

No. 31/01/2002-3D1/823

From

Additional Chief Secretary to Govt of Haryana
Sainik & Ardh Sainik Welfare Department
Sector-12. Panchkula

To

1. All the Deputy Commissioner & President,
Sainik and Ardh Sainik Welfare Offices in Haryana.
2. All the District Welfare Officer-cum-Secretaries,
Sainik and Ardh Sainik Welfare Offices in Haryana.

Dated, Panchkula, the 15 May, 2025.

Subject:- Revised guidelines for Armed Forces Flag Day fund.

Sir,

I am directed to invite your kind attention to the Government letter of even no. dated 13-3-2002, 14-5-2003 and 07.03.2006 on the subject noted above, vide which the new Guidelines for Armed forces Flag Day Fund had been issued and to say that the Government has reconsidered the matter and it has now been decided to enhance the financial powers of State Level and District Level committee by way of amendment in Guidelines. You are, therefore, requested to take necessary action accordingly.

Yours faithfully,

Chandi Ram

Superintendent Defence I
for Additional Chief Secretary to Govt of Haryana
Sainik & Ardh Sainik Welfare Department, Haryana



823
Despatched
Initial...
Dt. 15/05/25

Revised Guidelines for Armed Forces Flag Day Fund 2024

Historical Background: -

1. During the Pre-Independence days, collections used to be made from the public for the welfare of ex-servicemen on a special occasion on 11th November each year. This occasion was called "Remembrancer day" or "Poppy day". Paper poppies were distributed to the public and donation collected. This used to be organized by the Ex-servicemen Association and the collections made were utilized for the benefit of the British Ex- servicemen. The Association had the discretion of donating part of these collections for the benefit of the Indian Ex-servicemen.
2. In July, 1948, the Defence Minister's committee decided that such collections should be organized for the benefit of serving defence personnel, Ex-servicemen and their families. It was finally decided on 28th August, 1949 to observe 07th December each year as the Flag Day. On this day, Citizens and Voluntary Organisations collect donations in exchange of Tokens & Car Flags throughout the country.

Significance of Flag Day

3. This occasion is celebrated on 7th December every year to honour the valiant and the dead, to salute the veteran and the brave. It also provides an opportunity to renew the national solidarity with the service personnel by enlisting public co-operation and support. This day also brings to the fore our resolve and obligation of looking after the disabled comrades in-arms, widows and dependents of those who have sacrificed their lives for the country.
4. The primary purpose of collections on this day is three-fold, i.e. rehabilitation of battle casualties, re-settlement and welfare of ex-servicemen and their families and welfare of serving personnel and their families.

Observance of the Day:-

5. Concerted efforts are to be made to raise collections from the public through variety of ways like display of messages through media and other programmes. Token Flags, Car Stickers, Lapel Pins and any other display materials in Red Deep Blue and Light Blue colours, representing the three services are distributed to the public throughout the country by the Kendriya Sainik Board, Rajya Sainik Boards (now Sainik and Ardh Sainik Welfare Department, Haryana) and Zila Sainik Boards (now District Sainik and Ardh Sainik Welfare Offices in Haryana). Donations are collected for the purpose given in para 4 above.

Organisation: -

6. Kendriya Sainik Board organizes the printing and distribution of flags, which are collected by the Rajya Sainik Boards (now Sainik and Ardh Sainik Welfare Department, Haryana), for further distribution to the public through its Zila Sainik Boards (now District Sainik and Ardh Sainik Welfare Offices in Haryana). The extent of collection entirely depends on the initiative, planning and efforts of the Zila Sainik Boards (now District Sainik and Ardh Sainik Welfare Offices in Haryana).
-

Management of Fund: -

7. Raksha Mantri's managing committee operates the fund in the centre and similarly the fund is managed for various welfare schemes by the Rajya Sainik Board (now Sainik and Ardh Sainik Welfare Department, Haryana) at the State Level as per the policy guidelines. Part of the collection at state level is sent to the centre by the Rajya Sainik Board (now Sainik and Ardh Sainik Welfare Department, Haryana) every year.

Broad Guidelines:-

8. Objective of Flag Day fund. We celebrate this day to enlist the public co-operation and support for three basic purposes as enumerated in para 4 above.
9. Management of the state Flag Day Fund. Flag Day Fund is maintained at State level and each district level which will be managed by the State/District level Committees.

(a) State Level Committee shall consist of the following dignitaries:-

Name and address	Designation
(i) Administrative Secretary to Govt. Haryana Sainik and Ardh Sainik Welfare Department, Haryana	Chairman
(ii) Director General-cum-Secretary, Sainik and Ardh Sainik Welfare Department, Haryana	Vice Chairman

(b) District Level Committee shall consist of the following dignitaries:-

Name and Address	Designation
(i) Deputy Commissioner of the concerned District.	Chairman
OR	
Additional deputy Commissioner (When officiating)	
(ii) Welfare Officer-cum-Secretary, Sainik and Ardh Sainik Welfare Offices in Haryana	Member Secretary

(c) Function of the Committee.

- (i) To examine and decide the applications received for financial assistance from eligible applicants.
- (ii) Celebration and collection of Flag Day fund from General/ Public/Govt./Private Institutions Organizations and constitution of sub committees for celebration and collection of Flag Day Funds at State/District level.

(d) Financial Powers of the Committees.

- 1) The financial powers for providing financial assistance mentioned above are as under: -

(i) State Level Committee:-

- Chairman - Rs. 50,000/- each case not exceeding Rs. 2 lacs in a Calendar Year.
- Vice Chairman - Rs. 25000/- each case not exceeding Rs. 1 lacs in a Calendar Year.

(ii) District Level Committee: -

- Chairman - Rs. 10,000/- each case not exceeding Rs. 50,000/- in a Calendar Year.
- Vice Chairman - Rs. 5000/- each case not exceeding Rs. 25,000/- in a Calendar Year.

- 2) In addition to the above, the financial powers of the Administrative Secretary for the purpose of Welfare of ESM/War Widow/Gallantry award Winner and their Dependents are as under: -

- (i) During State Level Rally - Rs. 5,00,000.00

- 3) The financial powers to sanction expenditure from Flag Day Fund for celebration of Republic Day, Independence Day, Vijay Diwas & Flag Day on each occasion for the welfare of ESM and their dependents are as under: -

- a) DC-Cum-President - Rs. 50,000.00
- b) Welfare Officer, DSASWO - Rs. 25,000.00

- 4) The Administrative Secretary, Sainik and Ardh Sainik Welfare Department, Haryana Panchkula is authorized for incurring incidental charges not Exceeding Rs 3,00,000/- in a financial year on unforeseen miscellaneous expenditure for the welfare of ESM/Widows, for office contingency, repair and purchase of office equipment's which includes, Photostat Machine, Computer Hard/Software, Desert/Water coolers or dispenser, Coffee/Tea machine, chairs and center table for visitors. Stock Register for the items purchased out of this fund will be maintained separately.

(e) **Mode of collection of funds:** - Funds shall be raised/collected by celebrating Flag Day on the 7th December every year. For this purpose, flags shall be supplied to each District Committee by State Committee and no flags shall be printed at local level. All out efforts will be made to raise maximum collection with the active assistance of local administration.

(f) **Maintenance of account of Flag Day Fund:** - Each District/State Committee shall maintain account records of receipt and expenditure and a proper cash book is to be maintained by HQ level and District Sainik and Ardh Sainik Welfare Offices in Haryana. At the end of each month a summary of all beneficiaries to whom the financial assistance has been paid from Flag Day will be prepared/signed by District Level Committee.

(g) Director, Sainik & Ardh Sainik Welfare Department, Panchkula and Welfare Officer of respective districts are authorized to put a portion of the fund in Fixed Deposit after taking into account the likely expenditure in the next 3 to 6 months.

10. **Sharing of collection of funds**

(a) Sixty percent of District collection shall be retained by the District Level Committee and balance forty percent of the collection shall be remitted to Vice Chairman, Flag Day committee Haryana C/o Director General-cum-Secretary, Sainik and Ardh Sainik Welfare Department, Haryana Panchkula by the 31st January of every Calendar year.

(b) State Committee shall remit a fix amount of Rs. 2,56,860/- of the collection of State Committee to Central Flag Day Fund maintained by Kendriya Sainik Board, Ministry of Defence, New Delhi and retain the remainder.

11. **Audit of Accounts:** - Accounts of Flag Day Fund maintained by every District Committee/State Committee shall be audited on annual basis by the Auditors deputed by the Sainik and Ardh Sainik Welfare Department, Haryana Panchkula.

12. **Eligibility Condition for grant of financial Assistance:** - Financial Assistance in incidental case may be sanctioned for rehabilitation of physical casualties, re-settlement and welfare of serving defence personnel/ex-servicemen and their widows/dependents/orphan's distress. Applications for financial assistance must be supported with the necessary documentary proofs and must be verified/recommended by Welfare Officer-cum-Secretary of respective Sainik and Ardh Sainik Welfare Offices in Haryana. Financial assistance given to ESM/Widows must be endorsed by the Welfare Officer-cum-Secretary of respective Sainik and Ardh Sainik Welfare Offices in Haryana in their discharge books.

13. **Objectives for which the Fund may be utilized: -**

(a) To provide financial aid for Rs. 1000/- p.m. for the maintenance of :-

1. Above 40 % Disabled Child (Wards of ESM) who are not able to earn their livelihood above 21 years.
2. Mentally retarded Wards of ESM.

Note: provided the beneficiaries will have to submit their undertaking with prescribed proforma that the same benefits are not being availed from any other source.

(b) Giving Financial Assistance of Rs. 1,000/- per month to Widow/Divorced daughter with income less than Rs. 1,20,000/- per annum.

(c) The Administrative Secretary, Sainik and Ardh Sainik Welfare Department, Haryana Panchkula is authorized for incurring incidental charges not Exceeding Rs 3,00,000/- in a financial year on unforeseen miscellaneous expenditure at the State level for the welfare of ESM/Widows, for office contingency, repair and purchase of office equipment's which includes, Photostat Machine, Computer Hard/Software, Desert/Water coolers or dispenser, Coffee/Tea machine, chairs and center table for visitors. Stock Register for the items purchased out of this fund will be maintained separately.

(d) Unforeseen miscellaneous expenditure at the District level with the prior approval of the Director General/Director-cum-Secretary, SASWD, Panchkula not exceeding Rs. 1,00,000/- for contingency repair and purchase of office equipment which includes Photostat Machine, Computer Hardware/Software, Desert/Water Coolers, Chairs and Benches for Office/Sainik Rest Houses. Stock Register for the items purchased out of this fund will be maintained separately.

However, the said amount will be sanctioned subject to the availability of the fund under Flag Day Fund.

- (e) The District Sainik and Ardh Sainik Welfare Officer in Haryana is empowered to pay Rs. 20,000/- to the widow/NoK of ESM at the time of funeral of ESM, if the same is not received taken from any other source, necessary sanction will be obtained from District Level Committee.
 - (f) To pay Honorarium to the concerned Clerk/Assistant/Welfare Org. who is responsible for maintenance of accounts @ Rs. 500/- per month at the State level and Rs. 300/- per month at the district level of Sainik and Ardh Sainik Welfare Department, Haryana respectively.
 - (j) The Director General-cum-Secretary, Sainik and Ardh Sainik Welfare Department, Haryana can incur Expenditure with the permission of the Administrative Secretary to Govt of Haryana as a Chairman, not Exceeding Rs. 5,00,000/- or as required in a year on State/Divisional level ESM Rallies.
 - (k) To pay Rs. 400/- per day (Maximum for three days) as honorarium and journey expenses to Volunteer ESM involved in the collection of Flag Day Fund at State/District level. The volunteer ESM should not be related to the Sainik and Ardh Sainik Welfare Department (Maximum 04 ESM).
14. **Procedure for inviting applications:**
- Applications for financial assistance from this fund shall be made in the form prescribed and shall be addressed to the Director/Director General, Sainik & Ardh Sainik Welfare Department. These applications shall be verified by the concerned Welfare Organizer and countersigned by Welfare Officer of the concerned districts.
15. **Exemption from Income Tax:** - Donations are exempted from Income Tax vide Govt. of India, Ministry of finance (Revenue Division) New Delhi, circular No.69 (12)-IT/54, dated 6th March, 1954 and notification No.1536 (FN)/97/105/76-11(A.I) dated 25th Oct., 1976. Donations to the Armed Forces Flag day Fund are recommended to be sent through Accounts Payee Cheque/D.D/M.O./L.P.O. payable to "Flag Day Fund" c/o the Director General-cum-Secretary, Sainik and Ardh Sainik Welfare Department, Haryana, Sector-12, Panchkula.
16. **Rolling Trophy:** The District collecting maximum contribution based on per capita basis of population of the district would be awarded a Running Trophy. Any District winning this trophy for a consecutive period of three years would annex this trophy and new trophy will be introduced for competition.
17. Unsold token flags/car stickers/lapel pins and other material must be collected & reserved for next year Armed Forces Flag Day celebration.
18. **Supersession:** The Rules for the utilization of the Flag Day Fund issued, vide Haryana Government No. 31/1/2002-3DI dated 07.03.2006 as amended from time to time are hereby repealed.

Note- All the procurement will be made through Purchase Committee/GeM at District and Head Quarter Level.



(Vijayendra Kumar IAS)
Additional Chief Secretary to Govt of Haryana
Sainik and Ardh Sainik Welfare Department, Haryana

Appendix 'A'

APPLICATION FOR FINANCIAL ASSISTANCE FROM THE FLAG DAY FUND**PART 1**

1. Name :-
2. Father's Name :-
3. Age of the Applicant :-
4. Gender :-
5. If Dependent, Relation of the applicant :-
6. Category (disabled, blind, mental retarded, Wodow, widaow daughter) :-
7. Regimental Number and Rank:-
8. Address :-
9. Unit in which last service :-
10. Length of Colour Service :-
11. Date and cause of Discharge :-
12. Cause of Financial Assistance:-
13. Amount applied for :-
14. Amount of Pension, if any :-
15. Annual net income from other sources, if any :-
 - (i) Approximate area of any land :-
 - (ii) Irrigated :-
 - (iii) Un-irrigated :-
 - (iv) Estimated yearly net income from land :-
 - (v) Estimated yearly net income from any other source :-
16. Submit the affidavit by the applicant duly attested by 1st class Magistrate/Tehsildar.

17. Declaration:

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.

घोषणा :

मैं एतद्वारा घोषणा करता / करती हूँ कि उपर्युक्त विवरण मेरे ज्ञान और विश्वास के आधार पर सही हैं और मैं आपको इसके बारे में किसी भी परिवर्तन की सूचना तुरंत दूंगा / दूँगी। यदि उपरोक्त किसी भी जानकारी को गलत या गलत तरीके से प्रस्तुत करना पाया जाता है, तो मुझे पता है कि इसके लिए मैं उत्तरदायी हूँ।

Signature of applicant/Thumb Impression

Part II

Recommendation by the Welfare Organiser/ Concern dealing: -

1. Confirm that information furnished in the application form is correct as per the original documents produced by applicant. Hence, the case is recommended to provide the Financial Assistance from Flag Day Fund to the applicant.
2. Amount and nature of grant recommended from FDF.....
3. Purpose

Signature of Welfare Organiser/
Concern dealing
DS&AS..

Part III

Certificate and recommendation by concerned Welfare Officer-cum-Secretary:

1. It is certified that all the requisite documents have been personally checked and verified.
2. Certify that applicant has not been provided any financial Assistance from the state Govt or any other sources.
3. Confirm that information furnished in the application form is correct as per the original documents produced by applicant. Hence, the case is recommended to provide the Financial Assistance from Flag Day Fund to the applicant.

Signature of Welfare Officer-cum-Secretary
DS&AS..

Dated:

31/01/2002-3DI/..... Haryana Government.