DELHI POLICE
STANDARD OPERATING PROCEDURE (SOP)
DIGILOCKER FACILITY TO RETIRED DELHI POLICE PERSONNEL

1. INTRODUCTION

Digilocker is an Indian digitization online service and flagship initiative of Ministry of Electronics & IT (MeitY) under Digital India programme. Digilocker aims at "Digital Empowerment" of citizen by providing access to authentic digital documents to citizen's digital documents wallet.

In order to facilitate retired police personnel in accessing their documents anytime, anywhere, the Districts/Units shall upload the discharge certificate, Pension Pay Order and retiree Identity Card to Digilocker. Thereafter, the retired police personnel can access their documents from the digilocker using their User ID and Password.

2. OBJECTIVE

The objective of introducing the Digilocker facility to retired Delhi Police Personnel are as follows:-

a) To provide digitally verified important documents.
b) To provide easy access to digital documents through Mobile App and Web interface.
c) To provide secure cloud based platform for Storage, Share and verify.
d) To provide the documents from the Originating Department.
e) To provide the documents digitally acceptable under IT Act, 2000.

3. MANAGEMENT

The Digilocker is an Intra DP assisted system and shall be monitored by I.T. Cell, PHQ. Inspr./Admn. Pension Cell (PHQ) and Pension Cell Staff of PHQ shall monitor the uploading of the pension related documents in Digilocker.

Concerned Pension Cell and HACR of Distt./Units shall be responsible to upload the documents from time to time. The uploading process to be started on the 30th of April, 2022 and it shall be continued thereafter.

Addl. DCsP-II/Districts & DCsP Units shall be responsible for monitoring & ensuring that the documents are uploaded without delay.

A monthly report of uploaded documents shall be sent to DCP/Welfare.

4. **TYPE OF DOCUMENTS TO BE MADE AVAILABLE IN DIGILOCKER**

   1. Pension Payment Order
   2. Discharge Certificate
   3. Retiree Identity Card
   4. Senior Citizen Card

5. **DIGITAL VERIFICATION/DIGILOCKER VERIFIED**

   * Entire project is based upon Aadhar Card (UIDAI – Unique Identification Authority of India) – https://.uidai.gov.in/
   * Aadhar Card is mandatory for Digilocker application.
   * Key values of verification by Digilocker:-
     - Aadhar Card Number
     - Date of Birth
     - Name
     - Registered Mobile Number

6. **ACTION BY HACR/ALL DISTT-UNITS**

   a) To ensure that documents referred at Para 4 are ready & uploaded in Digilocker in time bound manner every month.
   b) Digilocker verification parameter matching in PIS
      - Ensure updation of Aadhar Card Number in PIS – Intra DP
      - Ensure Name of Officer in PIS matches with Aadhar Card.
      - Ensure Date of Birth in PIS matches with Aadhar Card.
      - Ensure registered Mobile Number in PIS matches with Aadhar Card.

7. **ACTION BY P&L UNIT**

   SIMS/P & L Unit shall be responsible to upload the Identity Card of Retired Police Personnel in the Digilocker.

8. **ACTION BY SENIOR CITIZEN CELL/ALL DISTT./UNITS**

   I/C Senior Citizen Cell of All Distt./Units shall be responsible to upload the Senior Citizen Card of Retired Police Personnel in the Digilocker.

9. **IT CENTRE/PHQ**

   A) To provide list of employees from PIS in Excel form to Districts/Units containing:-
      - Aadhar Card Number
      - Name
      - Date of birth
      - Registered Mobile Number
   B) Following provisions to be made in Intra DP (PIS):-
      - Provision to upload photograph in civil Uniform (to be uploaded by HACR concerned).
      - Provision to upload Signature Image (to be uploaded by HACR concerned)
      - Provision to upload Bar Code Number of ID Card of Retiree (to be uploaded by P&L Unit).
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10. ACTION BY SCRB, PS KAMLA MARKET

a) Domain registration : digilocker. delhipolice.gov.in to be done in NIC DNS.
b) SSL (Secure socket Layer) implementation on above domain name.
c) Virtual machine with adequate resources to be maintained in Data Centre, SCRB w.r.t. above application.
d) Development, Designing, Integration, Testing of API in coordination with digilocker App, NeGD.
e) Imparting operational training of the application to be stake holders of Delhi Police.

This has the approval of competent authority

(SATISH KUMAR)
DY. COMMISSIONER OF POLICE
HDQRS(I) /WELFARE, DELHI.

No. 2140/- 2550 /Record Branch/PHQ dated Delhi, the 2/5/2022

Copy forwarded to:-

1. All Special Commissioners of Police, Delhi.
2. All Joint Commissioners of Police, Delhi including Jt. Director, Delhi Police Academy, Delhi/New Delhi.
3. All Additional Commissioners of Police, Delhi.
4. OSD to C.P., Delhi.
5. All Deputy Commissioners of Police, Districts/Units including PHQ, C.P. Sectt., FRRO and Deputy Director/Delhi Police Academy, Delhi/New Delhi.
6. All Addl. DCsP-II/Districts for ensuring that documents are uploaded without delay.
7. DCP/HQ-I, II, III & IV/PHQ.
8. DCP/IT Centre to facilitate Distt. and Units for Intra DP updation of documents.
9. DCP/CRO and ACP/SCRB for necessary action.
10. All ACsP/Insprs./PHQ.
11. PS/Reader to C.P., Delhi.
12. HAR/PHQ to upload the SOP on Delhi Police website.