



Indian Forest Service Benevolent and Welfare Trust
Standing with Green Warriors

Dated: 13.07.2026

Minutes of Meeting of Committee for Scrutiny & Evaluation of Proposals (CSEP) of IFSBWT held on 11.07.2026

The meeting was held through video conferencing on 11.07.2026 at 4:30 PM to discuss and finalize the Guidelines for Scrutiny and Evaluation of Proposals, governing the disbursement of financial assistance by the Committee to the families of forest officers/forestry field personnel who lose their lives, or suffer serious injury/disability, in the line of duty while protecting forests and wildlife. The following members attended the meeting:

- Sh. Surendra Kumar, Vice-Chairman, CSEP — In the Chair
- Sh. A.K. Johari, IFS Retd.
- Sh. Anil Ganeriwala, IFS Retd.
- Ms. Jyotsna Sitling, IFS Retd.
- Sh. V.B. Kumar, IFS Retd.

In the absence of the Chairman of the Committee, Sh. Ashok Pai, IFS Retd., Sh. Surendra Kumar, Vice-Chairman, CSEP chaired and conducted the meeting.

2. Agenda

To examine and finalize the Guidelines for Scrutiny and Evaluation of Proposals (CSEP) of IFSBWT, governing the manner in which proposals for financial assistance to the grieved families of forest officers/guards and forestry field personnel are to be scrutinized, evaluated and recommended for financial assistance by the Committee.

3. Discussion

The Vice-Chairman, CSEP placed before the Committee the draft Guidelines for Scrutiny and Evaluation of Proposals, covering, inter alia, the objective and guiding principles of the Committee, categories of proposals to be examined, submission and documentation requirements, evaluation criteria, prioritisation and quantification of assistance, time limits for disposal, and provision for emergency/interim assistance, together with the advisory nature of the Committee's recommendations vis-à-vis the Governing Body.

The draft was discussed in detail, and the Committee made some observations which are considered in the modified draft guidelines (**attached**). The modifications suggested by Sh. A. K. Goyal, IFS Retd. on the WhatsApp group were also considered and accepted.

The meeting ended with a vote of thanks.


(Surendra Kumar)
Vice-Chairman
Committee for Scrutiny and Evaluation of Proposals (CSEP)
IFSBWT, New Delhi

Draft Guidelines for the Committee for Scrutiny and Evaluation of the Proposals of Financial Assistance under the Indian Forest Service Benevolent and Welfare Trust.

1. Objective

The objective of these Guidelines is to establish a fair, transparent, objective and time-bound mechanism for examining all proposals seeking financial assistance from the Trust, and to ensure that recommendations placed before the Governing Body are based on verified facts, genuine need, and the objectives of the Trust.

2. Guiding Principles

The Committee shall be guided by the following principles:

- a) Compassion with accountability.
- b) Equity and non-discrimination.
- c) Transparency and objectivity.
- d) Prompt disposal of genuine cases.
- e) Judicious utilization of Trust funds.

3. Categories of Proposals

The Committee shall examine proposals relating to:

- i. Financial assistance to the families of officers and forestry field personnel who lose their lives while performing official duties.
- ii. Financial assistance to officers and forestry field personnel suffering from serious injuries, permanent disability, or critical illness arising during discharge of official duties.
- iii. Welfare assistance to family members of officers and forestry field personnel, in exceptional and emergent cases, as approved by the Board of Trustees from time to time.

4. Submission of Proposals

Applications from Spouse or legal heir, affected officer or employee may be submitted through State Forest Departments represented by PCCF/Head of Office. In addition, an

application initiated by any of the officers of the forest department, finally recommended by the PCCF, may be entertained.

Applications shall ordinarily be submitted in the prescribed format along with all supporting documents.

5. Submission of Application

Application for financial assistance may be submitted in the prescribed format through google form (<https://docs.google.com/forms/d/e/1FAIpQLScqv9vXvIQXKQY-bsuHq6xcXYHN6znKNvgSNFPCgVBgcRHumQ/viewform>). The form includes:

1. Brief statement of facts.
2. Service particulars of the officer/employee.
3. FIR or accident report, wherever applicable.
4. Details of financial assistance already received from the Government/other sources.
5. Bank account details of the beneficiary.
6. Recommendation of the Head of Office or competent authority.

The CSEP Committee shall decide about the desirability of the above documents from case to case basis.

6. Evaluation

While examining each proposal, the Committee shall consider, inter alia:

A. Eligibility

- Whether the applicant falls within the category of beneficiaries under the Trust Deed.
- Whether the incident occurred during performance of official duties, wherever applicable.

B. Nature of Hardship

- Death in line of duty.
- Permanent disability.
- Serious injury.
- Critical illness.
- Exceptional financial hardship.

C. Severity Assessment

The Committee may evaluate:

- seriousness of injury or illness;
- long-term impact on earning capacity;

- dependency of family members;
- financial condition of the family;
- immediate requirement of assistance.

D. Assistance Received from Other Sources

The Committee shall consider assistance already received or likely to be received from:

- Government;
- Insurance;
- Employer;
- Relief Funds;
- CSR or charitable organisations;
- Other sources.

Such assistance shall not automatically disqualify an applicant but may be considered while determining the amount recommended.

7. Prioritisation and Quantification of Assistance

7.1 Principles for Determination of Assistance

The Committee shall recommend the quantum of financial assistance based on the merits of each case, taking into account the urgency of the situation, nature and gravity of the incident, extent of physical disability or medical condition, number of dependent family members, age and financial status of the dependents, financial assistance already received or likely to be received from Government, employer, insurance, CSR, relief funds or any other source, availability of funds in the Trust, any exceptional humanitarian circumstances warranting special consideration and the overall objectives of the Trust.

No applicant shall have a vested right to receive any particular amount of assistance.

7.2 Priority Categories

For the purpose of equitable allocation of available resources, proposals shall ordinarily be considered in the following order of priority:

Priority–I (Highest Priority)

- Death of an officer or forestry field personnel while performing official duties.
- Permanent total disability suffered while performing official duties.

Priority–II

- Serious injuries resulting in prolonged hospitalization or permanent partial disability while performing official duties.
- Critical illness requiring immediate and substantial financial assistance.

Priority–III

- Exceptional financial hardship affecting the family of an officer or forestry field personnel.

7.3 *Exceptional Cases*

Notwithstanding anything contained in these Guidelines, the Committee may recommend higher priority or enhanced financial assistance in exceptionally deserving humanitarian cases by recording detailed reasons in writing.

8. Recommendation of Assistance

After evaluation, the Committee may recommend:

- Full assistance;
- Partial assistance;
- Assistance in two or three installments
- Deferred consideration pending additional information;
- Rejection with recorded reasons.

Recommendations shall clearly specify:

- Category of assistance;
- Recommended amount;
- Justification;
- Any conditions attached.

9. Time Limits

As far as practicable:

- Detailed evaluation and recommendations – within 15 days after receipt of complete documents.

Cases involving death or life-threatening medical emergencies shall be processed on priority.

10. Emergency Assistance

In exceptionally urgent cases, the Committee may recommend immediate interim financial assistance, subject to ratification by the Governing Body at its next meeting.

11. Record of Proceedings

The Secretariat shall maintain:

- register of applications;
- minutes of Committee meetings;
- recommendations;
- decisions of the Governing Body.

12. Decision of the Governing Body

The recommendations of the Committee shall be advisory in nature. Final approval, modification or rejection shall rest with the Governing Body in accordance with the Trust Deed.

13. Residual Powers

The Governing Body may relax any provision of these Guidelines in deserving and exceptional cases, provided such relaxation is consistent with the objectives of the Trust Deed and is recorded in writing.

14. Review of Guidelines

These Guidelines may be amended, modified or supplemented by the Governing Body with the approval of the Board of Trustees, as and when required.