

OFFICE OF THE INSPECTOR GENERAL OF POLICE
PONDICHERRY

Dated : 20th May 1991

STANDING ORDER NO.43/91Sub: Working of Police Radio Branch -
Reg.

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The Police Radio Branch in Pondicherry comprises
of:-

1. Administrative branch
2. HF/VHF control Stations
3. Wireless workshops
4. PRB Stores
5. Internal Monitoring Station
6. Scrutiny cell
7. Terminal Station
8. PRB signal school.

Some of the branches are not functioning independently as yet.

Karaikal, Mahe and Yanam regions also have the Administrative branch, HF/VHF regions also have the workshop respectively.

The administrative branch is being manned by the Inspector of Police (Wireless).

HF CONTROL STATION:

A wireless operator in the rank of HC (Wireless) will be incharge of the control station. He will be assisted by three Operators in the rank of PC (wireless) who would perform duties in shifts from 0800 hours to 1300 hours; 1300 hours to 2000 hours and 2000 hours to 0800 hours in normal times. In emergent situations, they will perform duties round the clock.

VHF CONTROL STATION:

A wireless operator in the rank of HC (wireless) will be in-charge of the control station who will be assisted by three Operators in the rank of PC (wireless) performing

duties in shifts by rotation from 0800 hours to 1300 hours; 1300 hours to 2000 hours and 2000 hours to 0800 hours. In emergent situations, they will perform duties round the clock.

RADIO WORKSHOPS:

In Pondicherry there are two Radio workshops one at D' Nagar and another at Police headquarters which will be under the charge of a Radio Supervisor each. Each Radio Supervisor will be assisted by four technicians.

In Karaikal, the Radio Supervisor who is in-charge of the Radio workshop will be assisted by two Radio Technicians.

In Mahe and Yanam regions also, the Radio workshop will be supervised by the Radio Technicians.

PRB STORES:

An Officer in the rank of ASI will be in-charge of the maintenance of the Stores. He would be assisted by one HC(W) from the strength of the wireless branch.

MONITORING STATION:

Three HCs (wireless) are posted to look after the station. The senior most HC will be in-charge of the station.

SCRUTINY CELL:

At present this cell has no sanctioned strength. The services of one ASI wireless terminal is being utilised temporarily. He is being assisted by one PC (wireless) drawn from the strength of wireless branch.

SIGNAL SCHOOL:

One ASI Radio Technician and one ASI Wireless Operator assisted by 2 HC (W) from the strength of wireless branch are now imparting training to wireless staff, PC/HC of civil Police Homeguards and also PWD and Revenue staff.

MULTI VOICE LOGGING RECORDER:

At present there is no monitoring and recording facilities in respect of the VHF communication in Pondicherry region.

It is proposed to install a multi voice logging recorder at CCR to monitor and record the VHF communication round 0* Clock.

EXABA (ELECTRONIC EXCHANGE):

Since the present system is not effective and useful, it is proposed to acquire 3 Electronic EXABA to be installed in the Police Headquarters, PAP complex at Gorimedu and SP Office at Karaikal respectively.

TERMINAL STATION:

It is a standby arrangement for the ISPW communications. It is being manned by three ASI wireless to keep the station working round the clock.

DUTIES AND RESPONSIBILITIES OF THE WIRELESS STAFF ARE AS FOLLOWS:

INSPECTOR OF POLICE (WIRELESS):

1. To exercise overall supervision of the Police Radio Branch and to maintain of discipline among the subordinates
2. to initiate proposals for the purchase of various wireless equipments and for condemnation of old items;
3. to attend to the Research and Development and also modification of equipments;
4. to organise Police Radio Signal classes for the wireless staff and familiarisation of handling wireless sets to civil Police, Homeguards, other departments staff, if any etc.
5. to ensure the maintenance and upkeep of modern equipments and other miscellaneous instruments including PA systems;

6. to conduct periodical inspection of various units of MRB
7. to propose staff for various graduation courses;
8. to look after all correspondence pertaining to the Radio Branch;
9. To initiate proposal for modernisation and expansion of the branch;
10. to attend to any other work duties assigned to him by his superiors;

RADIO SUPERVISOR:

1. to hold the charge of the respective Radio workshop;
2. to supervise the maintenance and repair of all types of wireless sets, workshop instruments, battery charger, measuring instruments, PA equipments, etc.
3. to maintain the stock register for the sets, spares and equipments, indent book, job registers of radio technicians; and history sheets of all equipments
4. to maintain AC generator and batteries;
5. to suggest proposal for the condemnation of obsolete equipments and defective batteries in time and for the purchase of new equipments, spares and new batteries.
6. to maintain the records and registers as per Standing Order No. 27/90 and vice-versa.
7. To impart training classes to subordinates;
8. to attend to any other work assigned to him by the superior officers from time to time.

RADIO TECHNICIAN/ SI

1. to assist the Radio Supervisor in his official work
2. to attend to the repairs of wireless equipments; PA equipments; intercoms, batteries, battery chargers, measuring instruments, repeater sets, etc.

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3. to ensure proper and uninterrupted communication/ functioning of equipments.
4. to attend to break-downs, if any, promptly;
5. to attend to the proper installations and dismantling of wireless stations, static/mobiles, etc. during law and order arrangements
6. to maintain records and cleanliness of the equipments;
7. to place requirements of spares and other articles in advance from the PRB stores;
8. Attend to any other work assigned by the superior officers from time to time.

STOREMEN REC NICAL/ASI

1. Ensuring proper maintenance of stock registers and other connected records as per Standing Order No. 27/90;
2. Assist the Inspector of Police(wireless) in various purchase proposals Govt. sanctions, taking delivery from the firms, etc.
3. Hold charge and maintenance of PRB Stores cleanliness of the stores, etc.
4. Maintain records and ledgers with up-to-date entries;
5. Ensure proper account of RV/IVs;
6. Initiate proposals for the purchase of spares/condemnation of obsolete equipments/replacements etc. and follow-up-action.
7. Attend to any other work assigned by his superiors.

WIRELESS OPERATOR/ASI

1. Hold charge of the Terminal Station;

2. Ensure proper operation of the wireless sets, deployment of wireless personnel, maintenance of records and registers as per Standing Order No.27/90, scrutinising the radio logs daily and keep high standard of security;
3. Keep the premises neat and clean;
4. Impart training refresher courses to the lower subordinates;
5. Guide and assist the Operators
6. Attend to minor repairs/replacemens.
7. Any other duties assigned by his superiors.

HEAD CONSTABLE (WIRELESS):

1. Clear all incoming/out going messages without delay;
2. Maintain radio log, in and out message register, delivery register, duty roster, etc.
3. Operate all type of wireless sets/line communication equipments and connected accessories in the Radio Station;
4. Impart training/refresher course to the men of other units;
5. Attend to the maintenance of station equipments such as batteries, battery chargers, aerials, earth connections, feeders and masts.
6. Assist the PC Operators and dispose of all the messages immediately;
7. Carry out weekly maintenance of equipments, cleanliness of the station/ area.
8. Any other duties assigned by his superiors.

POLICE CONSTABLE (WIRELESS):

1. Work in the HF Radio Station as an Operator
2. Handle/operate all types of wireless equipments available in the wireless station;
3. Maintain all running traffic records;
4. Tune low power transmitters and receivers and maintain and charge batteries.

5. Hold charge of the Govt. properties in the wireless station during his duty hours.
6. Manage a mobile station independently.
7. Ensure Communication discipline.
8. Any other duties assigned by his superiors.

RADIO TELEPHONE POLICE CONSTABLE

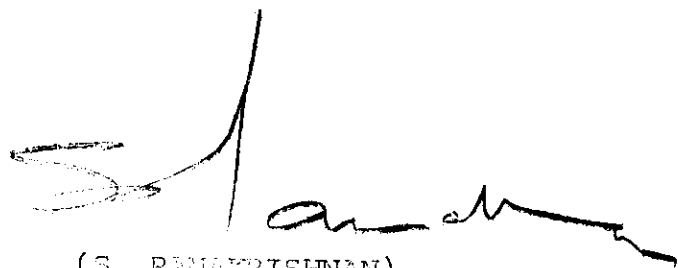
1. Operator all types of VHF sets.
2. Acquire working knowledge in VHF operational procedure.
3. Maintain all communication records in respect of VHF station.
4. Acquire knowledge to check up the external connections of VHF sets, batteries and identify the fault.
5. Manage a mobile station and ensure communication discipline.
6. Any other duties assigned by his superiors.

WORKSHOP HAND PC:

1. Assist the Radio Supervisors and Radio Technicians;
2. Assist the technicians in the maintenance of workshop, cleaning of wireless sets/equipments, installation of various type of aerials, charging the batteries, etc.
3. Any other duties assigned by his superiors.

MESSENGER PC:

1. Delivery of messages to the addressess according to the priority within the prescribed time limits
2. Obtain acknowledgement from the receivers for proper record.
3. Any other duties assigned by his superiors.



(S. RAMAKRISHNAN)
INSPECTOR GENERAL OF POLICE
PONDICHERRY

To

All SPs/All Insp. / All SHOs/
All in-charge OPs/SAO/JAO/OSD/OSE/OSA

Copy to:

The Sr. Supdt. of Police (L&O), Pondicherry.
The Sr. Supdt. of Police, (C&I), Pondicherry.

Slr. for note

Sr. Insp.

25/5
26/5/81