



STANDING ORDER NO. Welfare/03/2022

DELHI POLICE MARTYRS' FUND

1. INTRODUCTION

The Fund shall be called “Delhi Police Martyrs’ Fund” (hereinafter referred to as the ‘Martyrs’ Fund’ or 'Fund') and shall provide, inter-alia, immediate monetary assistance to the families of its members, who lay down their lives during the course of government duty. A ‘Member’ will be Delhi Police personnel who opts to contribute to the Fund and has not ceased to be a member by declining to contribute when a repeat contribution is sought.

2. OBJECTIVE OF THE FUND

The object of the Fund is to provide financial assistance to the family of Delhi Police personnel, who contribute to the Fund and are its members, and lay down their lives while performing government duty. This Fund commences its operation w.e.f. 01.02.2013 retrospectively and the benefit under the Fund will be available to its members accordingly. This Fund has been initiated for the benefit of employees of Delhi Police of all ranks and cadres who are its members.

Note: (a) The term ‘on duty’ is defined as death which occurs or is caused while an employee is performing government duty, it does not include the journey from home or other place to place of duty or from duty to home or other place.

(b) The term ‘gallantry’ means death caused solely and directly by external violence while in the course of duty if a member is killed by criminals or terrorists or anti social elements etc.

3. ADMINISTRATION

(i) The following are the ex-officio members of the Governing Body:-

Sl. No.	Designation	Remarks
1.	Commissioner of Police, Delhi.	Chairperson
2.	Special Commissioner of Police, HRD, Delhi.	Member
3.	Special Commissioner of Police, PFD, Delhi.	Member
4.	Special Commissioner of Police, Welfare, Delhi.	Vice Chairperson
5.	Special Commissioner of Police, Law & Order-I, Delhi	Member
6.	Special Commissioner of Police, Law & Order-II, Delhi	Member
7.	Joint/Addl. Commissioner of Police, Southern Range, Delhi	Member
8.	Joint/Addl. Commissioner of Police, Central Range, Delhi	Member
9.	Joint Commissioner of Police, Crime, Delhi.	Member
10.	Joint/Addl. Commissioner of Police, Northern Range, Delhi	Member
11.	Joint/Addl. Commissioner of Police, Western Range, Delhi	Member
12.	Joint Commissioner of Police, Security, Delhi	Member
13.	Joint/Addl. Commissioner of Police, Eastern Range, Delhi	Member
14.	Joint/Addl. Commissioner of Police, New Delhi Range, Delhi	Member
15.	Joint Commissioner of Police, Traffic, Delhi	Member
16.	Joint/Addl. Commissioner of Police, Armed Police, Delhi.	Member
17.	Joint/Addl. Commissioner of Police, Hdqrs.(Welfare)	Member
18.	Dy. Commissioner of Police, General Administration, Delhi	Member
19.	Dy. Commissioner of Police, HQ(I) Welfare	Member Secretary

20.	Financial Advisor to Commissioner of Police, Delhi.	Member
21.	Assistant Commissioner of Police, Welfare, Delhi.	Member Treasurer
23.	Accountant/Welfare, Delhi	Member

- (ii) The Governing Body shall meet once in a six months in ordinary course or whenever it is necessary to do so.
- (iii) The accounts of the Fund for each quarter shall be checked by a Sub-Committee, consisting of the Deputy Commissioner of Police, HQ-(I) Welfare, Assistant Commissioner of Police, DDO/Welfare, FA to CP and an Internal Auditor nominated by the Governing Body and a report be submitted to the Governing Body at the time of its six monthly meetings.
- (iv) The Minutes Book shall be maintained by the Member Secretary, in which all the proceedings of meetings shall be recorded. The Minutes Book shall be preserved for six years and shall not be destroyed, except under the order of the Commissioner of the Police, Delhi. A copy of minutes of every meeting shall be submitted by the Member Secretary to the Commissioner of Police, Delhi for information and approval. Action on the recommendation of the Governing Body shall be taken only after approval of the Commissioner of Police, Delhi.
- (v) The financial assistance shall be sanctioned from the Martyrs' Fund to the families of deceased members expeditiously by the following Sub-Committee:-

Sl. No.	Designation	Remarks
1.	Special Commissioner of Police, Welfare, Delhi	Chairperson
2.	Joint/Addl. Commissioner of Police/Hdqrs(Welfare)	Vice-Chairperson
3.	Concerned Joint Commissioner of Police/Addl. Commissioner of Police	Member
4.	Dy. Commissioner of Police, HQ(I) Welfare, Delhi	Member Secretary
5.	Financial Advisor to Commissioner of Police, Delhi	Member
6.	Assistant Commissioner of Police, DDO/Welfare, Delhi.	Member Treasurer

7.	Inspector /Welfare (Admn.)	Member
8.	Accountant/Welfare, Delhi	Member

All financial powers shall be exercised by the Special Commissioner of Police/Welfare, Delhi.

4. SOURCE OF FUND

- (a) For initial constitution of the Fund, one day gross salary will have to be contributed by all Gazetted Officers posted in Delhi, all upper subordinate and lower subordinate officers of all cadres, including Stenographers, Technical, Ministerial, Civilians and MTS of the Delhi Police, who opt to become a member of the Fund.
- (b) Every police personnel would be deemed to be a member unless he has himself opted out of the Fund. Anyone who is on the roll of Delhi Police and opts not to contribute will not be a member of the Fund and his family will not be eligible for any benefit under the Fund.
- (c) Similarly, anyone who is a member and declines to contribute in writing to any repeat demand for contribution will cease to be a member of the Fund from the date of receipt of his request and from that date his family will not be eligible for any benefit from the Fund.
- (d) Delhi Police officers, including IPS as well DANIPS officers, transferred to other segments of the cadre or on deputation from Delhi Police to other organizations, can continue to remain members of the Fund if they continue to contribute despite being posted outside. Such officers should send their contribution on a monthly basis to the Member Treasurer directly by 15th day of the next month.
- (e) In case any official, who joins Delhi Police on deputation from other department, opts to become the member of the Fund, his membership should be discontinued on his repatriation to his parent department, but he may remain a member of this Fund while being posted in Delhi Police.
- (f) Contributions/CSR funds can also be accepted from individuals/organizations, if approved by the Governing Body. The contributor should also provide copy of his or her PAN card for this purpose.

- (g) Donations from respectable persons/institutions will be accepted in the Fund.
- (h) Interest from FD & investments in Govt. instruments.
- (i) In case of emergent requirement, the Governing Body may decide to borrow from other Welfare Funds of Delhi Police running under the administrative control of the Commissioner of Police, Delhi.

5. RECOVERY OF SUBSCRIPTION

- (a) Rank-wise monthly deduction from the members shall be made from the salary of the police officers, employees and civilians w.e.f. the month SO comes into the effect as decided by the Governing Body in the following manner:-

Sl. No.	Rank of Members	Amount (Rs.)
1.	GO's	150/-
2.	Non GO's	75/-

- (b) Subscriptions will be deducted from the salary of its members by the respective Distt./Unit Accountants who will, in turn, send the amount so collected through NEFT/RTGS or any other electronic mode of transfer system to the designated account.
- (c) All new entrants in Delhi Police, who will opt to become a member of the Fund, shall have to contribute one day gross salary towards the Fund by allowing deductions from the first salary drawn in Delhi Police. In addition, Rank-wise monthly subscription will be contributed by all members as per para 5(a) of this Standing Order.
- (d) Receipts shall be issued to private individuals/organizations for making special contribution.

6. MAINTENANCE OF ACCOUNTS

- a) **Cash Book:** A Cash Book in the form of **Annexure-A** for Delhi Police Martyrs' Fund shall be maintained by the Member Treasurer. All transactions of the Fund shall be entered in the Cash Book. The Cash Book shall be given page numbers and shall contain a Certificate on the first page by the ACP/DDO/Welfare showing the total number of pages contained in it. It shall be a

permanent record. It shall be closed at the end of each such collection by the Member Treasurer and submitted to the Secretary of the Fund along with the Bank Pass Book for his/her signatures, after being duly checked and initialled by the ACP/DDO/Welfare or Member Treasurer. The difference, if any, in the account figures shall be properly explained. The Secretary shall also compare the two balances of accounts before signing the Certificate in the Cash Book. The Cash Book shall also be closed at the time of transfer of the Secretary, as required under GFR-78 (1963 Edition) and the provisions of the GFR-9 (1963 Edition) shall be fully applicable in respect of Certificates furnished in the Cash Book. Each entry on the payment side of the Cash Book will also be initialled by the ACP/Welfare (in the manner similar to that prescribed in clause 2 for the receipt side) with reference to the money order, acknowledgement or voucher, as the case may be.

- b) **Receipt Book:** A Receipt Book, in the form as in **Annexure-B** shall be maintained by the Member Treasurer. Each Book shall contain 100 serially numbered foils and counter-foils. Not more than one Book shall be used at a time. Blank Receipt Book shall be kept in the custody of the ACP/DDO/Welfare, under lock and key. These shall be issued under his signatures, one at a time, with a Certificate on the front cover about the correctness of the pages. Used Receipt Books shall be kept for 5 years after the date of the last entry and shall not be destroyed without obtaining orders of the Spl. Commissioner of Police (Welfare), Delhi. All money received shall be acknowledged by issuing a receipt which shall be signed by the Accountant/Welfare who shall verify that the amount has been credited in the Cash Book and shall initial the relevant entries in the Cash Book also. Once an amount has been entered in the Cash Book, it shall be the sole responsibility of the Member Treasurer to ensure its deposit in the Bank Account of the Fund. The Member Treasurer shall initial all entries giving date of deposit of money in the Bank against the amount in the Cash Book.
- (c) **Receipt Register:** The Receipt of the payee's acknowledgement may be matched and a Register in the following proforma shall be maintained for the purpose:-

Sl. No.	No. & date of the M.O.	Name & address of the payee	Amount	Date of receipt of payee's receipt

- (d) **Personal Accounts Ledger**: A Personal Account Ledger shall be maintained by the Member Treasurer to match and satisfy that the payment made from the Delhi Police Martyrs' Fund is correct. The opening entry in the Register shall be got attested by a responsible officer of the Governing Body.
- (e) **The Income and Expenditure A/C and Balance Sheet**: An annual Income and Expenditure Account and Balance Sheet of the Fund shall be prepared by the Member Treasurer and shall be submitted in the meeting of the Governing Body after getting the same approved by the FA to CP, Delhi.
- (f) **Ledger Accounts**: In order to facilitate the compilation of Income and Expenditure Account, Ledger Account in the usual printed form shall be maintained based on the Cash Book and supporting vouchers.

7. BENEFITS OF THE FUND

- (1) In the event of death, while performing govt. duty, the widow or any other family member so nominated by the deceased member under the Pension Rules or legal successor shall be paid a sum of Rs.15,00,000/- (Rupees Fifteen Lakh only) in lump-sum.
- (2) In the event of a death involving gallantry in the line of duty caused solely and directly by external violence, the widow or any other family member so nominated by the deceased member under the Pension Rules or legal successor, shall be paid a sum of Rs.30,00,000/- (Rupees Thirty Lakh only) in lump-sum.

Explanations

- i) If a member of the Fund meets with an accident while on duty and gets hospitalized, and after being discharged from the hospital either with the advice for continuation of the treatment from home or while still recuperating from the accidental injury in the hospital, if the member dies after lapse of some time period from the date of accident, he or she shall also be eligible for benefit under Martyrs' Fund. To further clarify it, it can be said that if the treatment of the same injury continues at home despite being discharged and the member dies, such cases shall be covered for benefit under this Fund.
- ii) If police personnel, while off-duty, is approached by any public person(s) to help to protect them/help them in any situation of distress, and in such a case, if the police personnel dies due to any injury suffered while attempting to help/save the public

person(s) in distress, such cases shall also be considered for the benefits of the Martyrs' Fund.

- iii) Each such case will be examined in detail on merits and available documentary record by the designated Sub-Committee.
- iv) Family members/legal heirs of any police personnel, who expires(either in the hospital or at home) after getting infected by COVID-19 or any similar deadly pandemic during discharge of his/her duty, shall be eligible for getting an ex-gratia compensation of Rs. 15,00,000/-(Rupees Fifteen lacs only) in lump-sum, from the Delhi Police Martyr's Fund.

8. DOCUMENTATION

In order to disburse the amount from the Delhi Police Martyrs' Fund (Rs.15 Lakh or Rs. 30 Lakh as the case may be), the following documents will be submitted by Districts/Units so that the cases can be examined expeditiously to provide financial assistance as per this Standing Order and rules and regulations of the Society formed vide registration No. 398/2013, dated 25.04.2013:-

- i) Gist of incident duly attested by the concerned Head of Office.
- ii) Documents in support of death on duty such as DD entries, FIR, if any, etc.
- iii) Details of family members.
- iv) Copies of Death Certificate/PM Report, Membership Form and Nomination Form of Delhi Police Martyrs' Fund or if any of the document is not available, the Certificate of the Head of Office (HOO) in that respect.
- v) Recommendation and a certificate to the effect that the said deceased official was on duty or otherwise, of the concerned Head of Office.
- vi) Post-mortem report indicating cause of death or gist of such report from the Head of Office (HOO).
- vii) Certificate showing the nature of duty being performed at the time of death by the deceased person.
- viii) A certificate should be submitted to this Hdqrs., within two weeks from the date of issue of the sanction, that the amount has been disbursed to the Nominee/Nominee(s)/legal heir. The name, amount and date of disbursement, must be shown in the certificate.

9. FINAL RECOMMENDATION

After scrutinising the documents listed out above, the final recommendation to disburse the amount from the Delhi Police Martyrs' Fund will be made by the Joint Commissioner of Police who has the supervisory control over the concerned district/unit through the concerned Special Commissioner of Police.

10. INCOME TAX EXEMPTION

All donations to the Fund shall be eligible for exemption under section 80-G of the Income Tax Act.

11. INVESTMENT AND BANKING OF THE FUND

Investments shall be made in Govt. instruments as per provisions made under the Fund and as per the decision taken by the Governing Body from time to time. All the amounts realized on account of this Fund shall be credited in the account of Delhi Police Martyrs' Fund in Axis Bank or any other Bank so decided by the Governing Body/Investment Committee. Investment Committee consisting of the following officials may propose investment plans to the Chairperson of sub-committee of Martyrs' Fund :-

1. Addl. C.P./Hdqrs(Welfare)	-	President
2. DCP/Welfare	-	Vice-President
3. ACP/Welfare	-	Member
4. FA to CP, Delhi	-	Member
5. Accountant/Welfare	-	Member
6. Chartered Accountant	-	Member

12. AUDIT OF THE FUND

The accounts of the Fund shall be audited every year by a Chartered Accountant and the Accountant/PHQ. They will submit their reports to the Commissioner of Police, Delhi, through the Member Secretary.

13. MISCELLANEOUS

The Fund will be operated under the technical guidance of the FA to CP or any other authority as deemed fit by the Chairperson and the Governing Body.

14. SAVING CLAUSE

When the Commissioner of Police, Delhi is of the opinion that it is necessary or expedient to do so, he may by order, relax any of the provisions of this Standing Order.

15. SUPERSESSON CLAUSE

This Standing Order supersedes the previous Standing Order No.421/2018 issued vide No. 1551-1700/Record Branch/PHQ dated 01.08.2018 and all other amendments or Circulars made thereon.

16. DISCLAIMER

It is made clear that this Standing Order is exclusively for internal smooth functioning of Delhi Police.

**(RAKESH ASTHANA)
COMMISSIONER OF POLICE:
DELHI.**

No. **25757-25900**/Record Branch/PHQ dated Delhi, the **23.05.2022**.

Copy forwarded to:-

1. All Special Commissioners of Police, Delhi.
2. All Joint Commissioners of Police, Delhi including Jt. Director, Delhi Police Academy, Delhi/New Delhi.
3. All Additional Commissioners of Police, Delhi.
4. OSD to C.P., Delhi.
5. All Deputy Commissioners of Police, Districts/Units including PHQ, C.P. Sectt., FRRO and Deputy Director/Delhi Police Academy, Delhi/New Delhi.
6. DCP/HQ(IV)/PHQ with the direction to upload the Standing Order on Intra-DP.
7. LA to CP and FA to C.P., Delhi.
8. All ACsP/Insprs./PHQ.
9. PS/Reader to C.P., Delhi.
10. HAR/PHQ.
11. Librarian/PHQ.

CASH BOOK
(Welfare/03/2022)

RECEIPT SIDE				PAYMENT SIDE			
Receipt No.	Particulars of receipt	Amount	Particulars of date of deposit in the saving Bank Account	Date	Voucher No.	Particulars of payment	Amount

RECEIPT BOOK
(Welfare/03/2022)

POLICE DEPARTMENT

DELHI POLICE

Serial Number _____ Annual Serial Number _____

Received with thanks from Shri _____

PIS No. _____ a sum of Rs. _____ (in words)

on account of _____

ACP/Hdqrs./ _____

Hony. Treasurer,
Delhi Police Martyrs' Fund