

GOVT. OF NCT OF DELHI  
DEPARTMENT OF SOCIAL WELFARE  
(ADMINISTRATION BRANCH-II)  
7<sup>TH</sup> FLOOR, MSO BUILDING, I.P. ESTATE  
NEW DELHI-110002

F.No.44(11)/2022/DSW/Estt./ 17454-17513

Dated:-

27 DEC 2022

CIRCULAR

Sub:-Regarding standard Operating Procedure (SOP) for security to Government Officers/officials attending court on official duties.

Please find enclosed a copy of mail along with a Communication F.No.11/44/Misc./2020/HP-II/10169-10173 received from Dy. Secretary (Home), Govt. of NCT of Delhi, Home Department, Level-5, 'C' Wing, Delhi Secretariat :I.P. Estate:New Delhi-110002 dated 19/12/2022 regarding standard Operating Procedure (SOP) for security to Government Officers/officials attending court on official duties for necessary action.

Encl:- As above.

Section Officer (Admn-II)

To

- Sr. System Analyst, DSW for uploading the circular on the Department website.

F.No.44(11)/2022/DSW/Estt./ 17454-17513

Dated:-

27 DEC 2022

Copy to:-

1. PPS to Secretary (SW), GLNS Complex, Delhi Gate, Delhi.
2. PA to Director (SW), GLNS Complex, Delhi Gate, Delhi.
3. All DDs / DSWOs/DDO/HOO/Supdt./In-charge of Homes/ Institutions/Schools..
4. Guard File..

Section Officer (Admn-II)

609/ce  
29/12/22

d: Standard Operating Procedure (SOP) for security to Government officers/officials attending Court on official duties

From : Garima Gupta <pssw@nic.in>  
Subject : Fwd: Standard Operating Procedure (SOP) for security to Government officers/officials attending Court on official duties  
To : Dr Pooja Joshi IAS <dsw@nic.in>

Wed, Dec 21, 2022 11:52 AM  
1 attachment

From: homedepartment2a@gmail.com  
To: "arupdate" <arupdate@nic.in>, "C R GARG" <secyart@nic.in>, "DIG Tihar" <dig-tihar@nic.in>, "Sh. A.K Singh" <serv@nic.in>, "DA MB" <ambdl@nic.in>, dchfcl@gmail.com, "dsddc delhi" <dsddc.delhi@gmail.com>, "Rajesh Dangi" <secydc@nic.in>, "Director -Delhi Fire Service" <director.dfire@nic.in>, "ceodelhi.djb" <ceodelhi.djb@nic.in>, "Secretary, DSSSB" <dsssb-secy@nic.in>, "tourism gnctd" <tourism.gnctd@gmail.com>, "Ms Shilpa Shinde" <cmd@dtc.nic.in>, ps2cfs@gmail.com, "Shri Praveen Kumar Gupta" <sgad@nic.in>, "Ashish Madhaorao More" <secservices@nic.in>, pspwd <pspwd@nic.in>, "Secretary Power" <pspower@nic.in>, "Pr secretary Health" <pshealth@nic.in>, "Shri Sanjay Goel IAS" <psud@nic.in>, "H Rajesh Prasad" <secyedu@nic.in>, "Divisional Commissioner" <divcom@nic.in>, delhishelter@gmail.com, "commtpt" <commtpt@nic.in>, "Commissioner GST" <ctt.delhi@nic.in>, "Ram Niwas Sharma" <labcom@nic.in>, "Himanshu Gupta" <diredu@nic.in>, "Dr. Ashish Chandra Verma" <psfin@nic.in>, "Dr Pooja Joshi IAS" <dsw@nic.in>, "Ranjana Deshwal" <dirite.delhi@nic.in>, "Director Training UTCS" <dutcs@nic.in>, "slaw" <slaw@nic.in>, "Dr. Ashish Chandra Verma" <psfin@nic.in>, "Dr Pooja Joshi IAS" <dsw@nic.in>, "Ranjana Deshwal" <dirite.delhi@nic.in>, "Director Training UTCS" <dutcs@nic.in>, "slaw" <slaw@nic.in>, "VIVEK PANDEY" <secyit@nic.in>, "Garima Gupta" <pssw@nic.in>, scstsecretary@gmail.com, "Mr Krishan Kumar" <wcd@nic.in>, pfff-gnctd@delhi.gov, "MDnCEO" <md@delhitourism.gov.in>, "R. Alice Vaz" <pstechedu@nic.in>, "Joint Director Planning" <jdplg@nic.in>, "Garima Gupta" <secretary.wcd@delhi.gov.in>, "Commissioner of Industries" <comind@nic.in>, "Commissioner MCD" <commissioner@mcd.nic.in>, "Sanjay Arora" <cp.sanjayarora@delhipolice.gov.in>, "Secretary to LG" <seclg@nic.in>, "Shri Naresh Kumar" <csdelhi@nic.in>, "Pr Secretary Home GNCTD" <pshome@nic.in>

Sent: Tuesday, December 20, 2022 5:52:28 PM  
Subject: Standard Operating Procedure (SOP) for security to Government officers/officials attending Court on official duties

Madam/Sir,  
Please find enclosed SOP formulated by Home Department, GNCT of Delhi for security to Government officers/officials attending Court on official duties for your kind information and necessary action.

Yours faithfully,  
Sd/-  
Deputy Secretary(Home)  
Home Department, GNCT of Delhi

*M. circulate to  
Bureau / office.  
23-12-22*

Office of the Secretary (SW)  
Dept. of Social Welfare  
Govt. of NCT of Delhi  
21 DEC 2022  
Dy. No. 4540

Adobe Scan 19 Dec 2022 (3).pdf  
491 KB

From : homedepartment2a@gmail.com  
Subject : Standard Operating Procedure (SOP) for security to Government officers/officials attending Court on official duties

Tue, Dec 20, 2022 06:04 PM  
1 attachment

To: arupdate <arupdate@nic.in>, C R GARG <secyart@nic.in>, DIG Tihar <dig-tihar@nic.in>, Sh. A.K Singh <serv@nic.in>, DA MB <ambdl@nic.in>, dchfcl@gmail.com, dsddc delhi <dsddc.delhi@gmail.com>, Rajesh Dangi <secydc@nic.in>, Director -Delhi Fire Service <director.dfire@nic.in>, ceodelhi.djb <ceodelhi.djb@nic.in>, Secretary, DSSSB <dsssb-secy@nic.in>, tourism gnctd <tourism.gnctd@gmail.com>, Ms Shilpa Shinde <cmd@dtc.nic.in>, ps2cfs@gmail.com, Shri Praveen Kumar Gupta <sgad@nic.in>, Ashish Madhaorao More <secservices@nic.in>, pspwd <pspwd@nic.in>, Secretary Power <pspower@nic.in>, Pr secretary Health <pshealth@nic.in>, Shri Sanjay Goel IAS <psud@nic.in>, Divisional Commissioner <divcom@nic.in>, delhishelter@gmail.com, commtpt <commtpt@nic.in>, Commissioner GST <ctt.delhi@nic.in>, Ram Niwas Sharma <labcom@nic.in>, Himanshu Gupta <diredu@nic.in>, buildingland22@gmail.com, Neha Bansal <cfss.delhi@nic.in>, dvigil <dvigil@nic.in>, Director Training UTCS <dutcs@nic.in>, slaw <slaw@nic.in>, Dr. Ashish Chandra Verma <psfin@nic.in>, Dr Pooja Joshi IAS <dsw@nic.in>, <pssw@nic.in>, scstsecretary@gmail.com, Mr Krishan Kumar <wcd@nic.in>, pfff-gnctd@delhi.gov, MDnCEO <md@delhitourism.gov.in>, R. Alice Vaz <pstechedu@nic.in>, Joint Director Planning <jdplg@nic.in>, Garima Gupta <secretary.wcd@delhi.gov.in>, Commissioner of Industries <comind@nic.in>, Commissioner MCD <commissioner@mcd.nic.in>, Sanjay Arora <cp.sanjayarora@delhipolice.gov.in>, Secretary to LG <seclg@nic.in>, Shri Naresh Kumar <csdelhi@nic.in>, Pr Secretary Home GNCTD <pshome@nic.in>

*Dsw  
(outgoing) h  
21/12/22*  
*DD (Litigation)*  
*DD (Adm.)*

Madam/Sir,  
Please find enclosed SOP formulated by Home Department, GNCT of Delhi for security to Government officers/officials attending Court on official duties for your kind information and necessary action.

Yours faithfully,  
Sd/-  
Deputy Secretary(Home)  
Home Department, GNCT of Delhi

DIRECTOR SOCIAL WELFARE  
21 DEC 2022  
DY. No. 4537

2038/DD(A)

22/12/22

Adobe Scan 19 Dec 2022 (3).pdf  
491 KB

Dated: 19/12/22

Standard Operating Procedure (SOP) for security to Government officers/officials attending Court on official duties:

1. When a Government officer/official concerned receives Summons/Notices/Orders from District Courts for appearance as prosecution witness and if perceives any threat perception, he/she shall submit the following details to his/her respective Head of Department :

- (1) Name of Witness:
  - (2) Designation of Govt. officer/official:
  - (3) Department:
  - (4) Age:
  - (5) Address:
  - (6) Contact No.:
  - (7) FIR No. & Police Station:
  - (8) Court no. & Court Name:
  - (9) Date & Time of hearing:
  - (10) Details of threat perception, if any.
- Date.....  
Place.....

(Full Name with Signature)

2. On receipt of the same, the Head of Department shall forward the application of the Government officer/official to Home Department, GNCT of Delhi with comments.

3. Home Department, GNCT of Delhi shall forward the application to the Deputy Commissioner of Police of the concerned District under whose jurisdiction the Court premises lies for ensuring adequate security to the Government officer/official.

4. The Court premises and their concerned Police District are as under :

S. No.	Name of Court(s)	Concerned Police District
1.	Tis Hazari Court	North
2.	Karkardooma	Shahdara
3.	Patiala House	New Delhi
4.	Rohini	Rohini
5.	Dwarka	Dwarka
6.	Saket	South
7.	Rouse Avenue	Central

F. No. 11/44/Misc./2020/HP-II/ 10/169-10/173  
Copy to:

1. All Additional Chief Secretaries/Pr. Secretaries/Secretaries/Heads of Department/Local and Autonomous Bodies, Govt. of NCT of Delhi for information and necessary action.
2. Commissioner of Police, Delhi, Jai Singh Marg, New Delhi with request to issue necessary directions for compliance of the SOP.
3. Principal Secretary to Hon'ble Lt. Governor, Delhi, Raj Niwas, Delhi for information.
4. OSD to Chief Secretary, Govt. of NCT of Delhi, 5<sup>th</sup> Level, Delhi Secretariat, New Delhi for information.
5. PPS to Principal Secretary(Home), GNCT of Delhi, 5<sup>th</sup> Level, Delhi Secretariat, New Delhi for information.

Deputy Secretary (Home)

Dated: 19/12/22

Deputy Secretary (Home)