



## **STANDING ORDER NO. Welfare/08/2022**

### **KENDRIYA POLICE KALYAN BHANDAR**

"KENDRIYA POLICE KALYAN BHANDAR" earlier known as "Subsidiary Central Police Canteen" has been established in Delhi Police at various Districts/Units for providing consumer goods/durables at cheaper rates to Delhi Police personnel. The goods shall be sold to Police personnel and their family members.

#### **1. OBJECTIVE**

The objective of Kendriya Police Kalyan Bhandar is to run a welfare oriented, self-sustained store with specific objective of providing good quality consumer goods to Delhi Police personnel at prices cheaper than those prevailing in the market.

#### **2. KENDRIYA POLICE KALYAN BHANDAR ESTABLISHMENT**

(a) For Central Management and oversight over all the committees of KPKBs, a KPKB Empowered Committee comprising of the following officers shall function to oversee the modernization and up gradation from time to time for smooth functioning of KPKBs. It shall also formulate the policies and ensure that audit of all KPKBs are done through internal auditors.

1.	President	Special CP/Welfare
2.	Vice President	Joint CP/Addl CP-Welfare
3.	Secretary	DCP/Welfare
4.	Joint Secretary	ACP/Welfare
5.	Member	Inspector/KPKB

This committee may be at the helm of affairs of the KPKBs overseeing its modernization from time to time, upgradation, devising policy for smooth functioning of KPKBs.

(b) A Kendriya Police Kalyan Bhandar Committee comprising of the following officers and subordinates has been constituted to operate the Kendriya Police Kalyan Bhandar at each location. President, Vice President and Secretary shall be having the administrative control of staff attached with KPKB:-

1.	President	DCP/Concerned District/Unit
2.	Vice President	ACP/HQ/Concerned District/Unit

3.	Secretary	ACP Concerned District/Unit (To be nominated by DCP Concerned District/Unit)
4.	Audit Board	Audit team of PHQ under FA
5.	Manager - Kendriya Police Kalyan Bhandar	One Inspector/One S.I.
6.	Account Clerk	One HC (Min.) or any other competent HC having knowledge of accounts related work.
7.	Billing /Cash Clerk	1 HC and 1 Ct. having knowledge of computers.
8.	Store Keeper	1 HC with 2 constables for proper upkeep of item in store room.
9.	Record Keeper	1 constable having knowledge of computers for the proper maintenance of correspondence file & documents.
10.	Salesmen	2 HCs & 3 Cts. in each shift.

### **3. PROCUREMENT**

The Committee shall procure items from the Master Bhandar run under aegis of the Ministry of Home Affairs or from the dealers/suppliers approved by the Central Police Canteen Organization, as per the directions and provisions in this regard.

### **4. STORE**

The Kendriya Police Kalyan Bhandar will maintain a reasonable stock of saleable items as per the strength and monthly requirement of the unit. There shall never be excessive inventory of superfluous items.

Items in the store will be categorized as follows: -

- a) Toiletries and Cosmetics.
- b) Kitchen wares & Plastic wares.
- c) Stationery items.
- d) Grocery, Food & Beverages.
- e) Watches & Time Devices.
- f) Electrical & Electronic Devices.
- g) Consumer Durables such as T.V., Refrigerator, Washing machine etc.
- h) Sports Goods, Hosiery items & Luggage items.

- i) Cycles, Motorcycles & Cars.
- j) Miscellaneous items (as per the decision of the Committee).
- k) Items made at Delhi Police Welfare Centers.
- l) Items made at Tihar Jail.

## **5. SALE**

Inventory of the KPKBs will be managed through networked Inventory Management System (IMS) and availability of the goods through web portal. The KPKBs will be linked through IMS to bring all the information related to KPKBs on one platform.

All commodities will be sold on cash/digital payment. All cash/digital transactions will be through computer generated bills. The principle of first come, first served basis will be followed for sale. Wherever applicable, rationing may be imposed on the quantity of saleable items and a rationing quota system will be developed in due course after analyzing the monthly quantum of sale. Further, for this purpose, a framework shall be developed in the daily sale software to have details like date, name and PIS No. of the purchaser, items purchased in a month and price.

In case of high value items like automobiles etc., the police personnel may be required to pay in advance the sale price to enable the Kendriya Police Kalyan Bhandar to procure the item.

The Police personnel must ensure that the items are purchased for her/his own consumption and not for re-sale. Anyone found indulging in malpractice can be debarred from buying goods from the Kendriya Police Kalyan Bhandar.

## **6. STOCK TAKING**

Stock taking of all the articles shall be conducted in the last week of every month. This monthly stock taking will be conducted by the Kendriya Police Kalyan Bhandar Manager under the supervision of the Vice President. The stock taking day will be observed as a holiday. This closing day will be utilized for the purchase of provisions and checking of accounts/ stocks by the Kendriya Police Kalyan Bhandar Manager. A certificate will be recorded in the cash register in token of having done so.

Further, half yearly physical verification of stock shall be conducted by an officer not below the rank of an ACP, not directly

connected with the maintenance of account of Kendriya Police Kalyan Bhandar and also not being an office bearer of the Kendriya Police Kalyan Bhandar Committee.

## **7. PRICING**

The Kendriya Police Kalyan Bhandar will function at no profit no loss basis. However, a margin of 1% over the purchase price will be levied to meet the administrative requirement. Every saleable item will display a price tag.

As and when deemed necessary, the Kendriya Police Kalyan Bhandar may charge a reasonable amount for providing carry bags or packing material for the sold items.

## **8. TIMING**

The Kendriya Police Kalyan Bhandar will function from 9.30 AM to 7:00 PM in two shifts on all the 07 days as per schedule given below:-

Morning shift: 09.30 AM to 02.00 PM

Evening shift: 02.00 PM to 07.00 PM

The Kendriya Police Kalyan Bhandar Committee, however, may decide about any change in the working hours for the Kendriya Police Kalyan Bhandar in their monthly meeting as per the requirement of the unit.

## **9. NECESSARY INFRASTRUCTURE/LOGISTICS**

Apart from the basic requirement of hall/rooms having sufficient space for the Kendriya Police Kalyan Bhandar and separate room for storing items, additional provisions of some basic infrastructural requirement imperative for the smooth running and management of the Kendriya Police Kalyan Bhandar are hereby made as under:-

### **(i) C.C.T.V. CAMERAS**

The whole Kendriya Police Kalyan Bhandar and its store room will be covered by C.C.T.V. surveillance to keep a vigilant eye on the activities of staff as well as customers to avoid any untoward incident like theft of articles etc. In case any incident comes to notice, enquiry shall be conducted on the basis of C.C.T.V footage.

(ii) **ACs & FRIDGE**

The Kendriya Police Kalyan Bhandar will have split ACs and Fridge in required numbers so that the purchased edible, cosmetic and health related other perishable items could be kept at suitable temperatures.

(iii) **INVERTER**

In order to ensure continuous power supply for uninterrupted running of the Kendriya Police Kalyan Bhandar during working hours, an Inverter of suitable power sufficient to run the computer, printer, billing machine and lightings will be installed in the Kendriya Police Kalyan Bhandar.

(iv) **COMPUTER, PRINTER, SCANNER, BAR CODE READER, BUSINESS MANAGEMENT SOFTWARES ETC.**

For the purpose of billing and maintenance of records relating to daily sale and purchase of items from Kendriya Police Kalyan Bhandar, required number of computers loaded with Business Management Software, printer, scanner, bar code reader etc. will be installed in the Kendriya Police Kalyan Bhandar. In addition to a computer for the billings counter, one more computer with printer will be installed for the purpose of other daily paper work related to the running of the Kendriya Police Kalyan Bhandar.

(v) **IRON/WOODEN SHELVES, BASKETS ETC.**

For proper display of items and keeping of records/files relating to Kendriya Police Kalyan Bhandar, provision of sufficient number of iron/wooden/concrete shelves or slabs and almirahs will be made for the Kendriya Police Kalyan Bhandar. Also, for the convenience of the individual purchasers, light plastic baskets/ trolleys as used in departmental stores will be kept in the Kalyan Bhandar.

(vi) **CHAIR, TABLE & STATIONERY ITEMS**

For smooth day to day work related to the functioning of the Kendriya Police Kalyan Bhandar, chairs, tables and other stationery items will be provided by the HAG and I/C Genl. Store of concerned District/Unit, as per the requirements put up by the Kendriya Police Kalyan Bhandar Manager.

(vii) **TELEPHONE & INTERCOM**

For maintaining proper communication with Kendriya Police Kalyan Bhandar, firms supplying articles, other routine official

work and to ensure proper use of ATM swipe machine, an independent MTNL Telephone connection with Broadband Internet under the most economical prevailing tariff plan will be installed at the Kendriya Police Kalyan Bhandar. Payment of telephone bill will be made from Kendriya Police Kalyan Bhandar fund. Similarly, intercom system will also be installed inside the Kendriya Police Kalyan Bhandar for proper communication with different officers/ sections in the office complex of District/Unit. It will save the use of manpower and will help in having better coordination with the staff working in the Kalyan Bhandar.

(viii) **CASH CHEST, STAMP/SEAL ETC.**

For the safe custody of cash, a cash chest/box will be kept in the Kendriya Police Kalyan Bhandar at the 'Billing Counter' having two keys, one each in possession of the HC manning the cash counter and Kendriya Police Kalyan Bhandar Manager. Further, to mark the receipt of cash from individuals and their exit from the Kendriya Police Kalyan Bhandar, stamps/seals of KPKB, concerned District/Unit will be used with appropriate engravings of 'cash' and 'exit' on the stamp/seal.

Other requirements relating to infrastructure will be subsequently assessed while analyzing the day to day functioning of the Kendriya Police Kalyan Bhandar and the same will be put in place promptly. The purchase of logistic items will be made from the Kendriya Police Kalyan Bhandar fund or other fund available for such purposes and as per the decision taken by the President of KPKB, concerned District/Unit following due procedure.

**10. ELECTRICITY CHARGES**

Electricity charges will be paid from the Kendriya Police Kalyan Bhandar fund.

**11. UNIFORM OF KENDRIYA POLICE KALYAN BHANDAR STAFF**

There would be separate summer & winter uniform for the staff responsible for running the Kalyan Bhandar. The pattern shall be decided by the President. The Kendriya Police Kalyan Bhandar staff shall wear neat and clean uniform and shall be well groomed. The Kendriya Police Kalyan Bhandar uniform shall not be used for personal use.

**12. CASH MANAGEMENT**

The Kendriya Police Kalyan Bhandar Manager assisted by one HC will be responsible for ensuing maintenance of day-to-day cash

transaction record. He will ensure legible entries in a Cash Book of the receipts and expenditure. Any amount of more than ten thousand must not be kept in cash and the same will be deposited in a bank account as soon as possible. The daily sale cash (after closing of Kendriya Police Kalyan Bhandar) shall remain in the custody of the Kendriya Police Kalyan Bhandar Manager/officer and shall be deposited in the bank account immediately.

### **13. CUSTODY OF CASH**

All money received on account of the Kendriya Police Kalyan Bhandar shall be deposited in an account maintained with the nearest scheduled bank or the AXIS BANK in the name of the Vice President of Kendriya Police Kalyan Bhandar or Secretary of Kendriya Police Kalyan Bhandar.

The Kendriya Police Kalyan Bhandar cash receipt shall be deposited in the Bank on the next working day except for a sum of Rs. 10,000/ which may be kept by the Manager as imprest money for meeting emergent daily expenditure. The imprest amount and all other cash shall be kept in the cash chest and properly accounted for.

### **14. POWERS OF EXPENDITURE**

The President, KPKB, concerned District/Unit shall have the powers to incur expenditure in connection with the upkeep of and additions to the Kendriya Police Kalyan Bhandar property, provided that no single item of expenditure shall exceed Rs.1,50,000/-. For amounts in excess of this sum, the sanction of the Commissioner of Police, Delhi may be obtained in advance through the Empowered Committee, who has full powers to utilize the funds. The President of local committee is empowered to incur day to day ordinary expenditure including consumables in connection with the running of the Kendriya Police Kalyan Bhandar and also to pay tradesmen's bills etc.

### **15. MAINTENANCE OF RECORDS**

It will be the responsibility of the Vice President/Secretary of the Kendriya Police Kalyan Bhandar to ensure that the accounts are properly maintained in the Kendriya Police Kalyan Bhandar. For this purpose, the followings registers will be maintained:-

(i) **Stock register**

Whenever purchase is made, the stores will be accounted for in the respective stock register and the page number of the stock register entered in the bill/cash memo, relating to each item.

Stock register shall show balance brought forward from the previous month and fresh receipts during the month. Daily issues and balance shall also be entered into. The entries in the stock register shall be verified by the Kendriya Police Kalyan Bhandar Manager/officer who will attest the bills, cash memo, and the corresponding entries in the stock register.

(ii) **Sale Register**

All sales shall be shown in the sales register and the number of items sold shall be charged off from the stock register. The amount realized from cash sales shall be debited to the cash book by credit to the sale accounts.

(iii) **Ledger Account**

Separate pages in the stock register shall be earmarked for each item. Similarly, account shall be maintained for the goods sold and entries made according to sale/purchase.

(iv) **Cash Book**

All receipts and payments of amounts shall be immediately entered in the Cash Book which will be closed at the end of each day and the balances verified with the cash in hand, by the Manager. The payment shall be cash or digital mode. Provision of POS machine & QR Code shall be made at each Bhandar.

(v) **Checking of Accounts**

The accounts of the Kendriya Police Kalyan Bhandar shall be checked by an ACP, to be nominated by the President. He will furnish a monthly certificate in the cash book with words "Checked and found correct". Similarly, a certificate shall invariably be provided in other registers also. During checking, if anything is found incorrect, the erring Kendriya Police Kalyan Bhandar functionary will be held responsible.

(vi) **Monthly Closing of Accounts**

The accounts shall be closed on the last working day of each month and the statement of Assets/Liabilities and income/expenditure as at **Annexure- 'A'** shall be prepared.

(vii) **Kendriya Police Kalyan Bhandar Property Register**

The Kendriya Police Kalyan Bhandar properties, such as weighing machine, computer, furniture etc. as and when purchased from Kendriya Police Kalyan Bhandar funds, shall be taken on stock in the stock register as well as on ledger account. The entries in the



stock register shall be verified by the Kendriya Police Kalyan Bhandar manager who will attest the bill/cash memo. and the corresponding entries in the stock register.

(viii) **The empty bags**

Such articles/goods available in the Kendriya Police Kalyan Bhandar will be entered in the stock register at the end of every month. These articles will be auctioned/sold by the Kendriya Police Kalyan Bhandar Committee and sale proceeds credited to the Kendriya Police Kalyan Bhandar account.

**16. BROKEN ARTICLES**

All condemned and broken articles will be examined by the Managing Committee, which will prepare a committee report and take appropriate order from the President. Similarly, the committee will also assess the wastage/damage in various items every month and decide the quantum of wastage to be allowed.

The Kendriya Police Kalyan Bhandar in-charge shall collect all empty bags, cartons and other waste material for proper disposal to junk dealer and the amount so received should be accounted for.

**17. SUPERVISION**

An Inspector will be nominated for supervising the functioning of Kendriya Police Kalyan Bhandar, who will visit the Kendriya Police Kalyan Bhandar daily. The Vice President and Secretary will pay visit to the Kendriya Police Kalyan Bhandar, by surprise once a week. The president will also visit the Kendriya Police Kalyan Bhandar at least once in a month. These officers will record their observations on the Inspection Register on each and every occasion of their visits.

**18. SUGGESTION BOOK**

The Kendriya Police Kalyan Bhandar in-charge will maintain a complaint-cum-suggestion book in the Kendriya Police Kalyan Bhandar and make it available at all times for use by the beneficiaries. Whenever any beneficiary records any note in this register, it will be put-up before the President for necessary follow-up action. Any complaint regarding not handing over the suggestion book to the beneficiaries should be considered promptly by the supervisory officer of the Kendriya Police Kalyan Bhandar who would take suitable action against the Kendriya Police Kalyan Bhandar in-charge.

## 19. MAINTENANCE OF ACCOUNT

### (i) Receipt Books

Receipt books in printed form bearing book Nos. and Sl. Nos. shall be used for acknowledgement of receipt of any amount relating to the Kendriya Police Kalyan Bhandar. The Kendriya Police Kalyan Bhandar Clerk shall issue receipts for amounts paid by an individual to the Kendriya Police Kalyan Bhandar on any account. Blank receipt books shall be kept in the custody of Kendriya Police Kalyan Bhandar Manager, who shall issue two books at a time after the previous ones have been filled. No Kachcha receipt will be issued.

### (ii) Cash Books

Cash Book shall be maintained in PPR form No. 10.52 (A). It shall be maintained and balance worked out on day-to-day basis. This shall be checked by the Kendriya Police Kalyan Bhandar Manager. He shall initial the balance in token of his having checked the same.

### (iii) Payment of Bills

All bills for the supplies received on credit shall be entered in a Bill Register in the following terms: -

S. No.	Date	Name of Commodity/ies	Name of Supplier	Bill No with Date	Quantity Received	Amount
1	2	3	4	5	6	7

No. & Date of Cheque issued	Signature of Cheque issuing officer
8	9

All payment of bills for stores purchased on credit shall be made through cheque. The bill register shall be closed monthly and a list of the outstanding bills prepared.

## 20. AUDIT OF ACCOUNTS

- (i) A system of annual audit of accounts will be followed through F.A Branch/PHQ, Delhi.
- (ii) Similarly quarterly audit of account will be carried out by Accountant of the concerned District/Unit under the supervision of one G.O. other than the Secretary of the Kendriya Police Kalyan Bhandar.

Audit objections will be rectified expeditiously and compliance be shown in the next Audit and also to the Kendriya Police Kalyan Bhandar and empowered committee.

**21. MONTHLY STATEMENT:-**

The Kendriya Police Kalyan Bhandar will maintain a monthly statement for the following: -

- (i) Value of stock in hand on the last working day of the month.
- (ii) Sale proceeds of the month (Total a & b).
- (iii) Value of previous stock in hand on the last working day of the month.
- (iv) Stock purchased during the month (Total c & d).

**22. SAFETY & SECURITY**

The Kendriya Police Kalyan Bhandar and its store room will have items worth lakh of rupees. Chances of theft of items cannot be ruled out. Hence, in order to ensure the safety of valuable items like computers, CCTV cameras etc. apart from other items kept for sale armed/unarmed guard will be deployed by concerned DCP of District/Unit round the clock.

Daily briefing of the staff deployed for 'Guard Duty' will be done by the Kendriya Police Kalyan Bhandar In-charge/officer/Manager who will also write his remarks every day at 8 AM and 8 PM, about the briefing in the checking register kept/maintained for the police personnel deployed on Guard duty and also about the soundness of security or any lapses in security or any incident of theft or mischief. He will immediately bring to the notice of the President and Vice-President, any occurrence or any incident of criminal nature and after submitting a written report, he will further proceed for appropriate legal action as per the direction of the President or Vice-President of KPKB, concerned District/Unit.

**23. DIRECTIONS/CIRCULARS**

In order to further streamline and improve the overall working of KPKB, concerned District/Unit and to ensure maximum benefit to the police personnel, directions/circulars will be issued by the President or Vice-President of KPKB, concerned District/Unit as and when required or after making appropriate assessment in the monthly meetings.

**24. SUPERSESION CLAUSE**

This Standing Order supersedes the previous Standing Order No. 416/2014 issued vide No.2885-3035/Record Branch/PHQ dated 13.06.2014.

**25. 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.

06,06,2022

No. 41701-41850 /Record Branch/PHQ dated Delhi, the 06/06/2022.

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