



No. A-15018/1/O.O/2023-Ad.I
भारत सरकार / Government of India
गृह मंत्रालय / Ministry of Home Affairs
समन्वय निदेशालय पुलिस बेतार
Directorate of Coordination Police Wireless



खण्ड सं-9, के० सं० का० परिसर/Block No. -9, C.G.O. Complex,
लोधी रोड, नई दिल्ली/Lodhi Road, New Delhi-3
दिनांक/ Dated: 24th July, 2025

कार्यालय ज्ञापन/Office Memorandum

**Sub: Weekly Review Meeting under the chairmanship of Director, DCPW/
Standardization of Email ID/ Regular monitoring of Attendance -reg.**

All concerned officers/officials are directed to ensure timely compliance with the following instructions for effective operational performance and to maintain administrative discipline & accountability:

1. Regarding weekly review of important works: -

- (i) All concerned officers are requested to update their respective action entries in the Collab Sheet by Friday every week, without exception. Following these updates, the respective Additional Directors shall conduct a detailed review meeting at their level on every Monday.
- (ii) The Director will assess the progress of tasks assigned to the Officers of the Directorate through the shared Collaborative Office Suite's Excel sheet every Tuesday at 11 AM, in a meeting with the Additional Directors and Joint Directors. Additional points may be incorporated into the Collab Sheet with the approval of the Director.

2. Regarding the processing of files and e-mails: -

- (i) The designation-based email IDs for all concerned officers and officials shall be created by IT Section on priority and to be completed within the prescribed timeline, and that these be uniformly used for all official communications via email as well as for processing files on the e-Office platform. This initiative is intended to enhance the efficiency, uniformity, and security of official correspondence.
- (ii) It is mandatory for all officers/Officials dealing with the e-office to use Digital Signature Certificates (DSC) or e-sign for electronically signing the e-Files before sending such files to their superior officers.

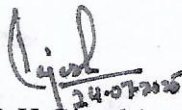
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24-7-2024

3. Regarding regular monitoring of attendance: -

(i) In continuation of this Directorate's Circular No.E-12013/1(e-office)/2015-IT dated 26.05.2025 regarding the implementation of face-based Aadhaar authentication for attendance marking on AEBAS, it has been decided that the regular attendance of all officers and officials shall be monitored by the respective Deputy Directors.

(ii) The IT Section shall compile and disseminate daily, monthly, and quarterly punctuality reports to the concerned Deputy Directors and officers above, categorized by Section, Station, and Zone. These reports shall be reviewed at the level of Additional Directors during the weekly review meetings with Deputy Directors.

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


(R.K Singh)

Deputy Director (Admn.)

Copy to:-

1. PS to Director.
2. PA to Addl. Director(HQ) / PA to Addl. Director(OPS).
3. All JDs/DDs/ZAOs.
4. I/C of All sections HQrs/CPRTI/POLNET Hub.
5. I/C of All ISPW Stations/ All RPWTIs.
6. AD (IT): for uploading on the website of DCPW.
7. File.