DELHI POLICE

CIRCULAR ORDER NO.14/2022

GUIDELINES FOR ISSUE of 'DISCHARGE CERTIFICATE' AND 'SERVICE CERTIFICATE' TO RETIRED POLICE OFFICERS & PERSONNEL

A number of Delhi Police officers and personnel retire or superannuate or opt for retirement under Voluntary Retirement Scheme or discharged from service after rendering many years of service in Delhi Police. Rule-31 of the Delhi Police (Punishment & Appeal) Rules, 1980 prescribes that every police officer of subordinate rank, on leaving service in Delhi Police, whether as a measure of penalty or on acceptance of resignation, shall be given **Discharge Certificate**, in the prescribed form by the appointing authority, as laid down in Section 25(8) of the Delhi Police Act, 1978.

Now, it has been decided that a 'Discharge Certificate', as per ***Annexure-A*** to Rule 31 of DP (P&A) Rules-1980),and some other relevant documents required by the Delhi Police officers and personnel at the time of their superannuation or otherwise shall be supplied digitally by the concerned DCP of the District or Unit. Such certificates and documents in the prescribed format can be fetched by the individual police officer or personnel from his *'DigiLocker'*. These certificates and documents shall be uploaded by the Welfare Unit of Delhi Police like it does for DP Photo Identity Cards, etc.

In addition to the above, a **'Service Certificate'**, as per format enclosed here as ***Appendices 'X'*** and ***'Y'***, shall be issued and may be presented individually by the Commissioner of Police to the retiring Gazetted Officer and by the concerned Deputy Commissioner of Police or Additional Commissioner of Police to a retiring subordinate police officer on the day of his superannuation or retirement as a token of welfare gesture.

With the issue of this Circular Order, previously issued Standing Order No.249/1990 on the subject issued vide No. 23237-297/CR-IV/PHQ dated 26.10.1990 stands repealed with immediate effect.

Rakesh Asthana

(RAKESH ASTHANA)
COMMISSIONER OF POLICE:
DELHI. 10.6.2022

No. 1801-1950 /Record Branch/PHQ dated Delhi, the 10/6/22

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. DCP/HQ(IV)/PHQ with the direction to upload the Standing Order on Intra-DP.
7. LA to CP and FA to C.P., Delhi.
8. All ACsP/Insprs./PHQ.
9. PS/Reader to C.P., Delhi.
10. HAR/PHQ.
11. Librarian/PHQ.

Annexure 'A'

(Rule-31 of DP (P&A) Rules-1980)

Delhi Police Department

Discharge Certificate

Part-I

Descriptive Roll

(i) Range/Constabulary No.....

(ii) Name & Percentage (with surname, if any) .....

(iii) Full permanent residential address.....

(iv) Present Address.....

(v) Height..... CMs.

(vi) Date of birth (in words).....

(vii) Age on date of dismissal/ removal/ resignation from service — Year Months Days — retirement

(viii) Educational Qualifications

(ix) Particulars profession/trade, if any.....

(x) Course done

(xi) Distinctive marks

(xii) Cause of discharge from service whether dismissed removed or retired/resigned.

(xiii) Certificates awarded — Medals — Commendation Certificates — Class I

Class II — Class III — Cash Reward

(xiv) Punishments: Major — Minor — O.R. Punishments

Part II

Certified that Shri.....S/o.....whose particulars have been mentioned in Part I overleaf has resigned/removed/discharged/dismissed from Police force w.e.f.....after having served his department as under:

From To Years Months Days

(i) As.....(rank)

(ii) As.....(rank)

(iii) As.....(rank)

(iv) As.....(rank)

Total service in Delhi Police

Previous service in other government departments.

(i) As.....(Nature of Service)

(ii) As.....(Nature of Service)

(iii) As.....(Nature of Service)

Grant total of service

He has received a true and just account of his pay and arrears of pay and all claims against him by Government have been settled in full.

Dated.....

Deputy Commissioner of Police

Note-Classification of character shall be done as per norms below-

(a)	Excellent	For unblemished record.
(b)	Very Good	For one major punishment not for corruption/moral turpitude.
(c)	good	for more than one major punishment not for corruption/moral turpitude.
(d)	Fair	for more than two major punishments not for corruption/major turpitude.
(e)	Bad	Punished for moral turpitude/corruption.

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APPendix – 'X'

दिल्ली पुलिस

DELHI POLICE

सेवा प्रमाण पत्र

SERVICE CERTIFICATE

It is certified that Smt./Sh. .....is retiring on superannuation from the rank of ..... on ..... He/she has served in Delhi Police for ..... years .....months with great dedication & sincerity.

Delhi Police wishes him/her and his/her family members good health and happiness.

Commissioner of Police
Delhi.

Date :.....

Place :.....

APPendix - 'Y'

दिल्ली पुलिस

DELHI POLICE

सेवा प्रमाण पत्र

SERVICE CERTIFICATE

It is certified that Smt./Sh. .....is retiring on superannuation from the rank of ..... on ..... He/she has served in Delhi Police for ..... years .....months with great dedication & sincerity.

Delhi Police wishes him/her and his/her family members good health and happiness.

Addl. CP / DCP
..... District / Unit
Delhi.

Date :.....

Place :.....