

No. 22(1)/2023/D(Res-II)  
Government of India  
Ministry of Defence  
Deptt of Ex-Servicemen Welfare

Sena Bhawan  
New Delhi-110011  
Dated: 26<sup>th</sup> July, 2024

To

The Chief Secretaries of all States/  
UT administration

Subject:- Policy regarding construction of Sainik Rest Houses/Integrated Sainik Complexes

1699  
Sainik Rest Houses (SRHs) are constructed by the State Govt./UTs to provide suitable and affordable accommodation to the Ex-servicemen during their short visits to State Capital/District HQs. Some States viz. Punjab, Chhattisgarh, Telangana & Rajasthan have already constructed Integrated Sainik Rest House/Complex (ISRH/ISC) wherein multiple facilities viz. SRH, RSB/ZSB Office, ECHS polyclinic, CSD canteen are completely or partially co-located within the same complex.

2. The issue of Integrated Sainik Complex/Rest House was discussed in the 31st KSB meeting Chaired by Hon'ble Raksha Mantri and was decided that Integrated Sainik Complex is the way ahead to optimise land resources and also to provide convenience to ESM community. All the States/UT Govts. should consider Integrated Sainik Complex Model for the new projects to the extent feasible catering for the geographical and other constraints. KSB/DESW would contribute 50% of the cost of construction of such ISRH/ISC project akin to present Sainik Rest House (SRH).

3. The States/UTs have to consider the following criteria while progressing the case :-

- (a) **Land.** To be provided "free of cost" by the State Govt.
- (b) **Construction.** To be executed by the respective State Govt./UTs through its own/notified agency.
- (c) **Cost of Construction.** Construction cost to be shared on 50:50 basis between the State Govt./UTs and KSB/MoD.
- (d) **Ownership of the Building.** Rajya Sainik Board/State Govt./UTs
- (e) **Maintenance of the Building.** To be undertaken by the respective RSB/State Govt./UTs from their own budget.

Rajya  
26/7/2024

- (f) **Management/Running and Manning.** The day to day running and manning related responsibilities of the different components of the building will exclusively lie with the respective deptt. i.e Rajya Sainik Board/Zila Sainik Board in respect of Sainik Rest House & RSB/ZSB office, ECHS in respect of ECHS Polyclinic & DDG canteen services in respect of CSD canteen. Respective Deptts would liaise with the State authorities for their specific requirements viz. Fire safety checks, Garbage clearance, safety and security of men and material etc.
- (g) **Area/Scale.** The Director RSB in consultation with State and authorities responsible for ECHS and CSD would prepare the design as per the extant orders catering for their requirements, envisaged growth of ESM/dependent population and complying modern building norms.
- (h) **Financial Capping.** Based on the construction cost of the SRH in the last three years, it is recommended that a capping of Rs. 10 Crores would be reasonable. This may be reviewed after five years based on the experience gained on the concept of ISC.

4. Wherever, the construction of Integrated Sainik Complex/Rest House is not found feasible by the State Govt./UTs, construction of **stand-alone Sainik Rest Houses** shall continue to be considered for sharing 50% of the cost of construction by KSB/DESW and status quo would be maintained for ECHS Polyclinics and CSD canteen set up.

Encl: SOP

Yours faithfully,

  
(Raj Kumar)

Deputy Secretary (Res-II)  
Tel 011-2301 5529

Copy to,

- 1) Secretary KSB with a request to forward a copy of the letter to all the RSBs
- 2) D/o Ex-Servicemen Welfare
- 3) DFA (Pension)
- 4) QMG/CSD
- 5) CGDA



**STANDARD OPERATING PROCEDURE (SOP) FOR RELEASE OF CENTRAL SHARE TOWARDS CONSTRUCTION OF SAINIK REST HOUSES (SRHS)/INTEGRATED SAINIK COMPLEXES (ISCS)**

1. The basic aim of constructing Sainik Rest House (SRH)/Integrated Sainik Complex (ISC) is to provide suitable & cheap accommodation to the Ex-servicemen during their short visit to the State Capital/Distt. HQs for settlement of their pension cases and other matters like availing the facilities of CSD Canteen, Hospital, etc. KSB Sectt. shares 50% of the cost of construction of SRHs/ISCs. The SRH/ISC is required to be maintained by State Govts/UTs Admns. from their resources/funds. ISCs in so far as possible to house SRH, CSD Canteen & ECHS polyclinics would be recommended to be considered at one location only.
2. The following procedure will be followed in processing the cases for release of central share to the States/UTs for construction of SRHs/ISCs :-
  - (a) The construction of Sainik Rest Houses (SRHs)/ Integrated Sainik Complexes (ISCs) would be undertaken by State Govts/UT Admns. after obtaining In Principle Approval of D/o ESW, MoD through KSB Sectt.
  - (b) The proposal for construction/release of 50% central share for construction of SRHs/ISCs along with the following information/documents will be submitted by the State Govt/UT Admn. to KSB Sectt. :-
    - (i) **Statement of Case.** A detailed statement of case justifying the proposed construction of SRH/ISC giving number of Ex-servicemen (ESM) benefitting/residing in the area.
    - (ii) **Location of SRH/ISC.** The proposed SRH/ISC should be easily accessible by road and rail and properly located within vicinity of other public facilities.
    - (iii) **Size/Scale.** Will be decided by the State Govt. based on number of Ex-servicemen (ESM) residing in the area and estimated footfall of ESM benefitting from the proposed facility. Confirmation that sufficient space for ECHS polyclinic & CSD canteen has been earmarked separately as per their extant norms within the complex if Integrated Sainik Complex is proposed to be constructed.
    - (iv) **Land.** The land should be provided 'free of cost' by the Ministry of Defence/State Govt. for the construction of ISC/SRH. The land allotment letter should be included /attached with the proposal.

*Kajal P*  
*26/7/2024*

- (v) **Cost Estimate.** Total & break-up of cost estimates for construction of ISC/SRH, prepared/vetted by State Public Works Deptt./MES, etc. be furnished.
- (vi) **Budget allotment.** A certified copy of the State Finance Deptt. letter allocating the funds for the purpose be furnished.
- (vii) **Earthquake Proof Building.** A certificate by the Competent Authority that the location of proposed SRH/ISC is suitable with reference to the seismological activity of the area. Confirmation that earthquake proof measures have been incorporated in the design of the building.
- (viii) **No Demand Certificate.** No Demand Certificate' should be rendered by Competent Authority of State Govt. (Director, Sainik Welfare Board-cum-Secretary, RSB) that no escalated amount will be claimed from Central Fund due to rise in cost of materials and labour in future.
- (ix) **Rain Water Harvesting.** Certificate that Rain Water Harvesting (RWH) has been catered for in the design of the SRH/ISC be furnished.
- (x) **Fire fighting provision.** Certificate that 'Fire Fighting provision has been catered for in the design of the SRH be furnished.
- (xi) **Accessible for Persons with Disabilities.** Certificate that measures related to accessibility of the proposed SRH/ISC for Persons with Disabilities have been catered for in the design of the SRH/ISC be furnished.
- (xii) NOC/Clearance from the State Forest Deptt./National Green Tribunal is required to be furnished.
- (xiii) The maintenance cost will be entirely borne by the State Govt. from State Budget. A certificate to this effect should be furnished.
- (c) Provision of all basic amenities and services including hygiene & sanitation, electricity, water, waste disposal, security and fire fighting etc, will be the responsibility of the Local District Administration/State Govt.
- (d) SRHs/ISCs will be constructed with parking, elevators, waiting area and air conditioning as per the weather conditions and entitled norms.
- (e) The proposed locations will be shared with ECHS and CSD for analyzing the feasibility of relocation of existing URC/opening of new URC/extension counter and the construction will be as per requirements of both the organizations in consultation with respective command HQs. Separate space will be earmarked within the Integrated Sainik Complex for CSD and ECHS Polyclinic.

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 26/7/2024



- (f) Rent and allied charges as worked out and agreed to by all the parties (viz. RSB, ECHS, CSD) would be applicable and payable to the respective State Govts.
- (g) The funding pattern for construction of Sainik Rest House/ Integrated Sainik Complex (ISC) will be 50:50 by Centre and State.
- (h) KSB will examine the proposal and forward it to D/o ESW with its recommendations for their approval.
- (j) Central share of funds to be released in two equal installments, after the matching State share has been released by the State Government.
- (k) If above norms/modalities of the proposal submitted by RSB have been found satisfactory & agreed to by MoD/KSB Sectt., the 1<sup>st</sup> installment of 50% share will be released.
- (l) 2<sup>nd</sup> and final installment will be released after certification by the State Govt. Agency that 100% of the work has been completed along with the inspection report/certificate of PWD/MES authorities to this effect. D/o ESW/KSB Sectt. may send its inspection team before release of 2<sup>nd</sup> installment.
- (m) After completion of construction, "Utilization Certificate/Completion Certificate" should be submitted by the State Govt. (RSB).

Raj  
26/07/2011

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