

महानिदेशालय
केन्द्रीय औद्योगिकसुरक्षा बल
(गृह मंत्रालय)
13, सीजीओकॉम्प्लैक्स, लोदीरोड, नई दिल्ली-03

Welfare Directorate

No. E-41024/CISF/Res of seats in DU/Welfare/2025 **349** Dated: **16** June, 2025
To

SDG(APS) & ADsG, NS & South), CISF
All Sector IsG, CISF Including IG/Trg. and NISA Hyderabad.

Sub:-**Reservation of seats in University of Delhi for admission in undergraduate Medical Courses :Reg.**

In continuation to this office letter No. E-41024/CISF/Res of seats in DU/ Welfare/ 2025- 2326 dated 01.05.2025, the SOP for issuance and verification of Educational Concession Certificate (ECC) received from Secretary, Welfare and Rehabilitation Board (WARB) vide their letter No. WARB-08/Res of Seats/2025/ DA-I/ 535-42 dated 04.06.2025 is enclosed herewith for information and necessary action.

2. Vide letter/SOP under reference, Secretary, WARB (MHA) has intimated that University of Delhi has reserved 5% seats out of Delhi state quota under CW (Children and Widows) category of personnel of CAPFs/Assam Rifles. **The reservation applicable to students who have completed their 11th and 12th grades at any school within the National Capital Territory (NCT) of Delhi.** The reservation is applicable across all colleges affiliated with Delhi University for admission to the UG Medical courses (MBBS, BDS, BAMS, BUMS, BHMS).

3. The priorities for admission to the UG medical courses is as under:-

Priorities	Particulars	Documents Required as proposed in SOP
Priority-I	Widow/Wards of Defence personnel who killed in action	i) Operational Casualty Certificate ii) Death Certificate iii) PPO iv) Photo Identity proof of applicant
Priority-II	Wards of defence personnel disabled in action and boarded out from service with disability attributable to military service	i) Certificate/Order regarding disability ii) PPO iii) Identity proof of applicant iv) Copy of medical board proceedings
Priority-III	Widows/Wards of Defence personnel who died while in service with death attributable to military service	i) Death Certificate ii) PPO iii) Photo Identity proof of applicant iv) Copy of COL/order
Priority-IV	Wards of defence personnel disabled in service and boarded out with disability attributable to military service	i) Certificate /Order regarding disability ii) PPO iii) Identity proof of applicant iv) Copy of medical board proceedings

Priority-V	<p>Wards of serving /Ex-servicemen personnel including personnel of Police Forces who are in receipt of Gallantry Awards:-</p> <p>i) Param Vir Chakra ii) Ashok Chakra iii) Maha Vir Chakra iv) Kirti Chakra v) Vir Chakra vi) Shaurya Chakra vii) President's Police Medal for Gallantry / President Gallantry Medal of the fire services personnel viii) Sena Medal (Gallantry), Nau Sena Medal (Gallantry), VayuSena Medal (Gallantry), ix) Mention-in- Despatches. x) Police Medal for Gallantry/Gallantry Medal for fire services.</p>	<p>i) Certificate of Medal ii) Service certificate from serving & PPO from retired personnel. iii) Photo Identity proof of applicant iv) Gazette notification.</p>
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4. The process will involve the following steps:

i. Application Submission:-

- Candidates must submit their application to the relevant authority of concern Sector headquarters along with the necessary supporting documents.

ii. Document Verification:

- The Sector headquarters will verify the submitted documents and ensure that they meet the eligibility criteria of the respective priorities.

iii. Application Forwarding:

- After verification of the documents, the Sector Headquarters will forward the applications of eligible candidates, along with the required documents and duly filled **ECC** with signature of competent authority, to Welfare Dte. FHQ New Delhi for further action.

5. Role/Responsibilities of Sector Headquarters:-


- Collect applications along with supporting documents from candidates.
- Verify the supporting documents and submit applications of eligible candidates to Welfare Dte. FHQ New Delhi along with duly filled ECC with signature of competent authority.
- All Sector IsG must ensure adherence to the timeline i.e. the date of issue of notification by University of Delhi and the date of final submission for applications. It is essential that applications be submitted to Welfare Dte. FHQ New Delhi well in advance for onwards submission to WARB, MHA.

d. Provide necessary guidance and assistance to applicants at all level.

5. In view of above, all Sector IsG are requested to ensure that the applications of the Candidate being forwarded to Welfare Dte. fulfill all eligibility criteria for issue of Educational Concession Certificate (ECC). It is also requested to kindly give wide publicity to the above information among serving personnel, retirees, and the next of kin (NoKs) of martyrs/deceased personnel through all available channels such as in Roll Call/ SainikSammelan, by displaying on the notice Board etc. so that eligible applicants are well-informed and adequately prepared to submit their applications on time.

6. All Sectors are requested to forward the mandatory documents alongwith duly signed ECC in respect of eligible candidates to this Dte. by 20.06.2025 positively for onward submission to WARB,MHA. Nil report is also required, please.

Encl: As above.


Asstt. Inspector General (Welfare)

Internal :-

1. AIG/Adm,FHQ : For similar action in r/o posted,attached/TD personnel at FHQ & retired personnel from FHQ., please.
2. AIG/Tech,FHQ : Display the contents of the letter and its enclosures on the CISF website for dissemination of all Force personnel, please.

EDUCATIONAL CONCESSION CERTIFICATE (ECC)

(On the proper Letter Head with complete address, telephone numbers(s) and email ID)
OFFICE OF THE _____

1. This is to certify that Mr./Miss _____ is son/daughter of _____
Force _____ resident of _____.
2. The above named individual is:-
 - a. **Priority – I :-** Widows / Wards of CAPFs personnel killed in action on _____ during _____.
 - b. **Priority – II:-** Wards of CAPFs personnel disabled in action on _____ during _____ and
boarded out from service with disability attributable to service.
 - c. **Priority – III:-** Widows/Wards of CAPFs Personnel who died while in service and death attributable to the service.
 - d. **Priority IV:-** Wards of CAPFs Personnel disabled in service and boarded out with disability attributable to the service.
 - e. **Priority V:-** Wards of Serving /retired personnel of CAPFs who are in receipt of Gallantry Awards:-
 - i. Param Vir Chakra,
 - ii. Ashok Chakra,
 - iii. Maha Vir Chakra,
 - iv. Kirti Chakra,
 - v. Vir Chakra,
 - vi. Shaurya Chakra,
 - vii. President's Police Medal for Gallantry/President Gallantry Medal for the fire services personnel
 - viii. Sena Medal (Gallantry), Nau Sena Medal (Gallantry), Vayu Sena Medal (Gallantry)/ Tatrakshak Medal (Gallantry)
 - ix. Mention-in-Despatches
 - x. Police Medal for Gallantry/Gallantry Medal for fire services

Recommended by

(Signature)

Office stamp with name & Designation

(To be filled by WARB, MHA only)

3. Mr./Miss/Mrs. _____ son/daughter/wife of _____ is
eligible for educational concession for admission in University of Delhi against the Armed Forces
Category under Priority No. _____.

No.: _____ Date : _____

(Signature)

Office stamp with name & Designation

Through e-mail

Welfare and Rehabilitation Board
CAPFs & Assam Rifles
Ministry of Home Affairs

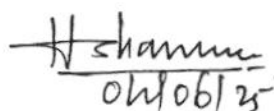
Room No. 204-205
"F" Wing, 2nd Floor
Nirman Bhawan
New Delhi-110011
Tel. 011-23063111
secywarb-mha@nic.in
www.warb-mha.gov.in

Sub: - Reservation of seats in University of Delhi for admission in undergraduate Medical Courses for CW category of CAPFs & AR personnel.

In continuation to this office letter No. WARB-08/Res of Seats/2025/DA-1/- 448-55 dated 30th April, 2025, the SOP for issuance and verification of Educational Concession Certificate (ECC) duly approved by the competent authority of MHA is enclosed herewith for information and necessary action.

2. It is also requested to disseminate the SOP among serving, retired and NoKs of martyrs/deceased personnel of your forces through all available means and upload on force's website/Mobile App etc. Format of ECC is also enclosed herewith for further needful.

Encls:- As above.


Secretary to the Chairman
WARB, MHA, New Delhi

To,

1. The CWO-cum-ADG, Assam Rifles.
2. The CWOs-cum-IG(Adm/Wel), BSF, CRPF, CISF, ITBP & SSB.
3. The SWOs & DWOs for similar action.

No. WARB-08/Res of Seats/2025/DA-1/- 535-42

Dated 01 June, 2025

Standard Operating Procedure (SOP) for issuance of Educational Concession Certificate (ECC)

1. Purpose and Scope:

- The purpose of this Standard Operating Procedure (SOP) is to outline the process and guidelines for issuing the **Educational Concession Certificate (ECC)** to eligible candidates under the CW category. The ECC is issued for admission to various **Undergraduate (UG) Medical Courses** at the University of Delhi, **under the 5% reserved seats out of Delhi state quota for wards and widows of personnel of Central Armed Police Forces (CAPFs) & Assam Rifles**. This reservation applies to students who have completed their 11th and 12th grades at any school within the National Capital Territory (NCT) of Delhi. The reservation is applicable across all colleges affiliated with Delhi University for following courses only:-
- **MBBS (Bachelor of Medicine, Bachelor of Surgery)**
- **BDS (Bachelor of Dental Surgery)**
- **BAMS (Bachelor of Ayurvedic Medicine and Surgery)**
- **BUMS (Bachelor of Unani Medicine and Surgery)**
- **BHMS (Bachelor of Homeopathic Medicine and Surgery)**
- The ECC is granted based on specific eligibility categories, which are described in detail below. The procedures involved in applying, verifying and issuing the ECCs are designed to ensure a streamlined, transparent and efficient process.

2. Eligibility Criteria for ECC Issuance:

- The ECC is issued to candidates from the **CW category** (for Defence & Paramilitary personnel) in the mentioned medical courses. The eligibility is determined according to the following **priorities**:

S. No.	Priority	Particulars
1	Priority – I	Widows/Wards of Defence personnel who were killed in action
2	Priority – II	Wards of Defence personnel disabled in action and boarded out from service with disability attributable to military service
3	Priority – III	Widows/Wards of Defence personnel who died while in service with death attributable to military service
4	Priority – IV	Wards of Defence personnel disabled in service and boarded out with disability attributable to military service
5	Priority – V	Wards of serving/Ex-servicemen personnel including personnel of Police Forces who have received Gallantry Awards (details in the subsequent section)

3. Types of Gallantry Awards under Priority V:

- Priority V refers to candidates whose parents have been awarded **Gallantry Awards**, and these include:
 - i. Param Vir Chakra,
 - ii. Ashok Chakra,
 - iii. Maha Vir Chakra,
 - iv. Kirti Chakra,
 - v. Vir Chakra,
 - vi. Shaurya Chakra,
 - vii. President's Police Medal for Gallantry/President Gallantry Medal for the fire services personnel
 - viii. Sena Medal (Gallantry), Nau Sena Medal (Gallantry), Vayu Sena Medal (Gallantry)/ Tatrakshak Medal (Gallantry)
 - ix. Mention-in-Despatches
 - x. Police Medal for Gallantry/Gallantry Medal for fire services
- The **Welfare and Rehabilitation Board (WARB)**, Ministry of Home Affairs (MHA), is responsible for issuing ECCs for all priorities except **priority V (vii & x), for which, PMA Cell, MHA** will continue to issue ECCs.

4. The process will involve the following steps:

- i. **Application Submission:**
 - Candidates must submit their application to the relevant authority of concern force headquarters along with the necessary supporting documents.
- ii. **Document Verification:**
 - The force authorities will verify the submitted documents and ensure that they meet the eligibility criteria of the respective priorities.
- iii. **Application Forwarding:**
 - After verification of the documents, the Force Headquarters will forward the applications of eligible candidates, along with the required documents and duly filled ECC with signature of competent authority, to **the Welfare and Rehabilitation Board (WARB)**, MHA for further action.
 - For **Priority V (vii & x)**, the application will forward to the **PMA Cell, MHA**.
- iv. **Issuance & distribution of ECC:**
 - **WARB, MHA** will issue the Educational Concession Certificate (ECC) for the candidate based on the documents provided by the Force and forward the same to the concern force immediately for further handover to applicants.

v. Verification of ECC:

- After the submission of application by the applicant, University of Delhi will request for verification of ECC. WARB, MHA will verify the ECCs, issued by WARB, MHA.

5. Required Documents for Application:

- A detailed list of required documents based on the respective priority are appended below:

Priority	Documents Required
Priority – I	i) Operational Casualty Certificate ii) Death Certificate iii) PPO iv) Photo Identity proof of applicant
Priority – II	i) Certificate/ Order regarding disability. ii) PPO iii) Identity proof of applicant iv) Copy of medical board proceedings
Priority – III	i) Death Certificate ii) PPO iii) Photo Identity proof of applicant iv) Copy of COI/ order.
Priority – IV	i) Certificate/ Order regarding disability. ii) PPO iii) Identity proof of applicant iv) Copy of medical board proceedings
Priority – V	i) Certificate of Medal ii) Service certificate from serving & PPO from retired personnel. iii) Photo Identity proof of applicant iv) Gazette notification.

Roles and Responsibilities of Stakeholders in the Issuance of Educational Concession Certificate (ECC):

- In order to make it successful and efficient process of the issuance of the **Educational Concession Certificate (ECC)**, the **roles and responsibilities** of each stakeholder involved in this process are appended below:

1. Ministry of Home Affairs (MHA) – Welfare and Rehabilitation Board (WARB)

Role:

The Welfare and Rehabilitation Board (WARB), Ministry of Home Affairs (MHA), is primarily responsible for issuing the Educational Concession Certificate (ECC) to eligible candidates under the CW category, with the exception of Priority V (vii & x).

The Secretary to the Chairman, WARB will be the Nodal Officer/person to contact.

Contact Number	-	011-23063111.
E-mail address	-	secywarb-mha@nic.in.

Responsibilities:

- Receive applications from the respective forces as submitted by applicant alongwith required documents and process them accordingly.
- Verify the eligibility of applicants before issuing the ECC.
- Issue the ECC to eligible candidates and forward it to the concerned force.
- Verify ECCs upon request from the University of Delhi.

2. CAPF and Assam Rifles (Force Authorities)

Role:

- The Central Armed Police Forces (CAPF) and Assam Rifles serve as the primary point of contact for applicants. They play a crucial role in verifying the documents submitted by the applicants.

Responsibilities:

- Collect applications along with supporting documents from candidates.
- Verify the supporting documents and submit applications of eligible candidates to WARB, MHA along with duly filled ECC with signature of competent authority.
- All forces must ensure adherence to the timeline i.e. the date of issue of notification by University of Delhi and the date of final submission for applications. It is essential that applications be submitted to WARB, MHA for issuance of ECC well in advance of the submission deadline, allowing applicants sufficient time to submit their applications on time.
- Provide necessary guidance and assistance to applicants at all level.

Grievances mechanism:-

The applicants may submit their grievances to their concerned forces through the following methods:-

Force Name	Designation	Office Address	Contact Number	E-mail Id
Assam Rifles	CWO-cum-ADG	Directorate General, Assam Rifles, Shillong-793010	0364-2705001	aresawarb@gmail.com
BSF	CWO-cum-IG(Adm)	Directorate General, BSF Block No.10, CGO Complex Lodhi Road, New Delhi	011-24369868	admdte@bsf.nic.in
CISF	CWO-cum-IG(Adm)	Directorate General, CISF Block No.13, CGO Complex Lodhi Road, New Delhi-03	011-24361132	igadm@cisf.gov.in
CRPF	CWO-cum-IG(Adm)	Directorate General, CRPF Block No-1, CGO Complex Lodhi Road, New Delhi	011-24369751	igadm@crpf.gov.in
ITBP	CWO-cum-IG(G& W)	Directorate General, ITBP, Block No-2, CGO Complex, Lodhi Road, New Delhi	011-20819620	iggwdte@itbp.gov.in
SSB	CWO-cum-IG(Adm)	Directorate General, Sashastra Seema Bal, East Block-V, R.K. Puram, New Delhi-110066.	011-26163496	ig.admn@ssb.gov.in

The applicants may also submit their grievances at WARB office in following methods:-

- Through e-mail address (secywarb-mha@nic.in) of WARB.
- Through Help desk number 011-23063111.
- On WARB website/App (www.warb-mha.gov.in).
- Through post on address of WARB office:-
Address:- Room No 204-205, "F" Wing, 02nd Floor, Nirman Bhawan, New Delhi-110011.

Note:-

- The ECC will be issued based on the recommendations and documents provided by the concerned forces alongwith the applications. Therefore, in the event of any future litigation, the respective force will be held responsible.

Conclusion:

- This SOP aims to ensure an efficient and seamless process for issuing and verifying the Educational Concession Certificate (ECC) to eligible candidates. It promotes fairness, transparency, and timely processing for admission to UG medical courses at Delhi University.

EDUCATIONAL CONCESSION CERTIFICATE (ECC)

(On the proper Letter Head with complete address, telephone numbers(s) and email ID)

OFFICE OF THE _____

1. This is to certify that Mr./Miss _____ is son/daughter of _____ Force _____ resident of _____.
2. The above named individual is:-
 - a. **Priority – I :-** Widows / Wards of CAPFs personnel killed in action on _____ during _____.
 - b. **Priority – II:-** Wards of CAPFs personnel disabled in action on _____ during _____ and boarded out from service with disability attributable to service.
 - c. **Priority – III:-** Widows/Wards of CAPFs Personnel who died while in service and death attributable to the service.
 - d. **Priority IV:-** Wards of CAPFs Personnel disabled in service and boarded out with disability attributable to the service.
 - e. **Priority V:-** Wards of Serving /retired personnel of CAPFs who are in receipt of Gallantry Awards:-
 - i. Param Vir Chakra,
 - ii. Ashok Chakra,
 - iii. Maha Vir Chakra,
 - iv. Kirti Chakra,
 - v. Vir Chakra,
 - vi. Shaurya Chakra,
 - vii. President's Police Medal for Gallantry/President Gallantry Medal for the fire services personnel
 - viii. Sena Medal (Gallantry), Nau Sena Medal (Gallantry), Vayu Sena Medal (Gallantry)/ Tatrakshak Medal (Gallantry)
 - ix. Mention-in-Despatches
 - x. Police Medal for Gallantry/Gallantry Medal for fire services

Recommended by

(Signature)

Office stamp with name & Designation

(To be filled by WARB, MHA only)

3. Mr./Miss/Mrs. _____ son/daughter/wife of _____ is eligible for educational concession for admission in University of Delhi against the Armed Forces Category under Priority No. _____.

No.: _____ Date : _____

(Signature)

Office stamp with name & Designation