

Government of Odisha

Home Department

No. 27810 /SAPW, Bhubaneswar, Dated the 7th August, 2021

HOME-SAPW-SANC1-0025-2021

From

Manorama Dei,
Additional Secretary to Government

To

All Collectors / All Superintendent of Police / All Commandants
of Battalion

Sub: Standard Operating Procedure (SOP) for Compassionate Grant to the NoK of
the deceased Police Personnel / Injured Police Personnel who are the
victims of LWE Operation / violence

Sir / Madam,

I am directed to say that, the entire process for final sanction of
compassionate grant to the Next of Kin (NoK) of the deceased Police Personnel /
Injured Police Personnel who are the victims of LWE Operation / violence is
taking a long time. After careful consideration, an SOP has been outlined for
sanction of compassionate grant under the provisions of Odisha Civil Service
(Compassionate Grant) Rules, 1964 and its subsequent modifications by the
Finance Department from time to time to save delay.

This may be circulated among all concerned for guidance and follow up
action.

Yours faithfully

Mzei
7.8.2021

Additional Secretary to Government

Memo No. 27811 /BBSR Date: 7th August, 2021

Copy along with copy of the enclosure forwarded to the Finance Department
/ Revenue & Disaster Management Department for information and necessary
action

Mzei
7.8.2021

Additional Secretary to Government

Memo No. 27812 /BBSR Date: 7th August, 2021

Copy along with copy of the enclosure forwarded to the D. G. & I. G. of
Police, Odisha, Cuttack / I. G. (Operations) of Police, Odisha, Cuttack for
information and necessary action.

Mzei
7.8.2021

Additional Secretary to Government

CONFIDENTIAL - SECURITY INFORMATION

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**Government of Odisha
Home Department**

SOP for sanction of Compassionate Grant to Police Personnel of the State Government who are suffering casualty or injury who are victims of LWE Operation / Violence

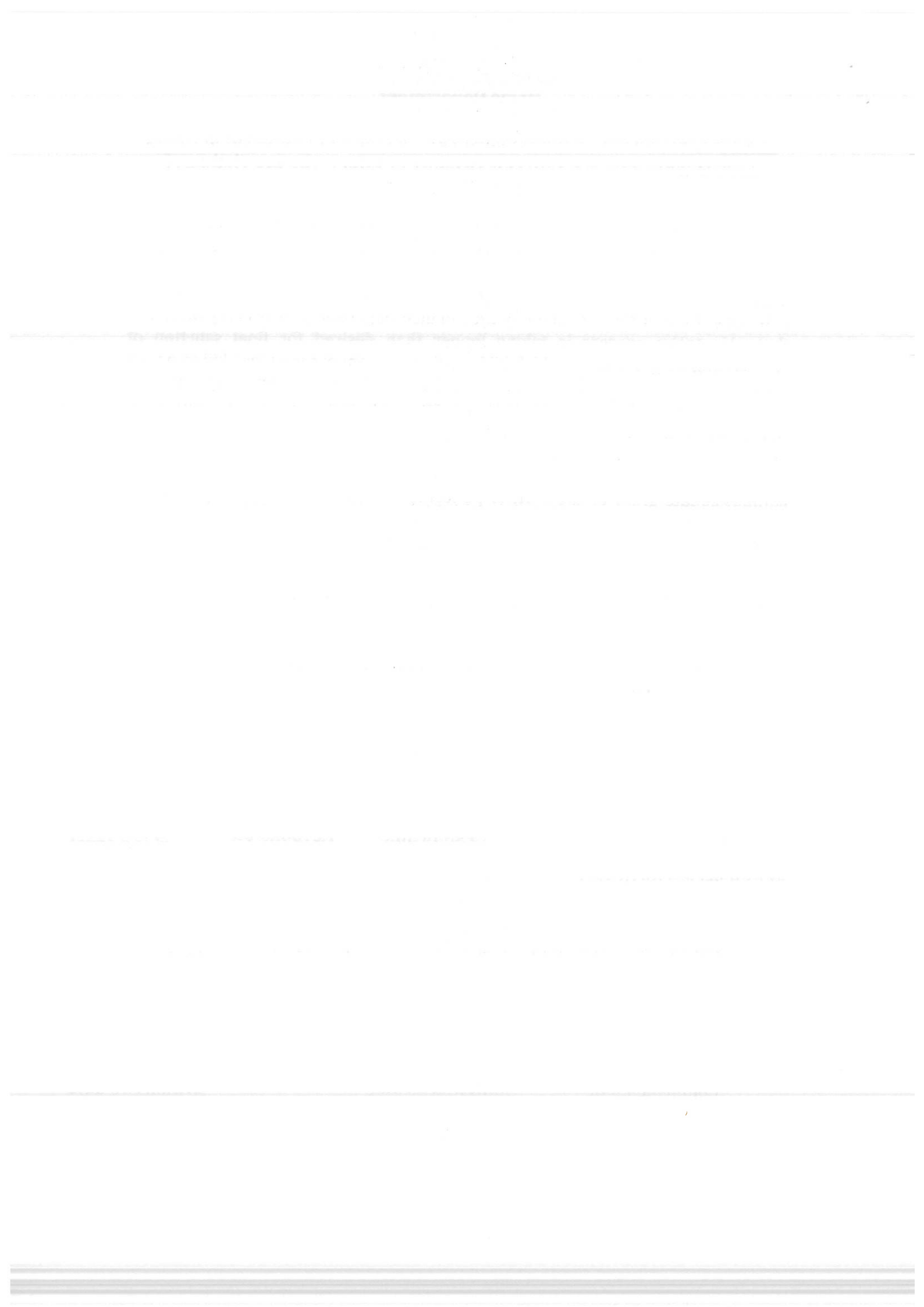
Compassionate grant to the police personnel of the State Government suffering casualties or injury in extremist violence while working in naxal affected areas of the State or due to naxal violence are sanctioned as per provisions of Odisha Civil Services (Compassionate Grant) Rules, 1964 and its subsequent modifications made by the Finance Department. It is being observed that, the entire process is taking longer than desired for final sanction of compassionate grant to the NOK of the police personnel who were killed or the Police personnel who have suffered from injury (permanent incapacitation/partial incapacitation as the case may be) in the anti-naxal operation. This defeats the very purpose of providing help and solace to the family or to the person who has made the supreme sacrifice for the State. Keeping the above in mind the following SOP is drawn up to expedite the sanction of compassionate grant to the NOK of policemen killed in anti-naxal operation / violence or the surviving Police personnel who have suffered from injury. The entire process should be completed in not more than Ninety (90) days.

The following nodal officers would be engaged in the offices indicated below to ensure timely submission / Disposal of applications.

1. **D. S. P.** declared as nodal officer in the office of Superintendent of Police / **Assistant Commandant** declared as nodal officer in the office of the concerned Battalion.
2. **I. G. (Operations)** as nodal officer in the Odisha State Police Headquarter

The details to ensure time-bound disposal at each level of application is as follows:

Sl. No.	Activity	Office Responsible	Officer Responsible	Time Line (Number of working days)
(Compassionate Grant)				
1.	Submission of Information regarding the incident to the State Police Headquarters / I.G.P., Operations (Annexure-1)	S.P. of the District where the incident took place	S.P. of the District where the incident took place	On the date of the incident (T)
2.	Intimation to the S.P. of the Home District / Commandant of concerned Battalion of the deceased Police Personnel / Injured Police personnel	IGP, Operations (Nodal Officer at S.P.H.Q. for ensuring sanction of compassionate grant. He will be	IGP, Operations	Within two days (T+2)



		responsible for reviewing and following up all such cases)		
3.	S.P. of the Home District / Commandant of concerned Battalion / Head of Office to ensure submission of application by NOK of the deceased police personnel (Annexure - 2,3 & 4)/ injured Police personnel (Annexure-2 & 5) by appointing a Nodal Officer in the rank of DSP in his office. The Nodal Officer at SP's office for sanction of Compassionate grant would personally ensure collection of all relevant documents early and proper filling up and submission of the application	S.P. of Home district / Commandant of concerned Battalion	Nodal Officer in the O/o the S.P, Home district (Not below the rank of DSP) / Nodal officer in the office of the concerned Battalion (Not below the rank of Asst. Commandant)	Forty Five days from the date of incident in case of death (T+45) In case of injury payment of dues after receipt of claim of treatment cost from Hospital through Dist. S.P. / Commandant of the concerned Battalion
4.	Submission of proposal to the IGP, Operations by the S.P. of Home District / Commandant of the concerned Battalion in case of death / injury (for recoupment of Ex-Gratia amount paid from CMRF to NOK)	S.P. of Home district / Commandant of the concerned Battalion	Nodal Officer in the O/o the S. P. Home district / Nodal officer in the O/o the concerned Battalion	Ten days from the date of receipt of application from the NOK (T+55)
5.	Convening of Committee Meeting for sanction and recoupment of Ex-gratia	IGP, Operations	IGP, Operations Nodal Officer (Convener)	Ten days from the date of receipt of requisite documents from S.P, of Home district /Commandant of the concerned Battalion (T+65)

6.	IGP, Operation to move State Police Headquarters for approval for sanction and recoupment of Ex-gratia to CMRF from out of the SRE (Security Related Expenditure) funds provided in the budget	IGP, Operations	IGP, Operations Nodal Officer (Convener)	Five days after approval of Committee (T+70)
7.	State Police Headquarters to move Government in Home Department for approval	S.P., State Police Headquarters	ADGP, L&O, State Police Headquarters	Five days (T+75)
8.	Government Approval	Home Department	Additional Secretary / Deputy Secretary SAPW Section	Ten days (T+85)
(Educational Assistance)				
9.	Submission of proposal to the IGP, Operations by the S.P., of Home District / Commandant of the concerned Battalion in case of death for payment of Educational Assistance	S.P., of Home district / Commandant of concerned Battalion	Nodal Officer in the office of Home district/ Nodal officer in the office of the concerned Battalion	Ten days from the date of receipt of application from the NOK (T+55) As 45 days is earmarked for receipt of application from NOK
10.	Submission of proposal to State Police Headquarters for payment of Educational Assistance	State Police Headquarters (IGP, Operations)	IGP, Operations Nodal Officer	Five days from the date of receipt of application of NOKs through S.P., of Home district/ Commandant of concerned Battalion (T+60)
11.	State Police Headquarters to place funds with the S.P., Home district / Commandant concerned Battalion	State Police Headquarters (IGP, Operations)	IGP, Operations Nodal Officer	Ten Days (T+70)

12.	Payment of Educational Assistance from Grant-in-Aid provided in the budget for the purpose	S.P of Home district / Commandant of concerned Battalion	SP, Home district / Commandant of concerned Battalion	Ten days from the date of allotment of funds (T+80)
(Special Family Pension / Appointment under Rehabilitation Assistance Scheme)				
13.	Submission of proposal to State Police Headquarters by the S.P. of Home district / Commandant of concerned Battalion after receipt of application from NOKs of deceased Police personnel	S.P of Home district / Commandant of concerned Battalion	Nodal Officer in the office of Home district/Nodal officer in the office of the concerned Battalion	Ten days from the date of receipt of application from the NOK (T+55) As 45 days is for receipt of application from NoK
14.(a)	Sanction of Special Family Pension by the State Police Headquarters	State Police Headquarters	IGP, Operations Nodal Officer	15 Days from the date of receipt of application from the NOK (T+70)
14.(b)	Appointment under Rehabilitation Scheme as per eligibility	State Police Headquarters	IGP, Operations Nodal Officer	Within Six months (T+ Six Months)

The documents to be submitted to the Government along with the proposal for sanction of compassionate grant are as per the provisions under Odisha Civil Services (Compassionate Grant) Rules, 1964.

1. Form - I - Particulars for Compassionate Grant to the family of the deceased Government Servant (Annexure -3)
2. Form - II - Descriptive role of the family of the deceased Government Servant (Annexure -4)
3. Form - III - Particulars for compassionate grant to the injured Government Servant (Annexure -5)
4. Death Certificate
5. Legal Heir Certificate
6. Engagement Order
7. F. I. R. Copy
8. Post Mortem Report

9. Report of S. P. on the incident (Annexure -1)

10. Application of the claimant (Annexure -2)

The matter should be given top priority at all level to ensure timely approval of the Government for sanction of Compassionate grant / Educational Assistance / Special Family Pension and Appointment under Rehabilitation Assistance Scheme to the NOK of police personnel who died or, suffered from injury in anti-naxal operation / violence.

The D.G. & I.G. of Police to personally ensure that the proposal is recommended to the Government in Home Department with all relevant documents within the time line.

To

The D.G. & I.G. of Police, Odisha, Cuttack

I.G. (Operations), State Police Headquarters, Cuttack

The District Magistrate

(of the District where the incident took place)

1. Date of Incident
2. Details of Place of Incident
3. Whether the incident is an Anti-naxalite operation or, Naxalite Violence
4. Details of Police Personnel involved in the Operation or, Affected in Naxalite Violence.
5. Name and Designation of the deceased Police personnel
6. Brief history on the incident (within 200 words)
7. Views of the S. P. on the incident.

Signature of the Superintendent of Police

District.....

(with seal)

Application for Compassionate Grant to the family of the deceased / to the injured Police Personnel affected in anti-naxal operation / naxal violence

- Full Name of the applicant :
- His / Her relationship with the deceased in case of death
- Address : Present :

Permanent:

- Name of the deceased :
- Name of the applicant's Father:
- Caste, Whether SC / ST / OTHERS :
- Date of death (in case of the deceased) (attach death certificate)
- No. of family members as per legal heir (only in case of death) : (enclose legal heir certificate)
- Permanent incapacitation / Partial incapacitation Report in case of injury (Injury Report)
- Purpose for which application is submitted

Signature of the Applicant Date.....

Form -I

PARTICULARS FOR COMPASSIONATE GRANT TO THE FAMILY OF THE DECEASED GOVERNMENT SERVANT

1. Full name and address of applicant and his or her relationship to the deceased.
2. Description of the deceased-
 - Name
 - Rank
 - Office in Which employed
 - Date of death
 - Date of application for the grant
3. (a) Assets :
 - I. The list, nature and value of movable and immovable properties left by the deceased and the person legally entitled to them.
 - II. Amount in the General Provident Fund or Contributory Provident Fund.
 - III. If the deceased insured his life. If so, the amount for which such insurance has been effected and also the person to whom the policy has been assigned.
 - IV. A mount of Death -cum -Retirement Gratuity paid or payable to the applicant
 - V. Amount of family pension sanctioned or admissible.
 - VI. Any other asset like the Mutual Benefit Fund, Compulsory Deposit, National Savings Certificates, Bank balance. etc., on the date of death and the persons entitled to it
- (b) Liabilities, nature and extent
- (c) Net asset
4. Number, relationship, age and occupation of dependant family members of the deceased.
5. Nature of disease or other circumstances which caused death
6. Length of service-
 - Pensionable
 - Non-pensionable
7. Pay at the time of death.
8. Was death due to special and unusual devotion to duty at a risk to the health of Government servant ? Justification in support, with necessary details, should be given. If the answer is in affirmative.
9. Whether the deceased was a meritorious Government servant. Details of the official career indicating promotions should be furnished, if the answer

FORM — I
(See Rule 6(2) (a))

DESCRIPTIVE ROLL OF THE FAMILY OF THE DECEASED GOVERNMENT SERVANT

1. Name of the Applicant.
2. Relationship to the deceased
3. Government servant. Present address
4. Village and Post Office
5. Police Station and District.
6. Height
7. Age
8. Colour
9. Personal marks of identification if any.
10. Name and ages of the surviving family members of the deceased.

	Name	Occupation	Date of birth by Christian era
Widow/Widower-			
Sons			
Unmarried & Widowed daughters including step and adopted children			
Brothers below 18 years of age and unmarried and widowed sisters			
Father			
Mother			
Children of predeceased son if actually dependants on the deceased Government Servant			

11. Signature

or

Left thumb and finger impressions :-

Small finger	Ring finger	Middle finger	Thumb
(1)	(2)	(3)	(4)

Attested by —

1.
2.

Signature of the
Authority
Competent to Sanction the
Service Pension

FORM - III
PARTICULARS FOR COMPASSIONATE GRANT TO THE INJURED
GOVERNMENT SERVANT

1. Name of applicant
2. Father's name
3. Full residential address
4. Whether the Government servant has been declared as permanently incapacitated for further service by a medical authority or whether he is still continuing in service. As attested copy of the Medical Report referred to in rule 3 should be enclosed.
5. Whether the injury has resulted in the permanent loss of an eye or limb or the injury is of more severe nature.
6. Detailed circumstances in which the injury was sustained
7. Date of birth
8. Date of commencement of service
9. Number, relationship, age and occupation of dependants
10. (a) Assets
 - I. The list, nature and value of movable and immovable properties of the injured Government servant
 - II. Amount in the General Provident Fund or Contributory Provident Fund
 - III. Amount of death -cum-retirement gratuity and pension paid or payable to the applicant.
 - IV. Any other assets such as compulsory deposits, national savings certificate, bank deposits, etc
- b. Liabilities, nature and extent
- c. Net assets
11. Was any other grant sanctioned to the injured Government Servant ?
12. Was any pension or gratuity sanctioned under rule 14 of the Orissa Civil Services (Extraordinary Pension) Rules? Is any application pending for consideration under the said rules.
13. 'Pay' on the date of injury
14. Date and place of injury
15. Treasury from which the grant is payable
16. Whether the grant is desired to be paid in annual installments and if so, how many (should not exceed six).
17. Special remarks, if any

Signature of the Head of Office

Recommendation of Head of Department

Signature of the Head of Department

Recommendation of the Administrative Department.

Signature of the Secretary to Government

- is in the affirmative. Extracts of confidential character roll for the 3 years of service immediately preceding his death, duly attested should be furnished.
10. Nature and number of punishments, if any. Whether any departmental proceedings were pending on the date of death.
 11. Was death due to accident or violence while on duty as defined in rule 2 ? If so, a succinct statement of the circumstances leading to death should be furnished along with this application.
 12. What were the places of duty during the years preceding death and whether adequate medical facilities were available at those places.
 13. Was any other grant sanctioned to the family of the deceased? Was any grant, pension or gratuity sanctioned under rule 14 of the Orissa Civil Services (Extra Ordinary Pension) Rules ? Is any application pending for consideration under the said rules ?
 14. Persons to whom and treasury from which the compassionate grant is payable.
 15. Whether the grant is desired to be paid in annual installments and if so, how many (should not exceed six)

Signature of the Head of the office

Drawing up the application

Recommendations of the Head of Department

Signature of the Head of Department

Recommendations of the Administrative Department

Signature of the Secretary to
Government

Application for Compassionate Grant to the family of the deceased / to the injured Police Personnel affected in anti-naxal operation / naxal violence

1. Full Name of the applicant :

(His / Her relationship with the deceased in case of death)

2. Address : Present :

Permanent:

3. Name of the deceased :

4. Father's Name of the applicant :

5. Caste, Whether SC / ST / OTHERS :

6. Date of death (incase of the deceased) (attach death certificate)

7. No. of family members as per legal heir (only in case of death) : (enclose legal heir certificate)

8. Permanent incapacitation / Partial incapacitation (In case of injury)

9. Purpose for which application is submitted

Signature of the Applicant Date.....

Subject: English

Section: / /

Roll No: / /

Teacher: / /

Class: / /

Topic: / /

Chapter: / /

Page: / /

Section: / /

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Teacher: / /

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