



DIRECTORATE OF FIRE & EMERGENCY SERVICES, J&K
SRINAGAR/ JAMMU

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Subject: Issuance of the J&K Fire & Emergency Services Welfare Rules, 2026

ORDER No. 685 (DF&ES) OF 2026

DATED: 14.09.2026

Whereas, welfare measures for the personnel of Fire & Emergency Services have been governed by provisions framed from time to time, which have also been reviewed and modified through deliberations in the Welfare Meetings;

Whereas, with a view to consolidating, updating and strengthening the existing welfare measures and to provide a structured framework for extending welfare assistance to the personnel of Fire & Emergency Services, J&K and their eligible dependents, the **Fire & Emergency Services Welfare Rules, 2026** have been formulated;

Whereas, the draft Rules have been examined and the recommendations arising out of the review process have been incorporated therein;

Now, therefore, the **Fire & Emergency Services Welfare Rules, 2026**, appended to this order as **Annexure-A**, are hereby **issued for implementation** in the Fire & Emergency Services, J&K.

The Rules shall come into force with effect from the date of issuance of this order and shall govern the welfare measures, assistance and administration of the Welfare Fund in accordance with the provisions contained therein, subject to the applicable Government rules/instructions and availability of funds.

 14/09

Alok Kumar-IPS (ADGP)

Director

Fire & Emergency Services, J&K,
Srinagar/Jammu

No:DFES-ACCT0WF/1/2025-02 (CC-7789996)

Dated: 14.09.2026

Copy to the:

1. Principal Secretary to the Government, Home Department, J&K, Civil Secretariat, Srinagar/Jammu for favour of kind information;
 2. Joint Director, Fire & Emergency Services, Jammu/Srinagar Range;
 3. Accounts Officer, Fire & Emergency Services, J&K;
 4. All Command Officers, Fire & Emergency Services, J&K;
 5. Medical Officer, Fire & Emergency Services, J&K;
 6. In-charge Welfare Cell, Directorate of Fire & Emergency Services, J&K;
 7. In-charge IT/Web Site;
 8. Office record.
-for information and necessary action.

FIRE & EMERGENCY SERVICES, J&K



WE SERVE TO SAVE

WELFARE RULES, 2026

**DIRECTORATE OF FIRE & EMERGENCY SERVICES, J&K
JAMMU/SRINAGAR**

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Chapter 1

General Provisions

1.1 Short Title and Commencement:

These rules may be called the Jammu and Kashmir Fire and Emergency Services Welfare Rules, 2026, and shall come into force the date of issuance of the order.

1.2 Objective:

These rules aim to:

- a. Institutionalize structured welfare support for serving and retired Fire and Emergency Services personnel.
- b. Provide immediate and long-term assistance to families of those who die in harness, become injured, or incapacitated in the line of duty.
- c. Ensure access to financial relief, medical support, educational assistance, skill development, and rehabilitation.
- d. Promote dignity and morale among Fire and Emergency Services personnel through incentives, recognitions, and transparent administration of the Welfare Fund.

1.3 Applicability:

These rules shall apply to:

- a. all serving officers, officials and support staff of Fire and Emergency Services Jammu and Kashmir including Gazetted, Non-Gazetted, and permanent employees.
- b. Family members of deceased or serving personnel, including:
 - i. Spouse;
 - ii. Children (biological, adopted, legally dependent);
 - iii. Dependent parents;
 - iv. Dependent siblings, wherever certified.

1.4 Definitions:

Unless otherwise defined in these rules:

- a. "Chairman" means the Chairman of the Central Welfare Fund Committee of Fire and Emergency Services Jammu and Kashmir.
- b. "Committee" means the Central Welfare Fund Committee constituted under these rules.
- c. "Dependent" means a person wholly or substantially dependent on a subscriber, as Certified by the DDO/Command Officer.
- d. "Director" means the Director, Fire and Emergency Services, Jammu and Kashmir.
- e. "Directorate" means the office of the Director, Fire and Emergency Services, Jammu and Kashmir;
- f. "Fund" means the Jammu and Kashmir Fire and Emergency Services Welfare Fund.

- g. "Martyred Personnel" means those Fire and Emergency Services Personnel who lose their lives in the line of duty during active fire-fighting, rescue, or disaster response Operations.
- h. "Personnel" means any permanent serving employee of Fire and Emergency Services Jammu and Kashmir.
- i. "Subscriber" means personnel who contribute monthly towards the Fund.

1.5 Fund Structure

- a. The Welfare Fund shall be maintained as a separate dedicated account under the control of the Director, Fire and Emergency Services Jammu and Kashmir.
- b. The Fund shall be non-lapsable and managed in accordance with the approved norms by the Central Welfare Fund Committee.
- c. Funding sources include monthly subscriptions, grants from government/local bodies, donations, fines, and interest accrued on fund corpus.

Chapter 2

Constitution and Administration of the Welfare Fund

2.1 Constitution of the Welfare Fund

- a. The Jammu and Kashmir Fire and Emergency Services Welfare Fund shall be a dedicated, non-lapsable departmental fund maintained exclusively for the welfare of Subscribers and their families.
- b. The Fund shall be constituted through:
 - i. Monthly subscriptions from serving personnel.
 - ii. Grants or assistance from the Government or local bodies.
 - iii. Voluntary donations, fines, interest on loans, or savings from departmental activities.
 - iv. Interest accrued on the Fund's corpus in approved savings instruments.
- c. The Fund shall be operated at two levels:
 - i. Central Fund, managed at the Directorate level.
 - ii. Command Funds, operated with approval of the Central Committee for specific localized welfare needs.

2.2 Central Welfare Fund Committee:

- a. A Central Welfare Fund Committee shall oversee all policy decisions, approvals, and administration of the Fund.
- b. The Committee shall comprise of the following members:

Director, Fire and Emergency Services, J&K	Chairman
Joint Director, Fire and Emergency Services	Member
Deputy Director, Fire and Emergency Services	Member
Assistant Director, Fire and Emergency Services	Member
One Non-Gazetted Officer each from Divisional Fire Officers, Station Officers, Sub Officers and Mechanic Drivers	Member
One Subordinate representative each from Leading Firemen, SG Firemen/ Firemen	Member
Assistant Accounts Officer (AAO)	Member Secretary
Accounts Officer, Fire and Emergency Services	Co-opted member

Note:

- i. *The Quorum shall be deemed to be complete when Two-thirds of members are present including Chairman and Member Secretary.*
- ii. *Decisions will be final by simple majority.*
- iii. *Chairperson's vote shall be decisive in case of a tie.*

2.3 Functions of the Central Welfare Fund Committee

The Central Welfare Fund Committee shall be responsible for the overall administration, supervision, and policy formulation related to the Welfare Fund. Its functions shall include:

- a. To examine and approve all welfare loan, relief, and assistance applications exceeding the prescribed emergency limits.

- b. To redraft, interpret or amend any clause of the Welfare Rules, subject to institutional requirements and approval protocols.
- c. To sanction ex-gratia payments, financial assistance for house construction/repair, educational aid, medical aid and other welfare facilities as per norms.
- d. To frame and enforce guidelines for the processing, disbursal and recovery of loans, including action against defaulters wherever necessary.
- e. To ensure that the total sanctioned expenditure under the Welfare Fund does not exceed 80% of the available corpus at any point of time.
- f. To review, audit and publish annual statements detailing the income, expenditure and Utilization of the Welfare Fund for transparency.
- g. To recommend and promote welfare schemes specifically designed for female dependents, widows, and other vulnerable family members of the personnel.
- h. To convene at least one meeting every six months and hold additional meetings in urgent situations as directed by the Chairman Central Welfare Fund Committee.
- i. To ensure fair, timely and need-based delivery of all approved benefits to eligible subscribers and their families.

Note: *In case of any redraft, interpretation, or amendment in these rules, where ambiguity or confusion arises, the decision of the Chairman Central Welfare Fund Committee, shall be final and binding.*

2.4 Welfare Cell and Field Implementation

- a. A Welfare Cell shall function at the Directorate, headed by an officer (Welfare Officer) not below the rank of Sub officer, nominated by Director, Fire and Emergency Services Jammu and Kashmir.
- b. Welfare Officers at Command levels shall:
 - Receive and forward applications.
 - Verify documents and eligibility.
 - Counsel applicants and resolve grievances.
- c. The Welfare Cell shall maintain a dedicated register and tracking system for all applications, sanctions, disbursements, and recoveries under these rules, and shall ensure proper documentation and record-keeping for audit and review purposes.

Chapter 3

Benefits – Financial Assistance, Loans, and Relief

3.1 Objective

To provide structured financial support to in-service personnel of the Fire and Emergency Services Jammu and Kashmir welfare-related needs such as education, marriage, housing, health emergencies, calamities, and traditional ceremonies.

3.2 Eligibility

- a. All serving personnel of the Fire and Emergency Services Jammu and Kashmir with at least two years continuous service subscribing towards the fund are eligible to apply for welfare loans or relief.
- b. For scholarships, the meritorious ward of the subscriber must be enrolled in a government recognized school, college, or institution.

3.3 Sanctioning Authority:

The Central Welfare Fund Committee shall be the competent authority to approve all types of welfare loan and relief applications. However, Emergency medical disbursement up to ₹50,000/- may be approved by the Command Officer as per Rule 5.4.

3.4 Categories of Welfare Assistance

- a. Marriage Assistance: ₹1,00,000/- may be granted in favour of an in-service Personnel/subscriber to meet out the expenses on account of himself-marriage or marriage of his/her ward and ₹50,000/- in favour of a dependence certificate duly authenticated by the concerned DDO/ Command Officer.
- b. House Construction/Repair: A welfare loan of ₹1,00,000/- may be granted for Residential house construction and ₹50,000/- for repair/ renovation of house of in-service personnel/ subscriber subject to G.P. Fund check and production of site/ layout plan.
- c. Educational Loan: Interest-free educational loans up to ₹1,00,000/- may be Sanctioned for wards of serving personnel pursuing professional courses (Engineering, Medical after qualifying NEET, JEE) in government-recognized institutions. The applicant must provide admission proof, course duration, and cost structure along with the application Form – 3).
- d. Scholarship for Meritorious Students: A one-time non-refundable scholarship of ₹25,000/- for students scoring 95% or above in 12th class, and ₹15,000/- for those scoring 95% or above in 10th class, may be granted based on the submission of certified mark sheets. Maximum two children per subscriber are eligible for the scholarship during his service tenure.
- e. Religious Ceremonies: A non-refundable amount of ₹25,000/- shall be sanctioned for expenses related to traditional rites such as Mundan, Yagnepavit, or Circumcision for children of serving personnel. A self-declaration and recommendation from the Command Officer shall accompany with the application.
- f. Relief for Acute Distress or Calamity: An amount of ₹25,000/- as welfare relief may be sanctioned for personnel facing unforeseen hardship such as fire damage,

floods, landslides, earthquake, or major loss of property, based on a certificate from the Tehsildar or designated Revenue Authority.

- g. Injury Relief: In case of injury sustained by serving personnel during official duty, financial assistance as per the severity of the injury as defined in rule 5.3 of chapter 5 of these rules shall be granted to him, on the basis of a recommendation from the Medical Officer of Fire and Emergency Services and countersigned by the Command Officer concerned supported by documents and incident verification.

3.5 Application Procedure:

Applications shall be submitted in prescribed formats/Annexure along with self-attested supporting documents and recommendations from the concerned Command Officer after thorough verification. The Welfare Cell shall process applications with proper scrutiny and the Central Welfare Fund Committee shall approve or reject the applications accordingly.

3.6 Repayment Terms:

- a. Welfare loans shall be interest-free and repayable in 24 monthly installments.
- b. All relief components such as scholarships, calamity assistance and religious grants shall be non-refundable.

3.7 Monitoring and Oversight:

The Welfare Cell shall maintain an updated register and digital tracking system to record every application, sanction, disbursement, and repayment. These records shall be audited annually by the Accounts Officer and submitted for review to the Central Welfare Fund Committee.

Chapter 4

Welfare for Families of Deceased/Martyred Personnel

4.1 Applicability and Scope

This chapter applies to the:

- a. Legal heirs of any Fire and Emergency Services personnel who die during service or in the line of duty.
- b. Legal heirs shall include Spouse, dependent children/ parents/siblings.

4.2 Components of the Comprehensive Relief Package

- a. An amount of ₹20,000/- shall be paid to the next of the kin for performing last rites of serving personnel in case of his natural death during service.
- b. An additional amount of ₹30,000/- shall be paid to the next of the kin in case of death of personnel during duty.
- c. In addition to the relief as defined in sub rule (i) and (ii) above, ₹1,00,000 Ex-Gratia Relief shall be granted to serving personnel who expires during duty.
- d. In case of an unfortunate event of the death of any Fire and Emergency Services personnel while on duty or during active service, the department shall provide free ambulance transportation of the deceased from the place of death/duty to his home within the territorial limits of the Union Territory of Jammu and Kashmir. This facility shall be coordinated by the Command Officer concerned and Welfare Cell, and Charges (if any) on this count shall be reimbursed from the Welfare Fund.

4.3 Welfare Counseling and Skill Support

The Directorate shall implement structured welfare programs to provide emotional, psychological, and vocational support to the families of deceased or martyred personnel who expire during active service or during of duty, which shall include the following measures: -

- a. Grief counseling and psychological support shall be provided to the spouse, children, and dependent family members of deceased personnel through impaneled experts or tie-ups with government/recognized institutions.
- b. Dedicated Family Welfare Centers shall be established at the provincial level Fire and Emergency Services Headquarters of Jammu and Srinagar. These centers shall provide vocational training in tailoring, embroidery, handicrafts, computer literacy, and other employable skills to widows, wards, and dependent family members.
- c. The Directorate shall facilitate logistics, equipment, and marketing support for self-employment activities initiated by trained dependents. Income generated from such activities shall be paid directly to the beneficiaries, while any operational surplus may be credited to the Fire Services Welfare Fund.
- d. The Welfare Cell shall maintain records of beneficiaries trained, support extended, and income generated under this program. Annual reports shall be reviewed by the Central Welfare Fund Committee.

4.4 Documentation Requirements:

In order to consider the cases under this chapter, the following documents shall accompany the case/ application form for further consideration: -

- a. Death Certificate of deceased personnel
- b. Legal Heir Certificate
- c. Dependency Certificate (if not spouse/child)
- d. Affidavit from 1st class Magistrate
- e. Incident Report (if duty-related)
- f. ID Proof of deceased
- g. Bank details of claimant
- h. School/college certificate (for education-related benefits)
- i. Certificate(verification) by Welfare Officer

Chapter 5

Health and Medical Support

5.1 Objectives

To ensure prompt and sufficient medical assistance coverage for serving personnel and their families, with emphasis on occupational health and high-risk exposure.

5.2 Medical Assistance to Subscribers and Dependents

All serving personnel of Fire & Emergency Services Jammu and Kashmir who are active subscribers shall be eligible for medical assistance.

5.3 Financial Support:

The financial support in the shape of welfare relief as per the following classification Shall be granted to the serving personnel of Fire and Emergency Services out of the Welfare fund:-

- a. Emergency/ Critical treatment upto ₹50,000/-
- b. Injury relief at an amount of ₹25,000/- for serious injury, ₹15,000/- for acute injury and ₹5,000/- for medium injury shall be granted.

5.4 Emergency Medical Disbursement by Command Officer

- a. The Command Officer is authorized to sanction up to ₹50,000 from the Welfare Fund as welfare relief kept at his disposal for urgent medical emergencies involving serving personnel, including on-duty injuries, critical illness, or emergency hospitalization.
- b. Disbursement shall be made based on a brief incident report and preliminary medical documentation. A detailed utilization report along with supporting documents must be submitted to the Welfare Cell of the Directorate as early as possible for audit/ fund replenishment and placement of the same for confirmation before the Central Welfare Fund Committee.
- c. Each Command Office shall maintain a Welfare Fund Register/Record of emergency disbursements with beneficiary details, purpose, medical documentation and sanction date. These records shall be reviewed by the Directorate's Welfare Cell during quarterly audits.

5.5 Disability Relief

In case any fire service personnel sustain a service-related partial or permanent disability due to fire-fighting, rescue, or any duty assigned within the scope of Fire and Emergency Services, the Central Welfare Fund Committee may grant financial assistance in the shape of welfare relief on the basis of a disability certificate reflecting the nature and severity of the disability, certified by a competent Medical Board constituted by the Government. Based on the certification, the Chairman Central Welfare Fund Committee may sanction a relief amount up to ₹5,00,000/- Proportionate to the extent of disability. The claim shall be made by the applicant along with all documents verified by the Command Officer concerned and the Medical Officer of the Department.

5.6 Documentation Requirements

The following documents shall be accompanied with the application/ case for further consideration: -

- a. Medical certificate and diagnosis from government-recognized doctor;
- b. Hospital bills and receipts;
- c. Employee ID;
- d. Bank account details of applicant;
- e. Application form (Annexure Form 4)

Chapter 6

Rewards, Mementos, and Retirement Benefits

6.1 Purpose

To acknowledge and honor the dedicated service, bravery, and commitment of the personnel of the Fire and Emergency Services through structured rewards and dignified retirement benefits.

6.2 Retirement Benefits

Upon retirement on superannuation or volunteer retirement, each Service personnel shall receive a retirement gift cheque of ₹50,000 to be deposited in his salary account by the Directorate of Fire and Emergency Services J&K and a departmental memento as a token of appreciation.

Chapter 7

Implementation, Subscriptions & Financial Powers

7.1 Subscription towards Welfare Fund

- a. The monthly subscription shall be mandatory from every permanent serving personnel, on the following rates per month:-

Gazetted officers	₹630.00
Non-Gazetted officers from Sub officer to Divisional Fire Officer	₹590.00
Lower Subordinates from Fireman to Leading Fireman	₹575.00
MTS (Class IV)	₹490.00

- b. Public donations/grants from other institutions are allowed and must be officially received.
- c. The subscription rates towards welfare fund shall be to be reviewed by the Central Welfare Fund Committee after every three years.

7.2 Fund Management and Accounting

- a. The Welfare Fund shall be administered under the overall supervision of the Director, Fire and Emergency Services, Jammu and Kashmir (Chairman Central Welfare Fund Committee).
- b. The dealing Assistant/Cashier of the Directorate shall ensure proper maintenance of the welfare accounts.
- c. The Central Welfare Fund Account shall be utilized for the core welfare schemes as defined under these rules.
- d. Command level welfare fund as defined in rule 5.3 and 5.4 of chapter 5 of these rules shall be maintained at command levels to address localized welfare needs and emergencies.
- e. All receipts and expenditures shall be duly recorded, vouchered, and subject to periodic audit by the designated authority.
- f. The welfare fund shall be deposited in the Welfare Fund Account of the department maintained in the J&K Bank Branch Civil Secretariat. Any deposits on account of Welfare Fund in any other bank shall be transferred to the main Welfare fund account of the Civil Secretariat bank branch of J&K Bank.

7.3 Auditing and Transparency

- a. The Welfare Fund accounts shall be audited by the Accounts Officer, Fire and Emergency Services, on annual basis or as directed by the Director, Fire and Emergency Services Jammu and Kashmir (Chairman Central Welfare Fund Committee).
- b. Any misuse or misappropriation of the Fire and Emergency Services Welfare Fund shall invite strict disciplinary action as per departmental rules and applicable service Conduct Rules.

*******END*******

Annexure Form 1:
Application for Marriage Assistance

Application No.....
(For Official use by welfare section)

1. Applicant Details

Full Name	
Employee ID	
Rank/Designation	
Command	
Contact Number	
Fire Station/Unit	
Residence	
Pay level	
Date of Appointment	
Date of Retirement	

2. Marriage Details

Name of Person Getting Married	
Relationship to Applicant (Self/Child)	
Date of Marriage	
Venue	

3. Loan/Relief applied for:

Amount Requested (Up to ₹1,00,000)	
Purpose (e.g., wedding expenses, jewelry)	

4. Repayment Plan (if loan)

Proposed Monthly Installment	
Duration (Max. 24 Months)	
Previous welfare Loan/Relief availed (if any)	

5. Declaration by Applicant

I, _____, certify that the information provided is true and correct to the best of my knowledge. I agree to repay the sanctioned loan as per the approved installment schedule and understand that false information may result in cancellation or recovery of funds.

Date: _____

Signature: _____

6. Declaration by Office

It is hereby certified that all information provided in the annexure has been duly verified and found correct as per departmental records. The applicant is eligible for the benefit under the applicable rules.

Dated: _____

Signature of Head of Office
With Seal

Annexure Form 2:
Application for House Construction/Repair Loan

Application No.....
(For official use of welfare section)

1. Applicant Details

Full Name	
Employee ID	
Rank/Designation	
Command	
Contact Number	
Fire Station/Unit	
Residence	
Pay Level	
Date of Appointment	
Date of Retirement	

2. House Details

Purpose (Construction/Repair)	
Address of Property	
Ownership Type (Owned/Leased)	

3. Loan Requested

Amount Requested (Up to ₹1,00,000)	
Proposed Monthly Installment	
Duration (Max. 24 Months)	

4. Previous Welfare Loan/Relief (if any)

5. Supporting Documents (Self-attested copies)

6. Declaration by Applicant

I, _____, certify that the information provided is true and correct to the best of my knowledge. I agree to repay the sanctioned loan as per the approved installment schedule and understand that false information may result in cancellation or recovery of funds.

Date: _____

Signature: _____

8. Declaration by Office

It is hereby certified that all information provided in the Annexure has been duly verified and found correct as per departmental records. The applicant is eligible for the benefit under the applicable rules.

Date:.....

**Signature of Head of Office
With Seal**

Annexure Form 3:
Application for Educational Loan/Scholarship

Application No.....
(for official use of welfare section)

1. Applicant Details

Full Name	
Employee ID	
Rank/Designation	
Command	
Contact Number	
Fire Station/Unit	
Residence	
Pay level	
Date of Appointment	
Date of Retirement	

2. Student Details

Name of Student	
Relationship to Applicant	
Course/Class	
Institution Name	
Academic Year/Percentage	

3. Loan/Scholarship Requested

Type (Loan/Scholarship)	
Amount Requested	

4. Repayment Plan (if loan)

Proposed Monthly Installment	
Duration (Max. 24 Months)	
Previous welfare Loan/Relief (if any)	

5. Declaration by Applicant

I, _____, certify that the information provided is true and correct to the best of my knowledge. I agree to repay the sanctioned loan as per the approved installment schedule (if applicable) and understand that false information may result in cancellation or recovery of funds.

Date: _____

Signature: _____

6. Declaration by Office

It is hereby certified that all information provided in the annexure has been duly verified and found correct as per departmental records. The applicant is eligible for the benefit under the applicable rules.

Date:.....

**Signature of Head of Office
With Seal**

Annexure Form 4:
Application for Injury Relief Assistance

Application No.....
(For official use of welfare section)

1. Applicant Details

Full Name	
Employee ID	
Rank/Designation	
Command	
Contact Number	
Fire Station/Unit	
Residence	
Pay level	
Date of Appointment	
Date of Retirement	

2. Injury Details (As per medical certificate/prescription)

Date of Injury	
Nature of Injury (serious/Acute/Medium)	
Cause of Injury (firefighting operation/Rescue)	
Place of Occurrence	

3. Relief Requested

Amount Requested	
Brief Justification	

4. Declaration by Applicant

I, _____, certify that the information provided is true and correct to the best of my knowledge. I request the grant of relief as per departmental welfare provisions and understand that any false declaration may result in cancellation or recovery of funds.

Date: _____

Signature: _____

5. Declaration by Office

It is hereby certified that all information provided in the annexure has been duly verified and found correct as per departmental records. The applicant is eligible for the benefit under the applicable rules.

Date:.....

**Signature of Head of Office
With Seal**

Annexure Form 5:
Application for Religious Ceremony Assistance

Application No.
(For official use of welfare section)

1. Applicant Details

Full Name	
Employee ID	
Rank/Designation	
Command	
Contact Number	
Fire Station/Unit	
Residence	
Pay level	
Date of Appointment	
Date of Retirement	

2. Ceremony Details

Type of Ceremony (Mundan/Yagnepavit/Circumcision)	
Name of Beneficiary	
Relationship to Applicant	
Date of Ceremony	

3. Relief Requested

Amount Requested (Up to ₹25,000)	
Purpose (e.g., ceremony arrangements)	

4. Declaration by Applicant

I, _____, certify that the information provided is true and correct to the best of my knowledge. I request the grant of relief as per departmental welfare provisions and understand that any false declaration may result in cancellation or recovery of funds.

Date: _____

Signature: _____

5. Declaration by Office

It is hereby certified that all information provided in the annexure has been duly verified and found correct as per departmental records. The applicant is eligible for the benefit under the applicable rules.

Date:.....

**Signature of Head of Office
With Seal**

Annexure Form 6:
Application for Retirement Benefits Assistance

Application No.
(For official use of welfare section)

1. Retiring Personnel Details

Full Name	
Employee ID	
Rank/Designation	
Command	
Contact Number	
Fire Station/Unit	
Residence	
Pay Level	
Date of Appointment	
Date of Retirement	

2. Retirement Benefit Request

Request for Retirement Cheque	
Request for Memento	
Request for Framed Certificate of Service	

3. Declaration by Applicant

I, _____, certify that the information provided is true and correct to the best of my knowledge. I hereby apply for the retirement benefits as per departmental welfare rules.

Date: _____

Signature: _____

4. Declaration by Office

It is hereby certified that all information provided in the annexure has been duly verified and found correct as per departmental records. The applicant is eligible for the retirement benefits under the applicable rules.

Date:.....

**Signature of Head of Office
With Seal**

Annexure Form 7:
Application for Distress / Calamity Relief

Application No.
(for official use of welfare section)

1. Applicant Details

Full Name	
Employee ID	
Rank/Designation	
Command	
Contact Number	
Fire Station/Unit	
Residence	
Pay Level	
Date of Appointment	
Nature of Calamity/Distress	

2. Calamity / Distress Details

Date of Incident	
Location	
Brief Description of Damage/Loss	

3. Relief Requested

Amount Requested (Up to ₹25,000)	
Relief Utilization Plan	

4. Declaration by Applicant

I, _____, certify that the information provided is true and correct to the best of my knowledge. I request financial relief due to distress or calamity as per departmental welfare rules.

Date: _____

Signature: _____

5. Declaration by Office

It is hereby certified that all information provided in the annexure has been duly verified and found correct as per departmental records. The applicant is eligible for the benefit under the applicable rules.

Date:.....

**Signature of Head of Office
With Seal**