal complications at later stage, the following may be followed for efficient processing of the applications:-

- (a) Applicants who apply after 180 days of solemnization of marriage are ineligible. Doubts, if any can be clarified from this sectt telephonically/ by email.
- (b) On scrutiny of application at ZSB the ESM/ beneficiary should be intimated to visit the ZSB office for physical verification of documents, if required. Applications should not be put under obsn for minor mistakes like variation in **middle name, surname** etc. ESM should be advised to check their registered email on a regular basis to gain info in case of obsn/ status of their application. In case of non rectification of obsn, application will be rejected automatically by the system after 30 days stipulated period as per policy. Applicant will be solely responsible for their system rejected application.
- (c) Applications to be processed at all levels in a sequence as per the date of seniority of online submission. **In case, later date application is processed, RSB/ZSB may elaborate reason(s) for superceeding applications, if any.**
- (d) Time barred cases (beyond 180 days of solemnization of marriage) to be rejected immediately by forwarding to RSB duly remarked "**To be rejected by RSB being time barred**". The applicants should not be denied to apply online in case of incomplete documents. In case of technical issue, this Sectt be informed before completion of 180 days with Service No, rank, name, query, contact No and screenshot of the issue. If time barred sanction is granted by this sectt, upload the same above marriage certificate in the application to avoid rejection.
- (e) Date of solemnization box, once filled, cannot be edited in the application. Hence, application not to be put under observation for correction of date of solemnization. Time barred cases(over 180 days) to be checked as per marriage certificate.
- (f) Applications will not be put under observation if applicant is unable to rectify observation due to technical issue in website.
- (g) Detailed guidelines are attached as Appx to this letter.

2. All RSBs are requested to disseminate this information to respective ZSBs and the ESM fraternity at large.

(AK Singh)

Col

Jt Director (Welfare)
for Secy AFFDF

Encls:(Two)

Internal

JD(Automation)- Please issue instr for uploading on KSB Web Portal under "**NEWS**" link.

Appx

(Refer to para 1(h) to KSB sect letter No 199/Welfare/SOPs/2023-24 dt Nov 2023)

DETAILED GUIDELINES: DAUGHTER'S MARRIAGE GRANT

Registration on KSB Website(www.ksb.gov.in)

1. ESM/ widow/ orphan daughter to register once after retirement with correct service number(**Service No as displayed in Service Book and should not start with "0"(zero), only figures will be filled then alphabet will be entered in Capital letter without any space or dash(-)**). E-mail address and contact No filled in the application must be active. After complete process of registration, Login password message is being sent by the website automatically on text and email message to Login in applicant Dashboard. User ID(Registered e-mail address) and password to be written on last page of discharge book or recorded securely to apply for other KSB schemes, if required. In case of any query related to User ID and password or website, the case be referred to KSB through email ksbwebsitehelpline@gmail.com. In case of death of ESM, profile (Registration) to be changed in the name of widow and other details of the profile be changed and saved accordingly.

2. Instructions for filling application.

(a) Part 1 of application.

(i) **Applicant Name**. To be filled exactly as per Discharge book. Name of deceased ESM not be added after the name of widow applicant.

(ii) **Service No**(As displayed in Service Book only). Service No. will not start from "0"(zero). Only figures will be filled followed by alphabet in Capital letter without any space or dash(-).

(iii) **Aadhar Number**. Applicant's Aadhar No to be filled. Applicant may be ESM/ widow/ orphan daughter.

(iv) **Rank**. Rank held during service to be correctly selected from the drop down list.

(v) **Date of enrolment & date of discharge**. To be filled as per discharge book issued from concerned Records office of Army/ Navy/ Air Force. DSC service details not to be filled.

(vi) **Date of birth**. Applicant date of birth to be filled.

(vii) **Date of death**. It must be filled if the applicant is widow or orphan daughter otherwise left blank.

(viii) **Rajya Sainik Board and Zila Sainik Board**. To be filled as per discharge book address or as per present ZSB(if applicant changed his ZSB in writing from the previous ZSB) with utmost care as once it will be filled and application processed, it creates processing problems when changed.

(b) Part 2 of application.

(i) **Name of Bank Account Holder**. Applicant's name to be filled exactly as printed in bank pass book(duly authenticated by bank) or cancelled cheque.

(ii) **Bank Name**. To be selected from drop down list. If the bank name is not shown in drop down list, select "other" and fill name of bank as per bank pass book with exact spelling.

(iii) **Branch Name**. Only location of bank to be filled. Bank name not to be filled before location.

(iv) **Account No.** To be filled exactly as per bank pass book/ cheque.

(v) **IFSC Code**. To be filled exactly as per bank pass book/ cancelled cheque. All alphabets to be filled in capital(ie PUNB, SBIN etc). Zero(0) and Ao(o) to be filled carefully.

(c) **Part 3 of application.**

(i) **Applicant type**. Select from drop down list "Daughter"(In case daughter's marriage of ESM) OR "Widow"(In case of widow re-marriage of late ESM).

(ii) **No of daughter(s) for whom applying**. Select "1" in case of one daughter's marriage and select "2" in case two daughters' marriage.

3. **Documents to be uploaded.**

(a) **Ser No 1**. Upload scanned image of original(coloured) Service Document/ Discharge Book of ESM (Mandatory to upload all pages of Discharge Book in sequence without missing any page and without any alterations), applicant Aadhar card, I/Card etc. Avoid single page scanning of discharge book. If name of daughter not recorded in discharge book, Record office birth part II order to be uploaded duly affixed with Records signature stamp/round seal or authenticated by ZSWO. In case of change of name, Upload Records Part II order for the same. Affidavit for change of name, surname and date of birth of daughter/applicant/wife will not be uploaded. **Daughter should be above 18 yrs of age on the date of marriage solemnization.**

(b) **Ser No 2**. Only birth certificate issued by Registrar Births & Deaths/PAN card/ 10th class certificate or Records birth part II order(if date of birth not mentioned in family details) to be uploaded.

(c) **Ser No 3**. Upload Marriage Certificate issued by **Marriage Magistrate** or **Marriage Registrar (computerized version)** as per eligibility conditions for Marriage Grant given on KSB web portal. **Manually made/ hand written** marriage certificate will not be accepted unless specifically authenticated by ZSBO.

(d) **Ser No 4**. Upload applicant(Self) certificate as per format given on KSB Portal- Welfare grants- RMEWF Financial assistance for marriage of ESM daughters- Marriage Grant self declaration certificate(format). Applicant name to be filled after I,.. In case of applicant is widow/orphan daughter, name of late ESM to be filled after w/o/D/o.. Name of daughter/ widow(in case of re-marriage of widow of late ESM) to be filled after marriage of.. Fill date of marriage solemnization and form to be signed physically by the application(signature pasted on certificate will not be accepted). Inapplicable portion to be scored out.

(e) **Ser No 5**. Upload 1st page of Bank account pass book(authenticated by bank)/ cancelled cheque in original duly printed with Bank account No., IFSC Code and name of Account holder . **Hand written details will not be accepted.**

(f) **Ser No 6**. Visible initial/ Corr./ SPARSH PPO to be uploaded. Upload Widow I/Card or death certificate of late ESM in case of widow applicant, if date of death of late ESM not shown in PPO. Upload death certificate(issued by Registrar Births & Deaths) of late ESM and late spouse in case of orphan daughter applicant.