



OFFICE OF THE COMMISSIONER OF POLICE : DELHI.
POLICE HEADQUARTERS, M50 BUILDING, I.P. ESTATE, NEW DELHI-110002.
Telephone No.011-23724532

No. 8870-930 /Estt. (V)/PHQ dated Delhi, the 27/05/2020
To

The Deputy Commissioners of Police,
all Distt./Unit including P/PTC Jharoda Kalan/Wazirabad & FRRO, Delhi.

Subject:- Regarding grant of financial assistance *R.S.R.* from DPWS who found Covid-19 positive.

Memo.

It has been observed that the cases for grant of financial assistance from DPWS in respect of the police personnel who have tested positive-Covid-19 are not being sent by the Distt./Unit in proper manner to this Hdqrs. resulting a lot of time is being consumed while scrutinizing the same in this Hdqrs. Hence, the cases may be sent to this Hdqrs. by enclosing the attested papers/documents in the following sequence:-

Sl. No.	Name of documents	Remarks
1.	Forwarding Letter	Under Signature of HOO. The documents of each police personnel should be tied separately in the sequence as mentioned in this memo. (photocopy of the documents should be attested).
2.	Prescribed Proforma	All the columns should be filled up properly. If any column has not been filled up, the reasons thereof be mentioned in the column. The proper recommendation with justification (by mentioning the genuineness of the case) of the HOO be provided in column No.12.
3.	DD entry vide which the applicant had informed about uneasiness and other symptoms	If DD entry has not been lodged in this regard, the reasons thereof may be mentioned in the column No.5 of prescribed proforma.
4.	Copy of deployment register and DD entries showing the duties being performed by the applicant in last 15 days	If police officer working in office then the copy of attendance register be attached.
5.	Prescription slip/hospital admission slip bearing doctor's opinion that the applicant needed to undergo corona test	The readable copy of prescription slip having the name of the hospital/doctor and clearly mentioned the date of advise of the doctor for covid test be attached
6.	Covid-19 positive test report from an authorized lab/hospital	Complete and readable test report having name and address of the authorized Lab/Hospital be attached. The name and address of lab/hospital also be mentioned in column No.9 of the prescribed proforma.
7.	Pay slip	Readable copy be attached

It is therefore, requested that the documents may be attached in the above sequence while sending the cases to this Hdqrs. for granting the financial assistance to the police personnel who tested positive while discharging his duty. If the case is not having the documents in above sequence the case will not be accepted in PHQ.

ACP/PHQ(P)
For Deputy Commissioner of Police
General Admn., Delhi.

1584/ESH Rsr./PTZ
04-20/05/20

DDP
1/1/20
PTC
P/PTC
CPHQ
nsp. Adm.
Branch

P.T