



DOCUMENTS REQUIRED FOR PUBLICATION : ESM



MARRIAGE / RE-MARRIAGE	BIRTH (CHILDREN)	DIVORCE (WIFE'S)	DEMISE (WIFE / CHILDREN)
An affidavit in original regarding marriage/re-marriage of dependents duly sworn in before First Class Magistrate or Notary (Mention the full name & date of birth as per Records).	An affidavit in original regarding birth of children duly sworn in before First Class Magistrate or Notary (mention the full name & date of birth as per records).	Original decree of divorce deed (ie. 1 st wife) from court of Law before ESM re-marriage and photocopy of the same duly attested by Zila Sainik Board	Photocopy of death certificate (ie. Wife/Children) issued by Register or Municipal Corporation Committee, Births & Deaths, Gram Pradhan/Gram Panchayat duly attested by Zila Sainik Board.
Photocopies of marriage and birth certificate issued by Register, Birth & Deaths/Sarpanch, Gram Pradhan/Gram Panchayat duly attested by Zila Sainik Board.	Photocopy of birth certificate issued by Register, Birth & Deaths/Sarpanch, Gram Panchayat duly attested by Zila Sainik Board.		Auth : IHQ of MoD (Army) letter no A/20105/MP-8 (I of R) (a) dt 16 May 2008
Photocopy of education cert (if possible) duly attested by Secretary, Zila Sainik Board.	Photocopies of education cert and Aadhar Card duly attested by Zila Sainik Board.		
Photocopy of Aadhar Card and two x passport size photograph, duly attested by Secretary, Zila Sainik Board.	Legal heirship certificate issued by Tehsildar/Court of Law duly mentioning the details of all family members (<u>If published after death of ex-servicemen</u>).		
Legal heirship certificate issued by Tehsildar/Court of Law duly mentioning the details of all family members (if published after death of ex-servicemen).	Auth :- IHQ of MoD (Army) letter No A/20105/MP-8 (I of R) (a) dt 16 May 2008.		



DOCUMENTS REQUIRED FOR CHANGE OF DATE OF BIRTH



HEAD	SERVICE PERS	ESM
<u>CHANGE OF DATE OF BIRTH</u>		
Change of Date of Birth of Wards / Dependents	✓ Birth certificate issued by concerned Registrar of Births (in case child is yet to join school). ✓ Matriculation certificate or equivalent issued by State board of education, CBSE and ICSE. ✓ Declaration by applicant through an affidavit sworn in before a class i Magistrate/ Notary. ✓ Application from individual concerned. ✓ Recommendations of CO. ✓ In case wife is non matriculate then AADHAR/UID card. ✓ Marriage certificate.	✓ An affidavit in original regarding change /amendment of name duly sworn in before First Class Magistrate or Notary. ✓ Photocopy of birth certificate mentioning correct name issued by Registrar, Birth & Deaths /Sarpanch, Garm Panchyat or Matriculation cert or equivalent issued by state Bd of Edn, CBSC and ICSE or in case non matriculation then Aadhar/UID Card duly attested by ZSB. ✓ Extracts of two National dailies newspaper (in original) wherein notice regarding the amdt/correction has been published. ✓ Marriage cert showing date of birth of bride issued by registerer of marriage. ✓ Auth : - IHQ of MoD (Army) letter No A/20105/MP-8 (I of R) (a) dt 27 Jun 2014 and even No dated 28 Nov 2017.



DOCUMENTS REQUIRED FOR CHANGE OF NAME



HEAD	SERVICE PERS	ESM
<u>CHANGE OF NAME</u>		
Wife	✓ AADHAR Card/ Self attested CTC. ✓ PAN card. ✓ Birth certificate issued by concerned registrar of Births. ✓ Matriculation certificate with photograph issued by recognized school board. ✓ Voter identity card ✓ Indian passport. ✓ Affidavit/ self-declaration duly attested by ZSB. ✓ Newspaper advertisement for change of name of wife. (Auth:- IHQ of MoD (Army) letter no A/20105/MP-8 (I of R) (a) dt 03 Apr 2018)	✓ An affidavit in original regarding change of name of dependents duly sworn in before First Class Magistrate or Notary (mention the full name & date of birth as per records). ✓ Photocopy of birth certificate issued by Register, Birth & Deaths / Sarpanch, Gram Panchyat or Pension Cert or PAN Card or Matriculation Cert or Voter ID or Indian Passport duly attested by Zila Sainik Board. ✓ Photocopy of Aadhar Card duly attested by Zila Sainik Board. ✓ Extracts of two National dailies newspaper (in original) wherein notice regarding the change of name has been published for the general info of the public at large. ✓ Auth :- IHQ of MoD (Army) letter No A/20105/MP-8 (I of R) (a) dt 15 May 2008 and even No dated 03 Apr 2018.

Wards	✓ Declaration cert by the indl duly authenticated by two witnesses and countersigned by co unit only. ✓ Extracts from two national dailies where in notice regarding the change of name has been published for the general information of the public at large. ✓ CTC of school leaving cert/ cert from principal of the school. or ✓ Extract of Birth/ Death register maint by the Village/ Panchayat/ Municipality ✓ An affidavit duly sworn in before the First Class Magistrate. (Auth:- IHQ OF MoD (Army) Letter no A/20105/MP-8 (I of R) (A) dt 15 May 2018)	
Dependent	✓ Declaration cert by the indl duly authenticated by two witnesses and countersigned by co unit only. ✓ Extract of Birth/ Death register maint by the Village/ Panchayat/ Municipality or ✓ CTC of school leaving cert/ cert from principal of the school. ✓ Extracts from two national dailies wherein notice regarding the change of name has been published for the general information of the public at large. ✓ Affidavit/ self declaration duly attested by ZSB. (Auth:- IHQ of MoD (Army) Letter no a/20105/MP-8 (I of R) (A) dt 15 May 2018)	



SERVICE PENSION



- **Qualifying Service** - Minimum 15 Years.
- **Amount** - Equal to 50% of last emoluments drawn.
- **Gratuity** - Basic Pay last drawn + MS Pay + CI Pay (Where applicable) + DA x Total Service.
- **Commutation of Pension** - Entitled to commute upto 50% of Pension.
- **Additional Pension (80 Years and above):-**

Age of Pensioner	Additional Quantum of Pension (% of Basic Pension)
From 80 yrs to less than 85 yrs	20%
From 85 yrs to less than 90 yrs	30%
From 90 yrs to less than 95 yrs	40%
From 95 yrs to less than 100 yrs	50%
100 years or more	100%

➤ **Condonation of Deficiency of Service.**

✓ Deficiency in Service for eligibility to min service pension may be condoned upto 06 months by the OIC Records and 12 months by service HQs .

✓ **Condonation not permissible in following cases:-**

- Discharge at own request.
- Entitled to spl pension under regulation 164.
- Invalidment with less than 15 yrs service.
- Low med cat cases who are discharged before completion of their engagement.



DISABILITY PENSION



- **Condition**
 - ✓ Applicable to those indl who retired/discharged/invalided out with minimum 20% disability.
 - ✓ Disability should be aggravated or attributable of Mil Service.

➤ **Disability Element**

More than 15 Yrs Service	Attributable	Disb Pension Service Pension	20 to 49 - 50 % 50 to 75 - 75 % 76 to 100 - 100 %	30% Last drawn for 100 Disability *CAA @ Rs 6750/- PM
	Not Attributable	Service Pension	-	1 st Appeal. 2 nd Appeal.

- **Service Element.** Equal to the retiring pension determined.

Invalid out (before 10 yrs service)	Attributable	Disb Pension Service Pension	20% to 49% - 50 % 50% to 75% - 75 % 76% to 100% - 100 %	30% Last drawn for 100 Disability. *CAA @ Rs 6750/- PM
	Not Attributable	Invalid Gratuity	-	One time grant. 6 month pay for each yr service.
invalid out (after 10 yrs service)	Attributable	Disb Pension Service Element	20% to 49% - 50 % 50% to 75% - 75 % 76% to 100% - 100 %	Rect - Less than 20% disability will get Service Element.
	Not Attributable	Service Element	-	

*Constant Attendance Allowance – Rs 6750/-PM on 100% disability on specific recommendation by Medical Authority wef 01 Jul 2017.

- **War Injury Pension.** Compensation payable monthly to a war injured for functional incapacity which he may have sustained during war, specified war like situation.

✓ **Service Element.**

- ✚ Equal to service pension to which he/she would have been entitled on the basis of his/ her pay on the dt of Invalidment but counting service up to the dt on which he/ she would have retired in that rk in the normal course as admissible.
- ✚ There shall be no condition of min qualifying service for earning.
- ✚ Service Element shall be sub to min of Rs 9,000/-PM wef 01 Jan 2016.

✓ **War Injury Element.**

- ✚ 100% Reckonable Emolument last drawn for 100% disablement in case of Invalidment.
- ✚ 60% of Reckonable Emolument for 100% disablement and proportionate in case retained in service.



ARMY GROUP INSURANCE (AGI) SCHEME



➤ Scheme introduced wef 01 Jan 1976.

➤ **Benefits:-**

✓ **Maturity Benefits** - Contributed amount with interest thereon incl bonus if applicable.

✓ **Death Benefits** - Rs 40,00,000/-

✓ **AGIF Med Benefits Scheme:-**

DISABILITY PERCENTAGE	AMOUNT IN RS	CONDITIONS
20%	2,50,000/-	(i) Minimum disability 20%. (ii) Applicable for non-pensioner only.
30%	3,75,000/-	
40%	5,00,000/-	
50%	6,25,000/-	
60%	7,50,000/-	
70%	8,75,000/-	
80%	10,00,000/-	
90%	11,25,000/-	
100%	12,50,000/-	

✓ **Specially Abled Children Sustenance Allowance** Rs 6000/- PM granted to all Fatal cases as per laid down conditions:-

+ Disability 40% and above.

+ For two specially abled children of those soldiers who died in service (harness) on or after 27 Oct 2007.

+ The child must be unable to earn a living.

✓ **Extended Insurance** Rs 5,00,000/- for JCOs/OR member of AGI till 30 years after retirement or 80 years of age whichever is earlier.

✓ **Social Security Deposit Scheme** To safeguard the interest & ensure security of deposits of minor children & widows of martyred soldier.

✓ **AGIF Scholarship Scheme** Children of serving & retired Offrs/JCOs/OR) studying in AWES institutes are covered (24% seat) (Wards of Offr - 6%, Sons of JCOs/OR - 10% and Daughter of JCOs / OR - 8%) and Rs 40,000/- per year per student has been granted under AGI scholarship scheme.



FAMILY PENSION



➤ Liberalized Family Pension.

- ✓ Death during war/war like situation.
- ✓ Amount equal to last pay drawn (100%).

➤ Special Family Pension.

- ✓ Death while on duty and attributable to or aggravated by mil service.
- ✓ Amount equal to 60% of last pay drawn but not less than Rs 18000/- PM.

➤ Ordinary Family Pension

- ✓ Death not on duty.
- ✓ Amount equal to 30% of last pay drawn but not less than 9000/- PM.

➤ Enhanced Rate of Family Pension

- ✓ Death in Service. Amount equal to 50% of last pay drawn. Gtd for 10 years from date of death (but not less than 7 years of continuous service).
- ✓ Death After Retirement. Amount equal to 50% of last pay drawn. (Applicable for 07 years from the death of ESM or attains 65 years of age whichever is earlier. In case 02 years of service extended, attains 67 years of age).

➤ Additional Pension (80 Years and above):-

Age of Pensioner	Additional Quantum of Pension (% of Basic Pension)
From 80 yrs to less than 85 yrs	20%
From 85 yrs to less than 90 yrs	30%
From 90 yrs to less than 95 yrs	40%
From 95 yrs to less than 100 yrs	50%
100 years or more	100%



EX GRATIA GRANTED TO NOK **(DEATH IN SERVICE)**



SER NO	TYPE OF GRANTS	AMOUNT	CATEGORIES	REMARKS
1.	AWWA Fund	15,000/-	Each Cases	To be paid by concerned unit and claimed subsequently from the Central AWWA
2.	ASC Benevolent Fund	2,00,000/-	BC cases	To be paid by IHQ of MoD (Army), (ST-17)
3.	ASC Benevolent Fund	1,50,000/-	Non BC Cases	
4.	ACWF	2,00,000/-	BC Cases (Kill in Action)	To be paid by concerned unit and subsequently claimed from DIAV branch , IHQ of MoD (Army)
5.	ACWF	2,50,000/-*	PC cases (Non attributable to Mil Service)	* Rs 50,000/- paid by concerned unit imdtly and subsequently claimed from DIAV branch, IHQ of MoD (army) and bal Rs 2,00,000/- paid by DIAV branch, IHQ of MoD (Army) through HQ 2 ASC Centre (S)
6.	Education Gts	400/- PM	As applicable (for max two children studying in CL-I to XII)	To be paid by IHQ of MoD (Army) through HQ 2 ASC Centre (S)
7.	Ex Gratia	25,00,000/-	Accident death on bonafide duties or attributable to act of violence by terrorist	Unit resp to process case to State Govt / Central Govt
		35,00,000/-	Death due to Terrorist activity / natural disasters	
		45,00,000/-	Death in war/war like situation	



CHARTER OF DUTIES : ESM HELPLINE



- 1. Address queries of ESM politely and resolve issue as soon as possible.**
- 2. Direct ESM to NEPG for further clarification, if any reqd.**
- 3. Register all queries recd through Online / Mobile in sys, info Regn No to indl and fwd same to respective Sec / Gp.**
- 4. Ensure reply given to indl within 72h.**
- 5. Daily prog report to be put up to CO through Adjt.**
- 6. All helpline No be operational during office hours. Mobile alongwith register to be handed over to Duty Clk for regn of complaints during off hours.**
- 7. Utmost care to be taken while noting down the query or answer any Call on civ / mil tele.**
- 8. Feasibility be expressed to fwd reply on Whatsap duly followed Cyber Security Policy.**
- 9. Ensure security of Internet / ARPAN / Dolphin sys and tele provided to the Cell.**
- 10. Ensure proper handing / taking over of all eqpt when relinquished your duty.**
- 11. Ensure 100% attendance between 0800h to 1800h except Sunday and Holiday.**