

16/C

No.27011/53(I)2012-R&W
 Government of India
 Ministry of Home Affairs
 Police Division-II
 [Resettlement and Welfare Directorate]

North Block, New Delhi
 Dated the June 2014

Subject: - SOP FOR UTILIZATION OF WELFARE GRANTS PROVIDED BY MHA UNDER HEAD GIA IN THE SHAPE OF NORMAL WELFARE GRANT (NWG) AND SPECIAL WELFARE GRANT (SWG).

Director's Personal Secy
 12.24
 12.6.14

1. GENERAL

This Ministry [Resettlement and Welfare Directorate of Police-II Division] is allocated Welfare grant every year for the welfare of personnel working in the Central Police Organization, Central Armed Police Forces (CAPFs) personnel, NSG and personnel of Assam Rifles under Major Head-2055 (Police 00.113 Welfare of Police personnel) (Minor Head), 05 Welfare Grant to Central Police Organization (Sub Head) under Grant No. 55. As per GFR 215 there is provision to regulate grant in aid for the provisions of amenities or of recreation or welfare facilities to the staff of the offices of the Government under orders of Ministry of Home Affairs issued from time to time.

The admissibility of said grant is regulated in the following manner:-

S.No	Purpose	Priority
I	Payment of Ex-Gratia to the NOK of the deceased CAPFs, AR and J&K police personnel killed while on duty.	1 st Priority
II	Payment of Ex-Gratia to the disabled CAPFs and AR personnel who become disabled in the performance of their bonafide duties and are boarded out from service.	2 nd Priority
III	Release of Special Welfare Grant (SWG) against 75% of sale proceeds of Empty Fire Cartridge to be utilized by the CAPFs, AR & NSG as per provisions of amenities given in Para (iii) of Rule 215 of GFR.	3 rd Priority
IV	Release of Grant for the following purpose: i) Implementation of Action Plan on prevention of HIV/AIDS amongst CAPFs personnel. ii) Conducting Stress related courses for the CAPF and AR personnel iii) To run profession/vocational training courses for rehabilitation of NOK/CAPF personnel through Welfare and Rehabilitation Board, CAPFs and AR or any other Government agencies. iv) Awarding Cash Reward to sports police personnel; v) Any other welfare purpose with the approval of competent authority.	4 th Priority
V	After fulfillment of the above requirement; balance grant may be released before 31 st March of each financial year in the shape of Normal Welfare Grant (NWG) to the all CAPFs, AR & CPOs for the welfare of their personnel on pro-rata basis in proportionate to their strength and to meet any other requirement of the CAPFs, AR & CPOs with the approval of competent authority.	5 th Priority

SSS-57/2014
 2014
 Dy No 267-PCR
 2016/2014
 J.D.A.
 17/6/14
 Welfare Officer

19/6/14
 19/6/14
 Page 1 of 6

2. AIM

Aim of the SOP is to lay down instructions for proper distribution and utilization of Grants provided by this Ministry to Central Armed Police Forces (CAPFs), National Security Guards (NSG) & Assam Rifles (AR) and all other Police organizations under the administrative control of MHA in the shape of Special Welfare Grant (SWG) and Normal Welfare Grant (NWG).

3. DISTRIBUTION OF WELFARE GRANTS

Welfare Grants provided by this Ministry to CAPFs, NSG & AR in the shape of Special Welfare Grant and Normal Welfare Grant may be further distributed to various Bn Hqrs, Units, Trg. Institutions and their subordinate offices by the Head of CAPFs & AR for making provisions of amenities as mentioned in Para (iii) of Rule 215 of GFR for the welfare of Jawans.

4. UTILIZATION OF WELFARE GRANTS

(1) In accordance with the provisions contained in Para (iii) of Rule 215 (1) of GFR an illustrative list of items on which expenditure can be incurred out of grants-in-aid sanctioned by the Government for provision of amenities is given below:-

- (i) ARTICLE OF SPORTS– OUTDOOR AND INDOOR GAMES EQUIPMENT.
 - a. Articles of sports for indoor games and outdoor games.
 - b. Expenses for conduct of games/sports activities at various levels.
 - c. Expenses on Conveyance of teams.
 - d. Expenses for Sports and Physical development programmes.
 - e. Expenses on prizes.
 - f. Provision of special diet to deserving sportsmen.
- (ii) COST OF UNIFORMS, ETC., SUPPLIED TO TEAM OF PLAYERS.
 - a. Uniform for players may be purchased.
- (iii) MAGAZINES AND PERIODICALS.
 - a. Books, magazines & periodicals for library.
- (iv) ENTRY FEE FOR TOURNAMENTS.
 - a. Entry fee for tournaments may be paid.
- (v) HIRING OF PLAYGROUNDS.
 - a. Hiring of playgrounds for sports purpose.
- (vi) HIRING AND REPAIR FOR FURNITURE, ETC.

- a. Hiring, repair and purchase of furniture items.
 - b. Utility items/machines for improvement of overall standard & living conditions of the Force personnel.
 - c. Items required for extreme cold & hot climatic areas such as desert coolers, equipments for hot water etc.
- (vii) **PURCHASE OF FURNITURE.**
- a. Purchase of furniture items for Jawan's/ SO's Mess only.
 - b. Utility /facilitating items like Water Coolers, Chapatti maker, flour kneading machine, dish washer, juicer grinder etc required for improvement of overall standard of the messes of SO's and OR's.
- (viii) **CONVEYANCE EXPENSES INCURRED LOCALLY.**
- a. Conveyance expenses incurred locally for welfare related activities of SO's and OR's.
- (ix) **ENTERTAINMENTS.**
- a. Expenses on setting up of Recreation Clubs/Rooms.
 - b. Expenses on Prizes.
 - c. Items required for entertainment such as TVs, DVDs/VD, DTH etc.
 - ✓ d. Items required for recreation during regimental functions e.g. band equipments & band uniforms etc. ✓
- (x) **PRIZES.**
- a. Expenses on Prizes.
- (xi) **FILM SHOWS.**
- a. Expenses on entertainment such as film shows, theatre shows, magic shows etc.
- (xii) **HIRING OF ACCOMMODATION FOR CLUB/ASSOCIATION, ETC.**
- a. Expenses on hiring of accommodation for entertainment.
- (xiii) **CULTURAL, SPORTS AND PHYSICAL DEVELOPMENT PROGRAMME (S).**
- a. Expenses on cultural programmes. ✓
 - b. Expenses on medical grounds/medical camps etc.
 - c. To establish crèche for children.
 - d. To provide medical facilities in CAPFs and AR hospitals by hiring Specialists.
 - e. To augment various Welfare Funds of the Force.
 - f. Special diet to patients suffering from serious disease on recommendation of Medical Officer.
- (xiv) **INTER-MINISTRY MEETS.**
- a. Expenses on Inter Ministry Meets.
- (xv) **INTER-DEPARTMENTAL MEETS.** ✓

a. Expenses on Inter Departmental & Inter Ministry Meets.

(2) Considering the welfare requirements of CAPFs and AR it has also been decided that in addition to above, grant may also be utilized by the CAPFs & AR for the following Miscellaneous Welfare Activities:-

- a. Purchase of Computers and its peripherals for Family Welfare Centres at Unit/Battalion level for education and entertainment purposes.
- b. Purchase of Items such as tailoring machines, Iron (Press), Cooking Utensils and other equipments/machines for improvement of Family Welfare Centers, Ors/SOs Messes.
- c. To provide vocational/professional training to widows / disabled/ NOKs of deceased CAPF and AR personnel for their rehabilitation.

5. FINANCIAL POWERS FOR INCURRING EXPENDITURE ETC.

i) **Purchase and Condemnation of Stores:**

Special Welfare Grant and Normal Welfare Grant are being provided from the consolidated fund of India, therefore for incurring contingent and other Misc. expenditure powers already delegated under DFPRs from time to time will be followed. **However, following monetary ceiling is fixed for purchase of following items from the grant provided by this Ministry:-**

- a) Maximum 5% expenditure may be incurred for purchase of furniture.
- b) Maximum 2% expenditure may be incurred for Conveyance Expenses.
- c) Maximum 5% expenditure may be incurred for purchase of items for entertainment like T.V, DVD & DTH etc.

ii) **Write off all kinds of irrecoverable losses including due to theft, fraud and negligence:**

The Directors of CPOs/Director General of CAPFs only, have been delegated financial power upto Rs. 50,000/- for write-off loses not due to theft, fraud and negligence and upto Rs. 20,000/- for write-off loses for other cases, which are as under:-

S.No	Nomenclature	Financial Powers	
		Write off losses (not due to theft, fraud and negligence)	Write off losses (due to theft, fraud and negligence)
i.	DG	50,000/-	20,000/-

The cases beyond the above limit may be forwarded to MHA.

6. CHECKS & BALANCES

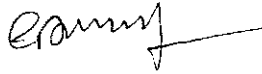
- (i) Field formations which are exercising the powers to utilize the sanctioned grant (Head of the Departments) will be responsible for the control of expenditure as provided under GFR 52 (1).
- (ii) No expenditure shall be incurred which may have the effect of exceeding the total grant in a particular year.
- (iii) Concerned DDO should prepare and present bills for the expenditure out of the sanctioned grant.
- (iv) Disbursing Officer should enter on each bill the progressive total of the expenditure upto date including the amount of the bill on which the entries made.
- (v) All disbursing officer shall maintain a separate expenditure register in Form GFR 9 for allocation under sub-head of grant account, for which they are concerned.
- (vi) The Controlling Officer will maintain a broadsheet in Form GFR 10 to monitor the receipt of the return prescribed in the foregoing sub-clause.
- (vii) On receipt of the returns from Disbursing Officers, the Controlling Officer shall examine them and satisfy himself:-
 - (a) That the accounts classification has been properly given.
 - (b) That progressive expenditure has been properly noted and the available balance worked out correctly.
 - (c) That expenditure upto date is within the grant or appropriation, and
 - (d) That Disbursing Officers have signed the returns, where the Controlling Officer finds defects in any of these respects, he shall take steps to rectify the defect.
- (viii) Grant provided to the CAPFs will be further distributed by the Forces to the field formations and should be utilized fully within six months or by 31st October of each year whichever is earlier. Separate accounts be maintained for welfare grants and got audited from the Internal Audit Party.
- (ix) Consolidated utilization certificate should be forwarded to this Ministry by the concerned CAPFs and AR by 31st December of each year.
- (x) While effecting purchases, provisions of GFR 2005 including Rule 215 of GFR be strictly adhered to.

(xi) The items, which are meant for office use such as Air Conditioners, Desktops, Laptops etc, should not be purchased out of the Welfare Grant.

(xii) At least 75% of the grant must be spent for the welfare of the Jawans.

7. The officer sanctioning expenditure under this grant may scrupulously adhere to the SOP on the subject and sanction expenditure only on items authorized therein and not on any other items.

8. The SOP has been issued with the concurrence of Integrated Finance Division of this Ministry vide their Dy.No.149006/AS&FA (H) / 12 dated 03/06/2014.



(G.C.Yadav)

Deputy Secretary to the Govt. of India

☎ 2309 3443

18 JUN 2014

To

1. The Director Generals – AR/ BSF / CISF / CRPF / ITBP / SSB / NSG / BPR&D and NIA.
2. Directors- IB / SVPNPA / NICFS / NCRB and DCPW.
3. Financial Advisors- AR / BSF / CISF / CRPF / ITBP / SSB / NSG / IB / NIA / BPR&D / SVPNPA / NICFS / NCRB and DCPW. ✓

Internal:-

1. PS to JS (P-II)
2. PS to Director (Pers), Director (Pers-I), Director (PF)
3. AFA, Fin-III/Budget-I