



**OFFICE OF THE DIRECTOR GENERAL OF POLICE
PUDUCHERRY**

No. 12/SP (Wireless)/2021

Date: 25.06.2021

Circular on AS-IS

Sub: Police Wireless Unit - Set-up, Functioning and office procedures

In continuation to the **Digitalization of Police Wireless** under **Modernization of Police** as directed by AS(PM), the Directorate of Communication and Police Wireless (DCPW), MHA in liaison with Wireless Planning & Coordination (WPC), DoT & World Radio Frequency Management has published "**National Communication Standards**" & its **Training Syllabus**" as guideline for every State & UTs during the roll-out of Polnet-2.0 (V-SAT) communication in **January 2020** during **Heads of PPDR Meeting** at DCPW, MHA, New Delhi with **Vision & Mission** towards **Public Protection and Disaster Relief (PPDR)**

Additional Secretary (Police Modernization), MHA is reviewing the status of "**Self-Assessment on Radio Frequency Utilization**" periodically **twice every year** with every State / UT. In this regard, it is mandate to upgrade the **31 years old Standing Order No. 43/91 - dt 20.05.1991** in-line with the **present scopes, requirements and standards in Communication Technology.**

"**National Communication Standards**" of DCPW has synchronized the Speedy developing Telecommunication Technologies, its User-friendliness and its availability with every citizen's without any operator assistance. The development of communication via Email, Mobile Phone, Whatsapp, Facebook, social media, Twitter, Instagram and Video Conference etc. incorporated with mandate and instant support facilitated for

- ✓ 24 x 7
- ✓ End to End encryption and decryption
- ✓ Voice - Text - Data support - Multiple Video Conference
- ✓ High speed transmission irrespective to volume of data etc.

In light of the above, the old Standing Order is upgraded with job specification, requirements and office procedure to be adopted for each arm of Police Wireless as like specified to every **Police Station and Unit for different cadre posts PC to SP @ SDPOs. Example: Executive Police Constable (PC)** handles the different type duties such as "Beat / Traffic / Court / Process / Sentry / Waiting / Writer / Call Attendee / dispatcher in ERSS, Bandobast / GH Booth assistance @ helper, PSO / Crime / Escort / etc. He takes the duties and responsibilities to be executed / required at the place of posting or wherever he posted.

POLICE WIRELESS - SET-UP

It is sensitized that all staffs are being paid under "**Technical Cadre**" including **MACP**. Every officer has to get qualified with required technical skill in line with DCPW guidelines on National Communication Standards. The **Core Functions** of this unit consists of "**Operation, Maintenance**", "**Workshop**" is to

maintain the network, repairing the equipments and assisting senior officers in VHF Communication. **CIPHER** is for creating encryption & decryption of secret messages if and when required and to keep safe custody of Cipher Documents (Secret). The local **Non-core function** is the **Operator** to assist the senior officers in communication. The exiting ranks and cadres enclosed as Annexure.

I. Core Functions:

1. **Operation and Maintenance - Technical** will look after Network of the Licensed Pairs of VHF Frequency, Grouping the User Stations within the network, its maintenance. Group Users by creating Channel for smooth VHF communication & regulating its traffic within licensed frequencies, installation and maintenance of Repeater Stations, Static set with antenna in Buildings & in Mobile vehicles, ensuring signal strength & readability, giving of Morse code messages in HF signal as contingency if any etc.
2. **Workshop - Technical** will look after repairing of Wireless equipments & sets.
3. **CIPHER - Secret & Confidential section** - CIPHER is the work of encryption & decryption of secret messages between DCPW / IB and HoP & HoS. This work is the extended scope of work of Wireless Operational for which is additionally training is given to **selected persons** and they are subjected to **periodical character & security verifications every year**. The traffic of CIPHER messages were reduced due to advancement in Communication Technology and it is now NIL. Earlier some posts were amalgamated to Executive Cadre during 1991

II. Non-Core Functions:

4. **Operator (Wireless)** is to assisting Senior Officers and Police Control Room in synchronizing the VHF Communication in the maintenance of Law & Order & Disaster Relief.

Based on the above, the present status of this Unit is classified as follows

- A. **Administration** - Technical Core function
- B. **Operation, Maintenance and Workshop** - Technical Core function
- C. **Wireless Stores** - Technical Core function
- D. **Wireless Training** - Technical Core function
- E. **Operator** - Non-Core function
- F. **CIPHER** - Technical Core function

A. Administration

Inspector Wireless or next senior officer available having well-versed knowledge of Police Wireless and its AS-IS and having technical skill will handle and will report to SP Wireless and Control Room. He will be assisted by Incharge Workshop, In-charge Stores, Cipher Trained officer and one writer PC or as deems fit to cater the requirements of the Unit. Likewise, in outlying regions, the senior staff with technical skill will be the in-charge. He will locally report before regional SP concerned for day-to-day activities. All files will be routed through him to Inspector Wireless & SP Wireless. He will send DAR by email. The incharge officer will have to handle the email polwire.py@gov.in, polwire.kkl@gov.in, polwire.mahe@gov.in and polwire.yanam@gov.in respectively including the **CUG**

Wireless WHATSAPP number 9489205017. This will enable speedy communication and data sharing between inter & intra groups networks of Puducherry Police.

A.1 Administration - Work Specification

1. Overall administration and resource management for all the 4 regions. This includes duty deployment & resourcing to suit the time-to-time requirements
2. Review of Frequency pairs & bandwidth & equipment's User License
3. Review of requirements of Equipment's
4. Review of requirements on Network Management
5. Periodical physical inspection of the wireless sets as like MTO
6. Ensuring safe custody of Cipher Documents
7. Encryption & Decryption of Cipher message using CIPHER trained persons
8. Periodical refresher Training to all staffs of Puducherry Police including IRBn and HGs
9. Review of charges on Spectrum Royalty & Equipment User License
10. Review of maintenance of all History Sheet on equipment's & Log registers
11. Ensure conduct of on-site periodical inspection at every location where Wireless Equipment's were installed as to its maintenance and other aspects.
12. Other requirements if any for the smooth functioning of the Unit with the approval of senior officers.

B. Technical - Wireless Operation, Maintenance & Workshop:

SI Wireless or next senior officer available having well-versed knowledge of Police Wireless and its AS-IS and having technical skill will be the in-charge officer to handle all the existing 5 workshops located in Gorimedu, Villianour, Karaikal, Mahe and Yanam inclusive of technical support at the DGP / SP (HQ) quadrangle for PA System etc.

Each Workshop will be handled by the Wireless Staff having qualified Technical Skill assisted by required strength of technical staffs and Helpers as deems fit to suit the work load. Incharge will maintain all inventory on the stock of spares received and details where it was utilized, History Sheet for all individual equipment's / sets under his control and supervision parallel to the HS maintained at Wireless Stores. Periodical physical inspection of the wireless sets will be conducted by him as like MTO Unit conducting for vehicles.

In-charge will report DAR in the prescribed format by email and in Whatsapp to SP Wireless & Inspector Wireless.

B.1 Operation, Maintenance & Workshop - Work Specification

I. Operational & Maintenance:

1. Making the **Licensed Frequencies live & Operational** adopting / within the license conditions of WPC, DoT, MHA.
2. Grouping the **Licensed User Stations** within the **Licensed Frequencies** to make all Users **live & Operational**. Communication traffic to be streamline adopting / within the license conditions of WPC, DoT, MHA.
3. Maintain data on Licensed Frequencies, its bandwidth, Equipment's User LICENSE available for Puducherry Police as per License issued by Wireless Planning & Coordination (WPC), DoT, GoI and as per time-to-time instructions of Senior Officers as contingency arrangement & disaster relief.

4. Periodical review to fix requirements under all categories (Static in Office / Static in Mobile vehicles / Walkie-Talkies)
5. **Maintenance of VHR DMR Repeater and DMR Hybrid Network** (VHF Antenna: Static IP Mapping) in liaison with PSWAN Network team under IT Department
6. Effectiveness in **Computer based frequency configuration** of VHF Hybrid Network
7. Effectiveness in **Computer based frequency configuration** of Licensed frequency in all wireless sets and Repeater
8. Effectiveness in **grouping of users to regulate Wireless Traffic**
9. **Installation of Antenna** for Static Sets in every Office / Vehicles
10. Ensuring strong **Signal Strength & Readability** for every user by maintaining Control Station

II. Workshop:

11. **Repairing of Wireless Sets** up to Motherboard level including soldering etc.
12. Other requirements if any for the smooth functioning of the Unit with the approval of senior officers.

B.2 - Operation & Maintenance & Workshop - Work Requirement:

Technical Post: - **Direct Recruitment** - in 1963, it was Direct Recruitment as ASI with Technical qualification Degree / ITI. Now the requirement

- ASI & above - **Degree** suitable to handle Radio Frequency & its security
- PC / HC - +2 with **diploma** in Radio / TV Technician & IT to handle workshop with knowledge of Computer based configuration and software upgradation, etc
- Adoption to guidelines of DCPW

C. Technical - Wireless STORES

SI Wireless or next senior officer available having well-versed knowledge of Police Wireless, its AS-IS, technical skill and having knowledge or interest in liaison with Chief Stores & Police Head Quarters will handle Wireless Stores. He will be assisted by sufficient staffs handling the stock and its inventory. He will maintain the Indent & Stock receive the store materials from Chief Stores and distribute to all concerned. He will initiate purchase proposals in advance by periodical liaisoning with outlying regions. He will coordinate with SP (HQ) and Chief Stores.

C.1 Technical - STORES - Work Specification

1. Stock with Inventory maintenance
2. Distribution of Store items received from Chief Stores
3. Purchase issues in liaison with Chief Stores and coordinate with SP (HQ) and Accounts section
4. Maintenance of User License, proposing for obtaining license for new user and other modifications
5. Ensure timely Payments of Royalty & Spectrum charges
6. Other requirements if any for the smooth functioning of the Unit with the approval of senior officers.

D. Technical - Wireless Training:

VHF is the only mass media backbone communication not only to Police but also to various departments and commercial establishments. Handling VHF Static / Walkie-Talkie is user friendly when compared to operating Smart Phone, Smart Transactions, Computer & smart applications. Just basic training & periodical refresher training is sufficient. All officers are operator.

D.1 Training - Work Specification

1. DCPW has unified the syllabus and decentralized its training centers and also supports every State / UT by sending their staff for onsite training whenever requested.
2. Puducherry Police is providing "Communication Skill Training" on how to use the wireless sets in the Recruitment Training as part of training curriculum.
3. Till now we impart training to newly recruited PCs during basic and induction training at PTS.
4. This may be attached with PTS.

E. Wireless Operators :

VHF Mass media communication plays a major role in the maintenance of Public Order and Disaster management. It is the backbone communication for the beat Officer System of Police functioning & maintenance of Law & Order. All Police Officers are trained to handle VHF Wireless Sets including other departmental officers during contingency.

User Stations License is granted by Wireless Planning & Coordination (WPC), DoT, MHA on our request & recommendations of DCPW to suit our time to time requirements. Licensed **User Stations are**

- **Static Sets** installed **permanent Station** (any specific Office buildings)
- **Static Set** installed **movable Vehicles** (Mobile)
- **Walkie-Talkies** for hand holding issued to specific officers are getting redistributed based on requirements as tabled below

SN	Static (Fixed / Mobile)		Walkie-Talkies (Hand-held)
	Buildings	Vehicles	
1	Police Stations	Its vehicles	Beat Officers / SHOs
2	Workshops	Its vehicles	Workshop technicians
3	O/o Senior Officers	Their Vehicles	Senior Officers
4	Regional Administrators (CS / Collector / RA)	Their vehicles	Officers
5	Disaster Management (EOC)	Its vehicles	Officers approved by Senior Officers
6	Control Room (CCR @ ERSS)		
7	Others, if any as deems fit and approved by senior officers as contingency for Disaster Management etc.		

Wireless Operators are assisting Users on field. Initially the post was created at Electricity Department and later diverted to Police Department earlier to 1991. Wireless Operators are posted to the needy office / officers to support the User for handling Wireless Sets and ensure smooth Communication.

For the above purpose, the willing officers from the **trained executive Police Constable** were drawn in different titles as **RT PC** - Radio Telephonic PC / **M PC** - Messenger PC / **WH PC** - Workshop Hand PC / **RO PC** - Radio Operator PC by way of **absorption** to suit the earlier requirements as part of **Local Administrative Arrangements** and they are utilized. They are being promoted as HRO locally by making them to undergo "3 Operator Course (a. Grade-III, then b. Grade-II and c. Grade-1)", but now it was reduced to only one basic course (Grade-III) as find difficult to pass through. Now they request promotion to the rank of ASI, SI and Inspector. To ensure MACP & Carrier upgradation, RR is also locally developed as they are working directly with Senior Officers. Draft RR for ASI and SI are pending approval from Home Department and it has to be sent to MHA. In the mean time DCPW MHA had published "National Communication Standards" and "Training Syllabus" as guidelines for all States / UTs in 2020. Review is under progress at Head Quarters.

At present, the amalgamated of posts locally diverted is required following **drastic reduction in VHF prescribed Message Traffic** being **superseded** by the commonly used gadgets like **Mobile communication / SMS / Whatsapp / Email / social media etc.**, Wireless Operators are the backbone for the monitoring the direct mass communication VHF Communication.

E.1 Operators - Work Specification

- 1 The working hours will be as per the requirement of the officer / office they are posted.
- 2 Operators will assist Senior Officers namely DGP, ADGP, IGP, DIG, SSPs, CS, District Collectors, RAs, Control Room, EOC Static, Covid War Room.
- 3 Backbone assistance with mapping of Communication support to Senior Officers linking the maintenance of Public Order, Bandobast, deployment of force, regulating Beat Officer System, assisting Disaster Management (EOC) and Emergency Response Support System (ERSS @ CCR), SOS by MoRTH, GoI supporting Vehicle etc.,
- 4 Collection of time-to-time periodical field data as required by Senior Officer
- 5 Dissemination of Messages
- 6 Maintenance of Communication Log

F. CIPHER:

Selected Staffs working under Operation or Workshop or Operator after security verification by Special Branch sent to undergoing specialized training for doing CIPHER (Encryption / Decryption) work. Out the best trained staff will be posted in the secret CIPHER Cell of Wireless. As he is entrusted with secret CIPHER documents for safe custody, he will be subjected to security verification by Special Branch **every year**.

SI Wireless or next senior officers available having trained or having knowledge of encryption and decryption will handle Cipher Wing assisting Inspector / SP Wireless on behalf of DGP, Puducherry to decode or encode highly confidential messages received or sent to IB or MHA as one-to-one communication.

Following the technological development, decoding was also **computerized** but there is **no message** sent or received for years together. Earlier, posts of CIPHER were amalgamated to Executive Cadre and being utilized in Law & Order.

In continuation to **NIL Traffic**, they become ideal. Therefore, out of the available 3 trained officers, two posted in CIPHER were **amalgamated back to executive cadre from Technical cadre during 1989 to 1991** and they are utilized in general duties in L&O / C&I. They were retired now.

As DGP is the custodian of "Police Cipher Documents" issued to Puducherry Police, those documents will be kept in the office of **Wireless Administration for SAFE CUSTODY** on behalf of DGP, Puducherry and it will be handled by them under the direct supervision of Inspector / In-charge administration / SP Wireless.

It is also sensitized the requirement of **minimal strength of CIPHER trained** officials are essential to handle CIPHER Documents, encryption & decryption of secret messages if any (Manual / Computer based), if any required now & then.

F.1 CIPHER - Work Specification

1. Maintenance of Safe custody document
2. Regular practice on encryption and decryption
3. As traffic is less and being absorbed from regular executive cadre PC to Wireless and had extra training on CIPHER, they can be utilized on regular needy areas of Wireless, etc, if otherwise not engaged in CIPHER work.
4. Following the NIL Traffic, these officers will be utilized in the needy office & arms of Wireless and to assist Inspector / SP (Wireless) and Store.

- As approved by ADGP -

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POLICE WIRELESS - PUDUCHERRY
Exiting Ranks and Cadres

TECHNICAL SIDE			
SN	Rank	Post	Work @ Job specification
1	Radio Supervisor Gr. I @ SI	4	1. Computer based - DMR Repeater / DMR Static / Walkie-Talkie tuning
2	Radio Technician Gr. I @ SI	12	2. Computer based email handling via Polnet.2 and NIC
3	Radio Supervisor @ ASI (Ungraded)	3	3. VHF Hybrid Network Management for connectivity (VHF + IP) - Computer based for Monitoring Signal Strength & Readability
4	Radio Technician @ PC (Ungraded)	12	4. Software handling and Channel Programming
5	Store-man Technical @ PC	1	5. Maintenance & Service of Equipment's
6	Workshop Hand PC	1	Radio & Antenna Repair work at Field
OPERATIONAL SIDE			
SN	Rank	Post	Work @ Job specification
1	Radio Supervisor Gr-I @ SI	4	Store Keeper for all Spares & Equipment's
2	Wireless Operator Gr-I @ SI <i>There is no direct but attention diversion with Technical Cadre direct</i>	12	Radio & Antenna Repair work at Workshop
3	Wireless Operator @ ASI (Ungraded)	3	1. Monitoring Beat Officer Communication 2. Assisting routine Wireless Communication 3. Assisting Senior Officers as Operators Note: A. All PCs are trained to operate VHF. B. Out of them, Officers trained in HF posted for HF C. Officers trained in CIPHER (<i>encryption and decryption</i>) is posted for CIPHER
4	Head Radio Operator @ HC	26	
5	Radio Operator @ PC	36	
6	Radio Telephony PC @ PC	8	
7	Messenger PC @ PC	2	
8	CIPHER	1	