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Kendriya Sainik Board
Ministry of Defence
Kendriya Sainik Board
West Block-IV Wing –VII
R K Puram
New Delhi-110066

061/Policy/Gen Policy/KSB/A

03 Aug 2018

All RSBs

ISSUE OF IDENTITY CARDS TO DEPENDENTS OF ESM

1. Further to this Sectt letter No 061/Policy/Gen Pol/Vol-1 dated 24 Apr 2018.
2. The competent authority has approved to resume the issue of dependent Identity Cards to ESM.
3. Necessary instructions be issued to all ZSBs under your jurisdiction accordingly
4. Guidelines for issue of I Cards to dependent of ESM follows shortly.
5. This has the approval of Secretary KSB



(Sanjay Sahrawat)
Capt (IN)
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Kendriya Sainik Board
Ministry of Defence
Government of India
West Block-IV, Wing-VII,
RK Puram
New Delhi – 110066

No. 061/Policy/Gen Pol/Vol-I

03 Aug 18

All RSBs/ZSBs

GUIDELINES FOR ISSUE OF I-CARDS TO DEPENDENTS OF ESM

Introduction

1. A number of representations are being received from ESM for issue of dependent Identity Cards. The main reason for these representations being that dependents of ESM are unable to utilize various facilities/benefits extended to them by organizations due to non availability of Identity cards. The case in point is air travel concession offered by the airlines to dependents of ESM, however, many dependents of ESM are not able to make use of the concession due to want of Dependents ID card which is a mandatory requirement instituted by the airlines offering the concession.

2. During third south Zone Meeting held at Hyderabad this issue was deliberated upon in detail in light of various representations and recommendations of Directors of all Rajya Sainik Boards on the need of issuing dependent I Cards. It was decided by the Chairman that dependent I - cards be issued and policy in this regard be formulated.

Eligibility for Dependent Identity Cards

3. It is to be clearly understood that the definition of dependents which is in vogue while being in service will continue to govern the criteria to establish the eligibility of dependents of ESM. The onus to verify and authenticate the details of dependents will lie on the Zila Sainik Board where the ESM is registered based on the entry in their discharge book. Following will be eligible for issue of Dependent I-card:-

- (a) Spouse and dependent children of ESM.

(b) War Widows/Dependent parents of defence personnel killed in war/action. Widows of ESM and their dependent children including step and legally adopted children.

(c) Dependent parents whose monthly income from all sources does not exceed Rs. 9000/- plus the amount of dearness relief on basic pension of Rs. 9000/- as on the date of consideration. (GOI MOH and Family Welfare letter 11012/1/2/2016-CGHS-P dated 08 Nov 2016).

Procedure for Issue of Dependents Identity Card

4. The following guidelines are to be adhered to by the Deptt of Sainik welfare/ Zila Sainik Welfare while issuing the Dependents Identity Cards:-

(a) Identity cards to be issued to all dependents of ESM as brought out at para 3 above. The format of I card is placed at **Appendix 'A'**.

(b) The card is to be issued (first time) on payment of Rs 100/- per card. The money is to be taken on charge and accounted for. The Amount realized towards making of Dependent Card should be forwarded to Kendriya Sainik Board in the form of a Demand Draft drawn in favour of "**ARMED FORCES FLAG DAY FUND**".

(c) Separate application for issue of Identity cards is to be submitted by ESM for each dependent. The format is placed at **Appendix 'B'**.

(d) The dependent card is to be linked to ESM I card to ensure only eligible dependents are issued with the dependent card.

(e) The dependent card is to be issued only to the dependents mentioned in the discharge book of ESM.

(f) The following documents are to be produced by an ESM for issue of dependents card:-

- (i) Application with photograph pasted, for issue of dependent card.
- (ii) Registration form.
- (iii) Copy of Discharge book.
- (iv) Copy of PPO.
- (v) NoC form previous ZSB, if applicable.
- (vi) Copy of Birth Certificate,
- (vii) Copy of Aadhar card.

Validity of Dependent Identity Card

5. (a) In case of War/ Pensioner's Widow the Identity Card will be of permanent nature and remain valid till she gets remarried, to be renewed every five (05) years.
- (b) The identity card in respect of spouse of ESM will also of permanent nature and would necessitate change only on change of status (if divorced etc), to be renewed every five years.
- (c) Dependent identity card to the children of ESM will be issued initially for a period of five years and will be renewed thereafter for another five years subject to the following:-
- (i) **Sons** - Attaining the age of 25 years or on ceasing to be dependent whichever is earlier or unemployed due to disabled life time.
 - (ii) **Daughters** - Till married or unemployed due to disability life time.
 - (iii) **Permanently Disabled children** – Valid for life time.
- (d) Renewed Identity Card to be treated as first issue and charged Rs 100/- only.

Measures to Obviate Misuse of Dependent Identity Card

6. The following security measures are to be ensured to obviate its misuse:-
- (a) It is to be understood by all that this card does not provide access to restricted areas and orders issued by local formations in this regard are to be adhered to.
- (b) This card is not to be photo copied. Photocopies of the card will be considered as invalid.
- (c) Any misuse/tempering of the card will lead to ceasing benefits to ESM.
- (d) The safe custody of these Identity cards is the responsibility of the individual holding the same. In case of minor, its safe custody is the responsibility of the ESM/Widow.

(e) Before issue of I cards to the dependents of ESM, the sanctity of the document, its safe custody by the card holder and the repercussions as a result of its loss and reaching in the hands of anti-national elements should be explained to him/her.

(f) The ESM and applicant be explained that it is their responsibility to ensure that the dependent card is not misused.

Issue of Duplicate Dependent Identity Card

7. The under mentioned procedure is to be followed for issuance of duplicate Dependent Card:-

(a) FIR is to be lodged in an event of loss of dependent card by ESM/dependent. After one month from the date of FIR, an endorsement of Police Station needs to be obtained on the status of the complaint.

(b) The ESM/dependent should approach ZSWO along with the copy of FIR and application containing the facts leading to the loss of Card. Further, an application for issue of duplicate I card is to be submitted. Thereafter, the ZSWO will carry out one man investigation on the spot to ascertain that there is no malafide intent and insurgency angle is not involved. The comments of ZSWO are to be endorsed on the application and then only duplicate card is to be issued.

(c) No duplicate card is to be issued after the third loss. The following penalty is to be levied for first three losses:-

(i)	First loss	-	Rs 300/-
(ii)	Second Loss	-	Rs 600/-
(iii)	Third Loss	-	Rs 900/-

(d) An undertaking is to be obtained from the ESM/widow that the duplicate identity card will be surrendered immediately to the issuing authority in case the lost Dependent card is found subsequently.

(e) A notation of loss is to be made in Discharge book and other relevant register in Red ink indicating the number of loss (Ist/IInd/IIIrd).

(f) Following documents are to be kept at ZSB for record:-

(i) Copy of FIR registered with the police station.

- (ii) Application from the individual for issue of duplicate card along with photographs.

Replacement of Dependent Identity Card due to Fair, Wear and Tear

8. Consequent to any damage to the Dependent Identity Card because of fair wear and tear. Fresh Dependent Identity Card will be issued on request of Ex-servicemen enclosing there with damaged Dependent Identity Card after ascertaining the facts and genuineness of the case and completion of the period of five years from the date of issue of the Dependent Identity Card. Fee of Rs. 100/- (Rupees one hundred only) is to be charged for issue of new card, in such cases.

9. Dependent identity cards are to be returned to the issuing authority for cancellation on following occasions:-

- (a) Whilst applying for renewal due fair/wear and tear.
- (b) On demise of the holder.
- (c) On becoming ineligible i.e. widow/daughters getting married and sons crossing the age of 25 years or the day individual ceases to be dependent, whichever is earlier.

10. Serial number for each category is to be maintained separately under following head with separate registers: -

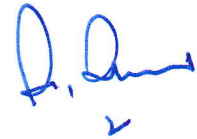
- (a) **Dependent Identity Card** – Initial / replacement issue Register.
- (b) **Dependent Identity Card issued due to loss** – Register.

Demand / Submission of Return

11. Directors, Deptt. of Sainik Welfare or Secretaries, Rajya Sainik Boards to forward half yearly demand / report to Kendriya Sainik Board (Jt Director, Accounts) commencing from half year ending 31 Mar and 30 Sep as per format placed at **Appendix 'C'**.

12. Amount charged as fee for making dependent I card and realized towards penalty for loss of Dependent Identity Card should be forwarded to Kendriya Sainik Board in the form of a Demand Draft drawn in favour of "**ARMED FORCES FLAG DAY FUND**" along with this return.

13. These instructions should be circulated to all ZSWOs under your organization and should form the part of important policy letters which need to be handed over to the new incumbent at the time of transfer/relinquishment of the charge.
14. Please acknowledge receipt.
15. This letter supersedes all our previous letters on the subject.



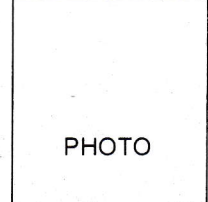



(Sanjay Sahrawat)
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Encl: As above.

Copy to:

JS (ESW), DESW, MoD

IDENTITY CARD – DEPENDENT OF EX-SERVICEMEN (ESM)		Serial No :
Name of Dependent	 भारत INDIA  सत्यमेव जयते ZSB STAMP	
Relationship with ESM.....		
Name of ESM		
I Card No of ESM..... (Issued by ZSB)		
Date of Birth of dependent.....		
Dependent Aadhar Card No		
Dependent Address.....		
Dependent Contact No. & Email	Signature of Issuing Officer (ZSWO)	

IDENTITY CARD – DEPENDENT OF ESM	
Identification marks	 सत्यमेव जयते
Validity date of Card :-	
(a) Mother/Father/Wife : Life Time	
(b) Son - till 25 yrs age) : _____ (dd/mm/yyyy)	
Or unemployed due to disability life time	
(c) Daughter - Till marriage : _____ Or unemployed due to life time. (dd/mm/yyyy)	
Signature of Dependent.....	
Date & Place of issue	<p>Note: This card is issued for the benefit of dependent of ESM to availing Air Travel Connection. Any Misuse/ Tampering of the cease the benefits of ESM. Not for entry into restricted areas.</p> <p>Finder drop this in letter box postage free to Kendriya Sainik Board, Ministry of Defence, West Block – IV, RK Puram, New Delhi – 110066 or handover to the nearest Zila Sainik Board/ Military Unit/ Police Station.</p>
ZSB STAMP	Signature of Issuing Officer

**APPLICATION CUM RECORD CARD FOR EX-SERVICEMEN
DEPENDENT IDENTITY CARD**

Passport Size
Photo of
dependent duly
attested by HoD
with blue
background
without spectacles
and head hear.

**PART - I
PARTICULARS OF EX-SERVICEMEN
(TO BE FILLED IN CAPITAL LETTER ONLY)**

- 1. Rank.....
- 2. Name.....
- 3. No.....
- 4. Date of birth.....
- 5. Date joined service.....
- 6. Date of retirement.....
- 7. PPO Number.....
- 8. ESM ID No.....
- 9. Office Tel No.....
- 10. Mobile No.....
- 11. Permanent home address.....

**PART - II
PARTICULARS OF DEPENDENT**

- 1. Name.....
- 2. Sex.....
- 3. D.O.B.....
- 4. Relationship.....
- 5. Aadhar Number.....
- 6. Identification Marks.....
- 7. Signature of Dependent
- 7. Left thumb impression of Dependent

PART - III

I hereby declare that the particulars given above are true to the best of my knowledge.

Place:

Date:

Signature of ESM

PART - IV

Place:

Date:

Signature.....

ZSWO / Dir, RSB

PART - V

Dependent Identity Card No..... valid up to..... Issued on.....

(Signature)
Issuing Authority

APPENDIX 'C'

SUBMISSION OF RETURN OF IDENTITY CARD
(HALF YEARLY BASIS)

SI No.	I-Card Category	Qty received	Qty issued upto 1 st Half	Qty issued during 2 nd Half	Total issued annually	Balance
01	Dependent of Retired Defence Officer					