

CHECK LIST FOR GRANT OF EX-GRATIA PAYMENT TO THE FAMILIES OF CENTRAL GOVT. CIVILIAN EMPLOYEES WHO DIE IN THE PERFORMANCE OF THEIR BONAFIDE OFFICIAL DUTIES.

SL. No.	INFORMATION	
1.	Name, Rank & No. of the deceased Police Officer.	
2.	Place of posting	
3.	Date of death of the Police Officer.	
4.	Cause of Death of Police Officer.	
5.	Brief history of the incident in which the Police Officer has been declared that death occurred during discharge of bonafide official duties.	
6.	Amount of ex-gratia payment recommended by Delhi Police.	
7.	Under which rule ex-gratia payment is entitled to the family of the deceased.	
8.	Name of the Nominee of the deceased in whose favour the sanction is to be issued.	
9.	Form of details of family of the deceased.	
10.	Address of the Nominee/Nominees/Legal heirs of the deceased (contact details also).	
11.	If the amount is to be divided in more than one nominee, name and address and amount to be sanctioned to each nominee is to be cleared in the letter.	
12.	Observation of FA to CP, Delhi is to be mentioned.	
13.	Copy of the details of the articles, if recovered after his/her death, by the inquiry Officer/Hospital.	
14.	<p><u>DOCUMENTS</u></p> <p>DD entry and other supporting documents to prove that the death of the police officer occurred while discharging bonafide official duties.</p>	
15.	Written permission of the competent authority detailing the police officer for a particular official task (other than routine official duty) during which the death occurred.	

16.	Death Certificate, Copy of DD, FIR, MLC, Post Mortem Report and MLC of the Hospital.	
17.	Statement of the police officer if anyone accompanied the deceased for discharging official duties when the death was occurred.	
18.	Certificate showing the nature of duty being performed by the deceased police officer.	
19.	A certificate should be submitted to this Ministry by Delhi Police within a Month from the date of issue of the sanction that the amount has been disbursed to the Nominee/Nominees/Legal heirs. The Name, amount and date of disbursement, must be shown in the certificate.	
20.	<u>OTHER INFORMATION</u> Approval of CP, Delhi.	
21.	Concurrence of IFA/MHA.	
22.	Concurrence of FA to CP, Delhi.	
23.	Fund availability on the prescribed proforma as per IFD/MHA's letter dated 23.01.2012.	
24.	All the documents should be verified and counter signed by concerned DCP or by the officer to whom the powers were delegated (where the deceased police officer was working).	
25.	Recommendation of Head of Office	

Signature of Head of Office

(With stamp)

1.	Fund availability on the prescribed proforma as per IFD/MHA's letter dated 23.01.2012.	Attached
2.	All the documents should be verified and counter signed by concerned DCP or by the officer to whom the powers were delegated (where the deceased police officer was working).	Done with.
3.	Recommendation of the case by Police Headquarters.	

STATEMENT OF AVAILABILITY OF FUND DURING THE CURRENT FINANCIAL YEAR

.....

1.	Head of Account under which expenditure is proposed.	
2.	Total allocation of funds under the head of account.	
3.	Committed liability carried forward from previous year.	
4.	Balance available in the current financial year for fresh commitments.	
5.	Commitments already made during the current financial year.	
6.	Case outgo expected in current financial year against (V) above based on schedule of delivery and payment terms in supply orders/contacts.	
7.	Net Balance available for further concurrence.	

Signature of DDO