

Brief description of changes in S.O. No. 421/2016
Delhi Police Martyr's Fund

- 1) Sub-committee to sanction financial assistance from Martyrs' Fund to the families of deceased police personnel shall be consisting of Spl CP/Admn, Spl CP/GA, concerned Joint CP/Addl CP, DCP/GA, FA, ACP/HQ(G), Acctt/PHQ All kind of financial powers shall be exercised by Spl CP/Admn Vice Chairperson.
- 2) The officer on deputation/transfer to and from Delhi Police may also be its member provided they opt for it and contribute and directly send their contribution to the member treasurer.
- 3) Irrespective to the membership of Delhi Police Martyrs' Fund, rank wise monthly subscriptions will be contributed by all police personnel as decided by the governing body.
- 4) It has been made that after scrutinising the documents listed out the final recommendation to disburse the amount from the Delhi Police Martyrs' Fund will be made by the Joint Commissioner of Police who has the supervisory control after the concerned district/unit through the concerned Special Commissioner of Police.

STANDING ORDER NO.421/2016

DELHI POLICE MARTYRS' FUND

In exercise of the powers vested in me, vide section 19(d), Chapter III of the Delhi Police Act, 1978, I, Alok Kumar Verma, Commissioner of Police, Delhi, issue the following Standing Order for the institution, management and regulation of Delhi Police Martyrs' Fund:-

1. TITLE

The fund shall be called "Delhi Police Martyrs' Fund" (hereinafter referred to as the 'Martyrs' Fund') and shall provide, inter-alia, immediate monetary assistance to the families of its members, who lay down their lives during the course of government duty. 'Member' will be Delhi Police personnel who opt to contribute to the fund and has not ceased to be member from declining to contribute when a repeat contribution is sought.

2. OBJECT OF THE FUND

The object of the fund is to provide financial assistance to the family of Delhi Police personnel, who contribute to the fund and are its members and lay down their lives while performing govt. duty. Details of these benefits are indicated in para-7 of this Standing Order. This fund commences its operation w.e.f. 01.02.2013 retrospectively and the benefit under the fund will be available to its members accordingly. This fund has been initiated for the benefit of employees of Delhi Police of all ranks and cadres who are its members.

Note : (a) The term 'on duty' is defined as death which occur or is caused while an employee is performing govt. duty; it does not include the journey from home/other place to place of duty or from duty to home/other place.

(b) The term 'gallantry' means death caused solely and directly by external violence while in the course of duty if a member is killed by criminals/ terrorists/anti social elements etc.

3.

ADMINISTRATION

(i) The following are the ex-officio members of the Governing body:-

Sl. No.	Designation and address	Remarks
	Ex.officio members	
1.	Commissioner of Police, Police Headquarters, MSO Building, I.P.Estate, New Delhi.	Chairperson
2.	Special Commissioner of Police, Administration, Police Headquarters, MSO Building, I.P.Estate, New Delhi.	Vice- Chairperson
3.	Special Commissioner of Police, General Administration, Police Headquarters, MSO Building, I.P.Estate, New Delhi.	Member
4.	Joint Commissioner of Police, South-Eastern Range, Police Headquarters, MSO Building, I.P.Estate, New Delhi	Member
5.	Joint Commissioner of Police, Central Range Police Headquarters, MSO Building, I.P.Estate, New Delhi	Member
6.	Joint Commissioner of Police, Crime, Police Headquarters, MSO Building, I.P.Estate, New Delhi	Member
7.	Joint Commissioner of Police, Northern Range Police Headquarters, MSO Building, I.P.Estate, New Delhi	Member
8.	Joint Commissioner of Police, South-Western Range Police Headquarters, MSO Building, I.P.Estate, New Delhi	Member
9.	Joint Commissioner of Police, Security, Vinay Marg, New Delhi.	Member
10.	Joint/Addl. Commissioner of Police, Armed Police, New Police Lines, Delhi.	Member

11.	Joint/Addl. Commissioner of Police, Police Control Room, Police Headquarters, MSO Building, I.P. Estate, New Delhi.	Member
12.	Dy. Commissioner of Police, General Administration, Police Headquarters, MSO Building, I.P. Estate, New Delhi	Member Secretary
13.	Financial Advisor to Commissioner of Police, Police Headquarters, MSO Building, I.P. Estate, New Delhi	Member
14.	Assistant Commissioner of Police, HQ(G)/DDO Police Headquarters, MSO Building, I.P. Estate, New Delhi	Member Treasurer
15.	Accountant/PHQ Police Headquarters, MSO Building, I.P. Estate, New Delhi	Member

- (ii) The Governing Body shall meet once in six months, in ordinary course or whenever it is necessary to do so.
- (iii) The accounts of the Fund for each quarter shall be checked by a sub-committee, consisting of the Deputy Commissioner of Police, GA, Asstt. Commissioner of Police, HQ (G)/DDO, FA to CP and an Internal Auditor nominated by the Governing Body and a report be submitted to the Governing Body at the time of its six monthly meetings.
- (iv) The minutes book shall be maintained by the Member Secretary, in which all the proceedings of meetings shall be recorded. The minutes book shall be preserved for six years and shall not be destroyed, except under the order of the Commissioner of the Police, Delhi. A copy of minutes of every meeting shall be submitted by the Member Secretary to the Commissioner of Police, Delhi for information and approval. Action on the recommendation of the Governing Body shall be taken only after approval of the Commissioner of Police, Delhi.
- (v) The financial assistance shall be sanctioned from Martyrs' Fund to the families of deceased police personnel expeditiously by the following Sub Committee:-

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|----|-------------------------|------------------|
| 1. | Spl.CP/Admn. | Vice-Chairperson |
| 2. | Spl.CP/GA | Member |
| 3. | Concerned Jt.CP/Addl.CP | Member |

4.	DCP/GA	Member Secy.
5.	FA	Member
6.	ACP/HQ(G)	Member treasurer
7.	Acctt./PHQ	Member

All kind of financial powers shall be exercised by Spl.C.P./Admn. Vice-Chairperson.

4. SOURCE OF FUND

- (a) For initial constitution of the fund, one day gross salary will have to be contributed by all G.Os including DANIPS and IPS officers posted in Delhi, all upper subordinates, Head Consts., Consts., Stenographers, Technical, Ministerial, Civilians and MTS of the Delhi Police who opt to become a member of the fund. Thereafter repeat one day salary or less contribution could be sought from members, if required. The month of deduction will be decided by the Governing Body. Every police personnel would be deemed to be a member unless he has himself opted out of the fund. Anyone who is on the rolls of Delhi Police and opts not to contribute will not be a member of the fund and his family will not be eligible for any benefit under the fund. Similarly, anyone who is a member and declines to contribute to any repeat demand for contribution will cease to be a member of the fund and his family will not be eligible for any benefit from the fund. The officers on deputation/transfer to and from Delhi Police may also be its member provided they opt for it and continue to contribute. Such officials shall directly send their contribution to the member treasurer.
- (b) Contributions can also be accepted from individuals/organizations, if approved by the Governing Body.
- (c) Donations from respectable persons/institutions will be accepted in the fund.
- (d) In case of emergent requirement, the Governing Body may decide to borrow from other welfare funds of Delhi Police running under the administrative control of the Commissioner of Police, Delhi.

5. RECOVERY OF SUBSCRIPTION

- (a) Subscriptions will be deducted from the salary of its members by way of Acquittance Rolls, by the respective unit accountants who will, in turn, send the amount, so collected through a road certificate to the Member Treasurer. The Member Treasurer shall

issue a receipt on the prescribed form for amounts received from each unit accountant. No receipt shall be issued to the individual. In case, receipts are not received by accountants within a week of remittance of the cash to the Member Treasurer, the matter should be reported to the DCP/GA/PHQ through the unit DCsP concerned.

- (b) All new entrants in Delhi Police who will opt to become a member of the fund shall have to contribute one day gross salary towards the fund by allowing deductions from first salary drawn in Delhi Police. Irrespective to the membership of Delhi Police Martyrs' Fund, Rank, wise monthly subscription will be contributed by all police personnel as decided by the governing body.
- (c) Receipts shall also be issued to private individuals/organizations for making special contribution.

6. MAINTENANCE OF ACCOUNTS

- a) **Cash Book :-** A Cash Book in the form given as Annexure-'A', for Delhi Police Martyrs' Fund shall be maintained by the Member Treasurer. All transactions of the fund shall be entered in the Cash Book. The Cash Book shall be given page numbers and shall contain a certificate on the first page by the ACP/HQ(G) showing the total number of pages contained in it. It shall be a permanent record. It shall be closed at the end of each such collection by the Member Treasurer and submitted to the Secretary of the fund along with the Bank Pass Book for his signatures, after being duly checked and initialed by the ACP/HQ(G)/Member Treasurer. The difference, if any, in the account figures shall be properly explained. The Secretary shall also compare the two balance of accounts before signing the certificate in the Cash Book. The Cash Book shall also be closed at the time of transfer of the Secretary, as required under G.F.R. -78 (1963 Edition) and the provisions of the G.F.R.-9(1963 Edition) shall be fully applicable in respect of certificates furnished in the Cash Book. Each entry on the payment side of the Cash Book will also be initialed by the ACP/HQ(G) (in the manner similar to that prescribed in clause 2 for the receipt side) with reference to the money order, acknowledgement or voucher, as the case may be.
- b) **Receipt Book:** A Receipt Book, in the form as in Annexure 'B' shall be maintained by the Member Treasurer. Each Book shall contain 100 serially numbered foils and counter-foils. Not more than one Book shall be used at a time. Blank Receipt Book shall be kept in the custody of the ACP/HQ(G), under lock and key. These shall be issued under his signatures, one at a time, with a certificate on the front cover about the correctness of the pages.

Used receipt books shall be kept for 5 years after the date of the last entry and shall not be destroyed without obtaining orders of the Spl. Commissioner of Police (Admn.), Delhi. All money received shall be acknowledged by issuing a receipt which shall be signed by the Accountant/PHQ who shall verify that the amount has been credited in the cash book and shall initial the relevant entries in the Cash Book also. Once an amount has been entered in the Cash book, it shall be the sole responsibility of the Member Treasurer to ensure its deposit in the Bank Account of the Fund. The Member Treasurer shall initial all entries giving date of deposit of money in the Bank against the amount in the Cash Book.

- c) The receipt of the payee's acknowledgement may be matched and a register in the following proforma be maintained for the purpose:-

Sl. No.	No.& date of the M.O	Name & address of the payee	Amount	Date of receipt of payee's receipt
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- d) **Personal Accounts Ledger:** A Personal Account Ledger shall be maintained by the Member Treasurer, to match that the payment made from the Delhi Police Martyrs' Fund is correct. The opening entry in the Register shall be got attested by a responsible officer of the Governing Body.
- e) **The Income and Expenditure A/C and Balance Sheet:** An annual income and expenditure account and Balance Sheet of the fund shall be prepared by the Member Treasurer and shall be submitted in the meeting of the Governing Body after getting the same approved by the F.A. to C.P., Delhi.
- f) **Ledger Accounts:** In order to facilitate the compilation of Income and Expenditure Account etc. Ledger Account, in the usual printed form, shall be maintained based on the cash book and supporting vouchers.

7. **BENEFITS**

- (1) In the event of 'death' while performing govt. duty, the widow or any other family member so nominated by the deceased member under the Pension Rules or legal successor, shall be paid a sum of Rs.10,00,000/- (Rupees ten lacs only) in lump-sum.
- (2) In the event of a death involving gallantry in the line of duty caused solely and directly by external violence, the widow or any

other family member so nominated by the deceased member under the Pension Rules or legal successor, shall be paid a sum of Rs.20,00,000/- (Rupees twenty lacs only) in lump-sum.

7-A. DOCUMENTATION

In order to disburse the amount from the Delhi Police Martyrs' Fund (Rs.20 lac or Rs.10 lac as the case may be) the following documents will be submitted by Districts/Units so that the cases can be examined expeditiously to provide financial assistance as per Standing order No.421/2013 and rules and regulations of the society formed vide registration No. 398/2013:-

- (i) Gist of incident duly attested by the concerned Head of Office.
- (ii) Documents in support of death on duty such as DD entries, FIR, if any, etc.
- (iii) Details of family members.
- (iv) Copies of death certificate, membership form and nomination form of Delhi Police Martyrs' Fund or if any of the document is not available the certificate of the Head of Office (HOO) in that respect.
- (v) Recommendation of the concerned Head of office.
- (vi) Post mortem report indicating cause of death or gist of such report from the Head of Office (HOO).
- (vii) Certificate showing the nature of duty being performed at the time of death by the deceased person.
- (viii) A certificate should be submitted to this Hdqrs., within two weeks from the date of issue of the sanction, that the amount has been disbursed to the Nominee/Nominee(s)/ legal heir. The name, amount and date of disbursement, must be shown in the certificate."

7-B FINAL RECOMMENDATION

After scrutinising the documents listed out above, the final recommendation to disburse the amount from the Delhi Police Martyrs' Fund will be made by the Joint Commissioner of Police who has the supervisory control after the concerned district/unit through the concerned Special Commissioner of Police.

8. INCOME TAX EXEMPTION

- a) All donations to the fund shall be eligible for exemption under section 80G of Income Tax Act for which approval shall be sought post-haste.
- b) Necessary orders from Income Tax Deptt. shall be obtained for tax exemption in respect of earning of the fund including interest accrued.
- c) The above exemption shall be obtained through Chartered Accountant appointed in term of para 10 of this Standing Order.

9. INVESTMENT AND BANKING OF THE FUND

Investments shall be made as per provisions made under the fund and as per the decision taken by the Governing Body from time to time. All the amounts realized on account of this fund shall be credited in the account of Delhi Police Martyrs' Fund in Axis Bank or any other Bank so decided by the Governing Body/ Investment Committee.

10. AUDITS

The accounts of the fund shall be audited every year by a Chartered Accountant and the Acctt./PHQ. They will submit their reports to the Commissioner of Police, Delhi who is the Chairperson of the Governing Body through Member Secretary.

11. MISCELLANEOUS

The fund will be operated under the technical guidance of the F.A. to C.P. or any other authority as deemed fit by the Chairperson and the Governing Body.

12. SAVING CLAUSE

When the Commissioner of Police, Delhi is of the opinion that it is necessary or expedient to do so, he may by order, relax any of the provisions of this Standing Order.

This supersedes the earlier Standing Order No. 421 issued vide No. 1401-1528/Record Branch/PHQ dated 15.04.2015 and all other amendments/circulars made thereon.

Alok Kumar Verma

ALOK KUMAR VERMA
COMMISSIONER OF POLICE:
DELHI.

OR NO. 23/2016

No 3397-3529 /Record Branch/PHQ dated Delhi, the 11/07/2016.

Copy forwarded for information and necessary action to:-

1. The Joint Secretary (Home), Govt. of NCT of Delhi.
2. All Special Commissioners of Police, Delhi/New Delhi.
3. All Joint/Addl. Commissioners of Police, Delhi/New Delhi.
4. All Dy. Commissioners of Police, Delhi. including F.R.R.O., Delhi/New Delhi.
5. The Principal, Police Training College, Jharoda Kalan, New Delhi.
6. ACP/Computer Cell, Delhi.
7. ACSP/HQ(P), (G) and (C&T), Delhi.
8. ACP/Welfare, OPL, Delhi.
9. P.A. & S.O. to C.P., Delhi.
10. F.A., E.A. and L.A. to C.P., Delhi.
11. Public Relation Officer (Delhi Police)
12. All Inspectors/Head Assistants/PHQ including CA/PHQ.
13. Accountant/PHQ (two copies).
14. All Distts./Units Accountants.
15. I/C Library/PHQ for placing in the concerned volume of Standing Orders available in Library of PHQ.

ANNEXURE - 'A'

DRAFT FORM FOR CASH BOOK

(REFERRED TO IN PARA -6(a))

<u>RECEIPT SIDE</u>				<u>PAYMENT SIDE</u>			
Receipt No.	Particulars of receipt	Amount	Particulars of date of deposit in the saving Bank Account	Date	Voucher No.	Particulars of payment	Amount

ANNEXURE- 'B'

(Referred to in para 6(b))

POLICE DEPARTMENT

DELHI PROVINCE

Serial Number _____

Annual Serial Number _____

Received with thanks from _____

a sum of Rs. _____ (in words) _____

_____ on account of _____

Rs. _____.

A.C.P./Hdqrs.

Hony. Treasurer
Delhi Police Martyrs' Fund