



SOP /Guidelines

Assam Police Permission

to

Essential Service Provider

During Covid19 lockdown period (25 Mar – 15th Apr 2020)

Essential Service Permission, Govt of Assam Lock Down Period (25 Mar – 15th Apr 2020)

■ Business Process Flow

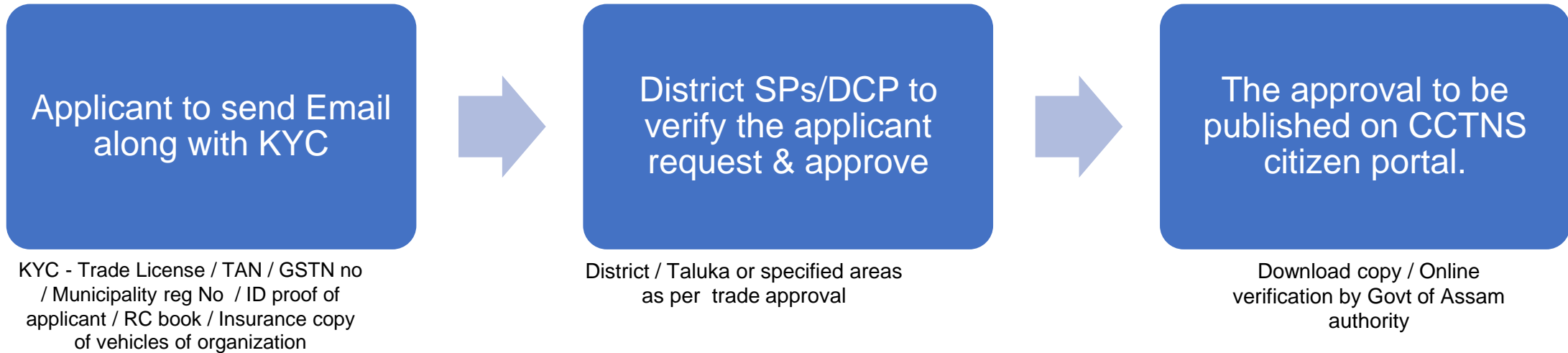


1. Guidelines / Notice to be published on Police Portal (www.assampolice.assam.gov.in) & State Portal CCTNS link
2. Application to be sent to Centralized E-mail IDs essentialserviceapproval-covid19@assampolice.assam.gov.in of Assam Police
3. Mail received will be forwarded to respective district SP / Commissionerate for necessary approval / rejection post verification.
4. Approved Permission with seal & signature of district SP to be sent to applicant Email with a copy to central Email IDs.
5. Central team will publish the approval list on CCTNS citizen portal and maintain a log for all approved / rejected application with details.
6. The permission list can be downloaded from Police Portal by the applicant organization and may be helpful for instant verification by Authority / on duty police
7. List of documents of KYC to be attached in e-mail by Applicant while applying to District SPs (may be decided by Police)

Note: official mail ID may be used for application submission. Incase official ID not available, private mail IDs may be used with Mobile Nos

Application for Essential Service Permission (1/2)

▪ Application E-mail Process Flow



Website : www.assampolice.assam.gov.in

[Email ID : essentialserviceapproval-covid19@assampolice.assam.gov.in](mailto:essentialserviceapproval-covid19@assampolice.assam.gov.in)

Application for Essential Service Permission (2/2)

▪ E-mail Template by Applicant.

To: essentialserviceapproval-covid19@assampolice.assam.gov.in

Dear Sir / Madam,

We are engaged in providing the Service / Supply as per the Govt of Assam approval no.....

Request your permission to continue our service during the current COVID19 Lock Down Period (25th Mar – 15th Apr 2020) in the

jurisdiction (name of area / district) as per the trade license / permission / authorization vide The list of KYC documents are attached herewith for your kind verification.

1..... (Trade License / TAN / GSTN / Municipality Reg no)

2..... (Details of jurisdictions of operation)

3..... (Authority ID proof applying the permission)

4.....(any other details like Vehicle / Driver license / insurance details)

The permission will be used by the organization / authorized person during the LOCK down period of COVID19 as per Govt of Assam directives.

Regards

<Name of Authorized Permission / Designation >

<Organization Details>

<address, District, PIN code>

Mobile No....., WhatsApp Number (if any)

Template of Police Permission
(To be attached in mail as PDF with seal & signature of SPs)



Essential Service Permission, Govt of Assam
Lock Down Period (25 Mar – 15th Apr 2020)
Issuing Authority : Assam Police

This is to certify that (Messrs / Shri / Smt) is engaged in an Essential Service during the Covid19 Lock Down period to support State Administration, Govt of Assam for supply / Service of under the jurisdiction of(District / Areas name) as per the trade license / permission / issued by govt of Assam. This permission will be used by the organization & its employee with valid ID proof / authorization letter as applicable. Else the permission will be void and necessary disciplinary action will be initiated as per Law.

Date : 2020

Superintendent of Police

District :

Seal

This permission can also be verified from Assam Police Citizen Portal , www.assampolice.assam.gov.in

Disclaimer

Assam Police taken an emergency measure to help various Essential Service Provider for a hassle free permission for citizen services during the covid19 lock down period as directed by Central / State govt. The facility to support various organization / Individuals for contact less permission. However any delay / rejection of application arising out of non compliant KYC / Technical issue/ force majeure issue / delay by verifying authority due to whatsoever may be the reason should not be taken as violation / negligence of service by Assam Police. Assam Police will not be held responsible for electronic delivery of this service which is launched just to add EODB in an emergency situation keeping a good intention in mind. The applicant will contact the designated authority for any delay / inconvenience caused, incase the service is not delivered electronically and should reach out to the respective district SP/DCP for necessary support.