



OFFICE OF THE
INSPECTOR GENERAL OF POLICE,
PUNJAB.

From The Inspector General of Police,
Punjab, Lahore.

To All Heads of Police Offices,
in Punjab.

No. 6790 /W-V

Dated: 8/3 /2023

Subject: **STANDING ORDER NO.04/2023, DATED 07.03.2023 – POLICY REGARDING CARE AND TREATMENT OF SPECIAL CHILDREN OF PUNJAB POLICE PERSONNEL.**

Memorandum:

Enclosed please find a copy of standing order No.04/2023, dated 07.03.2023 regarding policy for care and treatment of special children of Punjab Police personnel.

2. It is requested that the said standing order may be circulated to your subordinate offices for compliance, please.

(GHAZI MUHAMMAD SALAHUDDIN),
PPM, PSP,

DIG/Welfare,
for Inspector General of Police,
Punjab, Lahore.

CC:

1. All Staff Officers posted in CPO, Punjab.
2. PSO to IGP, Punjab, Lahore.
- ✓ 3. Raja Tallat, Director Computer Bureau Punjab with the request to upload the attached Standing Order at Punjab Police website as well as all regions / districts websites.
4. DPR, Punjab Police with the request to publish the same through social media.
5. Incharge Control Room with the request to Email and Whatsapp this letter alongwith its enclosures to all above-mentioned offices.



CENTRAL POLICE OFFICE,
PUNJAB, LAHORE.

STANDING ORDER NO. -----04-----/2023, Dated 07-03-2023

Subject: - **POLICY REGARDING CARE AND TREATMENT OF SPECIAL CHILDREN OF PUNJAB POLICE PERSONNEL.**

1. INTRODUCTION:

Policing is a tedious job which need full concentration and free mind to perform the assigned tasks. However, if a police officer is mentally upset due to some physical or mental infirmity / disability of any of his children, it may compromise performance of his official duties. It has, therefore, been felt necessary to make special arrangements and evolve an elaborate mechanism to ensure that proper care and treatment may be provided to the special children of the police personnel. In this regard following steps shall be taken : -

- A. Nomination of focal persons;
- B. Enrolment of Special Children;
- C. Screening of the Special Children;
- D. Identifying relevant hospitals and institutions;
- E. Memorandum of Understanding (MOUs) with hospitals / institutions;
- F. Mechanism for treatment and follow up;
- G. Timelines for completion of tasks and submission of reports
- H. Legal Authority

A. NOMINATION OF FOCAL PERSONS:

- i. In the Capital City district Lahore, SSP/Admin, at regional level SP/SSP RIB and at unit level SP/HQrs./Admin, as the case may be shall be the focal persons.
- ii. The focal persons shall be responsible to collect data of the

special children of police personnel of their respective region/unit. ②

- iii. The CCPO, Lahore, all RPOs and Heads of units shall send formal notifications of the appointment of the focal persons to the DIG/Welfare, Punjab within three days from the date of issuance of this Standing Order.

B. ENROLMENT OF SPECIAL CHILDREN:

- i. The CCPO, Lahore, all RPOs and Heads of units shall circulate this Standing Order to all their subordinates for their information.
- ii. The police officials may get enroll their special children for their treatment with the concerned focal person through 1787, direct meeting or through any other source.
- iii. The focal persons shall, on receipt of information by the police official or any other source about special children, take copies of all the medical history, previous treatment etc. and maintain its record in hard and soft copies along-with future treatments provided through this facility.

C. SCREENING AND EVALUATION OF SPECIAL CHILDREN

- i. It shall be the prime responsibility of the focal persons to get the screening and evaluation of the Special Children conducted in order to know the required treatment.

D. IDENTIFYING RELEVANT HOSPITAL AND HEALTH INSTITUTION:

- i. The focal persons, after getting the screening / evaluation of Special Children, will find out the relevant hospital and institution where the special child can be given required

treatment.

- ii. The focal person shall take all possible measures to find out public / private hospital or institution in which best treatment is to be given to the special children.

E. MEMORANDUM OF UNDERSTANDING (MOUS) WITH HOSPITALS / INSTITUTIONS

- i. The focal persons shall be responsible to sign Memorandum of Understanding (MOUs) with the public or private hospital, institution describing details of treatment and facilities to be provided to the special children.
- ii. It shall be elaborated in the MOUs that the best possible treatment facilities are provided to the special children either free or at some concessional rates.
- iii. In case, the expenditure occurring on the treatment is high and the concerned police official is not in a position to bear the expanse, then he may be facilitated from the welfare fund for treatment.
- iv. The concerned hospital / institution shall also nominate their focal persons to maintain close liaison with focal person of the police.
- v. After identifying and evaluation of the relevant hospital / institution, the focal persons shall sign the MOUs within ten days of such evaluation and send copies of these MOUs to the DIG/Welfare, Punjab.

F. MECHANISM FOR TREATMENT AND FOLLOW UP;

- i. The focal persons shall ensure that proper treatment is provided to the special children.

- ii. The focal person shall keep close liaison with the focal person of the hospital / institution in which special children get treatment. ④
- iii. The focal person shall keep track of the treatment provided to the special children on each and every visit.
- iv. The focal person shall develop detailed mechanism for the treatment of the special children in consultation with the focal person of the hospital / institution.
- iv. The focal person shall be responsible to submit follow up and feed-back regarding treatment of the special children after every thirty days from the date of start of the treatment.

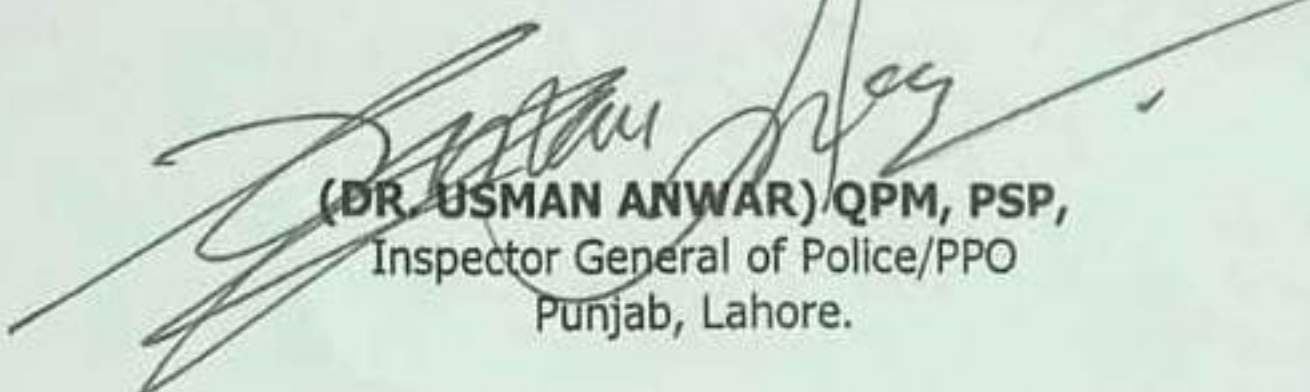
G. TIMELINES FOR SUBMISSION OF REPORTS:

- i. The CCPO, Lahore, all RPOs and Heads of units shall send reports regarding registration of special children of their respective regions / units to the DIG/Welfare, Punjab within three days of issuance of this Standing Order.
- ii. The CCPO, Lahore, all RPOs and Heads of units shall submit fortnightly reports mentioning number of special children, nature of treatment provided, name of hospital / institution, details of doctors and future appointment(s).
- iii. The CCPO, Lahore, all RPOs and Heads of units shall also send quarterly reports regarding performance achieved regarding facilitation and treatment including nature of treatment provided alongwith name of the hospital / institution, details of doctors and future appointment(s).

2. LEGAL AUTHORITY:

This Standing Order is issued in exercise of powers conferred upon the undersigned under Article 10(3) of Police Order, 2002. It shall come into force with

5
immediate effect. In case of any anomaly or difficulty; the matter shall be referred to the Additional IGP, Finance & Welfare, Punjab for guidance/clarification.


(DR. USMAN ANWAR) QPM, PSP,
Inspector General of Police/PPO
Punjab, Lahore.