



**OFFICE OF THE SPECIAL COMMISSIONER OF POLICE, WELFARE & ESTATE OVERSIGHT**  
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**MINUTES OF THE MEETING HELD BY SPECIAL COMMISSIONER OF POLICE/WELFARE & ESTATE OVERSIGHT WITH THE ESTATE-CUM-WELFARE OFFICERS OF DELHI POLICE ON 06.11.2017 AT 1600 HOURS AT CONFERENCE HALL, PHQ.**

Spl. Commissioner of Police/Welfare & Estate Oversight, Delhi has held the meeting of Estate-cum-Welfare Officers of Delhi Police on 06.11.2017 at 1600 hours at Conference Hall, PHQ, Delhi. 39 officers attended the meeting. The following are the minutes of the meeting.

The Spl CP Welfare & Estate Oversight has made the following observations:-

- 1) In all cases of serious illness of staff, leave should be granted liberally for enabling the personnel to recover fully and come back to duty. This apart, proper guidance may be given to them in regard to consistent medication, diet and rest.
- 2) Sub divisional/functional ACsP are required to meet their personnel individually once in a quarter at the least. DCsP are required to furnish a quarterly certificate to this effect. It is observed that some of the districts/units are yet to comply with the same. They are directed to do so immediately and furnish the compliance report. This single step helps officer in fostering a better understanding of personnel and their problems and strengthens bonding between ranks.
- 3) As many as 15,000 cases of revision of pension (pre 2016) are pending in various districts/units. DCsP are required to form special cells and dispose of these cases on a war footing.
- 4) In regard to pensions, 111 cases are pending disposal as on 01.11.2017. DCsP should not be satisfied with quick disposal in a particular month but ensure consistent performance in disposal of cases as and when they arise. Proper planning, prior verification of service records and proper coordination with PAOs hold the key for success in this regard. As nearly 70% of pending pension cases relate to death cases, priority should be given for expeditious disposal of the same. Rs. 5 lakh grant given from welfare fund should be given to the bereaved family immediately, followed by deputing a responsible person for completion of pension documents with speed and thoroughness.
- 5) Monthly reports of Estate -cum-Welfare Officers are required to be furnished by every Estate-Cum-Welfare Officer through their DCsP. The proforma given should be followed up. In regard to units where there are no colonies, the report should cover upkeep and maintenance of their own building as well good work done on the welfare front. Estate-cum-Welfare Officers as well as DCsP should make it habit of visiting in one police colony while on way to office or while returning home. This will be helping them for first hand information on issues relating to civic maintenance issues in police colonies.
- 6) Some districts/units still lagging behind others in proper implementation of SMS alert system in regard to identified welfare related services as per SO No. 438/2015. They should analyse the reasons for the same and monitor their performance on a day to day basis. DCsP should remember that every SMS alert avoids a visit to DCP office by the concerned personnel.
- 7) Despite clear instructions that Sampark Sabha should be held every month regularly. Some districts/units still default. This should be avoided by all means and this office should be enabled to furnish a consolidated monthly report to the office of Commissioner of Police, Delhi.

- 8) Axis Bank insurance cases relating to accidental death need information in time. The bank and sustained coordination with them on follow-up action. We should not try to show a non accidental case as accidental as the insurance company is required to comply with their own norms in settlements of such cases.
- 9) More than 2253 medical claims are pending in various district/units as on 01.11.2017. A number of such cases are pending in Administration Branch of PHQ for clearance. Special CP GA has been requested to instruct the staff concerned for expeditious action. DCsP on their part should take consistent follow up action in regard to their cases.
- 10) Some of the districts/units have not furnished information called for, on the functioning of messes in Police Station. They should do so immediately. DCsP must ensure that all messes functioning effectively and cater to the food needs of members. The mess committees should be active and inspecting officers must record their supervisory notes in the mess inspection register. DCsP should find ways and means by which mess Infrastructure can be strengthened. Better run messes should be emulated by all others.
- 11) Many districts/units have gyms while a few do not have these. Steps are required to be taken for strengthening the same through installation of low cost but effective mechanical devices for use by members. Mini open Gym at DDA park Gulmohar Park is an example of a good cost- effective Gym.
- 12) Some Units/districts have recreation room while a few not have it. DCsP may explore opportunities for opening new Recreation Rooms and strengthening of existing ones with due regard to available resources.
- 13) Yoga experts say that a 15 day Yoga camp is the minimum requirement for instilling the habit of Yoga in the minds of the who are interested in yoga exercises. As such, DCsP are requested to utilise their in-house trainers and plan yoga camps in offices/police stations/colonies accordingly on round the year basis so that a large number of personnel/their families gain benefit from the same.
- 14) During the course of the meeting, an inter-unit comparative chart of performance in regard to welfare initiatives was given to the officers. DCsP are required to see the same and benchmark themselves against the best performing units.
- 15) As already directed in circular number 3836/P.Sec. Spl CP/Welfare dated 11.09.2017 DCsP are required to review welfare matters in their periodical meetings with ACsP/SHOs/Inspectors after completion of review of their operational matters. Estate cum welfare officers should be enabled to present the issues before the meeting and DCsP must ensure their compliance by all.

The meeting has ended with vote of thanks to the chair.

  
(Asif Mohd. Ali)

Dy. Commissioner of Police,  
Welfare, Delhi.

No. 4544-4636/SO/ Spl. CP/Welfare & EO dated Delhi, the 07/11/2017.

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