

**STANDARD OPERATING PROCEDURE FOR INCORPORATION OF
EX-SERVICEMEN IN PRADHAN MANTRI JANAUSHADHI PARIYOJNA(PMBJP)
AND GRANT OF SPECIAL INCENTIVE**

General

1. Pradhan Mantri Bhartiya Jan Aushadhi Pariyojna (PMBJP) aims at making available reasonably priced quality generic medicines in the market for the benefit of everyone through dedicated sales outlets called Pradhan Mantri Bhartiya Janaushadhi Kendra (PMBJK), in various districts of the country. Pharmaceuticals & Medical Devices Bureau of India (PMBI), Deptt of Pharmaceuticals, Ministry of Chemicals & Fertilizers, Govt of India is the implementing agency for the scheme. A special incentive of a one-time grant of Rs 2 lakhs, in addition to normal incentives (Rs 5 Lakhs @ 15 % of monthly purchase) as applicable, is granted as reimbursement to women entrepreneurs, Divyang, SC, ST & those pharmacies opened at aspirational districts (backward districts).

2. **As per F.No 35030/29/2022- Scheme, dated 10 Nov 2022, by Dept of pharmaceuticals, Ministry of Chemicals & Fertilizers, Govt of India, grant of special incentive has been approved for the Ex- servicemen (ESM) joining the scheme.**

Aim

3. The aim of this SOP is to lay down detailed instructions/guidelines for incorporation of ESM in Pradhan Mantri Janaushadhi Pariyojna (PMBJP), issue of DGR Eligibility Certificate for availing Special Incentive under the scheme and documentation to facilitate administration of the Scheme.

Eligibility

4. ESM should meet the criteria appended below:
- (a) Should not have availed any other benefit from DGR or be registered in any other scheme of DGR earlier.
 - (b) Should not be employed with any Government/ Semi-Government Organisation. If employed, should quit the job within 30 days of allotment of PMBJK.
 - (c) Should meet the PMBI eligibility criteria for the scheme.

Documents

5. While applying for Eligibility Certificate from DGR, an applicant is required to submit following documents (as applicable) duly attested by Zila Sainik Board.

- (a) Application (as per Appx A). **(Flag F)**
- (b) Initial PPO (and corrigendum if applicable)/Gratuity order/EPPO.
- (c) ESM Identity Card.
- (d) Discharge Book/Retirement/Release Order.

- (e) Affidavit (as per Appx B). **(Flag G)**
- (f) Copy of Aadhar Card.
- (g) Two Passport Size photos.
- (h) PMBJK Allotment Letter received from PMBI.

Procedure

6. The following procedure will be followed for the Issue of Eligibility Certificate and release of Special Incentive:

(a) Eligible ESM applicants will register online on PMBJP website (www.janaushadhi.gov.in) for the scheme and furnish requisite documents.

(b) On receiving confirmation of allotment of PMBJK from PMBI, ESM applicants will forward a separate application for issue of Eligibility Certificate with requisite documents to DGR for claiming Special Incentive.

(c) SE Branch, DGR shall scrutinise the applications for completeness of information provided with all relevant enclosures. Applications which are in order will be put through internal screening to ensure that the applicant has not registered for / availed any other welfare scheme from DGR.

(d) The applicants so cleared shall be issued with DGR Eligibility Certificate under SE Branch, DGR. Eligibility Certificate will bear signatures of two Jt Dir/ Dir (SE) and have a unique registration number. The purpose of issuing Eligibility Certificate is only to validate the identity of the Ex-servicemen for claiming Special Incentive.

(e) The applicant can obtain eligibility certificates from DGR by following means:

i) By post.

ii) In person, or by authorized representative. In case the Eligibility Certificate is required to be collected by authorized representative, he/she should bring authority letter (Refer Appendix C) **(FLAG H)** for the same duly countersigned by concerned ZSB/RSB.

(f) On receipt of Eligibility Certificate, the applicant will forward the Special Incentive Claim to PMBI attaching DGR Eligibility Certificate in Original.

(g) PMBI shall release Special Incentive on receipt of Eligibility Certificate issued by DGR in original. DGR is the only office authorised to issue Eligibility Certificate to ESM for PMBI special incentive.

Non- Issue/ Cancellation of Eligibility Certificate

7. DGR Eligibility Certificate will not be issued and cancelled (if issued) under following conditions:

- (a) Violation of any of the DGR/ PMBI Instructions/ Norms
- (b) Not submitting requisite documents as per Para 5.

- (c) Concealing any material information having bearing on Issue of Eligibility Certificate.
- (d) Violation of Affidavit for availing Special Incentive.
- (e) If the applicant is convicted under any offence by a Court of Law.

Records

8. Following records will be maint:
- (a) The record of all Eligibility Certificates issued will be centrally maintained by the SE Dte at DGR.
 - (b) **PMBI.** The Half-Yearly data regarding status of ESM applicants will be collected from PMBI and documented as follows:

HALF-YEARLY REPORT REGARDING ESM APPLICATIONS IN PMBJP
(From 01 Jan To 31 Jun)

S.No	Name & Address of Applicant	PMJAK Allotment Status (Allotted/Approved/Rejected)	PMJAK Location (If Allotted)	Eligibility Certificate Recd (with Unique Regn No)	Amount of Special Incentive released	Remarks
1.						
2.						

Conclusion

9. This SOP will be reviewed annually/ as required by a BOO. These instructions will be effective from the date of issue of this SOP.

(Toby Joseph)
 Gp Capt
 Dir (SE)
 May 2023