

राजस्थान सरकार
गृह (ग्रुप-2) विभाग

क्रमांक: एफ.20(क)(1)गृह-2/2012

जयपुर, दिनांक 29 MAY 2020

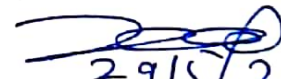
स्वीकृति-आदेश

राजस्थान पुलिस वेलफेयर सोसायटी उप-विधियां, 2019 (Rajasthan Police Welfare Society By-Laws, 2019) का अनुमोदन निम्न शर्तों के अधीन किया जाता है:-

1. वित्त विभाग द्वारा जिन मदों में राशि स्वीकृत की जाती है, उसके अतिरिक्त सोसायटी के संचालन हेतु अन्य मदों में पुलिस विभाग द्वारा राशि की मांग नहीं की जायेगी।
2. सोसायटी के संचालन व अन्य नियमित व्ययों के लिए कोई अतिरिक्त राशि वित्त विभाग द्वारा प्रदान नहीं की जायेगी।
3. वित्त विभाग द्वारा जिन मदों/फण्डों में राशि दी जा रही है और उन्हें सोसायटी ने अपने आय के स्रोतों में शामिल किया है, उनमें व्यय उन्हीं उद्देश्यों की पालना में किया जायेगा जिसके लिए राशि प्रदत्त की गयी है।
4. विभाग कर्मचारियों/अधिकारियों के अंशदान में किसी भी प्रकार की वृद्धि से पूर्व वित्त विभाग की अनुमति प्राप्त करेगा।
5. कर्मचारियों को किसी भी प्रकार की सहायता/राशि पुनर्भरण में वित्त विभाग के द्वारा जारी नियमों/प्रक्रिया की पालना सुनिश्चित की जायेगी।
6. सोसायटी द्वारा वित्तीय वर्ष समाप्ति के दो माह के भीतर वार्षिक लेखों का अंकक्षण स्थानीय निधि अंकक्षण विभाग, राजस्थान द्वारा करवाया जाना सुनिश्चित किया जायेगा।

यह स्वीकृति वित्त (व्यय-4) विभाग की आई.डी. संख्या 102001283 दिनांक 17.04.2020 से प्राप्त सहमति के आधार पर जारी की जाती है।

संलग्न:- अनुमोदित राजस्थान पुलिस वेलफेयर सोसायटी उप-विधियां, 2019


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प्रतिलिपि निम्नांकित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है :-

1. प्रधान महालेखाकार (सामान्य एवं सामाजिक क्षेत्र लेखा परीक्षा), राज. जयपुर।
2. अतिरिक्त महानिदेशक पुलिस, आयोजना, आधुनिकीकरण एवं कल्याण, राजस्थान जयपुर को उनके पत्रांक व.15(11) आ. एवं क./वैलफेयर सोसायटी/2011/1619 दिनांक 17.02.2020 के क्रम में।
3. निदेशक, स्थानीय निधि अंकक्षण विभाग, राजस्थान, जयपुर।
4. संयुक्त शासन सचिव, वित्त (व्यय-4) विभाग, राज. जयपुर।
5. वित्तीय सलाहकार, पुलिस मुख्यालय, राजस्थान, जयपुर।
6. रक्षित पत्रावली।

(कैलाश चन्द चौधरी)
लेखाधिकारी, गृह विभाग

Approved
(रामनिवास मेहता) 2020
संयुक्त शासन सचिव, पुलिस

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RAJASTHAN POLICE WELFARE SOCIETY BY-LAWS - 2019

1. Short title and commencement:-

- (i) These By-Laws may be called the Rajasthan Police Welfare Society By-Laws, 2019.
- (ii) These By-Laws are being framed and issued under the powers conferred on the Governing Council of the Society under rule No. XV of Rajasthan Police Welfare Society (Registration No.405/Jaipur, 2013-14 dated 06.09.2013) and the same shall come into force from the date of its issuance.
- (iii) These By-Laws shall be applicable on all the Funds of Rajasthan Police Welfare Society irrespective of the fact of receiving or not receiving grant from the State Government.

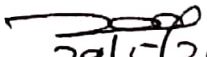
2. Definitions:-

In these By-Laws, unless the context otherwise requires:-


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- (i) "Year" means a financial year, beginning on the 1st of April and ending on the 31st of March following.
- (ii) "Member" means Member of Rajasthan Police which includes the persons working in the Police Department in the capacity of ministerial cadre, regular Class IV employee and technical employees.
- (iii) Family -Member means
 - (a) in case of male member, wife;
 - (b) in case of female member, her husband;
 - (c) Dependent son/adopted son (non-earning, unmarried and maximum 25 years of age), in case of adopted son, the registration certificate of adoption would be essential;
 - (d) Dependent daughter/adopted daughter (non-earning, unmarried or widow), in case of adopted daughter, the registration certificate of adoption would be essential;
 - (e) Dependent parents;
 - (f) Unmarried sister and minor brother;


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- (g) Female member may opt for inclusion of either her own parents or her mother-father in law as her family members for the purpose of these By-Laws. The option, once exercised, would be changeable for one more time only during entire service.
- (iv) 'Technical employee' means all employees working in Rajasthan Police Computer Centre, Finger Print Bureau, State Police Wireless, Rajasthan Police Academy etc.,
- (v) 'Government' means Government of Rajasthan,
- (vi) 'Society' means Rajasthan Police Welfare Society, including District/Unit Welfare Society, Welfare Sub Society,
- (vii) 'Beneficiary' means such member of the force who is authorized for taking assistance from Rajasthan Police Welfare Society and this includes the following, namely:-
- (a) Member or dependent of Member as defined hereinabove.
- (b) Any member, who (1) on account of any incident taking place during service whether strategic, climatic or otherwise, retires from the service (2) incapable of rendering services.

(viii) 'Dependent' means:-

(a) Wife/husband of member of Rajasthan Police Welfare Society,

(b) Dependent son/adopted son (non-earning, unmarried and maximum 25 years of age), in case of adopted son, the registration certificate of adoption would be essential,

(c) Dependent daughter/adopted daughter (non-earner, unmarried or widow), in case of adopted daughter, the registration certificate of adoption would be essential,

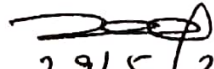
(d) Non-earning parents,

(e) Minor brother/sister, in case of father of member of Rajasthan Police Welfare Society is not alive ,

(ix) 'By-Laws' means the Rajasthan Police Welfare Society By-Laws,

3. OBJECTIVES:-

The Rajasthan Police Welfare Society has been established to act as a body to formulate and implement various welfare activities for the members of the Police Department of Rajasthan. Such welfare activities include the following, namely:-


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(a) To provide financial grant/loan in the following circumstances-

- (1) For serious ailments like T.B., Cancer or any other illness or grievous injury sustained while on active duty, or for such illness which requires prolonged medical treatment of a beneficiary, as defined in the rules and where the medical expenses are ordinarily not reimbursable under the prevalent rules. Following condition would have to be complied in this respect:-
 - (i) Regarding treatment in Government hospitals or hospitals approved by State Government, the financial assistance would be sanctioned only to the extent of such amount of medical bills which is not reimbursable.
 - (ii) The members appointed after January 1, 2004; for whom facility of Medi-claim policy is applicable, have to avail the reimbursement as per prescribed standards under the Medi-claim Policy and thereafter the bills of Non-reimbursable amount would be sent to the Society for consideration. In case, the employee willingly avoid to avail the benefit of Medi-Claim Policy and apply for financial assistance from the Rajasthan Police Welfare Society, then such case would not be considered.
 - (iii) In cases of sudden serious illness/accident and those of emergency, if there is no Government Hospital/approved Hospital in the vicinity, on taking treatment in private hospital, providing

of financial assistance to the employee would be considered. However, apart from the aforesaid circumstances, in case an employee takes treatment at his own in a Private Hospital, then such cases would not be considered for providing financial assistance.

- (iv) The case for financial assistance would be considered by the Society only if it is submitted in the prescribed proforma. In case, it is not received in the prescribed proforma, the same would be returned. The report regarding deposition of amount of yearly subscription for last five financial years is essential with the proforma. In case, during the last five years, in any of the years, the subscription is not deducted, the financial assistance would not be sanctioned and the matter would be rejected.
- (v) In the cases of non-reimbursable bills of treatment of the member or any dependent, the Rajasthan Police Welfare Society would sanction a maximum of Rs. 5.00 lakh during entire service tenure. However, in certain serious diseases like Heart disease, Kidney transplantation, Cancer etc., the Rajasthan Police Welfare Society can give relaxation in the said limit.
- (vi) In case, the treatment of the Member or any of the dependents is done in a Government/ Approved Hospital and the original bills have been sent to the Treasury, the photo copies of the bills with the copies of the bills passed by the Treasury and affidavit from the member regarding non-reimbursable bill and the certificate of this intent from the Drawing and Disbursing Officer would be sent.

(2) To the family members of any member who has been declared missing during active duty.

(3) To the Unit Welfare Committees for the following, namely:-

(i) For initiating and maintaining various welfare activities in the fields of education, culture, health for ventures such as Hospitals, Libraries, Dispensaries, Vocational Training Centers etc.

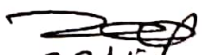
(ii) For encouraging and facilitating sport/athletic /cultural/entertainment activities and conduct competitions/tournaments of such activities among the members.

(iii) For the upkeep of centers of police welfare like dining halls, police messes, police canteens, hospitals, dispensaries, schools etc.

(4) To the member or to his/her family members in extreme cases of natural calamities or in cases of pressing requirement of financial assistance.

(b) To provide the following facilities to the members-

(1) To provide for and maintain facilities like hospitals, clinics, maternity homes, crèches and family planning centers, sanitarium blocks, flour mills, temples, library, police mess, recreation rooms etc. for the members and their family members.


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(2) Transport facilities to the school going children.

(3) Facilities for drinking water like storage tanks, water coolers, water purifiers etc.

(4) Any other facilities for the benefits/welfare of the members that may be approved by the Governing Council of the Society.


(c) To transfer funds to the Unit Welfare Committees to meet the initial expenditures on the following:-

(1) Funeral expenses of members who die in service.

(2) Transportation of the dead-body to the funeral place.

(d) To sanction interest free loans/advances as exceptions for a period not more than 6 months for point number 1 and 2 and not more than 12 months for point number 3 below:-

(1) In emergencies, when a big number of police personnel has to be sent on duty urgently and it is not possible to disburse advance travelling allowance to the police personnel;


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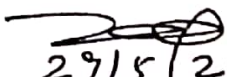
(2) Loan advances on extreme compassionate grounds, where such help cannot be given from any other source;

(3) In cases of urgent surgical operation of the beneficiaries involving large expenses.

The maximum amount of loan/advances payable from the funds shall be decided by the Governing Council. The President, or in his absence, the Vice President, may decide the actual amount in individual cases as per the requirement of the beneficiary. Under all circumstances such loans/advances shall be reimbursed from the related bill head of travelling allowance or medical, as soon as possible, or within the above mentioned time frame.

(e) For the upkeep of police residential premises located in different police units particularly with an aim to provide safe drinking water, timely payment of water/electricity bills of all residences, cleanliness, beautification, plantation etc. of the residential area.

(f) To formulate policy guidelines for inter-range and intra range annual sports and duty meet competitions of the Department and for selecting State Level teams for representation in All India Police Games Duty Meets and other competitions.


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(g) In addition to the above, the Governing Council shall be competent to initiate and run any other scheme for the welfare of the members and their family members or modify any scheme, which is promoted in the interest of members by orders/instructions of the State/Central Government or in any manner the Governing Council deems it beneficial and suitable for them.

4.STATE LEVEL MANAGEMENT & ADMINISTRATION OF THE SOCIETY:-

The management of the Society shall vest in the Governing Council of the Rajasthan Police Welfare Society, hereinafter referred to as the Governing Council, which shall have following office bearers and members:-

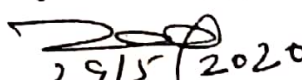
S.No.	Name	Designation
1.	Director General of Police, Rajasthan	Ex-Officio President
2.	Additional Director General of Police (PM&W) Jaipur	Ex-Officio Vice President
3.	Additional Director General of Police (Armed Battalions) Jaipur	Ex-Officio Member
4.	Additional Director General of Police (Admn.) Jaipur	Ex-Officio Member
5.	Director, Rajasthan Police Academy, Jaipur	Ex-Officio Member
6.	Inspector General of Police (PM&W), Jaipur	Ex-Officio General Secretary

7.	Commissioner of Police, Jaipur	Ex-Officio Member
8.	Deputy Inspector General of Police (Intelligence) Jaipur	Ex-Officio Member
9.	Financial Advisor, Police Headquarter, Jaipur	Ex-Officio Member
10.	Superintendent of Police, District Jaipur Rural	Ex-Officio Member
11.	Commandant, 5 th Battalion, RAC, Jaipur	Ex-Officio Member
12.	Additional Superintendent of Police (P&W) Jaipur	Ex-Officio Member Secretary
13.	Accounts Officer (P&W) Jaipur	Ex-Officio Hon. Treasurer

In addition to these 13 members, one nominated member each from the ranks of Additional Superintendent of Police, Deputy Superintendent of Police, Inspector, Sub Inspector, Head Constable, Constable and one member from amongst the Ministerial Services and Class-IV employees of the department, selected by the President of the Society, from the various Unit Welfare Committees, shall also be the members of the Governing Council.

5. TENURE OF NOMINATED MEMBERS

The term of the nominated members shall be two years. Such members shall not be eligible for re-nomination for the next consecutive two year tenure.


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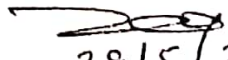
6. CESSATION OF MEMBERSHIP-

A Member of the Governing Council of the Welfare Society shall cease to be such, if

- (a) He resigns, is of unsound mind, is insolvent or is convicted for a criminal offence involving moral turpitude.
- (b) He does not attend three consecutive meetings of the Governing Council without taking proper leave of the President.
- (c) Where a member of the Governing Council becomes a member by reasons of the office of posting he holds, his membership of the Governing Council shall terminate when he ceases to hold that office of posting.
- (d) Resignation from the membership of the Governing Council shall be tendered to the Vice President and shall not take effect until it has been accepted by the President on behalf of the welfare society.

7. AUTHORITIES OF THE RAJASTHAN POLICE WELFARE SOCIETY:

The following shall be the authorities of the welfare society, namely:-


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- (i) The President
- (ii) The Vice President
- (iii) The General Secretary
- (iv) The Governing Council
- (v) The Executive Committee
- (vi) The Member-Secretary
- (vii) Such other committees and sub-committees as may be constituted by the Governing Council.

8. CASUAL VACANCIES:

(a) Any vacancy arising in the membership of the governing council, for reasons mentioned in Para 6 above, shall be filled up by appointment or nominations by the authority entitled to make such appointment or nominations and the persons appointed in that vacancy shall hold office till the expiry of his/her term of membership.

(b) The Governing Council shall function notwithstanding that any person who is constituted to be a member by reason of his office is no more a member of the Governing Council for the time being and notwithstanding any other vacancy in the Committee whether on account of non-appointment by the authority entitled to make the appointment or otherwise and no act or proceeding of the Governing Council shall be invalidated merely by reason of the happening of any of

the above events of defects in the appointment of any of its members.

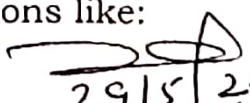
(c) In case any office-bearer of the Rajasthan Police Welfare Society is having charge of two posts, then for the post of additional charge, the President shall nominate some other officer.

9. PROCEEDINGS OF THE GOVERNING COUNCIL:

(a) Every meeting of the Governing Council shall be presided over by the President and in his absence, by the Vice President or a member chosen by the members present at the meeting. All decisions shall be taken by majority voting amongst the members present in the meeting.

(b) One third of the members of the Governing Council including the Financial Advisor of Police Headquarter or in his absence, any other officer of Accounts Branch, officiating as Financial Advisor and present in person, shall constitute a quorum at any meeting of the Governing Council provided that no quorum shall be necessary in respect of any adjourned meeting.

(c) For every meeting of the Governing Council, notice of not less than ten days shall be given to each member of the Governing Council with exceptions like:


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(i) The President may call an emergency meeting at a notice of 3 days.

(ii) Any inadvertent omission to give notice of the meeting shall not invalidate the proceedings of the meeting.

(d) Every notice for calling a meeting of the Governing Council shall inform the date, time and place at which such meeting will be held and shall, except otherwise provided in these By-Laws, be issued under the signatures of the Member-Secretary.

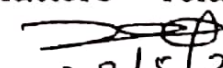
(e) The Governing Council shall meet as and when required but at least once in a year.

(f) Each member of the Governing Council including the President shall have one vote and if there is an equality of vote on any question to be decided by the Governing Council, the President shall have a casting vote.

10. DUTIES & LIABILITIES:

(i) **PRESIDENT:** The President shall be the Chief Executive. He shall be responsible for efficient, frugal and result oriented management of the Rajasthan Police Welfare Society. In urgent matters relating to

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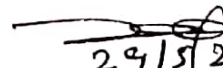

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management of the Society and in case of any member facing a serious problem, the president shall be free to take decision for providing assistance to the family of such a member in the larger interest of the members of the Rajasthan Police, although for such decisions of the President, approval shall be taken from the Rajasthan Police Welfare Society.

(ii) VICE-PRESIDENT: The Vice-President shall be responsible for efficient management of the Society as per directions and guidance given by the Rajasthan Police Welfare Society or its President. He shall also be responsible for early disbursement of financial assistance, loan amount to the needy person or to the district/unit, as the case may be.

(iii) GENERAL SECRETARY: - The General Secretary shall be responsible for discharging all administrative work of the Society under the guidance of the Vice President. He shall be responsible for making all correspondence on behalf of Rajasthan Police Welfare Society and shall conduct the meetings of the Rajasthan Police Welfare Society, implement the decisions taken during the meetings and maintain related record. He shall also assist the President and Vice President in carrying out their duties and responsibilities.

(iv) SECRETARY:- The Secretary shall be responsible for all the administrative work of the Welfare Society as per the rules, by-laws and decisions of the Executive Committee. He shall assist the Vice President in


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conducting the meetings of the Executive Committee. He shall assist the President, Vice President and the General Secretary in carrying out their responsibilities and duties with regard to the Rajasthan Police Welfare Society.

(v) HONORARY TREASURER: - The Honorary Treasurer shall be responsible for the proper maintenance of all records related to the funds, cash books, bank account and financial transactions of the Welfare Society and whenever required, he will arrange preparation of Balance Sheet, Profit and Loss Account for submission before the Rajasthan Police Welfare Society. He shall also work as Financial Advisor to the President and the Rajasthan Police Welfare Society in matters relating to investment of fund.

11. POWERS AND FUNCTIONS OF THE GOVERNING COUNCIL:

The Office bearers of the Rajasthan Police Welfare Society shall have the following financial powers:-

- | | | |
|-------|-------------------|--|
| (i) | President | Full power |
| (ii) | Vice President | Up to Rs. 1,00,000/- (in each matter). |
| (iii) | General Secretary | Up to Rs. 50,000/- (in each matter) |

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The expenditure sanctioned in exercise of the above powers shall be placed before the Rajasthan Police Welfare Society in its ensuing meeting for approval. In any contingent situation, the right to make changes in the above powers shall vest in the President of the Governing Council, and it shall be approved by the Governing Council in its next meeting.

(iv) The grant given by the State Government shall be deposited in a non interest bearing P.D Account of the Rajasthan Police Welfare Society.

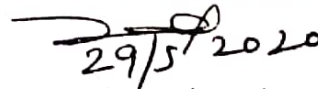
(v) Transfer of any amount from the P.D Account of the Rajasthan Police Welfare Society shall be effected by the Vice President with the approval of the President of the Society. Such transferred amount shall not be more than the amount required for the expenditure of one month.

(vi) Ordinarily proposals for programmes undertaken for promoting sports activities shall be obtained from Additional Director General of Police, Armed Battalions and Chief Sports Officer, Rajasthan, Jaipur and thereupon the expenses would be incurred.

12. EXECUTIVE COMMITTEE OF THE RAJASTHAN POLICE WELFARE SOCIETY:

For furtherance of the objectives of the Rajasthan Police Welfare Society and to execute the decisions taken

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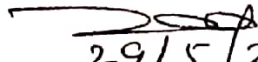

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by the Governing Council, there shall be an Executive Committee, which shall consist of the following, namely:-

- (a) Additional Director General of
Police (PM&W) Rajasthan, Jaipur Chairman
- (b) Inspector General of Police
(PM&W), Rajasthan, Jaipur Member
- (c) Additional Superintendent of
Police (P&W) Rajasthan, Jaipur Member-Secretary
- (d) Accounts Officer (P&W)
Rajasthan, Jaipur Member

13. FUNCTIONS AND POWERS OF THE EXECUTIVE COMMITTEE:

- (a) The executive committee shall endeavor to achieve the objectives of the Society. The executive committee shall exercise all administrative, financial and academic authority in this regard.


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(b) The executive committee shall do the day to day management of all the affairs related to the objectives of the Society and shall keep the funds of the Society under its control.

(c) The executive committee shall have the power to enter into agreements with other public, private organizations or individuals in the furtherance of objectives of the Society.

(d) The executive committee shall have powers for securing and accepting endowments, grant-in-aid, donations or gifts to the Society on mutually agreed terms and conditions provided that conditions of such grant in aid, donations or gifts shall not be inconsistent or in conflict with the objectives of the Society or with the provisions of these By-Laws of the Society.

(e) The executive committee shall have the power to acquire by purchase, gift or otherwise from Government and other public bodies or private individuals, movable and immovable property or other funds along with any attendant obligations and engagements not inconsistent with the objectives of the Society and the provisions of the By-Laws of the Society.

(f) The executive committee shall have powers to undertake or give contract for construction of a building or hire a building required for use of the Welfare Society

and to acquire stores and services required for the discharge of the functions of the Society.

(g) The executive committee shall perform such other functions as may be decided for it by the Governing Council.

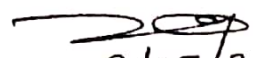
14. MEETINGS OF THE EXECUTIVE COMMITTEE:

The Chairman of the Executive Committee shall call the meeting of the Executive Committee after issuing a notice of minimum seven days in advance. To summon an emergency meeting, three days notice shall be sufficient. At least three meetings of the Executive Committee shall be held during one year.

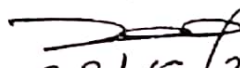
15. SOURCE OF FUND OF THE RAJASTHAN POLICE WELFARE SOCIETY:

(a) Grant-in-aid made by the State Government to the welfare fund, sports funds for furtherance of the objectives of the Society.

(b) Annual contribution by the members of the police department (Uniformed Officer/employee and ministerial employee) as decided by the Executive Committee or by the Governing Council.


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- (c) Proceeds from the assets and investment of funds of the Society.
- (d) Donations from public sector undertakings, industrial and business houses, social service organizations and other individuals.
- (e) Grants, donations or assistance in kind from Foreign Governments and other external agencies with the prior permission of the Government;
- (f) Contribution amount as per provision of Band Fund Rules of the District/Unit Band Fund.
- (g) Contribution amount fixed by Executive Committee as per provisions of District/Unit Wet Canteen, Dry Canteen and other Funds.
- (h) Income from various exhibitions, musical shows, cultural events etc. provided that no police personnel would be engaged or any official authority shall be used to sell tickets of such shows.
- (i) The annual contribution amount from the working Members of the Police Force will be decided time to time with the approval of the State Government.

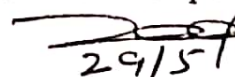

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16. PROCEDURE FOR UTILIZATION OF THE FUNDS OF THE RAJASTHAN POLICE WELFARE SOCIETY:

(i) The Bank for the Society shall be decided by the executive committee. Required fund shall be deposited in the Bank account of Welfare Society and the amount shall not be withdrawn without the joint signatures of such officers who shall be duly empowered on behalf of the Executive Committee for this purpose.

(ii) For transfer of Government grants, a non interest bearing P.D Account will be maintained by the Treasury Officer, Jaipur City. In the said account, the amount transferred at one time should not be more than the expenditure of one month.

(iii) The contribution for Rajasthan Police Welfare Society would be deducted from the salary of the month of September in every year. In case, for any reason whatsoever, the salary of any police personnel is not drawn for the month of September and for this reason the contribution amount is not deposited, it shall be responsibility of the Drawing and Disbursing Officer that whenever the salary of the month of September or next month would be drawn, the amount of contribution shall be deducted and after preparing the information in the prescribed proforma, the same be forwarded to the Planning & Welfare, Police Headquarter Jaipur. The cashier of the District/Unit and cashier of the Planning and Welfare Jaipur will maintain separate registers employee-wise and district/unit-wise respectively and


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contribution of all the members shall be deducted compulsorily.

In case of deputation of any member of the Society, in the order of deputation, it should be mentioned that contribution of Police Welfare Society must be deducted from the salary of the month of September and deposited in the account of Police Welfare Society and it will be ensured that as per provisions, the contribution has been deposited in the account of Police Welfare Society.

(iv) Individually no police personnel shall get any kind of grant/donation amount from the fund of the society, nor any provision shall be made for any effort in this regard.

17. VALUES OF FINANCIAL ASSISTANCE:

(i) The rates/quantity/manner of benefits to be made available under these By-Laws shall be decided keeping in view the financial position of the Society as on 1st April of the every year as well as the receipts anticipated during first half of the Financial Year.

(ii) However, the President shall be competent to sanction initial grant to the needy member even without prior approval of the society. However, such payment will be brought to the notice of the Society in its upcoming meeting along with the recommendations for additional

grant or otherwise, which were necessary on that occasion.

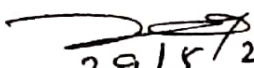
18. PAYMENT FROM RAJASTHAN POLICE WELFARE SOCIETY:

(i) The Society shall make payment of financial assistance/grant/loan or advance amount to the concerned person or District/Unit on receipt of application in the printed proforma containing justification for that. However, in matters of emergent nature, the competent sanctioning authority could give relaxation for such financial assistance/loan/advance etc.

(ii) Once such financial assistance is sanctioned, the Ex-officio Honorary Treasurer will be responsible for its early disbursement and obtaining appropriate receipt from its recipient.

19. REMUNERATION:

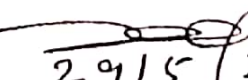
(i) For day to day official work of the Society, minimum required number of retired employees shall be engaged on contract basis with fixed remuneration and the remuneration shall be drawn from the fund of the Society.


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- (ii) The persons working for the Society, may be paid remuneration. The amount of remuneration, if any, and the manner of payment would be decided by the Rajasthan Police Welfare Society and the decided remuneration shall be paid from the fund of the Society.

20. ACCOUNTING METHOD:

- (i) The Ex-officio Honorary Treasurer will maintain proper accounts of the Rajasthan Police Welfare Society Fund.
- (ii) On the 10th day of every month, the Honorary Treasurer shall prepare monthly statement showing receipt and payments and the same shall be placed before the Vice President through the Honorary Secretary.
- (iii) The financial year i.e., 1st April to 31st March would be the period of account year.
- (iv) For the year ending on 31st of March, the Ex-officio Treasurer will prepare an integrated yearly statement showing receipt and payments during the year and the same will be submitted to the General Secretary and Vice President before 30th April of next year for placing them before the Rajasthan Police Welfare Society.


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- (v) The Honorary Treasurer will ensure that the Drawing and Payment Registers are being maintained properly and that appropriate provision has been made for internal audit of the statement of disbursement.

21. AUDIT OF ACCOUNTS:

The Society shall get the annual accounts audited by the Local Fund Audit Department, Rajasthan within two months of the ending of a financial year. The audit report will be placed before the Rajasthan Police Welfare Society in its ensuing meeting.

22. DISTRICT/UNIT WELFARE COMMITTEE:

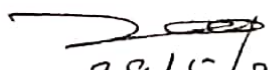
District/Unit Level Management and Administration of the Society shall vest in the District/Unit level Committee as follows:-

- (a) Constitution of District/Unit Level Committee:

Subject to the provisions contained under the By-Laws, there shall be units in all the Police Districts/Units for the welfare of all members of the District/Unit.

- (b) Administration of District/Unit Level Committee:

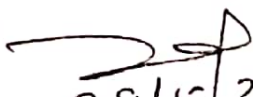
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At the District/Unit Level, following shall be the administrative structure of the Society:-

S.N	Post	Member
1.	Superintendent of Police/ Commandant/ Deputy Commissioner of Police	Ex-officio President
2.	Addl. Superintendent of Police/Dy. S.P. /Addl. DCP/ Dy. Commandant/ Asstt. Commandant (Headquarter)	Ex-officio Vice President
3.	Crime Asstt. of Superintendent of Police/ Unit Office/ Inspector of Police/Company Commander	Honorary Secretary
4.	Accountant in the office of Superintendent of Police/ Unit Office	Ex-officio Honorary Treasurer
5.	Reserve Inspector of Police Line/C.C. Headquarter Company	Member

In addition to above five members, one nominated member from the each ranks of Sub Inspector, Head Constable, Constable from Welfare Sub Committee and one member from amongst the Ministerial Services and Class-IV employees of the Department, shall also be the members of the District Level Committee. After receiving the names from Welfare Sub Committee of reserve line of District/Unit and Company Level, one office bearer from each post shall be nominated by the President of the District Level Unit.


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Note :- At District/Unit Level, besides the President, available senior most Officer shall be the vice President.


(c) Financial Powers (at District/Unit Level)

- | | | |
|------|---|---|
| (i) | Police Commissioner/
Inspector General of Police | Up to Rs. 50,000/-
(in each case)

(On the
recommendations
of the District/ Unit
Welfare Committee) |
| (ii) | DCP (Headquarter)/
Supdt. of Police/
Commandant | Upto Rs. 25,000/-
(In each case) |


The sanction in above manner shall be issued only up to the limit of available amount in District/Unit.

The sanction issued as above shall be approved in the ensuing meeting of the District/Unit Police Welfare Committee.


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23. SOURCE OF INCOME OF DISTRICT/UNIT WELFARE COMMITTEE:

- (i) The amount provided under the Band Fund Rules for District/Unit Band Fund.
- (ii) In the Bank Account of the District/Unit Welfare Committee at District/Unit Level the amount of other private funds such as Band Fund, Body Fund, Cinema Fund, Chakki Fund and other Funds shall be deposited. The accounts of private fund in the cash book would be maintained separately.
- (iii) Donations from public sector undertakings, industrial and business houses, social service organizations and other individuals.
- (iv) Income from different exhibitions, musical programmes, cultural events etc. provided that no police personnel would be engaged or any official authority will be used to sell tickets of such shows.
- (v) The amount transferred from the fund of Rajasthan Police Welfare Society with the approval of the President.
- (vi) Annual contribution by the members of the police department (Uniformed Officer/employee and



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ministerial employee) as decided by the Executive Committee or by the Governing Council.

- (vii) Income generated from the investment of assets and funds of Welfare Society done with the approval of Governing Council.

24. PROCEDURE FOR UTILIZATION OF THE FUNDS OF DISTRICT/ UNIT WELFARE COMMITTEE:

- (i) At District/ Unit Level, Bank Account will be opened in the name of District/ Unit Welfare Committee in a Nationalized Bank and it shall be operated by the President and Vice President. Amount of all the funds shall be deposited in this account and in the form of a cash book, statement of account for the amount of every fund in separate columns shall be maintained.
- (ii) The complete statement of account of District/Unit Welfare Committee shall be sent to the Vice President, Rajasthan Police Welfare Society on completion of every financial year by the 10th of April.
- (iii) Besides the above, any member/members of the District/Unit Welfare Committee, who may be nominated by the Committee, may inspect the accounts at any time and for this purpose, the


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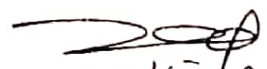
nominated member can take assistance of any accounts officer posted in the Police Department.

25. MEETINGS, QUORUM ETC. OF DISTRICT/UNIT LEVEL COMMITTEE:

The meeting of the District/Unit Level Committee shall be held once in a year. In the absence of President, the meeting shall be chaired by the Vice President and in addition to the President and Vice President, presence of two members shall constitute quorum. In the meeting, decisions shall be taken ordinarily on the basis of majority of members apart from the President, but if there is an equality of vote on any proposal, the President shall have a casting vote.

26. DUTIES AND LIABILITIES OF OFFICE BEARERS OF DISTRICT/UNIT LEVEL COMMITTEE:

The District Superintendent of Police/Unit Commandant shall be solely responsible for proper maintenance of accounts of the Committee as per rules and By-Laws. The Honorary Treasurer shall be responsible for disbursement of amount and obtaining receipt from the beneficiary.


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27. AUDIT OF ACCOUNTS OF DISTRICT/UNIT LEVEL COMMITTEE:

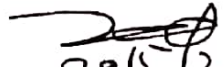
The accounts will be audited within two months after completion of financial year under the provisions of Societies Registration Act, 1958. The audit report will be placed before the Police Welfare Society of District/Unit Level in its next meeting.

28. INCOME TAX:

For getting exemption from income tax on the income of Rajasthan Police Welfare Society and contributions made in the fund of the Society, the Secretary, Rajasthan Police Welfare Society shall apply in accordance with the provisions contained in the Income Tax Act.

29. POWERS TO WRITE-OFF THE UNUSABLE ARTICLES:

On recommendations of the committee consisting of (1) Store Officer (2) Senior Gazetted Officer (3) Member of accounts service, not below the rank of Account Officer, the powers to write off the unusable articles will be mentioned below -


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(a) Rajasthan Police Welfare Society

Authority**Powers**

(i) President

Full powers

(ii) Vice President

Up to Rs. 1,00,000/-

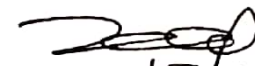
(b) District/Unit Level

Society President

Up to Rs. 50,000/-

30. AMENDMENTS IN BY-LAWS:

Proposal for any amendments in the By-Laws as per requirement shall be put up before the Governing Council with the permission of the President and after approval of the Governing Council, the same shall be sent to the State Government. On approval from the State Government, the amendment of the By-Laws shall take effect.


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