

POLICY LETTER No. 02/2016

Tele: 23386766

TATRAKSHAK MUKHYALAYA

Coast Guard Headquarters
National Stadium Complex
New Delhi – 110001

CGAF/0100

15 Feb 16

The Coast Guard Commander (WS)
Headquarters
Coast Guard Commander (WS)
Mumbai – 400 030

The Commander
Coast Guard Region (East)
Chennai – 600 009

The Commander
Coast Guard Region (NE)
Kolkata – 700 052

The Commander
Coast Guard Region (A & N)
Port Blair - 744 302

**OPERATING INSTRUCTIONS FOR
COAST GUARD AMENITIES FUND**

1. The Coast Guard Amenities Fund (CGAF) is a contributory welfare fund. All serving uniformed Coast Guard Personnel are members of this fund and are contributing on monthly basis towards the fund. The amount is recovered by the PCDA(N), Mumbai from Individual Pay Accounts vide Government of India, Raksha Mantralaya letter CS/0101/5/CGHQ/30/DOI/D(N-I) dated 08 January 1997 and credited to CGAF account maintained at Coast Guard Headquarters, New Delhi.

Aim

2. The aim of CGAF is to give maximum benefit to Coast Guard personnel. The fund will be utilised for following purposes:-

(a) The provision of amenities to service and ex-service personnel of the Coast Guard and their families.

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by 2015 Delhi
[Signature]

- (b) Promoting sports in the service.
 - (c) Financial assistance to set up new canteens and to improve the existing facilities.
 - (d) Financial assistance for improvement of existing facilities in the Coast Guard Children School.
 - (e) Providing one time grant to units as initial capital for opening of authorised non-public funds.
 - (f) Mementos to officers / enrolled personnel on their retirement.
 - (g) Such other purposes as may be incidental to the above mentioned utilisations or as decided by the Board of Administrators from time to time.
 - (h) To do all such other legal things as are incidental or conducive to the attainment of the above objectives.
3. Nil financial assistance is to be granted to individuals from this fund.

Administration

4. **Board of Administration.** The fund will be administered by a Board comprising of following officers for the optimum management of fund:-

- | | | |
|---|---|------------------|
| (a) Director General Indian Coast Guard | - | President |
| (b) Additional Director General | - | Vice President |
| (c) Principal Director (Administration) | - | Member |
| (d) Principal Director (Personnel) | - | Member |
| (e) Chief Law Officer | - | Member |
| (f) Director (Medical) | - | Member |
| (g) Officer-in-Charge CG Amenities Fund | - | Member Secretary |

Meetings

5. **Meetings of the Board.** The Board is to meet as often as necessary, but at least once every year for the despatch of business and may adjourn or otherwise regulate their

meetings as they deem fit. The quorum necessary for transacting the business must not be less than three members. Questions arising at any meeting are to be decided by a majority of votes and in case of tie, the President may exercise his casting vote. The President will have over-riding authority to decide any question solely at his discretion. A Presidential resolution decreed for this purpose will have effect, as if it were the resolution duly passed by the Board of Administrators. A resolution in writing signed by all members of the Board shall be as valid and effectual document, as if it has been passed at a meeting of the Board duly called and constituted.

6. The President or in his absence the Vice President shall preside as Chairman at every meeting. If neither the President nor the Vice President is present at the time of holding a meeting, the senior most member present shall act as Chairman for such a meeting. A resolution in writing signed by all members of the board shall be as valid as if it had been passed at a meeting of the board duly called and constituted. The Chairman of the board may at any time, and the Officer-in-Charge shall, upon the request of a member of the board, convene a meeting of the board.

7. **Executive Committee**. The Board will be assisted by an Executive Committee, consisting of the following:-

- | | | | |
|-----|--------------------------------------|---|----------|
| (a) | Principal Director of Administration | - | Chairman |
| (b) | Director of Personnel | - | Member |
| (c) | Director (Medical) | - | Member |
| (d) | Officer-in-Charge CG Amenities Fund | - | Member |

8. **Functions and Powers of the Executive Committee**. The Executive Committee will be responsible for the following:-

- (a) To the Board of Administrators for the implementation of the laid down policy and formulation of new policies.
- (b) Examine and collate all proposals for expenditure from the fund and refer them to the Board for a decision whenever necessary.
- (c) Ensure that the accounts are properly maintained and audited.
- (d) Authorise expenditure on any one item upto ₹ 20,000/- (Rupees Twenty thousand only) and loans upto ₹ 50,000.00 (Rupees Fifty thousand only).
- (e) Release recurring grants such as funds for units to open accounts, which have approvals as policy.

9. **Proposals for Expenditure.** Proposals for expenditure from the fund are to be submitted to the Board of Administration for approval subject to the provisions contained in Para 2 above. The delegated Financial Powers of the members of the Board will be:-

<u>Administrator / Authority</u>	<u>Financial Powers (in Rupees)</u>	
	<u>Grants</u>	<u>Loans</u>
(a) Executive Committee	20,000/-	50,000/-
(b) Addl. Director General	1,00,000/-	5,00,000/-
(c) Director General	Full Power	Full Power

10. **Sources of Income.** The income of the fund is derived from the following sources:-

- (a) Contribution from officers and enrolled personnel.
- (b) Income and capital appreciation on investments.
- (c) Contributions from any other sources as approved by the President.

11. **Expenditure.** Expenditure from the fund is to be incurred as per following guidelines:-

- (a) Ex-Gratia grant to NOK of civilian employees.
- (b) Expenditure incurred on mementos given to all ranks on retirement.
- (c) To provide grants to units on commissioning / activation, to open necessary non public funds, as per existing orders.

Contribution

12. The present contribution from officers and enrolled personnel is as follows:-

- (a) Officers ₹ 120.00 quarterly
- (b) Enrolled personnel ₹ 45.00 quarterly (To be recovered @ ₹ 15/- per month)

13. The subscription amount will be recovered on quarterly basis from officers and on monthly basis from enrolled personnel by the PCDA (Navy), Coast Guard Pay Section, Mumbai through pay account of the individuals and will be remitted to Coast Guard Amenities Fund, Coast Guard Headquarters, New Delhi.

14. Contribution from new members will commence from their pay for the month following that in which they join the service. The subscription for the fund will be increased as decided by the Board of Officers time to time.

15. **Contribution from Officers and EP on Deputation.** Contributions from officers and enrolled personnel deputed outside the Coast Guard are recovered by the respective authorities and remitted directly to Coast Guard Headquarters in accordance with the terms and conditions laid down in the relevant Government letters. The amount is to be forwarded by Demand Draft drawn in favour of Coast Guard Amenities Fund, payable at New Delhi.

Accounting

16. The Officer-in-Charge, CGAF will be responsible to maintain the account of CGAF and will be responsible for income, expenditure and audit of the fund.

17. **Banking.** The bank account of the fund is to be maintained in Nationalised bank, as decided by the Board and will be jointly operated by Officer-in-Charge of the fund and Principal Director (Administration) / Chairman of Executive Committee. In the absence of Chairman, Executive Committee, the next senior most officer of the committee will act as the Chairman of Executive Committee.

18. **Investments.** The part of accumulated fund, not likely to be required to meet any immediate commitments, is to be invested as per directions of the Investment Advisory Committee comprising of following:-

(a)	Director General	-	Chairman
(b)	Additional Director General	-	Deputy Chairman
(c)	Principal Director (Adm)	-	Member
(d)	Officer-in-Charge CGAF	-	Member

19. The investment documents viz. Fixed Deposit, Bonds, securities and receipts are to be kept in safe custody with the Officer-in-Charge.

20. **Audit.** The fund account is to be audited twice a year by a firm of Chartered Accountants as decided by the Board.

Proposals

21. The proposals regarding expenditure from the CGAF must be submitted with full justification and detailed estimation alongwith supporting documents. As a general rule, supplementary proposals will not be entertained. Regions are to submit utility certificate with details of actual expenditure incurred and documents of accountability to Oi/C CGAF on completion of event. The following points should invariably be taken into account while seeking additional resources or while making proposals in terms of Para 2 and 9 above:-

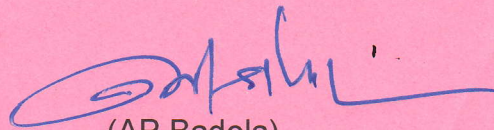
- (a) The funds available with non-public funds of RHQs, Ships and Establishments.
- (b) Expenditure on items which are admissible / provided from Public funds is not to be included.

(c) Recurring expenditure on welfare measures is to be met from local non-public funds of the Regions, Ships and the Establishments. Expenditure of this nature is not to be incurred from this fund.

(d) Small amount may also be given to Naval Education Societies to cater future requirements of admission of wards of Coast Guard personnel.

22. On de-commissioning of ships, the ship's existing welfare fund (non-public) is to be closed and consolidated cheque for the balance amount remaining in each of the ship's fund is to be credited to Coast Guard Amenities Fund.

23. It is requested that these operating instructions of CGAF be disseminated to units under command.



(AP Badola)
Deputy Inspector General
Principal Director (Administration)
for Director General

Copy to:-

The Commander
Coast Guard Region (West)
Mumbai – 400 030

The Commander
Coast Guard Region (NW)
Gandhinagar – 382 010

The Commanding Officer
ICGS Delhi
New Delhi – 110 001