Manual for Financial Assistance for the Marriage of Daughters Granddaughters and Dependent Sister of Freedom Fighters of Haryana

SARAL has been developed using Service Plus, a product developed by NIC Delhi which provides a single, unified, metadata-based portal to Citizen.

Grant of financial assistance to Haryana State Freedom Fighters/INA personnel and their widows for the marriages of their daughters and dependent sisters may be given at the rate of Rs. 51,000/- (Rs. Fifty thousand and one hundred) with immediate effect in each case even though more than one marriage is solemnized in a year.

This document provides step wise instructions for workflow players (department officials) for handling various aspects of the software with visual screens for easy and better understanding.

Work Flow



1. Role of Deputy Commissioner

Role Description: Deputy Commissioner is the first authority to accept and verify the application form alongwith enclosures who will take action to complete the task and forward it to the SDM.

Step 1: Deputy Commissioner will login with his/her credentials on the SARAL Portal: http://saralharyana.gov.in .



Step 2:- Click the **Message Box** which is on the left side then click the **Inbox button**. Now select the *scheme* and the *task* as in following screen and click **Get data button**. Then it will show Application Number, Status and Action. Clicking on the application number to view the application and then click on the **Pull button**.

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ANTYODAYA Transforming Service Delivery in I Powered by ServicePlus	L-S A Haryana	ARAL Portal	Shri Manohar Lal Hon'ble Chief Minister
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ANTYODAYA-SARAL Portal Transforming Service Delivery in Haryana Powered by ServicePlus

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Shri Manohar Lal Hon'ble Chief Minister

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Step 3:- Another window will display where you can view the processing history by clicking on the **View Processing History**. It will show all the actions that have been taken by the workflow players (department officials) till now on the selected application. If any official has uploaded report that can also be viewed here. The whole application form filled by citizen/kiosk along with enclosures(if any) can also be viewed here.

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h Reports	<	Scrutiny of Application by Deputy Commi	issioner	Dr. Aditya Dahiya	03/07/201	8	NA	Under Processi	ng
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Step 4: Perform the action on the form by clicking the radio button **forward** and select the **User** who will receive the application next. Also, enter your remarks (mandatory field) and click on the **Submit button**.

Web Service Integration	<		
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Application successfully submitted.



Step 5: Perform the action on the form by clicking the radio button **Send back to applicant to re-upload enclosures** and click on the **Submit button**. Now Application form sent back to Applicant.

Send back to Applicant to re upload Enclosure

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Remarks

ok

Enclosures

Type Of Enclosure	Attached Enclosure	Status		Reason for Rejection		Rem	arks	
Birth Proof	Birth Certificate	Accepted	٣					
Advance Receipt (Verified by Manager)	Advance Receipt (Verified by Manager).	Accepted	*					
Bank Passbook(linked with Aadhar card)	Bank Passbook(linked with Aadhar card)	Accepted	٣					
Marriage Card	Marriage Card	Accepted	٣					
NOC from Freedom Fighter Spouse to Receive Financial Assistance	NOC from Freedom Fighter Spouse to Received Financial Assistance	Accepted	٣					
Death Certificate of Freedom Fighter	Death Certificate of Freedom Fighter	Accepted	٣					
Predefined Template	Freedom Fighter Certificate	Accepted	٣					
Predefined Template	Freedom Fighter Dependent Relationship Certificate of Applicent	Accepted	٣					
Predefined Template	Freedom Fighter Dependent Relationship Certificate of Married Girl	Rejected	٣	Expired Texpired Forged				
				Incomplete Invalid Not Clear				

2. Role of SDM (Sub Division Magistrate will forward to tehsildar)

Step 1,2 and 3: are same as role 1, step 1,2 and 3.

Step 4: Perform the action on the form by clicking the radio button **forwardto tehsildarby SDM** and select the **User** who will receive the application next. Also, enter your remarks (mandatory field) and click on the **Submit button**.

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\leftrightarrow \rightarrow C \bigcirc Not secure	← → C 🛈 Not secure saralharyana.gov.in/configure/renderOfficialForm.do?OWASP_CSRFTOKEN=PGQZ-BNHI-E6L7-GEMP-HU9E-D7UV-Z802-GWLl&spdiApplId=38943&coverageLocationId=15 Q 🛧 :								
🗱 Manage Service	<	Service Name-	Financial Assistance for the Marriage of Daughters Granddaughters and Dependent Sister of Freedom Fighters of Haryana			-			
🐮 Manage Profile	<	Current Task-	Forward to Sub Divisional Magistrate by Deputy commissioner						
 User Management 	<	Application Reference Number-	HFRFIGDEP/2018/00027			١.			
•• Message Box	~	Application Received Date-	03-07-2018						
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3. Role of Tehsildar (Tehsildar will forward to Sub division magistrate)

Step 1,2 and 3: are same as role 1, step 1,2 and 3.

Step 4: Perform the action on the form by clicking the radio button **forward to Sub division magistrate**, **upload** the required report and select the **User** who will receive the application next. Also, enter your remarks (mandatory field) and click on the **Submit button**.

📽 Manage Service	<	Service Name-	Financial Assistance for the Marriage of Daughters Granddaughters and Dependent Sister of Freedom Fighters of Haryana							
誉 Manage Profile	<	Current Task-	Forward to Tehsildar by Sub Divisional Magistrate							
😶 User Management	<	Application Reference Number-	HFRFIGDEP/2018/00027							
•• Message Box	~	Application Received Date-	03-07-2018							
 Inbox Sent Applications 										
Payment Settlement Report	<	• View Processing History								
 DSC Management 	<	- Action by Tehsildar								
Department/Local Body Mapping	<									
Reports	<	Action by Tehsildar								
 SMS Configuration 	<	Action *	 Forward to Sub Divisional Magistrate by Tehsildar 							
Neb Service Integration	<	User *	SDM Kernel (Sub Divisionel Megistrate)							
		Upload Report *	Additional document name Choose File							
		Remarks/Recommendation								
			Submit S Reset Cancel + Back to Inbox Return to Pull							

4. Role of SDM (Sub Division Magistrate will forward to Deputy Commissioner with document)

Step 1,2 and 3: are same as role 1, step 1,2 and 3.

Step 4: Perform the action on the form by clicking the radio button **forward to Deputy Commissioner** and upload report. Also, enter your remarks (mandatory field) and click on the **Submit button**.

Menu		≡	raj	Themes	🐐 SDM Karna
📽 Manage Service	<	Service Name-	Financial Assistance for the Marriage of Daughters Granddaughters and Dependent Sister of Freedom Fighters of Haryana		
嶜 Manage Profile	<	Current Task-	Forward to Sub Divisional Magistrate By Tehsildar		
😶 User Management	<	Application Reference Number-	HFRFIGDEP/2018/00027		
 Message Box 	~	Application Received Date-	03-07-2018		
Inbox					
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Payment Settlement Report	<	• view Processing instory			
 DSC Management 	<	- Action by Sub Divisional Magistrate 2nd			
Department/Local Body Mapping	<				
Reports	<	Action by Sub Divisional M	lagistrate		
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		Remarks/Recommendation			
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5. Role of Deputy Commissioner(forward it to the Chief Secretary)

Step 1,2 and 3: are same as role 1, step 1,2 and 3.

Step 4: Perform the action on the form by clicking the radio button **forward it to the Chief Secretary** and upload report. Also, enter your remarks (mandatory field) and click on the **Submit button**.

📽 Manage Service	<	Service Name-	Financial Assistance for the Marriage of Daughters Granddaughters and Dependent Sister of Freedom Fighters of Haryana
营 Manage Profile	<	Current Task-	Forward to Deputy commissioner by Sub Divisional Magistrate
📽 Apply for services	<	Application Reference Number-	HFRFIGDEP/2018/00027
•• View Status of Application	<	Application Received Date-	03-07-2018
😶 User Management	<		
Message Box	~	View Processing History	
Inbox			
Sent Applications			
Payment Settlement Report	<	Action by Deputy Commissioner 2nd	
DSC Management	<	Action by Deputy Commiss	sioner
Department/Local Body Mapping	<	Action *	 Forward to Chief Secretary by Deputy commissioner
Reports	<	Upload Report	Additional document name
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 SMS Configuration 	<	Remarks/Recommendation	
Web Service Integration	<		
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6. Role of Chief Secretary (will forward to SGA)

Step 1,2 and 3: are same as role 1, step 1,2 and 3.

Step 4: Perform the action on the form by clicking the radio button **forward** and select the **Task** who will receive the application next. Also, enter your remarks (mandatory field) and click on the **Submit button**.

Message Box Current Task- Forward to Chief Secretary Haryana by Deputy Commissioner	
Inbox Application Reference Number- HFRFIGDEP/2018/00027	
Sent Applications Application Received Date- 03-07-2018	
DSC Management C	
Reports <	
	_
Ist Action by Chief Secretary Haryana	
Action by Chief Secretary Haryana	
Action * Forward	
Task * Forward to Secretary to Govt Haryana General Administration by Chief 	
Secretary Haryana	
Send back to Applicant to re upload Enclosure	
Remarks ok	
🖺 Submit 🙂 Reset 🛛 Cancel 🗲 Back to Inbox 🕞 Return	to Pull

7. Role of Secretary to Government Haryana, General Administration

Step 1,2 and 3: are same as role 1, step 1,2 and 3.

Step 4: Perform the action on the form by clicking the radio button **forward** and select the **Task** who will receive the application next. Also, enter your remarks (mandatory field) and click on the **Submit button**.

🃽 Manage Service	<	Service Name-	Financial Assistance for the Marriage of Daughters Granddaughters and Dependent Sister of Freedom Fighters of Haryana	1
\\ Manage Profile	<	Current Task-	Forward to Secretary to Govt Haryana General Administration by Chief Secretary Haryana	
 User Management 	<	Application Reference Number-	HFRFIGDEP/2018/00027	
•• Message Box	~	Application Received Date-	03-07-2018	h
Inbox				I
Sent Applications				
Grievance	<	View Processing History		l
Payment Settlement Report	<	Action by Secretary to Govt Haryana Ge	neral Administration	l
 DSC Management 	<			I
Department/Local Body Mappin	ng <	Action by Secretary to G	ovt Haryana General Administration	l
🗎 Reports	<	Action *	 Forward 	I
SMS Configuration	<	Task *	Forward to Under Secretary Protocol by Secretary to Govt Haryana General Administration	l
Web Service Integration	<		 Send back to Applicant to re upload Enclosure 	I
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		Remarks	ok	ľ
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8. Role of Under Secretary Protocol Role Description: Under Secretary Protocol(forward it to the Chairman HSSSS level.)

Step 1,2 and 3: are same as role 1, step 1,2 and 3.

Step 4: Perform the action on the form by clicking the radio button **forward** and select the **Task**who will receive the application next. Also, enter your remarks (mandatory field) and click on the **Submit button**.

📑 Manage Profile	<	Service Name-	Financial Assistance for the Marriage of Daughters Granddaughters and Dependent Sister of Freedom Fighters of Haryana
Message Box	~	Current Task-	Forward to Under Secretary Protocol by Secretary to Govt Haryana General Administration
D Inbox		Application Reference Number-	HFRFIGDEP/2018/00027
Sent Applications	,	Application Received Date-	03-07-2018
DSC Management	le la		
Reports	<		
		• View Processing History	
		And a faith day a sector and and	
		Action by Under Secretary Protocol	
		Action by Under Secreta	ary Protocol
		Action *	 Forward
		Task *	 Forward to Chairman of Haryana Swatantrata Sainani Samman Samiti by
			Under Secretary Protocol
			 Send back to Applicant to re upload Enclosure
		Remarks	ok
			🖹 Submit 🙁 Reset 😆 Cancel 🗲 Back to Inbox 🙄 Return to Pull

9. Role of Chairman HSSSS(and forward it to the Superintendent level)

Step 1,2 and 3: are same as role 1, step 1,2 and 3.

Step 4: Perform the action on the form by clicking the radio button **forwardto the Superintendent** and enter page no, serial no,upload report. Also, enter your remarks (mandatory field) and click on the **Submit button**

Sent Applications		Action by Chairman HSSSS
Payment Settlement Report	<	
DSC Management	<	Action by Chairman HSSSS
Department/Local Body Mapping	<	Action * Forward to Superintendent by Chairman Haryana Swatantrata Sainani Samman Samiti
Reports	<	
🎖 Dispatch List	<	Name of Freedom Fighter is Listed in the List of District * FARIDABAD
SMS Configuration	<	Page No: * 234
Web Service Integration	<	Serial No: * 22
o Offline	<	Upload Report * Additional document name
		Remarks/Recommendation ok
		■ Submit ⊃ Reset ⊗ Cancel ← Back to Inbox ⊃ Return to Pull

10. Role of Superintendent (and forward it to the Assistant level).

Step 1,2 and 3: are same as role 1, step 1,2 and 3.

Step 4: Perform the action on the form by clicking the radio button **forwardto the Assistant** and enter your remarks (mandatory field) and click on the **Submit button**

Menu		=	🏳 Themes 🕴 Superintendent		
🦉 Manage Profile	<	Service Name-	Financial Assistance for the Marriage of Daughters Granddaughters and Dependent Sister of Freedom Fighters of Haryana		
Message Box	~	Current Task-	Forward to Superintendent by Chairman of Haryana Swatantrata Sainani Samman Samiti		
Inbox Sect Applications		Application Reference Number-	HFRFIGDEP/2018/00027		
 DSC Management 	<	Application Received Date-	03-07-2018		
Reports	<	 View Descention History 			
		Action by Superintendent Action by Superintendent Action * Remarks	 Forward to Assistant by Superintendent ok Submit		

11. Role of Assistant(and forward it to the Superintendent level).

Step 1,2 and 3: are same as role 1, step 1,2 and 3.

Step 4: Perform the action on the form by clicking the radio button **forwardto the Superintendent** and upload report, also enter your remarks (mandatory field) and click on the **Submit button**

Manage Profile	۲	Service Name-	Financial Assistance for the Marriage of Daughters Granddaughters and Dependent Sister of Freedom Fighters of Haryana			
Message Box	~	Current Task-	Forward to Assistant by Superintendent			
lnbox		Application Reference Number-	HFRFIGDEP/2018/00027			
Sent Applications		Application Received Date-	03-07-2018			
DSC Management	<					
Reports	<	O View Processing History				
		View Processing History				
		Action by Assistant				
		Action by Assistant				
		Action *	Forward to Superintendent by Assistant			
		Upload Report *	Additional document name			
			Choose File			
		Remarks	ok			
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12. Role of Superintendent (and forward it to the Under Secretary Protocol level).

Step 1 and 2: are same as role 1, step 1 and 2.

Step 4: Perform the action on the form by clicking the radio button **forwardto the Under Secretary Protocol** and enter your remarks (mandatory field) and click on the **Submit button**

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🚰 Manage Profile 💦 🔇	¢	Service Name-	Financial Assistance for the Marriage of Daughters Granddaughters and Dependent Sister of Freedom Fighters of Haryana		
•• Message Box •	, ,	Current Task-	Forward to Superintendent by Assistant		
Inbox Sent Applications		Application Reference Number-	HFRFIGDEP/2018/00027		
DSC Management	ç	Application Received Date-	03-07-2018		
Reports View Processing History Action by Superintendent 2nd Action by Superintendent 1nd Action i Action i Action i Forward to Under Secretary Protocol by Superintendent Remarks ok		• Forward to Under Secretary Protocol by Superintendent			

13. Role of Under Secretary Protocol(and forward it to the Secretary to Government Haryana General Administration level.)

Step 1,2 and 3: are same as role 1, step 1,2 and 3.

Step 4: Perform the action on the form by clicking the radio button **forward** and select the **Task** who will receive the application next. Also, enter your remarks (mandatory field) and click on the **Submit button**.

🚰 Manage Profile 🛛 🔇 <	Service Name-	Financial Assistance for the Marriage of Daughters Granddaughters and Dependent Sister of Freedom Fighters of Haryana	1
•• Message Box •	Current Task-	Forward to Under Secretary Protocol by Superintendent	
O Inbox	Application Reference Number-	HFRFIGDEP/2018/00027	
Sent Applications	Application Received Data	02-07-2018	h
•• DSC Management <	Application Received Date-	03-01-2018	I
Reports <	• View Processing History		
	Action by Under Secretary Protocol 2nd	Protocol • Forward	
	Task *	 Forward to Secretary to Govt Haryana General Administration by Under Secretary Protocol Send back to Applicant to re upload Enclosure 	
	Remarks	okj	
		Submit SReset Cancel Cancel Cancel Cancel Concel	

14. Role of Secretary of Government Haryana General Administration(and forward it to the Chief Secretary level).

Step 1,2 and 3: are same as role 1, step 1,2 and 3.

Step 4: Perform the action on the form by clicking the radio button **forward** and select the **Task** who will receive the application next. Also, enter your remarks (mandatory field) and click on the **Submit button**.

📽 Manage Service	<	Service Name-	Financial Assistance for the Marriage of Daughters Granddaughters and Dependent Sister of Freedom Fighters of Haryana			
😁 Manage Profile	<	Current Task-	Forward to Secretary to Govt Haryana General Administration by Under Secretary Protocol			
😶 User Management	<	Application Reference Number-	HFRFIGDEP/2018/00027			
•• Message Box	~	Application Received Date-	03-07-2018			
Inbox						
Sent Applications		• View December History				
· Grievance	<	View Processing History				
Payment Settlement Report	<	Action by Secretary to Govt Harvana General Administration 2nd				
 DSC Management 	<					
 Department/Local Body Mapping 	<	Action by Secretary to Govt Haryana General Administration				
🗋 Reports	<	Action *	• Forward			
SMS Configuration	<	Task *	 Forward to Chief Secretary Haryana for Final Approval 			
📜 Web Service Integration	<		 Send back to Applicant to reupload Enclosure 			
		Remarks/Recommendation	ok			
			🖺 Submit 🗊 Reset 😨 Cancel 🗲 Back to Inbox 🗊 Return to Pull			

15. Role of Chief Secretary (and forward it to the Applicant, Deputy Commissioner, AGOT, Chairman Level.)

Step 1,2 and 3: are same as role 1, step 1,2 and 3.

Step 4: Perform the action on the form by clicking the radio button **Approve,Reject Application** and enter your remarks (mandatory field) and click on the **Submit button**.

Menu		=	j⊂⊐Then	ies 🎄	Chief Secretary
Manage Profile	<	Service Name-	Financial Assistance for the Marriage of Daughters Granddaughters and Dependent Sister of Freedom Fighters of Haryana		
Message Box	~	Current Task-	Forward to Chief Secretary Haryana for Final Approval		
Inbox		Application Reference Number-	HFRFIGDEP/2018/00027		
Sent Applications	۲	Application Received Date-	03-07-2018		
Reports	۲	 View Processing History Action by Chief Secretary Haryana Action by Chief Secretory Action * 	Haryana for Final Approval © Reject Application © Approve Application		
		Remarks/Recommendation	okj		
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• Inbox				
Sent Applications			Bubmit Etdit Form EView Form	Cancel
•• DSC Management <				
Reports <				
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Output Document(Sanction Letter)

From	
	Chief Secretary to Govt. Haryana
То	
	The Treasurer,
	Charitable Endowments Haryana,
	SCO 909, 2 nd Floor, Manimajra,
	Application Reference No. HFRFIGDEP/2018/00028 Dated : 04/07/2018
Subject:	Sanction of Financial Assistance as Kanyadan for the Marriage of Granddaughter of Late Sh. Ram karan Sharma, Freedom Fighters resident of Village Bharawas (145), Tehsil Rewari, District REWARI, State HARYANA.
	Kindly refer to the subject noted above.
1.	It is informed that application has been received for Financial Assistant from Sh. Ankit Sharma, Son of a Freedom Fighter Late Sh. Ram karan Sharma, resident of Village Bharawas (145), Tehsil Rewari, District REWARI, State HARYANA for Sanction the Financial Assistance Amount for the marriage of Asima Granddaughter of Late Sh. Ram karan Sharma, Freedom Fighter.
2.	According to report received form Chairman, Haryana Swatantrata Sainani Samman Samiti, the name of Late Sh. Ram karan Sharma S/o Sh. Devki nandan, stands at Sr. No. 22 on page 234 of the list of Freedom Fighters of FARIDABAD District.
3.	After proper examination, Government has sanctioned Financial Assistance Rs. 51,000 (Total Rs. Fifty One Thousand only) as Kanyadaan for the marriage of Asima Granddaughter of Late Sh. Ram karan Sharma Freedom Fighter of Haryana State.

(Depinder Singh Dhesi, IAS) Chief Secretary to Govt. Haryana