

**No. 25(05)/2017/(WE)/D(Res-I)**  
**Government of India**  
**Ministry of Defence**  
**Department of Ex-Servicemen Welfare**  
**Sena Bhawan**

New Delhi, the 24<sup>th</sup> Jan, 2018

To  
The Chief of Army Staff  
The Chief of Naval Staff  
The Chief of Air Staff

**CORRIGENDUM**

Sir,

1. With reference to Government of India, Ministry of Defence letter No.24(6)/03/US(WE/D(Res) dated 22<sup>nd</sup> Sept. 2003, I am directed to convey the sanction of the Competent Authority for the following amendments to the procedure for employment of Contractual Staff at ECHS Polyclinics, mentioned in the Annexure I attached to the letter :-

**Sanction for Employment of Staff**

**FOR**

**Para 2** The sanction for contractual employment of the medical, paramedical and non medical staff for the ECHS Polyclinic will be accorded by General Officer Commanding of an Area or equivalent.

**READ**

**Para 2** The sanction for contractual employment of the Medical, Paramedical and Non Medical staff for the ECHS Polyclinics will be accorded by a General Officer Commanding of a Sub Area or equivalent except at places where the Sub Area Headquarters are commanded by officers lower in rank than Major General the approval will be accorded by GOC of an Area/ Corps or equivalent. At places where Polyclinics do not fall under Sub Area Headquarters or equivalent, sanction for contractual employment of Staff will be accorded by Chief of Staff of Corps.

**FOR**

**Para 4** When requisite percentage of Ex-Servicemen under the reservation quota are not available, specific certificate signed by GOC Area to that effect should be placed on record and thereafter the vacancies utilized by employing a suitable civilian. The GOC Area's sanction for employment of the civilian staff on contract will be valid for a period of eleven months only. During this period efforts will be made to appoint a suitable Ex-Servicemen.

**READ**

**Para 4.** When requisite percentage of Ex-Servicemen under the reservation quota are not available, specific certificate signed by GOC Sub Area to that effect should be placed on record and thereafter the vacancies utilized by employing a suitable civilian, except at places where the Sub Area Headquarters are commanded by officers lower in rank than Major General the approval will be accorded by GOC of an Area / Corps or equivalent. The GOC Sub Area's

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sanction for employment of the civilian staff on contract will be valid for a period of eleven months only. At places where the Polyclinics do not fall under Headquarters Sub Area or equivalent, specific certificate signed by Chief of Staff of Corps to that effect should be placed on record and thereafter the vacancies utilized by employing a suitable civilian. The Chief of Staff of Corps sanction for employment of the civilian staff on contract will be valid for a period of eleven months only. During this period efforts will be made to appoint a suitable Ex-Servicemen.

### Selection Procedure

#### FOR

**Para 7 (c) Approval of Board Proceedings** The Board Proceedings will be forwarded to the respective Headquarters Area through the normal chain of Command. Approvals will be given by HQ Area. Necessary technical inputs prior to approval will be given by DDsMS area. An approved copy of the board proceedings will be sent to the respective HQ Command for information/record.

#### READ

**Para 7 (c) Approval of Board Proceedings.** The Board Proceedings will be forwarded to the respective Headquarters Sub Area through the normal Chain of Command except at places where the Sub Area Headquarters are commanded by officers lower in rank than Major General the approval will be accorded by GOC of an Area/ corps or equivalent. Approvals will be given by Headquarters Sub Area. At places where Polyclinics do not fall under HQ area or Sub area equivalent, the Board Proceedings will be forwarded to respective HQ Corps through normal Chain of Command. Approvals will be given by HQ Corps. An approved copy of the Board Proceedings will be sent to the respective Headquarters Command for information/record.

2. This issues with the concurrence of Ministry of Defence (Finance) vide their U.O. No. 32(29)/2017/Fin/Pen dated 26-10-2017 and 14-12-2017.

Yours faithfully.

  
( A..K. Karn)

Under Secretary to the Govt.of India

Copy to :

1. PS to RM
2. PS to RRM
3. CGDA, New Delhi
4. AG, IHQ of MoD (Army)
5. COP, IHQ of MoD(Navy)
6. AOA, Air HQ(VB)
7. MD, ECHS

#### Copy for information to:-

1. PPS to Secretary, ESW
2. PPS to FA(DS)
3. PS to JS(ESW)
4. PS to Addl. FA & JS(RK)

#### Copy Signed in ink to:-

All PCsDA/CsDA