



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 स० का० परिसर/Block No. -9, C.G.O. Complex,
लोधी रोड, नई दिल्ली/Lodhi Road, New Delhi-3
दिनांक/ Dated: 4th August, 2025

कार्यालय ज्ञापन/Office Memorandum

Subject: Compliance Status of Directorate's Circular No. A-15018/1/O.O/2023-Ad.I dated 28.05.2025-reg.

The undersigned is directed to refer to this Directorate's Circular No. A-15018/1/O.O/2023-Ad.I dated 28.05.2025 (**Copy enclosed**) and to state that compliance status of directions as mentioned in the aforementioned circular is required from all the respective Zonal/Station/Section In-Charges of this Directorate in the proforma attached herewith.

2. Accordingly, all the respective Zonal/Station/Section In-Charges of this Directorate are hereby requested to forward the compliance status report latest by 14.08.2025 to Administration Section.
3. Hindi version will follow.

Encl: As above.

(Mahesh Kumar Pachar)
Joint Assistant Director(Admn.)

Copy to:-

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

Annexure-A

S.No.	Guidelines/Instruction of Directorate's Circular No. A-15018/1/O.O/2023-Ad.I dated 28.05.2025	Remarks/Status
1.	Leave applications for all officers/officials shall be submitted and processed through the e-HRMS 2.0 portal.	
2.	Physical files, if any, shall be recorded in e-Office to ensure their proper tracking.	
3.	Record of both physical files and e-files shall be prepared by each Section/ISPW Station.	
4.	All officers/officials using e-office shall e-sign/DSC sign the e-file before sending it.	
5.	Nodal Officer for AEBAS shall forward monthly attendance report of all Sections/Stations to the respective Section / In-charge/SS.	





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दिनांक/ Dated: 28th May, 2025

परिपत्र/CIRCULAR

All officers/officials of this Directorate are directed to strictly adhere to the following guidelines with immediate effect:

- i. Leave applications for all officers/officials shall be submitted and processed through the e-HRMS 2.0 portal (**Step-by-step procedure for Applying Leave through E-HRMS 2.0 Portal is enclosed**).
 - ii. Physical files, if any, shall be recorded in e-Office to ensure their proper tracking.
 - iii. Record of both physical files and e-files shall be prepared by each Section/ISPW Station.
 - iv. All officers/officials using e-office shall e-sign/DSC sign the e-file before sending it.
 - v. Nodal Officer for AEBAS shall forward monthly attendance report of all Sections/Stations to the respective Section / In-charge/SS.
2. This issues with the approval of the Competent Authority.
 3. Hindi version will follow.

(Signature)
28.5.25

(Mahesh Kumar Pachar)
Joint Assistant 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.
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