

POLICE CIRCULAR ORDER No. 177

In supersession of all circulars issued from time to time on the management of the Police Relief and Welfare Fund the following instructions are issued :—

Police relief
and Welfare
Fund

The object of the Police Relief and Welfare Fund is as shown below :—

(1) To defray expenses in connection with the prolonged serious illness of any number or his dependant when it cannot be met by the District/unit Fund or when the case requires specialised treatment like T.B., Cancer, major operations, etc.

(2) Special diet at Rs. 30.00 a month will be paid to T.B. patients before admission in the Sanatorium and for 6 months after discharge therefrom.

(3) Immediate relief to dependant of any member owing to his sudden death. Though the Central Relief Fund will meet all claims on this account there is, however, no bar for such consideration at Unit level. While forwardings such cases for consideration by the Central Relief Fund the extent to which relief was granted from the District/unit funds should be indicated in detail.

(4) To contribute towards maintenance of a member of his family when he is on extraordinary leave without pay on medical grounds or on medical leave on half-pay. While forwarding such cases the details showing the period of leave availed of by the member (i.e.) E.O.L. and H.P.L. should be noted with reasons which necessitated taking such leave. Relief of Rs. 30.00 and Rs. 15.00 per month will be granted to the members when they are on E.O.L. or H.P.L. respectively.

(5) To start, maintain or subsidise educational, cultural or medical institutions, i.e., Hostel, Libraries, Medical ward etc. All expenditure on the maintenance or subsidy to educational, cultural or medical institution i.e., Hostel, Library, Medical ward etc., should be the joint responsibility of both Unit and Central Welfare Funds. It is, therefore, necessary that the Unit concerned should in the first instance take up organising such institution and meet the preliminary expenses but should come up either for out-right grant or monthly contribution from Central Fund according to the merit of the demand.

Relief for the educational expenses for the children of the members studying in Class VIII and above will be allowed to the deserving cases only and not ordinarily in all cases to the extent shown below. Children studying in Cambridge School and Stewart School will get this privilege irrespective of classes they are studying in.

Inspectors and equivalent ranks/Registrar/ Senior Assistant/Head Assistants.	50 per cent of the School fees, examination fees and admission fees.
S.Is./A.S.Is. and equivalent ranks,/ Gr.I and Gr. II Assts./Head Clerk and Accountants.	75 per cent of the school fees, examination fees and admission fees.
Havildars, Constables, Naiks, Lance Naiks, Sepoys, Firemen and L.D. Clerks.	100 per cent of the school fees, examination fees, and admission fees.

Constables and L.D. Assistants will get the cost of books when the purchase is certified by the head of the institution.

The result obtained in the last school or University examination will have to be taken into account while recommending the case for relief. the cases of the failed students will have to be rejected except in very special circumstances.

(6) To start, maintain or subsidise institutions for the purpose of maternity of child welfare.

The Central Welfare Fund will finance all non-recurring expenditure in connection with the establishment of Maternity and Child Welfare Centre, but the liability on account of all recurring expenditure should be of the Unit concerned. In case of smaller Unit which cannot afford such non-recurring expenditure these may come up for necessary subsidy from the Central Welfare Fund but heads of Establishments are free to submit for *ad hoc* grants also.

(7) To award stipends or to incur such other expenses as is deemed fit and proper for the benefit of children of Police men studying in schools, colleges, or for higher technical education.

S. Ps./Heads of Establishments are to cater to the educational expenses of and below the Middle English standard out of their Unit Funds. the vouchers should be closely examined by the Heads of Establishments and in case of purchase of books a stamped cash memo duly certifies by the head of the institution to the effect that the books have been actually purchased should be demanded from the members.

Merit-cum-poverty scholarships will be given to the children of the members on the scale laid down below on receipt application in the prescribed form (Appendix A) during August every year.

4 Scholarships at Rs. 25 each for Degree Course (except Engineering and Medical Course).	..	2 years
1 Scholarship at Rs. 30 for Bachelor of Civil Engineering	..	4 years
1 Scholarship at Rs. 30 for M.B.B.S.	..	4 1/2 years
1 Scholarship at Rs. 25 for Post-Graduate (Final Course).	..	2 years

Merit of the candidate will be considered from the marks secured in the last University examination and also income (salary) of the parents.

The scholarship will be renewed every year for the period of the course and will be tenable inside the State. A candidate, who is not studying inside the State will be considered for the scholarship only on the ground that the facilities for study on the subject do not exist inside the State.

In case the serving member retires or dies in the middle of the academic year his son/daughter will continue to get the scholarship till the end of the course.

No scholarship will be awarded to candidate who has secured less than 50 per cent of marks, in the aggregate in the last University examination.

The scholarship will terminate in case of discontinuance of studies or failure in Annual University examination or in case of gross misconduct on the part of the candidate or failure to secure required percentage of attendance of the classes.

(8) To defray expenses in promoting games, sports, athletics and cultural activities.

(9) To promote, encourage and develop activities for home and cottage industry by the family members of the members to supplement family income or to build up Welfare Funds.

(10) To meet or defray expenditure for the general welfare or benefits of the Police force as is considered necessary but which is not covered by objectives set forth above.

II. The funds will be administered by a Committee consisting of the following officers *ex officio* :—

Inspector-General	..	President
D.I.-G., Central Range	..	Vice-President
A.I.-G.II	..	Honorary Secretary
Police Welfare Officer	..	Honorary Joint Secretary
S. P., Cuttack	..	Member
D.S.P., C.I.D., C.B.	..	Member
One Inspector of Cuttack district	..	Member
S.I. of G.R.P.S., Cuttack	..	Member
General Secretary, Ministerial Officers Assn.	..	Member
S.A., Finance Section	..	Member

III. The membership of the Fund is compulsory for all ranks but the benefit will be restricted to officers and men of and below the rank of Inspector (Reserve Inspectors) and to all ministerial officers. The subscription at a flat rate of Re. 1 per half year will be collected, in January and July every year and transmitted to Honorary Secretary. The heads of offices collecting subscriptions will make necessary entries in the private cash book.

IV. Applications for relief should be submitted in triplicate in the form prescribed below, by the beneficiary or his dependant to the head of the office/Establishment in which he serves or last served.

The head of the office/Establishment will get the particulars mentioned in the application verified, the claim scrutinised and will then report on the particulars furnished in the application and state if the case is a deserving one and whether the circumstances for making the claim were such on which the applicant had no control. The application will be forwarded in duplicate to the Honorary Secretary without delay with recommendations, if any. The head of the office/Establishment should take the initiative to obtain the application from the illiterate and ignorant dependants of the members who are eligible to get the benefit from the fund instead of awaiting the initiative to be taken by them.

The application shall contain a full and clear history of the case and shall include the following :—

- (1) Name, age, rank and pay of applicant/deceased
- (2) Names, age, and sex of the dependants
- (3) Occupation, income and property
- (4) Circumstances leading to distress/death
- (5) Length of service, character and last pay
- (6) Details of Life Insurance Policies

- (7) Date, amount and purpose of previous benefits received from the Relief and Welfare Fund, if any
- (8) Amount of gratuity paid, if any
- (9) Amount of credit and the G.P.F., Postal or other savings Bank
- (10) Whether the applicant is a member of a joint family and if so the names of the relatives, their relationship, occupation, income and property shall be furnished.
- (11) Report of the verifying officer
- (12) Recommendation of the Head of the office/Establishment

V. The President is authorised to grant financial relief, not exceeding Rs. 150.00 in urgent cases to meet immediate needs in anticipation of the Committee's approval to be obtained in the next meeting.

The Honorary Secretary is authorised to grant financial relief, not exceeding Rs. 50.00 in urgent case to meet immediate needs in anticipation of the Committee's approval to be obtained at the next meeting.

VI. Unless there are special reasons to the contrary, no member will be entitled to relief more than once within a calendar year from the date of receipt of the last grant.

VII. Relief grants shall be notified in the Police Gazette.

VIII. Contributions from private individuals may be accepted with the approval of the Government.

All officers in general and officer-in-charge of Police-Stations in particular shall explain the above rules carefully to their subordinates and should take initiative in making applications for relief in really deserving cases.

APPENDIX A

PRESCRIBED FORM OF APPLICATION

1. Name of the candidate ..
2. School or College in which he/she has been admitted ..
3. Class in which he/she has been admitted ..
4. Date of birth ..
5. Educational qualification ..
6. Name of father ..
7. Present salary of the father ..
8. Whether the mother is earning member or not ..
9. Nature and amount of landed property ..
10. Enclosures to be given with the application :—
 - (a) A certified copy of mark list secured in University/Annual Examination.
 - (b) A certified copy from the head of educational institution regarding his admission.
 - (c) Certified copies of certificate or diploma or any other academic qualifications.
11. Certificate from the father ..

I, do hereby certify that the particulars given above are true. ..
12. Remarks by Superintendent of Police.

Signature of the father