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POLICE COMMISSIONERATE  
BHUBANESWAR-CUTTACK  
BHUBANESWAR

NOTIFICATION

The 18th September 2010

No. 3/CP.—In exercise of the powers conferred by Clause (d) of Section 24 of the Orissa Urban Police Act, 2003 (Orissa Act 8 of 2007) and with the previous sanction of the State Government, the Commissioner of Police, Bhubaneswar-Cuttack, Bhubaneswar do hereby make the following regulations for institution, adoption and operation of Bhubaneswar-Cuttack Police Commissionerate Welfare Fund connected with Police administration, namely :—

**1. Short title and commencement :**

(1) These regulations may be called the Bhubaneswar-Cuttack Police Commissionerate Welfare Fund Regulations, 2010.

(2) They shall come into force on the date of their publication in the *Orissa Gazette*.

**2. Definitions :**

(1) In these regulations, unless the context otherwise requires, —

- (a) “Act” means the Orissa Urban Police Act, 2003.
- (b) “Commissioner of Police” and “Additional Commissioner of Police” with grammatical variations respectively means Commissioner of Police, Bhubaneswar-Cuttack and Additional Commissioner of Police, Bhubaneswar-Cuttack.
- (c) “Family members” with reference to a member means —
  - (i) Legally wedded wife/husband
  - (ii) Legitimate son
  - (iii) Legitimate daughter
  - (iv) Dependant sister

- (v) Dependant brother
- (vi) Dependant parents
- (d) "Fund" means "Police Commissionerate Welfare Fund" one Consolidated Welfare Fund of all the constituent units of the Police Commissionerate, Bhubaneswar-Cuttack and shall involve merger of the existing separate Welfare Funds of the constituent units into one.
- (e) 'Member' means a member of the Fund duly admitted under regulation 4.
- (f) "Police Commissionerate" means the Police Commissionerate of Bhubaneswar-Cuttack.
- (g) 'Year' means the financial year from 1st April to 31st March next year.

(2) All other words and expressions used in these regulations but not defined shall have the same meaning as respectively assigned to them in Act and Rules.

**3. Aim and object of the Police Commissionerate Welfare Fund**—The aims and objects of the Police Commissionerate, Bhubaneswar-Cuttack Welfare Fund are :—

- (a) To defray the cost of establishing and running of any educational institution, training centre, vocational institution, coaching centre, etc.
- (b) To defray the educational expenses of the deserving children of the members of the force only in case of high meritorious students which includes expenses towards school, college and university fees, cost of books in cases where the Central Police Relief and Welfare Fund do not reimburse and shall not exceed Rs.2,000 per annum per member of the force.
- (c) To defray a part or full cost of medicine and special diet of the members of the force and their family members in exceptional cases. Such medicines include only those which are not supplied by Government hospitals and/or are not reimbursable.
- (d) To meet the expenses of the recreation club, if necessary.
- (e) To promote cultural activities of the members of the force.
- (f) To provide facilities for games, athletics and sports to the members of the force and to enter, organize and conduct games, sports and athletics meet/tournaments/competitions.
- (g) To give relief to the members of the force for funeral ceremony on sudden death of a family member in deserving cases.
- (h) To give relief in deserving cases, to the legal heirs of a member of the force in the event of premature and sudden death of a member of the force.
- (i) To give interest free loan to the members of the force for medical treatment of self and family members on the certificate of authorized medical practitioner.
- (j) To advance interest free loans to the members of the force while proceeding on training or for non-receipt of pay due to non-issue of LPC which has to be recovered in one instalment on receipt of dues.



- (k) To advance loan for running of common mess, while proceeding on deputation, to be recovered from the pay of the force, not later than six months since the date of disbursal.
- (l) To run various welfare institutions like ration and stationary stores, canteen, vegetable store, flour mill, diary firms, sewing school, petrol pump, etc. and to give advances for running of any other institution that may be deemed necessary for the welfare of the force.
- (m) To meet expenses of temple and other religious institutions and various fairs, festivals, celebrations, etc. connected with such religious institutions.
- (n) Any other expense with approval of the President.

**4. Membership**—An employee belonging to police staff and civilian staff is entitled to be a member of the Fund from the date he is duly admitted to the same.

**5. Termination of membership**—Membership shall be terminated automatically on transfer from the Police Commissionerate or with death, retirement, dismissal, removal, discharge or resignation from service of a member.

#### **6. General Body :**

- (1) All members of the Fund shall constitute a body called the General Body.
- (2) Annual meeting of the General Body shall be convened by the Honry. Secretary of the General Body after taking orders of the President, every year soon after the close of the financial year to the Managing Committee, to consider the accounts and audit reports for the previous year, to review the progress of the Welfare Fund and any other matter in the agenda.
- (3) A special meeting of the General Body may be called at any time for any business by the President.
- (4) Decisions in the General Body shall be taken normally by general consensus. If there is a dispute of opinion, the views of the President shall be binding.

**7. Powers, duties and functions of General Body**—The powers and duties of the General Body shall be as follows:

- (a) To select members of the Managing Committee and such other standing committees as it may be necessary for carrying on the work of the Welfare Fund.
- (b) To appoint *ad hoc* committee(s) as and when necessary.
- (c) To make, repeal and amend guidelines for functioning of different welfare institutions.
- (d) To select members of the Managing Committee and such other standing committees as it may be necessary for carrying on the work of the Welfare Fund.
- (e) To appoint *ad hoc* committee(s) as and when necessary.
- (f) To make, repeal and amend guidelines for functioning of different welfare institutions.
- (g) To examine and adopt periodical reports submitted by the Managing Committee and enumerate principles according to which the Managing Committee shall function.
- (h) To consider the accounts, balance sheet and audit report and give necessary direction in this regard.
- (i) To examine the reports submitted by standing and *ad hoc* committee, if any, and give necessary direction in this regard.

### 8. Managing Committee :

(1) There shall be a Managing Committee for the Fund consisting of the following members, namely : —

(a) President ( <i>Ex Officio</i> )	..	Commissioner of Police
(b) Vice President ( <i>Ex Officio</i> )	..	Addl. Comm. of Police
(c) Honry. Secretary ( <i>Ex Officio</i> )	..	DCP(HQ) I/c Accounts
(d) Treasurer ( <i>Ex Officio</i> )	..	OS/HC
(e) Accountant ( <i>Ex Officio</i> )	..	Member
(f) One ACP from each Urban District/ Establishment	..	Members
(g) One Inspector from each Urban District/ Establishment	..	Members
(h) One Havildar/Hav. Maj./ASI from each Urban Dist./ Establishment	..	Members
(i) One Constable/Sepoy from each Urban District/ Establishment	..	Members
(j) One Follower staff from each Urban District/ Establishment	..	Members
(k) One Ministerial Officer	..	Member

(2) The Head Clerk of the Police Commissionerate (Account Section) shall be the Treasurer (*Ex Officio*) of the Fund.

(3) The Senior Accountant of the Police Commissionerate shall act as the Accountant of the Fund. Where the Senior Accountant is not suitable for some reason, the President shall nominate another Accountant.

(4) Members belonging to categories from (f) to (j) above, shall be selected by the DCPs of Urban Police District/Establishment. One Ministerial Officer as at serial number (k) shall be nominated by the President.

(5) Selected members of the Managing Committee shall ordinarily hold office for a period of two years unless removed by the Managing Committee or President.

(6) Subject to provisions in these regulations, a vacancy among selected members of the Managing Committee whenever arises, shall be filled in by co-opting of another member in his place by the President.

### 9. Powers, duties and functions of Managing Committee :

(1) The Managing Committee shall meet on dates and time fixed by the Honry. Secretary with the prior approval of the President, preferably once in a quarter.

(2) The quorum for the meeting shall be eleven members and all decisions shall be by consensus. In case of difference of opinion, the opinion of the President shall prevail.

(3) The functions, duties and power of the Managing Committee shall be as follows :—

- (a) Ratify all expenditure sanctioned by the President, Vice President and Secretary.



- (b) Sanction all expenditure of the fund and examine and decide all other matters, brought before it pertaining to the management of the Fund.
- (c) Plan and execute recreational and welfare activities in fulfillment of the object of the Fund.
- (d) Direct deposits and investments in banks and securities including fixed deposits.
- (e) Nominate auditors for auditing the accounts and consider the accounts, audit reports and balance sheets and forward the same for consideration by the General Body.
- (f) Sanction honorarium to any person working for the Fund and other allied Welfare institutions where it is not prescribed.
- (g) Carry out any other function assigned to it by the General Body.
- (h) Consider and decide all residual matters of the Welfare Fund not covered by these regulations and forward such matters for discussion and decisions in the General Body meeting, if, for some reason, decision cannot be taken by it.
- (i) Appoint sub-committee, as and when necessary, to undertake specific tasks or function.

#### **10. Powers, duties and functions of the President :**

The following shall be the functions, powers and privileges of the President :—

- (a) To preside over all meeting of the General Body and the Managing Committee.
- (b) To direct the Honry. Secretary to call meetings of the General Body and the Managing Committee.
- (c) To sanction expenditure from the Fund for fulfillment of purpose enumerated in these regulation. All sanctions above Rs.25,000 shall be put up before the Managing Committee for *ex-post facto* approval.
- (d) To approve acceptance of donations, grants, etc., to the Fund, subject to the approval of the Managing Committee.
- (e) To carry out such other functions and duties and to exercise such other powers as may be assigned to him by a resolution duly passed by the General Body.
- (f) Operate Bank Accounts of the Welfare Fund along with Honry. Secretary.

**11. Powers, duties and functions of the Vice President**—The Vice President shall perform the functions and duties of the President except those enumerated under regulation 10(b) and (d) whenever the President is unable to carry them out and whenever the President delegates powers to him in writing, subject to such limitations, as he may fix.

**12. Powers, duties and functions of the Honry. Secretary**—The following shall be the functions, powers and duties of the Honry. Secretary :—

- (a) Sanction advances and loans to different welfare institutions and individuals up to such amount as may be fixed by the President from time to time.

- (b) Ensure that all the accounts of the welfare institutions are duly maintained and are in order.
- (c) Look after the day-to-day administration of the Welfare Fund.
- (d) Execute all the resolutions validly passed by the General Body and the Managing Committee and the directions given by the President.
- (e) Call meetings of the General Body and the Managing Committee in accordance with the regulations after taking the orders from the President.
- (f) Place accounts, balance sheets and audit report in the meeting of the Managing Committee at least once every year.

**13. Duties and functions of the Treasurer**—The following shall be the functions and duties of the Treasurer :—

- (a) Collect subscriptions from members on behalf of the Welfare Fund in accordance with the regulations and issue cash receipts under the signature of the Accounts Officer of the Police Commissionerate.
- (b) Supervise the duties of the Accountant regarding correct maintenance of all accounts.
- (c) Deposit all cash in hand promptly, after keeping a balance of maximum of Rs.10,000 into the bank account of the Welfare Fund. In case more money is required to be kept in hand for any specific purpose, he shall take specific orders from the President or the Vice President.
- (d) Carry out such other functions and duties as may be assigned to him by the General Body, Managing Committee, President or Vice President.

**14. Duties and functions of the Accountant**—The following shall be the functions and duties of the Accountant :—

- (a) Maintain the accounts and other records of the Welfare Fund in accordance with the provisions of the regulations and direction validly given by the General Body and the Managing Committee.
- (b) Submit accounts and other records to the President or the Vice President whenever required by him to do so.
- (c) Process and promptly put up all applications received from individuals or welfare institutions for help or temporary loan to the President through the Vice President.
- (d) Take prompt action for recovery of advances/loans.

**15. Sources of Welfare Fund :**

(1) Subscriptions—(a) The monthly rates of subscription by all members shall be as follows :—

Sl. No.	Rank	Rate of subscription of Welfare Fund (in Rs.)
(1)	(2)	(3)
1	Commissioner of Police	100
2	Additional Commissioner of Police	100
3	Deputy Commissioner of Police	100



(1)	(2)	(3)
4	Additional Deputy Commissioner of Police or equivalent.	100
5	Assistant Commissioner of Police or equivalent	50
6	Inspector/RI of Police/Subedar/Scientific Officer/ Section Officer or equivalent.	50
7	SI/Sgt/Jemadar/DSI/OS/Head Clerk/Sr. Asst./ FPSI/Sr. Steno/ Lab. Assistant or equivalent.	50
8	ASI/Jr. Accnt./ Hav. Maj./ ASI Photographer/ Club Operator/Jr. Steno or equivalent.	40
9	Hav./Jr. Clerk/ LNK/Constable/Record Keeper/ Lab. Attendant or equivalent.	40
10	Menials	30

- (b) The rate of subscription may be revised with the approval of the General Body.
- (c) Subscription of a month shall be due for payment on the 1st day of that month.
- (d) Subscriptions are not payable for periods spent on leave or under suspension.
- (e) Subscriptions once paid to the Welfare Fund shall not be refunded on any ground except on the ground of overpayment.

(2) Profits of the following Welfare Institutions shall be deposited into the Fund :—

- (a) Ration store
- (b) Stationery store
- (c) Vegetable store
- (d) Canteen
- (e) Fees collected from the parking place of any Police Station or police campus.
- (f) Any other welfare institution opened with the approval of the Managing Committee, General Body and the President.

(3) The members of the Police Commissionerate and their family members may organize feast, dramas, competitions, events and variety shows on ticket or donation basis, taking due permission of the President and the profits therein may be deposited into the Welfare Fund. In all such cases, an audit into the accounts of collection and expenditure shall be done by a person deputed by the President before the profit is deposited into the Welfare Fund. The President may authorize depositing of profits into the Fund, subject to audit within six months of such depositing.

(4) The President, subject to the approval of the Managing Committee, can receive donations made by any individual, institution, association, sports & charitable body, service or professional organization, Government or private body in recognition of any outstanding public service rendered by the members of the force.

(5) Such donations can also be received by the President in anticipation of the approval of the Managing Committee.

(6) Such donations shall be received, as far as practicable, through cheques or demand drafts.

**16. Auditing of Welfare Fund & Welfare Institutions**—The auditing of the Welfare Fund and welfare institutions will be conducted once in a year by an Internal Audit Party, appointed by the President and the Audit Report will be put up in the General Body meeting for discussion and further follow up action.

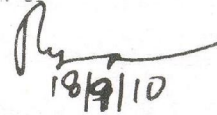
**17. Remuneration :**

(1) For proper maintenance of Welfare Fund accounts, keeping of cash and correspondence, the following Ministerial staff will get remuneration at the rates noted against each:

(a) OS/Head Clerk (Treasurer)	Rs. 400 per month
(b) Senior Accountant (Maintenance of Cash book)	Rs. 300 per month
(c) One Jr. Clerk (Dealing with WF correspondence)	Rs. 300 per month

(2) The President may increase the remunerations from time to time if deemed necessary.

**18. Repeal and Saving**—All proceedings pending at the commencement of these regulations shall be disposed of in accordance with the present Regulations.



(B.K.Sharma)  
Commissioner of Police  
Bhubaneswar-Cuttack



## COPY OF SECTION 119 OF ORISSA URBAN POLICE ACT, 2003

Method of  
proving  
orders and  
notifications.

**119.** Any order or notification published or issued by the Government or the Commissioner or any other authority or police officer under any of the provisions of this Act, the due publication or issue thereof may be proved by production of a copy thereof published in the Gazette, or of a copy thereof signed by an officer of the Government authorized for the purpose in that behalf or by the Commissioner or the other authority or police officer, as the case may be, and by him certified to be a true copy of an original published or issued according to the provisions of this Act applicable thereto.