

FUNCTIONS: -

- Carryout post-retirement documentation of all ex-servicemen through respective ZSBs.
- Provide assistance to the Ex-Servicemen and their widows in getting their pension and other retiral benefits including Ex-servicemen/ Widow identity cards.
- 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 soldiers and disabled soldiers get their due financial assistance from the State Govt.
- Maintain liaison with Centre 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 /Central Govt.
- Monitor and ensure the implementation of Govt. policy for 05% reservation of Group 'C' and 10% for Group 'D' with Govt/PSU at the State level.
- Rehabilitation of soldiers & their families affected during Ops, 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 reservations in Educational Institutions for wards of ESM is implemented.
- Conduct exam for RIMC 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 State.
- Maintain liaison with local industries/PSU for seeking employment for ESM/their wards.
- Disseminate information to general public regarding the armed forces and take measures to enhance interest in 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 maintain the Sainik Rest Houses in West Bengal State to provide accommodation to ESM/families at subsidized rates.
- To help the Civil Administration during natural calamities.

RESPONSIBILITIES: -

- Control and coordinate the work of ZSB Offices in the State and ensure their effective functioning.
- Maintain liaison with Ministries of the State, State undertaking 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 Welfare Offices in the State in accordance with the rules and instructions prescribed by the Central and State Govts including annual inspections. In coordination with the administration of the State, ensure that vacancies of ZSWO 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 and 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.
- Establish e-mail connectivity with ZSBs / RSBs and KSB.
- Conduct Zonal Meetings of the zones as nominated by KSB.