



OFFICE OF THE DIRECTOR GENERAL OF POLICE
PUDUCHERRY

No. 07/SP(HQ)/OW/2021-07

Date: 00.00.2021

STANDING ORDER - NO. OF 2021

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

In continuation to the **Digitalization of Police Wireless** by 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**" for every State & UTs followed by roll out of Polnete-2.0 with **Vision & Mission towards Public Protection and Disaster Relief (PPDR)** in January 2020. It is regard, it becomes mandate to upgrade the 20 years old Standing Order No. 43/91 - dt 20.05.1991 remaining **within the scope of Communication Technology** available earlier to 1991.

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

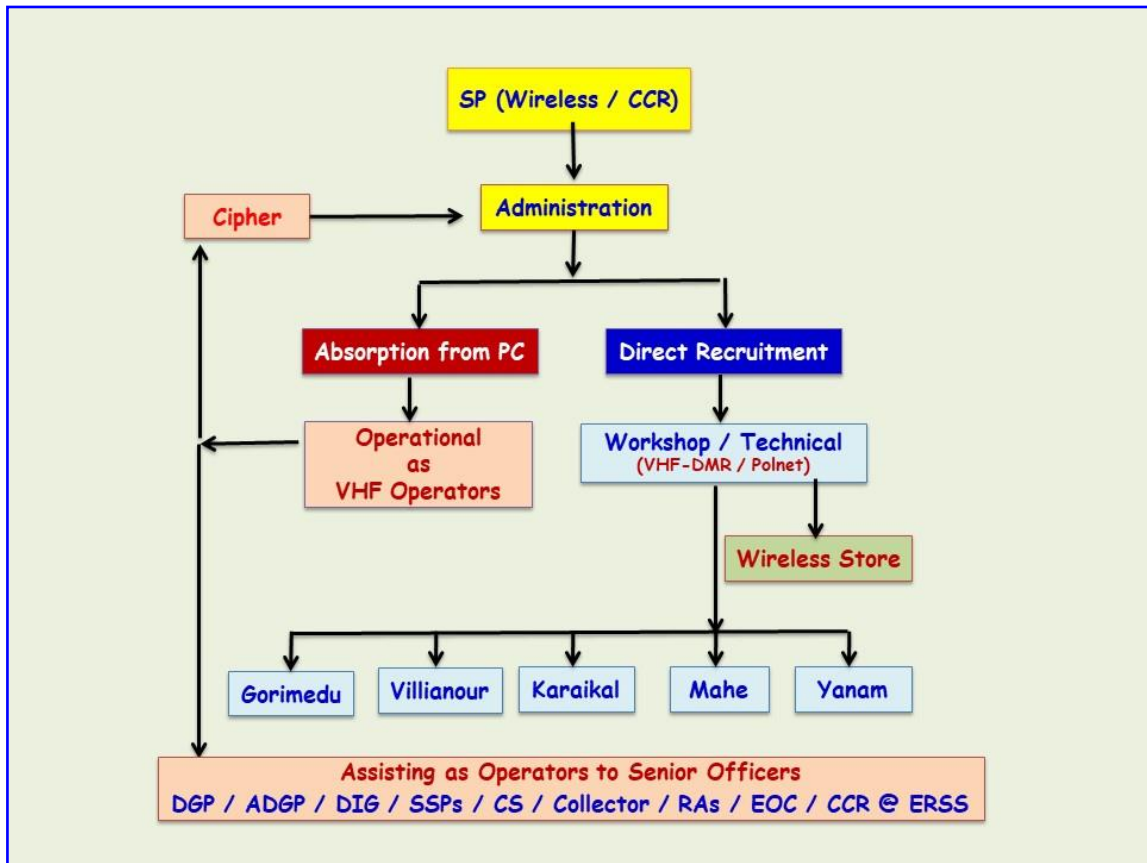
In light of the above, the Standing Order is upgraded with job specification, requirements and office procedure to be adopted for each arm of Police Wireless as tabled below.

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 exiting ranks and cadres enclosed as Annexure.** Accordingly, the unit is classified,

- A. Administration with CIPHER
- B. Wireless Workshop

- C. Wireless Stores
- D. Polnet 2.0
- E. Wireless Operation



A. Administration with CIPHER

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, Incharge 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. Wireless WORKSHOP

SI Wireless or next senior officer available having well-versed knowledge of Police Wireless and its AS-IS and having technical skill will handle will be the incharge officer for 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 WORKSHOP - Work Specification

1. 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.
2. Periodical review to fix requirements under all categories (Static in Office / Static in Mobile vehicles / Walkie-Talkies)
3. **Maintenance of VHR DMR Repeater and DMR Hybrid Network** (VHF Antenna: Static IP Mapping) in liaise with PSWAN Network team under IT Department
4. Effectiveness in **Computer based frequency configuration** of VHF Hybrid Network
5. Effectiveness in **Computer based frequency configuration** of Licensed frequency in all wireless sets and Repeater

6. Effectiveness in **grouping of users to regulate Wireless Traffic**
7. **Installation of Antenna** for Statis Sets in every Office / Vehicles
8. **Repairing of Wireless Sets** up to Motherboard level including soldering etc.
9. Ensuring strong **Signal Strength & Readability** for every user by maintaining Control Station
10. Other requirements if any for the smooth functioning of the Unit with the approval of senior officers.

B.2 - For information on AS-IS:

11. Technical Post: - Direct Recrement (1963)

- a) Direct Recrement as ASI with Technical qualification
- b) Promoted as SI, then Inspector.
- c) Now this post was now degraded to PC post and recruitment is under process with **pay scale below PC**
- d) Now no one is available under, however managed with Operators who have learnt Technical work willingly
- e) Other operational staffs working as HRO / SG HRO were requested but in vain. They were briefed periodically on the modernization of Police Wireless & Communication Technology & its user friendliness.

C. 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 handled 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 liaising with outlying regions. He will coordinate with SP (HQ) and Chief Stores.

C.1 STORES - Work Specification

1. Stock with Inventory maintenance
2. Distribution of Store items received from chief Stores
3. Purchase issues in laisse 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. 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 import training to newly recruited PCs during basic and induction training at PTS.
4. This may be attached with PTS.

E. Wireless Operation @ 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.

Users are created and maintained to suit the time-time requirements. The licensed Users specify the Static Sets installed in the specific static permanent location of buildings, while other Static Set License for Vehicles and Walkie-Talkies are getting redistributed based on requirements as tabled below

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

Wireless Operator represents assistance to the field utility of the Wireless network by Users. 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 and officers to support the allottees in handling the VHF Wireless Sets and wireless communication. Other requirements if any, to ensure smooth and speedy communication with the approval of senior officers.

For the above purpose, the willing officers from the trained 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, then ASI, then SI, then Inspector. To ensure MACP & Carrier upgradation, RR are 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.

At present, the amalgamated requirement is only "**Wireless Operator**" following **drastic reduction in VHF prescribed Message Traffic** being superseded by the commonly used gadgets like Whatsapp / Email / social media etc.,

Wireless Operators are the backbone for the monitoring the direct mass communication VHF Communication.

F.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:

Wireless Operation @ Wireless Operators on absorption from regular PC cadre after security verification by Special Branch sent to undergoing training for CIPHER (Encryption / Decryption). Such trained staff of Wireless Operation is posted for the work and he will be subjected to security verification 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 and they are utilized in general duties within Wireless.

Accordingly, they are attached with Administration Unit to assist routine / regular work of administration of Police Wireless Unit inclusive of Stores / Office of the Inspector.

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.

F.1 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.

- Issued with the approval of DGP -

R. Mohan Kumar
Superintendent of Police (Head Quarters)
Puducherry Police

Copy to:

1. Secretary to DGP / ADGP
2. Reader to DIG / SSPs / SPs
3. OSD / SAO / In-charge Units / Stores

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. VHF Hybrid Network Management for connectivity (VHF + IP) - Computer based for Monitoring Signal Strength & Readability
3	Radio Supervisor @ ASI (Ungraded)	3	4. Software handling and Channel Programming
			5. Maintenance & Service of Equipment's
4	Radio Technician @ PC (Ungraded)	12	Radio & Antenna Repair work at Field
5	Store-man Technical @ PC	1	Store Keeper for all Spares & Equipment's
6	Workshop Hand PC	1	Radio & Antenna Repair work at Workshop
OPERATIONAL SIDE			
SN	Rank	Post	Work @ Job specification
1	Radio Supervisor Gr-I @ SI	4	1. Monitoring Beat Officer Communication
2	Wireless Operator Gr-I @ SI <i>There is no direct but attention diversion with Technical Cadre direct</i>	12	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
3	Wireless Operator @ ASI (Ungraded)	3	
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	RR was created to promote them as HC / ASI / SI. RR have to be updated; however, promotion was given as SI using old RR. Now the Cipher traffic is NIL except trail message by IB once in a year.