

GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI
D I R E C T O R A T E O F E D U C A T I O N
(ACT - I BRANCH)
OLD SECTT: DELHI-54

NO.DE.15(330)/Act-I/Tpt./2013/Pt.file/ 964-974

Dated:- 15/05/2015

ORDER

Necessary directions were issued to all the schools(Govt./Aided/Un-aided) vide this office order bearing NO.DE.15(143)/Act-I/Tpt./2014/26586-26598 dated 26-09-2014 to collect the data of private vehicles arranged by the parent groups, including the names and addresses of the drivers and helpers deployed on such private transport and maintain the data in the enclosed format and submit the same in respective zonal offices of this Directorate within one month of issue of the order.

Further, all the Deputy Directors of Education were required to compile the said data and forward the same (alongwith soft copy) to this branch for onward submission to Delhi Police for taking further necessary action at their end.

On approaching the Delhi Police authorities for such verification, it has been informed by them that a webpage has been developed by them for issuing Police Clearance Certificate (PCC) . Any individual or private organizations can go on the Delhi Police website www.delhipolice.nic.in and click on Police Clearance Certificate (PCC) & fill up the application online after completing registration facilities. PCC shall be issued online by Special Branch. The rates decided by the Govt. of NCT of Delhi for issuance of PCC are Rs.250/- per person for individual and Rs.500/- for organization.(Copy of Standing Order No.332(I)/2014 on the subject Web Application for issue of Police Clearance Certificate issued by Commissioner of Police is annexed herewith).

Accordingly, all the Heads of (Govt./Aided/Unaided) schools are hereby directed to apply online directly to the Delhi Police website for issuance of Police Clearance Certificate (PCC) in r/o drivers and helpers deployed on such transport/private vehicles arranged by the parent groups of their schools. Copies of PCC issued online by Delhi Police in r/o drivers and helpers deployed on such transport/private vehicles arranged by the parent groups of their schools should be submitted by them in their respective zonal offices of this Directorate for their record, after doing the needful.

This issues with the approval of Competent Authority.

P. Lata Tara

(P. LATA TARA)
DEPUTY DIRECTOR OF EDN. (ACT-I)

To

HOSs of Govt. Schools of Delhi.
HOSs and Managers of all Aided/Un-aided Private Recognized Schools.

NO.DE.15(330)/Act-I/Tpt./2013/Pt.file/ 964-974

Dated:- 15/05/2015

Copy to the:-

1. P.S. to Pr. Secretary (Education), Dte. of Education, GNCT of Delhi.
2. P.S. to Director (Education), Dte. of Education, GNCT of Delhi.
3. Addl. DE (Act-I), Dte. of Education, GNCT of Delhi.
4. Addl. DE (Act-II), Dte. of Education, GNCT of Delhi.
5. Addl. DE (Schools), Dte. of Education, GNCT of Delhi.
6. All RDEs/DDEs, Dte. of Education to circulate the order to all Govt./Aided/Un-aided schools under their respective jurisdictions and submit a compliance report in this regard.
7. Director (Education), North/South/East Delhi Municipal Corporation.
8. Director (Education), New Delhi Municipal Council.
9. CEO, Cantoment Board.
10. O.S. (IT) with the request to up-load on the department's website.
11. Guard file.

P. Lata Tara

(P. LATA TARA)
DEPUTY DIRECTOR OF EDN. (ACT-I)

STANDING ORDER NO. 332(I)/2014

AGP/HQ/O.D. 21
INSP/ADMIN/O.D. 2
Branch/O.D. 42

Subject :- Web Application for issue of Police Clearance Certificate.

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11-8-14

Dy. No. 97 HAROD
Dated 11-8-2014

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A web application for issuing Police Clearance Certificate has been developed. Individual or private organizations can go on the Delhi Police website www.delhipolice.nic.in and click on **Police Clearance Certificate (PCC)** & fill up the application online after completing registration formalities. PCC shall be issued online w.e.f. 8th August, 2014 by Special Branch.

All payment shall be done online as per rates decided by the Govt. of N.C.T. of Delhi vide letter No F.13/2/2003/HG/4733, dated 23.03.2003, circulated by PHQ wide order No.4103-403/C&T (AC-6)/PHQ, dated 21.07.2008 i.e. Rs.250/- per person for individual and Rs.500/- for organization. The PCC so generated can be used by Individuals and Private Organization. Additional copies of PCC can be printed by the individual as per his/her need or requirement.

A. RESPONSIBILITIES OF INSPECTOR/ZONES (ADMINISTRATOR)

Inspector Zone shall have the following responsibilities:-

- i) The web portal shall be opened twice a day, once in the morning (10.00 am) and in the afternoon (4.00 pm) and a print out of the applications submitted online shall be taken and marked to a specified Enquiry Officer. The EO shall go to the concerned PS and check all relevant records and submit a report regarding involvement of the applicant in any crime or otherwise to the Inspector/Zone.
- ii) Inspector Zone shall depute one officer to check the record of CRO in respect of the applicant. After the records of police station and

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CRO are checked, verification report shall be filed online giving details of the criminal involvements or otherwise of the applicant.

- iii) The form shall be updated online. Once an updation is done by Inspector/Zone, no change is possible to be made, subsequently.
- iv) No police officer shall contact the applicant directly or indirectly on phone or by personal visit.

B RESPONSIBILITIES OF DCP/SB (SENIOR ADMINISTRATOR)

- i) Once the online application form has been filled-in by Inspector Zone, the DCP/SB office shall ensure that all columns are properly filled-in and after due satisfaction a PCC under the digital signatures of the DCP/SB shall be issued. A print out of all PCC shall be countersigned by the DCP/SB before PCC is issued, for record.
- ii) DCP/SB office will monitor all applications on daily basis & ensure that the filled-in PCC forms are received in his office within 4 days of application by an individual/organisation & the PCC is issued within 7 working days.
- iii) DCP/SB shall also ensure that the entire fee amount deposited by applicants online is credited by the Account Holder bank & monthly report is generated by ACP/HQ (DDO) for his perusal after the deposit of amount in the treasury in specified account number.
- iv) DCP/Special Branch office will maintain hard copies of each filled in application form & PCC issued.
- v) DCP/SB office will also ensure that police personnel are trained to operate the PCC website in his office and one person is available in the Intra DP office to attend to any calls from 3AM to 8PM when

the helpline number is made active. They shall also coordinate with the SCRB and vendor, if any technical assistance is required.

C MAINTENANCE OF ACCOUNTS OF FEE RECEIVED ON BEHALF OF PCC.

- i) ACP/HQ (DDO) shall ensure that amount received by the Special Branch **PCC Account No. 914020026655761 in Axis Bank** is properly accounted for on a monthly basis & he will ensure that a monthly statement is received from Axis Bank which shall transfer the fee amount in the **Head of Account 0055- Police Misc. in the Treasury** and entries are updated in the cash book by Accounts Branch which shall maintain this account.
- ii) ACP/HQ (DDO) will put up a monthly statement along with receipt of deposited amount before DCP/SB. The monthly report shall be signed by ACP/HQ (DDO) and countersigned by DCP/SB and maintained in a Cash Book as per treasury rules. The cash book shall be certified by ACP/HQ (DDO) on 1st & last page specifically mentioning the pages contained in the Cash Book. All copies of statements & receipts shall be neatly pasted page-wise marked page 1/A (statement) page 1/B (deposit receipt) & so on by the Accountant/Special Branch. All procedures required by the treasury rules shall be meticulously followed.

D MAINTENANCE OF THE WEBSITE OF THE APPLICATION.

The SCRB/PHQ & Special Branch shall undertake the following :-

- i) Development, maintenance, troubleshooting, up-gradation/modification.
- ii) Security audit from any CERT.IN empanelled firm.
- iii) Uploading/hosting of App/web on respective servers.
- iv) Payment of periodical charges to keep the application working.

v) Keep custody of source code

Special Branch shall maintain the above features as per signed MOU with Vendor.

The amendments supersede clause 2 to 4 of Standing Order No.332/2007 issued vide PHQ's No.77449-348/C&T(AC-6)/PHQ, dated 07.12.2007.

Munhai
7/8/2014
COMMISSIONER OF POLICE
DELHI:

O.B. No. 14/RB/PHQ dated 07.08.2014.

No. 3161-3286 /Record Branch/PHQ, dated, Delhi the 07.08.2014

Copy forwarded for information and necessary action to the:

1. All Spl. Csp / Delhi Police including MD/D.P.H.C.
2. All Joint Csp/ Addl. Csp including P/PTC, Jharoda Kalan, Delhi.
3. All Distts./Units DCSP including PHQ and FPRO, Delhi/ New Delhi.
4. SO & PS to C.P., Delhi.
5. Addl. DCP/IT Centre with the direction to upload the SO in intra DE Net.
6. All ACsP in PHQ.
7. LA & PA to C.P. / Delhi.
8. PRO/ Delhi Police.
9. All Inspectors/In charge /PHQ including Reader to CP/Delhi.
10. Incharge/Library/ PHQ.
11. HAR/ PHQ with with 10 spare copies.

Most Immediate Times

No 9591-9624 HAR Date: 14-8-2014

Copy forwarded for the information & necessary actions:

1. All HSP / SHO / Insp. K2 / Job Setu
2. Hd. Clerk / Acct. Job Setu
3. S/C Legal Cell, S/C Vigilance, S/C Envt. Sp. Control Harpur
4. PA & So to O.P. / D.P. and Addl. DCP Job Setu

Munhai
for Dy. Comm. Munhai, PHQ