



No. A 15018/1/2022-Ad.I-2
भारत सरकार / Government of India
गृह मंत्रालय / Ministry of Home Affairs
समन्वय निदेशालय पुलिस बेतार
Directorate of Coordination Police Wireless



Block No. 9, CGO Complex,
Lodhi Road, New Delhi-110003
Dated 8th June, 2022.

कार्यालय आदेश / OFFICE ORDER

The jurisdiction of duties and responsibilities of Joint Director (Training) and Joint Director (Cipher) with regard to day to day functioning of Cipher Wing of CPRTI, New Delhi will be as under:

Sl. No.	Activity	Jurisdiction	Remarks
1.	Annual Course Calender	JD(CY) Through AD(CY)/ JAD(CY)/Trg	
2.	Demand letter for seats for course		
3.	Allotment of seats for course		
4.	Nomination of examiner		
5.	Notification of Result		
6.	Conduction of Examination		
7.	Sanction of leave of staff and trainees		
8.	Office Stationery (Demand/Procurement)		
9.	Deployment of MTS		
10.	Training related Stationery (Demand/Procurement)		
11.	Any other cipher related work	JD(CY)	
1.	Messing/Boarding/Lodging of trainees	Joint Director (Trg) through JAD (CY/Trg)	
2.	Deployment of Housekeeping staff		
3.	Provision of Medical aid to staff and trainees in case of emergency		
4.	Maintenance of PCs with peripheries, ACs, Photocopier etc.		
5.	Opening/closing of course	Joint Director (Trg)	

2. This issues with the approval of Director, DCPW.


(Shashi Kant Singh) 08/06/22
Assistant Director (Admn)

Copy to:-

1. PPS to Director
2. JD(A)/JD(Trg)/JD(CY)
3. AD(CY): w.r.t. R/Note No. R-13011/4(CPRTI-CW)/2022-Trg-600 dated 23.05.2022
4. Concerned Officers
5. Accounts Officer/ PAO, DCPW
- ✓ 6. AD (IT): for uploading on the website of DCPW
7. Service Book/ Personal File
8. File