



## **STANDING ORDER NO. Welfare/02/2022**

### **DELHI POLICE WELFARE SOCIETY**

#### **1. INTRODUCTION**

The Scheme shall be called 'Delhi Police Welfare Society' (hereinafter referred to as the 'Society') and shall provide inter-alia the twin benefits of (1) Insurance Cover on the life of its members; and (2) Savings available to the member at the time of retirement or cessation of service in any manner and comprising the aggregate of the subscription paid during the tenure of membership.

#### **2. OBJECTIVE**

The object of the Society is to provide all the existing benefits which are available under 'Delhi Police Welfare Funds' at the same or enhanced levels along with additional benefit of saving, maturing at the time of superannuation. Details of these benefits are indicated in para-7 of this Standing Order.

This Society had commenced from 1<sup>st</sup> April, 1990 and the benefits under the Society have been available to its members under its provision since then. This Society has been started for the benefits of employees of Delhi Police of all ranks, including those on deputation to other department or State, who become its members immediately on commencement of the Society or entry in service in Delhi Police as the case may be.

- (i) The term 'accidental death' means, death caused solely and directly by an accident caused by external, violent and visible means.
- (ii) The term 'permanent total disablement' means such disability of permanent nature which incapacitates an employee for all work, which he was capable of performing at the time of accident, resulting in such disablement and cessation of service.

### **3. ADMINISTRATION**

(i) The Society shall be administered by a Managing Committee consisting of:-

<b>Sl. No.</b>	<b>Designation and address</b>	<b>Remarks</b>
1.	Special Commissioner of Police, Welfare, Delhi	President
2.	Joint/Addl. Commissioner of Police, Hdqrs. (Welfare)	Vice President
3.	Dy. Commissioner of Police, (HQ-I) (Welfare)	Member Secretary
4.	Assistant Commissioner of Police, Welfare, Delhi.	Member
5.	Inspector, Welfare (Admn.), PHQ, Delhi.	Member
6.	Accountant/PHQ, Delhi	Honorary Treasurer

Other **108** members viz. **53** Upper Subordinates, **17** HCs, **34** Constables and 4 MTS of Delhi Police are nominated annually from the following Districts/Units:-

<b>Districts/Units</b>	<b>U/Ss</b>	<b>HCs</b>	<b>Cts.</b>	<b>MTS</b>
PHQ	15	--	--	--
Licensing	1	1	1	--
East District	1	1	1	--
West District	1	--	1	--
North District	1	1	1	--
South District	1	1	1	1
Central District	1	1	1	--
New Delhi District	1	--	1	--
North-East District	1	--	1	--
South-West District	1	1	1	--
South-East District.	1	1	1	--
North-West District	1	--	1	--
Outer District	1	--	1	--
Outer-North District	1	1	1	--
Dwarka District	1	1	1	--
Rohini District	1	1	1	--
Shahdara District	1	1	1	--
Communication	1	1	1	--
PCR	1	1	1	1

Security	4	1	1	1
IGI Airport	--	--	1	--
Traffic	1	1	1	1
FRRO	1	--	--	--
Delhi Police Academy	--	--	1	--
Vigilance	1	--	--	--
DE Cell	--	--	1	--
SPUW&C	--	--	1	--
R.P. Bhawan	1	--	--	--
Spl. Branch	1	--	--	--
Spl. Cell	1	--	--	--
Crime	1	--	--	--
Metro	--	1	--	--
Railways	--	--	1	--
CRO	--	--	1	--
EOW	--	1	1	--
Prov. & Logistics	1	--	--	--
M.T.	--	--	1	--
Demolition Cell	1	--	--	--
Ist. Bn. DAP	1	--	--	--
2 <sup>nd</sup> . Bn. DAP	1	--	--	--
3 <sup>rd</sup> . Bn. DAP	1	--	--	--
4 <sup>th</sup> Bn. DAP	1	--	--	--
5 <sup>th</sup> Bn. DAP	1	--	--	--
6 <sup>th</sup> Bn. DAP	1	--	--	--
7 <sup>th</sup> Bn. DAP	1	--	1	--
11 <sup>th</sup> Bn. DAP	--	--	1	--
12 <sup>th</sup> Bn. DAP	--	--	1	--
13 <sup>th</sup> Bn. DAP	--	--	1	--
14 <sup>th</sup> Bn. DAP	--	--	1	--
15 <sup>th</sup> Bn. DAP	--	--	1	--
<b>Total</b>	<b>53</b>	<b>17</b>	<b>34</b>	<b>4</b>

(ii) The Managing Committee shall meet at least once in six months, or more often, if necessary, to deal with applications for relief and to dispose of all business connected with the management of the Society. At least, 20 officers and men shall be required to form a quorum.

(iii) (a) The Managing Committee may make rules to regulate collection of subscription, maintenance of accounts, investment of money, the rates of subscription and generally to give effect to the object of the Society, provided that the rate of subscription shall not be increased without the prior approval of the Commissioner of Police, Delhi.

- (b) The accounts of the Society for each quarter shall be checked by a Sub-Committee, consisting of the Deputy Commissioner of Police, Welfare, Assistant Commissioner of Police, Welfare-II, FA to CP and Internal Auditor nominated by the Managing Committee by rotation, and a report be submitted to the Managing Committee at the time of six monthly meetings.
- (iv) The Minutes Book shall be maintained by the Honorary 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 Honorary Secretary to the Commissioner of the Police, Delhi for information and approval. Action on the recommendation of the Committee shall be taken only after approval of the Commissioner of Police, Delhi.
- (v) A copy of Agenda of the meeting shall be circulated by the Honorary Secretary to the President and all members at least one week prior to the date of the next meeting.
- (vi) Financial Advisor to the Commissioner of Police, Delhi, shall check the accounts before submitting the same in the six monthly meeting.

#### **4. SOURCE OF FUNDING**

i) Contribution

All Gazetted Officers, including IPS/DANIPS officers, all enrolled Delhi Police personnel of all cadres and MTS, who become members of this Society, are required to contribute Rs.300/- per month by GO's and Rs. 250/- per month by Non-GOs, out of which Rs. 100/- per month is refundable to GO's and Rs.100/-per month is refundable to Non-GOs. The officials on deputation to and from Delhi Police may also be its members provided they opt for it and continue to contribute till their retirement or death etc. Every police personnel, who opts to become a member of the Society, shall fill in the membership form duly attested by a Gazetted Officer in the form enclosed at **Annexure-A**.

ii) CSR Funds. For authorization & approval of funding through CSR, a designated Committee comprising of the following members shall examine the back ground of the firm/organization.

- a) Addl.C.P./Welfare - President
- b) DCP/Welfare - Vice President
- c) DCP/SB - Ex-officio member
- d) ACP/Welfare - Member

iii) Interest from FD & investments in Govt. instruments.

## **5. RECOVERY OF SUBSCRIPTION**

(a) Subscription shall be recovered from IPS/DANIPS Officers of Delhi Police, who are the member of the fund, all enrolled Delhi Police officers of all cadres and MTS/Civilians of the Delhi Police and of other departments or organizations on deputation with the Delhi Police by deduction from the salary by the respective unit Accountants who will, in turn, send the amount so collected through NEFT/RTGS or any other electronic mode of transfer system to the Honorary Treasurer. No receipt shall be issued to the individual.

(b) The officials on deputation to other Departments shall directly send their subscription to the Honorary Treasurer through cheques/DDs. For such subscription, no receipt is to be issued to the individual.

(c) A Register showing the names of the officials of the various units, on deputation from Delhi Police, shall be maintained by the Honorary Treasurer to effect the recovery of the subscription every month. The dates of recovery shall be noted against each in the register and all entries shall be initialed by the Honorary Treasurer.

(d) Manual receipts shall be issued to the donors and those making special contributions and an entry to this effect shall be made in the relevant register.

(e) In the event where a member has not been disbursed his salary on regular basis, the member may be permitted to pay arrears on resumption of salary and in the interim interval, insurance cover may continue to be provided, if it is prima-facie held that the reasons for non-contribution were beyond his control.

(f) The Distts./Units, in case of official proceedings on deputation, should, while issuing Last Pay Certificate (LPC), simultaneously issue a letter to the officials that he/she would be responsible for remittance of his/her subscriptions directly to the Honorary Treasurer.

## **6. MAINTENANCE OF ACCOUNTS**

(a) **Cash Book:-** A Cash Book in the form given as **Annexure-B**, for the Delhi Police Welfare Society shall be maintained by the Honorary Treasurer. All transactions of the Society 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. It shall be a permanent record. It shall be closed at the end of each month by the Honorary Treasurer and submitted to the Secretary of the Scheme along with the Bank Pass Book for his signatures, after being duly checked and initialed by the ACP/DDO/Welfare and Honorary Treasurer. The difference, if any, in the account figures shall be properly explained. The Secretary shall also compare the two balances 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 initialed by the ACP/DDO/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-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 used at a time. Blank Receipt Books 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 Special 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 Honorary Treasurer to ensure its deposit in the Bank Account of the Society. The Honorary Treasurer shall initial 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 vouched and a register in the following proforma be maintained for the purpose:-

Sl. No.	No. & date of the Money Order	Name & address of the payee	Amount	Date of receipt of payee's receipt

(d) **Personal Account Ledger:** A Personal Account Ledger shall be maintained by the Honorary Treasurer to vouch that the payment made

from the Delhi Police Welfare Society is correct. The opening entry in the Register shall be got attested from a responsible officer of the Managing Committee.

(e) **The Income and Expenditure A/C and Balance Sheet:** A six monthly income and expenditure account and Balance Sheet of the Society's Fund shall be prepared by the Honorary Treasurer and shall be submitted in the meeting of the Managing Committee 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 etc. Ledger Account, in the usual printed form, shall be maintained from the Cash Book and supporting vouchers.

## **7. BENEFITS TO THE MEMBERS**

The various benefit amounts mentioned hereunder may, however, be subsequently amended by the Managing Committee of the Delhi Police Welfare Fund subject to the final approval of the General Body. All Financial Powers shall be exercised by the Spl. Commissioner of Police, (Welfare), Delhi. DCP/Welfare shall be the nodal officer for ensuring that all benefits (including ex-gratia) should be provided to the next of kin of the deceased police personnel. He shall liaise with the concerned Head of office where the police personnel was last posted in this regard.

### **(A) In the Event of Death**

(i) In the event of all kinds of death, the widow or any other family member so nominated by the deceased member of the Society under the Pension Rules shall be paid a sum of Rs.7,00,000/- (Rupees Seven Lakh only) in lump-sum. However, such financial assistance may be sanctioned by the President of the Society in the interest of welfare and to extend the financial help expeditiously.

(ii) In the case of both accidental and natural death, no amount on account of the contributions made by the member shall be repaid.

(iii) A sum of Rs.20,000/- shall be paid as cremation charges in any kind of death of the member during the service. However, in the interest of welfare and to release cremation charges expeditiously, the same may be sanctioned by the President.

**(B) Permanent Disablement** In the event of a member becoming permanently/completely disabled leading to removal from service, the member will be compensated with suitable amount up to a maximum of Rs.2,00,000/- and Rs.2,00,000/- as financial assistance to the members who are permanently disabled due to accident while on duty/off duty, but

continuing in service as deemed proper by the Managing Committee of the Society and subject to availability of funds. The award of this amount would in no case be less than the amount as would otherwise have been due as savings as provided under the relevant para below or he/she will be paid insurance claimed as admissible from time to time.

**(C) Refund on Retirement** The refundable amount of the contribution made by a member shall be refunded to the member on his or her retirement, resignation, removal, dismissal etc. without any interest.

**(D) Grant of Loan for Marriages**

(i) A loan of Rs.1,50,000/- (for self male or son's marriage) and Rs.3,00,000/- (for self female or daughter's marriage) may be granted to the members of Delhi Police Welfare Society twice in his or her service career keeping in view the special requirements of any member, the marriage loan for two children can be granted simultaneously irrespective of the pendency of previous loan granted, after duly satisfying about the genuineness of the requirement.

(ii) Loan of Rs.1,50,000/- will be recovered in 31 equal installments of Rs. 5,000/- per month and 32<sup>nd</sup> installment of Rs. 2,500/- (including Rs. 7,500/- as interest @ 2% per annum) and loan of Rs.3,00,000/- will be recovered in 31 equal installments of Rs.10,000/- per month and 32<sup>nd</sup> installment of Rs.5,000/- (including Rs. 15,000/-, as interest @ 2% per annum).

**Note:** (i) The above loans and installments may be enhanced or reduced by the President after taking the approval of Managing Committee.

(ii) All outstanding dues pertaining to loans of DPWS shall be recovered from the terminal benefits in case of dismissal, resignation, deaths etc.

**(E) Financial Assistance**

(i) The financial assistance shall also be extended under the Delhi Police Welfare Society at the rate of Rs.20,000/- per month to its member who is granted EOL without pay due to prolonged illness or incapacitation as a result of some injury when no other leave is due to the individual. However, no claim shall lie as a matter of right and the authority to sanction the financial assistance shall vest in the President of the Managing Committee subject to the position of the Fund and only on approval of the Managing Committee. The genuineness of such claim must be examined i.e. whether they have been genuinely ill or not. Sanctioning of leave without pay is one matter, and paying a monthly



assistance from the Welfare Society's Fund is totally different, and hence the concerned authority must distinguish between a man who is genuinely ill and another who goes on a furlough to put up some "doctored" certificates wanting not only his absence to be regularized but also assistance from the Welfare Society's Fund.

(ii) Further, it is clarified that there should be a specific recommendation of the Head of Office certifying therein that the case is covered under its provision and (i) copies of medical certificates (ii) period wherein the individual remained under treatment and in which hospital (iii) the applicant is regular subscriber of Delhi Police Welfare Society etc. should be reported/submitted. All DCsP/HOOs must exercise utmost caution while dealing with such cases. The subscription is to be deducted at source.

**(F) Loan for Differently abled Child** An amount up to Rs.1,00,000/- will be given as loan @ 2% interest per annum to the police personnel, whose wards are physically disabled and seek self-employment. The loan will be recovered from the pay of police personnel in 48 equal installments of Rs.2250/- per month including Rs.8,000/- interest thereon.

**(G) Grant of Education Loan**

(i) A loan upto Rs.5,00,000/-(Rs. Five Lac only) for MBBS/BDS/Professional Courses, on actual cost basis to the wards of police personnel may be granted to the members of Delhi Police Welfare Society twice in service career.

(ii) Only the first two children of a member of the Society shall be eligible for education loan for higher study in his entire service on the pattern of Govt. policy.

(iii) The education loan for higher study shall be sanctioned twice in service career (only once for one child). If the recovery of first term loan is being paid regularly, the second term loan can be granted simultaneously.

(iv) The employees working on deputation from other forces like BSF/CRPF etc. in Delhi Police shall not be entitled to get education loan from the DPWS unless and until they are permanently absorbed in Delhi Police and are made regular members of DPWS.

(v) The education loan should 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 entire remaining amount in lump-sum along with full interest i.e.Rs.41,667/-for 50 months and Rs. 24,000/- for 48 months.

(vi) Earning or serving wards will not be entitled for education loan.

(vii) The loan shall be recovered from the dues, if the police personnel is removed or dismissed from service for any reason or tenders his or her resignation.

(viii) The loan will be granted after assessing the returning capacity of the police personnel.

(ix) The necessary entry will be made in the Character Roll of the police personnel by the concerned District/Unit.

(x) The education loan will also be sanctioned to the member who does not have sufficient service to recover the loan due to his retirement. In such cases, the recovery will be made after increasing the amount of installments and decreasing the number of installments as per the remaining period of the service as is done in marriage loan cases.

(xi) The loan will be granted only for the courses offered by the Govt. or Affiliated Institutions or Universities and approved by the Managing Committee of DPWS as per pattern of Scholarship being granted from the Delhi Police Education Fund which are as under:-

(a) Diploma courses of two years or more (regular)

Two or three years recognized Diploma Courses from Any Govt. or Affiliated Institution or 'O' Level Computer Course from any Accredited Centre of DOEACC Society, D. Pharma, ETE, JBT, NTT, ANM D.Ed.

(b) Professional Courses (Regular)

BCA, BFA, BBS, BJ(MC), BBM, BBE, BBA, BBA (CAM), B. El. Ed, GNM, B.Sc. (HCMT), Tools & Die Making Engineering, BHMCT, BHMS, BIM, BIS, BIT, BTM, B. Lib. Sc., BOT, B.Pharma, BPT, BPHT, BUMS, BAMS, B.V.Sc., B. Arch., LLB, BALLB, 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).

(c) Loan shall not be granted for any correspondence course and following regular academic courses:-

B.A.(Pass), B.A.(Shastri), B.A.(Hons.), B.Com(Pass), B.Com. (Hons.), B.Sc.(Genl.), B.Sc.(Hons.), B.Sc. (Computer Science), B.Sc.(Biotech), B.Sc.(Nautical Science), B.Sc.(Home Science), B.A.(Voc), B.Sc.(H), Instrumentation, B.Sc.(IT), B.Sc.(Agri.), BPE.

(d) The loan upto Rs. 5,00,000/- will also be granted for Post Graduate, Professional Courses (regular) on actual cost basis recognized by AICTE/UGC or any other relevant Govt. body to regulate the professional courses twice in service carrier on the same terms and conditions for under graduate diploma/professional courses (regular). The loan will be in addition to the loan being granted for under graduate course from DPWS.

(xii) Simple interest @ Rs.2% per annum will be charged for the above mentioned loans.

(xiii) The recovery of Education Loan of Rs.5,00,000/- may be made in 53 equal installments @ Rs.10,000/- per month and 54<sup>th</sup> installment of Rs. 11,667/- (including interest of Rs.41,667/-) from the salary of police personnel. The recovery will start from the succeeding month of the sanction of education loan.

**Note:** The above loans and installment may be enhanced or reduced by the President after taking the approval of the Managing Committee.

### **Documentation**

- (i) Application Form (**Annexure-D**).
- (ii) Bona fide Certificate duly signed by the Principal/Dean/Head of the College/Institutions with regard to higher study of the child (**Annexure -E**).
- (iii) Copy of the certificate making the candidate eligible for admission of the wards duly self attested by the member of the Society.
- (iv) Recommendation of concerned District/Unit DCP.
- (v) Fee structure of the concerned course.

### **(H) Transportation Charges for the Dead body of Police Personnel**

Transportation charges of Rs.10,000/- may be granted to the family of deceased member of the Society in case the dead body is transported by air to cremate at his/her native place, subject to production of proof for transportation of dead body by air.

### **Documentation**

- i.The recommendation of concerned District./unit
- ii.Copy of Death Certificate
- iii.Air Ticket
- iv.Copy of Air Travel Bill

## **(I) Ex Gratia**

Ex gratia of Rs.1,00,000/- (Rupees One Lakh only) will be given to the family of police personnel whose wards or dependents apply for job on Compassionate Ground, but their cases are rejected by the Police Establishment Board (or Screening Committee) after consideration. However, in such cases no further appointment will be entertained on Compassionate Ground in future.

### **Documentation**

1. Written consent of widow/widower of the deceased police personnel.
2. Copy of the final decision taken by the Police Establishment Board.
3. Undertaking on the prescribed proforma (***Annexure-F***).
4. Recommendation of concerned District/Unit.
5. Certificate of the concerned DCP as no request of the widow/widower regarding appointment on compassionate ground is lying pending at any stage and also he/she has not applied for the *ex gratia* amount from the DPWS fund previously.

After sanctioning of *ex gratia*, the concerned District/Unit will also make an entry in the Character Roll of the deceased police personnel with regard to the sanctioning of *ex gratia* Fund against appointment on compassionate ground from the DPWS fund.

## **(J) Spectacle & Denture Charges**

A sum of Rs.2,500/- as spectacle charges will be sanctioned/paid in every 10 years in the service career of an individual with at least a gap of 10 years. However, no payment shall be made only for the change of lens. A sum of Rs.15,000/- will be paid once in the service career of an individual as denture charges, for the fitting/purchase of a complete set of dentures. No payment shall be made for a single tooth/denture/partial denture fitment.

### **Documentation**

Following documents should be attached with the cases of spectacle or denture charges while forwarded to PHQ by Districts/Units for sanction:-

1. Request of individual.
2. Verification Report from service record with regard to previous sanction.
3. Certificate from individual duly verified by a G.O. (***Annexure-H***).

4. Prescription with power measurement from the Ophthalmology/Dental Department of any government/empanelled hospital.
5. Bill/invoice in original clearly mention the charges of lens used for correction of vision and fitting/purchase of a complete set of dentures duly verified by a G.O.
6. Pay Slip.

**(K) Grant of Loan for Treatment**

(i) Members of Delhi Police may apply for a lump-sum loan of Rs.1,00,000/- from Delhi Police Welfare Society in respect of self or his or her family members (i.e. spouse, dependent children and dependent parents) who are afflicted by major accident, serious illness like cancer, renal failure, heart disease and other ailments requiring costly treatment etc. The recovery shall be made by PHQ from Districts/Units with simple interest @ 2% per annum on the amount of loan which will start after one year of the loan in all cases.

(ii) The loan will be recovered in 26 equal monthly installments @ Rs.4,000/- per month and 27<sup>th</sup> installment of Rs.2,167/- (including Rs.6,167/- as interest @ 2% per annum).

(iii) Only in exceptional cases, upon the recommendations of the Managing Committee, the Commissioner of Police, Delhi shall have the power of waiving off the recovery and thereby, making the assistance a 'grant'.

(iv) The cases for assistance will be decided keeping in view the following important factors:-

- (a) Category of ailment i.e. whether medical or surgery.
- (b) Duration of treatment and its consequential effect on the family members.
- (c) Whether the condition is curable or not.

(v) The amount of assistance will also be linked to the fact that the government servant is entitled to medical reimbursement and, therefore, the assistance has to be given only to get over the initial crisis faced by the family. The assistance shall not be given for complete payment of the amount spent on treatment which is in the purview of reimbursement. Further, in most cases of surgery when the operation is undertaken in Government Hospital/ Government approved Hospital, the cost is directly borne by CGHS and, therefore, further assistance for the same is not required. The amount of the assistance to be given should depend upon the nature of disease alone. It should be irrespective of the rank because, disease afflicts a person without consideration of rank and the cost for treatment is also independent of the rank.

## **Documentation**

The following documents should be attached with the cases of loan for treatment while forwarded to the PHQ by Districts/Units for sanction:-

1. Application/request from individual for the above loan.
2. Current Medical /treatment papers.
3. Dependent certificate in case of treatment of family members
4. Report of Character Roll Branch regarding verification of family member.
5. Pay slip.

## **8. INVESTEMENT AND BANKING OF THE FUND**

Investment shall be made as per provision made under the Society and as per the decision taken by the Managing Committee from time to time. All the amounts realized on account of this Society shall be credited in the account of Delhi Police Welfare Society in any Bank as decided by the Managing Committee/Investment Committee.

The staff dealing with the Society, in addition to their normal work, shall be paid annual honorarium as under:-

- |  |   |                     |
|--|---|---------------------|
| 1. Inspr./Estt. Branch/PHQ   | - | Rs.350/- per annum. |
| 2. Dealing Asstt. of Estt.Br./PHQ  | - | Rs.350/- per annum. |
| 3. Asstt. Dealing Clerk-cum- record keeper.  | - | Rs.250/- per annum. |
| 4. Honorary Treasurer (Acctt./PHQ)   | - | Rs.350/- per annum. |
| 5. Typist (English/Hindi),<br>Diarist and Despatcher of<br>Estt.Br./PHQ(Rs.75/-each) | - | Rs.300/- per annum. |
| 6. Dealing Asstt. of Acctt. Br./PHQ  | - | Rs.350/- per annum. |
| 7. English typist of Account Branch /PHQ.  | - | Rs.75/- per annum.  |
| 8. Diarist & Despatcher of Account Branch /PHQ (Rs.75/- each).                       | - | Rs.150/- per annum. |
| 9. Asstt. Clerk, Hd. Constable<br>Accounts Branch/PHQ.                               | - | Rs.250/- per annum. |
| 10. F.A. to C.P.   | - | Rs.250/- per annum. |

## **9. POWER TO WRITE-OFF**

The Commissioner of Police, Delhi shall be fully competent to write off any amount, not recoverable for any reason, on the recommendation of the Managing Committee.

**10. AUDIT OF THE FUND**

The accounts of the Society shall be audited every year by a Chartered Accountant and the Accountant/PHQ will submit his report to the Commissioner of Police, Delhi through the President of the Society. The action on the report shall be watched by the Honorary Secretary.

**11. MISCELLANEOUS**

The Society will be operated in Co-operation and under the technical guidance of the UCO Bank Authorities and other Banks/Financial Advisor as deemed fit by the President and the Managing Committee.

**12. 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.

**13. SUPERSESSION CLAUSE**

This Standing Order also supersedes earlier SO No. 19/2020 issued vide No.01-150/Record Branch/PHQ dated 06-01-2020 and all other Amendments/Circulars made thereof.

**14. DISCLAIMER**

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

*Rakesh Asthana*

(RAKESH ASTHANA)  
COMMISSIONER OF POLICE:  
DELHI.

25.05.22

No. **27401-27550** /Record Branch/PHQ dated Delhi, the **26.05.2022**.

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.



**DECLARATION**  
(REFERRED TO IN PARA-4)

I, \_\_\_\_\_ Rank \_\_\_\_\_ No. \_\_\_\_\_  
hereby declare that I voluntarily become a member of the Delhi Police Welfare Society and agree to subscribe towards this Society at the rate as decided by the Managing Committee of the Society from time to time. The subscription may be deducted from my monthly pay, leave salary and subsistence allowance. I shall be bound by the rules and regulations of the Society.

**Signature of the Applicant.**

Dated:

**A T T E S T E D**

**ANNEXURE – ‘B’**

**DRAFT FORM FOR CASH BOOK**  
(REFERRED TO IN PARA-6)

<b><u>RECEIPT SIDE</u></b>				<b><u>PAYMENT SIDE</u></b>			
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**  
(Referred to in Para 6(b))

**POLICE DEPARTMENT**

**DELHI PROVINCE**

Serial Number \_\_\_\_\_

Annual Serial Number \_\_\_\_\_

Received with thanks from Mr./Ms. \_\_\_\_\_ a sum of  
Rs. \_\_\_\_\_ (in  
words) \_\_\_\_\_ on account  
of \_\_\_\_\_ Rs. \_\_\_\_\_.

**ACP/Hdqrs.**

**Honorary Treasurer**  
**DELHI POLICE WELFARE SOCIETY**

**APPLICATION FOR EDUCATION LOAN FOR HIGHER STUDY  
FROM THE DELHI POLICE WELFARE SOCIETY**

1. Name, rank and number with PIS No. of the police personnel:

\_\_\_\_\_

2. Present place of Posting: \_\_\_\_\_

3. Present residential address: \_\_\_\_\_

4. Present office address: \_\_\_\_\_

5. If on deputation, complete: \_\_\_\_\_  
Address of Head of Office

6. Present gross Pay: \_\_\_\_\_

7. Date of Birth: \_\_\_\_\_

8. Date of Enlistment : \_\_\_\_\_

9. Date of Retirement: \_\_\_\_\_

10. Detail of loan already taken, if any : \_\_\_\_\_

11. Particulars of the family

<u>Sl. No.</u>	<u>Name</u>	<u>Relationship</u>	<u>Age</u>
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12. Particulars of the child for which the education loan is being requested

(a) Name of the child: \_\_\_\_\_

(b) Name of College/institution with complete address where the student is studying: \_\_\_\_\_

(c) Name of the course with academic year and duration: \_\_\_\_\_

(d) Whether the student is studying as regular/correspondence/private: \_\_\_\_\_

(e) Whether the College/Institution is recognized by any University: \_\_\_  
or private one. Name of the university may also be given.

(f) Whether the student is an earning child : \_\_\_\_\_

13. Period of service left \_\_\_\_\_Years\_\_\_\_\_months\_\_\_\_\_days.
14. Certified that I am well conversant with the rules of Delhi Police Welfare Society and agrees to abide by the same. I shall be bound by these rules and regulations.
15. Certified that I am taking this loan of Rs. 5,00,000/- or Rs.3,00,000/- for the bonafide purpose of the Education loan of my son/my daughter.
16. Certified that prior to this I have taken education loan of Rs.\_\_\_\_\_ during the year (Month and Year be mentioned) \_\_\_\_\_for my son/daughter and all the installment of previous loan has been refunded in the Year. (Month and Year be mentioned).\_\_\_\_\_.
17. Certified that in case I seek voluntary retirement I shall deposit the balance with interest in lump-sum before leaving the department. In case of my death prior to retirement, the entire amount may be deducted from my gratuity.
18. Certified that in case I proceed on deputation to any other Organization, I shall submit a Surety Bond of an amount of rupees\_\_\_\_\_ (equal to the balance loan amount) from a serving Delhi Police Officer and also send a certificate from my head of office to the effect that recoveries shall be made every month from my pay and the amount remitted to the Honorary Treasurer of the Society regularly every month.
19. \*\* Certified that I am on deputation with \_\_\_\_\_ situated at \_\_\_\_\_ and I am enclosing a **Surety Bond** of an amount of rupees\_\_\_\_\_ (equal to the balance loan amount) from a serving Police Officer of Delhi Police along with a certificate from my Head of office to the effect that recoveries shall be made monthly and remitted to Honorary Treasurer of the fund by the 7<sup>th</sup> of every month.

\*\* whichever is applicable.

Encls.: - **As above.**

**SIGNATURE OF THE APPLICANT**

Mobile No. \_\_\_\_\_  
Email ID \_\_\_\_\_

“Certified that the above information has been verified from the office record”. The details of Marriage Loans taken by the applicant with order No. and date previously.

**HACR/**\_\_\_\_\_

“Certified that the above information regarding loan from Banks/other sources /D.P.W.S.) is correct as per record.”

**Accountant/**\_\_\_\_\_

**ENDORSEMENT FROM THE HEAD OF OFFICE**

Certified that the particulars given above are true to the best of my knowledge and belief and the application submitted by \_\_\_\_\_ No. \_\_\_\_\_ on \_\_\_\_\_ in my office and this is being forwarded to Police Headquarters.

**DEPUTY COMMISSIONER OF POLICE**

**BONAFIDE CERTIFICATE**  
**TO WHOMSOEVER IT MAY CONCERN**

Date: \_\_\_\_\_

This is to certify that \_\_\_\_\_ S/o/  
D/o \_\_\_\_\_ Admission No. \_\_\_\_\_ is a  
bonafide student of this Institute/College for the academic  
year \_\_\_\_\_ studying in (Name of Course) \_\_\_\_\_.  
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 <sup>st</sup> 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 name of University and affiliation No. with date?	

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

**FORM OF UNDERTAKING TO BE FURNISHED BY THE  
WIDOW/WIDOWER SEEKING AMOUNT OF EX-GRATIA AGAINST  
APPOINTMENT ON COMPASSIONATE GROUND FROM THE DPWS  
FUND.**

**UNDERTAKING**

**1.** I, \_\_\_\_\_ (legal heir) \_\_\_\_\_ (Relation with the deceased police personnel) of Late \_\_\_\_\_, Belt No. \_\_\_\_\_ PIS No. \_\_\_\_\_ expired on \_\_\_\_\_, had applied for appointment on compassionate ground in respect of my son/daughter OR myself for the post of \_\_\_\_\_, and the request has been rejected by the Police Establishment Board in its meeting held on \_\_\_\_\_, vide letter No. \_\_\_\_\_ dated \_\_\_\_\_. I hereby undertake that now onwards no request of appointment on compassionate ground in respect of myself or any of the dependents of the deceased police personal, will be made in future. However, I had never applied for Ex-Gratia amount against appointment on compassionate ground and in future, none of the dependents of the deceased police personal will apply in this regard.

**2.** I hereby declare that the facts given by me above are correct to the best of my knowledge. If any of the facts herein mentioned are found to be incorrect or false at a future stage/date, stern action as per procedure, may be taken against myself.

**I AM AWARE OF THE STATEMENT MENTIONED ABOVE**

Signature \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

**Name, Signature & Address of the independent witnesses**

**1.** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2.** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**APPLICATION FOR LOAN FROM THE DELHI POLICE WELFARE  
SOCIETY FUND FOR MARRIAGE PURPOSE**

1. Name, rank and number with PIS No.: \_\_\_\_\_
2. Present Posting: \_\_\_\_\_
3. Present residential address: \_\_\_\_\_
4. Present office address: \_\_\_\_\_
5. If on deputation, complete: \_\_\_\_\_  
Address of Head of Office \_\_\_\_\_
6. Present Pay: \_\_\_\_\_
7. Date of Birth: \_\_\_\_\_
8. Date of enlistment: \_\_\_\_\_
9. Date of Retirement: \_\_\_\_\_
10. Purpose of loan: \_\_\_\_\_
11. Previous loan: SBI \_\_\_\_\_ Amount \_\_\_\_\_ Installment \_\_\_\_\_  
  
AXIS \_\_\_\_\_ Amount \_\_\_\_\_ Installment \_\_\_\_\_  
  
Others \_\_\_\_\_

12. Particulars of the family:

<b><u>Sl. No.</u></b>	<b><u>Name</u></b>	<b><u>Relationship</u></b>	<b><u>Age</u></b>
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13. Period of service left \_\_\_\_\_ Years \_\_\_\_\_ months \_\_\_\_\_ days.

14. Certified that I am well conversant with the rules of Delhi Police Welfare Society and agrees to abide by the same. I shall be bound by these rules and regulations.

15. Certified that I am taking this loan of Rs. 3,00,000/- or 1,50,000/- for the bonafide purpose of the marriage of myself/my son/my daughter namely \_\_\_\_\_ fixed for (date) \_\_\_\_\_.

16. In case the marriage is not solemnized for any reason on the due date, I shall re-deposit in lump-sum an amount of loan on the day I come to know of the cancellation or within one month of the date of marriage whichever is earlier.

17. Certified that I have never taken such a loan in the past for my own marriage or any of my children from this fund.

18. Certified that prior to this I have taken marriage loan of Rs. \_\_\_\_\_ during the year (Month and Year be mentioned) \_\_\_\_\_ for the marriage of myself/son/daughter/(Sister in case of compassionate appointee) and all the installment of previous marriage loan has been refunded on the Year \_\_\_\_\_ Month \_\_\_\_\_.

19. Certified that in case I seek voluntary retirement I shall re-deposit the balance with interest in one lump-sum before leaving the department. In case of my death prior to retirement, the entire amount may be deducted from my gratuity.

20. Certified that in case I proceed on deputation to any other Organization, I shall submit a Surety Bond of an amount of rupees equal to loan amount from a serving Delhi Police Officer and also send a certificate from my head of office to the effect that recoveries shall be made every month from my pay and the amount remitted to the Honorary Treasurer of the Society regularly every month.

21. \*\* Certified that I am on deputation with \_\_\_\_\_ situated at \_\_\_\_\_ and I am to enclosing a **Surety Bond** of an amount of rupees equal to the loan amount from a serving Police Officer of Delhi Police alongwith a certificate from my Head of office to the effect that recoveries shall be made monthly and remitted to Honorary Treasurer of the fund by the 7<sup>th</sup> of every month.

\*\*whichever is applicable

SIGNATURE OF THE APPLICANT  
MOBILE NO. \_\_\_\_\_  
EMAIL ID. \_\_\_\_\_

Encls.: - As above.

“Certified that the above information has been verified from the office record”. The details of Marriage Loans taken by the applicant with order No. and date previously.

**HACR/**\_\_\_\_\_

“Certified that the above information regarding loan taking from Banks/other sources (except D.P.W.S.) is correct as per record.

**Accountant/**\_\_\_\_\_

**ENDORSEMENT FROM THE HEAD OF OFFICE**

Certified that the particulars given above are true to the best of my knowledge and belief and the application submitted by \_\_\_\_\_ No. \_\_\_\_\_ on \_\_\_\_\_ in my office and this is being forwarded to Police Headquarters.

**DEPUTY COMMISSIONER OF POLICE**

**C E R T I F I C A T E**

This is to certify that I have drawn/never drawn any amount from Delhi Police Amenities Fund/Delhi Police Welfare Society for the purchase of Spectacle/Denture set prior to this.

Signature\_\_\_\_\_

Name\_\_\_\_\_

Rank & No.\_\_\_\_\_

PIS No.\_\_\_\_\_

Posting\_\_\_\_\_

Mobile No.\_\_\_\_\_

E-Mail Address\_\_\_\_\_

Dated\_\_\_\_\_

**C E R T I F I C A T E**

It is certified that Spectacle/Denture set purchased by Shri/Ms.\_\_\_\_\_ Rank & No.\_\_\_\_\_ has been inspected by me, which is being used by the official. Bill/Cash memo.\_\_\_\_\_dated\_\_\_\_\_ for the same has also been found correct, hence verified.

**ASSTT.COMMISSIONER OF POLICE  
(WITH RUBBER STAMP)**