



The Tripura Fire Service (Benevolent Fund) Rules, 1997.



**GOVERNMENT OF TRIPURA
HOME DEPARTMENT**

No. F. 5(7)-PD/80

Dated, Agartala, the 1st January, 1998.

NOTIFICATION

Whereas it is expedient to make rules regulating the collection and use of Fund for the Welfare of Operational Ministerial and Mechanical Staff of Fire Service Organisation and for matters connected therewith and incidental thereto ; now, therefore, the State Government hereby frame the following rule to regulate the collection and use of Funds namely :

1. SHORT TITLE AND COMMENCEMENT :

- (1) These Rules may be called the Tripura Fire Service (Benevolent Fund) Rules, 1997.
- (2) They shall come into force on such date as the State Government may, by general or special order, specify in this behalf.

2. CONSTITUTION OF THE FUND :

On and from the date of commencement of this Rules, there shall be constituted as Fund to be named as Tripura Fire Service Benevolent Fund and there will be no unit of this Fund in the District Headquarters.

3. MEMBERSHIP :

- (a) Membership of the Fund is voluntary and is open to :—
 - (i) All Fire Service operational Personnel, Ministerial and Mechanical Staff (category C & D).
 - (ii) Officers of the Tripura Fire Service of and below the rank of Divisional Fire Officer and the Maintenance Superintendent.
- (b) A person eligible to be a member may, on payment of subscription becomes a member of the Fund unless he/she specifically objects to pay the subscription.
- (c) If any one does not subscribe to the membership his/her name will be struck off and he/she will not be entitled to get any benefit of this Fund. Such defaulting members may renew their membership of the Fund by paying arrear subscription from the date of default provided that they will not be entitle to any benefit including loans from the Fund for a period of twelve months following the month in which the membership is renewed.
- (d) the term "Family" as used in this rules shall be constructed to mean the same as defined in the Central Civil Service (Pension) Rules, 1972, as applicable in Tripura.

4. GOVERNING BODY OF THE FUND :

The Governing body of the Tripura Fire Service Benevolent Fund will consist of the following :—

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| (a) Director of Fire Service, Tripura— | President |
| (b) The Senior most Station Officer at Headquarters— | Secretary. |
| (c) Accountant of the Directorate of Fire Service or In-charge of the Accounts (Bill) Section. | Treasurer. |
| (d) Office Superintendent of Fire Service— | Auditor. |
| (e) One Member of the Ministerial Staff. | Member. |
| (f) 4 (four) members from the Operational Mechanical and Class-IV Staff of the Headquarters. | Member. |

Provided that members (c) & (f) of Rule 4 above shall be elected and that the duration of the elected members will remain valid for a period of 2 years from the date of their election.

5. SOURCE OF INCOME OF FUND.

The Fund will be constituted from and supported by :

- (a) Selling of Pin Flag on the occasion of "Fire Service Day" and "Fire Prevention Week" from 8th to 14th April each year.
- (b) Subscription of the members of the Fund Re. 1/- (Rupee one) only per member per month to be collected six monthly.

- (c) Voluntary donation from bonafied well wishers to the Fund.
- (d) Interest on the loans received from the members.
- (e) Matching grants as may be sanctioned from time to time by the Government of Tripura.

Provided that state Government share of contribution as Matching grants to the Fund per year shall be limited to Rs. 12/- per year per head for strength of non-gazetted Fire Service operational personal Ministerial and Mechanical personnel, as was in position on the 31st March of the preceeding year or the amount actually contributed at the prescribed rate per month to the Fund in the relevant year as per audit certificate containing the number of subscribers rank-wise together with the amount realised from each of the members, whichever is less.

5. MODE OF EXPENDITURE OF THE FUND:

- (i) Expenditure from the fund may be incurred for the following purpose, viz ;
 - (ii) Exgratia payment @ Rs. 2000/- (Rupees two thousand) only at a time to the families of those members who die during service.
- (b) Exgratia payment @ Rs. 1000/- (Rupees one thousand) only to a member on retirement from service as a token of respect.
- (c) Exgratia payment @ Rs. 500/- (Rupees Five hundred) only to a member invalidated out of service or disabled as a result of injury sustained during the service as a token of sympathy.
- (d) Exgratia relief @ Rs. 100/- (Rupees one hundred) only to the member to meet funeral expenses of his dependent father and mother and to the family in case of the death of the member himself.
- (e) Financial relief not exceeding Rs. 2,500/- (Rupees Two the usand Five hundred) only or the actual cost of treatment whichever is less, shall be provided on production of proper prescription, cash memo and receipts in case of any injury received which on duty or training by a member which required hospital treatment in the state and for treatment outside the state duly referred by the state Medical authority as well as supported by bill, cash. memo and receipt, provided that all such case the financial relief shall be placed before the Governing body for sanction. The president is also empowered to sanction an advance upto Rs. 500/- (Rupees Five Hundred) only in the above case subject to availability of Fund, provided that the non-payment of such advance within a short period may cause the deterioration of the condition of the patient, Penal rate of interest will be charged, which would be the double rate of normal interest, on loan if the accounts, supported by cash-memo, money receipts and prescription etc. are not submitted within 30 days of drawing the advance.
- (f) Payment of scholarship to the dependent meritorious children of a member for higher technical and medical studies outside the Tripura. The rate amount of scholarship will be determined by the Governing body on merit and the payment of such scholarship will be reviewed each year on production of documentary evidence of the performance of the student.
For identification of the higher technical and medical studies for the above purpose, the list maintained by the Directorate of Higher Education, Govt. of Tripura will be considered as technical and higher studies.
- (g) The Governing body is also empowered to incur expenditure on stationeries, postage and other contingency for adminisering the Fund.
 - (ii) To provide recoverable interest bearing loan Rs. 10/- per Rs. 100/- to be recoverable in additional instalment following the last instalment of the recovery of the member.
- (a) Medical treatment of the member himself/herself and family members upto a maximum of Rs. 200/- (Rupees two hundred) only.
- (b) Marriage of sister or daughter, Sradh ceremony of parents, Upanayan of son upto a maximum of Rs. 500/- (Rupees Five hundred) only.

(a) Application for assistance from the Fund shall be routed through the Incharge of the Office who shall verify and forward the same with his report and recommendations to the Secretary of the Governing body of the Fund who shall submit the same to the Governing body with his recommendation through the President of the Governing body for sanction.

(b) Payment from the Fund shall be made through Bank draft or cheques in favour of the applicant.

7. OPERATION OF THE FUND :

(a) An account in the name of Fund will be opened in the State Bank of India. Only the President of the Fund is empowered to operate the Funds Bank Account. Cheques will be signed by the President only.

(b) The receipts of the Fund shall be credited to the Bank promptly.

(c) The cheques books shall be kept in the personal custody of the President.

(d) The Pass Book and fixed deposit account including Receipt cheque shall be kept under the personal custody of the Treasurer who shall be responsible for getting the same timely updated and renewed.

(e) where the balance of the account of the Fund is in excess of normal requirements, a part of the same, shall be invested in the long term interest holding fixed deposit with a Nationalised Bank with the sanction of the Governing body.

8. ACCOUNTS :

(a) Accounting year of the Fund shall be financial year commencing from 1st April and terminating on 31st March

(b) The Secretary of the Fund shall maintain proper account of the Fund including the following registers :

i) Stock Register books.

ii) Ledger showing the subscription and progress in recovery of the loan and advance.

(iii) Register showing the disposal of application for exgratia/loan.

iv) Guard File of Audit reports and observation.

(c) The treasurer shall maintain the Cash Books, including the subsidiary records properly. The Cash Book, including the subsidiary records properly. The Cash Book shall be maintained on double entry system with columns for Bank transaction.

(d) The treasurer shall not keep liquid cash for more than Rs. 1000/- (Rupees one thousand only) in hand. The excess amount of Rs. 1000/- should be promptly deposited to the Bank.

(e) The subscription of a member shall be collected by Officer-in-charge of Unit six monthly i.e. from the salary of June and December on the basis of schedule to be prepared by the Secretary in triplicate. The Accounts (Bill) Section will show the deduction of subscription recoveries in the Acquittance Roll and remit the schedule in triplicate of the respective Unit. The respective Unit while disbursing the payment will recover the amount of Benevolent Fund as per schedule and will issue necessary printed receipts to the member. Officer-in-charge of respective Unit will remit the amount to the Treasurer alongwith 3 copies of the schedule sent earlier to him. The Treasurer, on receipt of the amount, will return the original copy of the schedule to the respective Unit indicating the receipt cheque number and date duly initialled by him/her in addition to the normal receipt cheque. The duplicate copy of the schedule shall be sent to the Secretary indicating the receipt cheque number duly initialled by the Treasurer for maintaining the records of accounts by the Secretary.

(g) The Secretary should verify the recoveries/subscription alongwith the books of the Treasurer each month.

(h) A consolidated quarterly accounts of the Fund for the quarter ending 30th June, 30th September, 31st December and 31st March each year in proforma prescribed by the Director of Fire Services in respect of expenditure incurred including loans advanced out of the Fund including subscription realised during the period shall be prepared by the Secretary of the Governing body of the Fund and put up before Governing body on 20th May, 20th August, 20th November and 20th February of the year. The Governing body of the Fund shall ensure that the register for withdrawal and payments are properly maintained and adequate provisions are made for systematic internal checks for the proper accounting of disbursement and as well as receipts.

9. AUDIT :

(a) The Accounts of the Funds shall be audited by the auditor of the Fund quarterly. Quarterly accounts alongwith audit report shall be submitted to the Secretary of the Fund who shall submit it to the President of the Fund.

(b) President of the Governing body of the Fund may examination of the accounts of the Fund at any time and take such action as he may consider appropriate on the report of the same examination.

(c) The accounts of the Fund shall be annually audited by a Chartered Accountant. Consolidated annual statements of Accounts and audit report shall be submitted to the Governing body of the Fund by the June, each year. The Governing body shall consider the audit report by 20th August, of each year. Copy of the consolidated statement shall be sent to the Home Department after it is accepted by the Governing body for consideration of the Government contribution as Matching grant.

Provided that the audit report shall specifically contained numbers of subscribers who contributed to the Fund on the relevant year. Grants received from Government and grants/income derived from other sources.

(d) The Secretary and the Treasurer of the Fund shall place all the books of accounts before the Auditor/Chartered Accountant in time for examination and audit.

(e) Remuneration of Chartered Accountant for the work mentioned above shall be such as may be determined from time to time by the Governing body and shall be paid from the Fund.

(f) Notwithstanding the provision of the rules, the body of accounts of the Fund will be opened for audit by the Officers of Indian Audit and Accounts Department.

10. HONORARIUM :

(a) No separate staff shall be sanctioned for management of the Fund.

(b) The Office bearers shall perform the duty of the Fund in addition to their normal duties without any extra remuneration.

(c) The president of the Governing body should also see that the office bearers of the Fund are not unduly overburdened with other works.

(d) The Governing body is also empowered to sanction honorarium to any Office bearer or any other member engaged for work of the Fund provided that they are satisfied with the initiative and activeness in maintaining the Fund.

11. MEETING OF THE GOVERNING BODY :

(a) The President and 6 other members comprise quorum.

(b) The Governing body should formally meet at least once in 3 (three) months.

(c) For each meeting, the Secretary of the Fund shall prepare memorandum of the minutes of the proceedings and circulated the same.

Before the memorandum of the minutes are circulated, the same should be get approved from the President.

12. POWER OF GOVERNING BODY TO AMEND RULES :

The Governing body may amend rules to regulate the receipts and collection of contribution and subscription and the investment if the Fund, Such amendment shall be effective from the date of approval received from the Government.

13. POWER TO REMOVE DIFFICULTIES :

If any difficulty arise in giving effect to any particular point, the State Government may be order to anything inconsistent with the provisions of the rules which appear to be necessary for the purpose of removing the difficulties.

14. POWER TO RELAX :

Where the State Government is of the opinion that if it is necessary or expedient to do so, it may for reasons to be recorded in writing, relax any of the provisions of these rules.

15. INTERPRETATION :

If any question arises as to the interpretation of these rules the same shall be decided by the Government, of Tripura, whose decision shall be final.

By order of the Governor,
Smti. S. Paul.
Under Secretary to the
Government of Tripura.