

**POLICE**



**DEPARTMENT**

**No.J4-8377/2001/PHQ**

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Dated. 26-05-2016

**Circular No.5/2016**

Sub : Kerala Police – Maintain of Kerala Police Welfare and Amenity Unit Fund  
instructions issued- Reg

Ref : 1) Go (Ms) No 156/1981/Home Dated 03.12.1981  
2) Go (Ms) No 154/90/Home Dated 09.01.1990  
3) Go (Rt) No 3009/90/Home Dated 26.04.1990  
4) Go (Rt) No 4501/91/Home Dated 13.09.1991  
5) Go (Rt) No 1427/97/Home Dated 29.03.1997  
6) Go (Ms) No 200//99/Home Dated 23.10.1999  
7) Go (Ms) No 67/03/Home Dated 15.03.2003  
8) Go (Ms) No 52/05/Home Dated 18.02.2005

Government of Kerala introduced Kerala Police Welfare and Amenity Fund, with an objective to relieve the distress among subscribers and their families caused by death, disease, accidents or any other emergency within the opinion of the committee requires assistance, to provide scholarships and any other assistance for the education of the subscribers children in suitable and deserving cases according to the discretion of the committee to provide medical assistance in cases of exceptional difficulties to the members and families, to provide financial assistance to other emergent cases requiring immediate financial assistance, to provide reading rooms, night schools, play and recreation facilities. In this regard Government issued special rules vide orders cited above for the effective functioning of Kerala Police Welfare and Amenity Units and Central committees.

It is noticed that several units are not following the instructions issued by the central committees and Government. Under the above circumstances the following instructions is hereby issued for the effective functioning of Kerala Police Welfare and Amenity Fund.

1) According to rule 8(i) of Kerala Police Welfare and Amenity Fund, it is instructed that the unit committee shall meet every month. But complaints are received from various concerns that the unit committees not convening meetings accordingly.

All unit heads are strictly instructed to convene the unit committee before 10th of every month. The minutes of the monthly meeting along with financial status on the format mentioned below approved by the unit committee should be communicated to the central committee before 15th of every month. (Action to be taken by J4 Section PHQ and All Unit Heads)

**FORMAT OF FINANCIAL STATEMENT**

UNIT NAME 1	CASH AT TREASURY ACCOUNT 2	CASH IN HAND 3	AMOUNT SANCTIONED AS ASSISTANCE DURING THE MONTH		TOTAL AMOUNT OUTSTANDING FOR RECOVERY c	GRANT TOTAL (COLUMN 2+3+4+5)
			GRANT	LOAN		



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			4	5	6	

2) According to rule 12 (b) of Kerala Police Welfare and Amenity Fund it is instructed that the amount towards the unit committee shall be deposited in the Treasury Saving Bank account.

It is noticed that several units are maintaining the unit fund in the account of Nationalized Bank. All unit heads are strictly instructed to remit / transfer all fund / deposit related to of Kerala Police Welfare and Amenity Fund in the Treasury Saving Bank Account than the amount prescribed to keep by the treasurer for meeting the unforeseen expenditures. If the unit committee maintaining both TSB account and bank account, the unit committee should transfer the amount to TSB account after terminating the bank account under intimation to this office. If the unit committee is not having an account in treasury, the committee should submit a request to the central committee along with the details of financial position for getting approval from Government. The unit committee should complete the above process on or before 31.05.2016

3) All unit presidents should ensure that the allotment of assistance from the unit committee is strictly according the Kerala Police Welfare and Amenity Fund rules.

The unit committee should verify the genuineness of applications submitted from the members requesting to allot financial assistance. The members may be instructed to submit the necessary documents for substantiating their requirement. The president of the unit committee on receipt of the application shall cause necessary verification to be made as he considers necessary of the facts mentioned in the application. Only after proper verification, the application shall be placed before the unit committee.

4) According to rule 12 (d) of Kerala Police Welfare and Amenity Fund, the accounts of KPW & A Unit Fund shall be audited by the Examiner of Kerala Audit Dept. and the Audit Report / Certificate should be submitted to PHQ along with the application for grant from KPW & A (Central) Fund. Only after the receipt of the Audit Report for the previous financial year, grant for the corresponding year from the Central Fund can be disbursed to the Unit Fund.

But it is noticed that many Units are not complying with the above instructions in time. All unit heads are strictly instructed to take personnel attention to the matter and contact Senior Deputy Director of the Kerala Audit Dept. of the district concerned, for auditing of KPW & A (Unit) Fund up to 2015-16 and furnish the same to PHQ urgently.

5) It is noticed that huge amount is shown in the statement of account of the unit committee as amount outstanding for recovery.

Kerala Police Welfare and Amenity Fund belongs to Government. The amount sanctioned to a member as loan should be recouped in equal installments. If a member is transferred, the unit president concerned should intimate the details of arrears, if any from Kerala Police Welfare and Amenity Fund, to the new unit. The unit committee should ensure that all arrears to the Kerala Police Welfare and Amenity Fund are recovered before issuing non liability certificate to the member.

6) The members on deputation to other departments or in the units not having KPW&A unit fund shall continue to be members of the unit from which they proceeded on deputation by remitting the annual subscription. They can avail all benefits as a member of Kerala Police Welfare and Amenity Fund like a regular member working in that unit.





T P SENKUMAR IPS  
State Police Chief

To : All Unit Heads for information

Copy To : All Officers in List B For information  
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