

## **SANT NIRANKARI MANDAL SEWADAL RULES (AS AMENDED ON 01-06-2015)**

### **1. INTRODUCTION:**

Sant Nirankari Sewa Dal as one of the Departments of Sant Nirankari Mandal (Regd.) shall have its Central Office at the Head Quarters of the Mandal, Nirankari Complex, Delhi-110 009.

### **2. FUNCTIONS OF SANT NIRANKARI SEWADAL:**

Members of Sant Nirankari Sewa Dal will render their services for accomplishing the following tasks and activities assigned to them by the Sant Nirankari Mandal.

- (i) To assist in making necessary arrangements for organizing spiritual gathering, (daily, weekly, fortnightly, monthly, periodical), Zonal Samagams and Annual Samagams, as per instructions received by them from their concerned organizers.
- (ii) To take necessary training at suitable places from time to time through the qualified/trained Sewa Dal Adhikaries/Khetriya Sanchalaks as organized by the Sewadal Department.
- (iii) To render social services in general and to assist in relief operations during natural emergent circumstances/calamities of all types within the available resources and as per instructions.

### **3. MEMBERSHIP:**

- (i) All the devotees of Sant Nirankari Mission can get themselves enrolled as Sewadal Members, who have completed at least one year in attending Sadh Sangat regularly after taking Brahm Gyan of the Mission before enrolment.

Enrolment can only be made subject to the rules and approval of the Parent Body.

- (ii) Both males and females volunteers can get themselves enrolled as members of Sant Nirankari Sewa Dal except those who have already been nominated as Zonal Incharges/ Sanyojak/Mukhis of certain places.
- (iii) The number of the total Sewadal members (Gents and Ladies) shall not exceed more than 10% of the local Sadh Sangat (i.e. 10% of number of Gents Sangat and 10% of Ladies Sangat)
- (iv) Since the members of Sant Nirankari Sewadal are supposed to perform various kinds of Sewa actively, also in odd situations, enrolment shall be on the basis of genuine eligibility and not merely on sentimental basis.

#### **ENROLMENT PATTERN:**

##### **(A) MALE VOLUNTEERS**

A male member can be enrolled if he fulfils the following conditions:

- (i) He is well versed with Brahm Gyan.
- (ii) He is between the prescribed age of 16 and 45 years. Exemptions for ex-servicemen can be considered, subject to that he is physically fit at the time of his enrolment. (Valid Date of Birth proof shall be required).
- (iii) He is completely physically and medically fit, without any disability. Obesity will be considered as a reason for disability.

- (iv) He is able to spare sufficient time regularly, from his personal life for voluntarily services, without any expectations from the Mandal.
- (v) He does not consume any type of intoxicants (Strict prohibition).
- (vi) He has undergone the necessary practical training in performing the day to day Sewa and has completed at least six months of constant Sewa in the Unit/Branch from which he is to be enrolled.
- (vii) Only eligible candidates, who fulfill the above conditions, are to be listed in the prescribed form with thumb size photograph and signatures of the candidates, declaring that they accept to abide by the rules of Sant Nirankari Sewa Dal.
- (viii) Each candidate listed in the Enrolment Form shall be verified individually by the concerned Sanyojak or Mukhi and Sanchalak or Unit Incharge and record their verification remarks and on satisfaction as per rules; the Enrolment Form shall be sent to the Central Sewadal Office for enrolment through the concerned Khetriya Sanchalak

**Note:**

All such members, whose enrolment is approved, will be issued personal numbers, of that unit, by the Central Sewadal Office. On the basis of record; approved, Badges, Belts and I/Cards etc. will be issued against payment. The duplicate issue of such items will also be made on payment after ascertaining the reasons for duplicate issue. The approved uniform will also be got prepared by the

volunteers at their own cost. It shall be made clear to each member that Badges and Belt etc. must be returned back, without any obligation, to the Sewadal Department in case of a volunteer ceases to remain a member of any wing of the Sewadal on account of any reason.

**(B) FEMALE VOLUNTEERS**

Female Sewadal shall consist of two wings as under:

**(a) Active Wing (Initial enrolment in active wing only shall be allowed)**

A female member can be enrolled if she fulfills the following conditions:

- (i) She is well versed with Brahm Gyan.
- (ii) She is between the prescribed age of 13 and 40 years. (Valid Date of Birth proof is required).
- (iii) She is completely physically and medically fit, without any disability. Obesity is also considered as disability.
- (iv) She is able to spare sufficient time from her personal life for voluntarily services without any expectations from the Mandal.
- (v) Only such married females can be enrolled who can take part in the Sewa Dal activities and at the same time make their own arrangements for looking after small kids, if any, and their families. Female members accompanied by kids shall not be allowed to perform active duty.
- (vi) She has taken the necessary practical training in performing the day to day Sewa and has completed at least six months of constant Sewa

in service in the Unit/Branch from which she is to be enrolled.

- (vii) Only eligible candidates, who fulfill the above conditions, are to be listed in the prescribed form with thumb size photograph and signatures of the candidates, declaring that they accept to abide by the rules of Sant Nirankari Sewa Dal. Each candidate listed in the Enrolment Form is to be verified individually by the concerned Sanyojak or Mukhi and Sanchalak or Unit Incharge and record their verification remarks and on satisfaction as per rules; the Enrolment Form is sent to the Central Sewadal Office for enrolment through the concerned Khetriya Sanchalak.
- (viii) The members of this wing will also take part in physical training/exercises etc., similar to those of the male volunteers.

**Note:**

All such members, whose enrolment is approved, will be issued personal numbers, of that unit, by the Central Sewadal Office on same conditions as in the case of male members.

**(b) Others Wing (No enrolment shall be made for Others Wing at initial level)**

- (i) As a female volunteer crosses the age of 45 years and she is not fit physically i.e. unable to take part in dynamic activities; PT, Parade etc., after scrutiny, by the Unit Sanchalak and Sanyojak/Mukhi such member shall be considered for transfer to the Others Wing through the respective Khetriya Sanchalak. Otherwise, she will continue to serve as Active

Sewadal member so long as she is physically fit to discharge her duties.

- (ii) The uniform of this wing will also be the same as that of Active Wing. The only difference is that these volunteers shall be exempted from taking part in physical training/exercise, but they shall have to take part in all other Sewadal duties/Sewa.
- (iii) Their badges will also be different from Active Wing and these will be issued on demand by the Incharge/Sahayak Sanchalika of respective unit through Sanchalak and Khetriya Sanchalak. The record pertaining to Active as well as Others Wing of female volunteers will be maintained by the Controlling Authority on the same lines as laid down for the male volunteers.

**(C) BAL SEWA DAL**

It must be kept in mind that Bal Sewadal is created with the purpose that from the childhood, itself they could adapt themselves to the Sewa environment, while doing Sewa in the Branch itself. As such Bal Sewadal shall work at their Unit level only along with mature members. Bal Sewadal is never meant for outstation duties and in the areas such as open Samagams/Sangat/Traffic/Watch and Ward etc. In crowds, children must be escorted with mature saints so as they remain secure.

- (i) Children within age group of 9 years and 16 years can get themselves enrolled in Bal Sewa Dal. Age limit for female children will be from 9 years to 13 years.
- (ii) These Bal Sewa Dal volunteers (within age group from 9 to 13 years) will undergo training

through Adhikaries of Active Wing of female volunteers. After completing the age of 13 years, female children can join the Active Wing of Female Volunteers and the rules applicable to the members of Active Wing of Female Volunteers shall apply to them.

- (iii) Male Children, even after completing the age of 13 years, shall continue in Bal Sewa Dal up to 16 years of age. However, for the purpose of training etc., they will be attached to the Male Wing of Sewa Dal. After 16 years of age, they can get enrolled themselves as regular members of the Male Wing of Sewa Dal.
- (iv) The record of enrolment of Bal sewa Dal will be maintained at unit level. This record will be inspected by the Khetriya Sanchalak during his visit.

**Note:**

Bal Sewadal volunteers, on becoming eligible for enrolment to regular Sewadal, shall take Brahm Gyan afresh, before enrolment.

**4. SET-UP OF SEWADAL ORGANIZATION:**

**(1) MEMBER INCHARGE SEWADAL**

One of the Members of the Executive Committee of Sant Nirankari Mandal would be known as Member Incharge, Sewa Dal and shall be the overall Incharge of the Sewa Dal Department. He shall be responsible for the smooth and efficient working of the Sewa Dal Department with the assistance of Mukhya Sanchalak and all other Central Sewadal Adhikaries and shall ensure that the day to day work of Sewa Dal Department is carried on by the Adhikaries in accordance with the policy

guidelines of the Mandal. The Member Incharge will be answerable to the Executive Committee for all issues related to the Sewadal.

Member Incharge, Sewa Dal shall be the sanctioning authority for all bills pertaining to Sewa Dal Department subject, however, to the norms prescribed by the Mandal in this regard. Inter departmental dak emanating from Sewa Dal Department shall be signed by him. Regular internal dak such as correspondence with units and reminders etc. shall be dealt with by the Central Sewadal Adhikaries, however the cases relating to formation of new units and nomination of Unit Adhikaries and cases related to disciplinary action etc. will be approved by the Member Incharge Sewadal.

## **2. CENTRAL SEWADAL ADHIKARIES**

The day to day work of the Sant Nirankari Sewa Dal will be carried out by a team of selfless devotees of the Mission, who shall be known as Central Sewa Dal Adhikaries. They will be nominated by the Executive Committee of the Mandal, with the approval of Satguru.

They will have the following as their ranks:

- i) Mukhya Sanchalak**
- ii) Up Mukhya Sanchalak (Administration)**
- iii) Up Mukhya Sanchalak (Field and Special)**
- iv) Up Mukhya Sanchalak (Training)**
- v) Up Mukhya Sanchalak (Headquarter)**
- vi) Additional Up Mukhya Sanchalak (Field)**
- vii) Additional Up Mukhya Sanchalak (Training)**

### **Note:**

The strength of this team of Adhikaries can be reduced or enhanced by the parent body

having regard to the future needs and keeping in view the interest of Sant Nirankari Sewa Dal.

**DUTIES/RESPONSIBILITIES OF THE CENTRAL SEWADAL ADHIKARIES:**

**i) Mukhya Sanchalak**

- a) He shall be overall Incharge of the Sewa Dal and shall ensure that the programmes and policies of the Sewa Dal are implemented properly. He shall, however, receive necessary directions from the Member Incharge, Sewa Dal on all policy matters and shall keep the Member Incharge informed about progress of Sewa Dal activities from time to time.
- b) In all matters pertaining to administration, appointment of Adhikaries, planning of training programs and their schedules and approval of tour programs of sewadal Adhikaries etc., and in all matters concerning implementation and execution of administrative decisions pertaining to field, training and other activities, the Mukhya Sanchalak must work closely with all the Central Sewadal Adhikaries.
- c) The Mukhya Sanchalak will be assisted by the concerned Up Mukhya Sanchalaks and Additional Up Mukhya Sanchalaks in matters relating to policy and administration. Once the necessary approvals have been given, the Mukhya Sanchalak must give the Up Mukhya Sanchalaks a 'free hand' to execute their individual roles and responsibilities. He will only further guide them as and when required.
- d) After consulting the respective Up Mukhya Sanchalak, the Up Mukhya Sanchalaks (Administration) through Mukhya Sanchalak will

put up all proposals of planning and training schemes and schedules to Member Incharge Sewa Dal for his final approval before implementation.

- e) All the Central Sewadal Adhikaries shall be answerable to Mukhya Sanchalak for the duties and responsibilities entrusted to them. Collectively all the Central Sewadal Adhikaries including Mukhya Sanchalak are answerable to the Member Incharge Sewadal.

**ii) Up Mukhya Sanchalak (Administration)**

- a) He will assist and advise the Mukhya Sanchalak in all matters concerning the administration, approval of tour programmes, correspondence and maintenance of records of Sewa Dal Units and Central Office.
- b) He will deal with the external dak addressed to Sewadal Office (Except the dak addressed to the Member Incharge).
- c) To recommend and process the cases of formation of New Units, nomination of unit Adhikaries, creation/re-organization of Khetras, nomination and retirement of Khetriya Sanchalaks initiated by other concerned Central Sewadal Adhikaries.
- d) To recommend and process the proposals for enrolment, deletion/transfer of Sewadal members emanating from unit.
- e) He will be responsible for administration, allocation of work, monitoring the working and maintaining the discipline, in the Central Sewadal Office Staff.

- f) He will assist the Member Incharge Sewadal for monitoring the performance of all Khetriya Sanchalaks with regard to discharge of their administrative/organizational duties and responsibilities.
- g) In absence of Mukhya Sanchalak the Up Mukhya Sanchalak (Administration) will look after his duties.

**iii) Up Mukhya Sanchalak (Field and Special)**

- a) He will assist and advise the Mukhya Sanchalak through Up Mukhya Sanchalak (Administration) in finalizing policy decisions with regard to all field activities such as arrangements for open congregations/Samagams and other necessary arrangements during tour programmes of His Holiness Baba Ji.
- b) He will assist Up Mukhya Sanchalak (Training) in imparting Physical Activity training and practical field training to the Khetriya Sanchalaks/Unit Adhikaries etc. and preparation of syllabus etc.
- c) He along with Up Mukhya Sanchalak (Training) will look after routine functioning of units i.e. recommendations of cases of unit formation and Unit Adhikaries.
- d) He along with Up Mukhya Sanchalak (Training) will assist the Up Mukhya Sanchalak (Administration) in preparation of the proposals for creation of new Khetras and re-organization of existing Khetras and proposals for the nomination/retirement of Khetriya Sanchalaks.
- e) Deployment of the Special Duty Group members.

- f) Preparation of necessary documentations needed for various field activities.
- g) In absence of Up Mukhya Sanchalak (Field and Special), the Additional Up Mukhya Sanchalak (Field) will perform his duties.

**iv) Up Mukhya Sanchalak (Training)**

- a) He will assist and advice the Mukhya Sanchalak through Up Mukhya Sanchalak (Administration) in finalizing policy decisions with regard to planning and execution of training schemes and schedules of training at unit level, Khetriya level/Regional level.
- b) Preparation of syllabus for training camps for Khetriya Sanchalaks and Unit Adhikaries etc.
- c) Execution of approved training schemes for (a) Physical Training such as PT, Parades etc., (b) Sewadal Rallies, (c) Sangat arrangements at Branch level/Khetra level/Regional level, during tour programmes of His Holiness. He will be associated by Up Mukhya Sanchalak (Field and Special) for field training.
- d) He along with Up Mukhya Sanchalak (Field and Special) will look after for routine functioning of units i.e. recommendations of cases of unit formation and Unit Adhikaries.
- e) He along with Up Mukhya Sanchalak (Field and Special) will assist the Up Mukhya Sanchalak (Administration) in preparation the proposals for creation of new Khetras and re-organization of existing Khetras and proposals for the nomination/retirement of Khetriya Sanchalaks.

- f) To make arrangements for Shobha Yatra and Sewadal Rallies at Regional Samagams alongwith Up Mukhya Sanchalak (Field and Special).
- g) In absence of Up Mukhya Sanchalak (Training) Additional Up Mukhya Sanchalak (Training) will perform his duties.

**(v) Up Mukhya Sanchalak (Headquarters)**

- i) He will assist and advise the Mukhya Sanchalak for all matters pertaining to the Headquarters such as Deployment and monitoring of Sewadal Units at Headquarters for weekly duties.
- ii) Purchase of Sewadal Uniform Items such as Uniform Cloth, Belts and Badges, Caps, Shoes, Socks, Doris and Whistles etc. and other stores for Sewadal for day-to-day requirements.
- iii) Responsible for anticipating the demand of such items to be purchased well in advance and calling the competitive quotations from the concerned suppliers for timely action.
- iv) Responsible for the safekeeping of all these items and maintaining the record of the same.
- v) To recommend for administrative approval for the issue of Sewadal Items to the Sewadal Members and Adhikaries.
- vi) To look after the Lost and Found wing of the Department.
- vii) Additional Up Mukhya Sanchalak (Field) and Additional Up Mukhya Sanchalak (Training) will assist the Up Mukhya Sanchalak (Headquarters)

as and when they are available at Headquarters.

- viii) In absence of Up Mukhya Sanchalak (Administration), Up Mukhya Sanchalak (Headquarters) will look after his work.

Periodical meetings of all the Central Adhikaries will be consultation by Up Mukhya Sanchalak (Headquarters) in consultation with Mukhya Sanchalak for deciding the quality of Sewadal items and finalizing the competitive quotations for purchases. However, all purchase orders will be issued by the Member Incharge Sewadal, after completion of all formalities made by Up Mukhya Sanchalak (Headquarters).

**Note:**

Any change in policies regarding the sale of Sewadal Items to Jawans and Adhikaries, the change in colour of materials, change in the quality of materials will have to be discussed with concerned Central Sewadal Adhikaries and approved by the Member Incharge Sewadal.

**(vi) Additional Up Mukhya Sanchalak (Field):**

- i) He will assist Up Mukhya Sanchalak (Field and Special) in making arrangements for Satsang Programmes or other such programmes during the Salvation tours of His Holiness Baba Ji.
- ii) He, under the guidance of Up Mukhya Sanchalak (Field and Special) will supervise the working of Khetriya Sanchalaks of Delhi and Greater Delhi for smooth working of units.
- iii) He will look after the duties of Up Mukhya Sanchalak (Field and Special) in his absence.

**vii) Additional Up Mukhya Sanchalak (Training):**

- i) He will assist Up Mukhya Sanchalak (Training) in implementing all the approved training programmes from time to time.
- ii) He will initiate follow-up actions for the Khetras/Adhikaries where the training camps have already been conducted.
- iii) As and when available he will join the Up Mukhya Sanchalak (Field and Special) in all types of field activities in order to get himself acquainted with so as it may help him in imparting training to the Sewadal cadres.
- iv) He will also join the Additional Up Mukhya Sanchalak (Field) for imparting training to the Adhikaries and members of Units of Delhi and Greater Delhi.
- v) He will look after the duties of Up Mukhya Sanchalak (Training) in his absence.

**5. KHETRIYA SANCHALAK:**

The Khetriya Sanchalak will be a mature and devoted Sewa Dal Adhikari who will be Incharge of Sewa Dal activities in a Khetra. A Khetra will normally comprise of 10 or more units and this number can be increased or decreased as per the requirements of the organization.

The Post of Khetriya Sanchalak is an organizational/ administrative rank of Sewa Dal for promoting, organizing and coordinating Sewa Dal activities in a Khetra for achieving Mission's goals, otherwise it is made clear that the post of Khetriya Sanchalak is not the one equal or opposite to that of Sanyojak/Zonal Incharge etc. The Khetriya Sanchalak will, for all

purposes, be responsible and answerable to the Member Incharge Sewadal and would from time to time, seek instructions/guidance from him for the work entrusted to him.

**6. CREATION OF NEW UNITS/KHETRAS AND NOMINATION OF KHETRIYA SANCHALAKS AND UNIT ADHIKARIES:**

Proposal for creation of new Units and nomination of all Sewa Dal Adhikaries at Unit Level will be initiated by the concerned Sanyojak/Mukhi through Khetriya Sanchalak and at Headquarters such proposals will be processed by Up Mukhya Sanchalak (Administration), in consultation with other Central Sewadal Adhikaries, for approval of Member Incharge Sewadal through Mukhya Sanchalak.

The proposal for creation/re-organization of Khetras and nomination/relieving/retirement of Khetriya Sanchalaks will be prepared and processed by Up Mukhya Sanchalak (Administration) as per procedure stated above.

**7. FORMATION AND CLASSIFICATIONS OF UNITS:**

The Sewa Dal volunteers will be enrolled all over India where the branches of Sant Nirankari Mandal are registered. The members of Sewa Dal at a particular place will form a single Unit, and Unit Number will be allotted by the Head Quarters to such places where more than 11 volunteers offer their services to the Mukhi of such recognized branch and a request in this regard is received through Khetriya Sanchalak alongwith a request for nomination of Incharge of such unit, in proper format.

**Recognition of the units and their grading will be on the following pattern:**

- i) Un-classified Unit : Between 10 & 24 volunteers with one Unit Incharge.
- ii) 'C' Class Unit : Between 25 and 50 volunteers with Sanchalak and Shikshak.
- iii) 'B' Class Unit : Between 51 and 100 volunteers with Sanchalak, Shikshak and one Sahayak Shikshak for each fraction of 25 members with an additional margin of 15 members so as to avoid reversal i.e. one Sahayak Shikshak will be nominated after crossing the numbers over 65.
- iv) 'A' Class Units : Above 100 volunteers, Adhikaries same as for 'B' Class and additional Sahayak Shikshaks as per criteria stated above.

The above criteria for classification will be on basis of the numbers of male members only. However for nomination of Adhikaries for female members the calculation factor will be the same as above.

**8. NOMINATION OF SEWADAL ADHIKARIES AT UNIT LEVEL:**

**Common Guidelines with respect to preparing proposals for nominations of Unit Adhikaries:**

- 1. The candidate remembers Brahm Gyan very well and is able to explain, regular in Sangat and Sewa, Good character and behavior. Do not consume any type of intoxicants.
- 2. Since the primary responsibilities of the Sewadal Adhikaries are to make all types of arrangements for Satsangs/Samagams, impart training to Sewadal members for all types of

Sewa and take care for fitness of them, as only such candidates should be proposed who have interest for such services and also can spare sufficient time from their profession.

3. Care should be taken that name of those members should be avoided to propose who are already engaged in such type of work (Drivers of Mandal's vehicle, doing stage secretary Sewa, professional musical instrument player, professional photographer, Cashier/ Accountant, mostly doing Parchar Sewa or any other such work which may cause hindrance in performing their own responsibilities for which they were nominated).
4. All candidates must be physically and medically fit.
5. Candidate must be residing within quick reach distance from the place of Sewa.
6. The proposed candidate must possess the ability to command and well versed with the organizational setup of Mandal, Sewadal and Sewadal Rules.
7. Must be able to spare sufficient time from his/her personal obligations and for female candidates at the same time she is able to make her own arrangements for looking after her kids and family.
8. Should not be an office bearer/worker of any other organization/political party.

**9. UNIT LEVEL FUNCTIONARIES AND THEIR DUTIES/ RESPONSIBILITIES:**

- (a) Sanchalak:** The Sanchalak will, for all purposes, be the head of unit including male

and female volunteers. His personal life, dedication and obedience for the principles of the mission will be an example for the members of the unit. He will solve all the problems concerning the unit with love, humility and impartiality. The Sanchalak will be answerable to the Khetriya Sanchalak for all the work entrusted to the unit.

He will always lead his unit for making arrangements for the functions, whether those are local or Zonal/Central. So far as, the local arrangements are concerned, he will work under the directions of the Mukhi/Sanyojak of his place. For other purposes, he will work according to the instructions issued by Headquarters through Khetriya Sanchalak, as the case may be, but respective Sanyojak/Mukhi will be kept informed. He will attend to all correspondence pertaining to his unit and shall enter into correspondence with Khetriya Sanchalak or Headquarters, if the need arises, on behalf of his unit. He will also take effective steps for enrolment of Sewa Dal members, to ensure that the total strength of his unit is atleast 10% of the local sangat.

**(b) Shikshak:**

- i) He will work strictly according to the guidance of the Sanchalak and co-operate the Sanchalak in all the activities of the Unit.
- ii) He will assist the Sanchalak in all types of field work and the morning Physical exercises etc. He will assist Sanchalak for preparation of Duty Chart and marking attendance.

- iii) He will work in co-operation with other members of his unit and also take work from them in a respectful manner.
- iv) In case of the absence of the Sanchalak, for any reason, the Shikshak will be responsible for all the duties of the Sanchalak.
- v) He will not interfere in the working of female wing.

**(c) Sahayak Shikshak:**

- i) The Sahayak Shikshak of the Sewadal Unit will carry on such duties as are entrusted to him by his Sanchalak/Shikshak. Usually he will associated with the Shikshak of the Unit.
- ii) He shall work usually as a Group Incharge and shall ensure that attendance of the members of such group is maximum in all the programmes as organized by the unit.

**(d) Sahayak Sanchalika (Female Wing):**

- i) The Sahayak Sanchalika will be Incharge of the female wing of the unit.
- ii) She will receive guidance from the Sanchalak and transmit the same to the female volunteers working with her.
- iii) Her personal life, dedication and obedience for the principles of the Mission will be an example for the female members of the unit.
- iv) She will assist the Sanchalak in enrolment of female Sewadal members as per rules.

- v) To maintain the Female Enrolment Register and make entries of all the registered members.
- vi) To enroll the Bal Sewadal members as per rules and to maintain the Bal Sewadal Record. To nominate some female Adhikari/member to look after the Bal Sewadal activities.
- vii) To fill and sign the Badges Form for female members and submit the same to the Unit Sanchalak for further necessary action. After receipt of Badges to make proper entry in the Enrolment Register promptly and issue to the concerned registered members. Un-issued badges should be returned back.
- viii) She will be careful in escorting the female volunteers to the place (s) of function (s) and shall personally ensure that all the volunteers return home after their duties are over.
- ix) To help Sanchalak in preparing the proposal for female Adhikaries if required.
- x) To ensure that each and every active female member participate in the Physical Activity programmes of the Unit as and when organized and to ensure that all the members attend in maximum numbers.
- xi) To help the Sanchalak in periodical review of the Female Wing Records.

**(e) Shikshika (Female Wing):**

- i) She will always be from Active Wing (Age below 40 years and physically active).

- ii) She will work under control or Sahayak Sanchalika of her unit.
- iii) She will assist Sahayak Sanchalika in all types of field work and shall impart physical training to the female members.
- iv) She will work in co-operation with other members of Female Wing and will take work from them in a respectful manner.

**(f) Sahayak Shikshika (Female Wing):**

- i) The Sahayak Shikshika of the Sewadal Unit will carry on such duties as are entrusted to her by the Sahayak Sanchalika or Shikshika. Usually she will be associated with the Shikshika of the unit.
- ii) She shall work usually as a Group Incharge and shall ensure that attendance of the members of such group is maximum in all the programmes as organized by the unit.

**10. SEWADAL UNIFORMS:**

**A. UNIFORM OF MALE MEMBERS**

As indicated earlier, the uniform of Sewa Dal volunteers will be got prepared by themselves as under:

- (i) Khaki Pant with 20 inches Vastri and Khaki Shirt with full sleeves.
- (ii) White Gandhi Cap or white turban
- (iii) Black socks
- (iv) White Canvas shoes
- (v) Khaki Woolen Jersey (full sleeve)

**Note:**

Uniform of all Adhikaries will be the same as that of any other member of Sewa Dal with the exception of difference in belt and badges.

**B. UNIFORM OF FEMALE MEMBERS**

Uniform for female members of Sewa Dal will be as under:-

- (i) Sky Blue colour shirt (Kameez) with full sleeves and round neck, black piping at sleeves end and neck.
- (ii) White Salwar
- (iii) White Dupatta
- (iv) Navy blue socks
- (v) Navy blue full sleeve Jersey/Coty
- (vi) White canvas shoes

**Note:**

- (i) There is no difference in the uniform of Active Wing and Others Wing as well as Female Sewa Dal Adhikaries and other female volunteers. The difference is only in their duties and badges.
- (ii) Female volunteers from other than Northern States can also wear Saree and full sleeve blouse of sky blue colour with the badges as mentioned above.
- (iii) In winter, if required, Scarf (Headgear) of Navy Blue colour only shall be worn.

**C. UNIFORM OF BAL SEWA DAL**

The uniform of Bal Sewa Dal will be as under:

**I. Bal Sewa Dal (Boys)**

- (a) Khaki Pant or half Pant
- (b) White Shirt
- (c) Navy blue Jersey
- (d) Navy blue socks
- (e) White canvas Shoes
- (f) White Cap or white Patka (in case of Sikh Boys)

**II. Bal Sewa Dal (Girls)**

- (a) Sky blue shirt
- (b) White Salwar
- (c) White Dupatta
- (d) Full Sleeve Navy blue Jersey/Coty
- (e) Navy blue short socks
- (f) White canvas shoes

**11. FUNDS:**

The Sant Nirankari Sewa Dal is a body of volunteers who work as missionary Sewadars. This work is entirely under the control of Sant Nirankari Mandal and it is only one of its many departments. It is distinctly made clear that it has nothing to do with collection of offerings and funds.

- (a) It will not have any separate accounting system. All the purchases will be made from the funds of the Sant Nirankari Mandal and all the receipts will also be deposited in the Funds of the Mandal.
- (b) The Sewa Dal Department will maintain necessary Stock Register of all articles purchased through the funds of the Mandal.

**12. GENERAL:**

- i) The Flag hoisting ceremony will always be done by His Holiness only, otherwise flag be hoisted on its post well before the start of Sewa Dal Function.

- ii) The Sanchalak will lead the Chief Guest to the Field from where the Shikshak concerned will escort him to the stage or otherwise in the field.
- iii) During Sewadal Rally inspection, Up-Mukhya Sanchalak (Field and Special) or Additional Up Mukhya Sanchalak (Field) and Up Mukhya Sanchalak (Training) or Additional Up Mukhya Sanchalak (Training) will escort His Holiness. In State Samagams any two of the available Central Adhikaries will escort His Holiness.
- iv) The Satguru Parnam on behalf of the whole Sewa Dal will be offered to His Holiness only led by Mukhya Sanchalak. In the absence of Mukhya Sanchalak, the all Central Sewadal Adhikari present on the occasion will offer their Satguru Parnam Jointly.
- v) The Adhikari Parnam will be performed to the visiting Adhikari/Chief Guest presiding over the function.
- vi) At the time of Sewadal Prayer, His Holiness or the Chief Guest alongwith other functionaries other than Sewadal will remain seated. The Sewadal members in Files only will join the Prayer other Sewadal members who are on duties will perform their duties as and where they are and will not join the Prayer.
- vii) The designations of the Adhikaries will be in Hindi even if they are written in English.
- viii) Sewadal Lathis, which are essentially required for formation of barricades for controlling the rush, using for lifting the heavy buckets/tubs filled with Langar items, etc., will be prepared at Unit level.

The size of the Lathi be five feet long. The four feet three inches (4'.3") portion will be painted with red colour and nine inches (0'.9") at the button painted with white colour.

- ix) In the case of State Samagam and for functions at Head Quarters such as Manav Ekta Diwas, Bhakti Parv, Guru Pooja Diwas and Mukti Parv etc. where outside units are also participating, the Mukhya Sanchalak will issue necessary instructions and Duty Chart. However, all other functions at Khetra level will be organized under the instructions of concerned Khetriya Sanchalak.
- x) If and when a member of Sewa Dal is transferred to a new place, on whatever grounds, he will report to the Unit Adhikari of his new place and apply for enrolment within three months on the prescribed proforma. His personal number alongwith his unit number will undergo the necessary changes.
- xi) As and when any Adhikari shifts to a new place, whatever the grounds may be, he will also report to his new unit in the same manner as under Sr. No. (x) above. He will also surrender his rank and deposit badges to the previous Khetriya Sanchalak through his Sanchalak. His unit number and personal number will also undergo the necessary change at the new place. However, the efforts should be made by the host Unit to give priority to such transferred Adhikari for any vacant post in the new Unit, having regard to the past experience and performance of his duties.
- xii) Disciplinary cases relating to the Central Sewadal Adhikaries will be brought before the

Executive Committee by the Member Incharge Sewadal. Any suggestions/action to be taken will be referred to His Holiness Satguru Baba Ji for His final decision and then implemented.

- xiii) All cases of disciplinary action against the Khetriya Sanchalak shall be decided by the Member Incharge Sewadal with the approval of the Executive Committee. The cases of all other functionaries of the Sewadal at different levels shall be dealt with by the Mukhya Sanchalak with the consent of Member Incharge Sewadal.
- xiv) In case of unit level disputes, the report of concerned Khetriya Sanchalak will be sought or investigated by any Central Sewadal Adhikaries deputed for this purpose, as the case may be, and if any Unit Adhikari is found at fault, he/she will be given two months' time to improve himself/herself, otherwise, disciplinary action will be taken against him/her as per prescribed procedure.
- xv) **Retirement Criteria for Sewadal Adhikaries/ Khetriya Sanchalaks:** Since the Sewadal work involves constant physical and practical activity; therefore, for smooth working and for giving chance to younger generation the following criteria for retirement of Sewadal members and Unit Adhikaries shall apply:
  - (a) If any male member or Adhikari crosses the age of 60 years and female member or Adhikari 55 years he or she shall be considered for retirement.
  - (b) In case of Khetriya Sanchalak, if on any grounds he is unable to produce the desired results or he is above 65 years he shall be considered for retirement.

For Unit Adhikaries and Khetriya Sanchalaks, an extension for suitable period may be considered subject to Physical health, exemplary and extra ordinary performance.

xvi) **Code of Conduct of a Sewadal Member:**

After becoming a member of the Sewadal following Code of Conduct is mandatory:

- i) He/she should always follow the norms of a Brahmgyani Saint, attending Sangat regularly, obedient, having good behavior and character.
- ii) His/her minimum attendance in Sewadal duties should not be less than 60%.
- iii) As and when required must wear the Sewadal Uniform.
- iv) Must keep himself/herself physically fit and practice the approved PT/Parade etc. regularly.
- v) Must attend the Training Camp as and when organized.
- vi) Complete prohibition from intoxication.

xvii) **Deletion criteria for a Sewadal member from Enrolment List:**

In order to keep discipline in the Sewadal, if any member remains continuously absent for more than **six months** from regular Sewa in Branch/Unit, his/her name shall be considered for deletion from the Enrolment List.

**SHRI V. D. NAGPAL JI**

(General Secretary and Member Incharge Sewadal)

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