

No.VI-25012/73/ITBP/CPC/Special Welfare Fund/2017- **230**

Directorate General, Indo-Tibetan Border Police

Ministry of Home Affairs, GoI

Block-II, CGO complex

Lodhi road, New Delhi-03

Date: **24.5.18**

//ORDER//

During the Annual Governing Body meeting of Regimental funds held at Dte. Gen. on 27-10-16 it was decided that a Fund be created for the welfare of **NGOs and their families** out of the profit earned by the Master and Subsidiary canteens run by ITBP. This fund is known as **"Special Welfare Fund"** and is being maintained by **Regimental Funds Branch**. Previous order on the subject issued by Directorate General Memorandum No. ITBP/CPC/Special Welfare Fund/2016-99 dated 06-02-2017 is superseded to add new welfare schemes and amend certain provisions.

2. The amount of profit with the Master Canteens and the Subsidiary Canteens will be utilized as follows :-

HEAD	ALLOCATION OF FUND	PURPOSE	REMARKS
CANTEEN EXPANSION AND ADMINISTRATION FUND	40%	For administration of the canteen and expanding the canteen infrastructure wise as well as to increase the capital available with the canteen.	Expenditure will be as per the general financial rules applicable
UWF	30%	The amount will be deposited in UWF to promote welfare activities in the unit.	
SPECIAL WELFARE FUND	30%	For welfare of NGOs	See subsequent paras

3. The Master and Subsidiary Canteens (**list enclosed as Appendix A**) will deposit **30% of their profit** in the Special Welfare Fund, on **quarterly basis** starting from the **quarter ending in June 2016**. For the purpose of calculation of profit, in case of Master canteens, **30% profit will be calculated after remitting share of Central Office CPC**. As per the Guidelines of Central Office, CPC only Master Canteens are remitting the profit to Central Office, CPC. Subsidiary canteens do not share profit with Central Office, CPC. Hence all Subsidiary Canteens will deposit 30% share of their profit with Regimental Funds Branch Dte Gen for Special Welfare Fund.

4. The 30% profit meant for special welfare fund will be deposited at Dte. Gen. in the **1st week of the subsequent quarter without fail**. The Master Canteens /Subsidiary Canteens will also send a quarterly sales/profit report to Regimental funds branch at Directorate General for monitoring and verifying the amount of profit earned in a given quarter.

5. **Aid to be given from "Special Welfare Fund" will be the sole discretion of DG, ITBP and it cannot be claimed as a matter of right.**

रूप सेनानी (अधीक्षक) / Dy. Comdt. (IT Cell)

डाकरी क्र० / DAILY No. **1763**

दिनांक / Date **25/5/18**

6. The Special welfare fund will be utilized for the following welfare measures for NGOs (serving/retired/medically boarded out) and the families of serving/retired/boarded out/deceased NGOs.

i. MEDICAL TREATMENT

- Applicable to **retired/medically boarded out NGOs and dependents of retired/medically boarded out/deceased NGOs.**
- Aid for “**medical treatment**” will cover only life threatening ailments like cancer, HIV AIDS, heart diseases etc and will be applicable only to those retirees/families who are not availing CGHS.
- The grant will be limited to **Rs 50,000/- per case.** The number of cases entertained per year will depend upon the budget considerations.
- The Hospital should be recognized by the government and the request should be accompanied by medical documents and a letter of the attending Doctor on his letter pad mentioning the approx. cost of the treatment.
- **Cases will directly be forwarded to welfare cell** at Directorate General which will **obtain the comments of Director Medical** on the gravity of the case. Director Medical will return the file (if there are any observations) with comments within 7 days of receipt. Based on the recommendation, the case will be processed through IG in charge of Welfare and ADG for **final approval-by DG, ITBP.**

ii. FOR MARRIAGE OF GIRL CHILD

- Applicable to upto two unmarried daughters (aged above 18) of **retired/medically boarded out/deceased NGOs.**
- It is subject to a **ceiling of Rs 25000/- per case.**
- Request must be forwarded **at least two months before the date** of marriage through the unit/last unit of the applicant along with copy of birth certificate/proof of age, declaration by the applicant regarding the date of marriage and recommendation of the head of formation after proper verification at his/her level. Direct requests will not be entertained. If the request is approved, a **copy of the Marriage certificate will be provided by the applicant** within three months of marriage and payment will be released only after receipt of the same.
- Requests will be forwarded to welfare cell at Directorate general, which will process the case through IG in charge of welfare and ADG for **final approval by DG.**

iii. FOR AID IN CONSTRUCTION OF HOUSES DESTROYED DUE TO NATURAL CALAMITIES

- Applicable to **retired NGOs and dependents** of deceased NGOs
- Subject to a **maximum of Rs 50000 grant per case** on a case to case basis.
- House should be the only residential home in the name of the applicant and his/her spouse. A declaration on an affidavit must be given in this regard.

- The proof of destruction will be submitted to the present/Last Unit/formation Engineer who may ask, for additional documents for verification. After satisfying himself/herself that the damage to the house has rendered it unlivable, the unit Engineer will submit recommendation to the formation head who will further recommend the case for grant to welfare cell at Directorate General.
- The case will be put up for final approval by DG through IG incharge of welfare and ADG.

iv. **AID TO PARENTS OF DECEASED NGOS LIVING IN EXTREMELY POOR CONDITIONS**

- Those parents of deceased NGOs whose other son/daughters have not availed compassionate employment and who are living in extremely poor conditions can apply for financial grant from the force.
- Grant will be limited upto a maximum **Rs 25,000/- per case** and cannot be claimed as a right.
- The applicant will submit proof of income certificate along with details of dependents along with their educational qualification and age to the last unit of the deceased.
- The unit commander will verify the facts presented by the applicant (through special messengers) and submit his/her recommendation to welfare cell at Directorate General, if the case is deemed worthy of help.
- The welfare cell at Directorate general will process the case through IG in charge of welfare and ADG for final approval by DG.

v. **FOR EDUCATION OF DIFFERENTLY ABLED CHILDREN OF SERVING/ RETIRED/ DECEASED NGOS.**

- Irrespective of age/class, if a disabled child is enrolled in an institution, he/she will be entitled to a **one time grant of Rs 50000/-** from the special welfare fund.
- Limited to a number of 10 cases per year. In case more than 10 cases are received, preference will be on the basis of percentage/degree of disability as decided by Director Medical.
- Applications along with proof of disability and certificate of admission from the institution must be forwarded to the unit/last unit of the applicant.
- The HOO of the formation will forward the case to welfare cell, Directorate General. The welfare cell will obtain the comments of Director Medical and process the case through IG in charge of welfare and ADG for final approval by DG.
- Applications along with supporting documents will be received till 30th November of a particular year and grants will be disbursed by January of the subsequent year.

vi. **SCHOLARSHIP FOR WARDS OF DECEASED FORCE PERSONNEL (NGOs WHO DIED DURING SERVICE) WHO ARE PURSUING HIGHER COURSES IN PROMINENT GOVERNMENT INSTITUTIONS:-**

Wards who are pursuing education through following institutes can be granted an **initial scholarship of Rs. 50,000/-** on admission.-

- Government Medical Colleges
- Government Engineering colleges
- Five-year integrated Under-Graduate Law Programmes offered through CLAT (Common Law Admission test)

Selected Wards will also be granted an **annual scholarship of Rs 50,000/- for each year** of the course when they qualify for next year. Scholarship will be discontinued if the ward fails to qualify for next year.

- The applications will have to be submitted to the last unit of the deceased personnel along with a certificate from the competent authority of the institution (that he/she is studying in that institution) and attested copy of mark sheet for scrutiny at their end.
- After verifying the details of the applicant, unit will forward the application to G&W cell Dte Gen along with their recommendation for grant of scholarship (initial/subsequent). After the due approval from DG ITBP, amount will be deposited by regimental funds directly into the account of the applicant.

vii. **MOBILITY EQUIPMENT GRANT FOR DIFFERENTLY ABLED CHILDREN OF DECEASED NGOS (WHO DIED DURING SERVICE) AND DISABLED EX ITBP PERSONNEL (NGOs) WHOSE DISABILITY IS MORE THAN 50%:**

Differently abled Wards of deceased NGOs (who died during service)/Ex-ITBP personnel (NGOs with disability of 50% or more) may apply for mobility equipment grant to fund the cost of mobility equipment.

The application will be forwarded to last unit of deceased NGO which will scrutinize the case and submit it further to G&W cell Dte Gen. G&W cell will obtain recommendation of Dir Medical. Based on recommendation received from Dir Medical, case will be put up for final approval of DG through IG incharge welfare and ADG . Grant will be limited to actual cost of equipment and **will not exceed Rs 60,000/- per case.**

viii. **FINANCIAL ASSISTANCE TO ORPHAN CHILDREN OF ITBP PERSONNEL(FOR ALL RANKS):-**

ELIGIBILITY:-

- i) Applicant must be a legitimate offspring of ITBP personnel.
- ii) Orphan should be aged below 21 years for son or unmarried daughter.

If the orphan child is a minor & willingness is given by his/her legal guardians, he/she may be enrolled in any ITBP public school where Hostel facility is available. **The complete cost of education (including fees/uniform/stationery boarding/ lodging etc) will be borne from Special welfare fund.** The cost of his/her education will be reimbursed to the ITBP Public School on submission of relevant receipts by the school authorities. The child will also be entitled to a **monthly pocket money of Rs 500/-** during the period of his enrolment in the school till he completes class XII. If the orphan ward is an adult & willing, he may be enrolled in any ITBP public school and avail all the benefits given above till he completes class XII or attains the age of 21, whichever is earlier.

After completion of school, the tuition fees plus mandatory charges for higher education in any government institution along with hostel fees will be borne from Special welfare fund. Payment will be made directly into the bank account of the ward on production of certificate of admission signed by the competent authority of the Institute & relevant receipts. **Monthly pocket money of Rs. 1,000/-** will also be deposited in his /her account once he/she gets enrolled in the govt. educational institution. Grant will cease on attainment of 21 years of age.

The assistance will not be applicable to wards of deceased personnel who were removed/dismissed from service.

7. Yearly review of the amount of aid will be done. Once approval is received in any case, the Regimental Funds Branch will submit the amount into the bank account provided by the applicant under intimation to the applicant, concerned formation and welfare cell, Dte. Gen. The list of the recipients will also be displayed on ITBP website under the head "welfare and rehabilitation". Being a welfare initiative, none of the grants mentioned above can be claimed as matter of right.

8. This issues with the approval of DG.



(M. KUMAR)
DIG (WELFARE)
DTE. GEN. ITB POLICE

Distribution:-

1. Director (Medical), Dte. Gen. ITB Police.
2. Custodian HWWA.
3. ✓ DC (IT) Cell Dte. Gen for publication in ITBP website.
4. DC(ESC) Dte Gen for circulating in ITBP Public Schools.
5. Regimental Funds Branch, Dte. Gen. ITB Police.
6. All branches of Dte Gen ITB Police.
7. All State welfare officers/ District Welfare officers from ITBP.
8. All formations of ITBP.
9. Secretary, WARB MHA: for placing copy on their website & circulation amongst all SWO/DWO.

So (EOP) *tri.*

S.O. (web)

APPLICATION PROFORMA FOR SPECIAL WELFARE FUND (I.T.B.POLICE)

(Incomplete application will not be accepted)

TICK CATEGORY: SERVING NGO RETIRED NGO MEDICALLY BOARDED OUT NGO

DEPENDENT OF SERVING NGO DEPENDENT OF RETIRED NGO

DEPENDENT OF MEDICALLY BOARDED OUT NGO DEPENDENT OF DECEASED NGO

ORPHAN CHILDREN

PHOTO OF
APPLICANT

NAME OF APPLICANT:

RELATION TO GOVT SERVANT IN CASE OF DEPENDENT:

DETAILS OF GOVT SERVANT (LEAVE NON APPLICABLE COLUMNS BLANK):

1. REG NO:
2. RANK:
3. NAME:
4. LAST/PRESENT UNIT:
5. DATE OF RETIREMENT/DEATH:
6. PPO NO.:
7. PERMANENT ADDRESS:
8. CORRESPONDENCE ADDRESS :
9. MOB NO.:
10. ADDITIONAL MOB NO, IF ANY
11. EMAIL ID, IF ANY:
12. BANK DETAILS;-
 - I. BANK NAME-
 - II. BRANCH ADDRESS-
 - III. BRANCH CODE-
 - IV. IFSC CODE NO. -
 - V. ACCOUNT HOLDER NAME-
 - VI. BANK ACCOUNT NO.-

CATEGORY APPLYING FOR:

- i. MEDICAL TREATMENT (applicable to retired/medically boarded out NGOs and dependents of retired/medically boarded out/deceased NGOs)
- ii. FOR MARRIAGE OF GIRL CHILD (applicable to daughters, aged above 18, of medically boarded out/deceased NGOs)
- iii. FOR AID IN CONSTRUCTION OF HOUSES DESTROYED DUE TO AN ACT OF GOD/CAUSES NOT ATTRIBUTABLE TO THE APPLICANT (applicable to retired NGOs and dependents of deceased NGOs)
- iv. AID TO PARENTS OF DECEASED NGOs LIVING IN EXTREMELY POOR CONDITIONS (parents of deceased NGOs whose other son/daughters have not availed compassionate employment and living in extremely poor conditions)
- v. FOR EDUCATION OF DIFFERENTLY ABLED CHILDREN (of serving/retired/deceased NGOs)
- vi. SCHOLARSHIP FOR WARDS OF DECEASED FORCE PERSONNEL (NGOs WHO DIED DURING SERVICE) WHO ARE PURSUING HIGHER COURSES IN PROMINENT GOVERNMENT INSTITUTIONS:-
- vii. MOBILITY EQUIPMENT GRANT FOR DIFFERENTLY ABLED CHILDREN OF DECEASED NGOS (WHO DIED DURING SERVICE) AND DISABLED EX ITBP PERSONNEL (NGOs) WHOSE DISABILITY IS MORE THAN 50%:
- viii. FINANCIAL ASSISTANCE TO ORPHAN CHILDREN OF PERSONNEL (FOR ALL RANKS):-

APPLICATION

[Empty rectangular box for application details]

I AM AWARE OF THE CONDITIONS OF SPECIAL WELFARE GRANT. I UNDERSTAND THAT IT IS A WELFARE MEASURE AND I CAN NOT CLAIM IT AS A RIGHT. I CERTIFY THAT ALL FACTS STATED ABOVE ARE CORRECT AND ANY FALSE INFORMATION DISCOVERED AT A LATTER STAGE WILL RESULT IN RECOVERY OF ANY GRANT PROVIDED TO ME.

SIGNATURE AND DATE

Appendix-A


12 Master Canteens and 79 Subsidiary Canteens are being run by ITBP presently (as on 22.05.2018). Details are as under:-

(i) MASTER CANTEENS:-

S.NO.	MASTER CANTEENS	S.NO.	MASTER CANTEENS
1.	SHQ SHIMLA)	7.	SPT Bn. KARERA (MP)
2.	SHQ (DDN)	8.	TPT Bn CHANDIGARH
3.	SHQ (BAREILLY)	9.	BTC BHANU
4.	NE, FTR	10.	14TH BN PITHORAGARH
5.	22ND BN.	11.	SS BN ITBP
6.	SHQ (LDK), ITBP 56 APO	12.	SHQ (GANGTOK) SIKKIM

(ii) SUBSIDIARY CANTEENS:-

S.NO.	SUBSIDIARY CANTEENS	S.NO	SUBSIDIARY CANTEENS	S.NO.	SUBSIDIARY CANTEENS
1	1ST BN	28	32ND BN	55	CENTRAL FTR.
2	2ND Bn	29	33RD BN	56	ITBP ACADEMY
3	3RD Bn.	30	34TH BN	57	SHQ (PATNA)
4	5TH BN	31	35TH BN	58	SHQ(BENGALURU)
5	6TH BN	32	36TH Bn	59	SHQ (LDK)
6	7TH Bn	33	37TH BN	60	SHQ (SHIMLA)
7	8TH Bn	34	39TH BN	61	BTC, BHANU
8	11TH Bn	35	40TH BN	62	SHQ (GTK)
9	12TH BN	36	41ST BN	63	SHQ (ITANAGAR)
10	13TH BN	37	42ND BN	64	SHQ (LUCKNOW)
11	14TH BN	38	43RD BN	65	SHQ(BHUBANESWAR)
12	15TH BN	39	44TH BN	66	CTC, ALWAR
13	16TH BN	40	45TH BN	67	MDS, ALMORA
14	17TH Bn	41	46TH BN	68	RTC SHIVAGANGAI
15	18TH BN	42	47TH BN	69	RTC KARERA
16	19TH BN	43	TAC, HQ 47TH BN, LEH	70	RTC KIMIN
17	21ST BN	44	48TH BN	71	REFERRAL HOSPITAL
18	22ND BN	45	50TH BN	72	MPSD
19	23RD BN	46	51ST BN	73	M&SI AULI
20	24TH BN	47	52ND BN	74	CIJW MAHIDANDA
21	25TH BN	48	53RD BN	75	SPT BN.
22	26TH BN	49	54TH BN	76	TELECOM BN
23	27TH BN	50	56TH BN	77	TPT BN
24	28th BN	51	TAC, HQ 15TH BN	78	NITSRDR
25	29TH BN	52	TAC, HQ 21ST BN	79	SS BN, SABOLI
26	30TH BN	53	Dte Gen, CGO		
27	31ST BN	54	EASTERN FTR		


 22/05/18
 Joint Director (Stores)
 Welfare & Welfare Cell
 ITBP
 New Delhi