

STANDARD OPERATING PROCEDURE : HEADQUARTER CENTRAL COMMAND

VICTORY CUM RELIEF FUND ACCOUNTS

1. Ref :-

- (a) AO 180/74.
- (b) DSR 1987.
- (c) IHQ of MoD (Army) letter No A/570793/AG/PS-3(6) dt 27 May 2012.
- (d) HQ Central Comd, Victory-Cum-Relief Fund SOP No 210118/R/VCR/A2(Accts) dt 27 Dec 2012.

Gen

2. Victory-Cum-Relief fund is being maintained by HQ Central Command and is to be utilized for welfare of eligible veterans and their dependants domiciled in UP and Uttarakhand. The origin of the fund is traced back to the following two funds which have been amalgamated :-

(a) Victory Fund. The Victory Fund was instituted during World War II through the funds recd from public subscriptions in the United Provinces (UP). It was known as the 'UP War Purpose Fund'. After the war, securities worth Rs 20 Lac with accrued interest amounting to Rs 58,800/- were transferred from 'Treasurer Charitable Endowments, UP Allahabad' to the Commander UP Area (now GOC UB Area) for the purpose of utilization through the agency of Regt Centres in UP (Now UP and Uttarakhand States).

(b) Relief Fund. The Relief Fund was instituted in March 1947 from a grant of Rs 2 lacs recd from the Governor of UP state. It was initially named the 'Commander, Uttar Pradesh Relief Fund' and subsequently renamed as the 'Uttar Bharat Area Relief Fund'.

3. For ease of functioning, accounting and better utilization of the funds, the above funds were amalgamated by HQ Uttar Bharat Area & renamed 'Uttar Bharat Victory-Cum-Relief Fund'. This fund was being operated as one of the regimental funds of HQ UB Area. This amalgamated fund was transferred to HQ Central Command in May 2012, for maint. & operation.

4. A need is felt to lay down SOP for utilization of this fund so as to ensure its optimum utilisation for welfare of veterans/NOK.

Aim

5. The aim of this fund is to lay down guidelines, eligibility criteria, distribution policy and procedures for operating the 'Victory Cum Relief Fund'.

Layout

6. The SOP is laid out in three parts as under :-

- (a) Part I - Purpose, eligibility and financial powers of CFAs.
- (b) Part II - Methodology of disbursement.
- (c) Part III - Mgt of accts.

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**PART - I : PURPOSE, ELIGIBILITY & FINANCIAL
POWERS OF CFA**

7. **Purpose.** Financial assistance from this grant may be provided for the following :-

- (a) **Distress Grant.** To veterans/NOK to tide over immediate financial crisis and to assist old/infirm veterans living in penury.
- (b) **Medical Grant.** One time grant for purchase of med eqpt/prosthetic/assistive devices that are not available from service sources/ECHS including their repair and maint.
- (c) **Educational Grant.** For pursuing higher professional education of wards of veterans on a case to case basis.
- (d) **Natural Calamities/Disaster Assistance.** On a case to case basis.
- (e) **Vocational Training/Skill Development.** Grant to Veer Naris in a recognised vocational centre/skill dept centre of repute.
- (f) **Misc Assistance.** On a case to case basis not included in the above.

8. **Eligibility.** The following are eligible for the grant :-

- (a) **Ex-Serviceman and their Widows.** Ex-Servicemen for the purpose of this fund means a person, who has served in the Regular Army of India in any rank, who has superannuated, been released or proceeded on premature discharge at his own request or was war disabled/boarded out. For the purpose of this fund, it does not incl a person who has served in the Assam Rifles, GREF, TA, Air Force or Navy.
- (b) Prior to award of the grant, following should also be considered :-
 - (i) Whether the applicant has recd any fin assistance from any other source for the same distress.
 - (ii) Amount of pension being drawn.
- (c) World War II Veterans or their Widows not in receipt of pension other than what is being granted by the State Govt.
- (d) **Geographical Limits of Grant Eligibility.** Veterans/NOK residing in territorial bdys of state of UP & Uttarakhand only.

9. **Types of Grants.** Two types of grants may be sanctioned by the concerned CFA :-

- (a) **Immediate Grant.** For immediate financial assistance in one lump sum.
- (b) **Recurring Grant.** Some amt is paid every month for a fixed No of months not exceeding one yr.
- (c) **Combination of Immediate & Recurring Grant.** Some amt as imdt grant and remainder as recurring can be released subject to overall financial ceilings of individual and CFA.

10. **Financial Powers of CFAs**

(a) **Sub Area Cdr.** Total yearly ceiling for Immediate & Recurring Grants is Rs 2 Lac. For Allahabad Sub Area it will be restricted to Rs 1.5 Lac.

- (i) **Immediate Grant.** Rs 10,000/- to one person.
- (ii) **Recurring Grant.** Rs 1,500/- per month for a max of one year i.e. max Rs 18000/- per indl.
- (iii) Max amt to an indl will not exceed Rs 18,000/-.

(b) **Area Cdr.** Total yearly ceiling of Immediate & Recurring Grants is Rs 4 Lac.

- (i) **Immediate Grant.** Rs 20,000/- to one person.
- (ii) **Recurring Grant.** Rs 2,000/- per month for a max of one yr.
- (iii) Max amt to an indl will not exceed Rs 24,000/-.

(c) **COS.** Total yearly ceiling of Immediate & Recurring Grants is Rs 5 Lac.

- (i) **Immediate Grant.** Rs 40,000/- to one person.
- (ii) **Recurring Grant.** Rs 4,000/- per month for a max of one yr.
- (iii) Max amt to an indl will not exceed Rs 48,000/-.

(d) **GOC-in-C.** Unlimited as the discretion of GOC-in-C.

11. In case assistance beyond financial powers of CFAs is proposed, case will be referred to next higher CFA/GOC-in-C.

12. **Financial Assistance from Welfare Funds of Fmns.** It needs to be understood that the purpose of allocation of Victory-cum-Relief fund to fmns is to enable fmns to reach out to more No of ESM / dependents. It does not imply that this would be the only fund for disbursement to ESM / dependents. All fmns will continue to utilise their welfare funds for disbursement as well. As a policy, over and above the amt being disbursed from Victory-cum-Relief fund, min 30% equivalent of this amt will be disbursed by fmns from their inherent resources. The same may be shared between the Area, Sub Area and Stn HQs at the discretion of Area HQs. This amt will be over and above the annual ceilings laid down for CFAs at Para 10 above. As an example if Meerut, Sub Area has been allotted Rs 2 Lac, then the Sub Area will contribute Rs 60,000/- and thus the total amount/grant available for disbursement with Meerut Sub Area will be 2,60,000/-. Similarly the Area HQ ceiling will incr to 5,20,000/-.

Financial Statement of CFA

(1) Sub-Grant: Total grant ceiling for immediate & recurring grants is \$1,000,000. Sub-Grant will be divided into \$500,000 for immediate and \$500,000 for recurring.

(2) Immediate Grant: \$500,000 to be used for:

(a) Recurring Grant: \$100,000 per month for a year or one year for one person per month.

(b) Max grant awarded within year: \$1,000,000.

(3) Sub-Grant: Total grant ceiling for immediate & recurring grants is \$1,000,000.

(4) Immediate Grant: \$500,000 to be used for:

(a) Recurring Grant: \$100,000 per month for a year or one year for one person per month.

(b) Max grant awarded within year: \$1,000,000.

(5) Sub-Grant: Total grant ceiling for immediate & recurring grants is \$1,000,000.

(6) Immediate Grant: \$500,000 to be used for:

(a) Recurring Grant: \$100,000 per month for a year or one year for one person per month.

(b) Max grant awarded within year: \$1,000,000.

(7) Sub-Grant: Total grant ceiling for immediate & recurring grants is \$1,000,000.

(8) Sub-Grant: Total grant ceiling for immediate & recurring grants is \$1,000,000. Sub-Grant will be divided into \$500,000 for immediate and \$500,000 for recurring.

(9) Sub-Grant: Total grant ceiling for immediate & recurring grants is \$1,000,000. Sub-Grant will be divided into \$500,000 for immediate and \$500,000 for recurring.

PART -II : METHODOLOGY OF DISBURSEMENT

13. **Publicity.** To make the target audience aware of the purpose and procedures of Victory-Cum-Relief fund, notices will be placed at the following locations :-

- (a) ECHS Polyclinics.
- (b) CSD Canteens.
- (c) MH/BH/CH.
- (d) DSB/RSB.
- (e) Stn ESM Service Centres.
- (f) Help Desks at Record Offices.
- (g) During ESM Rallies.
- (h) Vernacular Press if deemed necessary.

14. **Application.** ESM/Widows/Dependents may apply through a form as per Appx A' to be made available at all Stn HQs and Stn Service Centres. Proof of identity; permanent address as endorsed in the discharge book of an ESM and details of bankers are mandatory and will be certified by the Stn HQ or the OIC Stn Service Centre. Application received from applicants will be consolidated by Stn HQ/Stn Service Centre.

15. **Action at Stn HQ/Service Centre**

- (a) All applications will be scrutinised for correctness and genuineness.
- (b) Necessary assistance will be provided to the ESM/dependents to fill up the application.
- (c) Recommendations of Stn Cdr will be endorsed.
- (d) Applications along with recommendation of Stn Cdr will be fwd to Sub Area HQ.

16. **Action of Sub Area HQ.** The following action will be taken :-

- (a) Application for immediate and recurring grants will be segregated.
- (b) **Recurring Grant.** All applications for recurring grants will be scrutinised by BOO to be held once in qr (first week of Apr, Jul, Oct & Jan).
- (c) Application recommended by BOO and falling within the fin powers of GOC Sub Areas will be paid through a crossed cheque. Application recommended but are beyond the fin powers of GOC Sub Area will be fwd to GOC Area alongwith the BOO and recommendations of GOC Sub Area.
- (d) **Immediate Grant.** Depending upon the urgency applications for the immediate grant may be processed on file directly for approval of CFA or be scrutinised by a BOO at the discretion of CFA. The payment will be made by a crossed cheque. Applications recommended but beyond financial powers of CFA will be fwd to Area HQ alongwith the BOO and recommendations of Sub Area Cdrs.



(e) It may so happen that the No of applications are more and overall budget ceiling is a constraint. In such case reqmt of addl funds may be projected to next higher HQ. However, the funds will be allotted only on availability. Therefore, the BOO and CFAs will need to exercise their discretion in establishing the genuineness of the case as well as quantum of monetary assistance to be provided. The endeavour should be to reach out to larger Nos vis a vis more amt to select few.

17. **Actions at Area HQ.** The procedure to be adopted at Area HQ will be similar to the Sub Area HQ except that the reqmt of a BOO may be dispensed with at the discretion of CFA. Cases beyond the fin powers of CFA will be ref to HQ Central Comd alongwith the recommendations of GOC Area. Reqmt of addl funds will be projected to HQ Central Comd and these will be allotted, if available.

18. **Action at Comd HQ.** Application will be processed on file for approval of respective CFAs. Re appropriation from one Area/Sub Area to another will be carried out depending upon the utilisation and addl funds will be released, if available.

19. In certain cases, there may be a reqmt of both Immediate & Recurring Grants to an applicant. This is permissible, however, it will be within the overall ceiling for an indl or CFA.

20. **Allotment.** HQ Areas will forward aggregated demand of funds to reach HQ Central Comd (Welfare Section) biannually by 01 Mar and 01 Sep. Fund will be allotted on 01 Apr and 01 Oct. Format for demand of funds is at Appx 'B'

21. **Summary of Disbursement.** Summary of disbursement as per format at Appx C & D will be forwarded to HQ Central Command by Area HQs to reach by 15 Apr, 15 Jul, 15 Oct and 15 Jan every yr. These will be put up for perusal by GOC-in-C.

PART -III : MGT OF ACCTS

22. **Source of Income** The only source of income is from quarterly interest on corpus and interest accrued on the balance in bank.

(a) **Investment of Fund.** Investment will be made by Comd HQ only in Govt securities and approved PSUs banks as per AO 9/2001/PS. No investment/FDs will be made by lower fmns.

(b) **Mgt of funds**

(i) Min 10% interest of Victory-Cum-Relief Fund will be tfr to Corpus every yr to cater for the inflation. The total availability of funds for fin year yr 2015-2016 will be as follows :-

Victory Cum Relief Fund	Allotment
UKSA, PUPSA, MUPSA (2 Lac Each)	6 lac
Allahabad Sub Area	1.5 Lac
HQ UB Area	4 Lac
HQ Central Comd	6 Lac

23. **Management.** The fund will be managed at HQ Central Comd, Area and Sub Area HQ by Mgt Committee. The composition of Mgt committee will be as follows :-

(a) **Mgt Committee, HQ Central Comd**

- | | | | |
|-------|-----------------|---|------------|
| (i) | Patron-in-Chief | - | GOC-in-C. |
| (ii) | Patron | - | COS. |
| (iii) | Chairman | - | MG-ic-Adm. |
| (iv) | Dy Chairman | - | Brig Adm. |

(b) **Mgt Committee at Sub Area/Area HQ**

- | | | | |
|-------|------------|---|--------------|
| (i) | Patron | - | GOC. |
| (ii) | Chairman | - | COS/ Dy GOC. |
| (iii) | Member-I | - | Col A. |
| (iv) | Member -II | - | AAG. |

24. At HQ Central Comd, this account will be operated by the following appts :-

- | | | | |
|-----|---|---|-------------------|
| (a) | Account Holder | - | Addl AAG Welfare. |
| (b) | Cheque Countersigning Authority | - | Dir Welfare. |
| (c) | Columnar Cash Book Countersigning Authority | - | Col A. |

Documentation

25. The following docus will be maintained by Welfare Sec, AG's Br at HQ Central Comd :-

- (a) Columnar Cash Book.
- (b) Demand/Sanction Register.
- (c) Cheque Book.
- (d) Fixed Deposit Register. (Original Fixed Deposit certificate to be kept in RTC)
- (e) PV and RV files and IV/RV.
- (f) Record of board proceeding, quarterly audit board and audit by the Chartered Accountant.
- (g) Gen Correspondence.

Measurement: The time will be measured at 100 ft. and 200 ft. and the results compared. The comparison of the results will be made.

Test Equipment: HD Control Console

1. HD Control Console

2. Station

3. Station

4. Station

5. Station

6. Station

7. Station

8. Station

9. Station

10. Station

HD Control Console and Station will be used.

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The following information is provided for the HD Control Console.

Control Console

Control Console

Control Console

Control Console

Control Console and Station will be used.

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26. **General Guidelines for Maint of Accts.** Maint of acts will be similar to Regt accounts as under :-

- (a) Double entry system will be followed.
- (b) Payments will be made by crossed cheque.
- (c) Legible entries regarding receipt and payment will be made.
- (d) No cutting/erasing is permitted. Where it is inescapable, accounts officer will authenticate the same with initials and date.
- (e) Payments will be made only after obtaining sanction CFA.
- (f) Cheque books and duplicate FDR will be kept under lock and key.
- (g) All documents will be maint neatly.
- (h) All payments should be duly supported with receipts.
- (j) Vouchers and receipt from the payee where necessary, will be kept.
- (k) Joint Acct will be opened and signatures of both acct holders will be forwarded to bank with instructions that this withdrawal of cash is permitted after having verified the signatures.
- (l) Extra remuneration for clerical work pertaining to this fund is not permitted from this fund
- (m) This fund will not be utilised for any incidental expdr vis purchase of sty, office eqpt, conduct of ESM rally, welfare meet etc. It will be used only for direct payment to the needy.

27. **Audit.** Accts will be audited as under :-

- (a) **Quarterly Audit Board.** The acct will be audited by a Quarterly Audit Board.
- (b) **Audited by Chartered Accountant.** The accounts will audited by Chartered Accountant once in a yr.

28. **Columnar Cash Book.** A columnar cash book will be maintained. All transactions will be entered in Columnar Cash Book in accordance with double entry system. Bank reconciliation will be done every month and remarks of Quarterly Audit Board will be endorsed in columnar cash book. Accounts officer/clerk in charge of cash must record in cash book in ink the amount, whenever, it is received or paid. Cash book should be kept neatly. No alternation of figures is permitted. If a correction is necessary, the wrong entry should be scored in the columnar cash book. All pages should be numbered and initialled and certificate to this effect will be pasted on first page. This fund is exempted from income tax. Account officers will ensure that no tax is deducted/charged by the bank without prior notification to the bank with required certificate.

2. The Commission has been asked to consider the possibility of a new system of taxation.

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Duties of Acct Holders

29. Account Officers

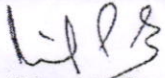
- (a) To acquaint himself with relevant rules and regulations
- (b) Maintenance of cash book as per existing orders on the subject.
- (c) Ensure entries are posted on daily basis in the cash book and are correct.
- (d) Ensure proper sanction of the CFA is obtained prior to making the payments.
- (e) Ensure that account are audited as per existing orders on the subject.
- (f) Obtain bank reconciliation statement.
- (g) Ensure proper supervision of acct clk.

30. Account Clerk

- (a) To ensure proper maintenance of cash book.
- (b) To ensure proper maintenance of accounts documents.
- (c) To ensure safe custody of accts book.

31. This SOP supersedes all previous SOPs on the subject. This will be reviewed after five years.

Case file : 210118/R/VCR/A2 (Accts)


(Manish Pande)
Col
Col A
for GOC-in-C

HQ Central Comd
PIN - 908544
C/o 56 APO

Date : 27 Sep 2015

Copy to:-

HQ UB Area
HQ MB Area
HQ MUPSA
HQ PUPSA
HQ UKSA
HQ PUP & MP Sub Area

Internal

AG's Branch
Welfare Complex (A/MA/MA)

Appx 'A'

Refer SOP of Victory-cum-Relief Fund
para 12 dt ____ Aug 2015)

FINANCIAL ASSISTANCE FROM VICTORY-CUM-RELIEF FUND

1. **Particulars of Ex-servicemen:-**

(Please enclose proof of identity and postal address as per discharge book. Non receipt of proof of identity, the candidate will disqualify for the financial assistance)

(a) Service Number

Rank

Name

Unit / Corps

(b) Name of the dependent with
relationship with the applicant

(c) Date of enrolment

(d) Date of retirement/discharge

(e) Total Service

(f) Cause of casualty including death
(If applicable)

(g) Permanent Address
(Address as per discharge book)

(h) Mobile Number
(Give two mobile numbers)

2. **Pension details:-**

(a) Pension Payment Order (PPO)
Number

3. **Bank details :-**

(a) Name of the bank, branch

(b) Account Number

(c) Branch Code Number

(d) IFSC Code

(e) MICR Code

(f) Postal address of the bank incl
PIN code

4. Details of financial assistance recd (yr, purpose & source) :

5 Brief details of request for financial
Assistance (addl sheet may be att)

CERTIFICATE

Certified that all the above details have been correctly reported. Any incorrect information will disqualify me from receipt of financial aid.

Page 12 of 12
Date: 12/12/2011

2011-2012 ANNUAL REPORT ON THE STATE OF THE ENVIRONMENT

The following table shows the results of the various indicators used in the assessment of the state of the environment in 2011-2012. The indicators are grouped into four main categories: Air Quality, Water Quality, Land Use, and Noise.

(a) Air Quality

Indicator	2011-2012
PM10 (µg/m³)	15.2
PM2.5 (µg/m³)	8.5
Ozone (ppb)	12.1
NO2 (ppb)	10.3
SO2 (ppb)	1.2
CO (ppm)	0.8

(b) Water Quality

Indicator	2011-2012
Dissolved Oxygen (mg/L)	8.5
pH	7.2
Temperature (°C)	15.1
Turbidity (NTU)	1.2
Conductivity (µS/cm)	150

(c) Land Use

Indicator	2011-2012
Forest Cover (%)	12.5
Urban Area (%)	15.2
Agricultural Area (%)	18.7

(d) Noise

RECOMMENDATION (STN HQ)

Recommended/Not Recommended

Purpose :Amount : Rs

Station : c/o 56 APO

Date : 2015

SANCTION/RECOMMENDATION (SUB AREA HQ)

Recommended/Not Recommended

Purpose :Amount : Rs

Grant : Immediate / Recurring

Station : c/o 56 APO

Date : 2015

SANCTION/RECOMMENDATION (AREA HQ)

Recommended/Not Recommended

Purpose :Amount : Rs

Grant : Immediate / Recurring

Station : c/o 56 APO

Date : 2015

SANCTION OF COMMAND HQ

Sanctioned / Not Sanctioned

Purpose :Amount : Rs

Grant : Immediate / Recurring

Station : c/o 56 APO

