

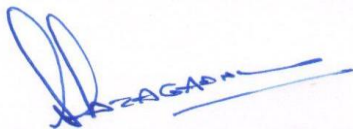
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Bombay Sappers Association
C/o Headquarters
Bombay Engineer Group & Centre
Khadki, Pune- 411003

10002/Gen/ THU /BSA dt 21 May 2026

FWD SOP: BSA DISTRESS GRANT

A copy of Revised SOP of Distress Grant is fwd herewith for promulgation among the troops and for your future reference. The same is also available on our website www.bsakirkee.org



Brig SR Mazagaonkar (Retd)
Dir BSA

Encls : as above

SOP: BSA DISTRESS GRANT

Introduction

1. The scheme of giving distress grant to members of BSA in case of a national/state level calamity and other calamities at personal level was introduced in year 2001-02, after due deliberation held during the 2nd AGM of BSA. The scheme has undergone changes over the years. It was also felt that Distress Grant cases should be addressed on priority.
2. There have been progressive enhancements in the grants given under this scheme over the years. The grants given were increased as per decisions made in the 67th MCM, 72nd MCM & 75th MCM. It has been now decided in the 77th MCM held on 22 Apr 2026 that the practice of giving Imdt Relief to NOK of PBOR, who dies while in service, will now be extended to NOK of all retired PBOR (ESM) wef 01 Apr 2026.
3. Keeping in view this change, a fresh SOP incorporating the change in policy and revised procedure for consideration and disbursement of Distress Grant is given in succeeding para.

Eligibility

4. A person will be considered in distress due to any of the following reasons: -
 - (a) When a calamity befalls on him/her due to natural or man-made cause including accidents and special cases wherein costly medical treatment is required. This will also include cases of BSA members/their family members who have become 100% paraplegic and cases where members/ family members are facing financial crisis due unforeseen circumstances.
 - (b) Families of PBOR who have retired from service and thereafter gone missing. Their NOK/dependents find it difficult to get pension due to delay in documentation such as FIR, Police investigation report, court order etc.
 - (c) When a serving PBOR dies and the widow /NOK needs immediate relief till she gets her dues and starts getting her pension.
 - (d) ***When an ESM dies and the widow /NOK needs immediate relief till the commencement of pension.***

Provision of Funds

5. Funds for this scheme will be earmarked in the annual budget under three heads viz **Distress Grant, Immediate Relief** to widows /NOK of Pers Expiring in service & **Immediate Relief to widow /NOK on death of ESM**. Whereas cases under Para 3(a) & 3(b) above will be covered under Distress Grant, cases under para 3(c) & 3(d) above will be paid out of '**Immediate Relief heads**'. Cases of immediate relief will not be restricted to the amount allotted in the annual budget. In case of shortage, funds will be re-appropriated from other heads with the approval of the Vice Chairman.

Procedure for consideration and disbursal

6. **Procedure for giving distress grant for cases under Para 3 (a) above: -**

(a) A handwritten application on an ordinary paper giving full details of the incident along with documentary proof will be accepted for consideration of Distress Grant. Documentary proof should be in the following forms: -

- (i) News Paper cutting including those of vernacular media (in case of Natural calamities).
- (ii) Certificate from local civil authorities quantifying extent of damage.
- (iii) Land/ownership documents in case of loss/damage of property.
- (iv) Medical documents in case of accident/long medical treatment/ paraplegic case / *financial document to authenticate the case.*
- (v) Recommendation from village Sarpanch/Zilla Sainik welfare officer.
- (vi) Details of bank account/cancelled cheque and contact details including postal address and Tele/Mobile No.

(b) The application *must be submitted within three months of occurrence* of the incident. The application will be sent to Bombay Sappers Association, C/O HQ BEG & Centre Khadki, Pune – 411 003.

(c) A board of Officers (BOO) with minimum two members of the MC will be convened on receipt of applications within two weeks to consider such cases.

(d) The BOO will consider applications of BSA members, retired or serving or their dependents, when they suffer extensive loss of property or loss of life of their near and dear ones in a natural or man-made calamity of a severe nature. The calamity must be recognized/declared as such by the State/Centre. The board will scrutinize all documents to ascertain extent of loss. In case of distress, arising due to accident/serious illness, requiring heavy expenditure, the board will consider and ascertain the reasons as to why medical expenses were not borne by ECHS/Military Hospitals or reasons for heavy expenditure incurred in addition to ECHS/Military Hospital cover. The board will also give due consideration to age of member and his/her location.

(e) **The board will recommend a maximum one time grant of Rs. 20,000/-.** The Recommendations of the board will be put up to the Vice Chairman for approval. The decision of the BOO duly approved by the Vice Chairman will be final.

(f) Thereafter the grant will be disbursed to beneficiary as far as possible by direct credit to respective saving bank accounts through NEFT/Acct transfer or by cheques sent by speed post/registered post. In case Bank Acct details are not available the beneficiary will be contacted and details obtained.

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7. **Procedure for giving distress grant for cases under Para 3 (b) above: -**

(a) The application *must be submitted within six months of occurrence* of the incident. The application will be made to the Bombay Sappers Association, C/O HQ BEG & Centre Kirkee, Pune – 411 003.

(b) A handwritten application on an ordinary paper giving full details of the circumstances under which the ESM has gone missing along with documentary proof will be accepted for consideration of Distress Grant. Documentary proof will be in the following forms: -

- (i) Copy of FIR and if available news paper cutting in which missing report has been published.
- (ii) Certificate zilla sainik welfare officer confirming that the individual is missing.
- (iii) Details of Bank Account/cancelled cheque and contact details i.e. tele/mobile no.

(c) A BOO with minimum two members of the MC will be convened within two weeks to consider such cases.

(d) The BOO will consider and ascertain the facts of the case based on documents submitted. In case additional documents are required they will be called for from the applicant/ Zilla Sainik Welfare Officer. Assistance of Record office will also be taken to ascertain details of the individual if documents are not readily available with applicant (i.e. wife/ NOK)

(e) **The board will recommend a maximum one time grant of Rs. 20,000/-.** The Recommendations of the board will be put up to the Vice Chairman for approval. The decision of the BOO duly approved by the Vice Chairman will be final.

(f) Thereafter the grant will be disbursed to beneficiary as far as possible by direct credit to respective saving bank accounts through NEFT/Acct transfer or by cheques sent by speed post/registered post.

8. **Procedure for giving distress grant for cases under Para 3 (c) above: -**

(a) Unit will endorse a copy of the 'Detailed Report of Physical Casualty' to BSA on occurrence.

(b) BSA will monitor the case thereafter till receipt of the 'Physical Casualty (Death) Report' from Record Office which contains the details of the NOK including the details of children etc.

(c) In this case BOO will not be convened. On receipt of the letter of Physical Casualty Report from Records, BSA will immediately prepare a noting sheet along with a cheque of **Rs 20,000/-** as immediate relief and obtain approval of the Secretary Cum Treasure.

(d) The unit of the deceased individual will be contacted on telephone to ascertain the Bank Acct details of the the Widow/NOK. It will also be checked whether widow/NOK is residing in the unit family quarters. The amount of Rs 20,000/- will then be transferred to the widow/NOK through NEFT/Bank Transfer. The cheque of immediate relief will be sent by registered/speed post to the NOK/Widow only if bank account details are not available with the unit.

(e) A letter will then be sent to the NOK/Widow informing her about Rs 20,000/- transferred to her bank account (or along with the cheque in case bank acct details are not available). This letter will also give information about the welfare schemes of BSA, from which she can seek financial assistance in future including information about the provision of recruitment facility available to the blood relations of the deceased soldier. Blank application forms of EGCW, Children Education Scholarship schemes will also be sent along with this letter.

9. **Procedure for giving distress grant for cases under Para 3(d) above:-**

- (a) Widow /NOK will intimate BSA and Record office regarding death of an ESM along with the Death Certificate.
- (b) Record office will verify the detail of the deceased person as under:-
 - (i) Check from SPARSH portal whether intimation of death of ESM reflected on the portal by uploading death certificate. If Death Certificate has been uploaded details of NOK / widow incl contact details / Bank Acct details will be extracted from the Portal.
 - (ii) If death certificate has not been uploaded on SPARSH widow / NOK will be advised to do the same and once done extract details as above for the SPARSH Portal.
 - (iii) Record office will intimate BSA giving the following details: -
 - (a) Particular of Expired ESM
 - (b) Date of Death
 - (c) Name of NOK / Widow
 - (d) Contact details & details of bank acct which pension will be paid.
- (c) BSA on receipt of intimation & details from Record Office will imdtly prepare a noting sheet along with a cheque of Rs. 20,000/- as lmdt relief and obtain approval of Secy Cum Treasurer.
- (d) A letter will then be sent to the NOK / widow giving all details as mentioned in para 8 (e) above.

Conclusion

10. **The SOP for 'BSA Distress Grant' issued vide BSA letter No 10002/SOP/BSA dated 16 May 2024 and amendment issued vide letter No 10002/SOP/174/BSA dated 15 May 2025 stands cancelled after issue of this SOP.**



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10002/SOP/ 177 /BSA

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21 May 2026