



Office of the Commissioner of Police : Delhi
Delhi Police Headquarters, Jai Singh Road, New Delhi - 110 001

Standard Operating Procedure (SOP)

Subject: Mandatory Annual Preventive Health Check-Up of Delhi Police personnel above the age of 40 years.

1. Introduction

Delhi Police personnel while performing their duties for long hours under tiring circumstances, suffer from various occupational health issues and lifestyle related diseases. Sub-optimal health status has an adverse effect on their efficacy and efficiency apart from an adverse impact on policing. Keeping in view the prevailing health scenario, there is immense need for maintaining requisite fitness and alertness amongst police officials by implementing an Annual Health Check-Up Scheme for operational staff of Delhi Police above the age of 40 years.

The Ministry of Home Affairs, GOI, New Delhi has conveyed the approval of the Competent Authority for mandatory annual health check-up of Operational Staff vide letter E.No.14014/124/2015-UTP(Pt.)(3498504) dated 23.10.2020. The approval of the Ministry of Health & Family Welfare, Directorate General of CGHS, Nirman Bhawan, New Delhi has also been obtained in this regard vide MH& FW O.M. No.Z-15025/3/2021/DIR/CGHS dated 24.02.2021.

2. Objectives

- (i) To introduce a system of Mandatory Annual Preventive Health Check-Up of Delhi Police personnel from the rank of MTS to DANIPS Officers above the age of 40 years for early detection of any disease/ailment for timely curative measures.
- (ii) Monitoring of health condition of the police personnel.
- (iii) Improvement in the efficiency and productivity of police personnel with an overall objective of improvement in the quality of public service.

3. Responsibilities of HOOs

- (i) It will be the responsibility of HOOs of each district & unit to ensure smooth implementation of this scheme. For this purpose, HOOs of each district shall identify/shortlist CGHS empanelled hospitals, in their respective jurisdiction, for the purpose.
- (ii) One ACP in each unit, as nodal officer shall ensure the list of such police personnel above the age of 40 yrs who would be sent for medical examination on prescribed dates to the identified hospitals. The Nodal Officer will maintain a separate register (**Annexure-A**) exclusively for this scheme and maintain up-to-date information for the perusal of senior officers.
- (iii) Ensure that Annual Health Check-up report is submitted alongwith the ACR/APAR.
- (iv) An annual Calendar/Schedule for this Health Check-Up should be finalized by each District & Unit between 1st April to 31st December of the calendar year. Such Calendar/Schedule should be prepared in consultation with the concerned hospital administration after taking into account the daily capacity of the hospital.
- (v) HOOs will issue an authorization letter/referral letter (**Annexure-B**) in favour of designated CGHS empanelled hospitals.
- (vi) The HOOs may permit the officials to go for conducting their Preventive Health Check-up on specified days and no leave i.e., CL/EL etc. shall be deducted for their absence from office due to that reason.
- (vii) In case one is not in a condition to get his/her Preventive Health Check-up conducted on any day during the monthly slot allotted to him/her due to leave, illness or any other emergent reason, the HOO may consider postponing the date of his/her annual medical health check-up in the same or next month on a case-to-case basis after verifying the genuineness of the case.
- (viii) Based on health check-up, the Health Profile Grading of an individual can be categorized by the Doctor into: (1) Excellent (2) Good (3) Temporary Illness and (4) Acute Illness.
- (ix) After the Preventive Health Check-Up is conducted, the Nodal Officer, through HAE/SIP/CB, will collect the "Health Report" (**Annexure-C**) in original, from each police personnel and send Part-C (**Annexure-D**) of the said report, duly verified by the Physician with Seal, to the

Branch/Section which maintains the confidential report of the police personnel, for placing the same with their ACR/APAR.

- (x) **Part-C** of the "Health Report" (**Annexure-D**), duly signed by the Physician of CGHS empanelled hospital, shall be part of the ACR/APAR of each police personnel.
- (xi) **DCP/Establishment/PHQ & DCP/IT** may suitably modify the **ACR/APAR** form, accordingly.
- (xii) ACR/APAR, if not accompanied with the **Annexure-D**, shall be treated as incomplete. In absence of Annual Health Check-Up Report with ACR/APAR, the reporting officer should not write ACR/APAR.

4. Hospitals & Investigations Charges

The beneficiaries shall be able to get their annual preventive health check-up done from any of the CGHS empanelled hospital existing in Delhi/NCR. For this purpose, comprehensive investigations & diagnostic tests, as are applicable to Class - "A" officers can be got conducted at any of the empanelled hospital @ of Rs. 2000/- (Male) and Rs. 2200/- (Female) or at the rates as may be revised by the CGHS/Govt. of India, from time to time.

The Mandatory Annual Preventive Health Check-up shall include comprehensive investigations/diagnostic tests as applicable in case of Class - 'A' officers (**Annexure-C**).

5. Procedure to claim re-imburement

All beneficiaries, after undergoing their mandatory Annual Preventive Health Check-Up shall obtain the receipt/bill in original from the concerned hospital to claim reimbursement from their respective HOOs after submission of following documents to the branch dealing with medical claim reimbursement cases:

- (i) Request for claim
- (ii) Medical Re-imburement Claim (Serving) Form
- (iii) Receipt/Bill (in original)
- (iv) Copy of authorization letter
- (v) Copy of CGHS Card
- (vi) Copy of Health Check-Up report

6. Utilisation of funds

The expenditure involved shall be met from the Head of Account "01.01.06 Medical Treatment" during the respective financial year.

Rakesh Asthana

(RAKESH ASTHANA) IPS
COMMISSIONER OF POLICE
DELHI

O.B. No.27/HAR/PHQ Dt. 01.10.2021

01/10/2021

No. 4201-4350 /HAR/PHQ, Dated, New Delhi, the 01/10/2021.

Copy forwarded for information and necessary action to the :

1. All Special Commissioners of Police, Delhi.
2. All Joint/Addl. Commissioners of Police, Delhi.
3. Principal/PTC (JK), (WBD) & (DWK).
4. OSD to CP, Delhi.
5. All DCsP/District/Units/Bns, Delhi/New Delhi.
6. All DCsP/ACsP in PHQ, Delhi.
7. IFA, PRO, FA/LA to CP, Delhi.
8. All Insprs. /PHQ Branches.



OFFICE OF THE COMMISSIONER OF POLICE : DELHI

AUTHORIZATION LETTER FOR ANNUAL PREVENTIVE HEALTH CHECK-UP

The Ministry of Home Affairs (MHA), Govt. of India, North Block, New Delhi has conveyed the approval of the Competent Authority vide letter E.No.14014/124/2015-UTP(Pt.)(3498504) dated 23.10.2020 and approval of the Ministry of Health & Family Welfare (MH&FW), Directorate General of CGHS, Nirman Bhawan, New Delhi has also been obtained vide MH&FW O.M. No.Z-15025/3/2021/DIR/CGHS dated 24.02.2021, for conducting the Mandatory Annual Health Check-Up in respect of Delhi Police personnel from the rank of MTS to DANIPS Officials above the age of 40 years.

Rank _____ No. _____, DOB _____
CGHS Token Card No. _____, who has attained the age of 40 years, is covered under the Annual Preventive Health Check-Up Scheme of Delhi Police, is authorized to undergo "Annual Medical Examination" from _____ Hospital in the month of _____ for the year _____.

The beneficiary may claim reimbursement from respective HOO for conducting the prescribed investigations / diagnostic tests @ Rs.2,000/- (Male) / @ Rs.2,200/- (Female) in accordance with MHA's letter dated 23.10.2020 & MH&FW O.M. dated 24.02.2021. The proforma comprising detailed investigations / diagnostic tests for conducting the Annual Preventive Health Check-Up is enclosed herewith (ANNEXURE-'C').

Name of HOO _____
Designation Seal _____
Date _____

Encl: as above

No. _____ / _____ dated Delhi, the _____ /

Copy forwarded to ACP/SHO/Branch In Charges _____ for information and necessary action.

ANNEXURE- " C"

**PROFORMA FOR ANNUAL PREVENTIVE HEALTH CHECK-UP OF DELHI POLICE
PERSONNEL FROM THE RANK OF MTS TO DANIPS ABOVE THE AGE OF 40 YEARS**

RANK, NAME , NO. & PIS NO.

AGE

SEX-M/F

POSTING

CGHS CARD NO.

(A) 1. Examination

1. General Physical Examination

- (i) Height
- (ii) Weight
- (iii) Chest Expansion
- (iv) BMI
- (v) Brief Clinical history, if any

2. Systemic Examination

- (i) Respiratory System
- (ii) CVS
- (iii) Abdomen
- (iv) CNS
- (v) Locomotor System
- (vi) Dental Examination

3. Eye Examination

- (i) Distant Vision
- (ii) Vision with Glasses
- (iii) Colour Vision
- (iv) Tonometry
- (v) Fundus Examination

4. ENT

- (i) Hearing
- (ii) Oral Cavity
- (iii) Nose
- (iv) Throat
- (v) Larynx

- 5. (i) Urological Examination (for men only)
- (ii) Rectal Examination (for men only)

6. GYNECOLOGICAL HEALTH CHECK UP

- (i) Pelvic Examination
 - (a) Local Examination
 - (b) Per Vaginum (P/V)
 - (c) Per Speculum
- (ii) Surgical Examination
- (iii) Breast Examination

(II) INVESTIGATIONS

1. HAEMOGRAM

- (i) Haemoglobin
- (ii) TLC
- (iii) DLC
 - (a) Polymorphs
 - (b) Lymphocytes
 - (c) Eosinophils
 - (d) Basophils
 - (e) Monocytes
- (iv) Peripheral Smear

2. URINE EXAMINATION

- (i) Colour
- (ii) Albumin
- (iii) Sugar
- (iv) Microscopic Examination

3. Blood Sugar

- (i) Fasting
- (ii) Post -Prandial

4. LIPID PROFILE

- (i) Total Cholesterol
- (ii) HDL Cholesterol
- (iii) LDL Cholesterol
- (iv) VLDL Cholesterol
- (v) Triglycerides

5. LIVER FUNCTION TEST

- (i) S Bilirubin (total)
- (ii) S.Bilirubin(direct)
- (iii) S.G.O.T.
- (iv) S.G.P.T.

6. KIDNEY FUNCTION TEST

- (i) Blood Urea
- (ii) S.Creatinine
- (iii) S.Uric Acid

7. CARDIAC PROFILE

- (i) S.LDH
- (ii) CK-MB
- (iii) S.CRP
- (iv) SGOT

For Men

- (v) PSA

For Women

- (vi) PAP SMEAR

- 8. X Ray Chest PA View Report
- 9. ECG Report
- 10. USG Abdomen Report
- 11. TMT Report
- 12. Mammography Report (Women)

B. MEDICAL REPORT OF THE OFFICER

1.	Haemoglobin level	Normal/Low
2.	Blood Sugar Level	Satisfactory/Normal/High/Low
3.	Cholesterol Level	Normal/High/Low
4.	Liver Functioning	Satisfactory/Normal/ Dysfunctioning
5.	Kidney Status	Normal/Both/one kidney not functional optimally
6.	Cardiac Status	Normal/Enlarged/Blocked/Not normal

ANNEXURE- 'D'

C SUMMARY OF MEDICAL REPORT (only copy of this part is to be attached to PAR)

1.	OVERALL HEALTH OF THE OFFICER	
2.	Any other remarks based on the health medical checkup of the officer	
3.	Health Profile Grading	

SIGNATURE OF MEDICAL AUTHORITY

DESIGNATION;

Dated