

CENTRAL RESERVE POLICE FORCE

FORCE INSTITUTIONS AND
FUNDS MANUAL
1976

(CORRECTED UPTO – 23/10/2006)



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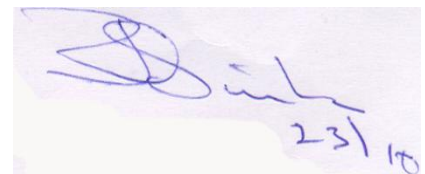
FORWARD

The CRPF Force Institutions and Funds Manual was compiled in the year 1976 and was revised and updated in the year 1991. Since then rules and regulations governing the functioning of the Force Institutions and Regimental Funds have undergone many changes. In CRPF, We have many Regimental Institutions and Funds, the governance of which needs adequate understanding of rules and procedure. It was, therefore, felt necessary to incorporate these changes and up date the Manual. A study of this book will be very useful in proper discharge of administrative and financial responsibilities connected with the governance of these Institutions and Funds.

To update and revise the Force Institutions and Funds Manual Shri Gurcharan Singh IGP(Retd), Shri A P Maheshwari IPS IGP, Shri R P Singh IPS DIG(Adm), Shri R K Singh ADIGP(Adm), Shri Ramesh Chandra ADIG(Welfare), Shri A.M. Tiwari, Comdt (Retd) and the Dealing Staff of Welfare Branch of the Directorate General have given valuable contribution and I would like to thank all of them.

This consolidated Manual should result in considerable saving of time and labour of Officers in the field who, in the absence of such a Manual, had to go through a large number of Standing Orders, Circular Orders and other Instructions.

Date: 23/10/2006



(J K SINHA)
DIRECTOR GENERAL

FORCE INSTITUTIONS AND FUNDS MANUAL

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CHAPTER-I

FORCE INSTITUTIONS

1.1 The following Institutions will be run and the funds as indicated below will be maintained by realizing subscriptions for the benefits of the members of the Force:

<u>Name of Institutions/ Regimental Funds:</u>	<u>Chapter No</u>
Force Institutions	I
CRPF Central Welfare Fund	II
CRPF Education Fund	III
CRPF Risk Fund	IV
CRPF Central Sports Fund	V
CRPF Unit Welfare Fund	VI
CRPF Co-operative Shop	VII
CRPF Canteen	VIII
CRPF Officers' Mess	IX
CRPF Subordinate Officers' Mess	X
CRPF Head Constables' Mess	XI
CRPF Other Ranks' Mess	XII
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Note: -

- i) Other Small Regimental Institutions and Funds like Religious Institutions, Community Centres, CRPF Band, STD PCO, Internet/Cyber Café, Unit Loan Fund, Garden, fish farm, mushroom farm, Golf Courses, etc would be part of CRPF Unit Welfare Fund.
 - ii) Special Relief Fund would be part of Central Welfare fund.
 - iii) Gas Agency, Flour Mill, Masala Grinder, Vegetable Shop, Milk booth etc. would be part of CRPF Co-Operative Shop.
 - iv) Suitable rules for administration of these subsidiary Regimental institutions/ Funds would be framed & incorporated as annexures to main Regimental Fund/Institutions, like CWF, Unit Welfare Fund, Co-operative Shop etc.
 - v) Crèche would be part of FWC wherever FWC is functioning at other places it would be the part of Unit Welfare Fund.
 - vi) Montessori Schools would be part of FWC.
- 1.2 Government money shall not be utilized for running of these Institutions except where specifically provided as per Para 1.4.

If in exceptional circumstances the Regimental Funds Money is used for purchase of Government stores, payment of Govt amounts etc., the amount should be recouped on priority.

- 1.3 Non-recurring and recurring grants will however, be obtained as per provision contained in General Financial Rules for the Officer's Mess.
- 1.4 Water and electricity bills for all regimental institutions will be paid out of Government grant. Suitable accommodation to these Force Institutions will also be provided by Government. Manpower would also be pooled from the sanctioned strength of the Force.
- 1.5 Separate Cash Books, in respect of various main and subsidiary funds for which account will be kept separately, in any Nationalized Bank shall be maintained.
- 1.6 Government vehicles for Regimental Institutions will be used and the duties will be treated as Regimental duties.
- 1.7 Rates of subscriptions of various Regimental Funds may be revised by the Governing Body from time to time. The Governing Body/ Managing Committees of these Regimental Institutions will function within the framework of the rules of Institutions concerned and will have no powers to re-appropriate or transfer amount from one fund to another. The power of re-appropriation /transfer from one fund to another will be exercised by the Sector IsGP for Unit level Institutions and Funds and by DG for the Central Regimental Funds.

CHAPTER-II

CENTRAL RESERVE POLICE FORCE CENTRAL WELFARE FUND

1. **SHORT TITLE AND EXTENT:**

- (a) These rules may be called “the Central Reserve Police Force Central Welfare Fund rules”
- (b) These rules will apply to all members of Central Reserve Police Force including deputationist in or out.
- (c) The benefit of this Fund can also be extended to NOKs of deceased members, retired including voluntary retired and invalidated but excluding compulsory retired personnel and their spouses and not to entire family .

2. **DEFINITION:** -

‘**Year**’ means a financial year.

‘**Member**’ means a member of the Central Reserve Police Force who pays the contribution towards the fund.

‘**Family**’ shall include:

Wife in the case of a male member.

Husband in the case of female member.

Sons including step sons and also adopted sons where the adoption is recognized by the personal law governing the members and who are wholly dependent on the member.

Un-married and widowed daughters, including step daughters and also adopted daughters, wholly dependent on the member;

Brothers below the age of 18 years and un-married or widowed sisters who are wholly dependent on the member;

Father if wholly dependent on the member;

Mother, if wholly dependent on the member.

“**Fund**” means the Central Reserve Police Force Central Welfare Fund.

“**Director General**” means the Director General of the Central Reserve Police Force.

“**Governing Body**” means committee consisting of office bearers, permanent members and nominated members.

3. **OBJECTS:**

The objects of the Fund shall be to grant /sanction.

(a) Financial assistance to: -

- i) Families of members who may die while in service
- ii) Members of the Fund during sickness/ hospitalization when no leave is at the credit of the member and member do not get any leave salary or allowances from Govt.
- iii) Members in distress or in dire need of financial assistance caused by the factors beyond their control.
- iv) Financial assistance for treatment of specific diseases of self and spouse of retired personnel, once in a life time on principle of rarest of rare cases.

(b) Donation/Grants/repayable advances to :-

- i) Any establishment/Unit of the CRPF for messes or any other welfare activities intended to promote the welfare of CRPF personnel/Force.
- ii) Encourage sports and recreational facilities at Unit/Force level.
- iii) Any charitable organization, Educational Institutions/Academy as a good will measure.
- iv) Advances to the member for treatment in emergent cases only.

4. MANAGEMENT OF THE FUND:

- I) The fund will be maintained at Force HQr/Dte.Genl, CRPF, New Delhi.
- II) The Fund shall be administered by a Governing Body, which shall comprise the following: -

COMPOSITION OF GOVERNING BODY**OFFICE BEARERS**

- (a) President : Director General
- (b) Senior Vice-President : Addl. DG (HQr)
- (c) Vice-President : IGP (HQr/Adm)
- (d) Secretary : DIGP (Adm)
- (e) **Joint Secretary. : ADIGP (Welfare)**
- (f) Treasurer : DC (Welfare)

PERMANENT MEMBERS

- 1. IGP (Pers) CRPF
- 2. Director (Medical) CRPF
- 3. Financial Adviser CRPF
- 4. DIGP (Ops) CRPF

5. DIGP (Trg) CRPF
6. ADIGP (Adm) CRPF
7. ADIGP (EDP) CRPF
8. ADIGP (Works) CRPF
9. Dy. Comdt. (Comn) Dte Genl.
10. Dy. Comdt. (Legal) Dte Genl.
11. Dy. Comdt. (Ord) Dte Genl.

NOMINATED MEMBERS

1. DIGP - 01
2. ADIGP - 01
3. Comdt. - 01
4. 2 I/C - 01
5. Dy. Comdt. - 01
6. Asstt. Comdt. - 01
7. Adm. Officer - 01
8. SM/(OS) - 01
9. Inspector(M) - 02
10. Inspector(GD) - 02
11. SI(M) - 02
12. SI(GD) - 02
13. ASI(M) - 01
14. HC(M) - 01
15. HC(GD) - 03
16. Mahila Bn Staff- 03 (SO-1, NGO-02)
17. Signal Staff - 02
18. CT (GD) - 05
19. Hosp. Staff - 02
20. Followers - 02

Note: Above members will be nominated by the Sector/Trg. / Comn. Range/ Director Medical etc., in rotation.

III) MEMBERSHIP

- i) President is empowered to co-opt any other members of CRPF for Governing Body.

- ii) The tenure of nominated members will be one year at a time and no one will be the member of the Governing Body for consecutive terms.
- iii) Where a person becomes a member of Governing Body by reason of his office or the appointments, which he holds membership shall terminate when he ceases to hold that office for the appointment.
- iv) Membership of the Governing Body shall cease on death, reversion to parent state, transfer out etc becoming of unsound mind or insane or conviction in criminal offence.
- v) Resignation of membership shall be tendered to the President of Governing Body and shall not take effect until President accept on behalf of Governing Body.

IV) MEETING:

- i) The Governing Body shall meet once in a year after closing of financial year. Special meetings of the Governing Body may be convened at any time with the approval of the President.
- ii) The senior vice President in absence of President will preside over the Governing Body meeting.

V) QUORAM

2/3 rd (including Presiding Officer) of the Governing Body will form the Quorum for the meeting.

5. SOURCE OF INCOME:

The Fund shall be constituted from and supported by: -

- i) Contribution from the Central Reserve Police Force Unit Welfare Fund as determined by the Governing Body.
- ii) Voluntary subscriptions and donations from private persons or bodies received under conditions, which Ministry of Home Affairs may impose.
- iii) Donations or grant from Central or State Governments or other Government and quasi-Government bodies.
- iv) Contributions from the members at the rates as may be fixed by the Governing Body.
- v) Income from shows, concerts etc. organized with prior approval of competent authority.
- vi) Grants received from MHA.

6. **RATE OF CONTRIBUTION:**

The rates of contribution to the Fund will be fixed by the Governing Body from time to time.

The present rate of contribution for various ranks wef 01/03/2003 are as follows: -

DG to DIGP	- Rs. 28/- p.m.
ADIG to Asstt. Comdt.	- Rs. 20/- p.m.
SM to ASI	- Rs. 12/-p.m.
HC to CT	- Rs. 08/-p.m.
Followers	- Rs. 04/-p.m.

7. **BENEFITS OUT OF FUND**

I) **ELIGIBILITY**

All the members of Central Reserve Police Force who pay the contribution towards the fund are eligible to get the following benefits in the cases as depicted below: -

A) In death cases: - Rs.25000/-

B) Invalidation cases: - (Disability)

i)	Above 50% to 60%	Rs. 05,000/-
ii)	Above 60% to 70%	Rs. 06,000/-
iii)	Above 70% to 80%	Rs. 07,000/-
iv)	Above 80% to 90%	Rs. 08,000/-
v)	Above 90% less then 100%	Rs. 09,000/-
vi)	For 100%	Rs. 10,000/-

(C) In Sickness cases

The amount of Financial assistance during sickness will be given as per rate prescribed by the Governing Body from time to time.

(i) *If hospitalization/medical rest is due to sickness/injuries not sustained in action: -*

Amount equal to Basic Pay for maximum six month only once in whole service.

(ii) *If hospitalization/medical rest is due to sickness/injuries sustained in action against terrorist, hostiles, etc.: -*

Amount equal to Basic Pay + DA. There will be no restriction on the period of assistance in such cases.

(iii) ***If hospitalization is up to 2 weeks then Rs.1000/- and beyond 2 weeks Rs.2000/- will also be paid as lump sum grant.***

D) In cases of member in distress or dire need of assistance caused by the factors beyond their control: -

As decided by the Director General on case to case basis.

Note: -

- i) The application for Financial assistance must be submitted in proforma prescribed in **Appendix -A** of these rules. The application should be routed through Range and Sector office. No direct application will be entertained by the Dte. Genl. While sending the application to the Directorate, Sector office must scrutinize the case and endorse a certificate that individual has not earlier claimed financial assistance for the same period.
- ii) Members in distress or in dire need of financial assistance caused by the factors beyond their control can apply for the financial assistance as per proforma prescribed in **Appendix- B** of these Rules. The application must be routed through Range & Sector office. While sending the application to the Directorate, Sector office must scrutinize the case and make verifications of certificates, if any, attached by the individual and endorse a certificate that case of individual has been scrutinized and certificates attached with the application have been verified from concerned authorities. Sector office will also send details of financial relief received by the individual from State Government or any other authority for that particular incident.

8. PAYMENTS FROM THE FUND: -

PROCEDURE

- i) Financial assistance to the families of deceased personnel of the Force will be paid at the rates fixed by the Governing Body. **Rs.25,000/-** From central Welfare Fund will continue to be paid to the NOK of the deceased personnel by the Force HQR through nearest GCs of deceased by concerned Dte. General after sanction of the DIGP (Adm). Application form for financial assistance from Risk Fund and CWF, will be forwarded directly to the DIGP (Adm) (Risk Fund), CRPF immediately, by concerned unit/office. With the application form to Dte. General, a pre-receipt duly attested by a GO will invariably be sent by the unit/office concerned. The unit concerned will ascertain the correct name of NOK of the deceased from his Service Records. Out of total financial assistance, two-thirds of the amount will be paid in the form of FDs/CDs and

one-third in cash, through the nearest GC.

- ii) Financial Assistance to sick personnel who remain on leave without pay will be sanctioned by the DIGP (Adm), Dte. Genl. at the rates prescribed by the Governing body from time to time.
- iii) Payment of financial assistance to members in distress or in dire need of money as provided in Rule 3 (a) (iii) and donations, grants and re-payable advance to CRPF establishments/Units as provided in Rule 3 (b) (I) and 3 (b) (ii) shall be made by the President. The financial competency of the following functionaries shall be exercised as under: -

ANY KIND OF
OUTRIGHT GRANT **POWERS**

President Full powers

ADVANCES

President Full powers

Sr. Vice President In excess of Rs. 50,000/- and up to 1,00,000 in each case

Vice President In excess of Rs. 25,000/- and up to Rs. 50,000/- in each case

Secretary Up to Rs. 25,000/-

- (iv) Payment of grants etc. as provided in Rule 3 (b) (iii) will be ratified by the Governing Body.
- (v) Misc. payments in connection with administration of fund in excess of Rs. 5000/- to Rs. 15,000/- in each case will be sanctioned by the Secretary. Payment in excess of Rs. 15,000/- will be sanctioned by the President.
- (vi) Misc. payments in connection with administration of fund in excess of Rs. 1000/- to Rs.5,000/- in each case will be sanctioned by the Joint Secretary.
- (vii) Misc. payments in connection with administration of fund up to Rs.1000/- in each case will be sanctioned by the Treasurer.
- (viii) Refund of excess deposit of CWF Subs. and subscriptions of other funds deposited into CWF will be sanctioned by the Treasurer.

9. ADVANCES AND ITS RECOUPMENT

(A) MEDICAL ADVANCE FOR TREATMENT PURPOSE FOR SELF OR THE FAMILY

Sector IGP should provide advances for the purpose from the CWF Permanent Advance placed with them and get it recouped through medical advance from Govt. grant at once using the powers delegated under 13(3) of DFPR-1978. Only in the rarest cases, the application should be forwarded to Directorate where Sector IsGP may briefly mention why such advance could not be given at Sector

level.

It should be ensured by controlling officer that the employee submits his medical claim as per rules immediately or after discharge of the patient from the hospital and the advance is adjusted at the earliest. The excess amount, if any, should then be scrutinized by Sector IsG to decide if there is a case for assistance from Special Relief Fund (reference is made to Annexure to Chapter-II here). Accordingly, matter may be referred to SRF Committee. In this context it is further provided that the Competent Authority may consider advance for the excess medical expenditure out of SRF (over and above medical claims reimbursed to the employee through Govt funds) to be re-paid maximum over a period of two years commencing after six months from completion of treatment unless any part of such advance or demand is converted into a grant. Instructions governing SRF would, henceforth, include the above clause.

However, in cases where injured personnel are directly evacuated to Delhi from anywhere in the country where immediate money is needed and Sector office is not able to respond, such cases may be entertained at Directorate subject to recoupment of advance money within a month by concerned sector IG out of Govt funds.

(B) ADVANCE IN FORM OF FINANCIAL ASSISTANCE IN CASES OF DISTRESS OR DIRE NEED CAUSED BY THE FACTORS BEYOND CONTROL.

The recovery of loan / advances provided under this category should start from the date of completion of 3 months of the sanction of the amount and the repayment shall normally be completed within a maximum period of 3 years. However, if the individual is not in a position to repay the advance within the stipulated period as above, due to any reasons, relaxation of maximum period of 3 years may be further extended by the Committee detailed for examining the quantum of financial assistance as per SRF Rules, as is deemed fit, keeping in view the merit of each case.

Provided that, if the Competent Authority in exceptional cases at any stage considers converting such loan/advance, a grant under this head, such grant in normal course should not exceed 50% of the total advance/loan. However, in exceptional cases the Committee may exceed this limit on a merit of the case.

(C) REPAYABLE ADVANCE TO CRPF UNITS FOR THEIR MESSES OR ANY OTHER WELFARE ACTIVITY:

Under this category, loan / advances would be given with a repayment schedule such that the

repayment starts from 25th month after the date of sanction and repaid within a maximum period of 60 months from the date of sanction, in equitable quarterly installments.

Provided that the competent authority, at any stage, may consider converting a loan/advance into a grant under this head, for specific suitable reasons.

(D) ADVANCES FOR VARIOUS FUNCTIONS INCLUDING ANNIVERSARY AND PASSING OUT PARADES ETC:

These loan / advances should be repaid within the same financial year in which they are sought unless otherwise permitted by the Competent Authority to carry-forward in the subsequent financial year. Borrower is required to send repayment schedule/ commitment alongwith the request for advance.

Provided that competent authority, at any stage, may consider converting or sanctioning a grant under this head in lieu of loan/ advance, for specific suitable reasons.

(E) TEMPORARY ADVANCE TO THE BRANCHES OF THE DTE TO MEET URGENT CASH REQUIREMENTS:

This should be repaid maximum within 30 days.

(F) ADVANCES FOR THE CONSTRUCTION OF THE BUILDING ETC. OF CRPF EDUCATIONAL INSTITUTIONS:

No loan/ advance shall be directly made to the CRPF Educational Institutions. Rather the loan/ advance will be given to the Educational Society, which is managing CRPF Educational Institutions. The Educational Society should repay such loan/ advance in annual installments subject to the minimum of 25% of the net annual surplus of the society, as certified by the annual audit reports.

Provided that competent authority, for specific reasons, may convert, at any time, such advances into a grant to the society, if so deemed appropriate.

10. SYSTEM OF ACCOUNT:

- i) An account in the name of the fund will be opened in a nationalised Bank.
- ii) Proper account shall be kept by the Treasurer of the fund.
The Treasurer shall prepare yearly statements showing receipt and payments for submission to the Governing Body Meeting.
- iv) The accounting year shall be the financial year.
- v) A consolidated annual account for the year ending 31st March shall be prepared by the treasurer, showing receipts and payments during the year, supported by relevant documents and

shall be submitted before the Governing Body after audit.

- vi) Cheques will be signed by the two signatories i.e. Treasurer / Dy. Comdt. (Welfare) and Joint Secy. / ADIGP (Welfare) or Secy. / DIGP (Adm)

The period of preservation of the documents will be same as for corresponding documents as mentioned in Appendix-III of the Establishment Manual.

- viii) Codal formalities for purpose of items will be observed as per GFR.

11. AUDIT OF ACCOUNTS:

- i) Accounts of the Fund shall be audited annually by an auditor appointed by the Governing Body. Payment of fee will be made as per the rates approved by the Governing Body.
- ii) The fund should also be audited by the Internal Audit Party of the Force.
- iii) Special Audit of CWF can also be conducted by the IAP or any other agency with the prior approval of President / Governing Body.
- iv) Audit report will be placed before Governing Body meeting for ratification.

12. INVESTMENT OF FUNDS/SURPLUS AMOUNT.

Investment of surplus amount of fund would be decided by an Investment Committee consisting of the following officers.

1)	Director General	Chairman
2)	ADG (HQrs)	Vice Chairman
3)	IGP (Adm/Works)	Member
4)	IGP (Prov)	Member
5)	Financial Advisor.	Member
6)	DIGP (Adm)	Member
7)	DIGP (Pers)	Member
8)	ADIGP (EDP)	Member.
9)	ADIGP (Trg)	Member
10)	ADIGP (Adm)	Member
11)	Dy. F.A.	Member
12)	AD (Accts) PAO	Member
13)	DC (Ops)	Member
14)	ADIGP (Welfare)	Member Secretary
15)	Dy. Comdt. (Welfare)	Member. Jt. Secretary.

13. POWERS OF THE GOVERNING BODY TO MAKE RULES:

The Governing Body may make regulations regarding maintenance of accounts, investment of money of the fund, Amounts to be given if relief, honorarium to clerks maintaining account of the Fund and other wise generally to give effect to the objects of the fund.

14. AMENDMENT OF RULES:

No change in these rules shall be made save by the consent of a two third majority of the members of the Governing Body and subject to the approval of the Director General, Central Reserve Police Force.

INSTRUCTIONS ON "SPECIAL RELIEF FUND"

'Special Relief Fund' has been created in this Directorate General, with the grant sanctioned by Govt. of India out of National Defence Fund and is governed by Central Welfare Fund Rules. Grant received from the Govt. has been invested with Nationalized Banks/Post Office and interest received on the deposits is being utilized for the welfare of force personnel through Education Fund/ Central Welfare Fund.

2. It was decided that the Corpus would be kept intact as per the MHA guidelines and the interest component should be kept with Special Relief Fund cash book separately to be used for providing suitable financial assistance to retired or serving personnel in cases of acute illness or loss due to natural calamities, besides other specific welfare activities.

3. Governing Body of Funds decided that a committee may examine the cases of financial assistance quarterly and take suitable decision. Accordingly, a permanent committee consisting of the following members is, hereby, constituted: -

Presiding Officer	: Addl DG Hqrs
Member-I	: IGP (HQrs)
Member-II	: FA, CRPF
Member-III	: Director (Medial)
Member Secretary	: DIGP (Adm)
Member Joint Secretary	: ADIGP (Welfare)

4. The above committee will meet quarterly and decide the cases of financial assistance put up by the CWF section after scrutiny of the cases. The assistance (grant) will be provided from Special Relief Fund as under: -

i) For treatment of Specific diseases of self and spouse of retired personnel once in a life time on the principle of rarest of rare case but the assistance will not exceed Rs. 20,000/- (Rupees twenty thousand) per case.

ii) For treatment of Specific diseases for self and family members of the serving personnel on the Principle of rarest of rare case. Quantum of financial assistance will be decided by the committee and approval by the President of Governing body i.e. DG, CRPF.

iii) Financial assistance to the members in distress or in dire need of financial assistance caused by the factors beyond their control i.e. natural calamities like flood, fire, earth quake etc.

iv) The financial assistance (grant) in disease like cancer, tumour, renal disease, kidney transplantation, heart disease, liver transplantation may be provided to retired and serving personnel as per Para-(i) and (ii) above.

v) The financial assistance (grant) so provided will be put up before annual Governing Body meeting for their ratification.

5. Besides providing financial assistance to retired or serving personnel, the fund will also be utilized for various welfare activities in the Force.

(APPENDIX - A)

APPLICATION FORM FOR GRANT OF FINANCIAL ASSISTANCE FROM CWF TO SICK PERSONNEL WHO ARE SUBSCRIBING TOWARDS CENTRAL WELFARE FUND
(See Rule 9 of Standing Order 21/2001 and point No. 10 of Governing Body meeting dated 12/12/2001)

PART-I
(To be filled up by the individual)

1. **Force No. Rank & Name** :
2. **Unit** :
3. **Length of Service** : Years Months Days.
4. **Name of Disease** :
5. **Name of Hospital (s) where individual was under treatment.** :
6. **Details of Hosp./rest periods** :

SL	DETAILS OF HOSP. ADMISSION PERIOD (i.e. Hosp. Admission/ Rest period/ Attend- C, etc.)	PERIOD		TOTAL DAYS	DETAILS OF REGULARISATION (i.e. EL / LHP / EOL, etc.)
		FROM	TO		

7. Information given above by me are true to the best of my knowledge.
8. I have not drawn any financial assistance from unit W&A Fund or CWF for the period (EOL period regularized on medical grounds) claiming financial assistance.

(Signature of Govt. servant)
F.No., Rank, Name & present unit.

- (Signature of HOO)**
Name of office

Certified that no leave of any kind was available in his leave account /
admissible to the applicant No.....Rank..... Name
..... during the period of EOL regularized on Medical Grounds.

(Signature of HOO)
Name of office

PART-III
(To be filled up by the Range DIGP)

CALCULATION SHEET

(CALCULATION OF FINANCIAL ASSISTANCE FROM CWF)

(Note – Only periods regularized into EOL on medical grounds may be included)

SL	PERIOD		TOTAL DAY	BASIC PAY (Basic drawing prior to hospitalization)	CALCULATION $\left\{ \frac{\text{No. of days X Basic Pay}}{\text{Days of month}} \right\}$ i.e. 28/29/30/31	TOTAL AMOUNT
	FROM	TO				
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
	G. TOTAL					

(Rupees) only.

(Signature of HOO)
Name of office

(**APPENDIX - B**)

**APPLICATION FORM FOR GRANT OF FINANCIAL ASSISTANCE FROM
CWF / SRF TO EFFECTED PERSONNEL OF NATURAL CALAMITIES WHO
ARE SUBSCRIBING TOWARDS CENTRAL WELFARE FUND**
(See rule- 3(C) (iii) and (g) (ii) of CWF Rules)

PART-I
(To be filled up by the individual)

1. **Force No. Rank & Name** :
2. **Unit** :
3. **Length of Service** : Years Months Days.
4. **Home Address** :

4. **Details of incident** :

5. **Details of losses occurred in :
above incident.**

(List of items lost/destroyed may
be attached separately.

6. **Total Losses** : Rs.

PART-III
(To be filled up by the Range DIGP)

16. Certified that calculation sheet attached with the proposal have been checked and found in order.
17. Recommended for Financial Assistance of Rs. /- (Rupees
) only from CWF.

(Signature of Range DIGP)
Name of office

PART-IV
(To be filled up by the Sector IGP)

18. Certified that calculation sheet attached with the proposal have been checked and found in order.
19. Recommended for Financial Assistance of Rs. /- (Rupees
) only from CWF.

(Signature of Sector IGP)
Name of office

Appendix – C

DETAILS OF INADMISSIBLE MR CLAIM

S.No.	Particulars Of procedures Medicines, Fee & other Charges	Amount Claimed	Amount Passed	Amount Retrenched	Reasons for retrenchment

CHAPTER-III

CENTRAL RESERVE POLICE FORCE EDUCATION FUND

1. Short title and extent:

- (a) These rules may be called the **Central Reserve Police Force Education Fund Rules**.
- (b) These rules will apply to members of the CRPF including deputationists in/out and wards of disabled/deceased.

2. Definitions:

- a) i) **"Academic year"** means academic year of the recognized schools/Boards and **Colleges/Universities**.
ii) **"Financial year"** means financial year from **1st April to 31st March every year**.
- b) "Member" means serving member of the Central Reserve Police Force who pays contribution towards the Fund.
- c) "Ward" means the legitimate child/children of a member of the Fund including stepchildren and also the adopted children (where the adoption is recognized by the law governing the member) and who are wholly dependent on the member.
- d) "Fund" means the Central Reserve Police Force Education Fund.
- e) "Director General" means the Director General of the Central Reserve Police Force.
- f) "Governing Body" means a committee consisting of Office bearers, Permanent members and nominated members.

3. Objects of the Fund:

The object of the Fund is to provide financial assistance for education of the wards of the serving / deceased / invalidated out members of the Fund.

4 Management of the Fund: -

- (a) The fund will be maintained at Force Headquarter / Directorate General, CRPF, New Delhi
- (b) The fund shall be administrated by a Governing Body which shall consist of the following:-

Composition of Governing Body:-

i) OFFICE BEARERS

President	-	Director General
Senior Vice President	-	ADG
Vice President	-	IGP (Adm/HQ)
Secretary	-	DIG (Adm)
Joint Secretary	-	ADIGP (Welfare)
Treasurer	-	Dy.Comdt (Welfare)

ii) PERMANENT MEMBERS

IGP (Pers), CRPF
Director (Medical), CRPF
Financial Advisor, CRPF
DIGP (Ops), CRPF
DIGP (Training), CRPF
ADIG (Adm), CRPF
ADIG (EDP), CRPF
ADIG/Commandant (Works), CRPF
Dy. Commandant (Comns), CRPF
Dy. Commandant (Legal) , CRPF
Dy. Commandant (Ord), CRPF

iii) NOMINATED MEMBERS

DIGP	--1
ADIGP	-1
Commandant	-1
Second-In-Command	-1
Dy. Commandant	-1
Asstt. Commandant	-1
Adm Officer	-1
Subedar Major / Office Superintend	-1

Inspector (Min)	-2
Inspector (GD)	-2
Sub Inspector (Min)	-2
Sub Inspector (GD)	-2
Asstt. Sub. Inspector (Min)	-1
Head Constable (Min)	-1
Head Constable (GD)	-3
Mahila Bn Staff	-3 (SO-1, NGO-2)
Constable (GD)	-5
Signal Staff	-2
Hospital Staff	- 2
Followers	- 2

Note – (a) Above staff will be nominated by the Sector / Training / Communication Range / Director(Medical) etc. in rotation.

MEMBERSHIP:-

- (a) President is empowered to co-opt any other members of CRPF in Governing Body meeting.
- (b) The tenure of nominated member will be of one year at a time and no one will be the member of the G.B for consecutive terms.
- (c) Where a person become a member of the G.B by reason of his office or the appointment , which he holds membership, shall terminate when he ceases to hold that office or appointment.
- (d) Members of the G.B shall cease to be such a member if he dies , resign, reverts to his parent State, transferred out, becomes of unsound mind or insane or is convicted in criminal offence.
- (e) A vacancy in G.B caused by any of the reasons mentioned above shall be filled by nomination, appointment or otherwise.

Meeting:-

- a) The Governing Body shall meet once in a year after closing of each financial year. Special meetings of the Governing Body

may be convened at any time with the prior approval of the President.

- b) Special meetings of the Governing Body may be convened at any time with the prior approval of the President.
- c) The Senior Vice-President will preside over the meeting of the **Governing Body** in the absence of the President.
- d) Two Third (including the Presiding officer) of the **Governing Body** will form the quorum for the meeting.

5 Source of Income:

i) The Fund shall be constituted and supported by:-

- a) Contributions from the members as determined by the Governing Body from time to time.
- b) Grant / donations from central / state Govt. and any other governmental / non-governmental including individual donations.
- c) Grants received from Welfare Fund or any other Fund or any other activities of the Central Reserve Police Force.
- d) Interest received from the deposits of the Fund.

ii) RATE OF CONTRIBUTION

The rates of contribution to the Fund will be fixed by the Governing body from time to time. **The present rate of contribution to the fund from various ranks are as under:-**

GOs	- Rs. 360/- Per annum
SOs	- Rs. 240/- Per annum
ORs (including Group –'D')	- Rs. 120/- per annum.

6 Benefits out of fund:-

- i) The following benefits will be admissible from CRPF Education Fund: -**

- a) Grant of scholarship to the wards of serving, disabled and deceased members of the Fund.
- b) Grant of hostel charges to the wards of the members at the rates decided by the Governing Body.
- c) Grant of cash rewards to meritorious students at the rates decided by the Governing Body.
- d) Provide any kind of assistant related to educational needs of wards of serving, disabled and deceased members and deceased / invalidated out Force personnel as decided by the Governing Body.
- e) Grant of initial outright assistance at the time of raising of Montessori School as fixed by the Governing Body from time to time.

ii) Eligibility for benefits: -

- (a) Personnel who opt to become member of the education fund are required to subscribe right from the date of introduction of fund plus Rs. 100/- as donation. Deputationist and new entrants in the Force will deposit their subscription right from the date of joining the Force. However, all personnel will become eligible for the benefits after completion of five years duration of their membership in the Fund.
- (b) Where both husband and wife are serving in CRPF and are subscribing towards the Fund, the benefits will be admissible to two dependent (Children). **Only one of them will claim the benefit i.e. either husband or wife.**

(iii) Terms and conditions for grant of scholarship to the wards:-

- 1) Scholarship is admissible to only two eligible children. The Force personnel can apply for the scholarship for two children in same or in two different categories.
- 2) The scholarship will be given to the wards as per minimum percentage of marks fixed for wards of each rank in the

previous year examination and continuing education in recognized school/college/institutions. Presently the scholarship may be granted to the wards of force personnel on the following qualifying marks in the last year examination:-

(i)	GOs	60% and above of the aggregate marks
(ii)	SOs	50% and above of the aggregate marks
(iii)	ORs	40% and above of the aggregate marks
(iv)	followers/ deceased/ invalidated out	Pass Marks in aggregate i.e. 35 % of marks

Provided that the ward claiming scholarship in any of these categories should not have failed in any individual paper in the last examination.

- 3) The Scholarship amount of Technical category 'A' & 'B' includes hostel charges.
- 4) Courses being undertaken through correspondence/ distant learning are not included for scholarship purposes and B.Ed & CA courses are also not eligible for scholarship purpose.
- 5) Financial assistance for attending coaching classes will not be given out of education fund.
- 6) The benefit is also extended to all deputationists. They would be responsible to deposit the subscription in time as per instructions issued from time to time, failing which the amount would be realised along with penal interest. The scholarship to all deputationists will be admissible as per receipt produced along with the application.
- 7) The scholarship would also be admissible to force personnel retiring/proceeding on invalid pension during the academic year for which subscription has been realised.

- 8) All cases of technical categories should accompany a certificate issued by the institute indicating the duration and nature of the course i.e. diploma/degree/Post graduate course etc. The course/diploma/degree may also be mentioned in full form.
- 9) Scholarship would be admissible for Technical/Non Technical Degree/Diploma courses conducted by the institutions recognized by GOI/AICTE/UGC.
- 10) Scholarship will be granted only once in a year for a particular class from class **two** onwards. Those who are detained in a particular class/level or are declared failed, will not be eligible for scholarship for second or subsequent year for studying in the same class/level.
- 11) Scholarship is also eligible to the two wards of deceased/disabled members at par with wards of serving members. The parent Group Centre would be responsible to obtain the application from the NOK, who will be informed to submit applications in new format along with all relevant documents well in time.
- 12) Scholarship is awarded for continuing education and the amount is admissible for the class in which the ward is studying. The applications are invited up to 30th of November of each academic year and scholarships admissible for the class in which the ward is studying is remitted in the current session itself.
- 13) Previous year examination mark sheet is required to be verified that the ward has successfully passed his examination.
No scholarship is awarded for ward studying in Class-1st.

(**Example**= A ward who has passed Class-12th examination in the academic year 2005-2006 and is admitted/studying in 1st year MBBS/BE in academic year 2006-07 is admissible scholarship for Technical/Professional Degree during current academic year itself. Mark sheet for Class-12 pass and certificate from Head of Institute is required to be verified that the ward is continuing education without break and is eligible.)

- 14) Format of the application for grant of merit / general scholarship, certificate by the school / Institution and a check list are appended as Appendix – 'A', 'B' and 'C' respectively.

iv) Rates of scholarship to the wards of serving/deceased /invalidated out members are as under: -

A) School level (for all rank)

Category	Class	Rate /per annum
I	II to V	Rs. 525/-
II	VI to VIII	Rs. 750/-
III	IX to XII	Rs. 900/-

B) College level

Category	Class	Rate /per annum
Science Group	Graduate & Post Graduate	Rs. 1500/-
Arts Group	- do -	Rs. 1200/-
Commerce Group	- do -	Rs. 1200/-

- Note:** i) College level Scholarship includes BA/B.Sc/B.Com and MA/M.Sc/ M.Com pass courses and Vocational Courses.
ii) B.Sc/M.Sc. Nursing, B.Sc/M.Sc. Agriculture, B.Sc/M.Sc. Computer Science, B.Sc/M.Sc. Bio-technology, B. Computer Science and General Nursing etc are included in Science Group of College level for scholarship purpose. (Provided that the graduation course is of minimum 3 years duration and Post graduation is minimum of 2 years duration)

C) SCHOLARSHIP FOR TECHNICAL CATEGORIES

i) Technical Courses (Category-'A')

Medical/Engineering/Other Technical Degree Courses (Provided that the graduation course is minimum of 4 years duration and post graduation is minimum of 2 years duration).			
Rank	GOS	SOs	ORs
Rates / Per annum	Rs. 9,000/-	Rs. 14,400	Rs. 18,000/-

ii) Technical/Professional Courses (Category-'B')

LLB, BCA, BBA, HM, BCAM, BBM, BHM, BPT, MBA, MCA, Diploma in Automobile Engineering, Diploma in Hotel Management & Catering Tech, Diploma in Fashion Design, Polytechnic, Diploma in Computer Hardware or any other Diploma courses, Post Graduate Diploma in Management of Computer/Business (PGDBM) and any technical/professional courses (Provided that the Diploma / graduation course is of minimum 3 years duration and Post graduation is minimum of 2 years duration)			
Rank	GOs	SOs	ORs
Rates/ per annum	Rs. 3,000/-	Rs. 4,500/-	Rs. 6,000/-

V) SPECIAL CASE PRIZES

Special cash prizes will be given to the wards of members @ Rs. 3000/- to those wards who get 85 to 90% marks and @ Rs. 5000/- to those who get above 90% marks in aggregate in Board examination of class 10th & 12th respectively.

VI) INITIAL GRANT FOR MONTESSORI SCHOOLS

Initial outright assistance of Rs. 50,000/- will be given at the time of raising of Montessori School.

VII) SCHOLARSHIP TO HANDICAPPED WARDS OF MEMBERS.

The rates of all scholarship amounts enhanced up to 1.5 times in case of Handicapped wards of members in order to mitigate their situational disadvantage. For this a certificate from the institution and an Authorised Medical Officer will be required along with the Scholarship Forms.

VIII) HOSTEL CHARGES

- A) Hostel charges for School/College level will be admissible @ Rs.700/- p.a. in the case for wards of ORs and Rs.500/- p.a. in the case for wards of GOs/SOs or actual expenditure whichever is less who are staying in hostels. However this will not be applicable to the wards of members staying in hostels at CRPF Public School Rohini and Jawaharnagar.
- B) Hostel Subsidy @ Rs. 300/- per month is admissible to the wards of force personnel who are staying in the hostels of CRPF Public School Rohini and Jawaharnagar irrespective of ranks from CRPF Employees Educational Society Fund.

7) Payment out of fund:-

A) FINANCIAL POWER TO OFFICE BEARER OF CRPF EDUCATION FUND

The following financial powers are vested on the office bearers of the CRPF Education Fund: -

SANCTION OF SCHOLARSHIP AND SPECIAL CASH PRIZE	- DIGP (Adm)/Secretary	-Full powers
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B) ALL EXPENDITURE OF DISCRETIONARY NATURE / INEVITABLE PAYMENTS

President-	-	Full powers
DIGP (Adm)/Secy.	-	Up to Rs. 15,000/-
ADIGP (Wel)/Jt. Secy.	-	Up to Rs. 5,000/-

Dy.Comdt. (Wel) / Treasurer will also exercise the following financial powers: -

- a) Refund of excess subscriptions received in the fund and other amount received and credited into Education Fund.
- b) Payment of Honorarium to the dealing hands as per approved rates.
- c) Procurement of stationery and other stores for use in the Education Fund Cell upto an expenditure not exceeding Rs.1000/- in each case.

8) System of Account

- i) An account in the name of Fund will be opened in a Nationalized Bank.
- ii) Cheque will be signed by the two signatories i.e, Treasurer (DC-Welfare) and Jt Secretary(ADIGP-Welfare) or Secretary (DIGP-Adm).
- iii) Proper account shall be kept by the Treasurer of the fund.
- iv) The Treasurer shall prepare yearly statements showing receipt and payments for submission to the Governing Body Meeting.
- v) A consolidated annual account for the year ending 31st March shall be prepared by the treasurer, showing receipts and payments during the year, supported by relevant documents and shall be submitted for approval to the President and for placing the same before the Governing Body after audit.
- vi) The period of preservation of the documents will be same as for corresponding documents as mentioned in Appendix III of the Establishment Manual.
- vii) Codal formalities for all purchases will be observed as per GFR.

09) Audit of Accounts:-

- i) Accounts of the Fund shall be audited annually by an auditor appointed by the Governing Body. Payment of fee will be made as per the rates approved by the Governing Body.
- ii) The fund should also be audited by the Internal Audit Party of the Force.
- iii) Special audit may also be conducted by the IAP or any other agency with the approval of president in Governing Body Meeting.
- iv) Audit report shall be placed before Governing Body for ratification.

10) Investment of surplus funds :-

The income of the Fund in excess of the requirements shall be invested in fixed deposits, Cumulative deposits and short term deposits, as per availability of Funds after disbursal of Scholarships as decided by the Investment Committee as Defined in CRPF Central Welfare Fund Rules.

11) Powers of the Governing Body to make Rules:-

The Governing Body may make regulations regarding maintenance of accounts, investment of money of the Fund, Amounts to be given in relief, honorarium to clerks maintaining account of the Fund and other wise generally to give effect to the objects of the fund.

12) Amendment of Rules: -

No change in these rules shall be made save by the consent of a two third majority of the members of the **Governing Body** and subject to the approval of the Director General, Central Reserve Police Force.

APPENDIX – ‘A’

**APPLICATION FOR GRANT OF MERIT SCHOLARSHIP OUT OF CRPF EDUCATION FUND
FOR THE ACADEMIC SESSION 20____ 20____**

1. Force No. :
2. Rank :
3. Name :
4. Range/Unit :
5. a) Name of the ward and DOB :
(Use separate form for separate ward)

- b) Brief details of 2nd eligible ward for which application has :
been preferred separately (Name, DOB, class &
category).

Note: Information at 5(b) is only for use of Range Hqr to cross verify and ensure that the application in r/o two eligible ward is submitted.

6. Last examination passed with division and percentage :
obtained in year 20____-20____ (Mark sheet of previous
year indicating that the ward had passed his examination to
be enclosed).

7. **Class in which studying during current academic :
session 20____-20____ for which scholarship is applied.**

8. **ion/Name of course (if the ward is studying in Professional/ :
Technical Degree/Diploma courses). Separate certificate
may also be attached.**

9. Name of Institute/College/School with full address. :

10. Certificate of school authority to be enclosed indicating :
whether the ward is continuing study or not.

11. Remarks. :

Signature of the applicant

No _____ Rank _____

Name _____

Unit _____

CERTIFICATE BY THE FORCE PERSONNEL

1. Certified that the particulars furnished by me are correct.
2. Certified that the child for whom scholarship is applied for is not an earning hand.
3. Certified that the child for whom, I have applied for scholarship is not getting any stipend or scholarship/education assistance from any other source, private or Government.
4. Certificate from the school is enclosed.
5. Certified that I have applied for another child namely _____ who is studying in class _____.

Signature of the applicant

No. _____ Rank _____

Name _____

Unit _____

CERTIFICATE BY THE UNIT COMMANDER

It is certified that No. _____ Rank _____ Name _____
_____ of _____ Bn/GCs/Office is a regular member of the Education Fund and
subscribing towards the Fund regularly and that the individual is submitting application for grant of
scholarship restricted to **one/two** eligible child/children's only.

Unit Commandant
Head of office.

APPENDIX –‘B’

CERTIFICATE BY THE SCHOOL/INSTITUTION

- Name of Student (in block letter) :
2. Father's name :
3. Class passed during last academic session i.e. 20____20____. :
4. Marks obtained. :
- i) Marks allotted :
- ii) Marks obtained :
- iii) Percentage :
- iv) Division :
5. Class in which studying during current academic session :
20____-20____
(Separate certificate showing degree/ course (in full form),
duration of course/ degree, years etc in case of ward
studying/pursuing under technical category-“A” & “B” may
be attached)
6. Whether the ward is staying in a recognized hostel. If so, :
charges paid per annum. Boarding and lodging charges to
be shown separately. (Separate certificate showing amount
and duration may be attached)

It is certified that the above information is correct

Signature _____
Name of School/College/Institution
(with office stamp/seal)

Place: _____
District: _____
State: _____
Date: _____

APPENDIX –‘C’

CHECK LIST

The following documents are required to be submitted for grant of scholarship :-

- a) Application in prescribed form.
- b) Attested mark sheet / Grading certificate of previous years indicating that the ward had passed his examination.
- c) Certificate regarding continue studying which is issued by School/ College/ Institution.
- d) Certificate showing degree/course (in full form), duration of course/degree, years etc in case of ward studying/pursuing under technical category-“A” & “B” which is issued by College/Institutions.
- e) Certificate showing amount of boarding and lodging charges and duration if the ward is staying in a recognized hostel.
- f) Certificate that is issued by Govt. hospital is also required in case of handicapped for scholarship purpose.

Chapter-IV

CENTRAL RESERVE POLICE FORCE RISK FUND

1. Short title and Extent

- a) These rules may be called the Central Reserve Police Force Risk Fund Rules.
- b) These rules will apply to all members of the CRPF including deputationist in\ out who subscribe towards the Fund.

2. Definition

- a) **“Year”** means financial year.
- b) **“Member ”** means a member of the CRPF who pay the contribution towards the fund.
- c) **“Family shall include :**
 - i) Wife, in the case of a male member.
 - ii) Husband, in the case of a female member.
 - iii) Sons including step sons and also adopted son(s) where the adoption is recognised by the personal law governing the member (s) and who are wholly dependent on the member of the fund.
 - iv) Un-married and widowed daughters including step daughter(s) and also adopted daughters where the adoption is recognised by the personal law governing the member (s) and who are wholly dependent on the member of the fund.
 - v) Father and mother if wholly dependent on the member of fund.
 - vi) Brother below the age of 18 years and un-married and widowed sisters who are dependent on the member of the fund.
- d) **“Fund”** means the Central Reserve Police Force Risk Fund.
- e) **“Force”** means the Central Reserve Police Force.
- f) **“Director General”** means the Director General of CRPF.
- g) **“Governing Body ”** means Committee consisting the member of the office bearers, permanent members and nominated members.

3. Objects

The object of this fund is to:

- (i) Provide financial benefits to the families of the Members who die while in service.

- (ii) Provide financial benefits to the Members who are invalidated out from service due to disability.
- (iii) Refund the subscription along with declared amount of Bonus to the members of the Force who are retired/ discharged/ dismissed/ Removed from the Force.
- (iv) Any other object as defined by the Governing body.

4. Management of the Fund

- A)** The fund will be maintained at force HQr/ Dte. General, CRPF, New Delhi.
- B)** The fund shall be administered by Governing Body which shall consist of the following :

I) Office Bearers

- (a) President : Director General CRPF
- (b) Senior Vice : Addl. DG(HQr), CRPF
-President
- (c) Vice-President : IGP (Adm/HQr)
- (d) Secretary : DIGP (Adm)
- (e) Jt. Secretary : Addl DIGP(Welfare)
- (f) Treasurer : Dy. Comdt.(Welfare)

II. Permanent Members :

- 1. IGP(Pers) CRPF
- 2. Dir (Medical)
- 3. Financial Advisor CRPF
- 4. DIGP (Ops) CRPF
- 5. DIGP(Trg) CRPF
- 6. Addl. DIGP (Adm)
- 7. Addl. DIGP (EDP) CRPF
- 8. Addl. DIGP/Comdt.(Works), CRPF
- 9. Dy. Comdt. (Comn.) Dte. General
- 10. Dy. Comdt. (Legal) Dte. General
- 11. Dy. Comdt. (Ord.) Dte. General

III. Nominated Members :

1.	DIGP	: 01
2.	Addl. DIGP	: 01
3.	Comdt.	: 01
4.	2 I/C	: 01
5.	Dy. Comdt.	: 01
6.	Asstt. Comdt.	: 01
7.	Adm. Officer	: 01
8.	SM/OS	: 01
9.	Inspector(M)	: 02
10.	Inspector(GD)	: 02
11.	SI(M)	: 02
12.	SI(GD)	: 02
13.	ASI(M)	: 01
14.	HC(M)	: 01
15.	HC(GD)	: 03
16.	Mahila Bn. Staff	: 03 (SO-1, NGO-2)
17.	Signal Staff	: 02
18.	CT/GD	: 05
19.	Hosp. Staff	: 02
20.	Followers	: 02

Note: Above staff will be nominated by the Sector/ Trg. / Comn. Range/Director (Medical) etc. in rotation.

C) Membership

- i) President is empowered to Co-opt any other members of Governing Body.
- ii) The tenure of nominated members will be one year at a time. No one will be the member of the Governing Body for the consecutive terms.
- iii) Where a person becomes a member of the Governing Body by the reason of his office or the appointment which he holds membership, shall terminate when he ceases to hold that office or appointment.
- iv) Member of the Governing Body shall cease to be such a member, if he dies, resigns, reverts to his parent state transferred out of his office, becomes of unsound mind or insane or is convicted in a criminal offence.

- v) Resignation of membership shall be tendered to the President and shall not take effect until the President accepts it on behalf of the Governing Body.
- vi) A vacancy in the Governing Body caused by any of the reasons mentioned above shall be filled by nomination, appointment or otherwise.

D) MEETING

- (i) The Governing body shall meet once in a year after closing of financial year. Special meetings of the Governing Body may be convened at any time with the approval of the President.
- (ii) The Senior vice President in absence of President will preside over the Governing Body Meeting.
- (iii) At least 2/3rd members of the Governing Body will form the quorum for a meeting of the Governing Body.
- (iv) All payments, will however, be brought to the notice of Governing Body in its annual meeting.

5. Source of Income :

The sources of Income of the Fund are as under:-

- i) Contributions realized from the members of the Fund. At present At present rate of subscription is Rs. 150/- p.m. for all ranks.
- ii) Interest arising out of investment of surplus funds.
- iii) Donations, contributions from Government/Non-Governmental Companies.
- iv) Any other sources as decided by the Governing Body.

6. Benefits out of fund :

The benefits from the fund will be granted at the rate (s) as may be fixed by the Governing Body from time to time.

At present rate of benefits fixed w.e.f. 1/1/2005 are as under:-

(a) **Death cases :** Rs. 3,00,000/- in lump-sum

(b) **Invalidation cases:**

Percentage of invalidation	Rate of payment in lump-sum
01 – 40%	Rs. 1,00,000/-
41 – 60%	Rs. 2,00,000/-
61 – 90%	Rs. 3,00,000/-
91 & above will be as 100%	Rs. 5,00,000/-

(c) Dismissal/Discharge/retirement cases:

period of subscription	Percentage of bonus
Up to 20 years of membership	Refund of total subscription + 20% Bonus
20-30 years of membership	Refund of total subscription + 50% Bonus
Above 30 years of membership and all Suppn.cases	Refund of total subscription + 100% Bonus

a) Payment from the Fund

- (i) In Retirement /dismissal/ Discharge/ Invalidation cases all final payment will be made through the concerned Unit/Office.
- (ii) In case of death, final payments will be made through nearest GCs.
- (iii) No direct payment will be made by Directorate General in any case.

7. Nomination

- (i) When a member is unmarried at the time of becoming a member of the fund he shall furnish a fresh nomination after getting married.
- (ii) In the event of subscriber's nominating only one member of the family, he will have to nominate another person to receive the benefits in the event of the nominee predeceasing or insane the subscriber.
- (iii) Subscriber may nominate his Parents also with his wife. But in case of nominating more than one nominee he should fix percentage of benefit (not more than 100% in total) to be remitted to each nominee.
- (iv) In case where nomination did not subsist or are invalid, the payment of benefits from the Risk (Premia) Fund will be regulated as under :

(a) Married Subscriber :

Payment will be made to the widow (husband in the case of female subscriber) for 20 years or till her/his re-marriage or death whichever is earlier. If the payment ceases due to re-marriage/death before completion of 20 years, it will be continued for the remaining period in the following order :-

- (i) Eldest of the surviving sons who has not reached the age of 25 year.
- (ii) Eldest surviving daughter till her marriage or attaining the age of 25 years whichever is earlier.

Note: - No recurring payment will be granted where death occurred on or after 01/01/2005.

(ii) Un-married Subscriber :

Payment will be made in the following order of precedence for a total period of 20 years

1. Father
2. Widow mother
3. Brother below the age of 21 years
4. Unmarried or widow sisters.

Note: - No recurring payment will be granted where death occurred on or after 01/01/2005.

8. System of Accounts

(a) Recovery of Subscriptions

- (i) Recovery of monthly subscriptions as may be fixed will be made from all GOs and NGOs through pay bills. PAO will directly send the amount so recovered to the DIGP (Adm) who will arrange to credit the same in a Cash Book to be maintained for the purpose. A copy of the recovery schedule shall also be sent to concerned office/GC/Unit by the PAO/EDP Cell for record and maintenance. Recoveries in pay withheld cases shall be made in lump-sum and remitted to DIGP (Adm.) by the concerned drawing and disbursing officer through the bills prepared manually.
- (ii) All GOs and NGOs will themselves be responsible for depositing of their subscription in advance to DIGP (Adm) Dte General when they are on deputation.

(b) Maintenance of Pass Books :-

- (i) A passbook which will be machine numbered shall be maintained by the Disbursing officer for each individual subscribing towards this fund. To avoid loss, the passbook of non Gazetted Officers should be kept in the personal custody of the Disbursing Officer (GO).

For Gazetted Officers, the pass books will be kept by the Heads of Offices at the Unit HQrs, Heads of Offices/Disbursing GOs maintaining these pass books will be personally responsible for their safe custody. At the time of transfer of charge, these should be properly handed/taken over. If any passbook is lost, a report should at once be sent to the DIGP (Adm) Directorate General Explaining the circumstances in which it has been lost and the person (s) responsible for the loss. The DIGP (Adm.) after satisfying himself of the circumstances of the case will permit opening of a duplicate passbook, which would be prepared by reference to the muster rolls, pay bill registers of monthly recovery schedules of EDP Cell held with GCs/unit.

- (ii) Risk Fund Pass Book of deputationists will be forwarded to DIGP(Adm) Directorate General by concerned DDOs. Pass book will be maintained by DIGP (Adm) till the deputation period of individual.

c) Accounting Procedures

- (i) An account in the name of the fund will be opened in any nationalised bank.
- (ii) Proper account shall be kept by the treasurer of the fund.
- (iii) The accounting year shall be the financial year.
- (iv) A consolidated annual account for the year ending 31st March shall be prepared by the treasurer, showing receipt and payments during the year supported by relevant documents and shall be submitted before the Governing body after audit.
- (v) Cheques will be signed by the two signatories {i.e. treasurer/ Dy. Commandant (Welfare) and Joint Secretary/Addl. DIGP (Welfare) or Secretary/DIGP (Adm)}.
- (vi) The period of preservation of the documents will be same as for corresponding documents as mentioned in Appendix-III of the Estt. Manual.
- (vii) Codal formalities for purchase of items will be observed as per GFR.

09. Audit of Accounts

- (i) The accounts of fund maintained by the GCs, Un-attached Bns will be audited by the internal Audit Parties.
- (ii) The fund at Directorate General shall be audited by a Chartered Accountant and Internal Audit Party of the Force.
- (iii) Special Audit may also be conducted by the IAP or any other agency with the approval of President.
- (iv) Audit report will be placed before G.B. meeting for ratification.

10. Financial powers :

DIGP (Adm) will be the sanctioning authority for all pre-defined expenditures/ sanction from Risk Fund.

(c) Other Expenditures

Misc. Payments in connection with administration of fund will be sanctioned as under:-

- | | | |
|-------|---|-------------------|
| (i) | Expenditure upto Rs. 1000/- and all refunds-
of Excess subscriptions | Treasurer |
| (ii) | Upto Rs. 5,000/- | - Joint Secretary |
| (iii) | Above Rs. 5,000/- | - Secretary |

11. Staff :

The staff will be employed by attachment of serving hands to maintain the accounts of the fund at the Directorate General. The honorarium to Cashier/Asstt Cashier of the fund will be fixed by Governing Body from time to time.

12. Investment of Surplus Funds

The income of the Fund in excess of the requirement shall be invested in Fixed Deposits/ Cumulative Deposits and Short Term Deposits, as per availability of funds on a particular point of time as decided by the Investment Committee as defined in CRPF Central Welfare Fund Rules.

13. Powers of the Governing Body to make rules

The Governing Body may make regulations regarding maintenance of accounts, investment of money of the fund, honorarium to the Clerk maintaining account of the Fund and other wise generally to give effect to the object of the Fund.

14. Amendment of Rules

No change in these rules shall be made save by the consent of a two third majority of the member of Governing Body and subject to the approval of the Director General, CRPF.

APPENDIX- A

**FORM OF APPLICATION FOR GRANT OF BENEFIT OUT OF CENTRAL
WELFARE, RISK PREMIER FUND**
PART- I

1. Force No., Rank & Name
2. Unit
3. Nature of Casualty and date
4. Address to which money is to be sent :
House No.(Where applicable)
Name of the House(-do-)
Father's Name
Village
P.O.
P.S.
Distort .
State/Province.
PIN Code No.
In case of Gorkha personnel only
Father's Name
Village
Pinhead
Ward No.
Distt.
P.O.
Anchal
5. Name of nominee to whom the amount is payable and his/her address(in case of death)
6. If the Nominee is minor the name of the person to whom the amount will be paid and his/her address.
7. Name of nearest State Bank of India Branch:

Signature of applicant

PART-II

(To be completed by Unit)

1. The above particulars have been verified and found correct.
2. As per Pass book the Officer has contributed
Rs.....(Rupees.....
.....) only from To..... which has
been checked.

**Signature of Coy. Commander/
Head of Office**

(To be completed by the Directorate)

1. Amount admissible/sanctioned.
2. BD No. & Date
3. To whom sent
.....
.....

CHAPTER – V

CENTRAL RESERVE POLICE FORCE CENTRAL SPORTS FUND RULES

1. SHORT TITLE AND EXTENT

These rules may be called the Central Reserve Police Force Central Sports Fund Rules.

2. DEFINITIONS

- a) 'Year' means a financial year.
- b) 'Unit' means the Battalion, Group Centre, Training Institution or any other Establishment of the CRPF.
- c) 'Fund' means the CRPF Central Sports Fund.

3. OBJECT

The object of the Funds is to provide funds for incurring expenditure in connection with organizing/running of Sports activities including the special diet to various teams of the Force Centrally.

4. SOURCE OF INCOME

- i) From Grant-in-aid by the Central or State Govt. or Union Territories.
- ii) Financial assistance from Central Welfare Funds as approved by the Governing Body of the Fund.
- iii) From a part of annual grant given by the Central Govt. for the welfare and amenities of the Force, as decided by the Director General.
- iv) Annual Sports subscriptions from the members of the Force as may be decided from time to time.

5. CENTRAL SPORTS OFFICER

An Officer not below the rank of Commandant or 2-I/C will be nominated by the Director General, CRPF, as the Central Sports Officer who will be responsible to operate the fund under the supervision of the DIG(Trg), CRPF.

- i) The Central Sports Officer will be responsible to maintain the accounts of the Fund in a proper Cash Book showing all Receipt & Expenditure as and when they occur. All vouchers and bills connected with receipts and expenditure will be correctly maintained for the purpose of check and audit.
- ii) Central Sports Officer will be empowered to incur expenditure up to Rs. 5,000/- only at a time in each case. Items involving expenditure of more than Rs. 5,000/- only will be put up to DIG(Trg) for approval and sanction. The financial limits of expenditure at a time in each case in respect of other officers will be as follows:-

DIG(Trg)	:	Rs. 25,000/-
IGP(Trg)	:	Rs. 1,00,000/-
DG	:	Full Powers.

The expenditure beyond Rs. 1,00,000/- will require the approval of the Central Sports Committee. However, the expenditure on diet money for Central Sports Teams and the grant for holding Inter Sector Competitions can be sanctioned by IGP(Trg) beyond Rs. 1,00,000/- at the rates approved by the Central Sports Committee subject to ratification by the Committee in the subsequent meeting.

Expenditure can be made out of Central Sports Fund for the following purposes:-

- a) Purchase of trophies and shield for Inter Sector Meets in team event.
- b) Purchase of Central Sports Equipments.
- c) Meet incidental expenses including special diet and training of CRPF teams participating in the All India and other tournaments.
- d) Purchase of Central Sports Kit subject to the condition that each Battalion will provide the track suit (Limbering kits) for Athletics and suitable clothes for the players.
- e) To meet expenditure on annual subscription/affiliation fee/Registration fee and entry fee for the Central Teams/Sportsmen.
- f) On the grant from Central Sports Fund for the conduct of Inter Sector Competition.

- g) On miscellaneous expenditure on stationery/freight charges/Telegram charges/Honorarium and refreshment etc.
- iv) Formalities and rules, which are necessarily observed for the procurement of Government stores will be observed for the purchase of sports gear etc., from Central Sports Fund.

6. **UTILISATION OF THE FUND**

- i) The amounts of the fund not required for day-to-day transactions shall be invested with any scheduled bank, Govt. approved securities, like ICICI, IDBI etc., companies under the order of Central Sports Committee.
- ii) The Central Sports Committee will deliberate and decide on all matters concerning sports in CRPF, the manner of expenditure from the fund and investment of the fund. All the expenditure from the fund will be incurred as per the guidelines laid down by the Central Sports Committee.
- iii) The Central Sports Committee shall consist of the following:-
 - President : IGP(Training)
 - Members : DIG(Training)
 - : DIG(Adm)
 - : Addl. DIG, GC, N/Delhi
 - : Addl. DIG (Training)
 - : Dy. FA.
 - : Central Sports Officer-Secretary
 - : Six nominated Managers/Coaches of Central Sports Team.

The quorum for the Central Sports Committee will be minimum of 5 members. The Central Sports Committee will meet as often as required for taking decisions under its competence.

iv) There will be CRPF General Body on the Sports matters which will consist of all members of Central Sports Committee, all Sector IsGP and all Managers and Coaches of Central Sports Committee, all Sector IsGP and all Managers and Coaches of Central Sports Teams which will meet at least in a year under the Chairmanship of DG and discuss all matters concerning sports at Force level and utilization of sports fund and make suitable recommendations. These recommendations will be later put up before the Central Sports Committee and final decision will be taken with the approval of DG.

1. SYSTEM OF ACCOUNTS

- i) The accounts of the Fund will be maintained by a Clerk to be detailed by the Central Sports Officer, for the purpose.
- ii) The following Registers and files will be maintained:-
 - 1) Cash Account Book.
 - 2) RV/PV/Guard file in which all vouchers will be kept.
 - 3) Miscellaneous correspondence file.
 - 4) Stock register for articles purchased from the fund.
 - 5) File for local purchase.
 - 6) CRPF – 60.
 - 7) Register containing the minutes of the meeting of Central Sports Committee.
 - 8) Sanction Book.
- iii) The Stock register and the sanction register shall account for all gears purchased and the expenditure met from the Central Sports Fund.
- iv) The account of the fund will be kept in a scheduled Bank.

2. SYSTEM OF ACCOUNTS

- i. The Accounts of the fund will be audited annually by an audit Board appointed for the purpose by the DIG(Trg) CRPF. The proceedings of the Audit Board will be put up to the Central

Sports Committee in its April Meeting by the Central Sports Officer.

- ii. Half yearly balance sheet of the account of the Fund will be drawn up by the Central Sports Officer and the same will be put up to the Central Sports Committee which shall meet for this purpose on the dates as may be decided by the DIG(Trg) and informed to all concerned.
- iii. The accounts of the Fund shall also be annually audited by a Chartered Accountant as well as by a Special Audit Board under the orders of the Financial Advisor of the Force.

3. **STOCK TAKING BOARD AND CONDEMNATION**

- a. The Stock taking of sports gear and other stores purchased from the fund will be held once every year under the orders of the Central Sports Officer.
- b. The unserviceable sports gear will be put up half yearly before a condemnation board and the articles so condemned by the board will be later on auctioned by a centrally constituted auction board. The sale proceeds of all such condemned stores will be credited towards the Central Sports Fund whereas the proceedings of the condemnation and auction boards will be recorded in the proper file.

CHAPTER – VI

CENTRAL RESERVE POLICE FORCE UNIT WELFARE FUND

1. Short title and Extent:-

- (a) These rules may be called Central Reserve Police Force Unit Welfare Fund Rules.
- (b) The benefits of this Fund would be extended to all members including non-combatised Ministerial and Hospital staff borne on the strength of the respective Units/Offices as also the deputationist serving in the Force provided that they have been regularly paying the subscriptions as prescribed in rules.
- (c) The benefits of this Fund would be extended to all members of the Unit including non-combatised Ministerial and Hospital staff who are away on deputation and subscribing to the fund. Subscription shall be realised from them annually (April to March) at the rate applicable from time to time for the period they remain away on deputation.

2. Definitions: -

- (a) **"Year"** means financial year from 1st April to 31st March.
- (b) **"Member"** mean those Force personnel of the respective unit/ office (excluding staff paid from contingencies) who subscribe to the fund.
- (c) **"Family" shall include:**
 - (i) Wife, in the case of a male member;
 - (ii) Husband, in the case of a female member;
 - (iii) Sons including step sons and also adopted sons where the adoption is recognized by the personal law governing the members and who are wholly dependent on the member;
 - (iv) Un-married and widowed daughters, including step daughters and also adopted daughters, where the adoption is recognized by the personal law governing the members and who are wholly dependent on the member;
 - (v) Brothers below the age of 18 years and un -married or widowed sisters who are dependent on the member;
 - (vi) Father, if dependent on the member, and
 - (vii) Mother, if dependent on the member.
- (d) **"Fund"** means the Central Reserve Police Force Unit Welfare Fund.
- (e) **"Unit"** means the Battalion, GC, Training Institution or any other establishment such as Directorate General, etc. which are maintaining independent Unit Welfare Fund.

3. **Objects: -**

- (i) To meet the expenses incurred on the entertainment or purchases effected for the Welfare of the members.
- (ii) To extend immediate monetary assistance in the form of outright grant as immediate financial assistance to the NOK in cases of event of death of members.
- (iii) To provide financial assistance in form of advance or grant in serious injuries or sickness requiring prolonged and expensive treatment for the members and family members.
- (iv) To advance loans (For this purpose a separate loan fund will be maintained by transferring 20% of subscription of CRPF Unit Welfare Fund every month. Please see appendix-"A")
- (v) To sanction pay advance limited to one month's basic pay to those members who are not receiving pay for more than last two months or who have to proceed on duty just before the receipt of their pay. Also to sanction TA advance in emergent cases.
- (vi) To grant advances to meet urgent and immediate requirement of the Detachments.
- (vi) To meet expenditure on entertainment related programme etc.
- (vii) To meet expenditure on account of purchase of essential sports items and organizing of Sport events.
- (viii) To meet expenditure on Religious functions/ Regimental functions/ National functions to the minimum extent as approved by the Unit Welfare Committee.
- (ix) To meet expenditure to organize Independence Day/Republic Day, Force/Unit raising day and family welfare day and other similar functions.
- (x) To meet expenditure on account of payment of monthly Band allowance to the Band personnel wherever band exists in the GC/Unit/Institutions. Wherever the expenditure on account of band instruments and uniforms of band personnel cannot be met from the Government Fund, this Fund would be utilized for such purposes. **(Please See Band Rules at Appendix-'B')**
- (xi) To meet the expenditure on account of the purchase of essential requirements for various messes of the Unit with due approval of the Unit Welfare Committee.
- (xii) To meet expenditure on any other welfare measures which is not covered in these Rules and are considered suitable and justified by the Unit Welfare Committee.
- (xiii) To meet expenditure on repair and maintenance of items/stores purchased out of Unit Welfare fund.
- (xiv) To meet the expenditure of establishment on maintenance of Religious Institution in the Unit. **(Please See Religious Institution Rules at Appendix-'C')**

Note: -

No monetary assistance, advances will be sanctioned to an officer of the rank of Commandant/Addl. DIGP and his family except with the prior approval of the DIGP and to an officer of the rank of DIGP and his family except with the prior approval of the IGP.

4. Management of Fund

The Fund shall be administered by a Unit Welfare Committee which shall consist of: -

(A) Permanent Members:

(i) President	: Addl. DIGP/Commandant
(ii) Vice-President	: Second-In-Command
(iii) Dy. Comdt.	: One
(iv) Medical Officer	: One
(v) Asstt. Comdt.	: Two
(vi) Adm Officer/Hd. Clerk (Wherever available)	: One
(vii) Subedar Major	: One
viii) SI (MT)/SI (MM)	: One
(ix) Insp(GD)/SI(GD) (Looking after Canteen/co-operative shop)	: One
(ix) Fund Clerk	: One

(B) Nominated Members:

(x) Sub-Ordinate Officers	: Two
(xi) HC/CT/ Follower	: One each from each coy
(xii) Min. Staff	: One
(xiii) Hospital Staff	: One
(xiv) Signal Staff	: Two

Note :

- (1) Presiding Officer is empowered to co-opt members of CRPF Unit Welfare Committee from amongst Unit personnel.
- (2) Decision at the Unit Committee will be arrived at by General consensus and not by voting.

- (iv) The tenure of nominated members will be one month at a time and no one will be the member of the Committee for the consecutive terms.
- (v) Where a person becomes a member of the Unit Welfare Committee by reason of his office or the appointment, which he holds membership, shall terminate when he ceases to hold that office or appointment.
- (vi) Member of the Unit Welfare Committee shall cease to be such a member, if he dies, resigns, reverts to his parent state, transferred out of the unit, becomes of un-sound mind or insane or is convicted in a criminal offence.
- (vii) Resignation of membership shall be tendered to the President of the Unit Welfare Committee and shall not take effect until the President accepts it on behalf of the committee.
- (viii) A vacancy in the Unit Welfare Committee caused by any of the reasons mentioned above shall be filled by nomination, appointment or otherwise.
- (xi) Observing of codal formalities as prescribed for purchase of Govt. stores will be mandatory for purchases made out of regimental funds also.

(C) Meeting

- (i) The CRPF Unit Welfare Committee will meet once a month to sanction advances/Loan and to discuss other matters on the agenda.
- (ii) President or in his absence Vice-President may call a special meeting at any time for reason to be recorded in the minutes of the meeting.
- (iii) The Vice-President may preside over the meeting if the President is away on Detachment or on leave/tour etc. for one month or more.
- (iv) 2/3rd of members including the President of the Unit Welfare Committee will form the quorum for a meeting.

5. Sources of Income

The fund shall be constituted and supported by :-

- (i) Voluntary contributions from private bodies or member of the public provided that such contributions will be accepted only with the approval of the Government.
- (ii) Voluntary contributions/donations from Government/Non Governmental Organisations.
- (iii) Rebates realized from contractors carrying on business in the CRPF lines. The CRPF Unit Welfare Committee must invariably approve the rebates.
- (iv) Interest on fixed deposits or on Banks/Postal accounts.
- (v) Interest on loans and advances granted under clause 3(iv).

- (vi) The income from the Band maintained in GC/Institution will be credited into CRPF Unit Welfare Fund.
- (vii) Income arising out of STD/PCO functioning in the Unit.
- (viii) Income arising out of other activities like Fish Farm, Mushroom Farm, Garden Fund etc being carried out in the Unit.

Note:-

- (a) The subscription from the recruits will be credited by the respective training centre/GCs where they are undergoing basic training.
 - (b) The subscription in r/o personnel undergoing training/courses exceeding one-month duration will be credited into the Welfare fund of respective training centre and subscription realized from them by their units will be refunded to the Trg. Institution.
 - (c) 50% subscription in r/o personnel attached with CWS/Trg. Institution for long duration will be remitted by units to CWS/Trg. Institution half yearly.
- (ix) The monthly subscriptions from the members at the rates prescribed below subject to revision from time to time by DG.

The present rate of subscription for Unit Welfare Fund are as under:-

DIGP and above	:	Rs. 60 /-p.m.
Addl DIGP	:	Rs. 50/- p.m.
Commandant	:	Rs. 50/- p.m.
2 I/C	:	Rs. 50/- p.m.
DC	:	Rs. 40/- p.m.
A/C	:	Rs. 30/- p.m.
SM/Inspector	:	Rs. 30/- p.m.
Sub-Inspector	:	Rs. 20/- p.m.
HC including Tech.	:	
Category	:	Rs. 20/- p.m.
CTs & Followers	:	Rs. 10/- p.m.

Above ranks will include equivalent ranks of Medical/Ministerial/Hospital staff also.

6. Benefits out of the Fund

All the members of Central Reserve Police Force who pay the contribution towards the fund are eligible to get following benefits in the cases as depicted below:-

- (i) Monetary assistance of Rs. 10,000/- in the form of outright grant as immediate financial assistance to the NOKs in the event of death of a member.
- (ii) Financial assistance in form of advance or grant in serious injuries or sickness requiring prolonged and expensive treatment for the members and family members as decided by the Unit Welfare Committee.
- (iii) To advance loans to the member as per maximum amount fixed by the Directorate General.

7. Payment out of Fund

- (i) Applications for financial assistance and advances from the Fund will be made in the Prescribed format. (Annexure –I).
- (ii) Immediate payment of Relief to NOKs of deceased members:- On the death of a member while in service President shall immediately release the due financial assistance and other expenditures without waiting for the approval of the CRPF Unit Welfare Committee. Such expenditure shall be regularized/ approved in the next meeting of the CRPF Unit Welfare Committee.
- (iii) Pay / TA advance under rule 3 (v) above will be sanctioned subject to the condition that an application for TA advance granted from the CRPF Unit Welfare Fund shall be refunded in full as soon as the former is drawn and disbursed to him. Similarly advances of pay under the said Rule will be sanctioned subject to the condition that the same will be refunded in full as soon as the debtor receives the pay. For purpose of immediate recoupment of Pay /TA advances made from the Fund, the borrower shall give an authority in proper format to President of Unit Welfare Fund at the time of drawal of advance, to receive the Pay/TA payable to him from the Govt. A copy of the sanction, granting TA advance under General Financial Rules may be endorsed to the Fund authorities for the above purpose.
- (iv) Grant of loan out of Loan Fund as decided by the Unit Welfare Committee.

8. Financial powers of Office bearers

- (i) President is empowered to sanction all the expenditures out of Unit Welfare Fund upto Rs. 50,000/- in each case subject to prior approval of Unit Welfare Committee or subsequent ratification of expenditure in the next Unit Welfare Committee meeting in cases of emergencies.
- (ii) Prior approval of Sector IGP would be obtained in cases of expenditure exceeding Rs.50,000/- in each case.

9. System of Accounts

- (i) All money in Fund excess of the normal requirement shall be invested in fixed deposit with Nationalised Banks.
- (ii) An account in the name of the Fund will be opened in Nationalized Bank wherein monthly subscription will be credited.
- (iii) One Ministerial Staff (Clerk) under the close supervision of the Vice President will maintain the account of the fund. He will be designated as Welfare Fund Cashier of the Fund.
- (iv) The Welfare Fund Cashier will be responsible for the correct maintenance of accounts. No cash exceeding Rs. 5,000/- will be kept at any time in the treasury chest.
- (v) The Welfare Fund Cashier will be paid an honorarium of Rs. 150/- per month. The Cashier will be appointed or selected by the CRPF Unit Welfare Committee only out of any member of the Fund.
- (vi) The following register and files shall be maintained: -
 - (a) Cash account books
 - (b) Advance Register
 - (c) Guard/PV/RV File in which all vouchers will be kept.
 - (d) Correspondence file.
 - (e) Stock register for articles purchased from the Fund.
 - (f) Applications register/File containing applications received for assistance from the Fund.
 - (g) Receipt book (CRP-60) pages of which shall be serially numbered.
 - (h) Only one receipt book (CRP-60) will be kept by Vice President for current use under lock and key and will be issued under his own signature. Counterfoils of used receipt books shall be kept in his personal custody. The counter foils of used receipt books will be preserved for six years.
 - (i) Minutes book of the proceedings of the meetings.
 - (j) Band booking register and band allowance payment register.
 - (k) Dead stock registers of stores purchased out of Unit Welfare fund.

- (l) Condemnation/auction registers.
- (m) Any other files/registers as may be required for other activities undertaken under the purview of Unit Welfare Fund.

Note: - Period of preservation of the above will be the same as applicable to corresponding Government record prescribed vide Appendix 'III' to the establishment manual for the Central Reserve Police Force.

- (vii) The rules and procedure for recoupment of Govt advance will be applicable for recoupment of advance granted out of Unit Welfare fund. It will be ensured that recoveries of loans/advances taken by individuals/ various branches of unit from Unit Welfare Fund are affected regularly and no huge amount remains outstanding.

10. Audit of accounts

- (i) Accounts of the Fund will be audited half yearly by a board of officers nominated by the President. The Audit report will be put up before the Unit Welfare Committee at the first meeting following the audit.
- (ii) The fund should also be audited by the Internal Audit Party of the Force.
- (iii) Special audit of Unit Welfare Fund can also be conducted by the IAP or any other agency with the prior approval of President/ Unit Welfare Committee/Sector IGP/DG.

11. Powers of the Unit Welfare Committee

- (i) The CRPF Unit Welfare Committee may take decisions and make rules regarding investment of money, the purchase of items, writing off and disposal of un-serviceable articles and generally to give effect to the object of the Fund as set out in these rules.
- (ii) The Managing Committee will also be competent to write off loss of property/stores purchased out of Unit Welfare Fund up to Rs. 2,000/-. Any loss exceeding above limit, will be referred to Range DIGP/Sector IGP/Directorate General who will exercise powers to write off such losses as applicable to Government stores. However, DG will exercise full powers to write off the loss of Regimental stores even though the cost may exceed the limit applicable for Government stores.
- (iii) Within the framework of these rules, the Director General/Sector IGP may issue such orders to the Units as he may think necessary to ensure that this Fund is managed efficiently and that quick and adequate assistance is given to its deserving subscribers or their families.

Annexure-I

FORM OF APPLICATION FOR IMMEDIATE FINANCIAL ASSISTANCE FROM THE CRPF BATTALION WELFARE FUND

PART-I

Particulars of deceased Member : -

1. Force No / IRLA No.
2. Rank
3. Name of the member
4. Name of NOK
5. Relation with member
6. Full home address including banker address & account No.
7. Length of service
8. Decorations
9. Age and date of casualty
10. Cause of casualty
11. Amount Sanctioned

PART-II

1. Amount due from loans / Advances

PART-III

Exact amount payable to NOK.....

Date: Signature of the Fund Cashier

Place: Signature of the Vice-President

PART-III

Orders of Managing committee:

APPENDIX- "A"

UNIT LOAN FUND

The Unit Welfare Loan fund will be maintained separately by transferring of 20 % subscription of CRPF Unit Welfare Fund every month. Once the capital of Loan Fund reaches, Rs.4 lac, the transfer of amount from Unit Welfare Fund would be stopped. However, fund may grow beyond 4 lac with the interest from the loans. This is subject to revision from time to time. The admissibility of maximum amount and rate of interest would be decided by the Directorate General from time to time. Application for advance/loan from unit Welfare Loan fund will be made in the Prescribed format (Annexure –II).

2. The benefits of this Fund would be extended to all member of the Unit Welfare Fund.
3. Object of this fund is to advance loans not exceeding 1 ½ months basic pay at 6% simple interest to members for marriages in the family/house repairs, serious illness in the family, to incur expenditure at the time of admission of their children, to recover the loss caused due to natural calamities, flood, fire, storm etc. or any other purpose considered good and sufficient by the Managing Committee of the Unit Welfare Fund.
4. The loans sanctioned out of this fund will be recovered in 15 equal monthly Installments and interest will be recovered in the 16th installment. The President may raise this number (15) to 20 in special circumstances. Interest will be charged for completed number of months. Parts of the months in which the loan is sanctioned and its re-payment is made will be excluded.
5. The recovery of balance loan in respect of personnel transferred out will be refunded in lump sum by the receiving unit out of their Unit Welfare Fund or loan fund and will recover it from individual concerned in monthly installments including interest.
6. No member will stand surety for more than one debtor at any one time.
7. Loan will not be granted to any one.
 - (a) Who has not completed a period of six months since the final payment of his Previous loan/advance; or
 - (b) Who has applied for discharge; or
 - (c) Who is likely to be pensioned off before making good the amount of loan plus interest there on; or
 - (d) Who has not completed recruits' basic training or one- year's service in the Central Reserve Police Force which ever is earlier.

Note: -

Loan will be sanctioned to an officer of the rank of Commandant/Addl. DIGP with the prior approval of the DIGP and to an officer of the rank of DIGP with the prior approval of the IGP.

8. One clerk under the close supervision of the Vice President will maintain the accounts of the fund. He will be designated as Loan Fund Cashier.
9. The Loan Fund Cashier will be responsible for the correct maintenance of accounts. He will maintain the loan Fund account and its related correspondence. No cash exceeding Rs. 5,000/- will be kept at any time in the treasury chest.
10. The Loan Fund Cashier will be paid an honorarium of Rs. 100/- per month. The Loan Fund Cashier will be appointed or selected by the CRPF Unit Welfare Committee only out of any member of the Fund.
11. The following register and files shall be maintained: -
 - (a) Cash account books
 - (b) Loan recovery register
 - (c) Red/Black Cheque Book.
 - (d) Receipt book (CRP-60) pages of which shall be serially numbered.
 - (e) Only one receipt book (CRP-60) will be kept by Vice President for current use under lock and key and will be issued under his own signature. Counterfoils of used receipt books shall be kept in his personal custody. The counter foils of used receipt books will be preserved for six years.
 - (f) Applications register/File containing applications received for assistance from the Fund.
 - (g) Correspondence file.
 - (h) RV/EV files in which all vouchers will be kept.
 - (i) Minutes book of the proceedings of the meetings.

Annexure-II

**APPLICATION FOR LOAN FROM CENTRAL RESERVE POLICE FORCE :
UNIT WELFARE FUND**

1. No. Rank and Name
2. Basic Pay
3. Amount of loan applied for
4. No of monthly installments in which the amount of loan should be recovered.
5. Purpose for which the loan is required.

I hereby certify that I have no out standing loan against me since last six months.

Signature of applicant in full

DECLARATION BY SURETIES

We do here by agree to make good the loan in case the applicant leaves

(Signature)
Witness – 1
Force No, Rank & Name

(Signature)
Witness – 2
Force No, Rank & Name

COMPANY COMMANDER'S REMARKS

1. Whether the applicant has taken loan with in the last six months?
 2. Whether any punishment has been awarded to him in the last six months?
 3. Whether applicant has applied for discharge?
 4. Whether applicant is likely to be pensioned off before making good the amount of loan applied for ?
 5. Whether the sureties have any loan outstanding against them?
 6. Recommendation showing amount
-

Certified that contents of the above declaration have been fully explained by me to the sureties and they have signed in my presence.

Signature of Coy Commander

OFFICE REMARKS

President's order

Sanctioned Rs. _____
(Rupees _____) only to be recovered in _____
installments.

President
CRPF Unit Welfare Fund

APPENDIX- “B”

RULES FOR GOVERNING BAND IN CENTRAL RESERVE POLICE FORCE

1. Short title and Extent

These rules may be called the “Central Reserve Police Force Band Rules.

2. Definition.:

- a} “year” means a financial year.
- b} “Unit” means the Group Centre or Training institutions or any other establishment where a Band is maintained.
- c} “Member” means those members of the Battalion and other establishment who subscribe to CRPF Central Welfare Fund and Unit Welfare Fund.

3. Objects :

The objects of these rules is to lay down guidelines for the management of band in Central Reserve police force.

4. Source of Income :

- a} The Band shall be maintained and support by CRPF Unit Welfare Fund.
- b} The income from private engagement of the band .
- c} The grant sanctioned by the Government .

5. Management of Band

The Management Committee shall be the same as for CRPF Unit Welfare Fund.

6. Hiring out of band or private functions.

The band may be hired for private functions. The rates of hiring of band will be as under :

i} At Delhi

1. For Civilians.

	Pipe Band Rs. Per hour	Brass Band Rs. Per hour
a} 1 st hour	2200	6000
b} 2 nd hour	1100	4000
c} 3 rd hour	1100	4000

2. For CRPF personnel:-

a} 1 st hour	800	1000
b} 2 nd hour	400	500
c} 3 rd hour	400	500

The Band will not be given for more than three hours/. The band will not go out of Delhi without the specific permission of Sector IGP or IGP {Adm/Hqrs}.

ii} **Places other than Delhi.**

1. **For civilian**

a} 1 st hour	2200	4000
b} 2 nd hour	1100	1500
c} 3 rd hour	1100	1500

2. **For CRPF personnel**

a} 1 st hour	600	750
b} 2 nd hour	300	350
c } 3 rd hour	300	350

The band will not be given for more than three hours nor will it be go municipal limits of the station without permission of Sector IGP. **Band will not walk with marriage processions etc. it will only play while being seated\standing at one place.**

iii} The rate and other conditions are subject to revision from time to time

iv} Whenever the CRPF Band moves out of the unit Hqrs it will go only in the CRPF transport and the charges for the transport shall be levied as under:-

(i) Charges for the CRPF vehicles for the bookings by civilians will be made as per rate fixed by concerned State Transport Authority.

(ii) Charges for the CRPF vehicles for booking by CRPF personnel will be made at the existing prescribed rates of CRPF vehicles.

7. **System of Accounts :**

The following registers and files will be maintained.

- a) RV/EV files in which all vouchers will be kept.
- b) Stock Register
- c) Miscellaneous Correspondence file.
- d) Stock Register shall account for the articles purchased for band. Property held on loan from Govt. Store shall also be entered in this register allotting separate pages.

8. **Purchase of Band Equipment.**

- (i) As far as possible instrument and uniforms must be procured out of Govt. Fund
- (ii) Purchase of additional band equipments, which can not be procured from Government grant, be made out of Unit Welfare fund.

9. **Band Allowances**

Payment of monthly allowances to band personnel will be made out of Unit Welfare fund as decided by the Directorate General.

Present rate of Band allowance is as under:-.

Inspector	:	Rs. 140/- per mensem
S.I.	:	Rs 100/-per mensem
H.C.	:	Rs 80/-per mensem
Ct	:	Rs. 50/-per mensem

The securityaide of Band Inspector will not be entitled to any band allowance.

10. Stock taking Board and Condemnation.

i} The stock taking of band equipments and other stores purchased from Welfare Fund will be held once every year under the orders of President, CRPF Unit Welfare Committee.

ii} The un-serviceable equipments will be put up half early before a condemnation board and the articles so condemned by the board will be later on auctioned by a centrally constituted auction board. The sale proceed of all such condemned articles will be credited towards the Unit Welfare Fund whereas the proceeding of the condemnation and auction boards will be recorded in the proper file.

APPENDIX- “C”

RULES FOR GOVERNING RELIGIOUS INSTITUTIONS
IN CENTRAL RESERVE POLICE FORCE

Short title and Extent

These rules may be called “Rules for Governing Religious Institutions in Central Reserve Police Force.”

2. Definition

- a. “Year” means a financial year.
- b. “Unit” means the Battalion or Group Centre or Training Institution or Any other establishment of the CRPF where any Religious Institutions are available.
- c. “Member” means those member of the Unit and other establishment who subscribe to CRPF Unit Welfare Fund.

3. Objects

The object of rules is to lay down guidelines for the management of Religious Institutions in Central Reserve Police Force.

4. Source of Income

- (a) The Religious Institutions shall be maintained and supported by CRPF Unit Welfare Fund.
- (b) Through Voluntary offerings made by the members of the Unit.
- (c) The amount will be credited to CRPF Unit Welfare Fund.

5. Management of Religious Institutions

The management Committee shall be the same as for CRPF Unit Welfare Fund.

6. Pujari/Granthi/Mullah/Padari

Since the post of a Pujari/ Granthi/ Mullah/Padari is not sanctioned in these institutions, the work of the Pujari/Granthi/Mullah/Padari will be done by a person selected by the Managing Committee. The Pujari/ Granthi/ Mullah /Padari will be paid monthly allowance from the CRPF Unit Welfare Fund as decided by the Managing Committee depending upon the Financial condition of the CRPF Unit Welfare Fund.

7. Functions

Religious functions, celebrations, festivals and any other functions as per existing customs will be observed after obtaining prior approval of the Managing Committee of Unit Welfare Fund.

8. Authority of Expenditure

Day-to-day expenditure of the Religious Institutions, viz Mandir/ Gurdwara /Masjid/Church, purchases of equipments for these religious Institutions celebration of the function and rendering honorarium to Pujari/Granthi/Mullah/Padari etc will be met out of CRPF Unit Welfare Fund after approval of the Managing Committee.

9. System of Account

(a) The following register and files will be maintained:-

- (i) RV/EV files in which all vouchers will be kept;
- (ii) Voluntary offerings register
- (iii) Stock register

(b) The stock register shall account for the articles purchased for Religious Institutions, Property held on loan from Govt. Store also be entered in this Register allotting separate pages for this purpose for Mandir/ Gurdwara/ Masjid/ Church respectively.

10. Stock Taking Board and Condemnation

(i) The stock taking of Religious Institutions viz Mandir/ Gurdwara/ Masjid/ Church and other stores purchased from CRPF Unit Welfare Fund meant for these institutions, will be held once every year under the orders of the President Unit Welfare Fund.

(ii) The unserviceable equipment/items will be put up half yearly before a condemnation board and the articles so condemned by the board will be later on auctioned by a centrally constituted auction board. The sale proceed of all such condemned articles will be credited towards CRPF Unit Welfare Fund whereas the proceedings of the condemnation and auction board will be recorded in the proper file.

CHAPTER-VII

CENTRAL RESERVE POLICE FORCE CO-OPERATIVE SHOP RULES

1. Short title and extent: -

These rules may be called the Central Reserve Police Force Co-operative shop rules.

- 1.1** The facilities of the Co-operative shop will be extended to all serving and retired CRPF personnel including their dependent family members and NOK of deceased force members.

2. Definition: -

'Year' means a financial year .

'Member' means a member of the Central Reserve Police Force including non-combatised staff of the Force.

'Family' shall include:

Wife in the case of a male member.

Husband in the case of female member.

Sons including step sons and also adopted Son where the adoption is recognized by the personal law governing the members and who are wholly dependent on the member.

Un-married and widowed daughters, including step daughters, and adopted daughters, where the adoption is recognized by the personal law governing the members and who are wholly dependent on the member.

Brothers below the age of 18 years who are wholly dependent on the member;

Sisters Un married and widowed sisters who are wholly dependent on the member.

Father if wholly dependent on the member;

Mother, if wholly dependent on the member.

"Fund" means the Central Reserve Police Force Co-operative Shop Fund.

"Director General" means the Director General of the Central Reserve Police Force.

3. Location and Management:-

- i) The Co-operative shop may be set up at the location of the Group Centres and such other locations, which have static CRPF establishments. Wherever the Group Centres exist besides other static establishments, the Co-operative shop will be set up by the Group Centre only except CTC-I and RTC-I, Neemuch who have been permitted to run their own Co-operative shop from their own resources. However to cater for additional specific needs of members of the force more than one Co-Operative shop can be opened at one location with specific prior approval of the Director General.

- (ii) The Co-operative shop will be managed by a managing committee consisting of:-

Chairman	:	Addl.DIGP/Commandant
Vice-Chairman	:	2-I/C / D/C (Adm)
Manager	:	Inspector
Line Committee	:	One GO as Presiding Officer and 2 SOs as Members.
Assistant manager	:	SI/GD
Co-operative shop	:	One Head Constable I/C
Sales Man	:	Two Constables
Audit board	:	One GO, Two SO to be appointed in each quarter

One clerk {SI(M) or ASI(M)} may be provided to Co-operative shop for maintaining Cash Book and other records, keeping in view the voluminous work in Co-operative shop.

Note :-

All members of the managing committee should not be from the Group Centre only. The DIGP at station or the Addl. DIGP of the Group Centre shall so notify a managing committee that the representatives of all Units and establishments at the station shall be suitably represented therein and the Group Centre does not have any Adm. problems.

4. Object: -

The objects of the Co-operative shop is to provide food grains and allied commodities for daily use for sale at cheaper rates to the members and their family members.

5. Procedure and medium of Business: -

All commodities will be sold on cash payment.

6. Staff and Allowances: -

- (i) Staff as detailed on Rule 3 (ii) above will be provided to the Co-operative shop from the sanctioned allocation through notification issued by the Chairman. They will be paid monthly honorarium at the rates prescribed by the Management Committee/ Unit Welfare Committee from time to time from the profits made by the Co-operative shops.

- (ii) Present Rates of honorarium when the co-Operative shop caters for one GC/Training Institutions are as under:-

Co-operative shop manager : Rs. 200/- p.m.

Co-operative shop clerk : Rs. 150/- p.m

Co-operative shop HC : Rs. 150/- p.m.

Co-operative shop salesman (CT) : Rs. 100/- p.m.

- (iii) Civilian/ Ex-CRPF personnel and dependents of Ex-CRPF personnel can be engaged for Co-Operative shop, where it is considered absolutely necessary for attending to menial jobs like cleaning and washing with prior approval of Range DIGP.

7. Timings :-

Timings during which the Co-operative shop will remain open shall be notified by the Chairman/ Vice- Chairman from time to time through circular order depending upon the weather conditions and other circumstances. The last two days of each month will be observed as closed holidays for sales and will be utilised for stock taking and maintenance of accounts.

8. Duties :-

- i) **Chairman:** - The Addl. DIGP/Commandant as Chairman of the Co-operative shop will preside over the management committee meetings and supervise the administration of the Co-operative shop generally through the Vice-Chairman.
- ii) **Vice-Chairman:**
 - (a) He is responsible to the Chairman for efficient running of the Co-operative shop.
 - (b) He, with the assistance of the Manager of the Co-operative shop will conduct all transactions of stores.
 - (c) He will ensure that the Management Committee meetings are held regularly and that accounts for preceding months are correctly maintained duly signed and a monthly balance sheet is put up to the Chairman by the 7th of the following months.
 - (d) He will ensure that the accounts are audited and stores are actually checked at the end of each quarter by the STB-cum-audit.
 - (e) All cheque books, coupons and other valuable documents of the Co-operative shop will be kept in the safe custody of the Vice-Chairman of the Co-operative shop.
 - (f) Cheque and withdrawals form of the Banks will also be signed by him.
- iii) **Manager:**
 - a) He will be responsible for the general supervision of all transactions and to arrange the supply of all goods locally or otherwise on reasonable price. He will also be responsible to see that Co-operative shop incharge deposits sale

proceeds and coupons on the following working day in the Treasury Chest and would see that no such amount is detained without sufficient cause.

b) He will report any deficiency or irregularities on the part of the subordinates to the Chairman or Vice-Chairman immediately as soon as they have come to his notice.

c) He will bring to the notice of the Vice Chairman all article lying unsold for more than six months and obtain his orders regarding their disposal.

d) He will check the register and stock regularly and will sign the registers in token of having done so.

e) He will also be responsible to see that standard weights are used in the co-operative shop.

f) He will obtain sanction of the Chairman/Vice- Chairman for purchases in the sanction book.

g) He will summon the line Committee to check and inspect the fresh purchase and put them up before the Chairman or Vice-Chairman.

h) His duties as buying officer will cease after handing over commodities to the Head Constable of the shop.

i) He will ensure through all concerned that there will be no sale on credit from the Co-operative shop.

iv) **Line Committee:**

(a) On receipt of any commodities requiring the inspection by the line committee, they will be summoned by the Co-operative shop manager through an order signed by the Vice-Chairman.

(b) The order will contain the special terms or reference of the line committee in respect of the consignment and inspection.

(c) The committee may also add any other observation, which may come to their notice during inspection.

v) **Buying Officer:** This duty will usually be performed by the manager unless ordered other wise.

- (a) He will be responsible for making arrangement for buying all commodities of the Co-operative shops from different sources either personally or through tenders for submission to the Chairman.
- (b) He will make purchases only after sanction of the Chairman in the sanction book.

vi) **Co-operative shop clerk :**

- (a) He is responsible for regular and proper up keep of cashbook and payment register and all other accounts.
- (b) He will prepare bills and undertake all correspondence connected with Co-operative shop affairs.
- (c) He will prepare balance sheet every month, which will be put up before the Chairman/ Vice-Chairman before the 7th of the following month.
- (d) He will receive the cash from the Co-operative shop incharge/manager daily and prepare deposit cheques immediately, which will be signed by the Vice-Chairman.
- (e) He will also maintain audit/inspection note register and closely watch the progress of settlement of pending audit paras/inspection notes and submit compliance within the prescribed time.
- (f) He will be responsible for any other clerical work assigned to him by the Chairman/Vice Chairman.

vii) **Co-operative shop assistant manager:**

- (a) He will be responsible for the cleanliness of the co-operative shop, safe custody of commodities, shortage and excess thereof, for the regular upkeep of stock register, sales register, daily cash book, sale and receipt book.
- (b) He will see that standard weights are used in all transactions. Sale proceeds for the day should be deposited with manager who in turn will keep it in storing box and deposit in SM's regimental treasury chest next day through co-operative shop manager.

viii) **Co-operative shop Incharge:-**

(a) He will perform the duties of co-operative shop assistant manager in his absence.

(b) He will maintain sugar register when sugar is rationed and will assist the co-operative shop assistance manager in maintenance of other register.

ix) **Sales Men:** They will, as directed by the Co-operative shop Assistant Manager, conduct all sales, arrange commodities in order and clean store rooms of the shop.

9. **System of accounts:**

- i) The accounts of the shop will be called as 'Co-operative shop Fund' and account of the same will be kept in a Nationalized Bank.
- ii) The money not required for day to day transaction will be kept in the Bank account only.
- iii) The amount not required for a particular period of time will be invested in fixed/cumulative deposits in Nationalised Banks, Post Office etc with prior approval of Unit Welfare Committee.
- iv) Unless specifically decided by the Chairman, the payment shall be made through cheques only.
- v) The following registers and files will be maintained:
 - a) Cash book.
 - b) RV/PV files in which all vouchers will be kept.
 - c) Misc. correspondence file
 - d) Stock register.
 - e) Local purchase/Approval register.
 - f) Daily sales register.
 - g) Bill book and receipt book.
 - h) Dead stock register.
 - i) P.M. Register.
 - j) Any other Register/accounts book deemed necessary by the Chairman/Vice Chairman/Manager.

- vi) The Co-operative Shop run by a Group Centre/Training Institution will not be allowed to exceed the capital of Rs.10 Lakh (Rupees Teen Lakh) and that in respect of a Battalion Rs.5 Lakh (Rupees Five Lakh) only. The profits earned over and above, would be distributed among various establishments at the station as per limits laid down below:-
 - a. 25 % of profit should be retained in the corpus of the Co-operative shop for capital expansion.
 - b. 25 % of profit will be given to unit/GCs/Training Institutions welfare fund.
 - c. 10% of profit will be given to Officers' Mess including Station Officers Mess wherever functioning.
 - d. 10% of profit will be distributed among all SOs Mess of GC /Training Institution Complex where more than one SOs Mess is functioning and to the SOs Mess of a duty Bn, as the case may be.
 - e. 30% of the profit will be distributed among the HCs Mess and ORs Mess equally of GCs/Training Institutions Complex and duty Bns as the case may be.
- vii) The Chairman will be competent to write off wastage of items from Co-operative shop. Abnormal losses will be enquired into and made good from the person(s) held responsible for such loss.
- viii) Line Committee members will be detailed by the prior approval of Chairman.
- ix) Monthly Stock taking board will physically check the availability of items and give a certificate in this regard in the Stock register. The Board will be detailed by the Chairman.
 - (a) Quarterly STB-Cum-Audit will be carried out by the Board detailed by the Chairman.
 - (b) Annual Inspection of records of Co-operative shop will be carried out by the Chairman.

- (c) Special Audit of Co-operative shop can also be conducted by the IAP or any other agency with the prior approval of Chairman/Range DIGP/Sector IGP/Director General.

10. **Audit of accounts:**

The accounts of the Co-operative shop Fund will be audited quarterly by a board of officer nominated by the Addl. DIGP. Internal audit party will also audit accounts of Co-operative shop.

11. **General:**

A suggestion book will be kept in the Co-operative Shop, which will be placed at the counter during the working hours. Any members of the Force or family member is permitted to record his suggestions in it under his full signature and Name. This book will be examined by the Manager weekly and will be put up before the Chairman every month with the report of monthly stock checking.

INSTRUCTIONS FOR L.P. GAS AGENCY

1. TITLE

These rules may be called as Central Reserve Police Force Gas Agency Rules.

2. DEFINITIONS.

- a) "Gas Authorities" MEANS Indian Oil Corporation or Bharat Petroleum Corporation Ltd. Or Hindustan Petroleum Corporation Ltd. Or any other Corporation/ Company/ Gas authorities licenced by Govt. of India for trade.
- b) "Fund" means CRPF Gas Agency Fund.
- c) Gas Agency means CRPF Gas Agency.
- d) Managing Committee means Managing Committee of Unit Welfare Fund.

3. LOCATION AND MANAGEMENT.

- a) The Gas Agency may be set-up at locations of GCs/Other static establishment wherever required and feasible.
- b) The Gas Agency will be managed by the Committee managing the affairs of Co-operative Shop and all decisions would be taken in unit Welfare Fund meeting.
- c) Manpower would be provided to Gas agency by the concerned GC/Unit from its own resources. However if a particular Gas Agency requires more man power, retired CRPF personnel/ladies working in FWC and suitable for the job can be appointed on honorarium basis to be fixed and decided by the managing committee.
- d) Since it is mandatory to install gas connections by a qualified/trained mechanic of Gas Agency either one of the Cts. employed in the Gas Agency be trained through concerned Gas Authorities or one service mechanic may be appointed in the Gas Agency for the above purpose on monthly honorarium basis.

4. OBJECT

The object of the Gas Agency is to provide Gas connection facilities, other allied services exclusively to CRPF personnel and their families staying in Campus and within the radius of 5 Kms of the GC/Static establishment.

5. REGISTRATION FOR NEW CONNECTIONS.

- a) All eligible CRPF personnel who are interested to have new connections and do not possess any gas connection from any other gas agency may apply through proper channel to the Managing Committee Chairman.
- b) The eligible serving personnel in the institution where gas agency is registered will be permitted to register. While registering they will furnish a certificate including that they do not have any gas connection from any other gas agency.
- c) In case, if Govt. servant is away on duty his wife may be permitted to have Gas connection in her name.
- d) Double Cylinder facility may be made available as per Gas Company instructions.
- e) Those who have applied for new gas connection and kept on waiting list may be issued token stating their name, seniority No. etc. to avoid manipulations.

6. RELEASE OF NEW CONNECTION.

As and when the waiting list personnel are informed about the release of new gas connections, they should come with the following documents for collection of new connection:-

- i) Registration slip in original
- ii) Allotment letter issued by the Head of Office of concerned Group Centre/Trg. Institution.

- iii) Security Deposit of cylinder, regulator cost of refilled gas cylinder at the rates as prescribed by Gas Company at the time of release of connection and cost of other accessories like hot plate (Gas Stove) rubber pipe etc of ISI mark if the consumer wants to purchase from CRPF Gas Agency.

7. INSTALLATION OF GAS CONNECTION

After issuing the new connection, mechanic will visit the place/residence of consumer and install the connection on nominal installation charges prescribed by Gas Agency. Mechanic will also ensure that all appliances are of requisite quality.

8. TRANSFER OF GAS CONNECTION

- a) Wherever any consumer is transferred out the GC/Unit, the gas connection transfer voucher would be issued after depositing the empty cylinders and regulator in good condition and security deposit refunded after adjusting dues if any.
- b) Incoming transfer vouchers issued by HPC, BPC and IOC will also be accepted by CRPF Gas Agency.
- c) In case a member is transferred out, and his family permitted to retain accommodation within permitted sphere, the facility of drawing gas cylinders from that Agency would continue.
- d) If a Gas cylinder is not drawn for a six months period without prior concurrence of competent authority, the gas connection may be invalidated as per Oil Company rules and regulations in vogue from time to time.

9. SOURCE OF INCOME.

Commission will be charged on the sale of Gas Cylinders, connections and on other Accessories like Gas stove, lighters, Gas supply tubes.

10. UTILISATION OF THE GAS PROFIT.

30% of the profit earned by Gas Agency in CRPF shall be remitted to CWF every quarter. The working capital of Gas Agency will be Rs. 2,00,000-00 (Two lacs). Distribution of remaining profit to other institutions will be as under:-

i)	Unit Welfare Fund	25%
ii)	ORs Mess	25%
iii)	SOs Mess	25%
iv)	Gos Mess	25%

11. AUTHORITY FOR EXPENDITURE.

The financial matters should invariably be discussed in Welfare meeting and consensus obtained to process the case. Further codal formalities wherever required should be completed before sanction is accorded.

- a) The expenditure upto Rs. 1 lac will be incurred by H.O.O. of the institutions.
- b) If the expenditure exceeds Rs. 1 lac concurrence of Range DIGP should be obtained before incurring any expenditure.
- c) Any expenditure above Rs. 2 lacs will be incurred with the concurrence of the Sector IGP.
- d) The payment for the salary of C.N. paid staff will be met from profit.

12. TIMINGS.

Working hours will remain similar as fixed for canteen/co-operative of concerned institution.

13. STAFF AND ALLOWANCES.

Staff nominated for the Gas Agency from within the sanctioned strength of the institution will be paid monthly honorarium at the rates prescribed below from the profit made by Gas Agency:-

Manager	Rs. 100.00
HC/GD	Rs. 50.00
CT/GD	Rs. 50.00

14. DUTIES.

a) **CHAIRMAN/ VICE CHAIRMAN**

Chairman & Vice Chairman of CRPF Co-operative shop managing committee would be Chairman & Vice Chairman for Gas Agency also as it works under CRPF Co-operative Shop.

b) **MANAGER.**

Manager of CRPF Co-operative shop will also act as incharge of Gas Agency and will perform the following duties:-

- i) He will be responsible for General supervision of all the transactions and arranging timely receipt of Gas Cylinders supply.
- ii) He will maintain close liaison with Gas Authorities and ensure timely release of Gas connections to CRPF gas agency.
- iii) He will ensure that Gas Agency under officer deposits sale cash, coupons on the following working day in the treasury chest.
- iv) He will summon the line committee to check the stock/items received from the gas authorities/local market and put up proceedings for approval of president/chairman.
- v) He will bring to the notice of Chairman about the articles lying unsold for more than 6 months and obtain his orders regarding disposal.

- vi) He will report all cases of damage of dead stock items to the Chairman.
- vii) He will ensure proper maintenance of all registers of Gas Agency.
- viii) He will check all the registers twice a month and append his signatures in token of having done so. He will keep the Chairman immediately informed of any discrepancy discovered by him.
- ix) He will be responsible for proper sales upkeep of following records and also ensure that all safety precautions of Gas Godown are followed strictly:-
 - a. LCR Register.
 - b. Approval Register
 - c. Sanction Book.
 - d. Stock Register.
- x) He will be responsible for regular and proper upkeep of cash book, payment register prepared bills and under take all correspondences connected with the Gas Agency affairs.
- xi) He will prepare balance sheet every month and put up before the Chairman before 7th of following months.
- xii) He will receive the cash from Canteen U.O. daily, prepare deposit cheques and put for signature of the chairman.
- xiii) He will maintain the following registers details of which may be obtained from concerned Oil Company :-
 - Cash Book
 - Credit Note
 - EDP TS CSV 052 Register
 - EDP 99 CTC 058 Register
 - EDP 238 CTAN 056 , 057 registers
 - EDP 74
 - ENR 059 Book
 - ENV Book
 - Big Book
 - EDP 71 Book
 - EDP 72 Book

c) **HEAD CONSTABLE**

- i) He will maintain the following registers:-
 - a) Booking Register
 - b) Consumer Register
 - c) Alphabetical Register
 - d) Complaint Register
 - e) Addl. Cylinder Register
 - f) Noting Register
 - g) TV from gas authority
 - h) City transfer advice incoming register for S.E.
 - i) City transfer advice incoming register for B.P.
 - j) Consumer master list w.e.f. W U register
 - k) Consumer master list w.e.f. S U register
 - l) Consumer Card
 - m) Registration Book
 - n) Cash Memo
 - o) Sale Register
 - p) Dead Stock Register
- ii) He will be responsible for all articles of Gas Agency stock and dead stock register.
- iii) He will be responsible for all business transactions and for the correct deposit of money against daily sales which should be entered daily in stock and sale registers.
- iv) He will inform the Manager about various sales articles damaged, rendered U/S or unfit for sale.
- v) He will invariably deposit the cash obtained from daily sales in the treasury on the next working day.
- vi) He will collect the cost of cylinder, issue of token/ bill supply of cylinders by Ct(Godown) and maintain accounts, sale register etc.

d) **CONSTABLE(GODOWN)**

- i) He will be responsible for Gas Godown in overall.
- ii) He will be responsible for proper issue, receipt & proper maintenance of stock available in Godown as per token/ bills issued by HC (Show Room).
- iii) He will maintain the following registers:-
 - a) Mechanic register
 - b) Regulator return register
 - c) Defect Memo Register.
- iv) He will keep watch over the supply and inform Manager Gas Agency as and when the stock position depletes to below 20% of authorization for supply of Gas load.
- v) He will assist the Manager Gas Agency to prepare demands for load and ensure timely supply.
- vi) He Should undergo training at Gas authorities workshop and then work as technical adviser.
- vii) He will receive all complaints about defective cylinders, connections and attend to defects on priority.
- viii) He will ensure that all security precautions are strictly adhered and the godown is fully equipped with fire fighting equipment.
- ix) He will maintain the Godown and its surrounding area properly.
- x) He will deposit the keys of Gas Godown in Quarter Guard after the Day's business is over.

e) **CONSTABLE (SALES SHOW ROOM).**

- i) He will be responsible for the cleanliness of Gas Agency, showroom and all articles therein.
- ii) He will be responsible for proper maintenance and account of appliances held on charge of Gas Agency.
- iii) He will assist the HC/Gas Agency to maintain the register and attend to complaints of consumers.
- iv) He will assist Gas Agency HC in all retail business transactions.
- v) He will keep watch over unsold items for longer duration and inform Gas Agency HC.

f) **C.N. PAID STAFF.**

- i) He will be responsible for door delivery of Gas cylinders.
- ii) He will check-up all rubber tube connections of consumers once in a month.
- iii) He will immediately report of any major defect found in any of the consumer's residence which he could not attend, to Ct/Godown for immediate action.

15. **STOCK TAKING BOARD AND CONDEMNATION.**

- a) The accounts of the Gas Agency will be audited quarterly by a Board of Officers nominated by Chairman.
- b) Stock taking of Gas Agency stores, equipment purchased/held with the gas agency will be held in each quarter under the orders of the chairman.
- c) The unserviceable equipment will be put up half yearly before a condemnation board and the articles so condemned by the board will be later auctioned by a centrally constituted board. The

sale proceeds of such condemned articles will be credited towards the Gas Agency Fund.

16. INTERNAL AUDIT OF ACCOUNTS.

The records of gas agencies may also be audited by IAPs while carrying out audit of concerned GC/Unit..

17. GENERAL.

A suggestion book will be kept in the gas agency as well as at Gas Godown at the counters during working hours. A suggestion box duly locked will also be kept outside the office of Gas Agency for dropping the suggestions/complaints during odd hours. The suggestion book will be examined by the manager weekly and will be put up before the chairman every month.

INSTRUCTIONS FOR RUNNING STD/PCO BOOTHS

1. LOCATION/AUTHORISATION

As a welfare measure, willing CRPF handicapped/disabled personnel who are invalidated out from service or widows of CRPF personnel died while in service, may be allowed to install STD/PCO booths near Canteen, Co-operative or Hospital for convenience of Jawans and their families. At places where such applications are not available, same may be installed by GC/Institution/Unit concerned under following arrangements.

2. MANAGEMENT

The STD/PCO booth will be managed by a Committee consisting of following:-

- | | |
|-------------------|--|
| (a) Chairman | - ADIGP/Commandant of GC/Institution/Unit. |
| (b) Vice-Chairman | - 2-I/C / Deputy Commandant. |
| (c) Manager | - Inspector/ Sub-Inspector. |
| (d) Asstt Manager | - HC (GD) |
| (e) Operator | - One CT (GD) |

3. OBJECT

The object of running of PCO/STD Booth is to provide cheaper and best STD/PCO facilities to all members of the Force and their family members.

4. TIMINGS

Timings for which the STD/PCO Booth will remain open, will be notified by the chairman from time to time.

5. PROCEDURE/FUNCTIONING OF STD/PCO BOOTH.

- (i) STD/PCO Booth will function as an Integral part of Unit Welfare Fund of GC/Institution/Unit concerned.
- (ii) The Accounts will be closed by the HC (Asstt Manager) daily at 1700 hours and amount realized during preceding 24 hours will be deposited with Canteen Manager by 1730 hours daily. The Canteen Manager will account for the amount so received from Asstt Manager in Unit Welfare Fund and will deposit same with SM on Red Cheque as per prevailing instructions on the subject.
- (iii) After making payment of the STD/PCO bill to Telecommunication Department immediately on receipt of same, the profit earned during the period will be deposited with Unit Welfare Fund on proper voucher/letter by Vice Chairman.

- (iv) The Balance sheet of the STD/PCO Booth will be prepared and put up during Unit Welfare Committee meeting by the Unit Welfare Fund Clerk regularly.
- (v) A Separate Saving Bank Account will be maintained for PCO/STD Booth Fund as are maintained for other regimental institutions/fund as per existing instructions on the subject.

6. Duties:

(a) CHAIRMAN

- (i) He shall ensure proper functioning of the STD/PCO booth.
- (ii) He will give expenditure sanction for purchases in STD/PCO booth and it will be ratified in Unit Welfare Committee meeting.

(b) VICE-CHAIRMAN

- (i) He shall be over all incharge of the STD/PCO booth.
- (ii) He will ensure proper administration of STD/PCO booth through Manager and Asstt. Manager.

(c) MANAGER

- (i) He will be responsible for proper functioning/supervision/management/maintenance of the STD/PCO booth and for proper accounts of the booth.
- (ii) He will be responsible to deposit Cash balance with Unit Welfare Fund Clerk daily by 1730 hours for further deposit in the SMs Treasury Chest. He will also ensure that no cash is unnecessarily retained at the booth without sufficient reasons /cause and without the approval of the Chairman/ vice-Chairman.
- (iii) He will check the registers/records maintained in the STD/PCO booth every week and will sign the registers in token of having done so.
- (iv) He will immediately inform keep the Chairman/ Vice-Chairman about discrepancies, if any, noticed in the accounts and /or records of the booth.
- (v) He will maintain necessary Red Cheque/Black Cheque Books.

(d) ASSISTANT MANAGER

- (i) He will maintain record of accounts of the booth.
- (ii) He will close the accounts daily at 1630 hours and will be responsible to deposit the amount with Manager as "Call Details Register" on proper voucher by 1700 hours daily.

- (iii) He will also supervise/help STD/PCO Booth Operator in operating/running/maintaining the booth also its repairs/up-keep as and when needed.
- (iv) He will be responsible for correct maintenance of accounts of STD/PCO Booth.
- (v) He will ensure proper maintenance of registers to be maintained by the operator regarding details of call/amount realized etc.
- (vi) He will maintain following records:-
 - (a) STD/PCO Booth Cash Book.
 - (b) P & T Telephone Bills of STD/PCO Booth file.
 - (c) Telephone (STD/PCO Booth) correspondence file.
 - (d) Any other records as desired by Manager/Vice Chairman.

(e) OPERATOR

- (i) He will be responsible for proper up-keep of STD/PCO booths instructions and the booths area/furniture.
- (ii) He will ensure that telephone connection of STD/PCO is always kept functional by attending to necessary repairs immediately.
- (iii) He will maintain the following registers:-
 - (a) Incoming Call Register-Indicating telephone No./Identify of party calling.
 - (b) Outgoing Call Register indicating Telephone No. of party called, duration and amount/call charges realized from caller with his identity.
 - (c) Bill Register.

(f) DOCUMENTATION

The following documents will be maintained for STD/PCO Booth:-

- (i) Cash Book.
- (ii) RV/PV files in which all vouchers will be kept separately for receipt and expenditure vouchers.
- (iii) Separate file for keeping record of bills received from Telecommunication Department .
- (iv) Telephone Correspondence file.
- (v) Incoming Call Register.
- (vi) Outgoing Call Register.
- (vii) Bill Register.
- (viii) Red/Black Cheque Books.
- (ix) Instruction/Standing Orders file.

7. DISTRIBUTION OF PROFITS

The profits received from STD/PCO Booth will be utilized/ distributed as under:-

- (i) Payment of honorarium to STD/PCO booth staff as under:-
 - Manager : Rs. 200/- p.m.
 - Asstt Manager : Rs. 150/- p.m.
 - Booth Operator : Rs. 150/- p.m.
- (ii) Expenditure for repairs up-keep and maintenance of PCO booth and instruments.
- (iii) Balance of profits at the end of a year after meeting above expenditure will be distributed as under:-
 - (a) 50 % to Unit Welfare Fund.
 - (b) 10% to Officers Mess.
 - (c) 10% to SOs Mess.
 - (d) 30% to HCs & ORs Mess.

13. General:

A suggestion book will be kept in the STD/PCO Booth. Any member of the force may record his suggestions in it if he so wishes, under his full signatures with date, Name, Rank and Force No. The book will be examined by the Manager weekly and the Vice-Chairman fortnightly. Any suggestion which merits consideration should be attended to and brought to the notice of the Chairman and may also be discussed in Unit Welfare Committee meeting for implementation, if found feasible and for better/efficient functioning of the booth as well as improving the standard of welfare of the jawans.

CHAPTER-VIII

CENTRAL RESERVE POLICE FORCE CANTEEN RULES

1. Short title and Extent:

These rules may be called the Central Reserve Police Force Canteen Rules.

1.1 The facilities of canteen will be extended to all serving and retired CRPF personnel including their family members and NOKs of deceased force personnel.

2. Definitions: -

'Year' means a financial year .

'Member' means a member of the Central Reserve Police Force including non-combatised staff of the Force, who pay the contribution towards the CRPF Unit Welfare Fund.

'Family' shall include:

Wife in the case of a male member.

Husband in the case of female member.

Sons including step sons and also adopted Son where the adoption is recognized by the personal law governing the members and who are wholly dependent on the deceased member.

Un-married and widowed daughters, including step daughters, and also adopted daughter where the adoption is recognized by the personal law governing the members.

Brothers below the age of 18 years who are wholly dependent on the member;

Sisters Unmarried and widowed sisters who are wholly dependent on the members.

Father if wholly dependent on the member;

Mother, if wholly dependent on the member.

"Fund" means the Central Reserve Police Force Canteen Fund.

"Director General" means the Director General of the Central Reserve Police Force.

2 LOCATION AND MANAGEMENT:

(a) Each Unit/establishment of the CRPF will run a canteen to cater for the needs of the Force personnel. While the Battalion at an independent place will run Dry as well as wet canteens, the Battalions at a location where the Group Centres are located will run only wet canteen. The Group Centres and the Training Institution will run Dry as well as wet canteen, notwithstanding the fact that such training Institutions are located at the GC Head Quarters. However, to cater for additional or specific needs of members of the force more than one canteen can be opened at one location with specific prior approval of the Director General.

(b) The Canteen will be managed by a committee consisting of : -

Chairman : Addl. DIGP/Commandant

Vice-Chairman : 2 I/C, DC (Adm.)

Manager : Inspector/Sub-Inspector

Canteen Clerk : One Ministerial Staff

Line Committee : One GO, as Presiding Officer and 2 Subordinate officers as Members.

Audit board : One GO and 2 Subordinate Officers.

Dry Canteen Incharge : One Head Constable

Dry Canteen Sales Man : 2 Constables

Wet Canteen Incharge : One Head Constable

Wet Canteen Sales Man : One Constable

Wet Canteen Cook : One Cook

3. Objects:

The object of the Canteen is to provide General stores required for daily use for sale at cheaper rates to the members.

4. Procedure and medium of business:

All commodities will be sold on cash payment.

5. Staff and Allowances:

(i) Staff as detailed in Rule 2 (b) will be provided to the Canteen from the sanctioned allocation through a notification issued by the Chairman. They will be paid monthly honorarium at the rates prescribed by the management committee/unit welfare committee from time to time.

Present rates of honorarium when the Canteen cater for Bn and GCs/Trg. Institutions

	<u>FOR GC</u>	<u>FOR BN</u>
Canteen Manager		
(Insp/SI)	Rs. 50/- p.m.	Rs. 40/- p.m.
Canteen clerk		
(ASI/M)	Rs. 30/- p.m.	Rs. 25/- p.m.
Canteen HC	Rs. 30/- p.m.	Rs. 25/- p.m.
Sales man		
(Constable)	Rs. 15/- p.m.	Rs. 15/- p.m.

(ii) Civilian/ Ex-CRPF personnel and dependents of Ex. CRPF personnel can be engaged for Canteen, where it is considered absolutely necessary, for attending to menial jobs like cleaning and washing with prior approval of the Range DIGP.

6. Timings :

Timing during which the Canteen will remain open shall be notified by the Chairman from time to time through circular order depending upon the weather conditions and other circumstances.

7. Dry Canteen:

- (i) Dry Canteen wherever authorised will cater for the items required for day to day use of the Force personnel and their family members. The Canteen manager will ensure only justified stocking of the items in the Dry Canteen. Un-necessary stocking of the items in the Dry Canteen should be avoided.
- (ii) Purchases will be made only from the authorised wholesale outlets and quality of the items sold in the Canteen will be ensured.
- (iii) Daily sale and cash will be accounted for.
- (iv) Purchase of canteen stores which are of proprietary nature be made or by detailing a proper purchasing committee.

8. Wet Canteen :

- (i) Wet Canteen will function as an integral branch of the Canteen and besides tea, will cater for sweets, cold drinks and any other articles approved by the Chairman from time to time.
- (ii) The sales will be effected by Wet Canteen at the rates fixed by the Chairman from time to time.
- (iii) Sales will be made against cash only.

Duties:

(i) Chairman:

The Addl. DIGP/Commandant, as chairman of the Canteen will preside over the meeting of the managing committee and supervise the general administration of the Canteen, through the Vice Chairman.

(ii) Vice Chairman:

(a) He is responsible to the Chairman for efficient running of the Canteen and with the assistance of the Manager of the Canteen, will conduct all transactions of stores.

(b) He will bear in mind that the sanction of the Unit Welfare Committee is obtained for all items of expenditure out of Canteen Fund for purchases of Canteen assets exceeding Rs. 2,000/- at a time.

(c) The Canteen Chairman would be competent to sanction such purchase up to Rs. 2,000/- at a time and get it ratified by the Unit Welfare Committee at its next meeting.

(d) He will ensure that the Unit Welfare Committee meetings are held regularly and that accounts for preceding months are correctly maintained duly signed and a monthly balance sheet is put up to the Chairman by the 7th of the following month.

(e) He will ensure that the accounts are audited annually and stocks actually checked each quarter by the STB cum Audit Board.

(f) All cheque books, savings accounts and other valuable documents of the Canteen will be kept in the safe custody of the Vice Chairman of the Canteen.

(g) All cheques or withdrawals forms of the Banks will also be signed by him.

(iii) Manager:

(a) He is responsible for general supervision of all transactions and to arrange the supply of all goods locally or otherwise on reasonable price.

(b) He will also be responsible to see that Canteen incharge deposits sale cash and coupons on the following working day in the Treasury Chest and would see that no such amount is detained without sufficient cause.

(c) He will summon the Line Committee to check and inspect the fresh purchases and put them up before the Vice-Chairman or Chairman.

(d) He will bring to the notice of the Vice Chairman all articles lying unsold for more than six months and obtain his orders regarding their disposal.

(e) He will report all cases of damage to dead stocks or items of sale, to the Vice Chairman.

(f) He will check the registers once a month and the stock quarterly and will sign the registers in token of having done so. He will immediately inform the Chairman of any discrepancies discovered by him.

(g) He will also be responsible for running of the Wet Canteen.

(h) He will maintain separate sanction books for Dry and Wet Canteen and obtain sanction in those books from the Vice Chairman/Chairman before any purchase is made.

(i) Canteen Manager can make local purchases of essential articles up to Rs. 500/-.

(iv) Canteen Clerk :

(a) He is responsible for regular and proper up keep of cashbook and payment register. He will prepare bills and undertake all correspondence connected with Canteen affairs. He will prepare balance sheet every month, which will be put up before the Chairman before the 7th of the following month.

(b) He will receive the cash from the Canteen incharge daily and prepare deposit cheques immediately, which will be signed by the Vice Chairman.

(c) He will be responsible for preparing the bills.

(v) Dry Canteen Incharge :

(a) He is responsible for all articles on charge of the Canteen according to the stock and dead stock registers.

(b) He will regularly maintain the stock register, daily sale register, and dead stock registers. General stock register shall be completed daily from the daily sale register.

(c) He is responsible for all retail business transactions and for the correct deposit of money against daily sales, which should daily be entered in stock and sale registers.

(d) It will be his duty to bring to the notice of the Manager all articles lying unsold for more than three months.

(e) He will inform the Manager as soon as any articles is damaged or rendered un-serviceable or un-fit for sale.

(f) He will be responsible for cleanliness of the Canteen.

(g) He will invariably deposit the cash obtained from daily sales in the treasury chest on the next working day.

(h) He will be responsible for the rate list being updated and the same will be displayed at a conspicuous place in the Canteen.

(vi) Dry Canteen Salesmen:

(a) They will assist in sales and arrange articles in the show case/show room and storeroom as directed by the Canteen incharge and will be responsible for the cleanliness of the canteen and all articles therein.

(vii) Wet Canteen Incharge:

(a) He will be responsible for maintaining all the records relating to the wet Canteen.

(b) He will be responsible to the Manager for the general supervision of all transactions and to arrange for supply of articles catered by the Canteen.

(c) He will also be responsible for depositing with the manager the cash/coupons received each day against sales.

(d) He will bring to the notice of the Manager all such perishable articles, which remain, unsold for more than three day.

(e) He will regularly maintain the stock ledger, daily sales register, dead stock register, sanction book, daily profit register or any other record required for running the wet canteen.

(viii) Wet Canteen Salesman:

(a) He will be responsible to effect sales against coupons and neat display/layout of all items of food and drinks maintained by the Wet Canteen.

(ix) Wet Canteen Cook :

(a) He will prepare tea and snacks according to daily requirements.

(b) He will be responsible for general cleanliness and up keep of the Wet Canteen premises.

10. System of accounts:

(a) The accounts of the Canteen will be called, as Canteen Fund the same will be maintained in a Nationalized Bank.

(b) The money not required for day-to-day transactions will be kept in the Bank account only.

(c) The amount not required for a particular period of time will be invested in fixed /cumulative deposits in Nationalised Banks, Post Office etc. with prior approval of Unit Welfare Committee.

(d) Unless specifically decided by the Chairman the payment shall be made through cheques only.

(e) The following registers and Files will be maintained:

- i) Cashbook.
- ii) RV/PV files in which all vouchers will be kept.
- iii) Misc. correspondence file.
- iv) Stock Register.
- v) Local purchase/Approval/Sanction register.
- vi) Daily sales register.
- vii) Bill book and receipt book.
- viii) Dead stock register.
- ix) P.M. Register.
- x) Any other Register/account book deemed necessary by the Chairman/ Vice Chairman / Vice Chairman / Manager.

(f) The Canteen run by a Group Centre will not be allowed to exceeds the capital of Rs. 10 Lac and that in respect of a Battalion 05 Lac. The profits earned over and above, would be distributed among various establishments at the station as per limits laid down below:-

- i) 25% of profit should be retained in the corpus of the canteen for capital expansion.
- ii) 25% of profit will be given to unit/GCs welfare.
- iii) 10 % of profit will be given to Officers Mess including Station Officers Mess wherever functioning.
- iv) 10 % of profit will be distributed among all SOs Mess of GC/Training Institutions complex where more than one SOs Mess is functioning and to the Sos Mess of a duty Bn, as the case may be.

- v) 30% of profit will be distributed among the HCs Mess/ORs Messes equally of GC /Training Institution Complex and duty Bns as the case may be.
- (g) Line Committee members will be detailed by the prior approval of Chairman.
- (h) Monthly Stock taking board will physically check the availability of items and a certificate will be given in the Stock register. The Board will be detailed by the Chairman.
- (i) Quarterly STB Cum Audit will be carried out by the board detailed by the Chairman.
- (j) Annual Inspection of records of Dry and Wet Canteen will be carried out by the Chairman.
- (k) Special Audit of Canteen/Co-operative shops can also be conducted by the IAP or any other agency with the prior approval of Chairman/Range DIGP/Sector IGP/Director General.

11. Audit of Accounts.

The accounts of the Canteen Fund will be audited quarterly by a board of officers nominated by the Chairman. Wherever the turn over of the dry & wet Canteen is more than Rs. 2 Lac and Rs. 1,50,000/- respectively per month, the annual audit through internal audit party will be arranged under the orders of Range DIGP.

12. General:

A suggestion book will be kept in the Canteen, which will be placed at the counter during the working hours. Any member of the Force or family member is free to record his suggestions in it under his full signature and name. This book will be examined by the Manager weekly and will put up before the Chairman every month with the result of monthly stock checking.

CHAPTER-IX

CENTRAL RESERVE POLICE FORCE OFFICERS' MESS RULES

Part-I

1. Short title and Extent:

These rules may be called the Central Reserve Police Force Officers' Mess Rules.

1.1 Nomenclature and location :

Each Unit, Group Centre and other establishment of the Central Reserve Police Force will have Mess for Gazetted Officers which will be known as "Central Reserve Police Force Officers' Mess" subject to the provision that there will be only one officers' mess at a station where more than one Unit, GC or Institutions are located. It will be maintained partly by a grant from Government and partly by subscriptions from members of the Mess. All such ad-hoc grants and subscriptions to these messes will be paid into and expenditure will be met from the Fund to be known as "The Central Reserve Police Force Officers' Mess Fund". All the silver, furniture, trophies etc. belonging to the Mess are the joint property of all member of the Mess.

Note:- The PET items as prescribed will be provided by GC/Institutions from Govt grants.

2 Definitions :

For the purpose of these rules:

- (a) The "Mess" means the Central Reserve Police Force Officers' Mess.
- (b) "Member" means a permanent member unless otherwise definitely stated.

- (c) "Mess Fund" means the Central Reserve Police Force Officer's Mess Fund unless some other fund is referred to.
- (d) "Committee" means the committee referred to in Rule 5.
- (e) The "Deputy Inspector General of Police" is the Deputy Inspector General of Police, Central Reserve Police Force.
- (f) The "Additional DIGP/Commandant" is the Additional DIGP/Commandant of a Group Centre/ Battalion.
- (g) "Officer" means a Gazetted Officer of civil or Police, a commissioned officer of the Army, a gazetted Medical officer or a gazetted officer of the Ministerial Cadre.

3 Membership of the Mess :

- (i) Every Officer serving with the Central Reserve Police Force will be a permanent member of the mess so long as he is serving.
- (ii) Honorary membership: All Gazetted officers of the Civil and Military services calling on the mess may be asked to become honorary members. The Addl. DIGP/Commandant may also ask the prominent members of the locality to become members of the Central Reserve Police Force Officer's Mess.
- (iii) Addl. DIGP/Commandant may also invite ladies to use the mess.

4 Distinguished Members :

The following will be invited to consider themselves as permanent honorary members of the Mess.

- (a) Hon'ble Minister of Home Affairs, Union of India.
- (b) Hon'ble Chief Minister of the State.
- (c) Hon'ble Home Minister of the State.
- (d) Director General Central Reserve Police Force.
- (e) Addl. Director General, Central Reserve Police Force.
- (f) Inspector General of Police, Central Reserve Police Force.
- (g) Deputy Inspector General of Police, Central Reserve Police Force.

5 Mess Committee :

- (a) The Constitution of the Mess Committee will be the President, the Vice-President and three members. The Addl. DIGP/Commandant will be the Ex-Officio President. The Second-in-Command will act as Vice-President. The Addl. DIGP/Commandant will nominate one of the Committee members as honorary mess Secretary. The Committee shall have powers to co-opt Addl. Members.
- (b) At least two third of the members should form quorum for a meeting of the Managing Committee.

6 General Meetings:

An annual General Body Meeting of the members will be held during the first quarter of every year. A member will be required to give not less than one week's notice to the honorary secretary of any subject proposed for inclusion in the Agenda. An extra ordinary General meeting shall be called by the honorary Secretary on the request of at least half of the members.

7. Voting at Committee Meeting :

A Majority vote carries any resolution before the mess committee. In the Case of equal voting the president will have a casting vote.

8. Alterations in Rules:

Any proposed alteration in the Mess Rules must be placed before a General Meeting and cannot be adopted without a three quarter majority vote and the approval of the Deputy Inspector General of Police.

9. President :

The President will be in administrative charge of the mess. He will be responsible for the General supervision of the work of the committee, and for the control of expenditure.

10. Vice-President :

The Vice-President will exercise General supervision over the whole of the mess and will be responsible for –

- (a) Efficient running of the Mess holding of a guest night or other special entertainment including the organization for service etc.
- (b) The safe custody of all silver trophies, Mess property, Crockery & Cutlery, furniture etc.
- (c) The charge of the library and billiard room, if available.
- (d) The maintenance of the stock book and for carrying out the half yearly checks of all mess property.

11. Honorary Secretary :

The honorary Secretary will be responsible for :

- (a) Maintenance of all mess accounts, which must be balanced every month.
- (b) Collection of subscriptions and the issue and payment of bills.
- (c) Preparation of Quarterly statement of assets and liabilities and quarterly balance sheet.
- (d) Supervision of all correspondence, including the issue of invitation.
- (e) Maintaining an up to date copy of the Mess Rules.
- (f) General cleanliness of the Mess Room, furniture and fitting.
- (g) General internal and domestic economy of the mess.
- (h) General control and allocation of duties of mess staff.
- (i) General control of all stocks of wines cigars and cigarettes and the ordering of fresh supplies.
- (j) Barman's stock book of wines, cigars etc.
- (k) Maintenance of the account books and registers mentioned in para 12.

12. Maintenance of Account Books and Register:

The following account books and Registers will be maintained:

- (a) Cash account book.
- (b) Combined stock book of silver, silver trophies, Linen, cutlery, Glass, Crockery and furniture and misc. property.
- (c) Bill books and monthly mess bills.
- (d) Breakage book.
- (a) Visitor's book.
- (b) Library Catalogue and issue register.
- (c) Bridge scorebook.
- (d) Billiard charges book.
- (e) Secretary's stock book of wines, cigars etc.
- (f) Barman's stock book of wines and cigars etc.
- (g) Pay and acquaintance rolls of mess staff, if any.
- (h) Any other Book or file as deemed necessary.

PART-II

DUTIES OF THE MESS ESTABLISHMENT

13. Mess Head Constable:

The Mess Head Constable will supervise the entire mess establishment and will be responsible for the efficient working of the mess staff. He will bring to the notice of the honorary secretary and instance of neglect or disobedience of orders by any of the mess staff. He will particularly be responsible for:

- (a) The General cleanliness of all the rooms and of the plate, trophies etc
- (b) The Organization of service from the Bar, and at guest night or any other function in mess. He will detail the duties of officers' security aids requisitioning for special occasions.
- (c) The custody of all trophies, cutlery, Glass, Linen, Plate etc and for reporting of breakage and loss to the Honorary Secretary.
- (d) The Bar stock of wines, cigars and cigarettes and for seeing that consumption thereof is duly entered by the barman in his stock book.
- (e) The safe custody of the keys of the safe and stock cupboard.
- (f) The maintenance of a supply of writing materials on the writing tables vouchers for the supply of the same being signed by the Honorary Secretary.

PART-III
SYSTEM OF ACCOUNTS AND AUDIT

14. Financial year:

For the purpose of the mess Fund and other Funds, connected with the Mess, the Financial Year will be the calendar year.

15. Subscriptions:

The committee will fix the rates of the Mess, Library and games subscriptions and the charges and points for billiard and cards. The committee will also fix the rates of subscription to be charged from Other members/ladies who are permitted to use the Mess.

16. Classification of Funds and Accounts :

The following funds and accounts will be maintained in connection with the Mess:

- (a) The Central Reserve Police Force officer's mess fund to which will be credited all donations and subscriptions as well as the proceeds of all monthly mess bills, and to which will be debited all expenditure in connection with the general up keep of the Mess including the garden and the Tennis Courts.
- (a) The entertainment fund for all receipts and expenditure in connection with the guest night and other special entertainment.

17. Powers of Expenditure.

- (a) The Honorary Secretary has powers to incur all expenditure in connection with the up keep of and additions to the mess property, provided that no single item of expenditure exceeds Rs. 1,000/- For amounts in excess of this sum, the sanction of the President Committee must be obtained.

- (b) The Honorary Secretary is empowered to incur ordinary expenditure in connection with the mess and to pay tradesmen's bills in this connection.

18. Audit and Publication of Accounts:

The Honorary Secretary will prepare quarterly balance sheet of the account of the Mess and the entertainment funds. These accounts will be duly audited by auditors appointed by the Mess Committee and the balance sheets will then be placed before the general meeting.

19. Stock Book :

A stock book in a suitable form will be maintained for all the property belonging to the Mess. The stock book will be sub-divided into appropriate heads, i.e. for plate, crockery etc. and will be kept up by the Mess Head Constable under the supervision of the Honorary Secretary. In it must be entered all details of new purchases including a description of the article sufficient for identification, the cost, from whom purchased the date of purchase etc and subsequent disposal.

PART-IV
MESS PROPERTY

20. Cups and Trophies:

- (a) All cups and other trophies, which are competed for annually as well as trophies which, are won out right by the Central Reserve Police Force are the property of the Mess and are retained permanently in the Mess.
- (b) All trophies which officers wish to present to the Mess must first be accepted by the Committee. In case of shikar trophies if the presentation is to be permanent one, and the officer so wishes, the committee may sanction the payment of the whole or portion of the setting up expenditure. The same principle will apply in the case of the cost of engraving silver trophies, which are accepted by the committee.

21. Insurance of Trophies and Plate :

All plates and trophies must be insured, for which the Honorary Secretary will be responsible.

- 22.** (a) No articles of furniture, crockery or Glass may be taken out of the Mess without the prior permission of the Honorary Secretary.
- (b) No Linen may be lent or hired.

23. Breakages:

In the case of accidental breakage by officers or their security aids, the cost of repairing or replacement the articles will be charged from the officer concerned, who will make an entry in the breakage book. If the

breakage is willful, the Honorary Secretary is authorized to charge up to six times the cost of the damage done.

24. Library:

The library will be managed by a member appointed by the committee.

25. News Papers, Periodicals etc:

The list of New Papers and Periodicals to be purchased will be revised annually at the annual General Meeting.

26. Charges and Recoveries for Guest Nights etc.:

- (a) The total cost of a guest night to which mess guest are invited excluding drinks for which the charges will be personal, will be shared by all officers dinning in the mess, as well as any honorary member who elect to dine in. Any officer or honorary member who invites a guest will pay one extra share.
- (b) The distribution of the cost of other special entertainment will be decided by the Committee in each particular case.

27. Recoveries for breach of Rules:

Recoveries for breach of mess rules will be made at a scheduled rate fixed by the mess committee.

PART-V

28. Miscellaneous

- (i) The committee will frame regulations covering mess etiquette regarding the procedure for guest night as well as for the billiard and card rooms.
- (ii) The members will adhere to the dress orders as prescribed by the Dte. Genl.
- (iii) Charges for CRPF officers mess accommodation by visiting officers will be paid in accordance with the instructions issued by the Dte General from time to time.
- (iv) The accommodation in officers mess will be provided on first come first served basis.

CHAPTER-X

CENTRAL RESERVE POLICE FORCE SUBORDINATE OFFICERS'

MESS RULES

1. Short Title and Extent:

These rules may be called the Central Reserve Police Force Subordinate Officers' Mess Rules.

1.1 Nomenclature and location:

Each Unit, Group Centre and other establishment of Central Reserve Police Force will have a mess for the Subordinate Officers, which will be known as "Central Reserve Police Force Subordinate Officers' Mess". Its maintenance will be financed from the Govt grants and partly by CRPF Unit Welfare Fund. All crockery and cutlery belonging to the Mess will be the property of all members of the Mess.

2. Definition:

For the purpose of these rules:

- (i) The "Mess" means the Central Reserve Police Force Subordinate Officers' Mess.
- (ii) "Member" means a permanent member, unless otherwise stated.
- (iii) "Committee" means the committee referred to in Rule 4.
- (iv) "The Addl. DIG", "Commandant" and "2 I/C " means the Addl. DIG the Commandant and the Second in Command of the respective unit/ establishment of the Central Reserve Police Force.

3. Objects of the Mess :

- (i) To provide amenities, social gatherings and entertainment to the members.

- (ii) To provide indoor and outdoor games to the Members and their families.
- (iii) To provide the social welfare and brotherhood and spirit-de-corps among the members & their families.
- (iv) To provide messing to non-family member

4. Membership of the Mess:

All subordinates Officer including ASI and non-gazetted members of the Ministerial and Hospital staff of and above the rank of Lower Division Clerk and Pharmacist respectively will be permanent members of the Mess.

5. Mess Committee :

The Composition of the Mess Committee will be the President, Vice-President, Honorary Secretary, Treasurer and four members. The Second In Command will be the President and the Subedar Major will be the Vice-President. The Honorary Secretary, Treasurer and member will be elected every year. A Committee meeting will be held once a month and the quorum for the meeting shall be 2/3 of the members.

6. General Meeting:

An annual general meeting of the members will be held during the first quarter of every year. At least one week's notice will be required by Honorary Secretary for any subject proposed for inclusion in the agenda.

7. Voting at Committee Meeting:

A majority carries any resolution before the Mess Committee. In the case of equal voting, the President will have a casting vote.

8. Alterations in Rules:

Any proposed alteration in the Mess Rules must be placed before the general meeting and will not be adopted without three quarter majority and approval of the Addl. DIGP/Commandant.

9. President :

The President will be in administrative charge of the Mess. He will exercise general supervision over the work of the Committee.

10. Vice-President:

The Vice-President will be responsible for the general supervision of the work of the Mess and for the control of expenditure.

11. Secretary:

The Honorary Secretary will be responsible for: -

- (i) Efficient running of the Mess.
- (ii) All arrangements in connection with holding of guest nights or other special entertainment.
- (iii) The maintenance of the Stock Book and for carrying out the annual check of all Mess property.
- (iv) Maintenance of up to date copy of the Mess Rules.
- (v) Control of all stocks of wine and cigarettes etc.
- (vi) General cleanliness of the Mess rooms, furniture and fittings.

12. Treasurer:

The treasurer will be responsible for :

- (i) The maintenance of all Mess Accounts, which will be balanced every month.
- (ii) Maintenance of the Cashbook.
- (iii) The collection of subscriptions and issue and payment of bills.

- (iv) Maintenance of the passbook of Saving Bank Account of the Mess and deposits and withdrawals of Mess money.
- (v) Quarterly statement of assets and annual balance sheet.
- (vi) General internal economy of the Mess.

13. Accounts Book and Register.

The following accounts Books and Registers shall be maintained:

- (i) Cash Account Book.
- (ii) Stock Book of Mess property showing separately the articles purchased from the CRPF Unit Welfare Fund and those received from Govt. Stores.
- (iii) Bill Book and Monthly Mess Bills.
- (iv) Ration Stock Book.
- (v) Attendance Register.
- (vi) Stock Book of Wines, Cigarettes etc.
- (vii) Breakage Register.
- (viii) P.M. Register.
- (ix) Any other register/ Account Book as deemed necessary.
- (x) Instruction/ Standing Orders file.

14. Mess Establishment:

- (i) The Mess will be provided with one Cook from the sanctioned allocation. In addition one Head Constable to work as Mess NCO and one Constable to work as Mess Orderly may also be provided.
- (ii) The mess committee may engage mess boy to serve food to members and wash/clean utensils. The charges will be paid by each member as decided by mess committee.

15. Duties of Mess NCO and Orderly :

- (a) They will work under the supervision of the Mess Secretary. They will bring to the notice of the Secretary any instance of neglect.

- (b) They will particularly be responsible for general cleanliness of all Rooms and of the furniture etc. They will also see the safe custody of all mess stocks, furniture and Crockery etc. They will report to the Secretary of any loss or breakage.
- (c) They will be responsible for the safe custody of keys of cup boards, almirah and stores rooms.

16. Messing expenses:

- (i) All Members at HQrs who do not keep families at place of duty will have to be dinning member of the Mess.
- (ii) In order to run the messing, following General Rules will be observed :
 - (a) All members will dine together without irrespective of caste, creed, Vegetarian or non-vegetarian.
 - (b) The expenses incurred on food will equally be divided amongst all dinning members.
 - (c) All bills will be paid within two days of receipt of pay. Any arrears or outstanding bills of the members who may be out of station will be deducted from their pay.
 - (d) The daily menu of the mess will be decided according to a schedule to be drawn up in the mess meeting. The scale of ration and daily menu as prescribed in instruction from Directorate General from time to time will be kept in view. The mess menu will be displayed in the dinning hall.
 - (e) Any member, who does not wish to take a lucal shall have to inform mess Secretary six hours in advance otherwise he will be liable for payment.
 - (f) All members will deposit mess advances as fixed by Directorate General from time to time on joining the mess. The advance will be refunded as and when any member leaves the mess.

17. Guest:

Guest will be allowed in the mess with prior permission of Chairman but will be chargeable. Any one below the Rank of ASI or Pharmacist will not be the guest of the Mess.

18. Power of Expenditure:

The Honorary Secretary is empowered to incur all reasonable expenditure in connection with the mess and for paying bills. All bills of the Canteen, Co-operative shop and the market should be paid promptly. Any addition to the Mess assets involving expenditure will require the approval of the Managing Committee of the CRPF Unit Welfare Fund.

19. General Rules.

- (i) Every Member must observe etiquettes & manners and behave properly, according to the Mess Rules.
- (ii) Any complaint or suggestion about the mess should be written in the Suggestion book. The Vice-President will look into the complaint/suggestion and take action as may necessary.
- (iii) No member will use the mess property for the personal use without prior permission of the Secretary of the Mess. Any breakage of the Mess property will be chargeable from the member responsible for it.
- (iv) All the Rules are subject to alteration and amendments in the General meeting.
- (v) 3 % of Mess profit will be chargeable against sales in the mess, which will be credited towards the Mess Fund.
- (vi) The mess etiquette and table manners will be displayed in the dinning hall for general information and strict observance by the members.

20. Audit and Checks:

The accounts of the mess will be audited quarterly by a board of officers nominated by the President.

21. Stock taking Board and Condemnation:

- (i) The stock taking of the articles held on charge of the mess will be held once every year under the orders of the President.
- (ii) The articles purchased from the CRPF Unit Welfare Fund and rendered un-serviceable will be put half yearly before the condemnation board and articles so condemned by the board will be later on auctioned by a centrally constituted auction board. The sale proceeds of all such condemned articles will be credited towards the CRPF Unit Welfare Fund, whereas the proceedings of the condemnation and auction boards will be recorded in the proper file.
- (iii) No articles received from the Government stores will be condemned by the Mess. All such un-serviceable articles will be returned to the concerned store for necessary action.

CHAPTER-XI

CENTRAL RESERVE POLICE FORCE HEAD CONSTABLES' MESS RULES

1. Short Title and Extent

These rules may be called the Central Reserve Police Force Head Constables' Mess Rules.

2. Nomenclature

Each Central Training College of the Central Reserve Police Force will have a Mess for the Head Constables' which will be known as "Central Reserve Force Head Constables' Mess". It shall be started with an initial grant and shall further be maintained from the CRPF Unit Welfare Fund.

3. Definition

For the purpose of these rules:

- (i) The 'Mess' means the Central Reserve Police Force Head Constables' Mess.
- (ii) 'Member' means a permanent member unless otherwise expressly stated.
- (iii) 'Committee' means the Committee referred to in Rule- 5.
- (iv) The 'Principal' and 'Vice- Principal' means Principal and Vice Principal of the Central Training College of the Central Reserve Police Force.

4. Objects of the Mess

- (i) To provide amenities, social gathering and entertainments to the members.
- (ii) To provide social welfare and inculcate the spirit-de-cops amongst the members.
- (iii) To provide messing to non-family members

5. Membership of the Mess

Every Head Constable serving or undergoing training with the Central Training College of the Central Reserve Police Force will be the member of the Mess.

6. Mess Committee

- (i) The composition of the Mess Committee will be the President, Vice President, Honorary Secretary, Treasurer and four members. The Subedar Major will be the President and the Bn Havildar Major will be the Vice President. The Honorary Secretary, Treasurer and two members will be elected quarterly by the member of the Mess. The Honorary Secretary and Vice President will be responsible for all Mess property records.
- (ii) The two other members of the Committee will be 'Mess in-charge' and will run the mess. They will be responsible for cooking, attendance at the messing and monthly collection.
- (iii) The general supervision of the Mess will be the responsibility of the concerned Vice Principal who will be assisted by the Subedar Major as and when required.

7. General Meeting

- (i) A Mess meeting will be held monthly and quorum for a Mess Meeting shall be $\frac{2}{3}^{\text{rd}}$ of the members.
- (ii) An annual General meeting of the members will be held during the first quarter of every year. At least one week's notice will be required by Honorary Secretary for any subject proposed for inclusion in the agenda.

8. Voting at Meeting

A majority vote carries any resolution before the Mess Committee. In the case of equal voting the President will have a casting vote.

9. Alteration in Rules

Any proposed alteration in the rules must be placed before the General Meeting and will not be adopted without three quarter majority and the approval of the Principal.

10. President

The President will be in administrative charge of the Mess and will exercise general supervision over the work of the Committee.

11. Vice President

The Vice President will be responsible for the general supervision of the work of the mess and for the control of the expenditure.

12. Honorary Secretary

The Honorary Secretary will be responsible for :-

- (i) The maintenance of all Mess accounts which shall be balanced every month.
- (ii) The collection of mess dues and issue payment bills.
- (iii) Quarterly statement of assets and annual balance sheet.
- (iv) Maintenance of up to date copy of Mess Rules.
- (v) General Internal economy of the Mess.
- (vi) General cleanliness of the Mess room, kitchen and furniture.
- (vii) Control of all stocks of wine and cigarettes.
- (viii) All arrangements in connection with holding of guest nights, barakhana or other special entertainments.
- (ix) The maintenance of the Stock Book and for carrying out the Half Yearly check of all Mess Properly.

13. Mess In charge

The Mess in charge will be responsible for :-

- (i) Preparation of food.
- (ii) Collection and stock of rations.
- (iii) Attendance of members.
- (iv) Proper distribution and serving of food etc.
- (v) Supervision of the work of the Cook and Water Carrier.

14. Accounts Books and Registers.

The following account books and registers shall be maintained:-

- (i) Cash Account Book.
- (ii) Stock Book of Mess property showing separately the articles purchased from the Unit Welfare Fund and received from Government Stores.
- (iii) Bill Book and Monthly mess bills.
- (iv) Visitors Book.
- (v) Ration stock Book.
- (vi) Attendance register.
- (vii) Stock book of wines , cigarettes etc.
- (viii) Breakage register.
- (ix) Local purchase register.
- (x) PM register
- (xi) Instruction file

15. Mess Establishment

Mess will be provided with one Cook and one Water Carrier by the Principal.

16. Messing Expenses

- (i) All members at station who do not have families will have to be dining members of the Mess.
- (ii) In order to run the messing, following general rules will be observed:-
 - (a) All member will dine together irrespective of caste, creed, region, vegetarian or non-vegetarian.

- (b) The expenses incurred on food will equally be divided amongst all dining members.
- (c) All bill will be paid within two days of receipt of pay. Any arrears of outstanding bill of the member who may be out of station will be deducted from their pay.
- (d) The daily menu of the Mess will be strictly as approved in the Mess meeting.
- (e) Any member who does not wish to take a meal any time shall inform the Mess Secretary six hours in advance otherwise he will be liable for payment.

17. Guests

Guests will be allowed in the Mess only with prior permission of Chairman but will be chargeable. Anyone below the rank of Head Constable will not be the guest of the HCs' Mess.

18. Powers of Expenditure

The Honorary Secretary is empowered to incur all reasonable expenditure in connection with Mess and for payment of bills. All bills of the Canteen, Co-operative shop and the market should be paid promptly. Any addition to the Mess assets involving expenditure will require the approval of the Managing Committee of the CRPF Unit Welfare Fund.

19. General rules

- (i) Every member must strictly observe manners & etiquettes and behave properly according to the Mess rules.
- (ii) Any complaint or suggestion about the Mess should be written in the Suggestion book. The Vice president will look into the complaint/suggestion and take action as may be necessary.

- (iii) No member will use the Mess property for the personnel use without permission of the Secretary of the Mess.
- (iv) Any breakage of the Mess property will be chargeable from the member responsible for it.
- (v) All the rules are subject to alteration and amendments in the General meeting.
- (vi) 5 % of the Mess profit will be chargeable against sales in Mess which will be credited towards the Mess Fund.

20. Audit and Checks

- (i) The stock taking of the articles held on charge of the Mess will be held once every year under the orders of the Principal/DIG/ADIG.
- (ii) The articles purchased from the CRPF Unit Welfare Fund and rendered unserviceable will be put half yearly before a condemnation board and the articles so condemned by the Board will be later on auctioned by a centrally constituted Auction Board. The sale proceeds of all such condemned articles will be credited towards the CRPF Unit Welfare Fund whereas the proceedings of the condemnation and auction boards will be recorded in the proper file.
- (iii) No article received from the Government stores will be condemned. All such unserviceable articles will be returned to the concerned Stores for necessary action.

CHAPTER-XII

CENTRAL RESERVE POLICE FORCE OTHER RANK's MESS RULES

1. Short Title and Extent :

These rules may be called the "Central Reserve Police Force Other Ranks" Mess Rules.

1.1 Membership:

Membership of the other Ranks' Mess includes Constable, Head Constables, Followers and Group "D" employees. At Detachments, depending upon circumstances, the Coy Commander may authorize subordinate officers to become temporary members of these messes for a limited period. Such temporary membership may only be allowed due to exigencies of service when it may not be possible for the subordinate officers to arrange separate messing.

2. Mess Staff:

Each Mess will be provided with Cooks and water carriers as authorised. In addition one Constable may be attached to help in catering food to the men and supervise cooking. The Mess Constable so attached will be replaced every month. A Mess under Officer will be appointed for the mess for every month by rotation by the Coy Commander during the monthly mess meeting. The Mess U.O. who will be responsible for procurement of commodities, daily attendance of mess dinning members, issue of expendable stores as per scale and close supervision over hygiene, preparation serving of meals and accounts of the Mess.

3. Supervision :

The responsibility for administration of the various messes of a Company rests with the Coy Commander who will ensure proper accounting of commodities purchased, issues to scale, quality of commodities, deductions and recoveries from men, payment and settlement of bills accounts. The

Coy Commander will exercise overall supervision over the respective messes of his Coy through the various Platoon Commanders.

4. Finance:

- (a) The Central Reserve Police Force Other Ranks' Messes are financed by the members constituting the mess.
- (b) All expenditure incurred for messing are paid for by the members except the pay of the Mess staff.
- (c) PET of utensils and accessories, are provided at Government Cost as per.
- (d) For the purpose of messing, purchases of expendable items is made by the individual messes as per their requirements depending upon their strength.
- (e) At static locations facilities are made available to avoid handling of cash for such purchases by allowing credit sale from the Co-operative shop, and Canteen,
- (f) This is not possible at the detachments where Coys are posted for indefinite periods and hence it is necessary that the service Coys hold adequate advances from the permanent mess members for purchase of expendable messing stores from the local market against cash payment.
- (g) Each service Coy is, therefore, allowed to hold mess advance from each person at the rates decided by Director General CRPF for local purchases of expendable stores for storage and routine consumption.
- (h) On transfer, discharge or death of any mess member, the mess advance will be returned to him or remitted to his NOK. No interest will be paid for such advance collected from the individuals. The members joining mess for a period more than one month on temporary duty, attachment etc. will also deposit mess advance.
- (i) The advance collected from the members will be deposited with the Coy Commander to be securely kept in the Coy cash box and an amount not exceeding Rs. 2,000/- only may be advanced to the Mess SO as and when required for making local purchases through the mess under officer.

- (j) The members dinning in the mess temporarily for a period less than one month will be charged for messing proportionately at flat rates but not less than the rates of proceeding month.

5. Accounting :

- (a) The messing month starts from 26th of the preceding month to the 25th of the succeeding month.
- (b) Attendance of mess members will be recorded regularly every day on the mess attendance register.
- (c) Issue of expendable mess stores as per requirement will be made from the stores against the daily attendance and recorded in the stock register.
- (d) All receipts and issues of stores purchased and issued will be recorded in the local purchase register on receipt/issue columns.
- (e) A cashbook for each mess will be maintained for all receipts and expenses to be duly supported by relevant vouchers.
- (f) The advance obtained from the mess members will be accounted for in mess advance register and cash book as also recoveries made at the close of the month to settle the bills on account of the mess expenditure incurred during the previous month by the 10th of every month.
- (g) The Cash Book should be adjusted fully after settlement of all bills and recoveries from individual mess members.
- (h) The Coy Commanders will ensure the adjustments by the prescribed date and will forward a certificate of each of the Coy messes to the Addl. DIGP/Commandant/Principal as per proforma vide Annexure –I.
- (i) All cash vouchers and bills will be cancelled and initialled by the Coy Commanders while adjusting the Cash Book and be kept in record for two years.
- (j) At the end of every quarter, the Addl. DIGP/Commandant/Principal will depute another Coy Commander to thoroughly scrutinise the accounts of the messes of each Coy and report details to him.

6. Recoveries:

- (a) At the close of the messing month on the 25th, all expenditure on account of running of the mess will be consolidated and total expenses worked out.
- (b) Cost on account of balance of expendable stores to be transferred to the following month's expenditure will be debited from the total mess expenditure of the closed month and net expenditure worked out.
- (c) This net expenditure will be divided by the total attendance and daily messing rates arrived at, and statement of dues of individual mess bill of the members prepared in accordance to their attendance.
- (d) The bill will be endorsed against the names of each individual in their daily attendance register.
- (e) The Coy Commander will take necessary recovery at the time of disbursement of pay and allowances, and the account will be adjusted accordingly.

7. Settlement of Bills :

- (a) On receipt of recoveries the Mess Under Officer/Mess SO will take immediate action to settle all out standing credit bills against stamped receipts and adjust his Cash Book prior to the 10th of the succeeding month.
- (b) The Coy Commanders will be responsible to ensure that this is done with out delay and will take necessary precautions to deposit the cash on account of recoveries in the Coy Cash Box, unless the Coy is split up into Platoons at various posts at detachments where the responsibility for safe custody of mess advance and recoveries will rest with the Platoon Commander himself.
- (c) Mess advance obtained from members or recoveries effected from such members shall not be utilised for any other purpose but for the running of the messes.

- (d) Any defalcation of cash or misappropriation will be immediately reported to the Commandant/ADIG by the Coy/Platoon Commander, as for investigations and remedial actions.

8. Records:

The responsibility for maintaining the following mess records will rest with the officer/Subordinate Officer/Under Officer as endorsed against each : -

Records	Responsibility
OC's Mess Cash Book	Coy Commander
Stock Register, Bill files etc	Mess Under Officer
Attendance Register	Mess Under Officer
Dead Stock Register in the following parts: (a) Furniture (b) Utensils (c) Miscellaneous Private Mess Property (d) Packing materials	Subordinate Officer (In charge Mess Platoon Commander
Mess S.O. Cash Book	Mess Subordinate Officer
Daily Fresh Vegetable, Commodities and miscellaneous purchase account book	Mess Under Officer
Any other record as deemed necessary	Mess Subordinate Officer

9. Co-ordination and Economy:

The Coy Commander or Platoon Commander in case of Platoon detachment will hold monthly meeting of all members of the mess to select Mess NCO and Mess Constable for the next month and effect improvement in the

standard of food, preparation of menu and discuss any difficulties in running the mess. Minutes of the mess meeting will also discuss measures to effect economy, prevent wastage and standardizing quality of foodstuff. The golden principle in running of the various messes will be "Quality" must not be sacrificed for cheapness and it will be ensured that the general standard of health and vitality of the Jawans is maintained by the quality of food stuff catered by the various messes. The Coy Commanders, for the purpose of ensuring this object are authorised to check by physical tasting of any food stuff prepared in the messes or purchased from the market, such as vegetable, ghee, curd, milk and other commodities. It is advisable that such checks be conducted by surprise frequently. It will be ensured by the Coy. Commanders. that day to day issue of rice, atta etc. are issued proportionately to the feeding strength of the dinning members.

10. Inspections :

The messes will be inspected by the Addl. DIGP/Commandant/Principal, Medical Officers and the Coy Commanders frequently to ensure maintenance of hygienic condition, standard and quality of cooking method of serving, cleanliness, ventilation and surprise checking of mess stores issued as against entries shown in issue register corresponding to attendance and observance of routine orders. Order for improvement and adequate administration of the Unit Other Ranks Messes will be issued from time to time under the authority of Addl DIGP/Commandant/Principal, without prejudice or contradicting these rules.

11. Health and Hygiene of Mess Staff:

Cook and other mess staff will be periodically examined by the medical Officer to ensure that they are free from contagious or infections diseases and in case they are suffering from any such disease, immediate action will be taken for debarring such personnel to enter the Cook houses. Such

examination as stool, Urine and sputum etc. will be carried out by the Medical Officer and the result will be communicated to the Coy Commander who will record the same in the list of followers to be maintained in the Cook houses as per proforma vide Annexure-II. Sanitation rules for the Other Rank's Messes be issued from time to time will be strictly observed. Purchases of article for the mess from the market may be made as far as possible by a representative committee of three members, to be changed every month, nominated by the Coy Commander or Platoon Commander if the Platoon is on detachment out side Coy HQr.

ANNEXURE-I

CERTIFICATE

It is certified that the mess accounts of various messes of this Company have been settled with the exception of the following: -

All Cash vouchers and bills have been cancelled and initialled by me and kept in record. The Cash Books of the various messes has also been adjusted.

Total attendance and the total expenditure of the various messes of this Company is shown below :

Mess	Total attendance	Rate per diet	Rate for whole month	Remarks
Coy HQ/ Platoon				

Note : Reasons in difference of rate per diet in the various messes should be shown in the remarks column.

Signature of Coy Commander

No

Date

The required certificate in respect of the messes of this Coy for the month of_____ is forwarded herewith as desired.

Signature of Coy Commander

ANNEXURE-II

LIST OF COOKS

List of Cooks and other staffs employed in
_____Coy/Platoon's Cookhouse Central Reserve Police
Force _____.

No.	Rank	Name	Date of posting	Date of last vaccination	Date of last TAB	Date of last stool test	Remarks

Signature of Mess Under Officer

Signature of Coy/Platoon
Commander

CHAPTER -XIII

CENTRAL RESERVE POLICE FORCE FAMILY WELFARE CENTRE RULES

INTRODUCTION

The Family Welfare Centres started functioning in Group Centres of the CRPF simultaneously with the establishment of Group Centres and then subsequently in the RAF units also. The following headings are hereby framed to regulate working of Family Welfare Centres:-

Part – I	RULES FOR RUNNING OF FAMILY WELFARE CENTRE.
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Part – II	RULES FOR FABRICATION OF GARMENTS.
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Part – III	OTHER ACTIVITIES IN FAMILY WELFARE CENTRE.
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Part – IV	DIVERSIFICATION OF ACTIVITIES IN FAMILY WELFARE CENTRE.
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PART – I

RULES FOR RUNNING OF FAMILY WELFARE CENTRES

1.1 OBJECTIVES OF FWC

- a) To generate job opportunities for dependent family members of CRPF personnel so that they get additional income.
- b) To fabricate articles of uniform and make other consumer goods for the benefit of members of the Force and the public.
- c) To provide training in tailoring and in making consumer goods etc. to dependents of the members of the Force.
- d) To provide financial grants for various welfare activities including running of Montessori Schools, Creches and providing free books to wards of Group 'D' staff .

1.2 LOCATION

The Family Welfare Centre may be established within a Group Centre and at such other location having CRPF establishments.

1.3 APEX BODY AT FORCE HQRS

Governing Body of the Central Welfare Fund will act as Apex Body for Family Welfare Centres. Various matters pertaining to Family Welfare Centre will be discussed during annual meeting of the Governing Body.

The apex body will hold meeting whenever required. The minutes of the meeting of Apex body should be circulated to all GCs/Establishment.

1.4 MANAGEMENT COMMITTEES

- i) The FWC will be managed by a Managing Committee consisting of the following:-
 - a) Ex-Official President : Addl. DIGP/ Commandant.
 - b) Honorary President : Wife of ADIGP/Commandant.
 - c) Ex-Officio V/President : Second-in-Command.
 - d) Honorary V/President : Wife of Second-in-Command.

- e) Member Secretary(Officer I/C) : One G.O.
 - f) Member 1 Wife of a G.O.
 - g) Member 2 Wife of an S.O.
 - h) Member 3 Wife of an SI/ASI/HC.
 - i) Member 4 Wife of a NK/LNK/CT(Ftr).
 - j) Member 5 Manager of FWC (S.O.)
-
- ii) These members shall be nominated by ADIGP/ Commandant once a year.
 - iii) Where-ever IGP/ DIGP is stationed in Group Centre campus, he will be the ex-officio Patron. Similarly, lady wife of IGP/ DIGP may also act as the Honorary Patron.
 - iv) The Management Committee will meet once in six months.
 - v) The President or in his absence the Vice-President may also call for special meetings at any time to consider special/urgent proposals.
 - vi) The Managing Committee may make rules to regulate the expenditure, maintenance of accounts, investment of money, writing off of unserviceable articles and generally to give effect to the objectives of the fund as set out in these rules.
 - vii) The Managing Committee will also examine the STB report and Audit reports.
 - viii) The Managing Committee will approve any expenditure exceeding Rs. 5,000/-.

1.5 SOURCES OF INCOME OF FWC

- (a) Profits earned through stitching of garments and sale of consumer goods in the Family Welfare Centre.
- (b) Grants provided by the Directorate General, CRPF from CWF or any other fund managed by the Directorate General.
- (c) Grants/donations provided from the Central/state Government or its organizations, semi-Government undertakings or any other Charitable Institutions for the Welfare of family members of the force personnel.

1.7 TIMINGS

The timings of various activities in FWC may be decided by the President by an office order based on the season of the year.

1.8 LOCATION OF WORK

The Managing Committee will decide the place of work for various activities including stitching of garments.

1.9 EXPENDITURE FROM FWC

All expenditure and advances will be made by the President for the following activities:-

- (a) For purchase of dead stock for the welfare of families in the campus.
- (b) For running Montessori School, Bal Bhavan and Crèche.
- (c) For welfare of wards of members of the Force.
- (d) Advances to dependent workers against their monthly payment.
- (e) Temporary advances to other funds of the establishment.
- (f) For any other legitimate expenditure/advance as decided by the Directorate General or Managing Committee.

1.10 FINANCIAL POWERS

The financial powers of various Officers for expenditure out of Family Welfare Centre fund will be as under:-

President	Rs. 5,000/-
Vice President	Rs. 2,000/-
Officer-in-Charge FWC	Rs. 1,000/-

Any item involving expenditure over Rs. 5,000/- will be subject to approval of the Managing Committee. However, the President or in his absence a Vice-President has full powers for purchase of raw materials for projects as approved by the Managing Committee.

1.11 SYSTEM OF ACCOUNTS

- (i) The money of the FWC Fund should be kept in a Nationalized bank in the form of a savings Bank Account which will be operated by the Vice-President.
- (ii) The account of FWC fund will be maintained by the Manager under the close supervision of Officer-in-Charge FWC.
- (iii) The following registers and files will be maintained in the Family Welfare Centre:-
 - (a) Cash Book.
 - (b) Stock Register
 - (c) RV/PV file
 - (d) Cutting Register
 - (e) Woman worker individual out-put Register
 - (f) Woman worker attendance register
 - (g) Stock Register of finished products/fabricated garments.
 - (h) Stock register of raw materials
 - (i) Saving Stock Register
 - (j) Dead Stock Register
 - (k) Quality control Board register
 - (l) Attendance Register of staff
 - (m) Receipt book/CRP – 60.
 - (n) Miscellaneous correspondence file
 - (o) STB file
 - (p) Audit file
 - (q) Adult education attendance register for staff and students
 - (r) Minutes book of proceedings of management committee meetings.
 - (s) Any other File/Register/Account Book as deemed necessary.

1.12 STOCK TAKING BOARD

The stock of FWC will be checked by a board of Officers consisting of one G.O. as presiding Officer and two SOs as members, once a year. This board will physically check the stock of all dead stock, raw material and finished products held by the FWC as on 31st Dec every year against concerned stock ledger and verify all transactions held during the year. The board will submit detailed proceedings to the president by 15th Jan.

1.13 AUDIT OF ACCOUNTS

The accounts of the fund will be audited yearly by a board of Officers nominated by the President. The audit report will be put up before the Managing Committee at its meetings for scrutiny, discussion and necessary action. Internal audit party will also audit accounts of FWC every year.

1.14 DISCIPLINARY ACTION AGAINST WORKERS

Any worker who misbehaves either with the staff of the FWC or with any other Co-worker of FWC or is guilty of misconduct, he shall be removed from FWC in the first instance for a period of 6 months. In this connection the I/C FWC or any other Officer as designated by ADIGP/Commandant may hold an enquiry and submit a report to the ADIGP for his orders. If the worker is guilty of misconduct or misbehavior for a second time, he/she shall be removed from FWC permanently on the orders of ADIGP/Commandant after an enquiry as above and on submission of a written report.

1.15 PENALTY FOR BAD QUALITY WORK IN FWC

If a worker is found to have damaged/spoiled/destroyed the cloth and other materials supplied by the FWC, the entire cost of the cloth and other materials shall be recovered from his wages and credited to the Govt on the orders of ADIGP/Commandant based on the report by the officer I/C

FWC. This penalty will be imposed only thrice on any worker. On the fourth occasion, besides imposing the penalty on the worker, he/she should be removed from the FWC permanently.

1.16 STAFF IN FWC

The following staff will work in the Family Welfare Centre :-

- a) HC/Technical HC/Tlr
- b) HC(Adm) HC/GD
- c) Ct(Sale) Ct(GD)

1 Ayah upto 15 babies. Ayah will be appointed at the discretion of Managing Committee. Preference should be given to widows of Force personnel.

1.17 DUTIES OF VARIOUS OFFICIALS

(a) PRESIDENT

(i) The Addl DIG/Commandant as President of the FWC will preside over the half yearly general body meeting and supervise administration of FWC through the Officer-In-Charge.

(ii) He will accord necessary expenditure sanction within his competency. In case of urgent nature of expenditure beyond his competency, he may authorize sanction in anticipation of approval of the Managing Committee.

(b) VICE-PRESIDENT OF FWC

- (i) He is responsible to the President for efficient running of the FWC.
- (ii) With the assistance of Officer I/C and the Manager, he will conduct all transactions.
- (iii) He will sanction purchases of stores and raw materials, within his financial competency.
- (iv) He will ensure that General Body Meetings are held every half year regularly.

- (v) He will see that STB, are conducted promptly and audits are held periodically.
- (vi) He should see the Cash Book every day and have the balance sheet prepared every month and put up to the president by 15th of the following months.
- (vii) All cheque books, saving accounts and other valuable documents of the FWC will be kept by him. All withdrawals by cheques from the banks and RTC will be made under his signature.

(c) **OFFICER I/C FWC (G.O.)**

- i) He is responsible for proper running of FWC to the Vice President/President.
- ii) He will maintain the Cash book of FWC under his signature and put up to the Vice President daily.
- iii) He will ensure correct maintenance of all registers and files through FWC Manager and others posted in the FWC.
- iv) He will ensure placing of demands for cloth and sewing materials.
- v) He will ensure proper maintenance of Crèche in the FWC.
- vi) He will make payment to the women workers promptly on the 1st of every month.
- vii) He will also advance payment from the FWC to the women workers, who leave the FWC in between.
- viii) He will be personally responsible for safe custody of raw materials received and purchased locally.

(d) **MANAGER FWC**

- (i) He will responsible for general supervision of all transactions and for arranging supply of all raw materials to the FWC.
- (ii) He will write the Cash book of the FWC personally.

- (iii) He will ensure the Line Committee to check and inspect the quality of raw materials purchased and that of stitched garments/finished products.
- (iv) He will bring to the notice of I/C about all finished products lying unsold in the FWC for more than six months and obtain orders regarding their disposal.
- (v) He will be the stock holder of all raw materials received by the FWC from AC(Store) or through local purchase.
- (vi) He will report all kinds of damages to machines of FWC or items of sale to the Officer I/C.
- (vii) He will assist the Officer in charge in running the Crèche.
- (viii) He will check all registers every week and the stock every month and will sign the register in token of having done so.
- (ix) He will keep the I/C informed about any discrepancies discovered by him.
- (x) He will maintain sanction books for FWC and obtain sanction in these books from the President/V.P/Officer I/C before any purchase is made.
- (xi) He will be responsible for issue of necessary cloth, sewing materials and raw materials to the women workers through HC(Adm) daily.
- (xii) He will convene the Quality Control Board thrice a week and produce all finished products checked by QCB before the Line Committee, he will record reasons for rejection of articles and take necessary action for recovery of the cost of articles or repair of the same through the concerned woman worker and HC(Technical).
- (xiii) He will ensure proper maintenance of all machines kept in the Family Welfare Centre .
- (xiv) He will see that raw materials are issued to the women workers daily by HC(Adm) punctually.

- (xv) He will ensure proper running of adult education classes in the FWC.
- (xvi) He will submit compliance to all audit, STB and Inspection paras concerning FWC to I/C promptly.
- (xvii) He will be responsible for preparing bills for garments fabricated by women workers.
- (xviii) He will perform any other duty assigned to him by I/C and the President.

(e)

HC(TAILOR)

- i) He should be a good tailor of the establishment and will work under the over all supervision of SI(Tailor)/HC(Tailor).
- ii) He will keep account of savings if any though saving at the cost of quality is discouraged.
- iii) He will also maintain registers like cutting register, saving stock register, stock register of cloths and other connected materials, log books of sewing machines and other machines in the FWC and maintenance register of all machines.
- iv) He will prepare bills for garments stitched by women workers in the FWC and submit them to the Manager.
- v) He will be responsible for all work in the FWC to the Manager.
- vi) He will also perform any other duty assigned by the Manager, I/C and the President.

(f)

HC(ADM)

- (i) He will be responsible to the Manager for issue of cloth and other raw materials to women workers.
- (ii) He will issue cloth and raw materials daily only after receipt of clearance from HC(Tailor).
- (iii) He will keep proper record of issue of raw materials to the women workers.

- (iv) He will maintain the following register:-
 - 1. Stock register of finished garments stitched by women workers.
 - 2. Individual ledger sheet of women workers.
 - 3. Attendance register of staff and women worker.
 - 4. Register concerning Crèche.
 - 5. Dead Stock register of FWC.
 - 6. Quality Control Board Register.
 - 7. Line Committee Register.
 - 8. Indent Register of cloth.
 - 9. Sewing material stock register.
 - 10. Women workers meeting register.
 - 11. Any other register whenever required.
- (v) He will hold stock of cloth and other raw materials under his personal custody after their receipt.
- (vi) He will be responsible for finished products of consumer goods, which he receives directly and garments which he receives from the HC(Technical)/Tailor.
- (vii) Constable(Storeman) will work under his direction.
- (viii) He will make over daily amount of sale along with sales sheets to the Manager FWC daily and obtain copy of the receipt from the Manager and keep it on record.
- (ix) He will be responsible for all building and furniture of the FWC for their proper maintenance and safety.
- (x) He will carry out any other orders/tasks assigned to him by the Manager and his superiors.

(g)

CONSTABLE (STOREMAN)

- (i) He will be responsible to the HC(Adm) for sale of consumer products manufactured in the FWC.
- (ii) He will issue Cash memos to consumers.

- (iii) He will prepare daily sale sheet and hand over the cash to the HC(Adm) daily under acknowledgement.
- (iv) He will be the stock holder of all products manufactured in the FWC after they are handed over to him.
- (v) He will maintain the premises of FWC clean with the help of CT(Tailor).
- (vi) He will maintain all records pertaining to sales through the sale counter.
- (vii) He will also assist HC(Adm) in the performance of his duties.
- (viii) He will carry out any other tasks assigned to him by HC(Adm) and his superiors.

(h)

CT (TAILOR)

- i) He will be responsible for periodical maintenance of all sewing machines, knitting machines and other machines in the FWC.
- ii) He will keep proper records of maintenance of machines and put it up to the Manager.
- iii) He will also maintain “Log Books” for all machines.
- iv) He will make necessary entries in Log Books regarding expenditure incurred on the repairs of these machines.
- v) He will put up cases of repairs and condemnation of machines to the Manager in writing.
- vi) He will be personally responsible for the safe custody of all machines held in the FWC.
- vii) He will perform any other duties assigned to him by HC(Technical) and the Manager.

(i)

AYAH

- i) She will be responsible for babies entrusted in her care in the Crèche.
- ii) She will keep all babies with in her view.

- iii) She will also keep proper record of all equipment kept in the Crèche.
- iv) She will look after the hygiene of babies properly.
- v) She will be personally responsible for all stores held in the Crèche.
- vi) She should ensure her personal cleanliness while working in the Crèche.

PART – II
RULES FOR FABRICATION OF GARMENTS

1.18 The Officer-in charge of every Family Welfare Centre will send his demand in triplicate for fabrication materials in form Appendix-A according to the scale laid down in Appendix – 5 – C of the Provisioning Manual. In respect of items not mentioned in the above Appendix of Provisioning Manual (like Socks woolen etc) the demand should be according to the scale laid down in Standing Order – 1/81. In the case of raw woolen yarn socks, the requisition should conform to the requirements calculated in terms of weight of raw woolen yarn needed for the number of socks woolen proposed to be knitted. The Officer-in charge FWC should retain one copy of the requisition and give two copies to the DC (Stores)/QM/MTO. The DC (Stores)/QM shall issue the requisitioned materials against the demand after a proper check. Necessary entries will be recorded by both of them in Col. 6, the DC (Stores)/QM will retain one copy duly signed by I/C FWC and return the other copy to In-charge FWC.

1.19 **RECEIPT AND ACCOUNTING OF FABRICATIONS MATERIALS BY FAMILY WELFARE CENTRES:**

The fabrication materials received by FWCs shall be accounted for in a separate Stock Ledger as laid in Appendix – ‘B’. Separate pages should be allotted for different items.

1.20 **CUTTING OF CLOTH BY FAMILY WELFARE CENTRES**

- i) The cloth should be shrunk before cutting. NO extra shrinkage allowance will be given as the scales of the cloth authorized already leave enough scope for shrinkage.
- ii) The cloth will be cut, if possible by women workers with the help of tailors according to various required sizes. They will be paid the charges as in Appendix – ‘G’ enclosed with the Standing Order. This amount would be

deducted from the stitching charges. The tailors helping in the cutting will not be paid any thing.

- iii) Cloth will be cut for stitching leaving enough margin, as per prescribed sizes. Co-ersive saving is not desirable and not encouraged.
- iv) Any saving which still might take place will be properly accounted for and taken on charge.
- v) A cutting register shall be maintained as per Appendix – ‘C’ for each item. Separate pages should be allotted for each item.

1.21 STITCHING /FABRICATION OF GARMENTS

- i) The cut cloth and spinned raw woolen yarn will be issued to various workers and appropriate entries made in the register to be kept as per Appendix – ‘D’. The finished garments will be entered in the register as indicated at Appendix – ‘F’.
- ii) To keep a proper check on the cloth and spinned raw woolen yarn issued to workers, individual running accounts will be maintained on separate pages for every worker in a register as at Appendix – ‘E’.

1.22 QUALITY CONTROL BOARD

i) To achieve a high standard of stitching/fabrication and to ensure correct sizes and pattern in accordance with the specifications laid down for quality/finish, a quality control board comprising the following will inspect all stitched/knitted garments fabricated in Family Welfare Centre:-

- | | | |
|-----|--------------------------------|--|
| (a) | Gazetted Officer | -1 |
| (b) | Officer’s, SO’s and OR’s wives | -3 |
| (c) | Tailor(SI)/HC | -1(to help in measurement of the garments in conformity of prescribed sizes) |

ii) Out of fixed fabrication charges laid down in Appendix – ‘G’, 5 paise shall be paid to non-official members of the Quality Control Board for each finished garments or pair of socks inspected by them. But the Gazetted

Officer and the tailor (i.e. the other two members of the Quality Control Board) will not be paid any thing for carrying out the inspection of the finished garments and socks.

iii) In the case of socks woolen, any sub-standard socks shall be rejected and in all such cases, full cost of woolen yarn should be recovered from the worker. In order to strengthen the heels and toes of the socks, a durable knit of one ply thread may be purchased locally by the DC (Stores)/QM) as per requirements.

1.23. RETURN OF FABRICATED/KNITTED GARMENTS TO DC (Stores)/QM/MT

The fabricated/knitted items will be taken on charge in the register indicated at Appendix – ‘F’ and sent to the DC (Stores)/QM) against proper voucher as per scale/weight mentioned in the original receipts/vouchers received from DC (Stores)/QM). These will be accounted for after the line committee has checked the quality and the vouchers are adjusted. The necessary entries in the stock register will be made. After checking and taking the fabricated/knitted garments into stock, the DC (Stores)/QM) will return one copy of the voucher duly signed to the officer I/C Family Welfare Centre.

1.24 SEWING/KNITTING MACHINES AND MAINTENANCE

Women workers are issued with sewing machines from the FWCs. The machines are kept in the FWCs. Some of the women workers have their own sewing machines at home. In any case as far as practicable, women workers may be asked to stitch clothing articles in the FWCs. However, women who have problems in attending FWC, may be allowed to carry the cut cloth and sewing materials home for stitching. Any loss or damage to these will be directly attributed to women workers and the cost of the same will recovered from them. They may also use the sewing machines of the FWCs.

1.25 TOKEN NUMBER

Each women worker should be given a “token number”. The HC In charge of FWC store will keep the cut cloth and sewing materials in various lots as per the size and type of garment and issue them to women workers on first-come-first-served basis. The issue will start at 0930 hrs every day and be over by 1030 hrs. For this purpose adequate cut cloth should be available. There should not be any delay in the issue of cloth to women workers. The details of issue will be kept in the register as mentioned above.

1.26 INDIVIDUAL ISSUE REGISTER

In order to keep watch on the cut cloth and spun raw woollen yarn issued to women workers and the sewing materials issued etc, proper account will be maintained in a separate page for each worker in a register in the proforma at Appendix – ‘E’.

1.27 FINISHED PRODUCTS AND QUALITY CONTROL BOARD

Women workers be given cut cloth meant for stitching as per discretion of the Managing Committee and capability of the worker. The women worker will always indicate their token number on all uniform articles fabricated/knitted by them with a white/coloured chalk or pencil at places in the garments as mentioned below:-

- (a) Shirt Khaki/Angola, Terri cotton Shirts, Shirts Mufti, Dangri KD/Great Coat and Cost Mufti Blue serge: - Inner Patti below the collar.
- (b) Trouser KD/BD Serge, Shirts KD, Trouser Mufti and Terri cotton Trouser:- Inner side of belt.
- (c) Socks Woollen: - On the top border.
- (d) Blouse Cotton, Blouse Woollen and Petticoat for ladies: - On small piece of cloth tied to the garments using a needle.

1.28 STITCHING/KNITTING CHARGES

Stitching/ knitting charges will be determined as per orders of Directorate General/ Managing Committee.

1.29 EXPENDITURE ON RUNNING OF FWCs

In order to meet the day expenditure of FWCs, a deduction of 10% will be made from stitching charges paid by the FWC as mentioned above and this will be credited to FWC Fund for meeting the day-to-day expenses. Knitting machines, sewing machines and any other kind of machines, accessories, furniture, raw materials, equipments etc. will be procured from FWC Fund/Govt grants as per the authorisation.

Expenditure will also be incurred on Welfare activities of the campus as a part of FWC affairs. As workers will handle sewing machines for their work and new workers will be trained on them, the maintenance of these machines will be done by effecting suitable deduction from the stitching charges fixed by the FWC Committee/ Directorate General.

1.30 PAYMENTS

- (i) The Officer-in-Charge of FWC will submit bills for the fabricated/knitted garments to the DC (Stores)/QM preferably on the 5th of every month. Bills may be submitted fortnightly also.
- (ii) The payment will be made to workers on the 1st of every month.
- (iii) It must be ensured by the FWC and the DC (Stores)/QM that payments are not held up due to avoidable delays or red-tape.
- (iv) In case of any delay in passing bills, the payments to workers will be made out of the Family Welfare Centre Fund of Unit/GC and the amount recouped in due course.
- (v) The Officer-in-charge FWC will ensure that the payment is made correctly to the worker concerned. He will also obtain signature/right hand thumb impression of the worker on a 20 paise revenue stamp on a proper acquaintance roll.

1.31 DISPLAY OF BOARDS IN THE FAMILY WELFARE CENTRES

To ensure a day-to-day checking of the progress of the fabrication work in the FWCs, boards/charts of given sizes should be displayed as laid down in Appendix – ‘H’.

PART –III

OTHER ACTIVITIES IN FWC

1.32 CRÈCHE

While women workers are engaged in stitching in the FWC, their small children/babies who accompany them will have to be looked after. For this purpose, a well equipped CRECHE with at least one Ayah for every 15 children should be established near the FWC. The expenditure for entertainment of tiny tots in the Creche should be from the FWC Funds.

1.33 ADULT EDUCATION

(a) Many of the residents in the Group Centre hail from villages where they do not have proper educational facilities. Many are, therefore, illiterate. In order to teach them simple reading and writing, adult education should be organized. The help of local Adult Education Department should also be taken.

(b) **Selection of Candidates**

For this purpose Women who do not know writing and reading may be selected. The services of I/C FWC should be utilized to select candidates for adult education.

(c) **Motivation**

By frequent motivational lectures by the educated wives of the Officers and SOs, both centrally and through house to house visits the uneducated women could be persuaded to attend adult education classes. They should be provided with writing and reading material free of cost. Suitable incentives should be introduced for those participating in Adult Education.

(d) **Teachers**

Part time teachers may be appointed for conducting adult education classes.

e) **Payment**

All expenditure connected with Adult Education will be met from FWC Fund.

(f) **Duration**

The adult education can be run for a period of 4 months for one hour daily according to the convenience of the students.

(g) **Reading/Writing materials**

Reading and Writing materials required for adult education classes may be purchased from FWC or Govt. grant. Other equipment required for this purpose, may also be purchased out of this Fund.

1.34 SMALL FAMILY NORMS “MOTIVATION”

Besides adult education, all women and men should be motivated to adopt small family norms for betterment of their children. This can be done by way of screening films on family planning, visual aids, charts etc, by the Officers and Medical Officers. Family Welfare Officials of the Central/State Govt should also be invited to deliver motivational lectures.

1.35 SMALL SAVINGS

Both men and their families should be motivated to save money by opening Saving Bank Accounts. The main problem is frequent transfers. In such case, with the help of Banks, transfer of accounts to their villages, where they have Rural Bank Branches, could be done.

1.36 CHILD HEALTH PERSONAL AND FAMILY HYGIENE

(a) General

Most of our men and their families have very little knowledge of personal hygiene and child care. Due to this ignorance, our men and their families do not make full use of preventive measures adopted by the Govt for providing immunity to children from various diseases. It is, therefore, essential to organize regular film shows which stress personal hygiene and highlight immunization programme for babies. These films should be shown along with the feature films and not separately.

(i) Periodical Examination

The children should be examined by the MOs at least once in three months to detect any abnormal conditions in them. This can be organized by the Addl DIGP with the help of MO I/C of the Group Centre/Unit.

(ii) Administration of the vaccines etc

A new born baby requires to be immunized against various diseases. The Addl DIGP/Commandant should organize immunization programmes with the help of the MO I/C of the Group Centre/Unit.

(iii) Healthy Baby

Healthy Baby shows should be organized periodically and prizes awarded. The expenditure on this can be borne by FWC Fund.

(b) Personal and Family Hygiene

(i) Need for cleanliness of Houses and surrounding Area

It is very necessary for personal and family hygiene every one, that the house in which they live should also be kept neat and clean . The house cannot be allowed to be a breeding ground of disease bearing germs. Similarly it is equally imperative to keep the surroundings of the houses clean. There are a number of dustbins and waste materials dumping enclosures all over the

Campus .The family member should be taught to keep the surrounding areas clean and throw all kinds of rubbish only in dustbins and waste materials dumping enclosures. The need for cleanliness of houses and surrounding area should be periodically explained/announced in the family lines through PA.

(ii) **Areas Cleaning**

Through periodical “SHRAMDAN” family lines area should be cleaned at least once a week. With our men realizing the need for cleanliness and “SHRAMDAN”, the family lines will certainly be more neat and clean.

(iii) **Games for ladies and Children**

So far we are arranging games only for the men. Some kind of games for the ladies and children of all ranks at least once in six months should be organized. Some prizes can be organized from FWC or CRPF Unit Welfare Fund for this purpose.

(iv) **Competition for best maintained Home & Block**

Once a year a competition for best maintained “Home” and best maintained “Block” should be held. Some attractive incentives by way of utility prizes to the winners should also be provided. The expenditure may be borne by FWC Fund.

(v) **Selection of best Lady Worker of NGOs**

A criteria may be evolved to select best lady worker of UOs by a board of officers and ladies. The principle may be that her children are healthy and clean and she has saving bank account. She works very hard in the FWC. Her house is clean and the area around her house is well maintained. A good prize of utility nature may be given to such lady from FWC Funds.

1.37 CULTURAL SHOW

Periodical cultural shows in the Campus for the benefits of all including children and families of all ranks should be organized. Dress competitions from various regions and music/dance competitions of various areas can also be organized with some incentives in the form of prizes purchased from Family Welfare Centre.

P A R T – IV

1.38 DIVERSIFICATION OF ACTIVITIES IN FAMILY WELFARE CENTRE

1. As already laid down, main objectives of the Family Welfare Centers are to supplement/augment the family income and to impart vocational training to create skills amongst family members of the force personnel. It is observed that stitching of uniform items of the force personnel is the most popular activity in the Family Welfare Centers because of better remuneration, simple work and availability of in-house expert tailor for guidance, with hardly any other activities taking place side by side. In this area of activity too only a small percentage of the families residing in and around the Group Centre campus are involved, while the rest remain confined to their homes busy in their daily chores and not finding any motivation to visit the Family Welfare Centers, Perhaps this situation could be changed if we are able to convey to the families of our force personnel that the central philosophy behind the activities at the Family Welfare Centers is the **‘empowerment of Women’** by giving them enough opportunities to live meaningfully in a community life. For this, the women and children should be encouraged and provided necessary help to attain economic independence.

It is therefore, essential to broad base the activities of the FWCs to involve larger number of families living in the campus. Though this has already been stressed and certain fields of diversification of activities were already suggested in the Family Welfare Centre rules, the achievements in this regard are hardly encouraging.

2. The following activities may also be undertaken in FWCs :-
- (a) Manufacturing of Jersey Khaki, Ground Sheet, Web equipment, Water proof, Riot drill equipment, , Blanco Khaki.
 - (b) Manufacturing of Plastic/ leather bags, Paper bags.
 - (c) Manufacturing of Pickles and Chutneys, Mustard Oil/Groundnut Oil, Sauces/ Jams, Papad.
 - (d) Manufacturing of Paper Board Cartoons,

- (e) Manufacturing of Cane/Bamboo products such as lamp, decorative articles etc, laundry soap.
- (f) Manufacturing of Detergents Powder, liquid soap.
- (g) Manufacturing of Naphthalene Balls, Phenyl, Cleaning powder.
- (h) Manufacturing of Wax, Candle.
- (i) Manufacturing of Agarbatties.
- (j) Manufacturing of Refills.
- (k) Canning of Chairs.
- (l) Conducting of training in Canning of Chairs.
- (m) Weaving activities (Carpet, Shawls, Nests, Socks etc)

1.39 TRAINING

- (a) Our women workers could be trained to manufacture selected products through our FWC by engaging Professional instructors. The Small Industries Service Institute (SISI) located in Delhi and other States, if contacted, will be able to impart necessary training.
- (b) Khadi Gramodyog Boards in various States also have technically qualified persons who can train our women workers in the manufacture of different products.
- (c) Knowledge of lady wives of officers and NGOs who may have undergone similar courses should also be utilized .The only problem will be to maintain a reservoir of trained women workers in the FWC to cope up with the change over of workers due to transfers. If there are exceptionally skilled workers, they could be considered for retention for a slightly longer period in the interest of the FWC.
- (d) Managing Committee of FWC may organize any other kind of training for dependents which enhance their skills and provide them employment opportunities.

1.40 *There is no doubt that the success of the project depends on the sale-ability of the products and self-employment of the individual. This depends on the quality of the product, local marketing facilities etc.*

1.41 It is essential that proper counseling of the family members is undertaken in the FWCs by inviting all the families residing in the campus and they are told of the opportunities that can be created in the FWCs for their betterment:-

- a) The talents already available in the family members in these fields may be explored and identified for further development.
- b) Those family members having aptitude for such creative work may be located.
- c) After short-listing the family members interested in a particular activity, further course of action may be decided by holding a workshop.
- d) Wherever needed, further training in a particular job/trade may be organized to achieve expertise and to produce quality products for finding easy marketability.
- e) Services of professional instructors in the field may be availed of on payment of honorarium, for training our family members. The local NGOs concerned may be contacted for this purpose.

1.42 Thus, the viable options/activities in a particular FWC should be identified and proceeded with further. The FWC should be able to finance such viable activities, if the requirement of investment is limited. If the investment need is beyond the capacity of the FWCs, possibilities of pooling the resources by a group of ladies by forming a co-operative, may be explored. Financing of the project through local banks may also be arranged. If needed, the Directorate General can act as the catalyst, for such purposes.

1.43 There is no denying the fact that marketing the product with attractive profit margin is the most motivating factor for continuing such activities in the FWC. For this, following strategy may be adopted:-

- a) Sale through the Unit/GC Canteens & Co-operative stores.
- b) Sale through special counters in the State emporium, Handloom Societies, KVIC etc.
- c) Participation in the local fetes, exhibitions etc.
- d) Organizing fetes in the Group Centres/adjoining places once or twice a year by putting up stalls for sale of these products.
- e) Participation in the annual Family Welfare Centre Exhibition organized by the Directorate General in Delhi.
- f) Contacting local businessmen/agencies for marketing such products.
- g) Through the help of local NGOs/Voluntary organizations.

Appendix - 'A'

Requisition of Cloth and Material Form

F.W.C.

No. Dated

To,

The Stores accrued

Please supply the following material.

<u>Sl.</u>	<u>Details of garments</u>		<u>Requirement of Cloth</u>					<u>Material for stitching</u>		<u>Sig of I/C FWC</u>	<u>Issued as per Cols 3 & 4</u>		<u>Remarks</u>
	Name	Sizes	Cellular Khaki	K.D.	Angola	White K.C.	White K.C.	<u>Buttons</u> K W B H H L A I A K T C I E K	<u>Thread</u> K W B H H L A I A K T C I E K		Sig of QM	Sig of I/C FWC	
1.	2.		3.					4.		5.	6.	7.	8.

Remarks column to indicate internal transaction between stock section and cutting section. Register to be maintained like Cash Book, Left side to show Receipts and Right side Issue.

Name of article.

[illegible]

Appendix - 'C'

.....

Cutting Section

.....

Cutter

No fresh issues to be asked for or made till Col. 5 runs to zero. Remarks Col. to indicate internal transaction between cutting section and stitching section

Garment
(Separate page for each item)

[illegible]

Appendix – ‘D’

Group Centre _____

Family Welfare Centre

Stitching Section

Daily cut items issued to ladies and receipt of fabricated garments from them.

1. Remarks Col. also to indicate numbers & dates of return of fabricated garments to fabricated Garment Register appendix ‘F’ Internal Issue-receipted vouchers to be kept in separate files.
2. Maintained item wise.

<u>Date</u> <u>Vr.No.</u>	<u>Cut Items</u> <u>Received</u> <u>From(worker)</u>	<u>Balance</u> <u>In Store</u> <u>)</u>	<u>Issued to</u> <u>Ladies</u>	<u>Balance</u>	<u>Shirts Recd</u> <u>From Women</u> <u>Workers</u>	<u>Balance Shirts</u> <u>With Women</u> <u>Workers</u>	<u>Remarks</u>
1.	2.	3.	4.	5.	6.	7.	8.
							Voucher No

							Dt
Total							

(Total of Columns 2,4 & 6 tallies of nothing is outstanding)

Appendix – ‘E’

AN INDIVIDUAL ACCOUNT OF FABRICATION

Stitching Section

No fresh issue to be made to lady
until previous issues accounted for.

Group Centre _____

Family Welfare Centre

FOR EXAMPLE

Smt/Kum Wife of Shri
Daughter of

Token No.

<u>Date</u>	<u>Issue</u>	<u>Receipt</u>	<u>Balance</u>	<u>Total Receipt</u>	<u>Payment made With date</u>	<u>Remarks</u>
1.	2.	3.	4.	5.	6.	7.
<u>Shirts</u>					Details of payment made vide voucher No.15 dated 01.10.89	

Appendix – ‘F’

FAMILY WELFARE CENTRE LEDGER FOR FABRICATED GARMENTS

Stock

Section

Separate page for each item size wise.

<u>Date</u> <u>Vr.No.</u>	<u>Items</u>	<u>Qty recd</u> <u>from FWC</u> <u>workers</u> <u>size wise</u>	<u>Qty issue</u> <u>to Q.M.</u> <u>size wise</u>	<u>Issue</u> <u>Voucher No</u> <u>& date</u>	<u>Balance</u>	<u>Remarks</u>
1.	2.	3.	4.	5.	6.	7.

Appendix - 'G

[illegible]

Appendix – ‘H’

- (a) **Board No. 1 (size 6 ft. long and 3 ft. wide)**
Monthly earning of FWC workers.

<u>S.No.</u>	<u>Name of the workers</u>	<u>Monthly earning by workers - April, May, June, July, Aug, Sep, Oct, Nov, Dec, Jan, Feb, March.</u>	<u>Remarks</u>
1.	2.	3.	4.

- (b) **Board No. 2 (size 3 ft. long and 6 ft. wide)**
Progress of fabrication work for the year.

<u>S.No.</u>	<u>Type of Cloth/ Raw Yarn</u>	<u>Balance of last year in Mtrs/Kgs</u>	<u>Allotment of cloth/Raw woollen yarn in the present year in Mtrs/Kgs.</u>	<u>Total allotment in terms of garments (Nos/Pairs)</u>
1.	2.	3.	4.	5.

- (c) **Board No. 3 (size 3` long and 2` wide)**
Nominal roll of Quality Control Board.

<u>S.No.</u>	<u>Name</u>	<u>Name of Officer to whom related</u>	<u>Relationship</u>	<u>Date from which nominated member</u>	<u>Remarks</u>
1.	2.	3.	4.	5.	6.

- (d) **Board No. 4 (size 3` long and 2` wide)**
Rates of fabrication of garments.

<u>S.No.</u>	<u>Name of Garments</u>	<u>Cutting Charges</u>	<u>Fabrication Charges</u>	<u>Inspection Charges</u>	<u>Total</u>	<u>Remarks</u>
1.	2.	3.	4.	5.	6.	7.

- (d) **Board No. 5 (size 3` long and 7` wide)**
Rates for knitting of socks woollen khaki/white.

<u>Knitting rate fixed by Govt per prs</u>	<u>10% FWC profit deduction</u>	<u>Spinning Charges</u>	<u>Charges for Quality Control Board</u>	<u>Stitching of ends</u>	<u>Pressing Charges</u>
1.	2.	3.	4.	5.	6.

<u>Running Maintenance of Machine</u>	<u>Handling charges of FWC machine</u>	<u>Supervision/ teaching charges</u>	<u>Total deductions</u>	<u>Net payable to worker</u>
7.	8.	9.	10.	11.

APPENDIX-A

INSTRUCTION FOR ADMINISTRATION OF CRECHES IN CRPF

CRPF CRECHE RULES

1) Aims and Objects

The aim and objects for opening/running of a crèche in each GC/Bn is to enable working women to keep their babies in crèche during the office hours.

2) Management of the Fund

- a) The fund shall be administrated by a Governing Body/Management Committee as defined for Unit Welfare Fund or FWC as the case may be. However, the following staff would be provided by the establishment: -
 - i) Manager – SI/GD
 - ii) Asstt. Manager – HC/GD
 - iii) Ayah – On honorarium basis
- b) Creche will function under overall supervision of Vice President of FWC/Unit Welfare Fund.
- c) All the activities of crèche will be governed by the committee and as per the directions of the President.
- d) Managing Committee will appoint Ayah, giving preference to widows of the Force personnel as their Rehabilitation.
- e) Time schedule of opening/closing of crèche may be decided as per local conditions.
- f) Creche may remain closed on Sundays and Govt. Holidays.
- g) Children above 6 months but below 6 years of age should be allowed for admission.
- h) Staff may be appointed for the crèche on purely temporary basis. They may be engaged for 89 days and may be reappointed after one day break.
- i) Services of GD personnel may be taken whenever required.
- j) The Ayah (s) should be held responsible for cleanliness of crèche and similarly responsible for stores held/available in the crèche.

- k) No child who is sick or suffering from any disease will be accepted.
- l) One Medical Officer should check general health of children once in a month and they should be immunized at the spot in crèche.

3) **Fees**

Rs.250/- per month per child may be recovered. Rs.25/- will be registration/admission charge. In addition, parents are required to provide eatables, milk/milk feeder, 1 set of clothes etc. while leaving their children at creche.

4) **Furniture/Items for Creche**

Rs.20,000/- from CWF will be provided as outright grant for initial equipping. Thereafter, expenditure may be met out of the creche fund and additional amount if required be met out of Unit Welfare Fund /FWC funds.

5) **Area required**

Creche consisting of two rooms with other essential facilities may be opened near to FWC of concerned GC or a portion of FWC may be given for running creche. If creche is to be opened nearby FWC, GCs can construct rooms under Govt. grant. GCs may decide size of the room after taking into account the number of children, but the room should accommodate at least 30 children. In case of units, the President Unit Welfare Committee would provide suitable place to open Creche.

6) **Appointment of workers**

Unit/GCs may engage 1 Ayah initially purely on temporary basis. Engagement of more Ayahs may be reviewed according to the strength of the children admitted in the chreche. Honorarium of Ayah be fixed @ Rs.800/- per month. Preference to widows of CRPF personnel may be given. Creche may meet the expenses in connection with running to the creche from the amount received from the parents as fee for admission in creche.

7) **System of Accounts**

- a) Proper account shall be kept by the Vice President of the Fund i.e. Unit Welfare Fund or the FWC fund.
- b) The Vice President shall prepare monthly/yearly statements showing receipts and payments for submission to the Governing Body.
- c) The accounting year shall be the financial year.
- d) The Vice President shall operate the accounts of the creche.

- e) A consolidated annual account for the year ending 31st March shall be prepared by the Vice President, showing receipts and payments during the year, supported by relevant documents and shall be submitted for approval to the President and for placing the same before the Governing Body/Managing Committee after audit.
- f) The Governing Body/Managing Committee shall ensure that the register for withdrawal and payments are properly maintained and that adequate provisions are made for systematic internal check for proper accounting of disbursements.
- g) The period of preservation of the documents will be the same as for corresponding documents as mentioned in Appendix III of Establishment Manual.

8) Audit of Accounts

- a) The Sebum Internal Audit will be carried out half yearly and the board/audit parties will be nominated by President.
- b) The Fund should also be audited by the Internal Audit Party of the Force.
- c) The stock takings of the property of Creche shall be conducted twice in the financial year.
- d) The audit report and the stock taking reports will be examined by the Governing Body/Managing Committee and will decide action to be taken on the observations made by the auditors/committee detailed for conducting the stock taking of the property of the creche.

9) The Governing Body/Managing Committee of FWC/Unit Welfare Fund may make regulations regarding maintenance of accounts, Investment of money of the fund and otherwise generally to give effect to the objects of the fund.

APPENDIX 'B'

**INSTRUCTIONS FOR THE FUNCTIONING OF CRPF
MONTESSORI SCHOOLS**

In CRPF we are running Montessori Schools at various GCs and other static locations. The following instructions are issued to regulate the functioning of Montessori schools:-

1. Classes to be run Only two classes i.e. Nursery & KG should be run in each school .
2. Age limit for admission (a) Minimum age for admission in Nursery should be three years as on 1st April.
(b) Minimum age for admission in KG Class should be four years as on 1st April.
3. Name of the School Name of the school will be 'CRPF Montessori School'
4. Syllabus & Books In Nursery classes curriculum attached at Appendix 'A' may be followed . Books for Nursery class should be decided by the Managing Committee of the school. Syllabus for KG Class is enclosed as Appendix 'B'.

'In case books are not available as per prescribed syllabus of KG, the Managing Committee may decide books according to syllabus.
5. Uniforms For Nursery & KG, dress on the pattern of Central School should be adopted. This dress is being introduced so that the same is used when the child goes to Central School. Management Committee may decide other modalities depending upon the area.
6. Timing The Classes will be run for four hours during each day including games. The Timings may be decided locally. The schools will remain closed on Saturdays and Sundays. Other holidays should be observed as per the Central school pattern in the respective State.
7. Strength of teachers a) One teachers will be engaged for each section.
b) If sections are more than five then one additional teacher to be engaged as reserve.
c) If sections are more than ten then two additional teachers should be engaged as reserve.

d) Additional teachers should be preferably Music / Arts trained.

e) The Headmistress will also be counted in teaching faculty. For example if there are five sections in a school then one Headmistress and four teachers should be engaged.

8. Strength of sections

Each sections should have a maximum strength of thirty children which may go upto 40. An additional section may be opened if the strength exceed 40.

9. Fee Structure

For wards of CRPF personnel, the fee structure will be as under:-

	GOs	SOs	ORs
Tution Fee	100/-	75/-	50/-
Caution money	50/-	40/-	30/-
(Refundable)			

Civilian children may also be admitted subject to availability of seats. It is to be ensured that no civilian child be admitted at the cost of CRPF wards. Fee structure for civilian children will be as under:-

Tution fee	200/- P.M.
Registration fee	5/-
Admission fee	50/-
Caution money	100/- p.a.
(refundable)	
Annual Charges	50/-

Fee will be collected for 12 months. Fee structure may be revised by the Management Committee depending upon the requirement of the school.

10. Selection of teachers

Selection of teachers shall be made in the following preferences:-

a) Nursery trained teachers who are matriculate and above should be given first preference. It will be ensured that the teacher has a Nursery training diploma from a recognized Training Institution.

b) Second preference should be given to JBT/trained graduates/trained post-graduates.

c) In case the above category of teachers are not available then only untrained graduates having sufficient teaching experience of Nursery schools should be appointed.

d) If even untrained graduates are not available then untrained teachers with minimum matriculation qualification and sufficient teaching experience of Nursery schools should be appointed on adhoc basis.

e) Services of the untrained teachers mentioned at sub para (c) & (d) above should be terminated immediately on availability of trained teachers for which continuous effort should be made.

11. System of selection

a) To select Headmistress / Teachers or other staff, a selection committee will be constituted as under:-

i) Senior most officer in the campus will be the chairman of selection committee.

ii) If DIGP is the Chairman, the Addl. DIGP will be the member of selection committee.

iii) If Addl. DIGP is the Chairman, then one more officer of the station preferably belonging to another unit will be the member of the selection committee.

iv) In addition to the above members, one Education expert of the area will be associated with the selection committee.

v) For selection of teachers and other staff, the Headmistress of the school will also be a member of the selection committee in addition to the above members.

b) Proceedings of selection of teachers will be approved by Range DIGP.

c) In case of any doubt in the matter regarding selection of teachers/staff, the matter will be referred to Sector IGP and decision of Sector IGP will be final.

d) Selection will be made purely on merits as per order of preference mentioned in para 10 above.

12. Honorarium

Staff will be paid fixed Honorarium as under:-

(a)	Headmistress	- Rs. 3,000/-
(b)	Trained Teachers(Nursery trained graduates/JBT/Trained Graduates/Trained Post Graduates	- Rs. 2,500/-
(c)	Un-trained graduate teachers	- Rs. 2,000/-
(d)	Ayah	- Rs. 1,500/-

The rates of Honorarium would be decided by the managing committee as per the availability of Funds and other considerations.

13. Service Conditions (a) All teachers should be appointed on purely temporary contractual basis. They will have no claim whatsoever for regularisation of their service.

(b) Trained teachers i.e. Nursery Trained Graduates, Trained Graduates/Trained post-graduates, JBTs will be engaged for 11 months in a year. They will be given one months break during vacations and may be reappointed without facing selection Board after vacations. However, all trained teachers will be given appointment for 11 months only and thereafter their services will be terminated. Specific date of termination of service should be mentioned in appointment letter itself. Specimen for offer of appointment is enclosed as appendix 'C'. Managing committee will ensure that no teacher is in a position to lay a claim for regular appointment and all legal complications are taken care of.

(c) Services of untrained graduate teachers will be terminated during vacations. However, their services can be terminated even during the session if suitable trained teachers are available for replacement. Un-trained teachers will have to face selection board every year.

(d) Efforts should be made every year to replace un-trained teachers with trained teachers.

(e) Staff may avail 10 days CL in a year.

(f) Any absence from duty except 10 days CL in a year for whatsoever, reasons will be treated as LWP.

(g) Winter break would be available to staff. However the period of engagement of teachers & staff may be determined in such a way that the staff is de-engaged before start of summer vacations. In these case the exact period of engagement can be less than 11 months.

14. Medical Aid In emergency, medical aid to teachers may be provided by Unit/station hospital. Periodical check up of all the children should be carried out by station hospital once at the time of admission

and thereafter every six monthly. Health card of all children should be prepared indicating height, weight etc.

15. Management Committee A management Committee consisting of the following officers will be constituted in each GC/Unit for smooth functioning of Montessori Schools:-

i) Senior most Officer in the campus will be the Chiarmman, i.e. DIGP/ADIGP/Comdt.

ii) In case the DIGP is the Chairman, then the Addl. DIGP will be the Vice-Chairman. If ADIGP/Comdt. is the senior most than 2I/C would be Vice-Chairman.

iii) Dy. Comdt. Secretary

iv) Head Mistress Member

v) An officer's wife who is not in the teaching faculty. Member

vi) One SO each from Min/Executive Staff. Member

Chairman will nominate all the members of the Managing Committee.

16. Morning Prayer Morning prayer will be decided by the Managing Committee . However , it should focus on National integration.

17. Vacations Vacations will be observed on the Central School pattern.

18. Audit of Accounts The accounts of the school will be audited half yearly by the Board of Officers to be detailed by Chairman. Annual Stock taking Board also to be carried out.

19. Grant of Montessori Schools from CRPF Education Fund.

i) Grant from Education Fund will be sanctioned as under:-

(a)One time outright grant of Rs. 50,000/- will be sanctioned out of Education Fund to equip Montessori Schools.

ii) Expenditure, if any, over and above the grant and income of school will be met from Family Welfare Centre Fund of the respective GCs/Institutions.

ANNEXURE - A

The curriculum of Nursery class should be flexible and informal. The pre-school years of child is the most impressionable age in one's life. The rate of development at this stage is very rapid and we should provide rich experiences to the child and help him to develop good habits proper attitude and a questioning mind. When preparing the curriculum of Nursery class the following points should be kept in mind:-

1. The use of senses is very important at this stage, especially in Montessori method. To train the senses we can make use of the Montessori apparatus. For eg. a) pink tower :- To train the visual sense and to discriminate dimensions and differences.
b) Long stair:- visual and muscular perception of dimension preparation for the mathematical mind.
c) Number rods - To learn the names 1 to 10 and associate the names with the quantities.
d) The colour spools - perception of colours. Awareness of the colours in the environment. A preparation for future out work.
e) Sand papers figures - To learn the figures and to associate them with the spoken name.
2. To develop a good physique muscular development is needed. The school should provide suitable outdoor equipments for the development of the muscular growth of the children. There should be opportunities for climbing, jumping, sliding, swinging etc.
3. To develop good health habits and to build up basic skills necessary for personal adjustments like dressing themselves, toilet habits, eating, keeping neat and clean. The children are encouraged to do their own work and be self-reliant.
4. To develop desirable social attitudes and manners to encourage healthy group participation to share and take care of the property belonging to him as well as others.
5. To develop emotional maturity by guiding the child to express, understand, accept and control his feelings and emotions.
6. To stimulate the intellectual curiosity in the child concerning his immediate environment. (EVS) encourage him to explore, investigate and experiment (A young child is always curious). His curiosity should be satisfied with satisfactory answers. Encourage him to be decisive.
7. Encourage the child to be independent and creatives by providing him with sufficient opportunities for self expression. Painting, music, drama, puppetry are some of creative activities.

8. Language development - To development in the child the ability to express his thoughts and clear language : some activities for language development are as follows:
a) Story telling. b) Action songs. c) Encourage the child to talk about something of his interest eg- The ice-cream man, your pet, your school, garden, what they like and enjoy most. d) picture books, visual aids, story book reading puppet play etc.
9. To develop listening power -
a) Give the children simple instructions to follow.
b) Take the children for a listening walk and ask them to say what all sounds they heard.
c) Play a song and ask them to listen. After the recordings are over ask the children to point or draw a picture of something they heard in the song.
10. Dance with music and rhythm. Dramatization of rhymes-Other activities based on these points-
 1. With mud, clay, plasticine children can mould many things.
 2. Keep a low black board. Let the children scribble.
 3. Dramatic play- make a play corner where children can be free in what they are doing. Home keeping, Policeman, traffic rules, Doctor-Children can be provided with dresses of these characters.
 4. Paper folding.
 5. Paper mosaic.
 6. Pencil scrap flowers.
 7. Thumb printing.
 8. Vegetable printing.
 9. Drawing and colouring.
 10. Outdoor games.

Written expression-English in four lined copies.

Starting with lines ^ - I, then the easily formed alphabets like T.L.H.E.F.I.

Recognition of the capital letters with the help of flash cards.

Maths - 1 to 10 recognition teaching using flash cards.

A left handed child should not be forced to use his right hand.

Charts of fruits, vegetables, flowers, animals, birds, alphabets, insects can be used as aids.

Out on educational trips and treks many times as possible.

ANNEXURE - B

First term	SYLLABUS FOR K.G. CLASS
English written	Capital letters A to Z Cursive writing a to z Two letter phonetic words eg-in, it, is, up, etc Work Book I and II
Oral English	My English Reader page 1 to 25
Hindi written	Two letters words like घर, रथ, खत, फल, नल dictation
Hindi Oral	1 to 10
Maths written	1 to 100 doing 1 to 100 Rhymes work book systematic-mathematics page 1 to 30.
Maths	Counting 1 to 100 Skip counting in 10's
Oral General awareness	1. Names of fruits. 2. Names of vegetables. 3. Names of flowers. 4. Names of common birds. 5. Names of wild animals. 6. Names of domestic animals. 7. Parts of the body. 8. Different colours. 9. Basic health habits. 10. Geometrical shapes.
General English conversation	1. What is your name? 2. How are you? How do you do? 3. What is the name of your school? 4. In which class do you read? 5. What is the name of your class teacher? 6. Who is your principal? 7. How do you wish in the morning? 8. How do you wish in the afternoon? 9. What do you say when you receive something? 10. What do you say when you commit a mistake?
Arts and crafts	1. Draw a flower and colour it. 2. Draw an animal. 3. Draw a circle and triangle-colour them. 4. Paper folding-a fish. 5. Pencil scrap flowers. 6. Paper mosaic. 7. A hut with match sticks. 8. Thumb printing.
Rhythmic activity	10 English poems and 10 Hindi poems.

ANNEXURE 'C'

OFFICE OF THE

CRPF

No.

Dated, the

To,

.....

Subject: **OFFER OF APPOINTMENT AS HEAD MISTRESS / TEACHER /
AYAH IN CRPF MONTESSORI SCHOOL (LOC)**

Madam,

This has the reference to this office letter No. dtd. and subsequent interview for assessing your suitability for the post mentioned above.

2. I am directed to make an offer of appointment to you against a post of purely on contractual basis for a period of as a temporary arrangement. In any case your services will not be required beyond

3. You will be paid honorarium Rs Per month (fixed) for the above mentioned job.

4. You will be relieved of your duties on completion of the above mentioned period without any notice and if necessary, your services will be terminated even before completion of the said period without any notice.

5. You will be granted casual leave proportionate to 10 days in year for the period you remain in service and any absence for the period exceeding the casual leave for whatsoever reason, will be treated as leave without pay.

6. You will not be entitled to claim for regular appointment in future by virtue of this temporary and purely contractual appointment and apart from the benefits mentioned above, no other benefits will be admissible to you. If the offer of appointment with the aforesaid terms and conditions are acceptable to you please report for duty latest by.....

ADIGP/Comdt.

