



## **STANDARD OPERATING PROCEDURE (SOP)** **HOMAGE DURING LAST RITES OF RETIREES**

### **1. INTRODUCTION:**

Delhi Police recognizes the invaluable services rendered by our veterans and is committed to looking after them and their families even after retirement. This SOP is aimed at ensuring that the veterans of the Delhi Police get an honourable funeral and befitting farewell during their last journey.

### **2. RESPONSIBILITY:**

The Districts DCsP will be responsible for ensuring befitting farewell to deceased veteran residing in their jurisdiction and coordinate with all concerned.

Addl.CP/Armed Police will be responsible for ensuring that a representative of DAP in ceremonial uniform is deputed to pay homage during the last rites of the veteran.

### **3. PROCEDURE:**

- a) Addl. DCsP-II/Distt. (as per SO No. L&O/49/2022) and DCP/Unit will function as Welfare Officer and also designate ACP/HQ as Assistant Welfare Officer for coordinating welfare activities in the District/Unit.
- b) The District Welfare Officer and Assistant Welfare Officer will prepare a database of retirees residing within their district jurisdiction in the following format:-
  - i. Name
  - ii. Rank and PIS No.
  - iii. Distt/Unit from where he/she retired.
  - iv. Age
  - v. Retiree Identity Card No.
  - vi. Address with telephone/contact number
  - vii. Name of spouse/next of kin with age and contact details.
  - viii. Religion.

- c) This database must be updated monthly and shared with Welfare vertical at PHQ.
- d) On receipt of information of the demise of the veteran, District Welfare Officer shall inform the District DCP who shall designate a person from the jurisdictional police station to visit the residence of the deceased, as early as possible.
- e) The designated person will assist the family in organizing last rites, if required.
- f) The district DCP shall also coordinate with DAP to provide a representative in ceremonial uniform to pay homage to the deceased.
- g) In addition to the above, depending on the rank of the retiree, an officer in uniform will be detailed to pay homage as follows:-

S.No.	Rank of deceased veteran	Representative of Delhi Police
1.	Jt.CP and above	DCP/Addl.DCP from concerned District
2.	Addl.CP/DCP/Addl.DCP/ACP	ACP/HQ from concerned District
3.	Inspr. to Const., Civilian & MTS	Inspr./L&O from concerned Police Station.

- h) District DCP shall ensure that a wreath is laid on the mortal remains on behalf of CP, Delhi.

This has the approval of the Competent Authority.

  
**(A.V. DESHPANDE) IPS**  
**ADDL. COMMISSIONER OF POLICE**  
**HEADQUARTERS (WELFARE), DELHI.**

No. **21551-21700** /Record Branch/PHQ dated Delhi, the **02/05/2022**.

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. 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.
  12. DPRGOA, Room No.205, S.F., DPSO's Mess, Darya Ganj, New Delhi-110002
  13. Delhi Police Mahasangh, A-45, Vikram Nagar Behind Old PHQ, New Delhi-110002
- } With the request to co-ordinate with the concerned Police Station regarding the funeral attendance.