क्रमांक. / No.H-17011/1/2019-CDN-I
भारत सरकार / Government of India
गृह मंत्रालय / Ministry of Home Affairs
समन्वय निदेशालय / Directorate of Coordination
पुलिस बेतार / Police Wireless

एक कदम स्वच्छता की ओर

खंड संख्या 9/ Block No. 9,
केन्द्रीय सरकार कार्यालय परिसर /CGO Complex,
लोधी रोड, नई दिल्ली-3/ Lodhi Road, New Delhi-3
दिनांक / Dated 5th January, 2022

To

1. Director, IB
2. DGs All CAPFs/NDRF
3. DGsP All States/UTs Police

Subject: SOP (Standard Operating Procedure) for loss / damage / theft of Radio Sets

Sir,

Directorate of Coordination Police Wireless (DCPW) is the advisory body to the Ministry of Home Affairs for the Police Telecommunication matters in the country and nodal agency to frame technical specifications & standards for Radio communication equipment & networks for Police Communication of States/UTs/CAPFs in the country.

2. In line with above endeavour, the undersigned is directed to state that a committee was constituted in DCPW with external members from WPC, ITBP & Uttarakhand Police to formulate a Standard Operating Procedure (SOP) for handling the issues pertaining to the loss / damage / theft of Radio sets programmed with allotted HF / VHF / UHF frequencies.

3. In this regard, the draft SOP along with flowchart formulated by the Committee is **enclosed herewith for comments (if any)** from your respective Organization.

4. In case of any comments, it is kindly requested that same may be communicated to DCPW at email id- **rksingh@dcpw.gov.in** within 15 days from the date of issue of this letter. If nothing is received from the respective organization within the stipulated period, it would be presumed that the concerned organization has **NIL** comments to offer and the above draft SOP is final.

5. An early reply in this regard will be highly appreciated.

Encls: As above

Yours sincerely,

5.01.2022
(R K Singh)
Deputy Director (CDN)

DRAFT SOP for handling the issues related to loss / damage / theft of already programmed HF / VHF / UHF frequencies radio sets

by

States/UTs Police/CPOs/CAPFs.

1. The control room shall immediately kill the lost / theft wireless set remotely to avoid any unauthorized use of the sets if facility of remote killing of sets is available. The necessary details (required to kill) of all such wireless equipment may be in possession of authorised personnel.

2. If there is provision of encryption in the lost/theft set, the encryption key programmed in the lost/theft set in use in all wireless set shall be changed immediately.

3. The States / UTs police / CPOs / CAPFs shall register a Theft / Lost case FIR to the nearest police station mentioning the details of the lost Wireless Equipment.

4. A signal for lookout of the set is required to be issued to all States / UTs Police.

5. The responsibility may be fixed and suitable disciplinary action against the personnel responsible for the theft / lost / damage of wireless equipment may be taken.

6. In case of damaged wireless set, the existing guidelines (of respective organisations) in force for Disposal of Wireless equipment, which are Non-repairable/outlived its codal life may be followed. Subsequently, WPC may be approached under intimation to DCPW for permission to purchase new radios with the same technical parameters if required or to surrender the damage equipment.

7. For a licensed network for which frequency carrier(s) have been assigned by WPC and if one or more radios covered under such network are found lost / theft, in that case, a request may be sent by the Authorized signatory officer of the respective States / UTs police / CPO / CAPFs to WPC, under intimation to DCPW for the following actions depending upon following cases.

   Case I: - For Wireless set with remote killing and encryption facility available.

   (i) Obtain permission to purchase new radios with the same technical parameters or to surrender the theft / lost equipment.

   Case II :- For Wireless set **without** remote killing and encryption facility available.

   (i) In view of security, surrender the frequency spots programmed in the lost set. As per requirement, get fresh/new frequency spots issued in lieu of surrendered frequency spots. [*However, if there is a requirement of new frequency spots, in such case, it will be treated as new / additional frequency assignments subject to availability of spectrum and charges shall be applicable for all fresh/new frequency spots.]*

(ii) Obtain permission to purchase new radios with the same technical parameters or to surrender the lost / theft equipment.

8. All States / UTs police / CPO / CAPFs may identify and keep one or more frequency spots in reserve, out of total assigned frequency spots to them in order to meet such emergency requirements.

9. Subsequently, if lost /theft radios / equipment are found, then it shall be the responsibility of respective Organization for proper sanitization of found/recovered equipment for any security threats like hidden bugs and malware.

10. Based on the above, a flow chart depicting the procedure to be followed for handling the issues related to loss / damage / theft of already programmed HF / VHF / UHF frequencies radio sets by States/UTs Police/CPOs/CAPFs is also enclosed for reference.

****

Proposed Procedure for Handling issues related to loss / damage / theft of already programmed HF / VHF / UHF frequencies Radio Sets

Whether the Radio Set is *Lost / Stolen* or *Damaged*

Lost / Stolen Radio Sets

The control room shall immediately kill the lost / theft wireless set remotely to avoid any unauthorized use of the sets if facility of remote killing of sets is available. The necessary details (required to kill) of all such wireless equipment may be in possession of authorized personnel.

If there is provision of encryption in the lost/theft set, the encryption key programmed in the lost/theft set in use in all wireless set shall be changed immediately.

The States / UTs police / CPOs / CAPFs shall register a Theft / Lost case FIR to the nearest police station mentioning the details of the lost Wireless Equipment

A signal for lookout of the set is required to be issued to all States / UTs Police.

For a licensed network for which frequency carrier(s) have been assigned by WPC and if one or more radios covered under such network are found lost / theft. In that case, a request may be sent by the Authorized signatory officer of the respective States / UTs police / CPO / CAPFs to WPC, under intimation to DCPW for the following actions depending upon following cases.

Whether the Wireless set has remote killing and encryption facility

No

For security purpose, surrender the frequency spots programmed in the lost sets or as per requirement, get fresh / new frequency spots issued in lieu of surrender frequency spots. (If new freq. Spots are required, it will be subject to availability and charges shall be applicable for all such type fresh / new frequency spots).

Yes

Have to obtain permission to purchase new Radios with the same technical parameters or to surrender the lost equipment

Subsequently, if lost /theft radios / equipment are found, then it shall be the responsibility of respective Organization for proper sanitization of found/recovered equipment for any security threats like hidden bugs and malware.

All States / UTs police / CPO / CAPFs may identify and keep one or more frequency spots in reserve, out of total assigned frequency spots to them in order to meet such emergency requirements.

Subsequently, if lost / theft radios / equipment are found, then it shall be the responsibility of Police Organizations to intimate and request to WPC under intimation to DCPW to include these sets in the existing network either as Standby or Operational or surrender as per the requirement.

Damaged Radio Sets

The existing guidelines (of respective organizations) in force for Disposal of Wireless equipment, which are Non-repairable/outlived its codal life may be followed.

Subsequently, WPC may be approached under intimation to DCPW for permission to purchase new radios with the same technical parameters if required or to surrender the damage equipment.

The responsibility may be fixed and suitable disciplinary action against the personnel responsible for the theft / lost / damage of wireless equipment may be taken.

क्रमांक/ No.H-17011/1/2019-CDN-I
भारत सरकार / Government of India
गृह मंत्रालय / Ministry of Home Affairs
समन्वय निदेशालय / Directorate of Coordination
पुलिस बेतार / Police Wireless

Azadi Ka Amrit Mahotsav

खंड संख्या 9/ Block No. 9,
केन्द्रीय सरकार कार्यालय परिसर /CGO Complex,
लोधी रोड, नई दिल्ली-3/Lodhi Road, New Delhi-3
दिनांक / Dated 14th February, 2022

To

1. Director, IB
2. DGs Assam Rifles/BSF/CISF/NSG/NDRF
3. DGsP All State/ UTs Police except Haryana/Andaman & Nicobar Islands

Sub: SOP (Standard Operating Procedure) for loss/damage/theft of radio Sets -Reg.

Madam / Sir,

The undersigned is directed to state that vide Directorate's Letter of even No. dated 05.01.2022 **(Copy enclosed),** a draft SOP along with flowchart on the above mentioned subject was forwarded for comments (if any) and to forward the same to DCPW at email id- rksingh@dcpw.gov.in.

2. The requisite information pertaining to your Organization is still awaited. In case of no comments, NIL information may also be forwarded. It is therefore requested to kindly arrange to forward the same at the earliest to this Directorate for further necessary action please.

Yours sincerely,

14.02.2022

(R K Singh)
Deputy Director (CDN)
Email: rksingh@dcpw.gov.in
Ph. No. 011-24363672
Mob. No. 9910316041

OFFICE OF THE ADGP
PUDUCHERRY
No: 720/MHA
Received ON: 20.09.22
Despatched ON: 21.9.22

क्रमांक/ No. H-17011/1/2019-CDN-I
भारत सरकार / Government of India
गृह मंत्रालय / Ministry of Home Affairs
समन्वय निदेशालय / Directorate of Coordination
पुलिस बेतार / Police Wireless

आज़ादी का अमृत महोत्सव

OFFICE OF THE DGP
PUDUCHERRY
No: 717/MHA
Received on: 20/09/2022
Despatched on: 20/09/22

खंड संख्या 9 / Block No. 9,
केन्द्रीय सरकार कार्यालय परिसर / CGO Complex,
लोधी रोड, नई दिल्ली-3 / Lodhi Road, New Delhi-3
दिनांक / Dated 19th September, 2022

To

The DGsP of Assam, Bihar, Dadra & Nagar Haveli and Daman & Diu, Delhi, Himachal Pradesh, Jammu & Kashmir, Jharkhand, Karnataka, Kerala, Ladakh, Lakshadweep, Maharashtra, Manipur, Nagaland, Odisha, Puducherry, Sikkim, Telangana

Sub : SOP (Standard Operating Procedure) for loss/damage/theft of radio Sets – Reg.

Madam / Sir,

The undersigned is directed to state that vide Directorate's Letter of even No. dated 05.01.2022 & 14.02.2022 (**Copy enclosed**), a draft SOP along with flowchart on the above mentioned subject was forwarded for comments, if any.

2. In this regard, the requisite information pertaining to your Organization is still awaited. It is therefore once again requested to kindly arrange to forward the same at the earliest to this Directorate. Further, if there is no input to offer, NIL report may also be sent.

3. A positive response in this regard would be highly appreciated.

on leave
ADGP Kyl - on leave
SSP (Tr.)
SP (Admn)

OFFICE OF THE IGP
PUDUCHERRY
No. 539/MHA/2022
Received On. 21/09/22
Despatched On. 21/09/22

Yours sincerely,

(Naresh Kumar)
Joint Director (Cy. & TE)
Email : nkmal@dcpw.gov.in
Ph No. : 011-24360491

OFFICE OF THE SSP (T)
PUDUCHERRY
No: 1259/CR/2022
Received On: 21/9/22
Despatched On:

OFFICE OF THE SUPERINTENDENT OF POLICE (WIRELESS)
No: 2895
Date: 23/09/2022
PUDUCHERRY