



STANDING ORDER NO. Welfare/01/2022

DELHI POLICE EDUCATION FUND

1. TITLE

The Fund shall be called the “Delhi Police Education Fund.”

2. OBJECT OF THE FUND

The object of the Fund is to encourage the wards of Delhi Police personnel from the rank of Constables to Inspectors, promotee ACsP and Multi-Tasking Staff (MTS) by giving them scholarships to pursue higher education.

3. MEMBERSHIP OF THE FUND

All promotee ACsP, non-gazette employees and regular Multi-Tasking Staff of the Delhi Police shall be eligible for the membership of the Fund. In order to become a member of the Fund, they shall file a declaration form as per specimen given in **Annexure-A**. The declaration form shall be placed on the service record of the employee. When the declaration form is received, a note showing the date from which the employee has opted for the membership of the Fund shall be recorded in his/her service record duly signed by a GO. The recruiting District/Unit will be responsible for obtaining the declaration forms.

4. ADMINISTRATION

The Fund shall be administered by a Central Committee consisting of the following: -

Commissioner of Police	President
Spl. Commissioner of Police/PFD	Vice- president
Spl. Commissioner of Police/Welfare	Honorary Secretary
Addl. Commissioner of Police/HQ(Welfare)	Member
Deputy Commissioner of Police/HQ-I (Welfare)	Member
Deputy Commissioner of Police/Genl. Admn.	Member

Asstt. Commissioner of Police/DDO/Welfare	Honorary Treasurer
FA to CP, Delhi	Member
Inspector/Admn./Welfare	Member
Accountant/Welfare	Member
One promotee ACP to be nominated by CP, Delhi annually.	Member

Other forty one members are to be nominated annually by District/Unit DCsP as under: -

Name of Districts/Units	Member to be nominated
North District, New Delhi District, Security, Special Branch, IGI Airport, P&L & PCR Unit	One Inspector and one Lower Subordinate each
Central District, South District, Vigilance, PTC, FRRO, Crime, Railway & Metro, Special Cell & Licensing Branch	One SI and one Lower Subordinate each
East District, West District, Traffic, CAW Cell & Communication, Rohini District and Shadara District.	One ASI and one Lower Subordinate each
North-East District, North-West District, South-West District, South-East District, EOW & 1 st Bn.DAP	One Upper or one Lower Subordinate each
3 rd Bn.DAP and 6 th Bn.DAP	One Upper Subordinate or one Lower Subordinate each
DE Cell, R.P. Bhawan, 4 th Bn.DAP and 7 th Bn.DAP	One Upper Subordinate or one Lower Subordinate each
11 th Bn. to 15 th Bn. DAP	One Upper Subordinate or one Lower Subordinate
Outer District	One MTS
Dwarka & Outer-North	One Lower Subordinate each

Representatives from all the Districts/Units who have not availed the benefit of Education Fund would attend the General Body meeting. The number of such members should be not less than 1/3rd of the total strength attending the General Body meeting.

5. APPOINTMENT OF CHARTERED ACCOUNTANT

For proper scrutiny of the accounts of the fund, a Chartered Accountant shall be appointed on honorarium basis. The formal approval of the appointment shall be taken during the Annual General Body Meeting, where the amount of honorarium will also be got approved.

The Central Committee shall meet annually to frame regulations, take decisions regarding revision of rate of scholarship for the academic year, revision of courses, renewal of subscription, maintenance of accounts and investment of money etc.

A statement of the accounts of the Fund showing income and expenditure for the academic year shall be prepared by the Accountant/Welfare and put up before the Central Committee. The Chartered Accountant shall check the accounts before submitting the same in the Annual General Body Meeting of the Central Committee. The funds kept as reserve in saving account shall be invested in Fixed Deposits, Govt. Securities, etc for getting better returns. An Investment Committee consisting of officers/men is constituted as follows:-

Jt./Addl. Commissioner of Police/HQ(Welfare)	President
Deputy Commissioner of Police/HQ-I(Welfare)	Member-Secretary
Asstt. Commissioner of Police, DDO, Welfare	Member
FA to CP, Delhi	Member
Inspector/Accountant/Welfare	Member
Chartered Accountant	Member

The decisions of the Investment Committee may be got ratified by the Central Committee in Annual General Body Meeting.

6. SOURCES OF RAISING THE FUND

The Fund shall be raised from the following sources: -

- (i) Subscription by its members at the following rates per month:-

Rank	Subscription Amount
ACP(Promotee)	Rs. 200/-
Inspector	
SI	Rs.150/-
ASI	
Head Constable	Rs.100/-
Constable	
Multi Tasking Staff	Rs. 60/-

- (a) An individual, when promoted or reverted to a higher or lower rank, shall pay subscription of the rank to which he or she is promoted or reverted from the month he or she is promoted or reverted.

- (b) In case the member of the Fund is removed or dismissed from service for any reason or tenders his or her resignation, he or she will be paid the excess amount deducted from his or her salary from the month of his or her removal or dismissal or resignation.
- (ii) CSR Funds.
- (iii) Interest received from investment in Govt. instruments & from fixed deposits.

NOTE:- No loan shall be taken by the DPEF to pay any scholarships.

7. RECOVERY OF SUBSCRIPTION

- (i) Subscriptions shall be recovered from all promotee ACsP, Upper/Lower-Subordinate officers including MTS employees of Delhi Police, who are members of the Fund, annually for the month of the March instead of January/February by the respective Accountant, who will, in turn, send the amount so collected through NEFT/RTGS or any other electronic mode of transfer system to the President, Delhi Police Education Fund by 10th April of each year and the receipt shall be handed over to Honorary Treasurer by 15th April of each year.
- (ii) In order to check that the subscriptions from all members have been received from a particular unit, an annual statement showing the posted strength of all promotee ACsP, Upper-Subordinates, Lower-Subordinate officers rank-wise and regular MTS including deputationists separately shall be sent by each District/Unit to Honorary Treasurer by 15th April of each year.
- (iii) The officials (members) on deputation to other departments shall send their subscription to the Honorary Treasurer directly and for such subscription individuals receipts shall be issued.
- (iv) When a member is selected for deputation, it will be specifically mentioned in his deputation order that the individual will continue to be a member of Delhi Police Education Fund during the period of his deputation and he/she will be responsible to remit the prescribed subscription regularly with Accountant/Welfare.
- (v) A register showing the names of members of the Fund of the various Districts/Units on deputation from Delhi Police shall be maintained

by the Honorary Treasurer to effect the recovery of the subscription annually. The date of recovery shall be noted against each in the register and all entries shall be initialed by the Honorary Treasurer.

- (vi) Individual receipts shall also be issued to donors and those making special contribution.
- (vii) In case of any member is proceeding on deputation, the Unit concerned should, while issuing last pay certificate, simultaneously issue a letter to the official that he or she would be responsible for remittance of his subscription direct to the Honorary Treasurer. In case he or she fails to remit the subscription during deputation period, the recovery will be made as and when he or she reports back in Delhi Police on repatriation.

8. MAINTENANCE OF ACCOUNTS

- (i) A Cash Book in the form given as **Annexure-B** shall be maintained by the Honorary Treasurer. All transactions of the Fund shall be entered in Cash Book as soon as they occur. The Cash Book shall be paged and a page count certificate shall be given on the first page showing the number of the pages. The Cash Book shall be kept complete in all respects and its entries shall be attested as and when made, by DDO/Welfare, In-charge of Accounts Branch. The Cash Book shall be closed at the end of each month and the balance shall also be verified with the bank balance sheet along with totaling of the Cash Book. A certificate of verification shall be recorded in the Cash Book under the dated signature of the officer operating the accounts. The Cash Book shall be a permanent record.
- (ii) A Receipt Book in the attached form **Annexure-C** shall be maintained by the Honorary Treasurer. Each Book shall contain 100 serially numbered foils and counter foils. Not more than one book shall be in use at a time. Blank Receipt Book shall be kept by DDO/Welfare under lock and key and shall be issued under his signatures with a certificate on the front cover about the correctness of the pages. Used Receipt Book shall be kept for 5 years after the date of the last entry and shall not be destroyed without obtaining orders of the Honorary Secretary. 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 entered in the Cash Book and shall initial the relevant entries in Cash Book also. Once an amount has been entered in the Cash Book; it shall be the sole responsibility of the Honorary

Treasurer to ensure its deposit in the Saving Bank Account of the fund. The Honorary Treasurer shall initial entries giving date of deposit of money in the bank against the amount in the Cash Book. In order to facilitate the compilation of income and expenditure account etc., Ledger Accounts in the usual printed form, shall be maintained from the Cash Book and supporting vouchers.

9. INVESTMENT AND BANKING OF THE FUND

- (i) All amounts released on account of this Fund shall be credited into Delhi Police Education Fund for which a Saving Bank Account will be maintained in the State Bank of India at Delhi. The Honorary Treasurer of the Fund shall operate the account.
- (ii) Surplus amount of the Fund may be invested as recommended by the Investment Committee, with the approval of the Central Committee in the form of Cash Certificates, Fixed Deposits, Govt. Securities or in any other Govt./PSU investments scheme, which will be considered safe and profitable and in the best interests of the Fund. The Honorary Treasurer shall maintain Index Register for such cash certificates, securities etc. These will remain in the personal custody of the Honorary Treasurer so that the interest due may be released in time and credited into the Fund. When a Cheque for dividend etc. in respect of any investment is received, the Honorary Treasurer shall verify its entry in the Cash Book before endorsing it for encashment.
- (iii) Whenever the State Bank of India credits any interest in the Pass Book, the same shall be entered in the Cash Book simultaneously to keep the amount correct and up-to-date.
- (iv) Whenever an investment matures, it shall be withdrawn/encashed under the authority of the President. However, if the amount of such investment is to be re-invested, the same be done with the approval of the Central Committee, on the recommendation of Investment Committee.

10. CONDITION/ELIGIBILITY FOR THE GRANT OF SCHOLARSHIP

- (i) Scholarships will be given with due regard to the nature of study. Rates/Courses are revisable by Central Committee from year to year.

- (ii) Only first two children of a member of the Fund shall be eligible for scholarship in his entire service on the pattern of govt. policy.
- (iii) During the four years of any course being attended after 10+2, scholarship will be given to the children/Delhi Police personnel wards. In case a student does not clear an examination during the course, he will not be debarred from the scholarship. However, the total duration of the scholarship will be maximum four years only.
- (iv) If a student undergoing training in a particular trade or professional course opts for another trade or course before completion of the first trade or professional course he or she shall be entitled for scholarship for the new trade or the course on the condition of depositing the scholarship amount already drawn by him or her in the last academic/professional course provided the scholarship so drawn was only for one year. This facility will not be extended in those cases where the student has completed the first course/trade.
- (v) The deputationists received from other forces like CAPFs in Delhi Police shall not be entitled to get scholarship from the Delhi Police Education Fund unless and until they are permanently absorbed in Delhi Police and are made regular members of Delhi Police Education Fund.
- (vi) If a member of the Fund retires and if his or her ward was receiving a scholarship, the ward shall continue to receive the scholarship till the completion of the study for which the scholarship was granted.
- (vii) The children of those members of the Fund who die in service will also be eligible for the scholarship equal to the serving members till the completion of their study in which they were studying at the time of death of the member.
- (viii) Physically handicapped or mentally retarded children of the member of the Fund studying up to 12th class, shall be entitled for 100% re-imburement of fees spent by the member for their studies in the schools running for such students.
- (ix) The amount of scholarship will be utilized for the purpose for which it is sanctioned. Breach of these conditions may entail forfeiture and the person concerned may be required to refund the amount already paid to him or her.

- (x) Earning/serving students will not get any benefit from the Fund.
- (xi) The scholarship shall be discontinued if the recipient's father or mother is removed or dismissed from service for any reason or tenders his or her resignation.
- (xii) Scholarship will be granted only for the courses offered by the Government/Affiliated Institution/University and approved by the Central Committee of Delhi Police Education Fund from time to time.
- (xiii) No scholarship shall be given to the students studying abroad and for further study after graduation/post-graduation courses.
- (xiv) No scholarship shall be admissible for the courses having duration less than one year, internship training or apprenticeship courses and courses in which ward is drawing stipend.
- (xv) The entry regarding grant of scholarship should be entered in the Character Roll of individual and the papers may be placed in the Fauji Missal.
- (xvi) Students may be given scholarship after 10th&12th class for maximum 4 years. Similarly, if the ward of applicant does two years diploma course after 10+2, he is entitled for further two years in any of the course thereafter. In the above condition there should not be a gap of academic year between two courses.
- (xvii) No scholarship is admissible for back year. The higher education scholarship cannot be claimed as an arrear.

11. HIGHER EDUCATION SCHOLARSHIP

The following rates of scholarship in three categories (i.e. Academic, Diploma and Professional courses) will be given to the wards of police personnel as mentioned below:-

<p>1. <u>ACADEMIC COURSES</u> BA (Pass), BA (Shastri), BA (Hons.), B.Com. (Pass), B.Com. (Hons.), B.Sc. (Genl.), B.Sc. (Hons.), B.Sc. (Computer</p>	
---	--

Science), B.Sc. (Bio. Tech.), Interior Design (from DU), B.Sc. (Nautical Science), B.Sc.(Home Science), B.A.(Voc.), B.Sc. (Hons.), Instrumentation, B.Sc.(IT), BPE, Bachelor of Medical Imaging Technology.	Rs.15000/-
2. <u>DIPLOMA COURSES</u> 1, 2 & 3 years recognized Diploma Courses from any Government/Affiliate Institution or 'O' Level Computer course from any Accredited Centre of DOEACC Society, MLT, D. Pharma., ETE, JBT, NTT, ANM, D. Ed.	
3. <u>PROFESSIONAL COURSES</u> BCA, BFA, BBS, BJ(MC), BBM, BBE, BBA, BBA(CAM), B. El. Ed., GNM, B.Sc. (HCMT), Tools & Die Making Engg., BHMCT, BHMS, BIM, BIS, BIT, BTM, B. Lib. Sc., BOT, B. Pharma., BPT, B. Ph.T., BUMS, BAMS, B.V.Sc., B.Arch., BA LL.B., AMIETE, BE, B. Tech. MBBS, BASLP, BDS, B.Sc.(Hospitality & Hotel Admn.), B.Sc. (Nursing), B.Sc. (MLT), B.Sc.(Fashion Design) B.Sc. (Catering & Technology), BA Prosthetics & Orthotics, B.Sc.(H) (Agriculture)	

12. Proportionate reduction in the rate of scholarship may also be resorted to in case of shortfall in the funds. However, such a decision shall be taken by President only on the recommendations of the Committee consisting of the Special Commissioner of Police/PFD, Special Commissioner of Police/Welfare, FA to CP and Auditor (CA)/DPEF.

13. If a police person dies while in service or is medically boarded out rendering him unfit for service and has no source of income, his wards, subject to a limit of two, shall be provided all benefits of the Education Fund as listed in para-11 above till such time the deceased/incapacitated member would have attained the age of superannuation had he not died or got incapacitated.

14. The wards of deceased police personnel (subject to a maximum of two) shall be paid scholarship at the rate of Rs.5000/- per academic year. However, the same shall not be provided if any member of the family gets employment on compassionate ground

15. No scholarship shall be granted for correspondence courses.

16. A member of the Fund should apply for scholarship in the prescribed format. This format may be typed, handwritten or downloaded from Delhi Police Website. It shall not be compulsory to use the form supplied officially. But it should be in prescribed format.

17. Merit scholarship from Class 6th to Class 12th is hereby withdrawn.

18. The Wards of police personnel who have secured more than 90% marks in 12th Standard in Science, Commerce & Humanities streams shall be eligible for one time awarded scholarship as under, subject to condition in the context, that only one ward will be shortlisted, who secured highest percentage of marks in each stream from amongst all the wards of police personnel securing more than 90% instead of all wards who secured more than 90% marks in 12th Standard in Science, Commerce & Humanities streams for each academic year. In case of there being a tie relating to highest percentage of marks secured by more than one person, then scholarship will be awarded to all deserving wards:-

(Explanation: This will be with effect from academic year **2015-2016**).

1 st position (Science)	Rs.25,000/-
1 st position (Commerce)	Rs.25,000/-
1 st position (Humanities)	Rs.25,000/-

(ii) The wards of police personnel who have secured top three highest percentage of marks out of shortlisted applications from amongst all wards of police personnel who secured more than 90% marks in 10th Standard (as per revised system being implemented by CBSE for the academic year 2017-2018) will be eligible for a one time scholarship as per the following rates :-

1 st highest %age of marks	Rs.25,000/-
2 nd highest %age of marks	Rs.20,000/-
3 rd highest %age of marks	Rs.15,000/-

19. The wards of Police Personnel securing 1st position in any of the streams in 12th Standard Board Examination of CBSE/ICSE at State Level will be granted a reward of Rs. 50,000/- from DPEF by CP, Delhi along with a certificate for her or his encouragement.

20. Application for scholarship received after cutoff date i.e. **30th November** of every year shall not be entertained.

21. INCOME TAX EXEMPTION

- a) All donations to the Fund shall be eligible for exemption under section 80-G of the Income Tax Act for which approval shall be sought post-haste.
- b) Necessary orders from Income Tax Department shall be obtained for tax exemption in respect of earning of the Fund including interest accrued.

22. POWERS OF EX-OFFICIO SECRETARY

The Ex-Officio Secretary will have the powers to extend the date of receipt of applications and to decide the applications, without referring the matter to the Central Committee. Late submission of applications after the prescribed or extended date fixed by *Welfare Unit* will not be entertained.

23. DECISION OF THE CENTRAL COMMITTEE TO BE FINAL

The decision of the Central Committee on all matters connected with the interpretation of the Rules and Regulations of the fund and adjudication of scholarship shall be final.

24. HONORARIUM

The PHQ staff engaged for the maintenance of the records and accounts of the fund shall be granted annual honorarium for doing the extra work at the following rates: -

Inspector/Admn.(Welfare)	Rs. 500/- P.A.
SI & ASI (Dealing with the Fund)	Rs. 450/- P.A.
HC (Assistant of the Dealing Assistant)	Rs. 400/- P.A.
Diarist	Rs. 350/- P.A.
Dispatcher	Rs. 350/- P.A.
Accountant/PHQ	Rs. 500/- P.A.
ASI (Dealing with the Fund) of Accounts Branch/PHQ	Rs. 450/- P.A.

25. SUBORDINATE OFFICES

The Accountant and Dealing Clerk of various Districts/Units engaged for the maintenance of the records and accounts shall be granted suitable rewards with a Commendation Card by their DCsP annually from Reward Fund.

26. HOW TO CLAIM FOR GRANT OF SCHOLARSHIP

The members of the Fund will submit their applications for the academic year as asked for by *Welfare Unit*, on the prescribed proforma as **Annexure-D** in respect of each child separately up to 30th November of every year along with self-explanatory application, copy of marks sheet (10th or 12th class), copy of fee receipt and bonafide certificate issued from the College/Institution.

27. SAVING CLAUSE


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

28. SUPERSESSION CLAUSE

This Standing Order supersedes the previous Standing Order No. 12/2017 issued vide No.2500-2650/Record Branch/PHQ dated 10.10.2017 and all other amendments or circular made thereon.

29. DISCLAIMER

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


(RAKESH ASTHANA)
COMMISSIONER OF POLICE:
DELHI. 27.05.22

No. **29951-30100** /Record Branch/PHQ dated Delhi, the **27.05.2022**.

Copy forwarded to:-

1. The Joint Secretary (Home), Govt. of NCT of Delhi.
2. All Special Commissioners of Police, Delhi/New Delhi.
3. All Joint/Addl. Commissioners of Police, Delhi/New Delhi.

4. All Addl. CsP/DCsP, Delhi. including F.R.R.O., Delhi/New Delhi.
5. The Director/Jt. Director, Delhi Police Academy, Jharoda Kalan, New Delhi.
6. Managing Director, Delhi Police Housing Corporation, New Delhi.
7. S.O. to C.P., Delhi.
8. DCP/I.T. Centre/PHQ, Delhi.
9. ACsP in PHQ
10. F.A., I.F.A. and L.A. to C.P., Delhi.
11. Public Relation Officer (Delhi Police)
12. All Inspectors/Head Assistants/PHQ.
13. Accountant/PHQ (two copies).
14. All Districts./Units Accountants.
15. I/C Library/PHQ for placing in the concerned Volume of Standing Orders available in Library of PHQ.

ANNEXURE-A
(SO No. Welfare/01/2022)

I _____, Rank _____ PIS
No. _____ hereby declare that I voluntarily
become a member of the Delhi Police Education Fund and agree to
subscribe towards this Fund at the rates as decided by the Central
Committee of the Fund from time to time. The subscriptions may be
deducted from my monthly pay, leave salary and subsistence allowance. I
shall be bound by the rules and regulations of the Fund.

Signature of the Applicant

Attested

ANNEXURE-B
(SO No. Welfare/01/2022)

RECEIPT SIDE			
Date	Sl. No.	Particular of Receipt	Total Amount

PAYMENT SIDE			
District/Unit	Voucher No. & Date	Details of Payment	Total Amount

ANNEXURE-C
(SO No. Welfare/01/2022)

POLICE DEPARTMENT

DELHI

PROVINCE

Serial No. _____ Book No.

Annual Serial No. _____

Received with thanks from Shri/Smt./Km.
_____ a sum of Rs. _____ (in
words) _____ on account of
_____ by _____.

Dated _____

President

Delhi Police Education Fund

ANNEXURE-D

(SO No. Welfare/01/2022)

**PROFORMA FOR THE GRANT OF HIGHER EDUCATION SCHOLARSHIP
FROM DELHI POLICE EDUCATION FUND FOR THE ACADEMIC YEAR --**

CUT OF DATE FOR SUBMISSION OF APPLICATION 30.11.

Name of the Student for which the scholarship is being requested	Rank, Name, No., PIS No. & Place of Posting of Police personnel	Name of College/ Institution with complete address where the student is studying	Whether the College/Institution is recognized by any University or private one. Name of the University may also be given
1.	2.	3.	4.
Name & Year of Class for which the scholarship is being requested	Duration of the course i.e. one/two/ three /four years (specify the year with session)	Whether the student is studying as regular/ correspondence/ private student	Fees paid on account of Tuition Fees (during the academic year _____)
5.	6.	7.	8.
In which class the student was studying last year & marks obtained in last annual examination	The amount of scholarship granted previous year with name to whom scholarship granted	Whether the student is an earning child or during the course drawing stipend from the College/Institute	No. of children for whom scholarship is applied for during the current year i.e. Academic year _____
9.	10.	11.	12.

Whether the police person is subscribing towards D.P.E.F. (to be verified by the concerned Accountant of Distts./Unit)	Whether the police personnel is/was on deputation during his service. If so, whether the individual has deposited the subscription amount of deputation period.
13.	14.

**Signature of
Father/Mother/Self**

Mobile No. _____

E-Mail Address: _____

Date _____

BONAFIDE CERTIFICATE

(SO No. Welfare/01/2022)

TO WHOMSOEVER IT MAY CONCERN

Date: - _____

This is to certify that Mr./Ms. _____ S/o _____ Roll No./Admission No. _____ is a bonafide student of this Institute/College since _____ studying in _____. He/She has passed _____ or appeared in 1st, 2nd, 3rd, 4th or 5th year and obtained _____ marks out of _____ during the academic year _____. His/her other details as per record of this office are as under:-

Sl. No.	Subject	Remarks
1.	Duration of the Course (specify the year)	
2.	Date of admission in the 1 st year of the course	
3.	Fees paid during the year _____	
4.	Batch (specify the session)	
5.	Whether the student is studying regular/ correspondence or private study scheme?	
6.	Whether the Institute/College is affiliated with any University? If so, the details thereof?	

Signature of Dean/Head with stamp
of the Institute/College/University