

West Bengal Police Directorate
Bhabani Bhawan, Kolkata-700027

Memo No. 2634 (70) Wel/PWB
Wel/PWB - 12/12

Dated: 17 -11 -2014

To

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Subject : - Proper functioning of District/Unit Police Welfare Board –
Guidelines thereof

As you aware that Police Welfare Boards have been formed Home [Police] Department, Government of West Bengal vide notification No.233-PL Dated 10th February, 2012 with a purpose to redress the grievances of police personnel and improvement in relationship among various ranks of Police. For successful functioning of these Boards, role of the unit head is of prime importance. But during past some time it has been observed that functioning of many of the unit Welfare Boards is need of major improvement. In this regards I have to write you that --

1. District/Unit Police Welfare Board meeting should be held in every month and minutes of every welfare board meeting should be in details and it should be sent to this office regularly.
2. Action taken on pervious issues should be discussed in the next meeting and should be mentioned in the minutes. Major issues mentioned below and any other issue of importance for the unit should be discussed in the welfare board meeting. Details of proposal sent to Police Directorate should be included in the minutes with Memo No. and date to enable this office to peruse this.
3. Comments on the action taken on the observations received from this office should be included in the minutes of next meeting
4. Head of the district/unit chair the every welfare board meeting, Senior Officer not below the rank of Additional Superintendent of Police may chair the meeting if Head of the district/unit remain engaged in emergency duty.
5. At least two [2] lady police personnel have to be included in the welfare board as representative. Women related issued should be discussed in every welfare board meeting.

6. As per guidelines of Hon'ble Supreme Court in the matter of Vishaka –Vs- State of Rajasthan and provisions of Sexual Harassment of Women at Work Place [Prevention, Provision & Redressal] Act 2013 (Section 4) an Internal Complaint Committee should be formed at every unit to prevent , investigate and redress sexual harassment of women at work place. This committee should be headed by a senior level female employee. This and other provisions of the Act should be followed scrupulously. Issues Related to women employees including their boarding lodging and welfare as well regarding their protection from sexual harassment should be discussed in every meeting. Any specific complaint should be investigated and redressed immediately.

7. Police Welfare Board should be proactive rather than reactive. Members should suggest ways and means to improve welfare activities .Members of the said board will visit the hospital/nursing home when any police personnel is admitted and they will also visit the family members if any Police Personnel is expired and they will assist the bereaved family as required.

8. Following issues should necessarily be discussed in every meeting -

A] West Bengal Police Medical Insurance Policy and West Bengal Police Sahayak Group Medical Insurance Policy for HG/NVF/VPVF/Casual Worker.

i] Enrolment in scheme, settlement of claim, rejection of the claim if any, pending claims and grievances amongst forces if any should be discussed in the welfare board meeting.

B] Pension matters with other retirement benefits

i] Pension papers should be sent to the Accountant General office six months before the retirement of the employees and should be continuously perused to ensure that the employee get all the retirement on benefit the date of his/her retirement.

ii) A monthly report of the pending pension cases should be sent to this office by 10th of every month

iii] All matters related to Death cum retirement benefits should be discussed in detail in every meeting. Death and injury compensation claim should be sent to this office without delay with all the necessary documents.

In this regard Instructions issued vide Memo.893 (80) Wel/PN/Wel/PN-275 -2014 Dated

C. West Bengal Health Scheme-2008.

i] Enrolment in scheme, settlement of claim, rejection of the claim if any, pending claims and grievances amongst forces if any should be discussed. In this regard instructions issued 1915(54) Wel/Med/Wel/Med-20/2014 should be followed.

D] Employment under Exempted Category

E] Stress Management / Yoga & Meditation Measures in Police.

i] These Camps should be arranged at regular interval in the head quarter.

F] Organization of Health Check-up Camps and Compulsory Health Check up of Police Personnel above 40 Years .

i] Health Check-up camp should be organised at regular interval

in the head quarter by pooling doctors from Government hospital/ Nursing Home & Hospital enrolled for Mediclaim Policy or West Bengal Health Scheme-08.

ii) About 5% of Police Personnel above 40 years of age should be examined medically every month. For this guidelines issued vide this office Memo No. 2068(95) Wel/CMO/Wel/CMO-113/2012 Dated 20.08.2014 should be followed strictly.

G] Opening/ Functioning of Subsidiary Police Canteen.

i) If subsidiary Canteen is not there in unit or nearby , initiative should be taken to open it . If canteen is in nearby unit , arrangements should be made that members may avail this facility.

i] Purchase, Stock, daily accounts and Cash Book should be maintained properly and it should be discussed in the welfare board meeting.

In this regard Memo. No.2631(14) Wel/Canteen/Wel/Canteen -350/10 Part II Dated 17.11.2014 should be followed .

H] Sports & Games.

i] Various games and sports facilities should be developed at Police Station/ Camp level and games and tournaments should be organised.

I) Leave to the Police personnel –Every police personnel should avail casual leave as well as earned leave. 10 % of the Officers and force may avail leave unless otherwise directed.

J] Cultural Programme.

i] Different cultural programme like 'Rabindra Jayanti' / Independence Day / Yatra / Drama etc. should be arranged for the entertainment of Police forces and it should be discussed in the welfare board meeting.

9] Action should be taken to realize contribution for the following funds

i] West Bengal Police Welfare Amenities Fund as per the rank wise

[Copy enclosed].

ii] West Bengal Police Sports Fund as per the rank wise [Copy enclosed].

iii] West Bengal Police Benevolent Fund @ Rs. 5/- from all Police personnel.

You are requested to take necessary action in this regard.

(Mahender Singh Poonia)
Special Inspector General
&
Deputy Inspector General of Police,
Planning & Welfare,
West Bengal.