

Compendium of Police Orders

2019



West Bengal Police Directorate

West Bengal Police Directorate
Bhabani Bhawan, Alipore, Kolkata - 700 027

Police Order No. 01

Dated : 28th day of May, 2019

Sub: Amendment of Para 4.3 of Police Order No. 10 of 2010 in connection with issuance of Special Clothing items to CIF, West Bengal.

In terms of Para 4.3 of Police Order No. 10 of 2010, special clothing articles are supplied only to the Assault Group personnel (Operation Division) of CIF, West Bengal. Now, in the interest of parity, semblance and standardisation of Uniforms for CIF, West Bengal and in partial modification of Para 4.3 of the said order, the following special clothing articles, as per Annexure-II of Para 4.3 of the said order, shall be supplied also to other CIF personnel except those working in Special Intelligence Group (SIG) as per scale mentioned hereunder.

Sl. No.	Item	Item No. in Annexure-II	Qty	Life period
1	Black Beret	5	1 PC	1 Year
2	Black Synthetic Anklet	6	1 Pair	2 Years
3	Black Synthetic Web Belt	8	1 Pc	4 Years
4	Woollen Jersey-Black	9	1 Pc	5 Years
5	Jungle Patch Dress (Two piece)	10	1 Set	1 Year
6	Superior Quality Jungle Operation Boots	13	1 Pair	1 Year
7	Jungle Patch Synthetic Web Belt	14	1 Pc	4 Years
8	Green Colour Nylon Socks	15	1 Pair	1 Year

(Virendra)

Director General and Inspector General of Police
West Bengal

Memo No. 615 (3) - EQ/CL//EQ/CL-22/19

Dated : 30/05/2019

Copy forwarded for information and necessary action to the

- i) ADG & IGP, CIF, West Bengal
- ii) SP (Admin), CIF, West Bengal
- iii) Commandant, SAP 3rd Bn., Barrackpore

Inspector General of Police
(Organisation), West Bengal

Order - 06/19
renamed as Police Order 01 A of 2019

Sub : Chief Minister's Medal for Best Investigating Officer of the year

In partial modification of Order No. 12/12 Dtd.02.05.2012 Para-3 may please be read as follows :

For selection of "Best Investigating Officer" of the year a Screening Committee consisting of DGP/ADG, CID, ADG, IB, Zonal IGPs and Commissioners of Police may be formed. This committee shall make suitable recommendation and send it to the Selection Committee headed by Director General & Inspector General of Police, West Bengal with Director General & Inspector General of Police (Administration), West Bengal and Director General & Inspector General of Police (Welfare), West Bengal as its members who will take final decision and send recommendation to the Government for issuing Government Order.

(Virendra)
Director General and Inspector General of Police
West Bengal

Memo No. $\frac{94(11)}{SS-25/2018(Pt.)}$ /SS

Date : 28.01.2019

Copy to the:-

1. Additional Director General & Inspector General of Police, CID, West Bengal.
2. Additional Director General & Inspector General of Police, IB, West Bengal.
3. Additional Director General & Inspector General of Police, South Bengal Region.
4. Inspector General of Police, Western Zone.
5. Inspector General of Police, North Bengal Region.
6. Commissioner of Police, Bidhannagar.
7. Commissioner of Police, Howrah.
8. Commissioner of Police, Siliguri.
9. Commissioner of Police, Asansol Durgapur.
10. Commissioner of Police, Chandannagar.
11. Commissioner of Police, Barrackpore.

(Virendra)
Director General and Inspector General of Police
West Bengal

West Bengal Police Directorate
Bhabani Bhawan, Kolkata- 700 027

Memo No. 1079 (230) Wel / Society
Wel / Society 37 - 17

Dated: 25.10.2019

To:

- 1) All Directors General & Inspector General of Police, West Bengal.
- 2) All Addl. Directors General & Inspector General of Police.
- 3) AH Inspectors General of Police.
- 4) All Commissioners of Police.
- 5) All Deputy Inspectors General of Police.
- 6) All Superintendents of Police including CIF / SIG, CIF / Telecom / SCRB/ACB
- 7) All Superintendents of Police, Govt. Rly. Police.
- 8) All Commandants, S.A.P Bns.
- 9) AH Commandants, I.R. Bns/ SIRB.
- 10) All Commandants, EFR Bns.
- 11) Commandant, SSF Bn.

**Sub:- Police Order No. 02 of 2019 containing the INSTRUCTIONS
FOR THE FUNCTIONING OF THE WEST BENGAL POLICE WELFARE
AND SPORTS SOCIETY.**

Kindly find enclosed copy of police Order No. 02 of 2019 regarding setting up of the "West Bengal Police Welfare and Sports Society" for kind information and necessary action.

Dy. Inspector General of Police
(Planning & Welfare), West Bengal

Memo No. 1079 /1 Wel / Society
Wel / Society 37-17

Dated: 25.10.2019

Copy forwarded to the Register-I West Bengal Police Directorate for publication of the enclosed Police Order No. 02 of 2019 in the West Bengal Police Gazette.

Dy. Inspector General of Police
(Planning & Welfare), West Bengal

West Bengal Police Directorate
Bhabani Bhawan, Kolkata- 700 027

Police Order No. 02 of 2019

Dated : 25-10-2019

**INSTRUCTIONS FOR THE FUNCTIONING OF THE WEST BENGAL POLICE
WELFARE AND SPORTS SOCIETY**

In terms of GO No. 4867-PL/PB/ 14M-34/ 16 Dated 01/12/2016 Government has agreed to the formation of the "West Bengal Police Welfare and Sports Society" as per Memorandum of Association and Regulation of "West Bengal Police Welfare and Sports Society" vetted by the Law Department and its registration under the West Bengal Societies Registration Act 1961 Vide S/M No. 4653 of 2017.

RULES FOR WEST BENGAL POLICE WELFARE AND SPORTS SOCIETY

1. The "**West Bengal Police Welfare and Sports Society**" (**WBPWASS**) has come into effect on the date of registration of the Society under West Bengal Societies Registration Act, 1961. (The Society has been registered on 31st January 2017).
2. The Registered office of The Society is situated at Police Directorate, C/o-Inspector General of Police (Welfare), West Bengal, Bhabani Bhawan 31/A, Belvedere Road, Alipore, Kolkata- 700 027 in the State of West Bengal.
3. The West Bengal Police Welfare and Sports Society will function as per the Memorandum of Association and Regulations as registered with the West Bengal Societies Registration Act, 1961. (**Annexure A**).
4. Three Subcommittees have been formed to look into all matters related to Welfare, Sports and Medical Insurance namely– **WBPWASS Welfare subcommittee, WBPWASS Sports Subcommittee and WBPWASS Medical Insurance subcommittee**. The subcommittees will be headed by an officer of ADG and above rank. The responsibilities and functions of the subcommittees have been explained in details (**Annexure B**).
5. The **Zonal Committees** have been formed in the Zones for better co-ordination and management of Society Fund in order to reach welfare benefits to all members as explained in details (**Annexure C**).
6. The duties and functions of **Districts / Units Committees** for smooth functioning of the Society are defined (**Annexure D**).
7. The rate of **subscription** to be paid by the members is enclosed (**Annexure E**).

West Bengal Societies Registration Act, 1961

REGULATIONS OF
WEST BENGAL POLICE WELFARE & SPORTS SOCIETY

Unless the context otherwise requires words and expressions contained in these regulations shall bear the same meaning as in the W.B. Societies Registration Act, 1961.

1. Membership:**A. Admission :**

- a. The Signatories to the Memorandum of Association and the Office bearers of the Governing Body of the Society Shall be the first members of the Society.
- b. The Governing Body may admit to membership any WBP personnel (Executive as well as ministerial) of any rank, who has agreed in writing to be bound by the Memorandum of Association and regulations of the Society and who in the opinion of the Governing Body will be interested in advancement of the objects of the Society. Any officer of WBP on deputation outside West Bengal Police, will continue to be part of the Society till he/she continues to pay annual subscription.
- c. All ranks will be beneficiaries.

Be it noted here that the power to admit members is the sole and absolute power of the Governing Body and the Governing Body may refuse to admit any person as member without assigning any reason thereof.

B. Types of Members:

Ordinary Member : Any person of West Bengal Police, who qualifies to be a member and is paying prescribed ordinary membership fee may be admitted as ordinary member of the society.

C. Cessation of Membership: Any member shall cease to be a member - (a) on the acceptance of his resignation from the membership, (b) on his becoming insane or insolvent, (c) on his conviction of any offence involving moral turpitude (d). On superannuation, VRS, dismissal or discharge from WBP, (e). failure to pay regular subscription.

D. Register of members: The society shall maintain a Register of Members containing the names, addresses and their occupations, the date of admission and of cessation of membership. The Register will be kept open for inspection of the members of society on requisition. All entries required to be made therein shall be entered regularly.

E. Rights and Obligations of Members: Any member of the society has the right (a) to submit suggestion for discussion to the Governing Body and subcommittees on any matter in relation to society; (b) to inspect the accounts and the proceedings of the meetings of the society on appointment with the Secretary; (c) to pay his subscription within the prescribed time. Defaulting members shall not be allowed to get any loans/ advances or any other benefits from the Society.

F. Expulsion & Removal etc: Removal/discharge/dismissal from service as per law shall automatically lead the removal/expulsion of the member from the Society. From the date of issue of the order by the appointing Authority regarding suspension, dismissal, removal etc. from the service the member shall cease to be the member of the Governing Body as also of the Society.

2. GOVERNING BODY

A. Composition, election/appointment, resignation/removal- Terms of Office:

There shall be a Governing Body consisting of not less than 12 members. The Office bearers of Governing Body shall comprise of President, Vice-President, Secretary, Treasurer and other members.

The removal of the Governing Body members shall be dealt with as has been prescribed as in the case of other members noted hereinbefore at para 1(F).

The term of office of the Governing Body shall ordinarily be for one year or for the period of any Governing Body Members holding the designated post, or it is dissolved/terminated early under unforeseen circumstances whichever is earlier, as the case may be.

B. Management :

The Fund will be managed centrally by the Governing Body consisting of the following officers who will be the ex-officio members:

1. Director General & Inspector General of Police : President
2. Additional DGP (Welfare) WB : Vice President
3. Additional DGP (Administration) : Member
4. Additional DGP (Armed Police) : Member
5. IGP(Welfare), in his absence Spl. IG/DIG (P & W) : Secretary
6. IGP (Administration) : Member
7. DIG (HQ) : Treasurer
8. DIG (AP) Barrackpore : Member
9. One Zonal IGP on rotation basis to be nominated by the President.
10. One Range DIG on rotation basis to be nominated by the President.
11. One Commissioner of Police of one of the Commissionerates of WBP (on rotation basis to be nominated by the President).
12. Any other officer to be nominated by the President.

C. Meeting :

A meeting of Governing Body shall be held at least once in three months at such place, date and time, as the President may determine. The President may invite any officer as special invitee to attend any meeting of the Governing Body. The President may also convene any special meeting in addition to these quarterly meetings.

D. Place of Meeting :

All the meetings of the Governing Body and other committees shall be held at Kolkata, unless otherwise directed by the President.

E. Notice and Quorum :

Seven days' notice of the meeting specifying the place, time and the general nature of business to be transacted, shall be given to every member of the Governing Body.

Emergency meeting may be called on 24 hours notice. Va of the total number of members of governing body along with the Chairman and the Secretary shall constitute and form the quorum.

F. Procedure of the meeting

In the absence of President of the Governing Body, the Vice President of the Committee shall preside over the meeting. All questions before the meeting will be decided by a majority of votes, each member will have one vote. The President shall have a second or casting vote in addition to his own vote in case of equality of shares.

G. Power and Duties of the Governing Body

The Governing Body shall have general power of supervision and control over all the affairs of the society and in particular shall discharge the following duties:

- (i) All affairs of the Society, shall sanction and control and shall generally supervise & conduct the business of the Society.
- (ii) To appoint Sub-committees with such power and duties as may be considered necessary or expedient.
- (iii) To accept donations, gifts, subscriptions, movable or immovable properties for the objects of the society with the prior approval of the State Government.
- (iv) The Governing Body shall sanction and control expenditure and shall generally supervise & conduct the business of the Society.
- (v) The Governing Body shall examine and decide all questions brought before it.
- (vi) To keep proper accounts of the Society and to open bank account in the name of the Society in one or more banks.
- (vii) To get the Accounts audited by duly qualified Auditors.

- (viii) To co-opt not more than two members to the Governing Body;
- (ix) If, for any reason, it is not able to meet on the appointed date, decision on the agenda points may be taken by the Secretary after consulting the members of the Governing Body through correspondence. The Secretary may, after consulting the President, take any action on urgent matters that may be necessary in the interest of the Society and report the same as soon as possible to the Governing Body for ratification.
- (x) Society can acquire both movable and immovable property for the use of the Society with the prior approval of the State government.
- (xi) To sell, lease, mortgage or otherwise dispose of and deal with all or any part of the properties of the Society upon prior approval of the State government to attain the objects of the Society;
- (xii) To take necessary action in accordance with the provisions of law for the maintenance and upkeep and other assets of the Society: and to carry out any other activity for the welfare purpose and for the attainment of the objects of the Society.

3. SAFE CUSTODY OF PROPERTIES

- i. The Governing Body shall be responsible for the safe custody of the funds, properties and assets of the society.
- ii. The funds of the society shall be kept in the banks/ post offices/ Mutual Funds and be invested in any securities specified under sec. 20 of the Indian Trust Act, 1882.

4. BOOKS OF ACCOUNTS & INSPECTIONS

The Books of accounts and other statutory books shall be kept at the registered office and shall be open to inspection at such time and place as the Governing Body directs on a written request made by the member.

5. ACCOUNTING YEAR

The accounting year of the Society shall be from 1st Day of April of each year to 31st day of March of the following year. However, the first accounting period shall consist of a period less than 12 months and will begin from the date of registration till 31st March of that financial year.

6. GENERAL MEETINGS

A. Annual General Meeting:

Notice : The Secretary shall annually call the Annual General Meeting as per provisions of West Bengal Societies Registration Act, 1961 giving at least 14 days notice to all members. The notice shall contain the place, date, day and time of the meeting.

Agenda : The business to be transacted at the A.G.M. shall be: (a) to confirm the minutes of the last A.G.M. and of special general meeting if any; (b) to adopt with or without modification the report of the working of the society for the previous year; (c) to pass audited accounts of the society for the previous year ended; (d) to appoint qualified auditor or auditors; (e) to transact such business as may be fixed by the Governing Body; (f) to transact such other business as may be brought forward by giving A.G.M. 14 days previous notice from any member; (g) to conduct general election.(h) To conduct any other business to fulfill the objects of the Society.

B. Quorum of the Annual General meeting:

Presence of 100 (One hundred) members representing from different Units of West Bengal Police and ministerial staff shall constitute and form the quorum.

C. Special meeting of the Council

- (a) Special meeting of the Society may be called at any time at the discretion of the Governing Body at any time in view of urgency of the matter. At least seven days notice shall be given to every member of the Governing Body for Special General Meeting.
- (b) In the interval between two meetings of the Society, any action may, if so desired, be taken by the President after consulting the members through correspondence.
- (c) At any special meeting of the Society, Presence of 100 (One hundred) members representing from different Units of WBP and ministerial staff shall constitute and form the quorum.

List of Governing Body shall be filed under section 4 of the Societies Registration Act 1860 once every year or before the fourteenth day succeeding the day on which the General body meeting is held.

D. Extra-ordinary General Meeting:

The Governing Body may direct to convene an Extra-ordinary general meeting for consideration of addition, alteration, or amendment of the memorandum/ regulations, of the Society. 7 days notice along with proposed draft of change shall be sent to members of the Governing Body before the meeting. The resolution for change, amendment etc. of the memorandum and Regulations be carried out and if accepted by majority of the members present at the meeting. Presence of 100 (One hundred) members representing from different Units of WBP and ministerial staff shall constitute and form the quorum.

7. DUTIES OF THE OFFICE BEARERS

President: He shall (a) preside over all meetings of the Society; (b) advise the secretary in any matter requiring Urgent attention; (c) Pass resolutions of the Sub committees; (d) call emergency meeting.

Secretary: He shall (a) convene all the meetings of the Society; (b) maintain minutes of the meetings; (c) issue general circulars and notices; (d) receive all application of membership which shall be placed before the Governing Body; (e) sign on behalf of the Society all receipts for all sums received as subscriptions etc.; (f) sign and give pay order on all bills of payment jointly with another officer of PDWB to be nominated by DGP; (g) get the accounts of the Society audited by a qualified Auditor; (h) ensure compliance with statutory requirements; (i) transact all other business subject to the direction of the Governing Body, (j) to coordinate with all the district/Zonal level committees regarding the working of the society.

Treasurer : He shall maintain all the financial statements including Cash Book, Bank Book and other accounts as necessary and transact and deal with the fund of the society and shall also deal with the bank to maintain the Banking Accounts, Deposit Accounts and shall receive and pay the money on behalf of the society, He shall also prepare the budget in consultation with the Secretary for consideration of the Governing Body and shall maintain all the records of the assets (movable and immovable) of the society.

8. MAINTENANCE AND AUDIT OF ACCOUNTS

The Society shall maintain books of accounts as required under section 15(1) of the West Bengal Societies Registration Act, 1961. The accounts of the Society shall be audited every year by a duly qualified Auditor as stated in section 15(2) of the said Act.

9. SUIT & LEGAL PROCEEDINGS

All the suits and legal proceedings by or against the Society shall be in the name of the Secretary or such person as shall be appointed by the Governing Body/committee and will be under the ordinary original civil jurisdiction of High Court judicature of Calcutta.

10. ALTERATION OF MEMORANDUM & REGULATIONS

The Memorandum and Regulation may be altered, modified, rescinded or added to by a special resolution passed by the three fourth members present and voting in a General Body meeting called for the purpose. The Governing Body shall have powers to make, add, alter, modify or rescind such regulations as may be considered necessary in the interest of smooth functioning of the Society.

In event of any disputes or differences relating to the Bye-Laws of the Society, the laws, rules and statues of the State shall prevail.

11. DISSOLUTION OF SOCIETY

Subject to the provision of the Section 24 & 27 of the West Bengal Societies Registration Act, 1961 or any Statutory modification thereof, the Society may be dissolved by a resolution to that effect passed by 3/4th members present of the Society at a general meeting. The said meeting shall also decide the manner of the disbursement of funds, assets and liabilities of the Society, if any, after dissolution.

After dissolution all the Funds and Assets of the Society will be transferred/ amalgamate to/with a Society duly registered having same aims and objectives, and that under no circumstances shall the assets so remaining be distributed amongst the Office bearers or the Founders of the Society.

We, the undersigned members of the Governing Body of the Society, do hereby certify that the above is a true copy of Regulations of Society.

Signature of three members of the Governing Body:

1.	(DGP & IGP WB)	President	
2.	ADGP (WELFARE)	Vice President	
3.	IGP (WELFARE)	Secretary	

LIST OF PRIMARY MEMBERS

SL. No.	NAME	ADDRESS	DESIGNATION	SIGNATURE
1.	DGP & IGP WB	Police Directorate, Bhawani Bhawan, Kolkata 700 027	President	
2.	ADG (Welfare)	DO	Vice President	
3.	ADG (Administration)	DO	Member	
4.	ADG (AP)	DO	Member	
5.	IGP (Welfare)	DO	Secretary	
6.	IGP (Administration)	DO	Member	
7.	IG (HQ) II	DO	Treasurer	
8.	IG AP, Kolkata	DO	Member	
9.	IGP (SB)	DO	Member	
10.	DIG (Midnapur range)	DO	Member	
11.	CP, Howrah Commissionerate	DO	Member	
12.	SP South 24 Parganas	DO	Member	

I. Constitution of subcommittees, duties and functions -

Under WBP Welfare and Sports Society three sub committees have been formed to look into specific matters -

1. **WBPWASS Welfare Subcommittee-** All matters related to welfare of WBP- subscription, loans, advances, grants, scholarships, canteens, family welfare centers etc.
2. **WBPWASS Sports Subcommittee-** Development and maintenance of infrastructure and facilities for sports and conduct of sports and games at district/ unit/ Range/ Zonal/ State/National level (AIPSCB)/AIPDM etc.
3. **WBPWASS Medical Insurance Subcommittee-** Renewal and continuance of WBP Medical insurance policy and to ensure early medical reimbursement and PA claims of WBP personnel from the Insurance company and the TPA.
4. All Subcommittees will be headed by an officer of and above the rank of ADG and will have sufficient number of members to represent all ranks including IG (Welfare)/ DIG (P&W), SO (Welfare) and JD (Accounts).
5. The Zonal Committees will send minutes of their meetings along with all applications for loan/ advances/ grant/ scholarship/any new suggestions for welfare/ sports activities to the Chairman of subcommittees.
6. The Subcommittees will hold monthly meetings in PDWB and will make scrutiny of all applications and take a decision on the amount to be sanctioned. The minutes of the Meeting shall be approved by the DGP & IGP WB after which the advice letter will be issued by IGP (Welfare) /DIG (P&W) and also signed by another officer (IG/DIG Rank to be nominated by DGP & IGP WB) to the bank for transfer of amount to the bank account of the District/ Unit concerned from where it will be transferred to the bank account of the beneficiary member. The recovery of loan will also be the responsibility of the DDO of the District/ Unit Committee concerned, which will be deducted from the salary and deposited in the district/ unit bank account from where it will be transferred to the bank account of the Society.
7. The minutes of the subcommittees will be sent to all Zonal Committees and concerned Units for information and necessary action.
8. The Subcommittees on their own also may initiate new proposals or ideas for better welfare of the Police Force and public which will be placed before the Governing Body of the Society for approval.

(1) WBPWASS WELFARE SUB COMMITTEE

The Subcommittee will have the following members:

- | | |
|--------------------------------------|-----------------|
| ● DGP (Welfare) | - Chairperson |
| ● ADG & IGP (South Bengal) | - Vice Chairman |
| ● IGP(A), WB | - Member |
| ● CP Howrah, PC | - Member |
| ● IGP (Welfare), WB | - Secretary |
| ● IGP (HQ-II), WB | - Treasurer |
| ● IGP (AP) Kolkata | - Member |
| ● DIG, IB , WB | - Member |
| ● SRP Sealdah, WB | - Member |
| ● DIG (A),WB | - Member |
| ● DIG (P&W), WB | - Member |
| ● DIG Murshidabad Range | - Member |
| ● SP, Howrah Rural | - Member |
| ● SS(HQ), CID, WB | - Member |
| ● OSD in the rank of Dy.SP (Welfare) | - Member |
| ● SO (Welfare), WBPD | - Member |
| ● HA, Fin, WBPD | - Member |

The officers as mentioned will be nominated every year by the President of the Governing Body of the Society. Any member may be invited as a special guest. DGP may nominate any member of any rank in the subcommittee. The Subcommittee will be constituted every year.

General Instructions for the Welfare Sub-committee: -

1. The subcommittee will look after the overall welfare activities of WBP as laid down in the Rules of Society.
2. The Subcommittee will hold monthly meetings in PDWB and will make scrutiny of all applications received from Zonal Committees and take a decision on the amount to be sanctioned. The Minutes of the meeting shall be approved by the DGP & IGP, WB after which the advice letter will be issued and signed jointly by Secretary, IGP (Welfare) and Treasurer, IG HQ (II), to the bank for transfer of amount to the bank account of the Unit concerned from where it will be transferred to the beneficiary member through banking channel.
3. The minutes of the Subcommittee will be sent to all Zonal Committees and District/Unit Committees for information and necessary action.

4. The Sub committees / Zonal Committees may initiate new proposals or ideas for better welfare of the police force subject to approval of the Governing body.
5. Subcommittee will introduce measures for welfare of all ranks of West Bengal Police (Executive and Ministerial), who are regular subscribers to this Society and also for their families. To provide relief/loan to the members of West Bengal Police and to their families in financial distress; scholarships, stipends, education loan etc., for the wards of members, Sanction of loans/ advances on medical grounds, marriage and other religious or social commitments, Family welfare centre, creche or any other facilities.
6. Grant of compensation/ financial assistance to police personnel/ their families who are victims of mob violence leading to injury or casualty.
7. When a member dies while in service, Society may provide financial, advisory or other suitable support to his/her dependents.
8. Ex gratia/ loan for Academic, Vocational and training facilities for children of members.
9. When a member and /or his dependent family members are afflicted with serious illness or suffer from permanent disability leading to extreme hardship to the family, necessary financial support may be provided.
10. When a member or his family suffers extreme financial hardship due to severe loss of properties in natural calamities, fire, flood or accident, Society may consider ex gratia help and/or loan depending on the circumstances.
11. For organizing cultural activities for members of West Bengal Police, for meeting incidental expenses and for such other purposes for welfare of the West Bengal Police as the Governing body may decide.
12. Various Special category Rewards to be given to the children of the subscribers for their outstanding achievement & performance in the field of academics, sports, medical, law, accountancy, engineering or any other courses and degrees as per the eligibility and other awards & promotions in various field achieved by them along with a certificate of appreciation.
13. DGP's Special Rewards may be given to the children of the subscribers for their outstanding achievement in academics- Monetary reward and a Certificate will be given- (Amount will be decided by the Governing Body).
14. i) Scholarship may be given to the children of subscribers for their outstanding achievement in academics -

One time Scholarships Class X & XII on merit

- 70% and above but less than- 80% marks - Rs. 3,000/-
- 80% and above but less than -90 % marks - Rs. 4,000/-
- 90% and above but less than -95% marks - Rs. 7,000/-
- 95% and above - Rs. 10,000/-

A special reward of Rs. 10,000/- and a certificate may be given to the children of members for achieving merit positions (1st to 10th rank) in any Board for M.P, H.S and equivalent examination in addition to the existing rate of Scholarship.

ii) Scholarship to meritorious wards of police personnel scoring at least 65% marks in professional courses like Engineering, Medicine, Law, Diploma Course and other courses at Graduate level and 55% in Post Graduate studies at the rate of Rs. 5,000/- per semester. Scholarship may be given to eligible students for normal course term semester wise (no retrospective effect). Scholarship may be started from the academic year i.e. July- 2017.

iii) Award of Rs. 10,000/- to meritorious wards of police personnel completing Graduation and post-graduation/ professional Course with 65% and 55% Marks respectively.

15. Scholarship for wards of Ex-Police Personnel (Dying in Harness cases waiting for employment under exempted category) from schooling to college education/ post graduate / diploma may be given as below.

- i) Annual fees if less than Rs. 10,000/- will be granted in full amount.
- ii) If annual fees is more than Rs. 10,000/- but 50% of annual fees is less than Rs. 10,000/- then it will be granted up to Rs. 10,000/-.

[For instance if the annual fees is Rs. 14,000/- then the eligibility as per Rule is 50%, which is Rs. 7,000/- . The amount will be rounded off to Rs. 10,000/-] this will be with effect from 01.07.2019.

16. To provide financial assistance to the families of police personnel (dying in harness cases), the amount will be decided on case to case basis and on need.

17. Grant of loan for self marriage up to Rs.50,000/- only to be returned to Society in 10 installments of Rs.5,000/- each per month.

18. Grant of Loan for marriage of children will continue to be up to Rs. 1,00,000/- to be returned in 20 installments of Rs.5,000/- each per month, subject to the condition that only members having less than gross salary of Rs. 50,000/- will be eligible for applying loan.

19. Interest free student education loan may be given for higher studies to children of members up to Rs. 1,00,000/- per annum for Engineering, medical, law, post graduate studies in engineering, medical, law, MBA and other professional subjects (depending on requirement, fees particulars and admission letters). The student education loan will be given only for two children subject to the condition that the annual fees for the course of study is more than Rs. 50,000/-. Loan to be deducted from salary in 20 equal installments of Rs. 5,000/- each. DDO shall be responsible for deduction and deposit to Society account. Maximum amount for any course not to exceed Rs. 5,00,000/- spread over the years of studies (e.g. MBBS -5 years), subject to continuous good performance (65% or equivalent GPA every year) Member will be eligible to apply fresh loan for next course of study.

20. It was pointed out that loan applications might be considered for wards of members of the Society for special coaching for competitive examination. It was decided in the meeting that one fourth of the total expenditure or Rs. 25,000/- whichever is less may be considered, (w.e.f. 12.09.2018).
21. Interest free loan may be granted to cover expenses in connection with critical illness of the subscriber for family members Over and above the amount reimbursed from Medical Insurance, WBHS and any other Personal Insurance Policy up to Rs. 1,00,000/- subject to submission of all supporting medical documents.
22. Ex-Gratia may be granted to cover expenses in connection with critical illness of the subscriber or family members over and above the amount reimbursed from medical insurance, WBHS and any other personal insurance policy. Up to Rs. 1,00,000/-. Subject to submission of all original medical documents and information about reimbursement from insurance policy, WBHS etc. More than Rs. 1,00,000/- may be granted in exceptional circumstances depending on the case with the approval of Governing body.
23. Provision for Family Welfare Centre in the districts having creche facilities, skill development centre - training in useful crafts, computers and other professional courses etc. for family members of the police force based on the requirement in the Districts concerned on recommendation of the Zonal Committee. It was proposed that district/ unit may identify children of members who need special coaching for competitive examination for higher studies/ jobs and special skill development from ITI or other institutes. Zonal Committees will screen such applications and forward the same to subcommittee for grant of subsidy to support the children of members.
24. Grant of loan to subsidiary police canteens and refreshment canteens on recommendation of the Zonal Committee.
25. Zonal/ Unit welfare committee may send any proposal for public welfare, natural calamities, conservation of nature, and scholarship to poor and needy students and any other welfare measures for public in general.
26. Power of subcommittee not to exceed Rs.1,00,000/- (Sl. No. 23 to 25) Proposal above that amount to be placed before Governing Body for approval.
27. The entire strength of WBP should join the WBPWAS Society in order to provide benefits to all and to achieve the welfare objective of the Society.
28. a) Wards of the H.G./N.V.F./N.P/C.V/ Casual Workers will also be given the Scholarship for their meritorious performance in academic courses i.e. M.P/ H.S. Unit heads should send the list of names for sanctioning of scholarship at the following rate.

	Percentage of marks obtained	Amount
i)	70 % and above but less than 80 %	Rs. 1,000/-
ii)	80 % and above but less than 90 %	Rs.2,000/-
iii)	90 % and above	Rs.3,000/-
b)	Sanction of Rs. 50,000/- as death compensation (Accidental cases) to families of CV/VPV/Contractual workers from Society fund.	
c)	Other benefits are as per Rules of WBP Welfare & Sports Society conveyed to all concerned.	

29. DGP & IGP WB will have discretionary power to sanction an amount as required for any urgent welfare measure which will be transferred in the bank account of the unit concerned and will be placed in the next subcommittee meeting for record and accounting purpose.
30. Subcommittee and District/ Unit Committee will take all measures to realize the refundable loans/ advances sanctioned by the subcommittee.
31. Welfare Subcommittee may also plan and submit proposals for tree plantation, any community project for welfare of general public and to help the community at the time of natural calamities and other objectives as mentioned at Para 3 (B) of the Memorandum of Association.
32. For granting of Loan / Scholarship / Ex-gratia, application should be sent to Welfare Sub Committee of WBPWASS at West Bengal Police Directorate through Zonal Committee as per proforma as contained in Rules of the Society.
33. Bank Transactions related to realization of subscriptions of WBPWASS/ Disbursement of loan/Ex-gratia / Scholarship and Recovery of loan may be made from/to participant / account of dist. /unit.
34. All contributions shall be accepted through banking channel.
35. No Cash transaction shall be allowed from the Unit accounts.
36. No amount which is not related to WBPWASS can be deposited in the WBPWASS Account. This includes all types of govt, funds or donations from private or public unless it is approved by the Governing body in writing.
37. **Deposit of any other fund/ money without written approval of the Governing Body shall amount to violation of Rules of the Society (and Govt. Orders) and will invite disciplinary action against the head of the District/ Unit Committee and signatories of the accounts concerned.**
38. In case of any dispute and litigation in respect of bank transactions, dist./unit committee will be responsible for it.
39. **There will be three signatories of bank accounts maintained at district / unit. Signatures of minimum two signatories will be required to operate the bank accounts. The signatory shall be an officer not below the rank of Dy. SP.**

40. **Dist./Unit Committee will hold meetings monthly.**
41. District / Zonal Committee may also come up with any other Social Welfare Project for rehabilitation of ex-convicts or any other community in need of help. Proposals may be sent to IGP, Welfare at PDWB.
42. A percentage of the Society Fund up to 50 (Fifty) Lakhs may be spent on Police Community Relations / Welfare of Public in general from WBPWASS Fund annually through Specific Welfare programmes for empowerment of women and children and weaker sections of Society.
43. a) Retired police personnel of all ranks may be included as members of the WBP Welfare and Sports Society.
 - i) Police employees who have already retired will be given option to join the Society and will give subscription (amount as per the Rank at the time of retirement) with effect from July 2019. (half yearly subscription for 2019)
 - ii) They will deposit subscription by cheque to their respective unit from where they have retired on superannuation or nearest district head quarter where they reside.
 - iii) They will be eligible for all benefits of the Society w.e.f. July 2019.
44. Family of deceased police personnel may be included as member of the WBP Welfare and Sports Society.
 - i) Members of the family of deceased police personnel of all ranks will be eligible for all benefits of the Society.
 - ii) No subscription will be collected from the family of the deceased police personnel.
 - iii) If the member was not enrolled in the Society earlier, his/ her spouse will be made member of the Society on receipt of an application through the Unit Committee for inclusion of their names.
 - iv) They will give option for membership of the Society from that district where he/ she get family pension or nearest district head quarter where they reside.
45. Welfare Teams with existing employees /retired personnel in all Dists/ Units/ Commissionerates for providing welfare services towards force and their families may be formed. The Welfare teams will work in close coordination with the R.O.(Welfare) set up of the Unit concerned.
 - (i) **Composition of Welfare Team is as below :**
 - 2-4 in-service members and 2-4 retired police personnel.
 - Composition of the welfare team will be decided by the Unit Head.
 - Members may be changed on yearly basis if required.

- Willing retired officers/ men residing in the concerned district/ Unit area, who are interested in social work may be included in the team on voluntary basis without any honorarium.
- DSP (I/C of Welfare matters) will supervise.

(ii) Basic infrastructure of Welfare Team is as below :

- Basic infrastructure- a room with furniture, computer, printer, internet connection, stationery etc. may be provided.
- 1-2 civic volunteers may be attached for smooth functioning of the team.
- Vehicle may be provided to the team for home visits, visit to hospitals and other official work as and when required.
- Unit may arrange for recreation, cultural activities and small library etc. Counselling facilities for the members may be organised if required by inviting counsellors/ Psychiatrists once in a week.
- Police Hospitals may have facilities for OPD for retired personnel and family members, Specialists may be called once in a week. Unit Heads are requested to proactively look into these welfare measures and send proposals with specific requirements for funds from the Society.

(iii) Functions of Welfare Team will be as below :

- The Welfare Team will work in close coordination with R.O. (Welfare) office and assist the members in all matters related to-
- Pension and retirement benefits,
- Employment under exempted category.
- Medical reimbursement under CGHS, WBHS, Medical Insurance Policy, Personal accident Policy, Police Salary package, Govt. compensation (on duty death) and any other benefit due.
- Home visits may be arranged for old and physically disabled, handicapped members and families of deceased police personnel.
- Team will also help members espl. retired personnel in admission to hospital, annual medical examination, arrangement of medical camps etc. Assisting members in claims under various policies and welfare schemes.
- Assisting members in filing applications for scholarships, loans, ex gratia or any other request related to their welfare and sending to the concerned Committee of WBPWASS.
- Team should maintain list of all members with their phone numbers in the districts. What's app group may be formed for communication purpose.

- Members (espl. Retired personnel) may be invited to attend Welfare awareness meetings once or twice a year and also whenever awareness meeting is arranged by Welfare Section, PDWB.

46. Police clubs in every district used to be active earlier and used to organise cultural programme for the force etc. and should be revived again.

The following Forms may be printed by the Districts / Units for membership to WBPWASS, collection or membership fees and other registers for accounting purpose.

REGISTER OF MEMBERS OF THE WBPWASS SOCIETY

Sl. No.	Name in full	Date of birth	Father's Name	Rank	Post held	GPF Number	Signature	Date

A Register of all members of the Society may be maintained. A list containing names of members with rank, designation, post, GPF number and signature showing willingness to be part of the Society and willingness for deduction of membership subscription amount from their salary in two half yearly installments may be kept in original with the District/ Unit Committee and a scanned soft copy may be sent to IGP (Welfare) for record purpose.

Form I

I _____ (Name in full and rank) voluntarily agree to join the West Bengal Police Welfare and Sports Society after having read and fully understood the Objectives and Rules of the said Society. I agree to pay membership fees of the Society. I further agree to accept any modifications in the rate of membership fees which Society may decide from time to time. I give my consent to the deduction from my pay the membership fees payable by me as per rules.

Signature of the applicant

Place : _____ Name in full _____ Father's name- _____
 GPF Number - _____
 Date : _____ Rank : _____ Post held : _____

Counter signature of DDO of the district/ Unit with date and seal :

Form II

Demand Register

District/Unit

Membership fees towards the West Bengal Police Welfare and Sports Society for the period from month to month [to be deducted half yearly for the period from the salary]

Sl. No.	Name of the police personnel who have subscribed for membership	Rank	Place of Posting	GPF Number	Membership fees Amount collected in two installments (half yearly) First half	Membership fees Amount collected in two installments (half yearly) Second half	Amount remitted through RTGS to WBP Welfare & Sports Society Fund Account – Acknowledgement receipt no. and date. (In a consolidated form by the DDO)	Amount outstanding if any	Remarks

Form III

Sl. No.....

West Bengal Police Welfare and Sports Society membership fees Receipt

Received Rs. (in words)
from Shri/ Smt.

On account of the membership fees for West Bengal Police Welfare Society for the period from (month) to (month) half yearly in two installments.

Date

(Signature)

(Name and designation of the officer/DDO collecting the subscription)

* Half yearly membership fees receipt may be given to the member as an acknowledgement of deduction from his/her salary during the period.

** At the time of posting/ transfer of member, the Receipt may be issued showing deduction of the membership fees. The new office where the officer joins on transfer may also be intimated the month up to which deduction has been made from the salary of the officer. A note may be given with the LPC to the DDO of the Unit where member is posted.

*** After registration of the Society, PAN for the Society has been obtained from Income Tax Department. IT Department will be requested to exempt all donations, subscriptions and interest on the amount available in the bank accounts of the Society under relevant rules of IT Act.

Form IV

WEST BENGAL POLICE WELFARE AND SPORTS SOCIETY

(Registered under the Society Act, S/M No.4653 of 2016-17)

West Bengal Police directorate, Bhabani Bhawan, Alipore, Kolkata-700027

Tel No.033-2479-4035, 4036, 2479-4050(Fax)

PAY CHEQUE BOOK

(TO BE RETURNED IN ORIGINAL RECEIVED ON BACK)

P.C No.

Date

To

Please find enclosed herewith a sum of Rs. (In words)

..... vide Cheque/Drafts/RTGS/NEFT

No. drawn on dated towards

..... through

..... to be repaid / refunded in

Signature of beneficiary

Signature
Secretary, WBP Welfare & Sports Society

Form V

WEST BENGAL POLICE WELFARE AND SPORTS SOCIETY

(Registered under the Society Act, S/M No.4653 of 2016-17)

West Bengal Police Directorate, Bhabani Bhawan, Alipore, Kolkata-700027

Tel No, 033-2479-4035, 4036, 2479-4050 (Fax)

RC No.

Date

Received with thanks an amount of Rs. (In words)

vide Cheque/Draft/RTGS/NEFT No.

dated drawn on from

Address

..... towards

.....

Signature of Receiving Officer

With date and seal

*DSP (Welfare)/ Inspector (Welfare) must enter the cheque/ RTGS details in the cash book and write the cash book credit entry no. and RC no. in this acknowledgement receipt to be given to the Police Unit concerned depositing the membership fees or loan/advances realized). He should also acknowledge receipt of membership fees from the District / Unit concerned received via RTGS after checking the entries in the printed bank transaction details.

Form VI
Cash Memorandum

Sl. no. :

Date :

To,
The Secretary,
West Bengal Police Welfare and Sports Society,

Sir,

1. I send herewith an amount of Rs. (in words
.....) vide cheque no.
dated of Bank & Branch
..... RTGS details
..... on account of the membership
fees/ donation/ contribution for the West Bengal Police Welfare and
Sports Society collected from the members for the period from
to (month)
2. Amount of Rs. (in words)
vide cheque number dated of Bank
& Branch, RTGS details
on account of amount realized from members to settle outstanding loans/
advances Kindly acknowledge the same.

Yours faithfully

(Signature of the DDO)

(seal of the District/ Unit concerned)

Enclosure :

1. Copy of the Demand Register of the period as shown at Appendix "B",
showing details of the members who had deposited the membership fees
during the period.
 2. List of all amounts realized to settle outstanding dues/ advances/ loans.
-

Form VII

APPLICATION FOR GRANT OF RELIEF / LOAN FROM WEST BENGAL POLICE WELFARE AND SPORTS SOCIETY

1. Name:
2. Father's Name :
3. Rank:
4. Designation :
5. Place of Posting :
6. GPF no.
7. Present Basic Pay (with Grade pay):
8. Date of birth:
9. Whether member of West Bengal Police Welfare and Sports Society :
10. Purpose for which Relief/ Loan is required:
 - (i) In case of serious sickness copies of medical documents showing the following should be enclosed -
 - o Total expenditure on treatment-
 - o Amount received from the WBHS -
 - o Amount received from Medical Insurance policy (under WBP or personal policy)-
 - o Amount required as help from West Bengal Police Welfare and Sports Society-
11. Details of last financial help given to the applicant from the Society and the purpose thereof :-
 - (1) Loan sanctioned with date.
 - (2) Loan amount paid.
 - (3) Loan amount outstanding.
12. No. of persons dependent on the applicant :
13. Details of loan already taken from other sources, viz. Police Co-Operative, General Provident Fund, etc. and monthly deductions made from pay on that account.:
14. I hereby authorize deduction of loan installments every month from my pay in Installments of Rs.
15. In the event of my retirement, discharge or dismissal, death, resignation, outstanding amount of loan, if any, is also hereby authorized to be deducted from my Government dues (including pay and allowances, General Provident Fund, Gratuity etc.)

Signature of the Applicant with date

CERTIFICATE

1. Certified that the information given in the above columns has been verified and found to be correct.
2. Certified as per service book the name of Shri/ Smt.
..... exists as dependent on
Shri/ Smt.
(the meaning of dependent will be same as per rules of Govt. of WB)
3. General remarks (to be filled in by verifying officer):
4. Recommendations of the DSP/ SDPO/Additional SP/ SP :
5. Recommendation of Chairman of the District /Unit Committee :
6. Recommendation of the Chairman Zonal Committee :

Signature with date and seal of Head of office or officer authorized by him

* In case of dying in harness cases, the district head will send the death certificate and an application from the legal heir for writing off the loan. A separate application for financial aid needed for completion of education of dependent children or any other emergent cause maybe sent to the Welfare Subcommittee through Zonal Committee.

Form VIII

APPLICATION FOR GRANT OF SCHOLARSHIP FROM WEST BENGAL POLICE WELFARE AND SPORTS SOCIETY

1. Name :
2. Rank :
3. Designation :
4. Place of Posting :
5. GPF no.
6. Present Basic Pay (with Grade pay) :
7. Whether member of West Bengal Police Welfare and Sports Society :
8. Name & age of the son/daughter for whom scholarship is prayed for :
9. (a) Name of the school/college/Institution where admitted :
(b) Class/M.P./H.S. or equivalent :
(c) Year of passing M.P./H.S./CBSE/ICSE/ISC ;
or other equivalent examination, school from
which passed, Division and percentage of
marks obtained (with attested copy of the
mark-sheet and admit card)
10. (a) 3 years degree course/ MBBS / Engineering/5 years Law course :
Post graduate studies / MBA/ any other course
(b) Date of commencement and closing of
the student's present academic session :
11. Semester wise mark sheet showing grade points :
Issued by the College or University (attested copy)
for students of Graduate and post graduate courses.
Date: _____ Signature of the applicant
12. Recommendation of the District/Unit Committee :
13. Recommendation of the Chairman Zonal Committee :

CERTIFICATE

1. Certified that the information given in the above columns has been verified and found to be correct .
2. Certified as per service book the name of Shri/ Smt.
..... exists as dependent on
Shri/ Smt. (the meaning of
dependent will be same as per rules of Govt, of WB)
3. General remarks (to be filled in by verifying officer):
4. Recommendations of the DSP/ SDPO/Additional SP/ SP :
5. Recommendation of Chairman of the District Committee:
6. Recommendation of the Chairman of the Zonal Committee :

**** Scholarships will be considered for students from the Academic Year 2017. (Students of class X and XII who have appeared in 2017 examination will be eligible to apply. Graduate and postgraduate students will be able to apply for scholarship as per eligibility criteria mentioned in the Rules - semester wise with effect from the Academic year beginning in summer of 2017.**

Form VIII A

APPLICATION FOR GRANT OF SPL. SCHOLARSHIP (DYING IN HARNESS) FROM WEST BENGAL POLICE WELFARE AND SPORTS SOCIETY

1. Name of applicant :
2. Present Address :
3. Relation with deceased employee :
4. Name of deceased :
 - (a) Date of death :
(Attach attested copy of death certificate)
 - (b) Rank & Designation at the time of death :
 - (c) Last Place of Posting :
5. Present Gross Pension :
6. Whether employed under Exempted category :
(Those who have already got job under exempted category & joined govt. duties are not eligible for this scholarship)
7. Name & age of the son/daughter for whom spl. scholarship is prayed for :
8.
 - (a) Name of the school/college/ Institution where admitted :
(Attach attested copy of admission slip issued by the institution)
 - (b) Name of Class/course (Schooling to Graduation) :
 - (c) Period of Course :
 - (d) Annual fees for the current academic session :
(Attach Statement of course fees issued by the institution)
 - (e) Fees already paid, if any :
(Attach attested copy of Receipt of fees issued by the institution)

Date :

Signature of the applicant

9. Recommendation of the District/Unit Committee :
10. Recommendation of the Chairman Zonal Committee :

Form IX

APPLICATION FOR STUDENT EDUCATION LOAN FROM WEST BENGAL POLICE WELFARE AND SPORTS SOCIETY

1. Name :
2. Rank :
3. Designation :
4. Place of Posting :
5. GPF no.:
6. Present Basic Pay (with Grade pay) :
7. Date of birth:
8. Whether member of West Bengal Police Welfare and Sports Society :
9. Name of the son / daughter :
10. Age :
11. (a) Name of the Institution / University / College where admitted :
12. Name and duration of the course :
13. Annual fees for the Course :
14. Details of last financial help given to the applicant and the purpose thereof:
15. No. of persons dependent on the applicant :
16. Details of loan already taken from other sources, viz. Police Co-Operative, General Provident Fund, etc. and monthly deductions made from pay on that account.:
17. I hereby authorize deduction of loan installments every month from my pay in installments of Rs.
18. In the event of my retirement, discharge or dismissal, death, resignation, outstanding amount of loan, if any, is also hereby authorized to be deducted from my Government dues (including pay and allowances, General Provident Fund, Gratuity etc.)

Signature of the Applicant with date:

CERTIFICATE

1. Certified that the information given in the above columns has been verified and found to be correct.
2. Certified as per service book the name of Shri/ Smt.
..... exists as dependent on
Shri/ Smt. (the meaning
of dependent will be same as per rules of Govt. of WB).

3. General remarks (to be filled in by verifying officer):
4. Recommendations of the DSP/ SDPO/Additional SP/ SP :
5. Recommendation of the Chairman of the District Committee.
6. Recommendation of the Chairman of the Zonal Committee :

Signature with date and seal of Head of office or officer authorized by him

** Following shall be the eligibility conditions for application of student loan

1. Loan shall be deducted from salary in equal monthly installments.
2. DDO shall be responsible for deduction of loan from salary of the member and deposit to Society Fund.

(2) WBPWASS SPORTS SUBCOMMITTEE

The Sub-committee will have the following members:

- ADG (AP) - Chairman
- ADG (Establishment) - Vice Chairman
- IGP (Welfare) - Secretary
- IGP CID (1) - Member
- IGP(AP) / DIG(AP) Barrackpore - Member
- IGP (HQII)/DIG HQ - Treasurer
- IGP (Western Zone) - Member
- DIG Railways - Member
- IGP CIF - Member
- IGP Coastal Security - Member
- IGP North Bengal - Member
- CP Barrackpore - Member
- DIG (P&W) - Member
- SP Telecom - Member
- SS EB - Member
- DSP (Welfare) - Member
- JD Accounts - Member
- Ministerial Staff (HA Org.) - Member

The officers as mentioned will be nominated every year by the President of the Governing Body of the Society. Any member may be invited as a special guest. DGP may nominate any member of any rank in the subcommittee.

General Instructions for the WBP Sports Subcommittee -

1. Subcommittee will be responsible for overall development of sports infrastructure in WBP districts/ Battalions/ SVSPA and other places.
2. Subcommittee will work out the requirement of sports facilities in all districts/ units. The major construction proposals may be sent to IG (M & C) for administrative / financial approval of govt. The minor proposals within the power of DGP, WB to be sent to IG (M & C) for getting necessary sanction and approval.
3. The subcommittee may look into the sports equipments, consumables and special requirements of players which can be considered from the Society Fund. All proposals requiring substantial amount will be sent to govt. for sanction.
4. To provide assistance in organization and conduct of sports and games activities in WBP at State level / Zonal level of WBP.
5. Subcommittee may sanction fund for organizing district/ unit sports, for which a percentage of the subscription collected from the concerned unit may be sanctioned (to be decided by the Governing Body).
6. Annual calendar for all sports events will be prepared by the subcommittee in consultation with Zonal Committees, Venues and estimated expenditure will be placed before the Governing Body for approval.
7. Subcommittee will draft detailed rules/ instructions for smooth conduct of games and sports under various categories.
8. Subcommittee will also look after all matters related to participation of WBP in AIPSCB and AIPDM and other State/ National/ International level events.
9. Selection of players, training them for the events, looking after all administrative and other issues related to participation in AIPSCB and AIPDM will be the responsibility of the subcommittee in consultation with ADG CID and IGP (Welfare).
10. Subcommittee may sanction fund up to Rs. 1,00,000/-. Any requirement above Rs. 1,00,000/- will be placed before the Governing Body for approval.
11. Subcommittee may sanction loan for participation in the events subject to reimbursement after govt. sanction. Any amount over and above the govt. sanctioned amount may be sanctioned from the Society Fund, (up to Rs. 1,00,000/- by the subcommittee and above that amount by the Governing Body).
12. The Subcommittee will hold monthly meetings in PDWB and will make scrutiny of all applications and take a decision on the amount to be sanctioned. The minutes of the meeting shall be approved by the DGP & IGP WB after which the advice letter will be issued and signed jointly by Secretary- IGP

(Welfare) and Treasurer- IG/DIG HQ, to the bank for transfer of amount to the bank account of the Unit concerned from where it will be transferred to the beneficiary.

13. The Subcommittees/ Zonal Committees may initiate new proposals or ideas for better sporting activities for the WBP force which will be placed before the Governing body for approval and follow up with Govt. for administrative and financial approval.
14. Any other matter to promote healthy life style, sports and games, yoga and any other related activities.
15. Subcommittee will take all measures to realize the refundable loans/ advances sanctioned by the subcommittee.
16. Subcommittee may explore possibility of donation/ contribution from GOs/ NGOs /Sports bodies. However, no donation or contribution shall be accepted without prior approval of the Governing Body and Government of West Bengal. All contributions shall be accepted through banking channel and no cash transaction shall be allowed.

Main features of Sports Subcommittee

1. Maximum 25% of subscription deposited in main account by the units for organizing annual sports meet as required will be sanctioned and returned to the concerned dist/unit. If it is not organised by any dist/unit sanctioned amount should be returned back to the Society main fund.
2. **WBPWASS Sports Subcommittee** - Duties and Functions of Sports Subcommittee are mentioned in rules.
 - i) Game wise sports hub to be created at various places.
 - ii) Engaging professional coaches & arranging specialized training for coaches and players.
 - iii) Selection of new players from young recruits.
 - iv) Persuasion with govt. for approval of recruitment rules for selection of 2% sports quota.
 - To take-up all measures to realize the refundable loans/advances sanctioned by the committee.
 - Special cash award/reward for excellent performance in sports events at National/International level.
3. **Reward / award in sports & games from Society funds**
 - Reward/ award to appreciate outstanding performance of police personnel in sports & games and events of International Level, National Level / AIPSCB/ AIPDM & State Level from WBPWASS Funds will be as follows:

- **For Individual Events -**
- **International Events** (including World Police & Fire Games)
- Rs. 1,00,000/- for Gold, 80,000/- for Silver & 70,000/- for Bronze
- **National Events** (including AIPSCB, AIPDM)
- Rs. 50,000/- for Gold, 40,000/- for Silver & 30,000/- for Bronze.
- **State Events**
- Rs. 25,000/-for Gold, 20,000/-for Silver & 15,000/-for Bronze.
- For adventure sports - case to case basis by Governing Body.

Rewards for team events

- Team games - All players of the Team will get equal amount meant for the medal category.
- **National events** (including AIPSCB, AIPDM)
Rs. 25,000/- for Gold, 20,000/- for Silver & 15,000/- for Bronze.
- **State events**
Rs. 12,500/- for Gold, 10,000/- for Silver & 7,500/- for Bronze.
- Amount shown above is for individual player. The total amount for the team will be – amount per person x no. of players in the team.

The Reward Policy as mentioned above will come in to effect from this Financial year w. e. f 1st April 2019. All Games and Sports held after 1st April 2019.

(3) WBP WASS MEDICAL INSURANCE SUBCOMMITTEE

- DGP(Welfare) - Chairperson
- ADG & IGP(Telecom) - Member
- IG (AP) - Member
- IGP(Traffic) ,WB - Member
- IG IB, WB - Member
- IGP(O),WB - Member
- IGP(Welfare) - Secretary
- IG (HQ-II) - Treasurer
- IG Presidency Range - Member
- CP, Bidhannagar PC - Member
- DIG(P&W)WB - Member
- SP, Diamond Harbour - Member
- SS CID - Member

- SRP (Howrah) ,WB - Member
- OSD /Dy.SP(Welfare) - Member
- SO(Fin),WBPD - Member
- HA, (Welfare), WBPD - Member

The officers as mentioned will be nominated every year by the President of the Governing Body of the Society.

Any member may be invited as a special guest. DGP may nominate any member of any rank in the subcommittee.

General Instructions for the WBPWASS Medical Insurance Subcommittee -

1. To ensure renewal of Medical Insurance policy by inviting tenders, selection of TPA and timely payment of premium.
2. To assist by giving ex gratia/loan to members whose medical expenditure exceeds sum insured after reimbursement from insurance company.
3. To compensate to the members and their families in financial distress when a member dies while in service leaving his/her dependents in indignant condition by ensuring immediate payment of Personal Accident coverage of deceased/ grievously injured police personnel.
4. Subcommittee may also refer welfare related proposals for sanction to the WBPWASS Welfare subcommittee.
5. To sensitize all Police Personnel/Ministerial Staff of the unit for coverage under WBP medical insurance policy and all actions as per Rules.
6. Ensure deduction of premium amount from salary of willing personnel and deposit in the WBPWASS (Medical Insurance) Fund Account of the Unit from where it will be transferred to the Society Account in WBPWASS (Medical Insurance) Fund Account.
7. A bank account in the name of WBP Welfare and Sports Society (Medical Insurance Fund) will be opened for depositing premium amount centrally for payment to Insurance agency.
8. The minutes of the meeting shall be approved by the DGP & IGP, WB after which the advice letter will be issued by Secretary- IGP (Welfare) and also signed by Treasurer- DIG HQ, to the bank for transfer of premium amount to the Insurance Agency and also amount sanctioned as ex-gratia to the bank account of the Unit concerned from where it will be disbursed to the beneficiary.
9. The fund will be administered centrally by the WBP WASS Medical Insurance Subcommittee. The Subcommittee shall hold meeting at least once in every quarter i.e. January, April, July and October. The Chairman may also convene any special meeting in addition to these quarterly meetings.

10. The dist./unit committee will also examine cases, where a beneficiary(s) of the scheme incurred expenditure exceeding the insured amount in normal cases and insured amount plus buffer amount where applicable for his treatment under the scheme and send application(s) for extra grant from the fund clearly mentioning the purpose and all supporting documents to the Welfare section PDWB. The said proposal with documents will be placed before the WBPWASS Medical Insurance Subcommittee for approval of extra grant after due scrutiny by the welfare section. Subcommittee may grant ex-gratia maximum up to Rs. 2,00,000/- depending on the critical need. Any amount above Rs.2,00,000/- will be placed before the Governing Body for approval.
11. The functioning of the Society has been started from July, 2017. Therefore, no cases prior to the date will be considered. It was also decided that only members of Society who are either members of West Bengal Health Scheme or WBP Medical Insurance Policy will only be considered for the ex-gratia financial aid. Those who do not have any coverage under WBHS or WBP Medical Insurance Policy will not be considered. It is also observed that Rules as per WBHS are not being followed for treatment outside the State. It is decided to not entertain any proposal if Rules of WBHS have not been followed.
12. All police personnel from the rank of DGP to Constable and Ministerial Staff [Both existing employee and retired personnel (up to 75 years of age or as decided by the Central Committee)] may take membership paying the premium amount as decided by the Central Committee for West Bengal Police Medical Insurance Policy.
13. Every subscriber shall submit written application with family particulars in a format (Annexure A).
 - a) The enrolment in the insurance policy is voluntary, however all members are expected to subscribe for getting benefits of the policies for themselves and their family members. The rate of premium is fixed through an open tender (as mentioned in the main features of the policy) wherein the reputed insurance companies (public sector insurance companies), having at least five years of experience for Group Medical-cum-Personal Accident Policy are invited and the annual premium is fixed through negotiation with the lowest bidder.
 - b) The rate of premium and the benefits will be approved by the WBPWASS Insurance Subcommittee.
 - c) The annual premium from willing members may be realized from their salary in installments and from retired personnel in full amount by cheque only, under proper receipt and acknowledgement and should be sent to the main Insurance Fund Account of the Society.

- d) The Subscription will be deducted from the salary of WBP personnel in three installments and will be deposited in the bank account of WBPWASS Fund maintained in the district/unit from where it will be transferred to the WBPWASS (Insurance Fund) Account through banking channel.
 - e) All reimbursements from TPA and Insurance Agency and extra sanction of fund from Central Committee shall be made by RTGS or in the form of cheques drawn in the name of the beneficiary.
 - f) No cash transaction shall be allowed either for annual subscription / collection of premium or for sanction and disbursement of grant to the applicant by TPA/ Insurance Agency/ Central Insurance Fund.
14. IGP (Wei)/ DIG (P&W) being Secretary of the fund shall be responsible for maintaining the Fund Accounts and all matters related to WBP Medical Insurance Fund. He will be authorized to sign the cheque / letter of advice jointly with the treasurer- IG/ DIG (HQ) for disbursement of insurance funds. All receipt and payments to and from all funds shall be made by cheques/ RTGS/ NEFT or any other suitable electronic mode only. Proper accounts of all payments & receipts in registers shall be maintained by one DY. S.P / Inspector of Welfare section with the help of executive staff as authorized by the subcommittee.
 15. The accounts of the funds shall be audited every year by professionally qualified, competent and certified auditors. The payment for audit shall be made from the funds. The accounts so audited shall be placed before the subcommittee for ratification within 30 days of the audit. Necessary compliance on the audit observations shall be ensured by the Secretary and compliance report also should be placed before the Subcommittee.
 16. Centred Committee may decide the quantum of honorarium to be given to any officer dealing with the matters related to Insurance Policies.
 17. Dist. SP/Battalion in charge / Unit in charge and Dy. S.P / Inspector will maintain the records as per annexure. Application for willingness to join the policy, demand register, subscription receipt, cash memorandum, acknowledgement receipt and application for relief etc.
 18. Retired persons and family pension holders may be included in Mediclaim Policy and PA Policy.
 19. The DGP & IGP, WB shall have the powers to change, make or amend any Rules and to make any specific orders about the working of the Society in consultation with the Subcommittee.

The Role/Function of Dist./Unit WBPWASS for WBP Medical Insurance Fund-

- i) All Districts/ Units will open a bank account in the name of WBPWASS Medical Insurance Fund (Name of the district/ Unit) for purpose of collection of subscription for sending the same to the main WBPWASS Medical Insurance

Fund Account and also for deduction of loan/ advance amount and reimbursement. PAN card of the Society may be mentioned at the time of opening bank account. Unit head to send the details of the bank account giving the name of the bank and branch, IFSC code, etc. to IG Welfare for necessary action. The details of the main WBPWASS Medical Insurance Fund Account of Society has been communicated to all districts/ units.

- ii) After taking willingness from WBP personnel, premium of willing members can be deducted from their salary bill under miscellaneous deductions and for depositing in the bank account of the WBPWASS of the Unit concerned from where it will be transferred to the main WBPWASS Medical Insurance Fund Account. After transferring the amount to the Central Account, receipt copy may be collected from West Bengal Police Directorate within 7 days on submission of the list of members who paid premium and necessary documents.
- iii) In case of collection of premium from retired employees, only cheques in the account of Unit WBPWASS Medical Insurance Fund Account will be accepted. Retired employees have the option to deposit the cheques in the district where they are residing or from where they have retired as per their convenience. All cheques will be deposited in the **Unit bank account of WBPWASS Medical Insurance Fund and the amount will be transferred to the main WBPWASS Medical Insurance Account under intimation to Welfare Section, PDWB.** Retired employees/family pension holder will get all assistance and facilities as is being given to the members by the Unit concerned where they have deposited the cheque for premium payment of medical insurance.
- iv) **Medical Insurance Premium for Sahayak Employees against Medical Insurance and Premium for PA Policy should not be deposited in any other account of WBPWASS.**
- v) Money receipt will be issued to all members against payment of premium by the Unit/ District concerned. Membership cards will be prepared by the Third Party Administrator (TPA) and will be distributed to the members (without any extra cost by the TPA)
- vi) The Unit Committee must take personal interest and initiative in enrolment of all the personnel and smooth running of the schemes. Extensive awareness campaign will be made in all PSs, Camps and HQs to ensure coverage of maximum number of Police Personnel/Ministerial Staff under WBP Medical Insurance Policy. The dist./unit committee will hold meeting every month to assess the awareness, enrolment and settlement of the claims of members of the policies and any other matter which they feel necessary for the welfare of the members.
- vii) At the time of renewal of the policies, every member will be given information brochure of the scheme. Sufficient copies of information brochure will be collected from representatives of the TPA.

- viii) Consolidated list of family particulars of enrolled members will be sent to West Bengal Police Directorate within one month from the date of renewal. Form 'A' (Annexure 'A') for family particulars and Form 'B' (Annexure 'B') for assignment should be filled up by all members of the schemes and it should be kept in safe custody in Reserve Office of the Unit concerned. Form 'B' should bear the name and rank of at least Dy. S.P rank official attesting it and should have signatures, name and full address of two witnesses.
- ix) Reimbursement claim for medical treatment will be sent to the office of TPA through sector representative(s) of the TPA within 15 days after completion of treatment. The claim must contain all the required documents. The check list of documents for reimbursement claim is as under: **a)** Admission advice in prescription, **b)** Original breakup bill(s) of hospital(s), **c)** Original money receipt, **d)** Discharge summary of hospital, **e)** Copy of pathological test report supported with prescription(s), **f)** Copy of cancelled cheque, **g)** Copy of implant sticker in case of transplantation.
- x) A senior officer of Dy. S.P Rank should check the genuineness of the claim before handing it over to the TPA. In case of claims of Dy. S.P and above it should be checked by his next senior. In case of unit head, he himself should give the declaration that the claim is genuine and had not been preferred earlier.
- xi) Periodical review meetings for settlement of pending claims should be organized with the TPA. At least 3-4 meetings should be organized in an insurance year.
- xii) List of pending claims should be sent to WBPD with the copies to the Insurance company and the TPA within first week of every month.
- xiii) List of accepted and rejected claims along with reasons and explanation should be collected from the TPA with the reason of rejection/deduction and it should be conveyed to the members concerned.
- xiv) Proposal for buffer amount, where it is applicable will be sent to WBPD with the documents like original application of claimant, copy of bill /voucher / money receipt/prescription/discharge certificate.
- xv) For extra grant from Medical Insurance Fund, original application of claimant with the documents and recommendations of unit heads as per format (Annexure 'C') should be sent to Welfare Section PDWB through respective WBPWASS Zonal Committee.
- xvi) For sanctioning of personal accident claim under medical insurance policy, intimation messages should be sent to WBPD within 24 hours and to insurance company within 72 hours with details i.e. **a)** Nature of accident, **b)** Place of accident, **c)** Actual date of accident and date of death, **d)** Whether the deceased was member of the policy, **e)** Death is accidental or normal.

- xvii) Proposal for sanctioning of personal accident claim should be sent to WBPD with documents within 15 days after occurrence of the incident along with requisite documents. Monthly report regarding PA claim should be sent to WBPD within first week of every month. Check list of documents for PA claims is as under: a) Forwarding letter mentioning that the deceased personnel was under coverage of the policy at the time of accident, b) Filled up PA claim form with bank account information of legal heir of the deceased and application of legal heir, c) Attested copy of incident report. d) Attested copy of investigation report, e) Attested copy of F.I.R. f) Attested copy of command certificate or certificate to be issued by head of the unit about on or off duty. g) Attested copy of post-mortem report, h) Attested copy of death certificate, i) Attested copy of identity card of deceased and claimant issued by the TPA. j) Filled up original assignment form (Form no B) or if B form is not filled up then (i) Legal heir certificate. (ii) Court notary affidavit of other legal heir(s), if any, regarding no objection, k) Copy of a cancelled cheque.
- xviii) All documents related to accounts of Districts/ Units must reach the Central Account office of the Society by 30th April every year for audit of the accounts of the fund centrally.
- xix) The membership will be from the unit from which first installment has been deducted and that unit will be responsible for sending the data of that member. After departure of any member on transfer to other dist./unit the intimation should be sent to WBPD. If any claim arises, on claim form it should be clearly mentioned the name of the unit from where the first installment was deducted and name of the unit from which the claim is being submitted.
- xx) Appeal regarding claims/policy matter etc. should be communicated to WBPD under proper recommendation, signature, rank and name of the unit head.
- xxi) Office Space for representatives of TPA will be provided in every dist. unit.
- xxii) Dy. S.P / Inspector of WBPD will make scrutiny of all documents of proposal for sanction of death claim under personal accident policies and send to the office of Insurance Company. All PA claim cases will be strongly pursued with the Insurance Company for quick settlement.
- xxiii) After receiving settlement cheques under PA policy from Insurance Company a programme may be organized at WBPD for disbursement to the legal heirs of the deceased personnel by DGP.
- xxiv) The TPA will be appointed by the Insurance Company with the consent of West Bengal Police Directorate to provide the best facilities to the beneficiaries as per the scheme for which suitable guidelines may be issued to them from time to time.

- xxv) IG (W) /DIG, P & W will organize monthly review meetings (Tri-party) at West Bengal Police Directorate. Extensive awareness campaigns will be organized by a team comprising of senior officers of all the three parties i.e. West Bengal Police, Insurance Company and the TPA, at all districts/ units. Three mid-term review meetings will be organized in three clusters i.e. Western, Presidency and Northern Zone.
- xxvi) The dist./unit committee will hold meeting every month to assess the awareness, enrolment and settlement of the claims of members of the policies and any other matter which they feel necessary for the welfare of the members.
- xxvii) The dist./unit committee will also examine cases, where a beneficiary(s) of the scheme incurred expenditure exceeding the insured amount in normal cases and insured amount plus buffer amount where applicable for his treatment under the scheme and send application(s) for extra grant from the fund clearly mentioning the purpose and all supporting documents to the Welfare section PDWB in the format as enclosed in the appendix D through WBPWASS Zonal Committee.
- xxviii) The said proposal with documents will be placed before the WBPWASS Medical Insurance Subcommittee for approval of extra grant after due scrutiny by the welfare section.
- xxix) Depending on requirement of ex-gratia due to critical illness, proposals may be forwarded to WBPWASS Welfare Subcommittee also in addition to WBPWASS Medical Insurance Subcommittee.

FORM - A

Data of members in excel file format for enrolment under West Bengal Police Medical Insurance Policy issued by National Insurance Co. & TPA Genins India TPA Lt. for the year 20....-20....

Maximum 4 persons are allowed on 1 (Self) + 1 (Spouse) + 2 (Son(s) / Daughter(s) / Brother(s) / Sister(s))

1. I want to take policy by paying premium of Rs.-/-

(Please strike out any one which is not applicable)

Sl. No.	Last Year Genins Card ID (2018-19)	GPF NO.	Rank	Member's Name	Relationship	Date of Birth	Age	Gender	Telephone No.	Remarks
1	GINI060				SELF			M/F		
2	GINI060				Wife/ Husband			F/M		
3	GINI060				Son/ Daughter			M/F		
4	GINI060				Daughter/ Son			F/M		
5	GINI060				Brother/ Sister			M/F		
6	GINI060				Sister/ Brother			F/M		

Signature of the Primary member

Address :

FORM - B

Data of members in excel file format for enrolment under West Bengal Police Medical Insurance Policy issued by National Insurance Co. 65 TPA Genins India TPA Lt. for the year 20....-202....

Maximum **6 persons** are allowed on 1 (Self) + 1 (Spouse) + 2 (Son(s) / Daughter (s) /Brother(s) / Sister(s) + 2 Either Parents or In-laws

1. I want to take policy by paying premium of Rs./-

(Please strike out any one which is not applicable)

Sl. No.	Last Year Genins Card ID (2018-19)	GPF NO.	Rank	Member's Name	Relationship	Date of Birth	Age	Gender	Telephone No.	Remarks
1	GINI060				SELF			MF		
2	GINI060				Wife/ Husband			F/M		
3	GINI060				Son/ Daughter			MF		
4	GINI060				Daughter/ Son			F/M		
5	GINI060				Brother/ Sister			MF		
6	GINI060				Sister/ Brother			F/M		
7	GINI060				Father			M		
8	GINI060				Mother			F		
9	GINI060				Father-in-law			M		
10	GINI060				Mother-in-law			F		

Signature of the Primary member

Address :

FORM - C

I want to become Member of West Bengal Police Medical Insurance Policy by paying premium of Rs. /- for the year 20..... - 202.....

Sl. No.	Last Year Genins Card ID (2018-19)	PPO NO.	Pension Sanctioning Authority	Rank	Member's Name	Relationship	Date of Birth	Age	Gender	Telephone No.	Remarks
1	GINI060					SELF			M/F		
2	GINI060					Wife/ Husband			F/M		
3	GINI060					Handi- capped Son/ Daughter			M/F		
4	GINI060					Handi- capped Daughter/ Son			F/M		

Signature of the Primary member

Address :

FORM - D

For Family Pension Holders (Aged up to 60 years)

I want to become Member of West Bengal Police Mediclaim Policy by paying premium of Rs./-, for the year 20..... - 202.....

(Please strike out any one which is not applicable)

Sl. No.	Last Year Genins. Card ID (2018-19)	GPF NO.	Rank	Member's Name	Relationship	Date of Birth	Age	Gender	Telephone No.	Remarks
1	GINI060				SELF			MF		
2	GINI060				Son/ Daughter			MF		
3	GINI060				Daughter/ Son			F/M		

Signature of the Primary member

Address :

FORM - E

For Family Pension Holders (Aged 60 years above)

I want to become Member of West Bengal Police Mediclaim Policy by paying premium of Rs., for the year 20..... - 202.....

(Please strike out any one which is not applicable)

Sl. No.	Last Year Genins. Card ID (2018-19)	GPF NO.	Rank	Member's Name	Relation-ship	Date of Birth	Age	Gen der	Telephone No.	Remarks
1	GINI060				SELF			MF		

Signature of the Primary member

Address :

Declaration for PA Claim

Assignment (applicable when proposal is for own life)

I have taken PA issued by National Insurance Company Limited policy by paying premium of

I (Name and Brass no of the Police Personnel / Ministerial Staff / Employee) do hereby assign the money payable in the event of my death by National Insurance Company Limited to (Name of the person to receive compensation) who is my (relation with the member) and I further declare that his/her receipt shall be sufficient to discharge the Company.

Place Date

Signature of the Proposer

Assignment witnessed by

Sl. No.	Name	Address	Signature

Name, Rank and Signature along-with official seal of the person
verifying this proposal

(Officer of D. S. P. and above rank must attest this form)

**Form D - Application for extra grant from WBP
Medical Insurance Fund.**

1	Name of the Police Personnel (Block Letter) with identification number.	:	
2	Name of the office of the Police Personnel.	:	
3	Name of the Patient with age.	:	
4	Relation with Police Personnel.	:	
5	Length of Service of Personnel	:	
6	Latest account details of GPF	:	
7	From which year Police Personnel is member of WBP Medical Insurance Policy without break.	:	
8	Treatment Period.	:	
9	Nature of disease (To be enclosed the copy of Prescription / Discharge Certificate show nature of disease).	:	
10	(i) Detail of expenditure for treatment from hospital (the copies of Bill, Money receipt showing the total expenditure should be enclosed). (ii) Total expenditure (Statement of total expenditure with break up in a separate page to be enclosed).	:	
11	Amount settled by the TPA (Normal).	:	
12	If buffer is applicable, which amount settled by the TPA.	:	
13	Has any claim (Normal or buffer or both) been submitted by the personnel to the TPA which is lying pending.	:	
14	Whether the personnel is a member of WB Health Scheme-2008, if so, amount claimed / settled from Health Scheme.	:	
15	Whether any facility / benefit has been taken by the personnel from his personal policy, if so, how much reimbursed.	:	

16	Total reimbursement (10+11+13+14)	:	
17	From which source remaining amount paid by the Police Personnel.	:	
18	(In case of deceased personnel) Attested copy of death certificate / legal heir certificate / original notary court affidavit regarding no objection in case of more than one legal heir.	:	
19	Copy of first page of bank pass book where name and account no. of the incumbent is visible.	:	
20	Recommendation of the Chairman Dist./Unit Committee	:	
21	Recommendation of the Chairman of Zonal Committee	:	

Signature of head of the unit
Name & Rank

**ZONAL COMMITTEES AND DISTRICT / UNIT COMMITTEES
COMPOSITION OF ZONAL COMMITTEES POWERS AND
RESPONSIBILITIES**

THE FOLLOWING ZONAL COMMITTEES HAVE BEEN FORMED

Sl. No.	NAME OF WBPWASS ZONAL COMMITTEE	WBPWASS DISTRICT/ UNIT COMMITTEE	NAME OF WBPWASS UNIT COMMITTEE
1.	WBPWASS DIRECTORATE OF SECURITY ZONAL COMMITTEE	DIRECTORATE OF SECURITY	WBPWASS DIRECTOR OF SECURITY UNIT COMMITTEE
2.	WBPWASS TELECOM ZONAL COMMITTEE	i) Telecom HQ and all telecom personnel drawing salary from telecom HQ ii) Telecom Personnel posted to different dist/ unit will be part of the dist /unit committee from where drawing salary	WBPWASS TELECOM UNIT COMMITTEE
3.	WBPWASS NORTH BENGAL ZONAL COMMITTEE	MALDA DISTRICT	WBPWASS MALDA DISTRICT COMMITTEE
		DAKHSIN DINAJPUR DISTRICT	WBPWASS DAKHIN DINAJPUR DISTRICT COMMITTEE
		UTTAR DINAJPUR DISTRICT	WBPWASS UTTAR DINAJPUR DISTRICT COMMITTEE
		JALPAIGURI DISTRICT	WBPWASS JALPAIGURI DISTRICT COMMITTEE
		DARJEELING DISTRICT	WBPWASS DARJEELING DISTRICT COMMITTEE
		KALIMPONG DISTRICT	WBPWASS KALIMPONG DISTRICT COMMITTEE
		ALIPURDUAR DISTRICT	WBPWASS ALIPURDUAR DISTRICT COMMITTEE
		COOCHBEHAR DISTRICT	WBPWASS COOCHBEHAR DISTRICT COMMITTEE
		DIG, MALDA RANGE	
		DIG, JALPAIGURI RANGE	
		IGP, NORTH BENGAL	

Sl. No.	NAME OF WBPWASS ZONAL COMMITTEE	WBPWASS DISTRICT/ UNIT COMMITTEE	NAME OF WBPWASS UNIT COMMITTEE
4.	WBPWASS DIRECTORATE OF ANTI CORRUPTION ZONAL COMMITTEE	Members posted to Home PAR on deputation	WBPWASS Directorate of Anti Corruption Unit Committee
5.	WBPWASS WESTERN ZONAL COMMITTEE	Paschim Medinipur district,	WBPWASS PASCHIM MIDNAPUR DISTRICT COMMITTEE
		Purba Medinipur district,	WBPWASS PURBA MIDNAPUR DISTRICT COMMITTEE
		Jhargram Police district,	WBPWASS JHARGRAM DISTRICT COMMITTEE
		Purulia district,	WBPWASS PURULIA DISTRICT COMMITTEE
		Bankura district,	WBPWASS BANKURA DISTRICT COMMITTEE
		Hooghly district,	WBPWASS HOOGHLY DISTRICT COMMITTEE
		Purba Burdwan district	WBPWASS PURBA BURDWAN DISTRICT COMMITTEE
		Paschim Burdwan district	WBPWASS PASCHIM BURDWAN DISTRICT COMMITTEE
		Birbhum district,	WBPWASS BIRBHUM DISTRICT COMMITTEE
		DIG Burdwan Range.	
		DIG Medinipur Range	
		DIG Bankura Range	
		IGP, Western Zone	
		Commando Force (Paschim Medinipur)	Will be part of the district/ Unit Committee from where drawing salary.
Commando Force (Bankura),	Will be part of the district/ Unit Committee from where drawing salary.		
Commando Force (Purulia)	Will be part of the district/ Unit Committee from where drawing salary.		
6	WBPWASS SOUTH BENGAL ZONAL COMMITTEE	Sunderban Police District	WBPWASS SUNDERBAN POLICE DISTRICT COMMITTEE
		Baruipur Police District	WBPWASS BARUIPUR POLICE DISTRICT COMMITTEE

Sl. No.	NAME OF WBPWASS ZONAL COMMITTEE	WBPWASS DISTRICT/ UNIT COMMITTEE	NAME OF WBPWASS UNIT COMMITTEE
		Diamond Harbour Police District	WBPWASS DIAMOND HARBOUR POLICE DISTRICT COMMITTEE
		Office of SSP, South 24 Pgs.	
		North 24 Parganas district (Barasat, Basirhat & Bongaon)	WBPWASS NORTH 24 PARGANAS DISTRICT COMMITTEE
		Howrah Rural district	WBPWASS HOWRAH RURAL DISTRICT COMMITTEE
		Nadia district (Krishnagar & Ranaghat)	WBPWASS NADIA DISTRICT COMMITTEE
		Murshidabad district	WBPWASS MURSHIDABAD DISTRICT COMMITTEE
		DIG Presidency Range	
		DIG, Murshidabad Range.	
		IGP, South Bengal	
7	WBPWASS CID WB ZONAL COMMITTEE	CID (including all DD's in districts if DDO is CID WB)	WBPWASS CID UNIT COMMITTEE. (For members posted in CID) For those members who are posted in districts DD Office and on deputation will be part of the district/ unit committee, who will send their applications to CID Zonal Committee.
8	WBPWASS IB WB ZONAL COMMITTEE	IB, West Bengal	WBPWASS IB, WB UNIT COMMITTEE
		Local Intelligence Unit, WB	Members who are posted in IB will be part of the IB Unit Committee and those who are on deputation will be part of the district/ unit where drawing their salary.
		IB North Bengal Siliguri	WBPWASS IB, SILIGURI UNIT COMMITTEE
		IB Western Zone Durgapur	
9	WBPWASS ARMED POLICE KOLKATA ZONAL COMMITTEE	SAP 1st BN	WBPWASS SAP 1st Bn. UNIT COMMITTEE
		SAP 2nd BN,	WBPWASS SAP 2nd Bn. UNIT COMMITTEE

Sl. No.	NAME OF WBPWASS ZONAL COMMITTEE	WBPWASS DISTRICT/ UNIT COMMITTEE	NAME OF WBPWASS UNIT COMMITTEE
		SAP 3rd BN,	WBPWASS SAP 3rd Bn. UNIT COMMITTEE
		SAP 6th BN,	WBPWASS SAP 6th Bn. UNIT COMMITTEE
		SAP 8th BN,	WBPWASS SAP 8th Bn. UNIT COMMITTEE
		SAP 9th BN,	WBPWASS SAP 9th Bn. UNIT COMMITTEE
		S.S.F BN Barrackpore	WBPWASS SSF Bn. UNIT COMMITTEE
		DIG, AP, Barrackpore	WBPWASS DIG, AP, BKP UNIT COMMITTEE.
		IG, AP, Kolkata	
		DG's MT Pool	
		EFR 1st BN,	WBPWASS EFR 1ST Bn. UNIT COMMITTEE
		EFR 2nd BN,	WBPWASS EFR 2ND Bn. UNIT COMMITTEE
		EFR 3rd BN, Salua Paschim Medinipur	WBPWASS EFR 3RD Bn. UNIT COMMITTEE
		DIG, AP, EFR	
10	WBPWASS ARMED POLICE NORTH BENGAL ZONAL COMMITTEE	SAP 4th BN,	WBPWASS SAP 4th Bn. UNIT COMMITTEE
		SAP 7th BN,	WBPWASS SAP 7th Bn. UNIT COMMITTEE
		SAP 10th BN,	WBPWASS SAP 10th Bn. UNIT COMMITTEE
		SAP 11th BN,	WBPWASS SAP 11th Bn. UNIT COMMITTEE
		SAP 12th BN,	WBPWASS SAP 12th Bn. UNIT COMMITTEE
		SAP 13th BN ,	WBPWASS SAP 13th Bn. UNIT COMMITTEE
		1st IR BN	WBPWASS 1st IRB Bn. UNIT COMMITTEE
		2nd IR BN.	WBPWASS SAP 2nd IR Bn. UNIT COMMITTEE
		SIR Bn.	WBPWASS SIR Bn. UNIT COMMITTEE
		DIG, AP, Durgapur	
		DIG, AP, North Bengal	
		IG, AP, North Bengal	

Sl. No.	NAME OF WBPWASS ZONAL COMMITTEE	WBPWASS DISTRICT/ UNIT COMMITTEE	NAME OF WBPWASS UNIT COMMITTEE
11	WBPWASS CIF WB ZONAL COMMITTEE	C.I.F, WB C.I.F, SIG	WBPWASS CIF/ SIG, CIF UNIT COMMITTEE
12	WBPWASS VIGILANCE COMMISSION WB ZONAL COMMITTEE	Vigilance Commission Unit (West Bengal Police officers and men posted in Vigilance Commission)	WBPWASS VIGILANCE UNIT COMMITTEE
13	WBPWASS RAILWAYS WB ZONAL COMMITTEE	Sealdah, GRP	WBPWASS SEALDAH GRP UNIT COMMITTEE
		Howrah, GRP	WBPWASS HOWRAH GRP UNIT COMMITTEE
		Kharagpur, GRP	WBPWASS KHARAGPUR GRP UNIT COMMITTEE
		Siliguri, GRP	WBPWASS SILIGURI GRP UNIT COMMITTEE
		West Bengal Railway Police	
14	WBPWASS HEAD OFFICE ZONAL COMMITTEE (IGP, ADMINISTRATION)	Police Directorate	WBPWASS PDWB UNIT COMMITTEE
		Police Recruitment Board	
		State Human Rights Commission	
		Bureau of Investigation	
		F.S.L	
		Costal Security	
		Traffic Headquarter, WB.	WBPWASS TRAFFIC WB UNIT COMMITTEE
		Police Computer Centre / State Crime Record Bureau	WBPWASS SCRWB WB UNIT COMMITTEE
Directorate of Economic Offence Investigation, WB (West Bengal Police officers and men posted in above units)	WBPWASS DIRECTORATE OF EOI UNIT COMMITTEE		

Sl. No.	NAME OF WBPWASS ZONAL COMMITTEE	WBPWASS DISTRICT/ UNIT COMMITTEE	NAME OF WBPWASS UNIT COMMITTEE
15	WBPWASS TRAINING WB ZONAL COMMITTEE	West Bengal Police officers and men posted at SVSPA, PTC, all STCs of WBP.	WBPWASS TRAINING UNIT COMMITTEE.
16	WBPWASS EB WB ZONAL COMMITTEE	EB, WB	WBPWASS EBWB UNIT COMMITTEE.
17	WBPWASS CP ASL DGP ZONAL COMMITTEE	Asansol Durgapur Police Commissionerate	WBPWASS ASL DGP PC UNIT COMMITTEE.
18	WBPWASS BKP PC ZONAL COMMITTEE	Barrackpore Police Commissionerate	WBPWASS BKP PC UNIT COMMITTEE.
19	WBPWASS BDNGR PC ZONAL COMMITTEE	Bidhannagar Police Commissionerate	WBPWASS BDN PC UNIT COMMITTEE.
20	WBPWASS SILIGURI PC ZONAL COMMITTEE	Siliguri Police Commissionerate	WBPWASS SILIGURI PC UNIT COMMITTEE.
21	WBPWASS HOWRAH PC ZONAL COMMITTEE	Howrah Police Commissionerate	WBPWASS HOWRAH PC UNIT COMMITTEE.
22	WBPWASS CHANDANNAGAR PC ZONAL COMMITTEE	Chandannagar Police Commissionerate	WBPWASS CHANDANNAGAR PC UNIT COMMITTEE

DIRECTIONS FOR RANGE / ZONAL OFFICE

Sl. No.	NAME OF WBPWASS ZONAL COMMITTEE	NAME OF UNIT	NAME OF DISTRICT/ UNIT WHERE MEMBERSHIP INCLUDED	DDO / Unit Head	REMARKS
1.	WBPWASS NORTH BENGAL ZONAL COMMITTEE	DIG, MALDA RANGE	Personnel posted at the office of Malda Range will be included in Dakshin Dinajpur District Committee. They will submit application to Zonal Committee through Dakshin Dinajpur District.	If DDO/ Head of the Range/ Zone is Senior Officer, he will submit application directly to Zonal Committee.	Personnel working on deputation at the office of DIG, Malda Range will be part of the district/ unit committee from where drawing salary.
		DIG, JALPAIGURI RANGE	Personnel posted at the office of Jalpaiguri Range will be included in Jalpaiguri District Committee. They will submit application to Zonal Committee through Jalpaiguri District.	DO	Personnel working on deputation at the office of DIG, Jalpaiguri Range will be part of the district / unit committee from where drawing salary.
		IGP, North Bengal	Personnel posted at the office of IGP, North Bengal will be included in Jalpaiguri District Committee. They will submit application to Zonal Committee through Jalpaiguri District.	DO	Personnel working on deputation at the office of IGP, North Bengal will be part of the district / unit committee from where drawing salary.
2.	WBPWASS WESTERN ZONAL COMMITTEE	DIG Burdwan Range.	Personnel posted at the office of Burdwan Range will be included in Purba Burdwan District Committee. They will submit application to Zonal Committee through Purba Burdwan District.	DO	Personnel working on deputation at the office of Burdwan Range will be part of the district / unit committee from where drawing salary.
		DIG Medinipur Range	Personnel posted at the office of Medinipur Range will be included in Paschim Medinipur District	DO	Personnel working on deputation at the office of Medinipur Range will be part of the

Sl. No.	NAME OF WBPWASS ZONAL COMMITTEE	NAME OF UNIT	NAME OF DISTRICT/ UNIT WHERE MEMBERSHIP INCLUDED	DDO / Unit Head	REMARKS
			Committee. They will submit application to Zonal Committee through Paschim Medinipur District.		district / unit committee from where drawing salary.
		DIG, Bankura Range	Personnel posted at the office of Bankura Range will be included in Bankura District Committee. They will submit application to Zonal Committee through Bankura District.	DO	Personnel working on deputation at the office of Bankura Range will be part of the district / unit committee from where drawing salary.
		IGP, Western Zone	Personnel posted at the office of IGP, Western Zone will be included in Bankura District Committee. They will submit application to Zonal Committee through Bankura District.	DO	Personnel working on deputation at the office of IGP, Western Zone will be part of the district / unit committee from where drawing salary.
		Commando Force (Paschim Medinipur)	Will be part of the district / unit committee from where drawing salary.		
		Commando Force (Bankura)	DO		
		Commando Force (Purulia)	DO		
3.	WBPWASS SOUTH BENGAL ZONAL COMMITTEE	DIG, Presidency Range	Personnel posted at the office of Presidency Range will be included in Baruipur Police District Committee. They will submit application to Zonal Committee through Baruipur Police District.	If DDO / Head of the Range/ Zone is Senior Officer, he will submit application directly to Zonal Committee.	Personnel working on deputation at the office of DIG, Presidency Range will be part of the district / unit committee from where drawing salary.

Sl. No.	NAME OF WBPWASS ZONAL COMMITTEE	NAME OF UNIT	NAME OF DISTRICT/ UNIT WHERE MEMBERSHIP INCLUDED	DDO / Unit Head	REMARKS
		DIG Murshidabad Range.	Personnel posted at the office of Murshidabad Range will be included in Nadia District Committee. They will submit application to Zonal Committee through Nadia District.	DO	Personnel working on deputation at the office of Murshidabad Range will be part of the district / unit committee from where drawing salary.
		IGP, South Bengal	Personnel posted at the office of IGP, South Bengal will be included in Baruipur District Committee. They will submit application to Zonal Committee through Baruipur District.	DO	Personnel working on deputation at the office of IGP, South Bengal will be part of the district / unit committee from where drawing salary.
		Office of SSP, South 24 Pgs.	Personnel posted at the office of SSP, South 24 Pgs. will be included in Baruipur Police District Committee. They will submit application to Zonal Committee through Baruipur Police District.	DO	Personnel working on deputation at the office of SSP, South 24 Pgs. will be part of the district / unit committee from where drawing salary.
4.	WBPWASS ARMED POLICE KOLKATA ZONAL COMMITTEE	DIG, AP, Durgapur	Personnel posted at the office of DIG, AP, Durgapur will be included in 1st IR Bn. Unit Committee. They will submit application to Zonal Committee through 1st IR Bn. Unit.	DO	Personnel working on deputation at the office of DIG, AP, Durgapur will be part of the district / unit committee from where drawing salary.
		IGP, AP, Kolkata	Personnel posted at the office of IGP, AP, Kolkata will be included in DIG, AP, Barrackpore Unit Committee. They will	DO	Personnel working on deputation at the office of IGP, AP, Kolkata will be part of the district / unit

Sl. No.	NAME OF WBPWASS ZONAL COMMITTEE	NAME OF UNIT	NAME OF DISTRICT/ UNIT WHERE MEMBERSHIP INCLUDED	DDO / Unit Head	REMARKS
			submit application to Zonal Committee through DIG, AP, Barrackpore Unit.		committee from where drawing salary.
		DG's MT Pool	Personnel posted at the office of DG's, MT Pool will be included in SAP 2nd Bn. Unit Committee. They will submit application to Zonal Committee through SAP 2nd Bn. Unit.	DO	Personnel working on deputation at the office of DG's, MT Pool will be part of the district/ unit committee from where drawing salary.
5.	WBPWASS ARMED POLICE NORTH BENGAL ZONAL COMMITTEE	DIG, AP, North Bengal	Personnel posted at the office of DIG, AP, North Bengal will be included in SAP 10th Bn. Unit Committee. They will submit application to Zonal Committee through SAP 10 th Bn. Unit.	DO	Personnel working on deputation at the office of DIG, AP, North Bengal will be part of the district / unit committee from where drawing salary.
		IG, AP, North Bengal	Personnel posted at the office of IG, AP, North Bengal will be included in SAP 10th Bn. Unit Committee. They will submit application to Zonal Committee through SAP 10th Bn. Unit.	DO	Personnel working on deputation at the office of IG, AP, North Bengal will be part of the district / unit committee from where drawing salary.
		DIG, AP, EFR	Personnel posted at the office of DIG, AP, EFR will be included in EFR 1st Bn. Unit Committee. They will submit application to Zonal Committee through EFR 1st Bn. Unit.	If DDO / Head of the Range/ Zone is Senior Officer, he will submit application directly to Zonal Committee.	Personnel working on deputation at the office of DIG, AP, EFR will be part of the district / unit committee from where drawing salary.

Sl. No.	NAME OF WBPWASS ZONAL COMMITTEE	NAME OF UNIT	NAME OF DISTRICT/ UNIT WHERE MEMBERSHIP INCLUDED	DDO / Unit Head	REMARKS
6.	WBPWASS HEAD OFFICE ZONAL COMMITTEE (IGP, ADMINISTRATION)	Police Recruitment Board	Personnel posted at the office of Police Recruitment Board will be included in WBPD Unit Committee. They will submit application to Zonal Committee through WBPD Unit.	DO	Personnel working on deputation at the office of Police Recruitment Board will be part of the district / unit committee from where drawing salary.
		F.S.L	Personnel posted at the office of F.S.L will be included in WBPD Unit Committee. They will submit application to Zonal Committee through WBPD Unit.	DO	Personnel working on deputation at the office of F.S.L will be part of the district / unit committee from where drawing salary.
		COASTAL SECURITY	Police personnel working in different PSs will be included in their respective dist/unit committee from where they are drawing salary.	Senior Officer(s) posted at Costal Security will be included in WBPWASS PD Unit Committee.	Personnel working on deputation at the office of Costal Security will be part of the district / unit committee from where drawing salary.
		Bureau of Investigation	Personnel posted at the office of B.O.I will be included in WBPD Unit Committee. They will submit application to Zonal Committee through WBPD Unit.	DO	Personnel working on deputation at the office of B.O.I will be part of the district / unit committee from where drawing salary.
7	WBPWASS RAILWAYS, WB ZONAL COMMITTEE	West Bengal Railway Police	Police Personnel posted at the office of West Bengal Railway Police will be included in Howrah GRP Unit Committee.	DO	Personnel working on deputation at the office of West Bengal Railway Police will be part of the district / unit committee from where drawing salary.

General instructions -

1. Subscription of members will be deducted by the DDO of the district/ Unit from where they are drawing their salary, even if they are posted on deputation to any other place.
2. Members who are posted on deputation to any Central Agency or State Agency (if the DDO is not WBP) will send their subscription half yearly by cheque to IGP, Welfare if they wish to continue their membership. They will submit their applications to Unit Committee of PDWB for consideration of loan etc. Their records will also be maintained by the Unit Committee of PDWB.
3. If any Unit is having very few members posted there, Zonal Committee chairman may take a decision for inclusion of such members in any of the Units under their jurisdiction, (for example- members posted in DIG (AP) office may be included in one of the Unit Committee of SAP Bn.)
4. All applications for any benefit/ loan/ ex-gratia will also be submitted to the concerned district/ unit where members are drawing their salary.
5. Districts/ Unit Committees will send the applications of members who are drawing salary but are on deputation to other Units, to the concerned Zonal Committee.
6. All loans/ ex-gratia / scholarship etc. will also be transferred in the bank account of the district / unit concerned where members draw their salary. Those districts/ units will be responsible to keep an account of all subscriptions of members, transferring their loans etc. to their bank account, realize the monthly installments of loan and return to main Society Fund bank account.
7. Zonal Committees will not deal with any cash/ bank accounts and will only be responsible for overall supervision on the districts/ units under their jurisdictions, scrutiny of all applications, loans, any new ideas/ recommendations as per the objective of the Society. Their role is supervisory and advisory in nature. However, no loan or ex-gratia will be considered without recommendation of the concerned Zonal Committee.

(A) Zonal Committee will have the following composition -

- Chairman - DG/ADG/ IGP rank Officer having the jurisdiction (except DIG EFR for EFR Bn.)

(as mentioned in the table enclosed). Head of the Office may decide the Chairman of the Zonal Committee (not below the rank of IGP).

- Vice chairman- DIG rank officer.
- Secretary - SP rank officer.
- Treasurer- Additional SP/ DSP rank officer.

- Members- All DIGs / SP rank officers of all Units/ Districts / Battalions under the Zone and one representative from each rank should be part of the Zonal Committee, (including women and ministerial staff).
- (All members, Treasurer, Secretary and Vice Chairman to be nominated by the Chairman of Zonal Committee).
- Any member of the Zone may be invited as a special guest to attend the proceedings of the Zonal Committee.

(B) Power and Duties of the Zonal Committee-

Zonal Committees may be constituted every year by April (by name) and intimation be sent to IG (Welfare) for information of the Governing Body.

- The Zonal Committee will hold meetings monthly.
- In the Zonal office one dealing assistant/ executive staff will handle all correspondence, registers, files, applications and look into all matters related to Zonal Committee as per the direction and decision of the Zonal Committee.
- Zonal Committee will be empowered to deal with all matters related to grant of loans/ advances, scholarships, sports and welfare activities of the concerned districts/ units under its jurisdiction and forward the minutes of the Zonal committee to the concerned Subcommittee for sanction of loans/ advances/ ex-gratia payments by the Subcommittee/ Governing Body.
- Zonal Committee may also initiate any new proposals on welfare of police or public in general, development of sports or any other matter as per objective of the Society.
- Any other work/ function as may be decided by the Governing Body from time to time.

DISTRICT / UNIT COMMITTEES

1. Formation of District / Unit Committees -

Unit heads/ District SPs/ COs may please ensure formation of the WBPWASS District/ Unit Committee in the following manner. Chairman will be free to include as many members as required giving due representation to all ranks of ministerial and executive staff and women representatives. WBPWASS District/Unit Committee will send constitution of their committee by name to IGP Welfare every year.

- **Dist./Unit Committee;**
- Chairman - Head of the Dist. / Battalion/ Unit (any SP rank officer designated by Unit Head)
- Secretary - One officer of Dist./Unit (not below the rank of Addl. SP/ DSP)
- Member - Nodal Officer (not below the rank of DSP)
- Members - RI/ RO/Accountant. Representatives of all ranks (executive and ministerial)
- Any other member on rotation as nominated by the Chairman.
- Minimum 10 members.

DUTIES AND FUNCTIONS OF DISTRICT SP/ CO/ UNIT IN CHARGE REGARDING WBP WELFARE AND SPORTS SOCIETY

1. Ex-Gratia of Rs. 15,000/- in case of death (any kind of death) of any police personnel w.e.f. 01.04.2019.
2. Farewell may be organised once in a month for all employees retiring during the month. An expenditure of maximum up to Rs. 1,500/- per person may be made from the district WBPWASS fund (w.e.f. 01.07.2019).
3. Rs. 25,000/- may be spent on medical treatment, transfer to hospital, buying medicine etc. in case of extreme emergency.
4. In all cases of death of Home Guard/ National Volunteer Force/ Civic Volunteer/ Village Police Volunteer/ Casual Worker (on duty/off duty) while in service, Rs. 10,000/- may be given to the family of the above Personnel from Dists/ Units WBPWASS fund.
5. For granting of Loan / Scholarship / Ex-gratia, application should be sent to Welfare Sub Committee of WBPWASS at West Bengal Police Directorate through Zonal Committee as per proforma as contained in Rules of the Society.
6. All Dists./Units are requested to make proper scrutiny / examine every case for avoiding double payment before sending all applications for sanction of Loan / Scholarship / Ex-gratia from their Dists/Units to Police Directorate.

7. Bank Transactions related to realization of subscriptions of WBPWASS/ Disbursement of loan/Ex-gratia / Scholarship and Recovery of loan may be made from/to participant / account of dist./unit.
8. All contributions shall be accepted through banking channel.
9. No Cash transaction shall be allowed from the Unit accounts.
10. Rules of WBPWASS should be followed strictly in case of all transactions.
11. No amount which is not related to WBPWASS can be deposited in the WBPWASS Account. This include all types of govt, funds or donations from private or public unless it is approved by the Governing body in writing.
12. Prior Govt., approval must be obtained before accepting any gift / donation etc. in any account of WBPWASS. In this regard proposal should be sent to IGP (Welfare)/DIG (P&W), WB for taking Govt., approval.
13. Subscription for membership of Society should be deposited in Unit Welfare Account and 75% of the total subscription should be transferred to Central Account of Welfare Fund as soon as possible after keeping 25% of the total subscription in dist./unit account.
14. Subscription for paying premium should be deposited in Unit MIF Account and should be transferred to Central Account of MIF as soon as possible.
15. Medical Insurance Premium for Sahayak Employees against Medical Insurance and premium for PA Policy should not be deposited in any other account of WBPWASS.
16. In case of any dispute and litigation in respect of bank transactions, dist./unit committee will be responsible for it.
17. There will be three signatories of bank accounts maintained at dist./unit. Signatures of minimum two signatories will be required to operate the bank accounts. The signatory shall be an officer not below the rank of Dy. SP.
18. To sensitize all Police Employees for coverage under Mediclaim Policy / WBHS.
19. Follow-up action by Nodal Officer of Welfare in every district.
20. Dist./Unit Committee will hold meetings monthly.
21. District / Zonal Committee may also come up with any other Social Welfare Project for rehabilitation of ex-convicts or any other community in need of help. Proposals may be sent to IGP, Welfare / DIG (P&W),WB at PDWB.
22. District / Zonal Committee may also send any special request for ex-gratia grant / financial assistance for family members of Civic Volunteers, VPV, Contractual Workers / HG / NVF if any of them die on duty or sustain grievous injury on duty or have serious medical condition. However, no loan can be granted as they are not members of the Society.

23. Both the funds will be inspected twice in a year, one by the officer of SP rank, another by an officer of Addl. SP / Dy. SP rank.
24. Copy of Accounts Statement with Statement of receipt and payment should be sent to PD, WB within 10th of every month.
25. Members who will join now will have to pay the subscription for membership of the Society from the beginning of the Society i.e July-2017 till date. However, if any police personnel has joined the service after July 2017, then the subscription will be deducted in the following manner. If any person joins service between July 2017 and December 2017, then half yearly subscription will be deducted for the period between July and December 2017 and so on. In case of new employees subscription will be deducted from their salary on the basis of the date of their joining.
26. Police Personnel who are members of Mediclaim Policy and who incurred expenditure more than sum-insured in normal cases and sum-insured plus buffer where buffer is applicable may request for ex gratia for the excess amount paid, from WBPWASS (MIF). The functioning of the Society started from July, 2017, therefore, no cases prior to the date will be considered. Only members of Society who are either members of West Bengal Health Scheme or WBP Medical Insurance Policy will be considered for the ex-gratia financial aid. Those who do not have any coverage under WBHS or WBP Medical Insurance Policy will not be considered. Rules under WBHS in case of treatment outside the state should be followed, otherwise proposal for ex-gratia will not be entertained.
27. District Committees are also empowered to spend amount as mentioned from their district/ unit fund, for various Welfare Measures as per Rules of the Society per annum under intimation to PD, WB -:
 - Unit sanctioned strength - up to 500 - Rs. 25,000/-
 - Unit sanctioned strength - up to 1000 - Rs. 50,000/-
 - Unit sanctioned strength - up to 2000 - Rs. 1,00,000/-
 - Unit sanctioned strength - above 2000 - Rs. 1,50,000/-

In case of shortage of availability of funds in the Unit Account, Unit Head may request for sanction of required amount from the central fund of WBPWASS.

SUBSCRIPTION

Following Subscription will be deducted half yearly from salary of the member - (July and January)

75% of the subscription collected by the district/ unit will be transferred to the main WBPWASS Fund account and the remaining 25% will be at the disposal of the district/unit head.

Rate of Subscription for Executive Ranks for Membership of WBPWASS

- DGP/ ADG/ IGP/ SPL, IGP/CP -
@ Rs.350/- per month — (Rs. 2100/- × 2 = 4200)
- DIG/CP/ SSP/SRP/CO/DCPs/-
@ Rs.300/- per month — (Rs. 1800/- × 2 = 3600)
- Addl. SP/ Dy CO/DSP/SDPO/Asst. SP/
Asst. DCP - @ Rs.200/- per month — (Rs. 1200 × 2 = 2400)
- Inspectors - @ Rs.150/- per month — (Rs. 900 × 2 = 1800)
- Sub-inspectors - @ Rs.100/- per month — (Rs. 600 × 2 = 1200)
- ASI/HC/Constables/-@ Rs.50/- per month — (Rs. 300 × 2 = 600)

Rate of Subscription for Ministerial Staff for Membership of WBPWASS.

- Joint Director (Accounts)
@ Rs.300/-per month — (Rs. 1800/- × 2 = 3600)
- Special Officer @ Rs.200/- per month — (Rs. 1200 × 2 = 2400)
- Registrar @ Rs.150/- per month — (Rs. 900 × 2 = 1800)
- Head Assistant / Upper Division
Assistant/Superior Typist/Grade-I Typist
@ Rs.75/- Per Month — (Rs. 450/- × 2 = Rs. 900/-)
- Lower Division Assistant/Typist
@ Rs.30/- Per Month — (Rs. 180/- × 2 = Rs. 360/-)
- Group - D @ Rs.20/- Per Month — (Rs. 120/- × 2 = Rs. 240/-)

(Virendra)
Director General &
Inspector General of Police
West Bengal

Police Order No. 03 of 2019

Sub : National Investigation Agency Act,2008 - Scheduled Offences

In modification of Police order no. 14 of 2009 and pursuant to the Amendment Bill in respect of NIA Act, 2008, The National Investigation Agency has been empowered to investigate offences under the Acts mentioned in the schedule to the National Investigation Agency Act, 2008 and National Investigation Agency (Amendment) Act, 2019. The schedule is reproduced below:

1. The Explosive Substances Act, 1908 (6 of 1908);
- 1.(A) The Atomic Energy Act, 1962 (33 of 1962);
2. The Unlawful Activities (Prevention) Act, 1967 (37 of 1967);
3. The Anti-Hijacking Act, 1982 (65 of 1982);
in serial number 3. for the figures, brackets and word "1982 (65 of 1982)", the figures, brackets and word "2016 (30 of 2016)" brackets and word shall be submitted.
4. The Suppression of Unlawful Acts against Safety of Civil Aviation Act, 1982 (66 of 1982);
5. The SAARC Convention (Suppression of Terrorism) Act, 1993 (36 of 1993);
6. The Suppression of Unlawful Acts Against Safety of Maritime Navigation and Fixed Platforms of Continental Shelf Act, 2002 (69 of 2002).
7. The Weapons of Mass Destruction and their Delivery Systems (Prohibition of Unlawful Activities) Act, 2005 (21 of 2005)
8. Offences under-
 - a) Chapter VI of the Indian Penal Code (45 of 1860) Sections 121 to 130 (both inclusive); waging war counterfeiting currency / fake notes;
 - b) Sections 370 and 370A of Chapter XVI of the Indian Penal Code (45 of 1860);
 - c) Sections 489 -A to 489-E (both inclusive) of the Indian Penal Code (45 of 1860).
 - d) Sub-section (1AA) of section 25 of Chapter V of the Arms Act' 1959 (54 of 1959);
 - e) Section 66F of Chapter XI of the Information Technology Act, 2000 (21 of 2000)."

Section-6 of the National Investigation Agency Act envisages that when a particular offence, which is a schedule offence, is registered in a Police Station, the officer in charge of the Police Station shall forward this information forthwith to the State Government and the State Government shall forward it to the Central Government as soon as possible. The Central Government will then take a decision, within 15 days of the receipt of such information, as to;

- iii) Whether the offence is a scheduled offence and
- iv) Whether having regard to the gravity of offence and other relevant factors, it is a fit case to be investigated by the Agency.

Henceforth, any offence falling under the Acts / Sections enumerated above is reported in any of the Police Station, it will be the duty of the unit head i.e. Commissioner of Police / Superintendent of Police in the Commissionerate / Districts to convey the information in the prescribed proforma (Annexure) to the Inspector General of Police, STF, West Bengal who has been nominated as Nodal Officer within 03 days of reporting of the crime. The Inspector General of Police, STF, West Bengal in consultation with SCRB, West Bengal and CID, West Bengal for additional information, if any, put up a consolidated report directly to the DG & IGP, West Bengal for further communication to MHA, New Delhi through the State Government. The Special Task Force, West Bengal will be the nodal agency for coordinating with National Investigation Agency for all matters of mutual concern.

(Virendra)
Director General and Inspector General of Police
West Bengal

West Bengal Police Directorate
Bhabani Bhawan, Kolkata- 700 027

Memo No. 1121 (230) Wel / Society
Wel / Society 183-18(Pt.)

Dated : 13.11.2019

To:

- 1) All Directors General & Inspector General of Police, West Bengal (Including DG & CG, Home Guard and DG Civil Defence).
- 2) All Addl. Directors General & Inspector General of Police.
- 3) All Inspectors General of Police.
- 4) All Commissioners of Police.
- 5) All Deputy Inspectors General of Police.
- 6) All Superintendents of Police including CIF/ SIG, CIF/ Telecom/ SCRB/ACB/ Senior Staff Officer, Home Guard / State Commandant NVF.
- 7) All Superintendents of Police, Govt. Rly. Police.
- 8) All Commandants, S.A.P Bns.
- 9) All Commandants, I.R. Bns/ SIRB.
- 10) All Commandants, EFR Bns.
- 11) Commandant, SSF Bn .

**Sub:- Police Order No. 04 of 2019 containing the INSTRUCTIONS
FOR THE FUNCTIONING OF THE SAHAYAK WELFARE SOCIETY.**

Kindly find enclosed copy of Police Order No. 04 of 2019 regarding setting up of the "Sahayak Welfare Society" for kind information and necessary action.

Inspector General of Police
(Welfare), West Bengal

Memo No. 1121/1 Wel / Society
Wel / Society 183-18(Pt.)

Dated : 13.11.2019

Copy forwarded to the Register-I West Bengal Police Directorate for publication of the enclosed Police Order No. 04 of 2019 in the West Bengal Police Gazette.

Inspector General of Police
(Welfare), West Bengal

West Bengal Police Directorate
Bhabani Bhawan, Kolkata- 700 027

Police Order No. 04 of 2019

Dated : 08.11.2019

**INSTRUCTIONS FOR THE FUNCTIONING OF THE SAHAYAK
WELFARE SOCIETY**

In terms of GO No. 1386-PL/PB/ 14M-34/ 16 Dated 03/06/2019 Government has agreed to the formation of the "Sahayak Welfare Society" as per Memorandum of Association and Regulation of "Sahayak Welfare Society" vetted by the Law Department and its registration under the West Bengal Societies Registration Act 1961 Vide No. 50005728 of 2019-20.

RULES FOR SAHAYAK WELFARE SOCIETY

1. The "**Sahayak Welfare Society**" (SWS) has come into effect on the date of registration of the Society under West Bengal Societies Registration Act, 1961. (The Society has been registered on 23rd July 2019).
2. The Registered office of The Society is situated at Police Directorate, c/o-Deputy Inspector General of Police, Planning & Welfare, West Bengal Bhawani Bhawan, 31/A, Belvedere Road, Alipore, Kolkata - 700 027 in the State of West Bengal.
3. The Sahayak Welfare Society will function as per the Memorandum of Association and Regulations as registered with the West Bengal Societies Registration Act, 1961. (**Annexure A**).
4. The Rules and Regulations and benefits of the Society has been explained in details (**Annexure B**).
5. Governing Body has been constituted and Central Committee has been formed to look into all matters, related to Welfare, Sports and Medical Insurance Policy/ PA Policy. Governing Body will be headed by an officer of DG and the Central Committee will be headed by an officer of ADG and above rank. Duties and functions of Central Committee have been explained in details (**Annexure C**).
6. The **Zonal Committees** have been formed in the Zones for better co-ordination and management of Society Fund in order to reach welfare benefits to all members as explained in details (**Annexure D**).
7. The duties and functions of Districts/ Units Committees for smooth functioning of the Society are defined (**Annexure E**).
8. Different Forms are enclosed (**Annexure F**).

(Virendra)
Director General and Inspector General of Police
West Bengal

West Bengal Societies Registration Act, 1961

**MEMORANDUM OF ASSOCIATION OF
"SAHAYAK WELFARE SOCIETY"**

1. The name of the Society shall be "Sahayak Welfare Society" hereinafter referred to as "The Society".
2. The Registered office of The Society shall be situated at Police Directorate, C/o Deputy Inspector General of Police, Planning & Welfare, West Bengal Bhawani Bhawan, 31/A, Belvedere Road, Alipore, Kolkata 700027 in the State of West Bengal.
3. **OBJECTIVES:**
 - A. The principal objective of The Society is to organize various social, cultural, sports and educational programme for welfare of community at large.
 - B. The Society will take measures to protect the environment by tree plantation, help community at the time of natural calamities like famine, flood, drought, earth quake etc., will also organize lectures, debates, discussions, seminars, publish useful literatures, magazines etc. to promote and spread social awareness on environmental pollution, protection of climate, social issues and any other welfare measures beneficial to public. To help needy students of all communities for persecution of higher studies etc.
 - C. The Society will introduce measures for welfare of all Sahayak Personnel (All categories of Contractual workers) working in or with West Bengal Police and for their family members by providing assistance to Sahayak Personnel for development, advancement and propagation of all types of Welfare Measures including organization of games and sports at Dist./ Unit / State level.
 - D. The Society will also provide relief to the members of Sahayak Personnel and to their families in financial distress due to death, or permanent disabilities, while in service leaving his/her dependants in indignant condition by various means.
 - E. To encourage wards of members of Sahayak Personnel, scholarships, stipends, and various Special category Rewards will be given to the children of the subscribers for their outstanding achievement & performance in the field of academics, sports, medical, law, accountancy, engineering or any other educational courses and degrees as per the eligibility along with a certificate of appreciation.

- F. To Maintain libraries, community centers, sports facilities, recreation & health centers and undertake other welfare activities for the Sahayak Personnel and their families in West Bengal.
- G. To take measures to provide medical facilities and medical, health and personal accident insurance to Sahayak Personnel and their families.
- H. To do such other acts as may be required to fulfill the objectives of the Society.

Notwithstanding anything contained under this MOA, the functions and objects of the Society shall always remain restricted within the meaning of the section 4(2) of the West Bengal Societies Registration Act' 1961.

Before commencing the activities of the Society, necessary approval/permission will be obtained from the competent authorities as and when required.

4. The Income and properties of the association whatsoever derived or obtained as per law shall be applied solely towards the promotion of the object of the association and no portion thereof shall be paid to or divided amongst any of the members by way of profit/dividend/bonus/incentive/any financial advantage whatsoever.

The names, addresses and designations of the members of the Governing Body of The Society, including the office bearers entrusted for the time being with the management and control of The Society are as follows:

The Society will be managed centrally by the Governing Body consisting of the following officers who will be the ex-officio members:

Sl. No.	Name and Occupation	Address	Designation	Phone number
1	Shri Virendra, IPS, DGP & IGP WB	Police Directorate, Bhawani Bhawan, Kolkata 700027	President	033-22145400 033-24794069
2	Mrs. Suman Bala Sahoo, IPS, DGP (Welfare), WB	DO	Vice President	033-24482411
3	Shri Sanjay Singh, IPS, ADG, South Bengal	DO	Member	033-24791573
4	Dr. R. Sivakumar, IPS, IGP (HQs)- II, WB	DO	Treasurer	033-24794024

Sl. No.	Name and Occupation	Address	Designation	Phone number
5	Mrs. Damayanti Sen IPS, IGP (Administration)	DO	Member	033-24794031
6	Shri S.K.Gazmer, IPS, IG (Welfare) WB	DO	Secretary	033-24794034
7	Shri L.N.Meena, IPS, CP, BDN PC	DO	Member	033-23358286
8	Shri Sabya Sachi Raman Mishra, IPS, DIG (P& W) WB	DO	Member	033-24794023
9	Shri Gaurav Sharma, IPS, CP Howrah	DO	Member	033-26412626
10	Mrs. J Dorjee, IPS, Sr. Staff Officer, Home Guard Organization	DO	Member	033-23372648
11	Shri Utpal Kumar Naskar, IPS, State Commandant, WBNVF	DO	Member	033-25892010
12	Shri Saumya Roy IPS, SP, Howrah Rural	DO	Member	033-26616210

Any other officer to be nominated by the President. The Governing body will be reconstituted every financial year and will be approved at the time of AGM.

Following will be the primary members and signatories to the Memorandum of Association of the "Sahayak Welfare Society": -

Sl. No.	Name and Occupation	Address	Designation	Phone number	Signature
1	Shri Virendra, IPS, DGP & IGP WB	Police Directorate, Bhawani Bhawan, Kolkata 700027	President	033-22145400 033-24794069	
2	Mrs. Suman Bala Sahoo, IPS, DGP (Welfare), WB	DO	Vice President	033-24482411	
3	Shri Sanjay Singh, IPS, ADG, South Bengal	DO	Member	033-24791573	
4	Dr. R. Sivakumar, IPS, IGP (HQs)- II, WB	DO	Treasurer	033-24794024	
5	Mrs. Damayanti Sen IPS, IGP (Administration)	DO	Member	033-24794031	
6	Shri S.K.Gazmer, IPS, IG (Welfare) WB	DO	Secretary	033-24794034	
7	Shri L.N.Meena, IPS, CP, BDN PC	DO	Member	033-23358286	
8	Shri Sabya Sachi Raman Mishra, IPS, DIG (P&W) WB	DO	Member	033-24794023	
9	Shri Gaurav Sharma, IPS, CP Howrah	DO	Member	033-26412626	
10	Mrs. J Dorjee, IPS, Sr. Staff Officer, Home Guard Organization	DO	Member	033-23372648	
11	Shri Utpal Kumar Naskar, IPS, State Commandant, WBNVF	DO	Member	033-25892010	
12	Shri Saumya Roy IPS, SP, Howrah Rural	DO	Member	033-26616210	

Witness to the signatory :

Signature :

Address:

Occupation :

Phone no. :

West Bengal Societies Registration Act, 1961

REGULATIONS OF "SAHAYAK WELFARE SOCIETY"

Unless the context otherwise requires words and expressions contained in these regulations shall bear the same meaning as in the W.B. Societies Registration Act, 1961.

1. Membership :

A. Admission :

- a. The Signatories to the Memorandum of Association and the Office bearers of the Governing Body of the Society Shall be the first members of the Society.
- b. The Governing Body may admit to membership any Sahayak Personnel (All categories of Contractual workers) working in or with West Bengal Police, who has agreed in writing to be bound by the Memorandum of Association and regulations of the Society and who in the opinion of the Governing Body will be interested in advancement of the objects of the Society.
- c. All Sahayak categories will be members of the Society till they are employed and on the pay roll of the unit concerned.
- d. Membership will cease as soon as the person concerned is retired or dismissed or discharged or removed from contractual job.

Be it noted here that the power to admit members is the sole and absolute power of the Governing Body and the Governing Body may refuse to admit any person as member without assigning any reason thereof.

B. Types of Members:

Ordinary Member: Any person of Sahayak Personnel, who qualifies to be a member and is paying prescribed ordinary membership fee may be admitted as ordinary member of the Society.

- C. Cessation of Membership:** Any member shall cease to be a member - (a) on the acceptance of his resignation from the membership, (b) on his becoming insane or insolvent, (c) on his conviction of any offence involving moral turpitude (d). On superannuation, VRS, dismissal or discharge from Casual/contractual Job, (e). failure to pay regular subscription.

- D. Register of members:** The Society shall maintain a Register of Members containing the names, addresses and their duties, the date of admission and of cessation of membership. The Register will be kept open for inspection of the members of Society on requisition. All entries required to be made therein shall be entered regularly.

- E. Rights and Obligations of Members:** Any member of the Society has the right (a) to submit suggestion for discussion to the Governing Body and Central Committee on any matter in relation to Society; (b) to inspect the accounts and the proceedings of the meetings of the Society on appointment with the Secretary; (c) to pay his subscription within the prescribed time. Defaulting members shall not be allowed to get any benefit from the Society.
- F. Expulsion & Removal:** Removal/discharge/dismissal from Casual/Contractual Job as per law shall automatically lead the removal/expulsion of the member from the Society. From the date of issue of the order by the appointing authority regarding suspension, dismissal, removal etc. from the casual job the member shall cease to be the member of the Governing Body as also of the Society.

2. GOVERNING BODY

A. Composition, election/appointment, resignation / removal Terms of Office:

There shall be a Governing Body consisting of not less than 12 members. The Office bearers of Governing Body shall comprise of President, Vice-President, Secretary, Treasurer and other Committee members.

The removal of the Governing Body members shall be dealt with as has been prescribed as in the case of other members noted herein before at para 1(F).

The term of office of the Governing Body shall ordinarily be for one year or for the period of any Governing Body Members holding the designated post, or it is dissolved/terminated early under unforeseen circumstances whichever is earlier, as the case may be.

B. Management:

The Fund will be managed centrally by the Governing Body consisting of the following officers who will be the ex-officio members:

- | | |
|----------------------------------|------------------|
| 1. D G P & IGP WB | : President |
| 2. DGP & IGP (Welfare) | : Vice President |
| 3. IGP (Welfare) | : Secretary |
| 4. ADG/IGP (South Bengal) | : Member |
| 5. IGP (Administration) | : Member |
| 6. IG (HQs)-II, WB | : Treasurer |
| 7. DIG (P&W) | : Member |
| 8. CP Bidhannagar | : Member |
| 9. CP Howrah | : Member |
| 10. SP Howrah Rural | : Member |
| 11. Sr. Staff Officer Home Guard | : Member |
| 12. State Commandant NVF | : Member |

Any other officer to be nominated by the President. The Governing body will be reconstituted every financial year and will be approved at the time of AGM.

C. Meeting :

A meeting of Governing Body shall be held at least once in six months at such place, date and time, as the President may determine. The President may invite any officer as special invitee to attend any meeting of the Governing Body. The President may also convene any special meeting in addition to these quarterly meetings.

D. Place of Meeting :

All the meetings of the Governing Body, the Board and other committees shall be held at Kolkata, unless otherwise directed by the President.

E. Notice and Quorum :

Seven days' notice of the meeting specifying the place, time and the general nature of business to be transacted, shall be given to every member of the Governing Body.

Emergency meeting may be called on 24 hours notice. 1 / 2 of the total number of members of governing body along with the Chairman and the Secretary shall constitute and form the quorum.

F. Procedure of the meeting :

In the absence of President of the Governing Body, the Vice President of the Committee shall preside over the meeting. All questions before the meeting will be decided by a majority of votes, each member will have one vote. The President shall have a second or casting vote in addition to his own vote in case of equality of shares.

G. Power and Duties of the Governing Body

The Governing Body shall have general power of supervision and control over all the affairs of the Society and in particular shall discharge the following duties:

- (i) All affairs of the Society, shall sanction and control and shall generally supervise & conduct the business of the Society.
- (ii) To appoint Central Committee with such power and duties as may be considered necessary or expedient under the control of governing Body.
- (iv) To accept donations, gifts, subscriptions, movable or immovable properties for the objects of the society with the prior approval of the State govt.
- (v) The Governing Body shall sanction and control expenditure and shall generally supervise & conduct the business of the Society.

- (vi) The Governing Body shall examine and decide all questions brought before it.
- (vii) To keep proper accounts of the Society and to open bank account in the name of the Society in one or more banks,
- (viii) To get the Accounts audited by duly qualified Auditors.
- (ix) To co-opt not more than two members to the Governing Body;
- (x) If, for any reason, it is not able to meet on the appointed date, decision on the agenda points may be taken by the Secretary after consulting the members of the Governing Body through correspondence. The Secretary may, after consulting the President, take any action on urgent matters that may be necessary in the interest of the Society and report the same as soon as possible to the Governing Body for ratification.
- (xi) Society can acquire both movable and immovable property for the use of the Society with the prior approval of the State government.
- (xii) To sell, lease, mortgage or otherwise dispose of and deal with all or any part of the properties of the Society upon prior approval of the State government to attain the objects of the Society ;
- (xiii) To Take necessary action in accordance with the provisions of law for the maintenance and upkeep and other assets of the Society; and to carry out any other activity for the welfare purpose and for the attainment of the objects of the Society.

3. SAFE CUSTODY OF PROPERTIES

- i. The Governing Body shall be responsible for the safe custody of the funds, properties and assets of the Society.
- ii. The funds of the Society shall be kept in the banks/ post offices/ Mutual Funds and be invested in any securities specified under section 20 of the Indian Trust Act, 1882.

4. BOOKS OF ACCOUNTS & INSPECTIONS

The Books of accounts and other statutory books shall be kept at the registered office and shall be open to inspection at such time and place as the Governing Body directs on a written request made by the member.

5. ACCOUNTING YEAR

The accounting year of the Society shall be from 1st Day of April of each year to 31st day of March of the following year. However, the first accounting period shall consist of a period less than 12 months and will begin from the date of registration till 31st March of that financial year.

6. GENERAL MEETINGS

A. Annual General Meeting :

Notice: The Secretary shall annually call the Annual General Meeting as per provision of the W.B.S.R. Act, 1961 giving at least 14 days notice to all members. The notice shall contain the place, date, day and time of the meeting.

Agenda : The business to be transacted at the A.G.M. shall be: (a) to confirm the minutes of the last A.G.M. and of special general meeting if any; (b) to adopt with or without modification the report of the working of the Society for the previous year; (c) to pass audited accounts of the Society for the previous year ended ; (d) to appoint qualified Auditor or Auditors; (e) to transact such business as may be fixed by the Governing Body; (f) to transact such other business as may be brought forward by giving A.G.M. 14 days previous notice from any member; (g) to conduct general election.(h) To conduct any other business to fulfill the objects of the Society.

B. Quorum of the Annual General meeting :

Presence of 100 (One hundred) members representatives of various types of contractual/casual Sahayak personnel representing different Units shall constitute and form the quorum.

C. Special meeting of the Council :

- (a) Special meeting of the Society may be called at any time at the discretion of the Governing Body in view of urgency of the matter. At least seven days notice shall be given to every member of the Governing Body for Special General Meeting.
- (b) In the interval between two meetings of the Society, any action may, if so desired, be taken by the President after consulting the members through correspondence.
- (c) At any special meeting of the Society, Presence of 100 (One hundred) members representatives from different Units of Sahayak Personnel shall constitute and form the quorum.

List of Governing Body shall be filed under section 4 of the Societies Registration Act 1860 once every year or before the fourteenth day succeeding the day on which the General body meeting is held.

D. Extra-ordinary General Meeting :

The Governing Body may direct to convene an Extra-ordinary general meeting for consideration of addition, alteration, or amendment of the memorandum/regulations, of the Society. 7 days notice along with proposed draft of change shall be sent to members of the Governing Body before the meeting. The resolution

for change, amendment etc. of the memorandum and Regulations be carried out and if accepted by majority of the members present at the meeting. Presence of 100 (One hundred) members representing from different Units of Sahayak Personnel shall constitute and form the quorum.

7. DUTIES OF THE OFFICE BEARERS

President : He shall (a) preside over all meetings of the Society; (b) advise the secretary in any matter requiring urgent attention; (c). Pass resolutions of the Central Committee; (d) call emergency meeting.

Secretary : He shall (a) convene all the meetings of the Society; (b) maintain minutes of the meetings; (c) Issue general circulars and notices; (d) receive all application of membership which shall be placed before the Governing Body; (e) sign on behalf of the Society all receipts for all sums received as subscriptions etc.; (f) sign and give pay order on all bills of payment jointly with another officer of PDWB to be nominated by DGP; (g) get the accounts of the Society audited by a qualified Auditor; (h) ensure compliance with statutory requirements; (i) transact all other business subject to the direction of the Governing Body; (j) to coordinate with all the district level committees regarding the working of the society.

Treasurer : He shall maintain all the financial statements including Cash Book, Bank Book and other accounts as necessary and transact and deal with the fund of the society and shall also deal with the bank to maintain the Banking Accounts, Deposit Accounts and shall receive and pay the money on behalf of the society, He shall also prepare the budget in consultation with the Secretary for consideration of the Governing Body and shall maintain all the records of the assets (movable and immovable) of the society.

8. MAINTENANCE AND AUDIT OF ACCOUNTS

The Society shall maintain books of accounts as required under section 15(1) of West Bengal Societies registration Act, 1961. The accounts of the Society shall be audited every year by a duly qualified Auditor as stated in section 15(2) of the said Act.

9. SUIT & LEGAL PROCEEDINGS

All the suits and legal proceedings by or against the Society shall be in the name of the Secretary or such person as shall be appointed by the Governing Body/committee and will be under the ordinary original civil jurisdiction of High Court judicature of Calcutta.

10. ALTERATION OF MEMORANDUM & REGULATIONS

The Memorandum and Regulation may be altered, modified, rescinded or added to by a special resolution passed by the three fourth members present and

voting in a General Body meeting called for the purpose. The Governing Body shall have powers to make, add, alter, modify or rescind such regulations as may be considered necessary in the interest of smooth functioning of the Society.

In event of any disputes or differences relating to the Bye-Laws of the Society, the laws, rules and statutes of the State shall prevail.

11. DISSOLUTION OF SOCIETY

Subject to the provision of the Section 24 and 27 of the West Bengal Societies Registration Act, 1961 or any Statutory modification thereof, the Society may be dissolved by a resolution to that effect passed by 3/4th members present of the Society at a general meeting. The said meeting shall also decide the manner of the disbursement of funds, assets and liabilities of the Society, if any, after dissolution.

After dissolution all the Funds and Assets of the Society will be transferred/ amalgamate to/with a Society duly registered having same aims and objectives, and that under no circumstances shall the assets so remaining be distributed amongst the Office bearers or the Founders of the Society.

We, the undersigned members of the Governing Body of the Society, do hereby certify that the above is a true copy of Regulations of Society.

Signatures of three members of the Governing Body :

- 1.
- 2.
- 3.

LIST OF PRIMARY MEMBERS

Sl. No.	Name and Occupation	Address	Designation	Signature
1	Shri Virendra, IPS, DGP & IGP WB	Police Directorate, Bhawani Bhawan, Kolkata 700027	President	
2	Mrs. Suman Bala Sahoo, IPS, DGP (Welfare), WB	DO	Vice President	
3	Shri Sanjay Singh, IPS, ADG, South Bengal	DO	Member	
4	Dr. R. Sivakumar, IPS, IGP (HQs)- II, WB	DO	Treasurer	
5	Mrs. Damayanti Sen IPS, IGP (Administration)	DO	Member	
6	Shri S.K.Gazmer, IPS, IG (Welfare) WB	DO	Secretary	
7	Shri L.N.Meena, IPS, CP, BDN PC	DO	Member	
8	Shri Sabya Sachi Raman Mishra, IPS, DIG (P& W) WB	DO	Member	
9	Shri Gaurav Sharma, IPS, CP Howrah	DO	Member	
10	Mrs. J Dorjee, IPS, Sr. Staff Officer, Home Guard Organization	DO	Member	
11	Shri Utpal Kumar Naskar, IPS, State Commandant, WBNVF	DO	Member	
12	Shri Saumya Roy IPS, SP, Howrah Rural	DO	Member	

Witness to the signatory :

Signature :

Address:

Occupation :

Phone no. :

Rules & Regulations and benefits of the Society

- 1) Sahayak Welfare Society has been formed for welfare of the following category of persons who are working with or in West Bengal Police:-
 - i) Home Guards (all categories)
 - ii) NVF (all categories)
 - iii) Casual Workers
 - iv) Village Police volunteers
 - v) Civic Volunteers
 - vi) All categories of Contractual workers employed by any unit of WBP by govt. orders.
- 2)
 - i) All categories of Sahayaks mentioned at serial no. (1) will be members of the Society till they are employed and on the pay roll of the unit concerned.
 - ii) Membership will cease as soon as the person concerned is retired/leave the job or dismissed or discharged or removed from contractual job.
 - iii) **Subscriptions:** Subscription @ Rs. 100 half yearly (Rs. 200/- per annum) to be deducted in two installments (Rs. 100/- each) in January and July from salary and will be deposited by the unit concerned in the Sahayak Welfare Society District/ unit account. Out of the amount deducted as subscription– 25% will be kept by the Unit concerned for welfare purpose as per the Rules of the Society and 75% will be deposited in the Main Society account at Kolkata.
 - iv) Sahayak Welfare Society is situated at West Bengal Police Directorate, Bhawani Bhawan.
 - iv) Welfare section of PDWB will look after all affairs related to the Society.
 - vi) Two bank accounts will be opened at SBI Kolkata. The accounts will be named as 'Sahayak Welfare Society' fund account and 'Sahayak Welfare Society (Medical Insurance Fund Account)'.
vii) Two Bank accounts will be opened in each district/ PC/Units in the name of Society. One account namely Sahayak Welfare Society Fund Account of the concerned district/ Unit will be meant for collection of subscription and disbursal of scholarships, ex gratia and other grants given to the Unit concerned by the Central Committee of the Society. The other account namely Sahayak Welfare Society (Medical Insurance Fund Account) will be for collection of premium amount for Medical Insurance and Personal Accident Policy.

The Accounts will be named e.g.- Sahayak Welfare Society (Howrah PC) fund Account and Sahayak Welfare Society (Howrah PC Medical insurance) fund account etc.

- viii) PA Policy and Medical insurance premium will be deducted from the salary of willing members and deposited in the unit Sahayak Welfare Society (Medical Insurance) Fund account, from where it will be transferred to the main Society medical insurance fund account.
- ix) Bank accounts of Society Central Account will be managed by IGP (Welfare) in his absence by DIG (Welfare) and will have three more officers as signatories- IGP (A), DIG (HQ) and DIG (A). Any two officers may operate the Bank Account.
- x) Unit bank accounts will be managed by an officer not below the rank of Addl. SP/ DSP and will have three signatories in all. Any two officers of them will operate the Bank Account.
- xi) No cash transactions shall be allowed.
- xii) Subscription shall be deducted from salary/ remuneration half yearly and deposited in the bank account of the unit concerned. Premium for medical insurance policy will be deducted in three installments and PA policy premium will be deducted in one installment. Detailed instructions will be issued separately.
- xiii) No subscription/ premium shall be received in cash.
- xiv) No amount except subscription and premium for PA and medical insurance policy shall be deposited in the respective bank account of unit concerned or main account.
- xv) No donation/ gift/grant from govt. or non govt. sources will be deposited without written approval of the governing Body in accordance with terms and conditions of the Society.
- xvi) Rs. 10,00,000/- will be deposited in the Society main account from the WBPWASS Fund Account as decided in the AGM of WBPWASS.

3. Sahayak Society will have the following Fund :

- Subscription for the Society will be collected from members.
- The amount available in the WBP Sahayak medical insurance policy bank account will be the corpus fund of the Society.
- Only premium will be collected from willing members subscribing to Sahayak Medical Insurance Policy and Personal Accident Policy.

4) Welfare Measures :

- i) Ex gratia of Rs. 50,000/- to be given to the family of deceased personnel during service / contractual employment irrespective of cause of death.

- ii) Ex gratia of Rs. 50,000/- to the member on attaining the age of 60 years on retirement.
- iii) Financial grant may be given to the family of deceased personnel for education of children (school/ college) up to 50% of the annual tuition fees, maximum amount up to Rs. 25,000/- till employment of the spouse or child, whoever is eligible.
- iv) Scholarship to the children of members for good performance in school examination class X and XII.
 - Rs. 2000/- each for obtaining 70% and above but less than 80% marks,
 - Rs. 3000/- each for obtaining 80% and above but less than 90% marks.
 - Rs. 4000/- each for obtaining 90% and above marks.
- v) Scholarship to children studying in college- Graduation / post graduation in any subject/ course in a recognized college or university.
- vi) Rs. 3000/- per semester for obtaining marks of and above 65% GPA– 6.5. For entire course term. Application to be submitted within three months of Semester results.
- vii) Ex gratia for expenses in connection with critical illness of the subscriber or family members over and above the amount reimbursed from medical insurance, Swasthya Sathi and or any other personal insurance policy. Maximum up to Rs.1 lakhs. Governing body may consider increased amount on case to case basis on very critical medical grounds.
- viii) Society will also take up specific welfare matters for public in general as per Rules.
- ix) 10% of the annual subscription collected from the Unit concerned will be given to the district/ unit committee for organising annual sports and other sports related activities for the members.
- x) Prior approval of State Govt. shall be taken before accepting any contribution from any GO / NGO / Public Sector or any other source as per Govt. Order.
- xi) No contribution from any foreign NGO/Agency shall be accepted and all such matters will be referred to the Government of West Bengal/ Govt. of India for formal approval as per FCRA rules.
- xii) Any other welfare measures for the members.

Annexure - C

GOVERNING BODY/ COMMITTEES OF THE SOCIETY:

Governing Body has been constituted as below: -

Governing Body of the Society

- Shri Virendra, IPS, DG & IGP WB : President
- Ms. Suman Bala Sahoo, IPS, DG & IGP (Welfare), WB : Vice President
- Shri Sanjay Singh, IPS, ADG & IGP, South Bengal : Member
- Dr. R. Sivakumar, IPS, IGP(HQ-II),WB : Treasurer
- Smt. Damayanti Sen, IPS, IGP (A),WB : Member
- Shri Saroj Kumar Gazmer, IPS, IGP (Welfare) : Secretary
- Shri Laxmi Narayan Meena, IPS, CP, Bidhannagar PC : Member
- Shri Sabya Sachi Raman Mishra, IPS, DIG (P&W), WB : Member
- Shri Gaurav Sharma, IPS, CP, Howrah PC : Member
- Smt. Jacqueline Dorjee, IPS, CO, BWHG, WB : Member
- Shri Utpal Kumar Naskar, IPS State Commandant, NVF : Member
- Shri Saumya Roy, IPS, SP Howrah Rural : Member

The Duties and functions of Governing Body of "Sahayak Welfare Society" have already been discussed in the column of "Memorandum of Association and regulations".

Central Committee has been constituted as below:-

Central Committee of Sahayak Welfare Society

- Ms. Suman Bala Sahoo, IPS, DG & IGP (Welfare) - Chairperson
- Shri Sanjay Singh, IPS, ADG & IGP, South Bengal - Vice Chairman
- Dr. R. Sivakumar, IPS, IGP(HQ-II),WB - Treasurer
- Smt. Damayanti Sen, IPS, IGP (A) - Member
- Shri Saroj Kumar Gazmer, IPS, IGP (Welfare) - Secretary
- Shri Sabya Sachi Raman Mishra, IPS DIG (P&W) - Member
- Smt. Jacqueline Dorjee, IPS, Sr. Staff officer HG - Member
- Shri Utpal Kumar Naskar, IPS, State Commandant NVF - Member
- Shri Rashid Munir Khan, IPS, SP, Baruipur PD - Member
- Smt. Anuradha Mondal, Addl, DC, Spl. Branch, BDNPC - Member
- Shri Haris Ali Khan Sr. Adj HG of Howrah PC - Member

The officers as mentioned will be nominated every year by the President of the Governing Body of the Society. Any member may be invited as a special guest. DGP may nominate any member of any rank in the Central Committee. The Central Committee will be constituted every year.

General Instructions for the Central Committee: -

1. The Central Committee will look after the overall welfare activities including Medical Insurance Policy / PA Policy / Sports matters of WBP Sahayaks as laid down in the Rules of Society.
2. The Central Committee will hold monthly meetings in PDWB and will make scrutiny of all applications received from Zonal Committees and take a decision on the amount to be sanctioned. The Minutes of the meeting shall be approved by the DGP & IGP, WB after which the advice letter will be issued and signed jointly by Secretary, IGP (Welfare) and Treasurer, IG HQ (II), to the bank for transfer of amount to the bank account of the Unit concerned from where it will be transferred to the beneficiary member through banking channel.
3. The minutes of the Central Committee will be sent to all Zonal Committees and District/Unit Committees for information and necessary action.
4. The Central Committee / Zonal Committees may initiate new proposals or ideas for better welfare of the Sahayak members subject to approval of the Governing body.
5. Central Committee will introduce measures for welfare of all categories of Sahayaks, who are regular subscribers to this Society and also for their families. To provide relief to the members of Sahayaks and to their families in financial distress, Scholarships, stipends etc., for the wards of members, Sanction of ex gratia on medical grounds and other religious or social commitments, Family welfare centre, creche or any other facilities.
6. Grant of compensation/ financial assistance to Sahayaks / their families who are victims of mob violence leading to injury or casualty.
7. When a member dies while in service, Society may provide financial, advisory or other suitable support to his/her dependents.
8. Ex gratia for Academic, Vocational and training facilities for children of members.
9. When a member and /or his dependent family members are afflicted with serious illness or suffer from permanent disability leading to extreme hardship to the family, necessary financial support may be provided.

10. When a member or his family suffers extreme financial hardship due to severe loss of properties in natural calamities, fire, flood or accident, Society may consider ex gratia help depending on the circumstances.
11. For organizing cultural activities for members of Sahayak, for meeting incidental expenses and for such other purposes for welfare of the Sahayak as the Governing body may decide.
12. Various Special category Rewards to be given to the children of the subscribers for their outstanding achievement & performance in the field of academics, sports, medical, law, accountancy, engineering or any other courses and degrees as per the eligibility and other awards & promotions in various field achieved by them along with a certificate of appreciation.
13. Central Committee may sanction fund for organizing district/ unit sports, for which a percentage of the subscription collected from the concerned unit may be sanctioned (to be decided by the Governing Body).
14. Any other matter to promote healthy life style, sports and games, yoga and any other related activities.
15. Central Committee may explore possibility of donation/ contribution from GOs /NGOs /Sports bodies. However, no donation or contribution shall be accepted without prior approval of the Governing body and Government of West Bengal. All contributions shall be accepted through banking channel and no cash transaction shall be allowed.
16. To ensure renewal of Medical insurance policy by inviting tenders, selection of TPA and timely payment of premium.
17. To assist by giving ex gratia to members whose medical expenditure exceeds sum insured after reimbursement from insurance company.
18. To compensate to the members and their families in financial distress when a member dies while in service leaving his/her dependents in indignant condition by ensuring immediate payment of Personal Accident coverage of deceased/ grievously injured Sahayaks.
19. Central Committee may also refer welfare related proposals for sanction to the Governing Body of the Society.
20. To sensitize all categories of Sahayaks of the dist/unit for coverage under WBP medical insurance policy and all actions as per Rules.
21. Ensure deduction of premium amount from salary of willing sahayaks and deposit in the SWS (Medical insurance) Fund Account of the Unit from where it will be transferred to the Society Account in SWS (Medical insurance) Fund Account.

22. The fund will be administered centrally by the Central Committee.
23. The dist./unit committee will also examine cases, where a beneficiary(s) of the scheme incurred expenditure exceeding the insured amount in normal cases and insured amount plus buffer amount where applicable for his treatment under the scheme and send application(s) for extra grant from the fund clearly mentioning the purpose and all supporting documents to the Welfare section PDWB. The said proposal with documents will be placed before the Central Committee.
24. All categories of Sahayaks and Retired Sahayaks [Both existing and retired (up to 70 years of age or as decided by the Central Committee)] may take membership paying the premium amount as decided by the Central Committee for West Bengal Police Sahayak Medical Insurance Policy / PA Policy.
25. Every subscriber shall submit written application with family particulars in a format.
 - a) The enrolment in the insurance policy is voluntary, however all members are expected to subscribe for getting benefits of the policies for themselves and their family members. The rate of premium is fixed through an open tender (as mentioned in the main features of the policy) wherein the reputed insurance companies (public sector insurance companies), having at least five years of experience for Group Medical-cum-personal accident policy are invited and the annual premium is fixed through negotiation with the lowest bidder.
 - b) The rate of premium and the benefits will be approved by the Central Committee.
 - c) The annual premium from willing members may be realized from their salary in installments and from retired personnel in full amount by cheque only, under proper receipt and acknowledgement and should be sent to the main Insurance Fund Account of the Society.
 - d) The Subscription will be deducted from the salary of Sahayak in three installments and will be deposited in the bank account of SWS Fund maintained in the district/unit from where it will be transferred in the SWS (MIF) Account through banking channel.
 - e) All reimbursements from TPA and Insurance Agency and extra sanction of fund from Central Committee shall be made by RTGS or in the form of cheques drawn in the name of the beneficiary.

- f) No cash transaction shall be allowed either for annual subscription / collection of premium or for sanction and disbursement of grant to the applicant by TPA/ Insurance Agency/ Central Insurance Fund.
28. IG (W) being secretary of the fund shall be responsible for maintaining the Fund Accounts and all matters related to WBP Medical Insurance Fund. He will be authorized to sign the cheque / letter of advice jointly with the treasurer-IG/ DIG (HQ) for disbursement of insurance funds. All receipt and payments to and from all funds shall be made by cheques / RTGS / NEFT or any other suitable electronic mode only. Proper accounts of all payments & receipts in registers shall be maintained by one DY. S.P / Inspector of welfare section with the help of executive staff as authorized by the sub Committee.
29. The accounts of the funds shall be audited every year by professionally qualified, competent and certified auditors. The payment for audit shall be made from the funds. The accounts so audited shall be placed before the subcommittee for ratification within 30 days of the audit. Necessary compliance on the audit observations shall be ensured by the secretary and compliance report also should be placed before the committee.
30. Central Committee may decide the quantum of honorarium to be given to any officer dealing with the matters related to Insurance policies.
31. Dist. SP/Battalion in charge / unit in charge and Dy. S.P / Inspector will maintain the records as per annexure. Application for willingness to join the policy, demand register, subscription receipt, cash memorandum, acknowledgement receipt and application for relief etc.
32. The DGP & IGP WB shall have the powers to change, make or amend any Rules and to make any specific orders about the working of the Society in consultation with the Central Committee.

Zonal Committee

(A) Zonal Committee will have the following composition:-

- Chairman – DG/ADG/ IGP rank Officer having the jurisdiction. (as mentioned in the table enclosed). Head of the Office may decide the Chairman of the Zonal Committee (not below the rank of IGP).
- Vice chairman – DIG rank officer
- Secretary – SP rank officer
- Treasurer – Additional SP/ DSP rank officer
- Members – All DIGs / SP rank officers of all Units/ Districts / Battalions under the Zone and one representative from each rank should be part of the Zonal Committee. (including women Sahayak).
- (all members, Treasurer, Secretary and Vice Chairman to be nominated by the Chairman of Zonal Committee).
- Any member of the Zone may be invited as a special guest to attend the proceedings of the Zonal Committee.

(B) Power and Duties of the Zonal Committee-

Zonal Committees may be constituted every year by April (by name) and intimation be sent to IG (Welfare) for information of the Governing Body.

- The Zonal Committee will hold meetings monthly.
- In the Zonal office one dealing assistant/ executive staff will handle all correspondence, registers, files, applications and look into all matters related to Zonal Committee as per the direction and decision of the Zonal Committee.
- Zonal Committee will be empowered to deal with all matters related to grant of scholarships, sports and welfare activities of the concerned districts/ units under its jurisdiction and forward the minutes of the Zonal committee to the Central Committee for sanction of ex gratia/ scholarships payments by the Central Committee/ Governing Body.
- Zonal Committee may also initiate any new proposals on welfare of Sahayak or public in general or any other matter as per objective of the Society.
- Any other work/ function as may be decided by the Governing Body from time to time.

DISTRICT / UNIT COMMITTEES

Formation of District / Unit Committees –

Unit heads/ District SPs/ CPs may please ensure formation of the SWS District/ Unit Committee in the following manner. Chairman will be free to include as many members as required giving due representation to all categories of Sahayaks including women representatives. SWS District/Unit Committee will send constitution of their committee by name to IGP Welfare every year.

- **Dist./Unit Committee :**
- Chairman- Head of the Dist. / Commissionerate / Unit (any SP rank officer designated by Unit Head)
- Secretary- One officer of Dist. / Unit (not below the rank of Addl. SP/ DSP)
- Member - Nodal Officer (not below the rank of DSP)
- Members - RI/ Sr. Adjutant HG/ RO/ Accountant/ Dist. Commandant Home Guard. Representatives of all categories of Sahayaks.
- Any other member on rotation as nominated by the Chairman.
- Minimum 10 members.

DUTIES AND FUNCTIONS OF DISTRICT CP/ SP/ UNIT IN CHARGE REGARDING SAHAYAK WELFARE SOCIETY

1. There will be a Nodal Officer (not below the rank of DSP) to be designated by the unit head to look after all matters related to the Sahayak Welfare Society.
2. The district / unit SWS Committee will look into all welfare matters for all categories of Sahayaks of the district/ unit concerned. The Committee will also recommend any new or innovative welfare measures for the members or public in general. They will also send proposals for betterment of sports facilities, recreation, and family welfare centers etc. to Zonal Committees concerned.
3. In the interest of general welfare of members and public it is expected that the District Committees will proactively ensure compliance of the objectives of the Society. This committee will be responsible for smooth and successful running of all the welfare activities.
4. Districts/ Units/ Commissionerates will open two bank accounts in the name of Sahayak Welfare Society (Name of the district/ Unit/ Commissionerate) Fund Account for purpose of collection of subscription for sending the same

to the main Fund Account and Sahayak Welfare Society (Name of the district/ Unit/ Commissionerate) Medical Insurance Fund Account for purpose of collection of premium of Mediclaim/PA Policies for sending the same to the main MI Fund Account. The two bank accounts will be opened with the same CIF Number and PAN Number of main accounts of the Society. Unit heads to send the details of the bank account giving the name of the bank and branch, IFSC code, etc. to IG Welfare for necessary action.

5. District SPs/CPs/Unit In charge shall maintain a register of the Fund maintaining all the receipts and payments including subscription and grant of any financial relief and deposit to the Society Fund account.
6. A statement of bank account shall be sent to the Zonal Committee every month for record purpose. All ex-gratia/any other amount sanctioned by the Central Committee and Governing body should be also intimated to the Zonal Committee.
7. All applications and proposals in original will be maintained in the concerned Commissionerate /district /unit. After due scrutiny the same will be placed before the Zonal Committee meeting, who will forward the same with their specific recommendations to the Central Committee for sanction and approval.
8. Quarterly statement of the bank account shall be sent by the Commissionerate /district /unit head to the Secretary of Society at PDWB every month by mail for updating the records and for audit purpose.
9. All scholarships/ex gratia to individual beneficiary will be transferred via RTGS to the Commissionerate /district /unit concerned direct by PDWB for reimbursement to the beneficiary account by the Unit concerned under intimation to IG Welfare.
10. Both the funds will be inspected twice in a year, one by the officer of SP rank, another by an officer of Addl. SP / Dy. SP rank.
11. Any other work/ function as may be decided by the Governing Body from time to time.

ZONAL COMMITTEES AND DIST/UNIT COMMITTEES

Sl. No.	Zonal Committee	Name of Dist/ Unit Committee	Dists/Units included under the Committee
1	SWS Assansol-Durgapur PC Zonal Committee (Commissioner of Police)	Sahayak Welfare Society ADPC	ADPC
			SAP 7th Bn
			1st IR Bn & 1st RAF Bn.
2	SWS Barrackpore PC Zonal Committee (Commissioner of Police)	Sahayak Welfare Society Barrackpore PC	Barrackpore PC
			SAP 1st Bn
			SAP 2nd Bn
			SAP 3rd Bn
			SAP 6th Bn
			SAP 8th Bn & 3rd RAF Bn
			SSF Bn
DIG AP Cell, BKP			
SVSPA, Barrackpore			
3	SWS Bidhannagar PC Zonal Committee (Commissioner of Police)	Sahayak Welfare Society Bidhannagar PC	Bidhannagar PC
4	SWS Chandannagar PC Zonal Committee (Commissioner of Police)	Sahayak Welfare Society Chandannagar PC.	Chandannagar PC.
5	SWS Siliguri PC Zonal Committee (Commissioner of Police)	Sahayak Welfare Society Siliguri PC.	Siliguri PC.
			SAP 10th Bn.
			SAP 12th Bn.
			2nd IR Bn. & 2nd RAF Bn. IB North Bengal
6	SWS Howrah PC Zonal Committee (Commissioner of Police)	Sahayak Welfare Society Howrah PC.	Howrah PC.
7	SWS North Bengal Zonal Committee (IGP (North Bengal))	Sahayak Welfare Society Darjeeling	Darjeeling DIG Darjeeling
		Sahayak Welfare Society Kalimpong PD	Kalimpong PD
		Sahayak Welfare Society Alipurduar	Alipurduar

Sl. No.	Zonal Committee	Name of Dist/ Unit Committee	Dists/Units included under the Committee
		Sahayak Welfare Society Cooch Behar	Cooch Behar
		Sahayak Welfare Society Jalpaiguri	Jalpaiguri
		Sahayak Welfare Society Uttar Dinajpur	Uttar Dinajpur
		Sahayak Welfare Society Dakshin Dinajpur	Dakshin Dinajpur
		Sahayak Welfare Society Malda	Malda
8	SWS Western Zonal Committee {IGP (Western Zone)}	Sahayak Welfare Society Bankura	Bankura
			SAP 13th Bn
			Sp.LIR Bn
		Sahayak Welfare Society Purba Burdwan	Purba Burdwan
		Sahayak Welfare Society Hooghly Rural	Hooghly Rural
		Sahayak Welfare Society Birbhum	Birbhum
		Sahayak Welfare Society Purulia	Purulia
			SAP 11th Bn
		Sahayak Welfare Society Purba Medinipur	Purba Medinipur
		Sahayak Welfare Society Paschim Medinipur	Paschim Medinipur
		Sahayak Welfare Society Jhargram	Jhargram
9	SWS South Bengal Zonal Committee (ADG/ IGP South Bengal)	Sahayak Welfare Society Murshidabad	Murshidabad
		Sahayak Welfare Society Krishnagar PD (Nadia)	Krishnagar PD (Nadia)
			SAP 9th Bn
		Sahayak Welfare Society Ranaghat PD	Ranaghat PD
		Sahayak Welfare Society Baruipur PD	Baruipur PD
		Sahayak Welfare Society Sundarban PD	Sundarban PD
		Sahayak Welfare Society Diamond Harbour PD	Diamond Harbour PD
		Sahayak Welfare Society Howrah Rural	Howrah Rural

Sl. No.	Zonal Committee	Name of Dist/ Unit Committee	Dists/Units included under the Committee
		Sahayak Welfare Society Barasat PD	Barasat PD
		Sahayak Welfare Society Bongaon PD	Bongaon PD
		Sahayak Welfare Society Basirhat PD	Basirhat PD
10	SWS Railways Zonal Committee (IGP Railways)	Sahayak Welfare Society Howrah G.R.P.	Howrah G.R.P.
		Sahayak Welfare Society Siliguri GRP	Siliguri GRP
		Sahayak Welfare Society Sealdah GRP	Sealdah GRP
		Sahayak Welfare Society Kharagpur GRP	Kharagpur GRP
			EFR 1st Bn.
			EFR 2nd Bn.
			EFR 3rd Bn.
DIG EFR Salua			
CIAT			
11	Head Office Zonal Committee (IGP Administration)	Sahayak Welfare Society W.B. Police Directorate	W.B. Police Directorate
			CID WB.
			EB WB.
			IB WB.
			Telecom WB.
			WBHRC
			SCRB WB
			Traffic HQ WB
			State Vigilance Commission WB
			Directorate of Economic Offences
			Directorate of Anti Corruption Branch, WB
			PRB, WB
			Directorate of Security, WB
			CIF & SIG, CIF, WB.
WBPHIDCO			
BWHG, WB			

The following points may be complied with -

1. Decision to club several units in to one was taken as many units have negligible number of HG/NVF/CV/VPV and other Sahayaks.
2. As mentioned in the table, the units which will be part of the District/ Unit Committee as mentioned in the list will send subscription to the district committee and will send all applications for scholarship and ex gratia etc. also to the district committee for sanction.
3. District Committee will open two bank accounts as mentioned at Para 1 (vi).

Annexure - F

Application for Membership of the Society Form I

I (Name in full and rank) voluntarily agree to join the Sahayak Welfare Society after having read and fully understood the Objectives and Rules of the said Fund. I agree to pay membership fees of the Society. I further agree to accept any modifications in the rate of membership fees which Society may decide from time to time. I give my consent to the deduction from my pay the membership fees payable by me as per rules.

Signature of the applicant

Place : Name in full Father's name-
ID Number -
Date : Rank : Post held :

Counter signature of DDO of the district/ Unit with date and seal :

Demand Register Form II

District/Unit

Membership fees towards the Sahayak Welfare Society for the period from month to month [to be deducted half yearly for the period from the salary]

Sl. No.	Name of the Sahayaks who have subscribed for membership	Rank	Place of Posting	ID Number	Membership fees Amount collected in two installments (half yearly) First half	Membership fees Amount collected in two installments (half yearly) Second half	Amount remitted through RTGS to Sahayak Welfare Society Fund Account – Acknowledgement receipt no. and date. (In a consolidated form by the DDO)	Amount outstanding if any	Remarks

Form III

Sl. No.....

Sahayak Welfare Society membership fees Receipt

Received Rs. (in words)
from Shri/ Smt. On
account of the membership fees for Sahayak Welfare Society for the period from
(month) to (month) half yearly in two installments.
Date

(Signature)

(Name and designation of the officer/DDO collecting the subscription)

* Half yearly membership fees receipt may be given to the member as an acknowledgement of deduction from his/her salary during the period.

** At the time of posting/ transfer of member, the Receipt may be issued showing deduction of the membership fees. The new office where the officer joins on transfer may also be intimated the month up to which deduction has been made from the salary of the officer. A note may be given with the LPC to the DDO of the Unit where member is posted.

*** After registration of the Society, PAN for the Society has been obtained from Income Tax Department. IT Department will be requested to exempt all donations, subscriptions and interest on the amount available in the bank accounts of the Society under relevant rules of IT Act.

Form IV

Sahayak Welfare Society

(Registered under the Society Act, No.50005728 of 2019-20)
West Bengal Police directorate, Bhabani Bhawan, Alipore, Kolkata-700027
Tel No.033-2479-4035, 4036, 2479-4050(Fax)

PAY CHEQUE BOOK

(TO BE RETURNED IN ORIGINAL RECEIVED ON BACK)

P.C No. Date

To

Please find enclosed herewith a sum of Rs. (In words)
..... vide Cheque/Drafts/RTGS/NEFT
No. drawn on dated towards
..... through
..... to be repaid / refunded in

Signature of beneficiary

Signature
Secretary, Sahayak Welfare Society

Form V

Sahayak Welfare Society

(Registered under the Society Act, No.50005728 of 2019-20)

West Bengal Police directorate, Bhabani Bhawan, Alipore, Kolkata-700027

Tel No. 033-2479-4035, 4036, 2479-4050 (Fax)

RC No.

Date

Received with thanks an amount of Rs. (In words)

vide Cheque/Draft/RTGS/NEFT No.

dated drawn on from

Address

..... towards

.....

Signature of Receiving Officer

With date and seal

*DSP (Welfare)/ Inspector (Welfare) must enter the cheque/ RTGS details in the cash book and write the cash book credit entry no. and RC no. in this acknowledgement receipt to be given to the Police Unit concerned depositing the membership fees realized). He should also acknowledge receipt of membership fees from the District / Unit concerned received via RTGS after checking the entries in the printed bank transaction details.

Form VI
Cash Memorandum

Sl. no. :

Date :

To,
The Secretary,
Sahayak Welfare Society

Sir,

1. I send herewith an amount of Rs..... (in words
.....) vide cheque no.
dated of Bank & Branch
..... RTGS details
..... on account of the membership
fees/ donation/ contribution for the Sahayak Welfare Society collected from
the members for the period from to (month)

Yours faithfully

(Signature of the DDO)

(seal of the District/ Unit concerned)

Enclosure :

1. Copy of the Demand Register of the period as shown at Form No. II, showing details of the members who had deposited the membership fees during the period.
-

Form VII

APPLICATION FOR GRANT OF RELIEF/EXGRATIA FROM SAHAYAK WELFARE SOCIETY

1. Name :
2. Father's Name :
3. Rank:
4. Designation :
5. Place of Posting :
6. ID No.:
7. Present Pay :
8. Date of birth :
9. Whether member of Sahayak Welfare Society :
10. Purpose for which Relief /Exgratia is required :
 - (i) In case of serious sickness copies of medical documents showing the following should be enclosed –
 - Total expenditure on treatment –
 - Amount received from the WBHS –
 - Amount received from Medical Insurance policy (under WBP Sahayak or personal policy) –
 - Amount required as help from Sahayak Welfare Society –
11. Details of last financial help given to the applicant from the Society and the purpose thereof :-
12. No. of persons dependent on the applicant :

Signature of the Applicant with date

CERTIFICATE

1. Certified that the information given in the above columns has been verified and found to be correct.
2. Certified as per records the name of Shri/ Smt.
exists as dependent on Shri/ Smt.
(the meaning of dependent will be same as per rules of Govt. of WB)
3. General remarks (to be filled in by verifying officer):
4. Recommendations of the DSP/ SDPO/Additional SP/ SP :
5. Recommendation of Chairman of the District /Unit Committee :
6. Recommendation of the Chairman Zonal Committee :

* Signature with date and seal of Chairman of District /Unit and Zonal office:

* In case of dying in harness cases, the district head will send the death certificate. A separate application for financial aid needed for completion of education of dependent children or any other emergent cause may be sent to the Central Committee through Zonal Committee.

Form VIII

APPLICATION FOR GRANT OF SCHOLARSHIP FROM SAHAYAK WELFARE SOCIETY

1. Name :
2. Rank :
3. Designation :
4. Place of Posting :
5. ID No.
6. Present Pay :
7. Whether member of Sahayak Welfare Society :
8. Name & age of the son/daughter for whom scholarship is prayed for :
9. (a) Name of the school/college/ Institution where admitted :
(b) Class/M.P./H.S. or equivalent :
(c) Year of passing M.P./H.S./CBSE/ICSE/ISC :
or other equivalent examination, school from
which passed, Division and percentage of marks
obtained (with attested copy of the mark-sheet and admit card)
10. (a) 3 years degree course/MBBS/Engineering/5 years Law course :
Post graduate studies/MBA/any other course
(b) Date of commencement and closing of the student's
present academic session :
11. Semester wise mark sheet showing grade points :
Issued by the College or University (attested copy)
for students of Graduate and post graduate courses.

Date:

Signature of the applicant

CERTIFICATE

1. Certified that the information given in the above columns has been verified and found to be correct.
2. Certified as per records the name of Shri/ Smt.
..... exists as dependent on
Shri/ Smt. (the meaning of
dependent will be same as per rules of Govt. of WB)
3. General remarks (to be filled in by verifying officer):
4. Recommendations of the DSP/ SDPO/Additional SP/ SP :
5. Recommendation of Chairman of the District /Unit Committee :
6. Recommendation of the Chairman Zonal Committee :

**** Scholarships will be considered for students from the Academic Year 2019-20. (Students of class X and XII who have appeared in 2020 examination will be eligible to apply. Graduate and postgraduate students will be able to apply for scholarship as per eligibility criteria mentioned in the Rules - Semester wise with effect from the Academic year beginning in summer of 2019-20.**

Form VIII A

APPLICATION FOR GRANT OF SPL. SCHOLARSHIP (DYING IN HARNESS) FROM SAHAYAK WELFARE SOCIETY

1. Name of applicant :
2. Present Address :
3. Relation with deceased employee :
4. Name of deceased :
 - (a) Date of death :
(Attach attested copy of death certificate)
 - (b) Rank & Designation at the time of death :
 - (c) Last Place of Posting :
5. Whether employed under Exempted category :
(Those who have already got job under exempted category & joined govt. duties are not eligible for this scholarship)
6. Name & age of the son/daughter for whom spl. scholarship is prayed for :
7.
 - (a) Name of the school/college/ Institution where admitted :
(Attach attested copy of admission slip issued by the institution)
 - (b) Name of Class/course (Schooling to Graduation) :
 - (c) Period of Course :
 - (d) Annual fees for the current academic session :
(Attach Statement of course fees issued by the institution)
 - (e) Fees already paid, if any :
(Attach attested copy of Receipt of fees issued by the institution)

Date :

Signature of the applicant

8. Recommendation of the District/Unit Committee :
9. Recommendation of the Chairman Zonal Committee :

Membership Form for Medical Insurance Policy (Form 'A').

Data of members in excel file format for enrolment under West Bengal Police Sahayak Medical Insurance Policy issued by National Insurance Co. & TPA (Genins India TPA Lt.) for the year 20..... - 20.....

Maximum 6 persons are allowed on 1 (Self) + 1 (Spouse) + 2 (Son(s) / Daughter (s) / Brother(s)/ Sister(s) + 2 Parents.

I want to become Member of West Bengal Police Sahayak Medical Insurance Policy by paying premium of Rs.-/-

Sl. No.	Last Year Genins Card ID	Brass No. (HG/NVF/VPV/CV/Casual Worker)	Member's Name	Relation-ship	Date of Birth	Age	Gender	Remarks (Renewal/ New)
	(2018-19)							
1	GINI060			SELF			M/F	
2	GINI060			Wife/ Husband			F/M	
3	GINI060			Son/ Daughter			M/F	
4	GINI060			Daughter/ Son			F/M	
5	GINI060			Brother/ Sister			M/F	
6	GINI060			Sister/ Brother			F/M	
7	GINI060			Father			M	
8	GINI060			Mother			F	

Signature of the Primary member

N.B: - In case of physically handicapped son / brother certified copy of physical disability issued from Govt. Medical Board may be enclosed with the form 'A'.

Membership Form for Medical Insurance Policy (Form 'B')

For Retired HG/NVF/VPV, Civic Volunteers & Casual Workers

I want to become Member of West Bengal Police Sahayak Medical Insurance Policy by paying premium of Rs.-/- for 20..... 202.....

Sl. No.	Last Year Genins Card ID	Brass No. (HG/NVF/VPV/CV/Casual Worker)	Member's Name	Relationship	Date of Birth	Age	Gender	Remarks (Renewal/New)
	(2018-19)							
1	GIN1060			SELF			M/F	
2	GIN1060			Wife/Husband			F/M	
3	GIN1060			Handi-capped Son/Daughter			M/F	
4	GIN1060			Handi-capped Daughter/Son			F/M	

Signatures of the Primary member

N.B: - In case of physically handicapped child(ren) certified copy of physical disability issued from Govt. Medical Board may be enclosed with the form 'B'.

Declaration for PA Claim

Assignment (applicable when proposal is for own life)

I have taken PA policy by paying premium of Rs./- for 20..... 202.....

I (Name and Brass No. of the volunteer) do hereby assign the money payable in the event of my death by Insurance Company Limited to (Name of the person to receive compensation) who is my (relation with the volunteer) and I further declare that his/her receipt shall be sufficient to discharge the Company.

Place Date

Signature of the Proposer

Assignment witnessed by

Sl. No.	Name	Address	Signature

Name, Rank and Signature along-with official seal of the person verifying this proposal

(Officer of D. S. P. and above rank must attest this form)

West Bengal Police Directorate
Bhabani Bhawan, Alipore,
Kolkata- 700 027

Police Order No. 05 / 2019

Dated the 3rd December, 2019

Sub : Supervision of investigation of Road Traffic Accident Cases.

Supervision of investigation of Road Traffic Accidents Cases at the level of Deputy Superintendent of Police in the districts and Assistant Commissioner of Police in the Police Commissionerates shall henceforth be entrusted to the Deputy Superintendent of Police (Traffic) and Assistant Commissioner of Police (Traffic) respectively.

2. The Deputy Superintendent of Police and Assistant Commissioner of Police shall supervise the investigation locally, leave supervision notes for Investigating Officers, monitor progress of investigation on regular basis and submit consolidated monthly report to the Superintendent of Police/Deputy Commissioner of Police (Traffic).

3. Progress Reports in Traffic Special Report Cases submitted by the Inspector of Police shall be routed through the Deputy Superintendent of Police (Traffic)/ Assistant Commissioner of Police (Traffic) with a copy to the jurisdictional Deputy Superintendent of Police/Assistant Commissioner of Police or Sub Divisional Police Officer. Where a Deputy Commissioner of Police (Traffic) is posted, subject to superintendence of the Commissioner of Police, the Deputy Commissioner of Police (Traffic) shall pass final orders as regards manner of disposal of Road Traffic Accident Cases.

4. Necessary District Orders/Commissioner's Orders in connection with the above shall be issued under intimation to Traffic Headquarters.

(Virendra)

Director General and Inspector General of Police
West Bengal

West Bengal Police Directorate
Bhabani Bhawan, Alipore, Kolkata- 700 027

Police Order No. 06 / 2019

Dated the 23rd December, 2019

Sub : Investigation of criminal cases by Special Task Force.

Whereas the Government of West Bengal in the Home and Hill Affairs Department has, vide Notification No. 2809-PL/PB/14M-162/19 dated 9th September, 2019, constituted a Special Task Force in West Bengal Police to deal with offences mentioned therein.

And, whereas the Special Task Force is required to assume investigation of criminal cases in respect of the offences mentioned in the aforesaid notification.

Now, therefore, in exercise of powers under section 36 of the Code of Criminal Procedure, 1973, the undersigned hereby authorises the Special Task Force, West Bengal Police to assume control of investigation of criminal cases in respect of the said offences, registered in any police station within the jurisdiction of West Bengal Police. An officer of the Special Task Force investigation a case shall exercise the powers of Officer in Charge of Police Station under section 156 of the code of Criminal Procedure for the purpose of investigation.

(Virendra)
Director General and Inspector General of Police
West Bengal

Memo. No. 1750 (103) – Org
Ogr – 164/2019

Date : 30.12.2019

Copy forwarded for information and necessary action to the :-

1. All District Superintendents of Police/Superintendents of Government Railway Police/Commandants, West Bengal.
2. All Deputy Inspectors General of Police, West Bengal.
3. All Inspectors General of Police/ All Commissioners of Police under West Bengal Police.
4. Additional Director General & Inspector General of Police, South Bengal/ North Bengal/Law & Order, West Bengal/S.T.F., West Bengal.
5. Director General & Inspector General of Police, Administration, West Bengal.
6. Registrar-I, West Bengal Police Directorate for publication in West Bengal Police Gazette.

(B.K. Maji)
Special Officer (A),
West Bengal Police Directorate