

## 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 the due deliberation held during the 2<sup>nd</sup> 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. The management committee of BSA, decided in the 67<sup>th</sup> MCM held in Jan 2023 that the amount of one-time distress grant, being paid till now, be enhanced from Rs 10,000/- to Rs 20,000/- from Financial year 2023-24. However, the amount of Rs 10,000/- being paid as immediate relief on demise of a serving JCO/OR will remain the same. Keeping this change in view a fresh SOP giving the eligibility, procedure for consideration and disbursement of Distress Grant is given in succeeding paragraph.

### Eligibility

3. 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.
  - (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 needs immediate relief till she gets her dues and starts getting her pension.

### Provision of Funds

4. Funds for this scheme will be earmarked in the annual budget under two heads viz **Distress Grant & Immediate Relief**. Whereas cases under Para 3(a) & 3(b) above will be covered under Distress Grant, cases under para 3(c) above will be paid out of '**Immediate Relief**'. 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

### 5. 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.
- (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 Kirkee, 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.



6. **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.

7. **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 10,000/-** 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 10,000/- 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 10,000/- 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.

### Conclusion

8. This SOP on Distress Grant supersedes all previous SOPs and amendments issued till date.
9. The SOP for 'BSA Distress Grant' issued vide BSA letter No 10002/SOP/BSA dated 30 Oct 2018 stands cancelled after issue of this SOP.

  
(Brig SR Mazagaonkar, Retd)  
Dir, BSA


10002/SOP/BSA

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17 May 2023

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17 May 2023

(All Bombay Sappers Units)

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**FWD REVISED SOP : BSA DISTRESS GRANT**

1. A copy of Revised SOP of BSA Distress Grant is fwd herewith for promulgation among the troops and for your future reference. The same is also available on our website [www.bskirkee.org](http://www.bskirkee.org).
2. Previous SOP on Distress Grant issued by BSA may please be treated as cancelled.

Encls: (as above)

  
(Brig SR Mazagaonkar (Retd))  
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