

The Tripura Home Guards Welfare & Benevolent Fund Rules,1992

a/w Amendment dt.21.05.2021

TRIPURA



GAZETTE

Published by Authority
EXTRAORDINARY ISSUE

Agartala, Saturday, August 22, 1992 A. D.
Sravana 31, 1914 S. E.

PART-I—Orders and Notifications by the Government of Tripura,
the High Court, Government Treasury etc.

GOVERNMENT OF TRIPURA
HOME DEPARTMENT

No. F. 26(7)-PD/75

Dated, Agartala, the 28th April, 1992.

NOTIFICATION

WHEREAS the existing rules regulating the collection and use of funds for the welfare of Tripura State Home Guards Organisation and Benevolent Fund are inadequate :—

AND WHEREAS it is expedient to make fresh rules regulating the collection and use of funds for the welfare of Tripura State Home Guards Organisation and Benevolent Fund and for matters connected therewith and incidental thereto :—

NOW, therefore, the State Government frame the following Rules to regulate the collection and use of funds namely :—

1. Short title and Commencement.

- (1) These rules may be called the Tripura Home Guards Welfare and Benevolent Fund Rules, 1992.
- (2) They shall come into force on and from the date of their publication in the Official Gazette.

2. Definitions.

In these rules, unless the context otherwise requires—

- (a) "Dependent" means wife, non-earning son upto the age of 21 years and non-earning daughter of a beneficiary.
- (b) "Fund" means the Tripura Home Guards Welfare and Benevolent Fund.
- (c) "State Government" means Government of Tripura.

3. Constitution of Fund.

Each Unit, viz. the Tripura Home Guard Organisation, the Tripura Border Wing Home Guards Battalion and the Central Training Institute for Home Guards and Civil Defence may have separate Welfare and Benevolent Funds of their own.

4. Sources of Fund.

The fund shall be raised and supported by—

- (i) subscriptions by its members ;
- (ii) grants as may be sanctioned by the Government of India or by the State Government,
- (iii) income derived from unit activities like Canteen, garden concerts, fete, entertainments etc. ;
- (iv) income derived from the investment of money of the Fund ;
- (v) sale proceeds of the empty fired cartridge cases ;
- (iv) denations, for acceptance of which prior sanctions of the Commandant-General shall be necessary ; and
- (vii) such other receipts as may be permitted by the Commandant-General.

5. Objects of the Fund :

1. The objects of the Funds are to :—

- (i) provide one time grant (not exceeding two months basic pay) to the dependents of the deceased members ;
 - (ii) provide one time grant (not exceeding one month basic pay) to the members who are disabled ;
 - (iii) provide financial assistance (not exceeding one month basic pay) to the members in distress situation due to the ailment/injury of their own or any member of their family ;
 - (iv) provide one time grant (not exceeding two months basic pay) to the members on the occasion of marriage of their daughters/sisters who are dependent on them ; restricted to one grant per family only ;
 - (v) meet expenditure on games, sports, cultural meets, entertainments which can not be met from Govt. fund,
 - (vi) meet expenditure on setting-up or strengthening of Welfare activities including canteens ;
 - (vii) advance interest free loans (not exceeding one month basic pay) to the members to enable them to meet unforeseen expenditure due to misfortunes and disasters which will be recoverable in not more than six instalments ; restricted to one loan in a five year period.
 - (viii) defray expenditure on any other cause considered desirable or deserving including contributions to a relief fund.
- (2) The monetary ceilings mentioned above may be changed with the prior approval of the Managing Committee.

6. Membership :

- (1) Membership of the Fund is voluntary and opened to all Home Guards and all non-gazetted members of permanent establishment of a Home Guards Unit who undertake in writing to pay a minimum subscription of Rupees Five per month by way of deduction from his monthly wage/emoluments and to abide by the rules for the administration of the Fund. The rate of subscription may be altered with the approval of State Government.
- (2) A person desirous of becoming a member of Fund shall have to apply in writing to his Commandant. The application shall incorporate the undertaking mentioned in Sub-rule (1).
- (3) A member of the Fund shall not be free to withdraw from the Fund.
- (4) A person who is a member of the Fund shall cease to be member of the Fund on his death, on his retirement/discharge from his unit or on his appointment to a gazetted post.

(5) In the case of discharge, the subscription paid minus any benefit sanctioned to him shall be refunded to him.

7. Administration of Fund.

- (1) The fund shall be administered by a Managing Committee which shall consist of
 - (i) Commandant of the concerned Unit—
—Chairman.
 - (ii) Seniormost Gazetted Officer of the Unit concerned who is next below Commandant in hierarchy.
—Member.
 - (iii) Seniormost Non-Gazetted non-ministerial Officer of permanent establishment, who is a member of the Fund.
—Member.
 - (iv) Seniormost ministerial Official in permanent establishment, who is a member of the Fund.
—Member.
 - (v) Two Home Guards who are members of the fund as may be nominated by the Commandant.
—Member.
 - (vi) A member of non-gazetted non-ministerial or ministerial establishment as may be nominated by Commandant.
— Member.
Secretary.

(2) The Chairman and any two members of the Committee shall comprise its quorum.

(3) The tenure of a nominated member shall be two years (24 months) and a nominated person who has been a member of the Committee shall not be eligible for re-nomination.

(4) The Chairman may engage one or more members of the fund for clerical assistance towards management of the fund, subject to overall control of the Member-Secretary. These persons may be paid such remuneration as may be determined by the Committee.

(5) The Committee shall meet as often as possible and the interval between its two meetings shall not exceed three months. The meetings shall be convened by its Chairman who shall also ensure that proper minutes of each meeting are recorded in a register specially maintained for this purpose. The budget and expenditure shall be approved by the Committee.

(6) The Committee shall determine, subject to the ceilings laid down by these rules, scale of benefits to be provided.

(7) The Chairman and Members of the Managing Committee shall not be entitled to any remuneration for the work which they may undertake in connection with the management of the Fund or implementation of the schemes to be financed by the Fund.

7 Remuneration of the Members of the Managing Committee

The Chairman and other Members of being the Managing Committee shall not be entitled to any remuneration.

8. Financial powers.

The Chairman of the Managing Committee shall be fully competent to sanction expenditure within the ceilings stipulated in Rule-4 for cases for which a ceiling has not been stipulated, the competence of different authorities shall be as under :—

- | | | |
|--------------------------|---|------------------------------|
| (i) Commandant | : | Upto Rs. 2,000 in each case. |
| (ii) Dy. Commandant | : | Upto Rs. 5,000 in each case. |
| (iii) Commandant-General | : | Full powers. |

9. Operation of Fund.

- (1) For this fund a saving bank A/C shall be maintained in a nationalised bank.
- (2) The account shall be operated by the Chairman of its Managing Committee.
- (3) If the balance in the account is in excess of normal requirements, a part of such balance, shall be invested in long term interest bearing deposits with a nationalised bank by the Chairman of the Managing Committee of the Fund.

(4) The Chairman of the Managing Committee of the fund shall be responsible for proper accounting of all moneys of the fund and judicious management of the resources of the fund as also for safe-custody of papers, books and voucher relating to the fund. All sanction given by him shall be get approved by him from the Managing Committee during its next meeting.

10. Accounts & Audits.

(1) The accounts in relation to the Fund shall be maintained in double entry system under the responsibility of the Chairman of the Managing Committee of the Fund.

(2) The accounts of the Fund shall be audited annually by the Accountant General, Tripura or his authorised representatives. The auditor shall also, inter alia, report whether the money of the fund has been spent with due regard to the objects of the Fund.

(3) A accounting year for the fund shall be financial year.

(4) In respect of fund, the following records shall be kept under overall responsibility of the Chairman of its Managing Committee.

- (i) Cash Book under double entry system.
- (ii) Pass Book for bank account,
- (iii) Ledger,
- (iv) Stock register,
- (v) instructions file for keeping copies of rules and executive instructions for the administration of the fund in chronological order,
- (vi) guard file for vouchers of expenditure,
- (vii) receipt books with counterfoils for money,
- (viii) acquittance rolls for the payment made,
- (ix) register showing in chronological order disposal of applications received for assistance including loans out of resources of fund ;
- (x) minute book for minutes of the meetings of the Managing Committee ;
- (xi) miscellaneous corresponding file ;
- (xii) guard file for audit report ; and

(xiii) such other files and registers as may be necessary in the opinion of the Commandant the Dy. Commandant-General, the Commandant-General and the State Government

(5) The Deputy Commandant-General shall annually inspect the record relating to the fund and submit a report commencing on its working and administration to the Commandant-General.

11. Periodical Reports.

Annual reports showing the schemes finance from the fund and number of beneficiaring under each scheme as also yearly audited statements of accounts shall be placed before the Managing Committee and rendered to the State Govt. as also to the Govt. of India (Ministry of Home Affairs) by 30th October each year by the Chairman of the Managing Committee through the Commandant-General, who while forwarding these report/returns may given such comments on the same as he may deem fit.

12. Regulations. The Commandant-General/Deputy Commandant-General may give such directions (as are not inconsistent with these rules) as he may consider expedient for proper administration and management of the Fund and to facilitate realisation of its objective.

13. Removal of Doubts. Where any doubt arises as to the interpretation of the rules, it shall be referred to State Govt. for decision.

14. **Removal of Difficulties :** If any difficulty arises in giving effect to any provision of these rules, the state Govt. may by order do anything, not inconsistent with the provisions of these rules, which appear to it, necessary for the purpose of removal of the difficulty.

By order of the Governor,
S.B. Sukladas
Deputy Secretary to the Govt. of Tripura.

TRIPURA GAZETTE



Published by Authority

EXTRAORDINARY ISSUE

Agartala, Friday, May 21, 2021 A. D., Vaisakha 31, 1943 S. E.

PART--I-- Orders and Notifications by the Government of Tripura,
The High Court, Government Treasury etc.

**GOVERNMENT OF TRIPURA
HOME DEPARTMENT**

No.F.26(7)-PD/75(Part-I)/1548

Dated, Agartala, the 19th May, 2021.

NOTIFICATION

In exercise of the powers conferred by proviso to article 309 of the Constitution of India and the Governor of Tripura hereby makes the following rules in Tripura Home Guards Welfare and Benevolent Fund Rules, 1972, under Home Department.

1. SHORT TITLE AND COMMENCEMENT:-

- (1) These rules may be called the Tripura Home Guards Welfare and Benevolent Fund Amendment Rules, 2021.
- (2) They shall come into force on the date of their publication in the Official Gazette.

6. MEMBERSHIP:-

- 1) Membership of the Fund is voluntary and open to all Home Guard personnel and all non-gazatted members of permanent establishment of a Home Guards unit who undertake in writing to pay a minimum subscription of Rs.50/- (Rupees Fifty) per month by way of deduction from his monthly wages or emoluments and to abide by the rules for the administration of the Fund. The rate of subscription may be altered with the approval of the State Government.
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8. FINANCIAL POWERS:-

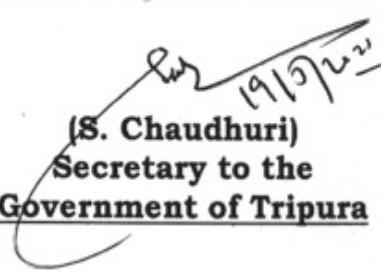
The Chairman of the managing Committee shall be fully competent to sanction expenditures within ceilings stipulated in Rule-5. For cases for which a ceiling has not been stipulated, the competence of different authorities shall be as under:-

- (i) Commandant : - Upto Rs.2,000 in each case.
- (ii) Dy. Commandant General : - Upto Rs.5,000 in each case.

(or equivalent rank of
Dy. Inspector General of Tripura Police)

- (iii) Commandant General : - Full powers.

By order of the Governor


(S. Chaudhuri)
Secretary to the
Government of Tripura