

1. **RTI – 2005**

The right to Information act 2005, is a Land mark legislation; Enacted to provide the citizen right to information. I is pertinent to acknowledge the key provision of RTI act 2005. Himachal Pradesh RTI Rules 2006.

- RTI Regulation of Fee and Cost Rules- 2005
- RTI Central information Commission rules and procedure.
- RTI THE HIMACHAL PRADESH RTI Rules -2006
- FORMS

2. **RTI Regulation of Fee and Cost Rules-2005**

Notification

G.S.R....., In exercise of the powers conferred by c lauses (b) and (c) of sub section (2) of section 27 of the Right to Information Act, 2005(22 of 2005), the Central Government hereby makes the following rules, namely :-

1. **Short title and commencement** -
 - (a) These rules may be called the Right to Information (Regulation of Free and Cost) Rules 2005.
 - (b) They shall come into force on the date of their publication in the official Gazette.
2. **Definitions** - In the rules, unless the context otherwise requires,-
 - (a) ‘Act’ means the Right to Information Act, 200 5;
 - (b) ‘section’ means section of the Act ;
 - (c) all other words and expressions used herein but not defined and defined in the Act shall have the meanings assigned to them in the Act.
3. A request for obtaining information under sub-section (1) of section 6 shall be accompanied by an application fee of rupees ten by way of cash against proper receipt or by demand draft or bankers Cheque payable to the Accounts Officer of the public authority

4. For providing the information under sub-section (1) of section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or bankers Cheque payable to the Accounts Officer of the public authority at the following rates :-

- (a) actual charge or cost price of a copy in larger size paper;
- (b) actual cost or price for samples or models; and
- (c) actual cost or price for samples or models; and
- (d) for inspection of records, no fee for the first hour; and a fee of rupees five for each fifteen minutes (or fraction thereof) thereafter.

5. For providing the information under sub-section (5) of section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or bankers Cheque payable to the Accounts Officer of the public authority at the following rates :-

- (a) for information provided in diskette or floppy rupees fifty per diskette or floppy; and
- (b) for information provided in printed form at the price fixed for such publication or rupees two per page of photocopy for extracts from the publication.

3. RTI Central Information Commission rules and Procedure

Notification

GSR....(E) – In exercise of the powers conferred by clauses (e) and (f) of sub-section (2) of section 27 of the Right to Information Act, 2005 (22 of 2005), the Central Government hereby makes the following rules; namely :-

- 1, **Short title and commencement -**
 - (a) These rules may be called the Central Information Commission (Appeal Procedure) Rules, 2005.
 - (b) They shall come into force on the date of their publication in the official Gazette.
2. **Definitions-** In these rules, unless the context otherwise requires,-
 - (a) “Act” means the Right to Information Act, 2005;
 - (b) “section” means section of the Act;
 - (c) “Commission” means the Central Information Commission;
 - (d) words and expressions used herein and not defined but defined in the Act, shall have the meanings respectively assigned to them in that Act.

3. **Contents of appeal.-** An appeal to the Commission shall contain the following information, namely :-

- (i) name and address of the appellant;
- (ii) name and address of the Central Public Information Officer against the decision of whom the appeal is preferred;
- (iii) particulars of the order including number, if any, against which the appeal is preferred;
- (iv) brief facts leading to the appeal
- (v) if the appeal is preferred against deemed refusal, the particulars of the application including number and date and name and address of the Central Public Information Officer to whom the application was made;
- (vi) prayer or relief sought;
- (vii) grounds for the prayer or relief;
- (viii) verification by the appellant; and
- (ix) any other information which the commission may deem necessary for deciding the appeal.

4. **Documents to accompany appeal.-** Every appeal made to the Commission shall be accompanied by the following documents, namely :-

- (i) self-attested copies of the Orders or documents against which the appeal is being preferred;
- (ii) copies of documents relied upon by the appellant and referred to in the appeal; and
- (iii) an index of the documents referred to in the appeal.

5. **Procedure in deciding appeal.-** In deciding the appeal the Commission may,-

- (i) hear oral or written evidence on oath or on affidavit from concerned or interested person;
- (ii) peruse or inspect documents, public records or copies thereof;
- (iii) inquire through authorized officer further details or facts;
- (iv) hear Central Public Information Officer, Central Assistant Public Information Officer or such Senior Officer who decide the first appeal, or such person against whom the complaint is made, as the case may be;
- (v) hear third party; and
- (vi) receive evidence on affidavits from Central Public Information Officer, Central Assistant Public Information Officer, such Senior Officer who decided the first appeal, such person against whom the Complaint lies or the third party.

6. **Service of notice by Commission.-** Notice to be issued by the Commission may be served in any of the following modes, namely :-
- (i) service by the party itself;
 - (ii) by hand delivery (dasti) through Process Server;
 - (iii) by registered post with acknowledgement due; or
 - (iv) through Head of office or Department.

7. **Personal presence of the appellant or complainant.-**

(a) The appellant or the complainant, as the case may be, shall in every case be informed of the date of hearing at least seven clear days before that date.

(b) The appellant or the complainant, as the case may be, may at his discretion a the time of hearing of the appeal or complaint by the Commission be present in person or through his duly authorized representative or may opt not to be present.

(c) Where the Commission is satisfied that the circumstances exist due to which the4 appellant or the complainant, as the case may be, is being prevented from attending the hearing of the Commission, then, the Commission may afford the appellant or the complainant, as the case may Be, another opportunity of being heard before a final decision is taken or Take any other appropriate action as it may deem fit.

(d) The appellant or the complainant, as the case may be, may seek the assistance of any person in the process of the appeal while presenting his points and the person representing him may not be a legal practitioner.

8. **Order of the Commission.-** Order of the Commission shall be pronounced in open proceedings and be in writing duly authenticated by the Registrar or any other officer authorized by the Commission for this purpose.

AT GOVT LEVEL HIMACHAL PRADESH

Sl No	Designation	Appointment	Contact Number
1.	State Information Commission		
2.	Secretary Sainik Welfare Department	Appellate Authority	
3.	Special Secretary	Public Information Officer	
4.	Section Officer	Assistant Public Information Officer	

**H.P. EX-SERVICEMEN CORPORATION
LEVEL**

Sl No	Designation	Appointment	Contact Number
1.	Chairman-cum-Managing Director	Appellate Authority	01972-224438
2.	Secretary	Public Information Officer	01972-222472
3.	Superintendent	Assistant Public Information Officer	01972-222472

4. **FORMS**

NOTIFICATION

No. PER (AR) F(7)-2/98-Vol.I :- In exercise of the powers conferred by clauses to sub-section (2) of section 27 of “The Right to Information Act, 2005” (Central Act No.22 of 2005), the Governor of Himachal Pradesh is pleased to make the following Rules for carrying out the purposes of the Act, *ibid*, namely ;

1. **Short title and commencement -**

- (a) These rules may be called the “Himachal Pradesh Right to Information Rules, 2006”
- (b) They shall come into force on the date of their publication in the Official Gazette,

2. **Definitions.-**

- (a) In these rules unless the context otherwise requires:-
 - (i) ‘Act’ means the Right to Information Act, 2005 (Central Act No. 22 of 2005);
 - (ii) ‘Form’ means a form appended to these rules,
 - (iii) ‘Section’ means section of the Act;
 - (iv) “Appendix” means appendix appended to the rules.
- (b) Words and expressions used but not defined in these rules, shall have the same meaning as assigned to them in the Act respectively.

3. **Application for seeking information .-**

- (1) Any person seeking information under the Act shall make an application in Form ‘A’ to the Public Information Officer/Assistant Public Information Officer accompanied by fee prescribed in rule 5 and the Public Information Officer/Assistant Public Information Officer shall duly acknowledge the receipt thereof and shall enter the particulars in Part I of the Application Register Maintained for the purpose in Appendix 1 :

Provided that the information shall not be refused on the grounds that the application is not in the prescribed form if the necessary particulars have been mentioned by the applicant by a request made in writing.

- (2) Except in the case of an applicant who is determined by the State Government as being below poverty line, the application shall be accepted Only if is accompanied by a Demand Draft payable to the concerned Department/Public Authority or Challan or Indian Postal Order support of payment of the requisite application fee as specified in rule 5. A separate application shall be made in respect of each subject and in respect of each year to which the information relates.

(3). When the information sought for is ready and requires payment of additional fee, if any, the Public Information Officer/Assistant Public Information Officer shall communicate to the applicant the fact in Form 'B' specifying the additional fee to be paid, on his address given in the application. The particulars of information being supplied shall be entered in Part II of the Application Register.

(4) When the information is ready the Public Information Officer/Assistant Public Information Officer will inform the applicant in Form 'C'

(5) Any information supplied under sub rule (4) shall be in the language available in the Office record.

4. **Inspection of record.-**

(1) Any person who seeks to inspect the record before making an application under Section 4 shall make application in form D for the purpose indicating the record to be inspected;

Provided that the information shall not be refused on the grounds that the application is not in the prescribed form if the necessary particulars have been mentioned by the applicant by a request made in writing.

(2) An Inspection Register shall be maintained with the Public Information Officer/Assistant Public Information Officer in form given in Appendix-II and details of the application and inspection shall be recorded therein.

(3) During inspection the applicant shall not take photographs etc. of the record/document.

(4) Except if inspection of the record is disallowed under section 8 and 9 of the Act, Public Information Officer/Assistant Public Information Officer shall allow the inspection on payment of the requisite fee prescribed in rule 5.

5. **Charging of fee :-**

(1) Except in the case of persons who are below poverty line as determined by the State Government, the Public Information Officer/Assistant Public Information Officer shall charge the fee for supply of information at the following rates, namely :-

	Description of information	Price/Fees in Rupees
1.	Fee alongwith application	Rs. 10 per application
2.	Where the information is available in the form of a priced publication	On printed price
3.	For other than priced publication	Rs.10 per page of A-4 size or smaller and actual cost subject to minimum of Rs. 20 per page in case of larger size.
4.	Where information is available in electronic form and is to be supplied in electronics form e.g. Floppy, CD etc	Rupees 50 per floppy and Rs. 100 per CD
5.	Fee for inspection of Record/document	Rs. 20 per 30 minutes or fraction thereof.

(2) Every page of information to be supplied shall be duly authenticated giving the name of the Applicant (including below poverty line status if that is the case), and shall bear the dated signature and seal of the concerned Public Information Officer/ Assistant Public Information Officer supplying the information.

(3) Fees/Charges shall be deposited in a Government Treasury under the head of account **“0070-OAS,60-OS,800-OR,11-Receipt head under Right to Information Act,2005”**. Accruals into this head of account may be placed in a separate fund by way of grant-in-aid for furthering the purposes of the Act, including purchase of equipment and consumables, providing training to staff etc.

6. **Procedure in appeals before the Appellate Authorities. -**

(1) Contents of appeal.- The Memorandum of appeal to the Appellate Authority/Commission shall contain the following information, namely :-

- (i) name and address of the appellant;
- (ii) name and address of the Public Information Officer against the decision of whom the appeal is preferred;
- (iii) particulars of the order including number, if any, against which the appeal is preferred;
- (iv) brief facts leading to the appeal

- (v) if the appeal is preferred against deemed refusal, the particulars of the application, including number and date and name and address of the Public Information Officer to whom the application was made;
- (vi) prayer or relief sought;
- (vii) grounds for the prayer or relief;
- (viii) verification by the appellant; and
- (ix) any other information which the Commission may deem necessary for deciding the appeal;

(2) The appellant shall submit two copies of the memorandum of appeal for official purpose.

(3) Every appeal made to the Appellate Authority/Commission shall be accompanied by the following documents, namely :-

- (i) self attested copies of the Orders or documents against which the appeal is being preferred;
- (ii) copies of documents relied upon by the appellant and referred to in the appeal; and
- (iii) an index of the documents referred to in the appeal.

(4) When the Appellate Authority/Commission may calls for the record, it shall in any case shall return the original record within 10 days after retaining an authenticated if required.

(5) On the date of hearing or on any other day to which hearing may be adjourned, the parties shall put their appearance before the Appellate Authority/Commission. If the appellants fails to appear on such date, the Appellate Authority/Commission may in its discretion either dismiss the appeal or decide the matter ex-parte on merits.

(6) The appellant shall not, except by leave of the Appellate Authority/Commission, urge or be heard in support of any ground of objection which has not been set forth in the memorandum, but the Appellate Authority/Commission, in deciding the appeal, not confine itself to the grounds of objection set forth in the memorandum.

Provided that the appellate Authority/Commission shall not rest its decision on any ground other than those specified in memorandum, unless the party likely to be affected thereby, has been given, an opportunity of being heard by the Appellate Authority/Commission

(7) The Commission may frame regulations in respect of its day to day proceedings.

“Form ‘A’
(See rule -3(1))

APPLICATION FOR INFORMATION UNDER
THE RIGHT TO INFORMATION ACT,2005

To,

The Public Information Officer/Assistant Public Information Officer,
(Name of the Department from which the information is sought)

- (a) Subject matter of the information

- (b) Period to which the information relates month & year

- (c) Description of the information required _____
- (d) File No. if available

- (e) Whether the applicant claims exemption as
as below poverty line family, if yes, attach proof

- (f) Particulars of demand draft or challan or Indian postal order No., amount
and date

Applicant

Name _____
Address _____
Telephone No. _____

.....

ACKNOWLEDGEMENT

Received your application dated _____ alongwith Demand
draft/challan/IPO No _____ amounting to Rs. _____ vide diary
No _____ date _____

Signature
Public Information Officer/
Assistant Public Information Officer
Name of the Department/Public Authority”

Form 'B'
(See rule 3(3))

From :

Designation of the
Public Information Officer/Assistant Public Information Officer
(Department _____)

To,

(Name of the applicant)
Address of the applicant

Reference: Application No _____ Dated _____

Subject :

Sir,

Please refer to your application dated _____ referred to above. The information required by you consists of ___ pages and printed publication cost Rs _____. The additional fee for supplying this information to you is Rs _____. In case you desire the information to be sent to you by post, an additional amount of Rs. _____ will need to be deposited.

2. You are required to pay the aforesaid amount of the additional fee by way of Demand Draft payable to the Department/Public Authority or deposit it through Challan or Indian Postal Order and send a copy to the undersigned.

3. If you are not satisfied with the amount of additional fee levied, you have a right to prefer appeal to _____ within a period of 30 days

Public Information Officer/Assistant
Public Information Officer,

Tele No

Form 'C'
(See rule 3(3) & 6 (i))

From

Designation of the
Public Information Officer/Assistant Public Information Officer
(Department _____)

To,

(Name of the applicant)
Address of the applicant

Reference : Application No _____ dated _____

Subject : _____

Sir,

Please refer to your application dated _____ referred to above.

2. The information required by you is ready. You are directed to collect the information from the office of the undersigned on any working day of the week during 12.00 to 3.30 p.m.

Public Information Officer/
Assistant Public Information Officer
Telephone No.

Form 'D'
(See rule -4(1))

APPLICATION FOR INSPECTION
UNDER THE RIGHT TO INFORMATION ACT,2005

To

The Public Information Officer/Assistant Public Information Officer
(Name of the Department from which the inspection is sought)

- (a) Subject matter of the information

- (b) Period to which the information relates .Month & year

- (c) Description of the information required

- (d) File No. if available

- (e) Whether the applicant claims exemption
as below poverty line family, if yes, attach proof

- (f) Particulars of Demand Draft or Challan or Indian Postal Order No.,
amount and date.

Applicant
Name _____
Address _____
Telephone No _____

APPENDIX –I

REGISTER OF APPLICATIONS FOR INFORMATION
UNDER THE RIGHT TO INFORMATION ACT,2005

PART-I

Sl No	Name & Full postal Address Of The applicant	Whether Below Poverty Line (BPL)	Date of receipt of application	Tentative date on which the record would be ready	Mode by which the information is sent	Demand Draft or Challan or Indian Postal order No, amount and date	Signature of PIO/ APIO
1	2	3	4	5	6	7	8

PART-II

Actual date When the Information is Ready	Number of actual pages	Amount of additional fee	Signature of applicant with date in token of receipt if the information is delivered in person or if the information is sent by post its particulars and date	Signature of
9	10	11	12	13

5. The Function, Powers and duties of various functionaries at H.P. Ex-Servicemen Corporation level :-

- (a) **Secretary SWD** The Secretary (SWD) to The Government of Himachal Pradesh is the Administrative Secretary of the H.P. Ex-Servicemen Corporation discharge all duties relating to Policy matters, annual budget estimate, administrative control on the staff of H.P. Ex-Servicemen Corporation , decide promotion, disciplinary proceedings, creation/confirmation of posts pension/gratuity sanction in favour of class II & I Officers working in the H.P. Ex-Servicemen Corporation . Appellate authority in the cases of minor/major (other than compulsory retirement, removal from Govt. Service, dismissal from Govt. Service) penalties and all such matters entrusted by the Minister-in-charge from time to time.
- (b) **Special/Addl./Joint/Deputy/Under secretary (SWD) to the Govt. of H.P.** To assist Secretary (SWD) on issues as stated above.
- (c) **Section Officer (SWD)** The Section Officer of SWD H.P. Secretariat is the in-charge of Section for the work relating to establishment and other related matters pertaining to H.P. Ex-Servicemen Corporation.

Chairman-cum-Managing Director

1. Responsible for the operational management of the Corporation and to implement the general policies approved by the Govt.
2. Highlight the activities of the Corporation in the State for the information of Ex-Servicemen and Dependents to adopt self employment schemes.
3. Administering the HP Ex-Servicemen Corporation, Camp Office Barmana to provide cement carriage work to each Ex-Servicemen transporter with justice.

4. To administer the activities of the HP Ex-Servicemen Transporters Welfare Committee and to control the income & expenditure of parchee fee.
5. To organize and co-ordinate the meeting of Board of Directors being conducted on regular intervals.
6. To sponsor the loan cases of Ex-Servicemen & their dependents to the banks and sanction Margin Money Loan & Interest Subsidy.
7. To maintain close & effective liaison for the purpose of resettlement of Ex-Servicemen with the Govt.

Secretary-cum-Chief Accounts Officer

1. To act as DDO & overall control on income & expenditure of HP Ex-Servicemen Corporation.
2. To monitor the working of HP Ex-Servicemen Corporation & its Camp Office at Barmana
3. To Assist the Chairman-cum-Managing Director of HP Ex-Servicemen Corporation and co-ordinate the meeting of BOD.
4. To act as reviewing officer for ACRs for the staff of HP Ex-Servicemen Corporation.
5. To perform all such duties which are in the interest of HP Ex-Servicemen Corporation.

Deputy Controller (F&A)

1. To assist Secretary-cum-Chief Accounts Officer in all matters relating to the welfare of Ex-Servicemen and other service matters.
2. To check all receipts and payments transactions.
3. To check salary bills, TA/DA, POL & other bills related to payments.
4. To liaison with the institution/projects for payments of security services.
5. To ensure proper maintenance of accounts books.

Manager (Project)

1. To intimate day to day activities of the Camp Office Barmana to CMD
2. Overall control of Camp Office Barmana
3. Liaison with ACC Factory and HP State Civil Supply Corporation for freight payments.
4. Ensure equal work distribution of cement carriage.
5. To perform all such duties which are in the interest of Camp Office.
6. Overall control of the HP Ex-Servicemen Transporters Welfare Committee and its all accounts.

Assistant Controller (F&A)

1. Responsible for all the matters pertaining to accounts.
2. Ensure proper maintenance of cash book, ledgers & registers supported by documentary evidence.
3. Overall supervision of the Camp Office, maintenance of record and discipline of the office. Distribution of work-load to each official of the Camp Office and checking of its quick disposal.
4. Ensuring timely replies to all important cases to higher authorities.

Superintendent

1. Overall supervision of the office, maintenance of record and discipline of the office. Distribution of work-load to each official of the office and checking of its quick disposal.
2. Maintaining the service record of the official of the Corporation.
3. Handling fixation cases of the re-employed Ex-Servicemen of the Corporation.
4. Scrutinizing notes, drafts and agenda points, proceeding of the Committees submitted by the dealing hands for correctness and accuracy and adding own suggestions where required.
5. Ensuring maintenance of registers, report and returns to the higher authorities.

6. Making arrangement for the disposal of work entrusted to officials during their absence.
7. Ensuring timely replies to all important cases to higher authorities.
8. Submission of all important and confidential receipts and files, while CMD is at the Headquarter or to bring them to the notice of the CMD on arrival from his tour.

Clerks

1. Responsible for handling cash and maintenance of the accounts.
2. To maintain service books and personnel files of the staff.
3. To prepare all kinds of bills and to prepare periodical reports and returns of all accounts.
4. To deal with secret/confidential correspondence and to keep records of all stores/stocks.
5. Responsible for receipt/despatch of office mail.
6. To deal with general welfare, pay & allowances and EPF dues and self employment assistance.
7. To prepare GR/Loading Advice round the clock at camp office barmana.
8. To raise freight bills to ACC Factory and HP State Civil Supply Corpn. on weekly basis at Camp office.
9. To prepare voucher for payment of freight to truck operators at Camp Office
10. To conduct pukar for carriage of cement at Camp Office.
11. To deal with the sale/purchase of Diesel at Camp office.

(d) **Officer on Special Duty**

1. To assist the Director Sainik Welfare HP in day to day functioning of Directorate Sainik Welfare, HP and co-ordinate the meeting of Rajya Sainik Board as well as Special Fund for R&R of ex-servicemen and to implement various decisions Taken in these High Power Meetings for the welfare of ex-

Servicemen.

2. To act as reviewing officer for ACRs for the staff of Sainik Welfare Department both at Directorate of Sainik Welfare and Zila Sainik Welfare Officers.
3. To perform all such duties which are being performed by the Director in his absence or on the order of Director.

(e) **Deputy Director**

1. To disseminate information to the general public regarding Armed Forces in the Country and to promote a feeling of good Will between the civilian and Armed Forces personnel.
2. To watch the welfare of the families of servicemen and ex-servicemen and to assist them in representing their cases with local administration or the Defence authorities.
3. To assist ex-servicemen and their families in obtaining dues, if any, from the Government.
4. To disseminate information regarding employment facilities and for training for civilian vacation and similar concessions to discharged men.
5. To assist the ex-servicemen and their families/dependents in securing medals, pension, arrears of pay, land grants, jangi imams etc.

6. To investigate applications for relief from the various Military and Civil charitable funds.
7. To investigate claims for family pension.
8. To secure relief in case of persons missing, wounded or dead as per requirement of State/Central Governments.
9. To arrange delivery of any award or reward for Gallantry, ex-gratia grants declared by the State/Central Government, in case where a soldier is dead or missing.

(f) **Superintendent**

1. Overall supervision of the office, maintenance or record and discipline of the office. Distribution of work-load to each official of the office and checking of its quick disposal.
2. To dispose off, dictate and deal all important cases. Since the staff re-employed in the department is not a tune to the civil way of working, they are to be guided in this sphere.
3. Maintaining the service record of the official and officers of the Directorate Sainik Welfare and Zila Sainik Welfare Offices, handling and arranging leave cases of the department.
4. Handling complicated and confidential cases of the department.
5. Handling any fixation cases of the re-employed ex-servicemen of the department.
6. Arranging, conducting and taking proceedings of the High Powered Committees like 'Rajya Sainik Board'. H P State Managing Committee for R&R of ex-servicemen under the President ship of the Hon'ble Governor HP.
7. Arranging, conducting and taking proceedings of other High Powered Monitoring Committees like High Powered Monitoring Committee Kendriya Sainik Board Meeting Secretaries Rajya Sainik Board meeting and their various sub committees.
8. Scrutinizing notes drafts and agenda points, proceeding of the Committees submitted by the dealing hand for correctness and Accuracy and adding own suggestions where required.

9. Ensuring maintenance of registers report and returns to the higher authorities.
10. Ensuring maintenance of registers, report and returns to the higher authorities.
11. Making arrangement for the disposal of work entrusted to official during their absence.
12. Making receipts to the dealing hands in the section and giving remarks/guidelines for the disposal.
13. Submission of all important and confidential receipts and files, while Director is at the Headquarter or to bring them to the notice of the Director on arrival from his tour.
14. Above all attending all cases and complex matters including submission of replies to all quarters when Director is on tour
As the Director had to be on tour for 10-15 days in a month all the dak and replies to the letters was being sent by the Superintendent.

(g) **Welfare Organizer**

1. To maintain Census record of all serving, ex-servicemen, dependents of deceased soldiers and families of the deceased soldiers Tehsil/Block wise of the District,
2. To inform the families the welfare of serving soldiers posted far away from his own village especially during emergency and hostilities.
3. To disseminate information regarding the welfare and re-settlement of ex-servicemen and concessions entitled to them by the Govt or from other Institution as announced from time to time.
4. To distribute medals to the ex-servicemen.
5. To hold the ex-servicemen and their families or dependents in case of the deceased defence services personnel in getting pension regularly and sort out any problems arising there from.
6. To act as a mediator in case of family disputes regarding the quantum of pension and bring it to the notice of the concerned Deputy Director Sainik Welfare.

7. To keep the President (DC) informed about land disputes or any other dispute.
8. To disseminate information regarding visit of Mobile Canteen and Medical Detachment.
9. To intimate details of welfare schemes in vogue in his area.
10. To give detailed information to the Zila Sainik Welfare Officer regarding the progress of the construction work of the building like Sainik Rest House or Sainik Chhatralaya
11. To contact every ex-servicemen in his area atleast once in three months.

(h) **Clerks**

1. Responsible for handling cash and maintenance to the accounts
2. To maintain service books and personnel filed of the staff.
3. To prepare all kinds of bills and prepare periodical reports and returns of all accounts.
4. To deal with secret/confidential correspondence and to keep records of all the stores/stocks
5. Responsible for receipt/dispatch of office mail.
6. To deal with general welfare, pay & allowances and pension dues and self employment assistance.

7. **DISTRICT WISE DETAILS OF ARMY CANTEENS**

DISTRICT	PERMANENT CANTEEN	EXTENSION COUNTER	JURISDICTION
Kangra	Dharamshala Cantt	-	Western Command
	Yol Cantt	-	Western Command
	Holta Camp	-	Western Command
	Alilal CSD	-	Western Command
	Sarvatra CSD	-	Western Command
	Dehra	-	Western Command
Hamirpur	Hamirpur	Sujanpur Tira	Army Training Command
	-	Bhoranj	Army Training Command
	-	Nadaun	Army Training Command
	-	Kakkar	Army Training Command
	Mehre/Barsar	-	Western Command
Mandi	Mandi	Sandhol	Army Training Command
	Sarkaghat	Jogindernagar	Western Command
Una	Una	-	Western Command
	Daulatpur	-	Western Command
Bilaspur	Bilaspur	-	Western Command
	Ghumarwin	-	Army Training Command
Chamba	Dalhousie	-	Northern Command
	Bakloh	-	Northern Command
	Bharmar	-	Northern Command
Solan	Solan	-	Western Command
	Kasauli	-	Western Command
	Dagsai	-	Western Command
Shimla	Subathu	-	Western Command
	Shimla	-	Western Command
	Jatog	-	Western Command
	MH Shimla	-	Western Command
Sirmour	Jhakri	-	Western Command
	Nahan (Army Canteen)	-	Western Command
Kullu	Kullu	-	Western Command