

Chapter 11

Police Welfare, Grievance Redressal and Sports

1. Policemen work in difficult circumstances. The nature of their duties take them away from normal comforts and consolations of family life for long periods. The families of policemen have to undergo several difficulties in matters of health, education, employment etc., due to the uncertainties and unpredictable periods of work for which the policemen are deployed. The policemen are also exposed to both physical and mental stress which takes a heavy toll not only in respect of their health but also their behavior and conduct. The environment in which they have to work, the persons whom they come into contact and deal with, exposes them to many undesirable influences and temptations. The rigours of discipline and restriction on channels of expression to which other employees have access, underline the need for a sound and effective welfare programme for the police, apart from a responsive grievance redressal mechanism. Several welfare schemes, mechanism for grievances redressal and sports facilities have, therefore, been instituted for policemen and their families.

2. Administration of Welfare Activities

The IGP/Armed Police shall function as the Welfare Officer to advise and assist the DGP in the implementation of welfare measures for police officers. He will be assisted by as many officers and staff as necessary.

3. Functions and Duties of Welfare Officer

- (1) The functions and duties of the Welfare Officer shall, inter alia include administration and monitoring of welfare measures for Police personnel, such as:-
 - (a) health care, particularly in respect of chronic and serous ailments, and including post-retirement health care schemes for Police personnel and their dependents;
 - (b) full and liberal medical assistance to police personnel suffering injury in the course of performance of duty;

- (c) financial security for the next of kin of those dying in harness;
- (d) post-retirement financial security;
- (e) group housing;
- (f) education and career counseling and training in appropriate skills for dependents of police officers;
- (g) appropriate legal facilities of defence of police officers facing court proceedings in matters relating to bonafide discharge of duty.
- (h) monitoring of the welfare activities undertaken by various Police units in the state.
- (i) acquaint members of the force, through concerned heads of office and the unit heads regarding various welfare schemes of the Government that the police personnel and their family members can avail of under the rules.

(2) A Police Welfare Fund, under the administration and control of the Welfare Officer, shall be created for the welfare activities and programmes for Police personnel, which will have two components:

- (b) contributions made by the Police personnel, towards the welfare fund; and
- (a) outright financial grant by the state.

(3) The Welfare Officer shall, in the performance of his functions, be guided by the norms and policies, laid down by a Welfare Committee and ratified by the Director General of Police. The Managing Committee for the SPWF stated under item 5 below shall also function as the Welfare Committee.

(4) The Welfare Officer shall also interact with other government departments, public sector undertakings and other organisations to facilitate

gainful employment for retired police officers, and for the dependents of police personnel who have laid down their lives in due discharge of their duties.

4. Insurance cover, allowances and medical facilities

- (1) The State Government may provide insurance coverage for all or specific category or class of Police officers against any injury, disability, or death caused in the course of performance of their duty.
- (2) Police officers posted in special wings, such as Counter-Terrorism Operations Units, Bomb Disposal Squads, Commando Groups etc. shall be paid risk allowance commensurate with the risks involved in those duties.
- (3) In addition to facilities as may be made available in hospitals for general treatment and specialised services, Police personnel may also be provided with a medical insurance cover that would enable them to keep up the required standards of health and physical fitness.
- (4) Facilities for stress management, including psychological counseling, to cope with professional stress shall be given due attention in all police units and establishments

5. Sikkim Police Welfare Fund (SPWF)

The SPWF has been constituted to provide help and relief in cases of distress amongst its members while they are in service or prematurely invalidated out of service on account of prolonged illness and to help the dependents of the members who die while in service. The request for grant of financial assistance will be in the form of loan or ex-gratia payment depending upon the case. No claim however shall be as a matter of right. The authority to sanction the financial assistance shall vest with the President of the Managing Committee.

Note I

The term dependent means and includes:

- (a) Widow or widower, if she/he is wholly dependent on the member.

- (b) Legitimate or legally adopted children below the age of 18 years.
- (c) Parents, provided that they are wholly dependent on the deceased or any invalidated member. But sister, brothers, step-children and married daughters do not fall in the definition of dependents for the purpose of these rules.

Note II

On the death of subscriber, the payment of lumpsum financial aid shall be made to the widow or the eldest child, residing with the deceased or to a person who performs the last rite of the deceased, failing any of these to the eldest surviving married daughter. In case none of these dependants are alive, the payment of the financial aid shall be made to the father and failing him to the mother of the deceased.

Note III

Members, who have been discharged/dismissed or who have resigned from the force shall not be eligible for any benefit from this fund.

Membership of the Fund

All GOs including IPS officers and all non-gazetted employees of Sikkim Police/Sikkim Armed Police/IRB excluding ministerial staff working in the department on a regular basis shall be members of the Fund.

Managing Committee

The Fund shall be administered by a Managing Committee consisting of

- (a) President - DGP
- (b) Vice President - ADGP Hqrs
- (c) Secretary - IGP, Armed Police
- (d) Treasurer/Cashier - A Sub-Inspector of police nominated by the DGP
- (e) Asstt. Treasurer/Cashier - A HC/Constables nominated by DGP
- (f) Members - One G.O and one Non G.O each from all branches of Sikkim Police nominated by the branch heads (heads of offices).

The Cashier/Treasurer and Asst. Cashier/Treasurer will be responsible for the day to day working of the Fund and maintenance of the various records and shall function directly under the Hony. Secretary of the Fund.

Meeting of the Managing Committee

(a) The Managing Committee will meet twice a year preferably during January and July and examine the administration of the Fund. All matters pertaining to the administration of the Fund collection of subscription and investment of money shall be discussed and decisions taken in the meeting.

The Secretary of the Fund will present the accounts of Income and Expenditure of the Fund and any other information as may be called for during the meeting.

The proceedings of the meeting will be recorded and the minutes circulated to all branch heads for the information of the subscribers.

Source of Income

The Fund shall have following sources of income:

- (i) Subscriptions made by all the members of the Sikkim Police Force working in the department; rates will be prescribed by the Management Committee:
- (ii) Matching contribution received from the State Government.
- (iii) Hire charges of Police Conference Hall
- (iv) Sale proceeds of cartridges subject to approval of Government.
- (v) Specific funds received from individual agencies and Government for the purpose.
- (vi) Interest accrued from Saving Account Fund.
- (vii) 25% of the daily pay of staff deployed for escort duties by the Bank in accordance with notification No. 10/Home/92 dated 1/4/92.
- (viii) Sale proceeds of brass empties as laid down by the Government vide notification No. 40/Home/92 dated 18/9/91.

- (ix) All sums paid into the fund under these rules shall be credited to the Savings account in the State Bank of Sikkim.

Loan/Advance from the Fund

The Secretary may sanction loans/advances for the following purposes according to scale prescribed by the Managing Committee from time to time:

- (a) To pay expenses in connection with illness of the contributor and of members of his family or any person actually dependent on him.
- (b) Assistance in purchase of books and school uniform of his children.
- (c) Repair of house damaged by flood, cyclone or other natural calamities.
- (d) Any other contingency expenditure considered essential depending upon the merit of the case.

Amount of Loan/Advance

- (a) The maximum amount of loan that may be granted to entitle Police personnel shall be as laid down by the Managing Committee from time to time.
- (b) An advance shall not ordinarily be sanctioned unless the outstanding balance in respect of an advance previously granted has been fully repaid and no dues certificate from concerned DDO is produced and verified by the PWF Cashier from Ledger Account.
- (c) Application for loan must be applied for in the prescribed form I.

Educational Scholarship

Welfare Fund may be used for award scholarship to meritorious children of Police officers and men studying for class IV to class XII as per scale laid down by the Managing Committee.

Retirement benefits:

At the time of retirement on superannuation all police officers and men will be given a lumpsum amount as fixed by the Managing Committee from time to time and a suitable memento from the account of the welfare fund. A lesser lumpsum amount as

fixed by the Committee will also be paid to police personnel who proceed on voluntary retirement.

Imprest/Revolving Fund

A revolving fund shall be paid out of the SPWF at the discretion of DGP according to the strength of the police force in each Branch/District to be placed at the disposal of the each Head of Office. The Head of office shall operate the fund in accordance with the SPWF rules and sanction loans/advances upto such amounts as may be fixed by the Managing Committee. He shall be responsible for recouplement of the advances granted from the fund. He shall open a saving Bank account and maintain proper books of account as prescribed in the SPWF rules.

Quarterly Income and Expenditure statement will be submitted by the Branch Heads who operate the Revolving Fund to the Secretary of the Welfare Fund in the prescribed Proforma

Sanctioning Authorities

Sanctioning authorities for the purpose of this fund means the D.G.P. However, for efficient and smooth functioning of the fund the following delegation of powers are made:

Sl. No.	Nature of Fund	Sanctioning authorities
1.	SPWF	IGP/AP
2.	Revolving/Imprest	Branch Heads to whom imprest fund is Granted

Ex-Gratia

Ex-gratia payment of amount as fixed by the Managing Committee from time to time shall be made in case of death of a member from the additional monthly contributions made by the members of the Police force. A token ex-gratia payment may also be made in case of damages due to natural calamities.

Recovery of loan/advance

- (a) The recovery shall be made, at source in not more than ten equal monthly installment. The recovery shall commence with the 1st disbursement of monthly pay or subsistence allowance, as the case may be, succeeding the month in which loan is disbursed. In the event of death/dismissal/resignation from service, the balance shall be recovered in one Lumpsum amount from payments receivable by the loanee from Government.
- (b) A copy of the transfer order issued by different branches shall be forwarded to the secretary of the Fund for his record and reference.
- (c) Every drawing and disbursing officer of the Police Department shall indicate, in the last pay certificate, the balance amount of advance to be recovered from the subscriber.

Power to write off

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

Accountability and Books of A/C

The Secretary of the Fund shall be responsible for overall management, accountability and proper functioning of the Sikkim Police/Families Welfare Fund in the Department and all Branch Heads to whom revolving fund is sanctioned.

The Hony. Treasurer and the Cashier/Asstt. Cashier appointed as above shall maintain the following:

- (a) Cash Book
- (b) Cheque Receipt Register
- (c) Cheque Issue Register
- (d) Individual Loan Account Register
- (e) Monthly Reconciliation of Accounts
- (f) Vouchers and payment record with intimation to authorities

Audit

- (a) The accounts of the fund will be audited by an Account Officer of the department nominated by DGP once a year (during January). The audited report of the

Accounts Officer will be presented in the Managing Committee meeting during January by the Secretary of the Police Family Welfare Fund.

- (b) The DGP at his discretion may appoint an auditor or request the Accountant General for periodical audit of the PWF accounts.

Honorarium

The Cashier/Treasurer and Asst. Cashier/Treasurer of the fund will be paid monthly honorarium at rates as may be fixed by the Managing Committee.

Interpretation of Rules

If any question arises relation to the interpretation of these rules, it shall be referred to Director General of Police whose decision thereon shall be final.

Other benefits/schemes

1. In addition to the mentioned welfare measures, the Government has introduced various other benefits/schemes for the police personnel and their families as stated below. The disbursement of benefits granted under these Government schemes are also overseen by the Welfare Officer.

Ex-Gratia Payments

A) Under the provisions of Office Memorandum No. 51/4248/GEN/DOP dated 20/02/1990, the following ex-gratia compensation payment would be made to the family of the deceased Government servant:

- (a) In the event of death due to unnatural causes when a Government servant was not actually performing duty, an ex-gratia compensation payment not exceeding Rs. 50,000/- will be paid.
- (b) In the event of death of a Government servant as a result of contraction of diseases attributable to the performance of his professional duty, an ex-gratia

compensation not exceeding Rs. 1 lakh will be paid, whether the death has taken place while on duty or not.

(c) In the event of an unnatural death of a Government servant while actually performing duty, an ex-gratia compensation payment of Rs. 1 lakh will be paid.

(d) In the event of death of a Government servant while performing his duty due to terrorist or extremist activities or due to violence, an ex-gratia compensation payment of Rs 3 lakh will be paid.

NB: The amounts are subject to review by the Government from time to time.

Group Savings Linked Insurance Scheme

LIC of India established under section 3 of the Life Insurance Corporation Act, 1956 commenced a Group Savings Linked Insurance Scheme for Sikkim Police w.e.f. 07/05/1992.

Regular Employees who are aged not less than 18 years and not more than 58 years are eligible to join the scheme. Members of the scheme shall pay a monthly contribution through salary at the rate of :

- | | |
|---------------------------|-----------|
| 1) Followers to Constable | : Rs 25/- |
| 2) LNK/NK | : Rs 25/- |
| 3) HC | : Rs 30/- |
| 4) ASI | : Rs 35/- |
| 5) SI | : Rs 40/- |

The group Insurance Scheme consists of two components i.e. the “Insurance” and “savings” 30% of the subscription shall be credited to the Insurance Fund and 70% shall be credited to the savings fund. In case of Retirement whatever is accumulated in the savings fund alongwith 12% interest shall be paid to the Employer. In case of death the beneficiary receives the whole amount.

Sikkim Government Employees Group Insurance Scheme

This “Scheme” introduced by the Sikkim Government is intended to provide for its Employees at a low cost and on a wholly contributory and self financing basis, the twin benefits of an Insurance cover to help their families in the event of death in service and lumpsum payment to augment their resources on retirement.

Sikkim Police Consumer’s Cooperative Society Limited

Sikkim Police Consumer’s Cooperative Society is a body registered under Sikkim Consumer’s Society Act, 1978 vide registration No. N/E-37 of 1994. The Society consists of the officers and men of various branches of Civil Police as members/shareholders and is run by a management committee headed by Additional Director General of Police/Headquarters with IGP Armed Police as its Secretary. The society came into existence in the year 1994 with the sole objective of running a provision goods canteen for the welfare of members of the force. The Annual General Meeting of the society is held every year (on completion of the financial year) after an independent audit is conducted by the officials of Department of Co-operation, Government of Sikkim. The members of the managing committee are selected through an election held during the AGM. The Armed Police Battalion have also constituted a similar society for the benefit of armed police personnel.

Subsidiary Police Canteen

The Central Police Canteen system set up by the Government of India, MHA for the CPMFs in 2006 has been extended to the State Police Forces also. Accordingly, the Government has approved an establishment of a “Subsidiary Police Canteen” in the State Police (at SAP, Pangthang to start with and the State Police Lines, Gangtok as soon as the Composite building is constructed) to provide household etc. items at cheap rates to the serving and retired police personnel.

6. GRIEVANCE REDRESSAL

(1) Individual as well as collective grievances of Police personnel shall be freely received by unit heads and channelled upwards to the concerned Superintendent of Police

(Head of office) for redressal. Police personnel may also directly submit their grievances to the concerned SP during his visits to the unit or at Sampark Sabhas or in his office. A day of the week should be fixed by all heads of offices for Orderly Room. They should, however, be accessible on other working days as well to receive individual grievances. Gist of the grievance and action taken shall be entered in a register maintained as per Form ____.

(2) In case the grievance cannot be redressed at the level of the Superintendent of Police the same shall be forwarded to the concerned ADGP/IGP heading the branch or the DGP with comments. The branch head or the DGP, as the case may be, shall take necessary steps to redress the grievance under intimation to the Superintendent of Police concerned.

(3) Police personnel may also directly submit their grievances to the DGP. In such cases the Staff Officer to DGP shall enter the gist of the grievance in the orderly room register and put up the same to DGP when the aggrieved officer meets him.

(4) It shall be incumbent on the part of officers to ascertain the problem of the personnel working under them and solve them as per norms and with sympathy and understanding.

(5) In every case the officer representing shall be informed of the action taken on his grievance either by a letter or by allowing him access to the relevant entry in the orderly room register.

(6) The grievances that cannot be redressed by the above said mechanism shall be consolidated by the welfare officer (IGP/Armed Police) on annual basis and forwarded to the DGP for consideration by the State Police Board, which in turn shall make appropriate recommendations to the State Government for remedial measures.

(7) The IGP, Armed Police, as the welfare officer, shall also make an analysis of the grievances, their causes and their impact on the morale and efficiency of the Police

personnel on an annual basis and shall put up the same to the DGP for inclusion in the annual report of the State Police Board.

7. Sikkim Police Sports Fund

Sikkim Police Sports Fund is also managed by IG/AP who is designated as the State Police Sports Officer. The Sports Fund is intended to promote sporting excellence amongst members of Sikkim Police, conduct of tournaments related to various games and sports and purchase of sports equipments for various units based on demand and performance. All members of Sikkim Police contribute monthly towards the sports fund at subscription rates as prescribed by the Managing Committee constituted for the SPWF.

Salient features of Sikkim Police Sports Fund.

- A) Contribution to All India Police Sports Fund shall be met from the Police Sports Fund.
- B) The annual grant to a unit shall not exceed 50% of its total annual contribution.
- C) A portion of the available funds may be put in fixed deposits for income generation. The Sports officer shall decide the amounts of further FDs and withdrawals at the end of every financial year/maturity.
- D) 50% of the prize money won by any police team sponsored by State Police shall be credited to the sports fund.
- E) All Units receiving money from the sports fund shall submit utilization certificate duly supported by vouchers within one month of the receipt of the fund.
- F) The fund shall be subjected to Annual internal Auditing by CAO/PHQ.
- G) The amount of grant and other ancillary expenditure for State Police Teams participation at National, Zonal and other equivalent meets shall be at the discretion of the DGP.

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Form – I

Chapter – Police Welfare, Grievance etc.

See para 5

FORM OF APPLICATION OR GRANT OF LOAN FROM THE POLICE WELARE FUND.

- 1. Name (in block letter)
- 2. Designation
- 3. Station where posted
- 4. Date of appointment
- 5. Scale and Pay
- 6. Amount of advance required
- 7. Number of installment in which
the advance is proposed to be repaid
- 8. Purpose for which advance is
required
- 9. Whether for similar purpose was
obtained previously and if so,
- 10. (a) Date of drawal of the advance
- (b) The amount of advance still
outstanding

DECLARATION

I certify that the information given by me above is complete and true to the best of my knowledge. I authorized the D.D.O. to deduct the loan installment regularly from my pay bill in the month after the loan is disbursed.

Station :

Date:

Signature of applicant

Note: Application for loan should be supported by a requisite certificate of recommended by the Head of Office giving full justification for the loan.

A non gazetted police personnel who has not put in two years of service from the date of subscription to the fund shall not eligible for the loan.