

## **FUNCTIONS:-**

- Carryout post-retirement documentations of all ex-servicemen through respective ZSBs.
- Provide assistance to the Ex-Servicemen and their widows in getting their pension and other retiral benefits.
- To look after the welfare of widows/wards of soldiers and provide financial assistance to them.
- Assist gallantry award winners in getting their cash awards i.e. annuity, and lump sum grant.
- Ensure timely payment of scholarship to children of Ex-Servicemen,
- Financial assistance to disabled soldiers from West Bengal State Fund.
- Ensure that widows/NOK of fallen and disabled soldiers get their due financial assistance from the State Govt.
- Maintain liaison with Central Govt./KSB for getting funds allotted against their welfare schemes.
- Assist Ex-Servicemen and their widows in getting Daughters' Marriage Grant from West Bengal State Govt /Centre Govt.
- Monitor and ensure the implementation of Govt. policy for 05% reservation of Group 'C' posts and 10% for Group 'D' posts for ex-servicemen against vacancies arising in the state services & posts.
- Rehabilitation of soldiers & their families affected during Operations, as per existing orders.
- To organize coaching facility to brilliant wards of the ESM for appearing in various competitive/entrance examinations conducted by UPSC, military authorities and universities (PMT/CET).
- Ensure that the reservation in Educational Institutions for wards of ESM is implemented.
- Conduct exam for RIMC in West Bengal State and help children in getting admission in Sainik Schools.
- To maintain liaison with Director General Resettlement, HQ Eastern Command and all Sub Areas/Station Headquarters located in West Bengal.
- Maintain liaison with local industries for seeking employment for ESM/their wards.
- Disseminate information to general public regarding the armed forces and for taking measures to enhance interest in joining the Armed Forces.
- Organize rallies for Ex-Servicemen with a view to listen to their problems, take remedial measures and inform them about various Welfare Scheme of the Govt.
- Organize celebration of Flag Day Fund and provide financial assistance from it to needy Ex-Servicemen/ widows.
- To receive the Mortal remains of the soldiers who attain martyrdom during various operations, organizing their funeral in liaison with Army authorities and to provide assistance/relief to the family. Also, to help NOK to get entitled benefits.
- To organize the construction of Memorials and naming the schools/roads/dispensaries on the names of martyrs
- To maintain the Sainik Rest Houses in West Bengal to provide accommodation to ESM/families at subsidized rates.
- To help the Civil Administration during natural calamities.

## **RESPONSIBILITIES:-**

- Control and co-ordinate the work of Zila Sainik Board Offices in the State and ensure their effective functioning.
- Maintain liaison with Ministries, State undertakings and enterprises and Banks to seek vacancies for Ex-Servicemen and widows as per reservation policy of the State
- Promoting measures for the welfare and resettlement of Ex-Servicemen and families of serving / deceased personnel of the Armed Forces.
- Disseminating information to the general public regarding the Armed Forces in the country and take measures to enhance interest in Armed Forces amongst general public.
- Administering the Zila Sainik Board Offices in the State in accordance with the rules and instructions prescribed by the Central and State Govts including annual inspections. In co-ordination with the administration of the State, ensure that vacancies of ZSBs and their staff are filled on occurrence.
- Carry out any duty assigned by Secretary, KSB.
- Submit papers to KSB/ MoD for claiming 60 percent expenditure for establishment expenditure of RSB and ZSBs of the State.
- Maintain statistics of ESM, disabled ESM, widows, dependents and families of serving defence personnel under the heads pensioners and non-pensioners both for ESM and widows.
- Ensure timely submission of reports and returns to KSB.
- Organize annual RSB meeting under Chairmanship of Governor / Chief Minister and Amalgamated Special Fund meeting under chairmanship of Governor of the State. At these meetings a review is made of the welfare and rehabilitation measures, fresh policies formulated and implemented.
- Seek and monitor employment opportunities for ESM and widows in the private sector.
- Assist ESM and widows in planning and funding of self-employment ventures.
- Ensure that only, ESM are employed in the RSBs / ZSBs to qualify for the 60% Central share towards pay and allowances. Employment of civilian employees must be undertaken with the prior approval of the KSB / MoD.
- Conduct Zonal Meetings of the zones as nominated by KSB.