

File No.1(14)/2013-D(Res.II)
Government of India
Ministry of Defence
Department of Ex-Servicemen Welfare

New Delhi
Dated the 5th June, 2014

OFFICE MEMORANDUM

SUBJECT:-Correspondence between D/o ESW and KSB Sectt.

The following procedure may henceforth be followed by KSB when referring cases to D/o ESW:-

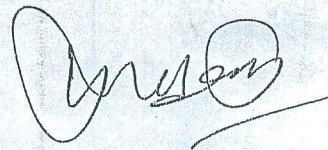
Single file system may be followed in respect of cases relating to release of central share of maintenance grant for RSBs/ZSBs to the State Govts., in order to maintain continuity of notes by KSB Sectt. as well as D/o ESW and also to facilitate access to information relating to previous years releases/issues etc. Files may be maintained State-wise by KSB Sectt. which will facilitate referring back to the past releases/issues of a particular State.

2. It may be ensured that the proposals forwarded to D/o ESW for approval are complete in all respects as indicated below:

- i. The KSB Sectt. final note should be self contained giving the details of the proposal and clear recommendations.
- ii. The proposal from the State should contain:
 - a. A covering note explaining the details of the proposal and final recommendation
 - b. Year-wise statement of approved BE & RE.
 - c. Year-wise statement of approved expenditure
 - d. Utilization Certificate
 - e. Audit Certificate
 - f. Items of expenditure clearly indicating, approved and not approved items
- iii. The original proposal and subsequent clarifications will be forwarded to D/o ESW only after the approval of Secy, KSB.

3. The proposals relating to policy and personnel matters will continue to be forwarded in letter form. Other matters can be processed and forwarded to D/o ESW in KSB Sectt. file.

4. This has the approval of Secy (ESW).



(Prem Parkash) -
Under Secretary to the Govt. of India
Tel. 23012675

To

Secretary
Kendriya Sainik Board
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