

## STANDARD OPERATING PROCEDURE

### NATIONAL DEFENCE FUND (BC)

#### AIM

1. The aim of this SOP is to issue a comprehensive SOP incorporating amendments issued and new grants being paid out of National Defence Fund (Battle Casualties) (NDF (BC)).
2. The SOP is to lay down the modalities for disbursement of following grants out of NDF (BC) :-

Ser	Grants	Revised Grants wef <b>01 Apr 2016</b>
(a)	Rs 50,000/- One time grant to NOK of fatal Battle Casualties wef 15 Aug 1947 to 30 Apr 1999 out of NDF (BC)	Status quo
(b)	-	Rs 50,000/- One time grant from NDF (BC) to NOKs of fatal battle casualties occurring <b>on or after 01 Apr 2016</b>
(c)	-	Rs 2,00,000/- One time grant from NDF (BC) to disabled soldiers (BC) who are invalided/boarded out/ prematurely released from service in Low Med Cat before fulfilling terms of engagement <b>wef 01 Apr 16</b>
(d)	-	One time grant to disabled soldiers (BC) of all Ops retained in service (based on % of disability) out of NDF (BC) <b>wef 01 Apr 16 :-</b>  (i) Below 50% - Rs 25,000/- (ii) 50% - 74% - Rs 50,000/- (iii) 75% & above- Rs 75,000/-
(e)	Rs 400/- per month per child (max two children) studying in classes I to XII towards education grant to NOK/ legal guardian of dependent children/ major child of all fatal Physical Casualties (Not attributable to Military Service) who die during service wef 15 Jan 2011 out of NDF (BC)	Status quo

## BENEFITS

### Eligibility

3. Eligibility criteria for grants mentioned in para 2 above is as given in succeeding paras.

4. **Para 2 (a)**. Next of Kin of Deceased Battle Casualty Killed in Military Operation during the period from 15 Aug 47 to 30 Apr 99 :-

(a) Should be a living NOK, nominated in the '**NOMINATION/WILL**' or in the personal records of the martyrs held with the respective Record Office.

(b) In case the war widow has remarried (within or outside the family), she continues to be eligible for the grant of Rs 50,000/- from NDF (BC).

(c) In case the nominated NOK is the father of the deceased, and the nominated parent has expired, the mother is eligible for the said grant and vice-versa.

(d) No other criteria other than the above will be considered for eligibility.

5. **Para 2 (b)**. Beneficiaries should meet the following eligibility criteria:-

(a) Should be a nominated NOK of the deceased. No other member of the deceased soldier or legal heir other than the nominated NOK, as recorded, is eligible.

(b) In case where pension is divided between widow and parents, the NOK i.e the widow will be paid the entire amt of grant.

(c) In case where the widow has remarried, she is still entitled to be paid the grant.

(d) In case of unmarried deceased soldiers, the nominated NOK parent is eligible for the grant. Where one of the parent nominated as NOK is no longer alive, the other parent automatically becomes eligible for the grant. This cannot be passed down further.

(e) In case of death of NOK (wife only) within a period of six months from the date of death of the deceased, the grant may be paid to the dependent children, as recorded only. In case the deceased soldier has no children, the grant will be paid to the nominated parents as recorded.

(f) In case the dependent children are minor, the Regt Centres will invest the amt in a Fixed Deposit on a long term basis. The FD will be held jointly in the name of the child/ children and the Regt Centre. The interest earned from such deposits will be made available to the legal guardians, which will be utilised for the purpose of maint of the child/ children on yearly basis. The principal amt will be paid to the child/ children on attaining the age of maturity. (18 yrs for girls and 21 yrs for boys).

(g) TA pers while on embodied state are also eligible for the grant.

(h) De emps offer during their employment are also eligible for the

6. **Para 2 (c).** Beneficiaries should meet the following eligibility criteria:-
- (a) Should be a battle cas with permanent disability.
  - (b) Battle cas boarded out of service exclusively due to their disability are eligible for the grant, irrespective of the percentage of disability.
  - (c) NOK of disabled pers are not eligible for disability grant. In cases, where the claim is being processed and the indl expires, the grant will be paid to the NOK as nominated.
  - (d) Battle cas, who were retained in service and had completed their terms of engagement of service and thereafter proceeded on retirement are NOT eligible.
  - (e) Battle cas who proceed on pre-mature retirement at their own request without completing their terms of engagement of service are NOT entitled for the grant.
  - (f) TA pers while on embodied state are also eligible for the grant.
7. **Para 2 (d).** Beneficiaries should meet the following eligibility criteria:-
- (a) Should be a battle cas with permanent disability.
  - (b) The grant will be claimed before the indl proceeds on retirement.
8. **Para 2 (e).** The education grant of Rs 400/- pm per child for a max of two children studying in classes I to XII for fatal Physical Casualties (Not attributable cases) is payable to the NOK/legal guardian of dependent children/major child of all ranks who die during service wef 15 Jan 2011. The beneficiaries should be the legal dependents of the deceased as recorded in the Nomination/Will as per the personal records of the individual held with respective records office or MP Dte at Integrated Headquarters of MoD(Army) in case of officers only.

### **Modalities for Implementation**

9. Modalities for implementation of disbursement of grants mentioned in para 2 above will be as given in the succeeding paras.
10. **Para 2 (a).**
- (a) Regt centres will be allotted money for disbursement of NDF (BC) in instalments as was done for disbursement of ACWF (K) in respect of JCOs/OR battle casualties. Rehabilitation and Welfare Section will be responsible for disbursement to the eligible NOK of Officers' battle casualties.
  - (b) Rs 50,000 will be disbursed from NDF (BC) to eligible NOK of all casualties who are already in receipt of Rs 50,000/- from ACWF(K). The eligibility for the entitlement will however be re-verified to eliminate any possibility of error and living status of the eligible NOK prior to disbursement of NDF (BC) grant.

11. **Para 2 (b).**(a) **Action by Unit.**

(i) The major/minor unit on occurrence of fatal cas, will imdt release initial grant of Rs 50,000/- as ex gratia to widow/NOK of the deceased soldier, as recorded in the documents.

(ii) The unit will fwd ink signed detailed report as per AO 1/2003/MP duly signed by CO/OC to R&W Sec, DIAV, AG's Branch, alongwith other addressees.

(iii) After handing over the grant of Rs 50,000/-, a receipt from the NOK/ Widow will be obtained as per format given at Appx A of SOP and a copy of receipt will be fwd to the concerned Regt Centre and R&W Sec.

(iv) In case, adequate funds are not available with the unit for disbursal of subject grant, due to various reasons, action as per Para 12 below will be taken.

(b) **Action by R&W Sec.**

(i) R&W Sec will release initial grant of Rs 50,000/-, as ex gratia from NDF (BC) to Regt Centres through RTGS/NEFT for JCOs/OR, imdtly on receipt of detailed report of fatal cas.

(ii) In case of oftrs, R&W Sec will release the initial grant of Rs 50,000/- as ex gratia from NDF (BC), directly to the concerned unit, which has handed over the subject grant (Rs 50,000/-) to the NOK/widows, on receipt of detailed report from MP 5/MPRSO.

(c) **Action by MP 5 & 6/Records.**

(i) Concerned Record Office will ensure that detailed report is fwd in time by the unit as per AO 1/2003/MP in case of JCOs/OR.

(ii) The MP 5/MPRSO will fwd the detailed report to R&W Sec in case of oftrs to enable this office to make payment of one time grant of Rs 50,000/-.

(d) **Action by Regt Centre.**

(i) Regt Centres will receive the grant from R&W Sec, based on detailed reports submitted by unit, in case of JCOs & OR.

(ii) Regt Centres will disburse the amt as applicable to the respective units, who have made the payment of initial grant of Rs 50,000/- as ex gratia from NDF (BC) to the NOK/widow.

(iii) Ensure that amt has been released to correct NOK by the unit.

(iv) Forward receipt to R&W Sec for the amount received from R&W Sec giving out RTGS/NEFT No and date.

(v) Monitor cases of fatal cas, both BC and PC (irrespective of attributable/ non attributable) of units, to ensure that NOK/widows of

12. Units/sub units which due to various reasons are unable to pay the initial grant of Rs 50,000/- to NOK, will notify the same to their respective Regt Centre and R&W Sec. The payment in such exceptional cases, will be made to NOK/widows on receipt of the grant from their Regt Centre. Receipt of the same will be fwd to R&W Sec and Regt Centre giving out RTGS/NEFT No and date.

13. Grants for Nepal domiciled beneficiaries will be released directly by R&W Sec to Def Attache, Kathmandu (Nepal) in r/o confirmed cases or on receipt of docu and recommendations from concerned Regt Centre.

14. Def Attache, Kathmandu (Nepal) will then disburse the amt to the eligible beneficiaries as per procedure brought out in above para.

15 **Para 2 (c)**. Disabled soldiers (BC) who are boarded/ invalided out/ prematurely released from service in low med cat due to injuries sustained in various ops on or after 01 Apr 2016 **without completing their terms of engagement** are eligible for one time grant of Rs 2,00,000/-. Docus reqd are as under :-

(a) **Officers.**

- (i) Copy of letter issued by MS Br, IHQ of MoD (Army) regarding invalidment/ boarded out, showing the cause of release/ retirement.
- (ii) Copy of PPO issued from CDA (P) Allahabad showing relevant pension.
- (iii) Latest home address and photocopy of Ex-Servicemen Identity Card.
- (iv) Copy of MP-5(d) letter classifying the injury as a battle cas.
- (v) Cert for non receipt of NDF (BC) grant earlier.
- (vi) Every page of the photocopy of docu to be attested and name of attesting offr be written in **bold capitals beneath the official stamp**.

(b) **JCOs/ OR.**

- (i) Attested photocopy of extracts from sheet roll wherein personal particulars and date of enrolment are recorded.
- (ii) Attested photocopy of discharge Part-II Order/ extract from sheet roll wherein date and clause of discharge is recorded.
- (iii) Attested photocopy of BC Part II Order/ extract from sheet roll wherein entry of BC Part II order is recorded or MP 5(d) letter under which cas of the indl has been declared as Battle Cas.
- (iv) Attested photocopy of AFMSF-16 (Medical Board Proceedings).
- (v) Attested photocopy of PPO notifying such pension to the indl.
- (vi) No payment cert of one time grant from NDF (BC) duly signed by CRO.

16. **Para 2 (d).** Disabled soldiers (BC) injured in various mil ops wef 01 Apr 2016 and retained in service are eligible for one time grant out of NDF (BC) **based on percentage of disability** as mentioned in Para 2 (d) above. Documents required are as under :-

(a) **Officers.**

- (i) Copy of MP-5 (d) letter under which injury has been cl as battle cas.
- (ii) Latest copy of AFMSF-15 duly endorsed with percentage of disability to be encl. In case the percentage of disability is not endorsed in the AFMSF-15, obtain fresh disability certificate as per Appx 'A' to IHQ of MoD (Army) letter No 76759/DGMS/5B/WIP dt 22 Jun 01.
- (iii) Certificate for non receipt of grant earlier be encl.
- (iv) Photocopies of the docu (all pages) to be attested and name of attesting offr to be written in bold capitals beneath the official stamp.

(b) **JCOs/OR.**

- (i) Latest copy of AFMSF-15 showing percentage of disability. In case the percentage of disability is **not endorsed in AFMSF-15, a disability cert** as per Appx 'A' to IHQ of MoD (Army) letter No 76759/DGMS/5B/WIP dt 22 Jun 01 be obtained and encl with AFMSF-15.
- (ii) Legible copy of Records BC Part-II Order under which injury of the indl has been cl as battle cas be encl.
- (iii) Every page of the photocopy of docu to be attested & name of attesting offr be written in **bold capitals beneath the official stamp.**
- (iv) No payment cert from NDF (BC) duly signed by CRO.
- (v) Sanction of competent authority for delay, if any.

**Time Limit for Processing of Claims.**

17. Sanction of competent auth for delay alongwith delay report will be fwd. The time stipulation for claiming all grants out of NDF (BC) will be as under:-

Ser No	Periodicity	Sanctioning Auth for delay	Remarks
<b><u>Offrs</u></b>			
(a)	Within one year	Not reqd	Docu may be fwd directly to R&W Sec.
(b)	More than one year	Bde Cdr/Equivalent	Docu to be fwd after sanction of Bde Cdr/equivalent alongwith delay report.
<b><u>JCOs/OR</u></b>			
(c)	Within one year	Not reqd	Docu may be fwd by units direct to Record Office.
(d)	More than one year	Bde Cdr/Equivalent	Docu to be fwd through Bde HQ or equivalent with delay report to Records

18. **Para 2 (e).**(a) **Officers.**

(i) Education Grant in respect of officer casualty will be processed by the R & W Section after receipt of Not Attributability Certificate from MP Dte, Integrated Headquarters of MoD(Army) along with the details of legally dependent eligible children.

(ii) The Next of Kin/legal guardian/major child should forward the application form separately for each child as per **Appendix 'B'** duly filled to R&W Section after completion of each academic year duly recommended by MP Dte, Integrated Headquarters of MoD(Army).

(iii). The education grant shall be released lump sum on an yearly basis in favour of NOK/legal guardian/major child for a max of two eligible children.

(iv) Receipt as per format at **Appendix 'C'** duly signed by NOK/legal guardian/major children will be forwarded to R&W Section.

(v) Check list for forwarding of Edn grant claim is at **Appendix 'D'**.

(b) **JCOs and OR.**

(i) The NOK/legal guardian/major children should forward the application form separately for each child as per **Appendix 'B'** duly filled directly to their respective Regimental Centres duly recommended by school Headmaster/Principal for recommendation of the Centre Commandant/OIC Records.

(ii) The Centre/Record Office will forward a list of eligible legal children of fatal Physical Casualties(Not attributable) cases and Not Attributability Certificate for education grant duly signed by the Centre Commandant/OIC Records after due scrutiny to R & W Section on quarterly basis as per **Appendix 'E'**.

19. **Short Term Investment & Refund of Interest.** The Regt Centres and Def Attache, Kathmandu (Nepal) will make short term deposits if reqd and interest accrued will be remitted to R&W Sec in NDF (BC) account only at the end of the financial year.

20. The following SOPs may pl be treated as superseded :-

(a) B/45401/AG/R&W dated 03 Nov 2000.

(b) B/45412/NDF/AG/R&W-3 dated 25 Mar 2011.

Case No : B/45412/NDF/AG/R&W-3

Dated : 23 Jun 2016

(Sumit Kadian)  
Col  
Director(R&W)

## **Distributions**

1. All Regimental Centres
2. All Cols of the Regt
3. All DGs Arms and Services
4. ADG PS
5. ADG MP
6. MP-5

## **Internal**

1. COAS Sectt
2. VCOAS Sectt
3. AG's Sectt
4. PS to DG DC&W
5. PS to ADG(CW)
6. PS to DDG(DIAV)



To  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PASSPORT SIZE  
PHOTOGRPH OF THE  
CHILD

(Attested by Head  
Master/Principal of School

**APPLICATION FORM FOR EDUCATION GRANT FOR THE ACADEMIC YEAR**

**NOTE : PLEASE DO NOT LEAVE ANY INFORMATION BLANK.  
(USE BLOCK LETTERS)**

**PART - I**

1. **Personal Particulars of Officer/JCO/OR**

(a) Army No 

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(b) Rank 

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(c) Name 

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(d) Date of Casualty

Date		Month		Year	

(e) Name and Address of NOK/legal guardian/major children :-  
Name of NOK/legal guardian/major children \_\_\_\_\_  
Relationship \_\_\_\_\_  
(Attach supporting documents)

Vill \_\_\_\_\_ Post Office \_\_\_\_\_

Tehsil \_\_\_\_\_ District \_\_\_\_\_

State \_\_\_\_\_ PIN \_\_\_\_\_

Tele Number : Landline STD Code( ) No \_\_\_\_\_

Mobile No \_\_\_\_\_

**PART II**2. **Particulars of the Child**(a) Name 

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(b) Sex - Male/Female (c)  
Relationship \_\_\_\_\_  
(Attach supporting documents)(c) Date of birth 

Date		Month		Year	

**PLEASE STRIKE OUT WHICHEVER IS NOT APPLICABLE**

(d) School studying in – Army School/KV/Govt/Others

(e) Has the application of brother/sister also been forwarded- Yes/No.

(f) If 'Yes' specify Name \_\_\_\_\_.

3. It is certified that all the information given by me has been verified and is factually correct.

Date : \_\_\_\_\_ (Signature of NOK/legal guardian/major child)

**CERTIFICATE FROM SCHOOL**Certified that Miss/Master \_\_\_\_\_  
Son/daughter of \_\_\_\_\_ is a bonafide student of  
class \_\_\_\_\_ in this school for the academic year \_\_\_\_\_.  
Aggregate percentage of marks obtained in class \_\_\_\_\_ are \_\_\_\_\_.

Place :

Date : \_\_\_\_\_ (Signature of Headmaster/Principal)

**RECOMMENDATION OF MP DTE/CENTRE COMMANDANT**

Station :

Date : \_\_\_\_\_ (Signature of MP Dte/Centre Commandant)

**RECEIPT**

I Shri/Smt \_\_\_\_\_ NOK/legal guardian/major  
child of No \_\_\_\_\_ Late(Rank) \_\_\_\_\_ Name \_\_\_\_\_  
of \_\_\_\_\_ (Unit/Regt) have received Rs \_\_\_\_\_/-  
(Rupees \_\_\_\_\_) on account of Educational  
Grant from National Defence Fund(BC) vide Cheque No \_\_\_\_\_  
dated \_\_\_\_\_ drawn from \_\_\_\_\_ (Bank's Name and  
location).

**Signatures on Revenue stamp**

Name \_\_\_\_\_

House No \_\_\_\_\_

Vill \_\_\_\_\_ Tehsil \_\_\_\_\_

PO \_\_\_\_\_ State \_\_\_\_\_

Dist \_\_\_\_\_

**CHECK LIST FOR CLAIM OF EDUCATION GRANT FOR WARDS OF PHYSICAL CASUALTY(NOT ATTRIBUTABLE CASES)**

1. Education grant will be provided for a maximum of two children.
2. Separate form to be filled for each child.
3. Paste passport size photograph of child on the application form duly attested by Head Master / Principal of the School.
4. Next of Kin/legal guardian/major children should sign the form.
5. Certificate by the School should be duly completed and signed by the Headmaster/ Principal.
6. Recommendation by MP Dte/Centre Commandant should be endorsed.
7. Not Attributability

Certificate should be attached along with the claim.