

**F. No.22(5)/2013-D(Res.II)**  
**GOVERNMENT OF INDIA**  
**MINISTRY OF DEFENCE**  
**DEPARTMENT OF EX-SERVICEMEN WELFARE**

237, 'B' Wing,  
Sena Bhavan, New Delhi

Dated the 26<sup>th</sup> December, 2013

The Chief Secretary  
(All States Governments/UTs)

**SUBJECT:- GUIDELINES ON APPOINTMENT OF DIRECTOR, SAINIK WELFARE-CUM-SECRETARY, RAJYA SAINIK BOARDs AND ADDITIONAL DIRECTOR, SAINIK WELFARE -CUM- ZILA SAINIK WELFARE OFFICERS IN THE STATES/UTs.**

In supersession of all the previous letters on the subject, the Competent Authority has approved the following guidelines on appointment of Director, Sainik Welfare-cum-Secretary, Rajya Sainik Boards and Additional Director, Sainik Welfare-cum-Zila Sainik Welfare Officers in the States/UTs:

2. **RSBs/ZSBs :- Status**

The Sainik Boards are to be declared as a department of the State Govts./UT Admns. and treat their employees as State Government/UT Admn. employees. These personnel will be governed by the State Govts./UT Admns. rules in matter of recruitment, pay and allowances, leave, discipline, medical attendance, retirement, pension, gratuity etc. Therefore, no separate rules governing the conditions of service of the employees of these Boards are being issued. Since, Central Govt. shares the expenditure towards Pay & Allowances and the Establishment Cost in the ratio of 75% in respect of 11 Special Category States viz. Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Tripura, J&K, Himachal Pradesh, Uttarakhand & Sikkim and in the ratio of 60% in respect of remaining States/UTs, the following Guidelines may be followed for appointment of officials in the Sainik Boards in order to have a standardized policy across the country.

3. **Eligibility Criteria:**

The eligibility criteria for employment of Director, Sainik Welfare-cum-Secretary, Rajya Sainik Boards and Additional Director, Sainik Welfare-cum-Zila Sainik Welfare Officers will be as follows:-

- (a) The candidates shall be Ex-servicemen retired/discharged from the Indian Armed Forces or widows/dependents of Ex-servicemen. All officers who are allowed to register themselves with the placement agencies of the three Services and DGR for the purpose of re-employment, in terms of DoPT definition of ESM, shall be considered for inclusion in the panel.

- (b) The candidates shall have had a clean record of service and good character.
- (c) The age of the Ex-servicemen shall not be more than 57 years for Zila Sainik Welfare Officers (ZSWOs) on the crucial date and not more than 60 years for the post of Director Sainik Welfare-cum-Secretary, RSB.
- (d) Services of appointed ZSWOs may continue upto 60 years of age, subject to the satisfactory performance of the concerned officer. The tenure of Director, Sainik welfare-cum-Secretary, RSB will be a period of 5 years.
- (e) 1<sup>st</sup> January of any vacancy year will be the crucial date for reckoning the eligibility of the applicants for all the posts covered under these guidelines.

4. **Panel of Officers:**

The procedure for drawing up the panel of officers for appointment to Rajya/Zila Sainik Boards (State/District Sainik Welfare Offices) shall be as follows:

- (a) The request for panel for the vacancies shall be forwarded by the State Government/Union Territory to the Secretary, Kendriya Sainik Board two months prior to the post falling vacant.
- (b) The Secretary, KSB will obtain the names of Officers/Service personnel from the Directorate General Resettlement/Placement Cells of the three Services HQs and draw up a panel of officers for the vacancies.
- (c) The State Government may also forward names of locally available officers to Secretary, Kendriya Sainik Board for inclusion in the panel, who will have it verified from the Directorate General Resettlement/Services HQs on their eligibility for the post and confirm to the State Govts.
- (d) The KSB Secretary will forward the panel of officers after duly verifying to the concerned State Govt./UT for further action, within 4 weeks from receipt of request from the State/UT.

5. **Composition of Selection Board**

- (a) **Director, Deptt. of Sainik Welfare-cum-Secretary, Rajya Sainik Board:**

The composition of Selection Board for Director, Rajya Sainik Board shall be as follows:

- (i) Chairmen of the Selection Committee shall be the Chief / Principal Secretary of the State Government/Union Territory.
  - (ii) State Government/Union Territory shall nominate at least three members
  - (iii) Representative of the Deptt. of ESW, Min. of Defence
  - (iv) Secretary, Kendriya Sainik Board or his representative not below the rank of Colonel
  - (v) Director, Deptt. of Sainik Welfare shall be Member Secretary.
- (b) **Additional Director, Zila Sainik Welfare Office-cum-Secretary, Zila Sainik Board:**

The composition of Selection Board for Additional Director, Zila Sainik Board shall be as follows:-

- (i) Chairman of the Selection Committee shall be the Chief / Principal Secretary of the State Government/Union Territory
- (ii) State Government/Union Territory shall nominate at least three members
- (iii) Representative of the Deptt. of ESW, Min. of Defence
- (iv) Secretary, Kendriya Sainik Board or his representative not below the rank of Colonel
- (v) Director, Deptt. of Sainik Welfare shall be Member Secretary.

6. **Filling up of the vacancies:**

The Secretary, KSB shall coordinate with the respective State Government/Union Territory for timely filling up of the vacancies.

7. **Criteria for selection**

It is recommended that following be considered for the Selection:

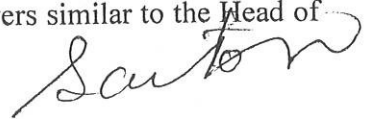
- (a) An ESM (O) of the rank of Brigadier or of equivalent ranks from Navy or Air Force be selected as Director of Deptt. of Sainik Welfare. In case suitable officers of the rank of Brigadier or equivalent are not available, officers of the rank of Col or equivalent in Navy and Air Force may be selected.
- (b) An ESM(O) of the rank of Colonel/Lt. Colonel or of equivalent ranks from Navy or Air Force be selected as Additional Director of Zila Sainik Board (Additional Director or District Sainik Welfare Office). In case, suitable officers of the rank of Colonel/Lt. Colonel or equivalent are not available, officers of the rank of Major or equivalent in Navy and Air Force may be selected.

- (c) In the event of non-availability of suitable officer for (a) & (b) above, dispensation shall be sought from Deptt. of ESM Welfare, MoD through KSB.

8. **Status of Director/Secretary.**

The status of Director of Department of Sainik Welfare and Additional Director of Zila Sainik Board (Additional Director of District Sainik Welfare Office) shall be as follows:

- (a) **Director of Department of Sainik Welfare.** He shall be the Head of an independent department functioning directly under the Secretary-in-Charge holding the charge of the Department in State/UT.
- (b) **Additional Director of Zila Sainik Welfare Office/Secretary Zila Sainik Board.** He shall be treated as Class-I Officer with a status of Head of Office functioning directly under the Director of Deptt. of Sainik Welfare. He would function under the District Collector and have administrative and financial powers similar to the Head of Office.



(Santosh)

Director (Res.II)

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Copy for information and necessary action to:-

1. Secretary, KSB to ensure strict compliance of the guidelines.
2. Dte. General Resettlement
3. Army Headquarters  
Adjutant General Branch  
ADG(MP), South Block, New Delhi
4. Naval Headquarters  
The Chief of the Naval Staff  
(for COP.CPS)  
IHQ/MoD(N), 'C' Wing  
Sena Bhavan, New Delhi – 11
5. Air Headquarters  
Air Officer In-Charge Personnel  
Air Headquarters, Vayu Bhawan  
Rafi Marg, New Delhi – 11.

6. Director, DSW-cum- Secretary, RSBs – All States/UTs

Copy also to:-

Sr. PPS to Secy, ESW

PPS to JS(ESW)

NIC Cell

Notice Board.