

## **Bharat Scouts and Guides Policy for Issuing Confirmation of Rashtrapati Scout/Guide/Rover/Ranger Certificate**

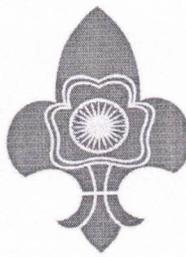
**Effective Date:** September 13, 2023

### **Policy Statement:**

In the event of loss or damage to Rashtrapati Scout/Guide/Rover/Ranger Certificates, this policy outlines the procedure for issuing confirmation of the said Certificate. This policy ensures that the issuance of confirmation certificates is conducted with due diligence and verification.

### **Policy Procedure:**

- 1. Application Submission:** The applicant must submit an application containing the following details:
  - Certificate number and date
  - Full name and address of the candidate
  - All required details as per the application formThe application must be duly recommended by the competent authority of the respective State Association.
- 2. Payment of Fee:** A fee of Rs. 500/- must be paid through a Bank Draft in favour of the "Director, Bharat Scouts and Guides, National Headquarters," payable at New Delhi.
- 3. Affidavit Submission:** The Holder of the Certificate must provide an affidavit confirming the loss or damage of the Rashtrapati Scout/Guide/Rover/Ranger Certificate.
- 4. Newspaper Cutting:** A copy of the newspaper cutting reporting the loss of the certificate must be submitted as proof.
- 5. FIR Copy:** A copy of the First Information Report (FIR) lodged with the local police regarding the loss of the Rashtrapati Award Certificate must be provided or in case of damage of the certificate the spoiled copy of the certificate be attached.
- 6. Photocopy of an Original Certificate:** If available, a photocopy of the original certificate should be included with the application.
- 7. Submission of Confirmation Documents:** All the above-mentioned documents, including the application, fee, affidavit, newspaper cutting, FIR copy, and photocopy of the original certificate (if any), should be submitted together to the Director, Bharat Scouts and Guides, National Headquarter, New Delhi - 110002.
- 8. Verification and Confirmation:** Upon receipt of all the required documents, the concerned officers will undertake the following verification process:
  - Verify the records from the Bharat Scouts and Guides, National Headquarters Register.



- Review the recommendation provided by the Chief Executive - Governance.
- Verify the authenticity of the documents submitted.

After completing these verification steps, the confirmation of the Rashtrapati Scout/Guide/Rover/Ranger Certificate will be issued to the applicant, subject to the satisfaction of all necessary criteria.

9. **Policy Review:** This policy shall be subject to periodic review and may be updated as necessary to ensure its continued effectiveness.
10. **Policy Owner:** The Director, Bharat Scouts and Guides, is responsible for the implementation and enforcement of this policy.
11. **Concurrence of the policy:** This policy is issued with the concurrence of the Chief National Commissioner, Bharat Scouts and Guides.
12. **Confirmation of the policy:** This policy shall be placed before the National Executive of Bharat Scouts and Guides in due course.

**Authenticated:**

**Amar B. Chettri**

Chief Executive Governance & Joint  
Director, Bharat Scouts and Guides

**Raj Kumar Kaushik**

Director  
Bharat Scouts and Guides

**Policy Effective Date:** September 13, 2023.