



No. A-13020/03/2025-Ad.I  
भारतसरकार/ Government of India  
गृह मंत्रालय / Ministry of Home Affairs  
समन्वय निदेशालय पुलिस बेतार  
Directorate of Coordination Police Wireless



खण्डसं-9, के०स०का०परिसर/Block No. -9, C.G.O. Complex,  
लोधीरोड, नईदिल्ली/Lodhi Road, New Delhi-3.  
दिनांक/ Dated: 26<sup>th</sup> December, 2025

### Office Memorandum

#### **Subject: Instructions for strict compliance-regarding.**

The undersigned is directed to convey the following instructions for strict compliance by all officers/officials of this Directorate:

- i. No outsider is allowed in the office beyond office hours. Only those officials having official purposes may stay in the office premises beyond office hours.
  - ii. The list of officers/officials posted for overnight duties in the Communication Section and Cipher Section shall be shared with the concerned DDs, CISF, and HOO on daily basis by respective Section I/Cs, and they shall also ensure that no other person is allowed in office building unless duly authorized by them.
  - iii. A list of officers/officials of other Sections of HQ staying in the office beyond office hours shall be made available to CISF through Security Officer, DCPW. The IG, CISF may be requested to issue instructions to security personnel posted by CISF to secure DCPW Building to visit each floor of the building at 8:00 PM to check the presence of personnel in the building with the list shared with them daily.
  - iv. Recreational activities, other than the canteen, shall be stopped in this Directorate with immediate effect till the investigation process is completed, unless specific permission is obtained from the Director, DCPW.
2. This issues with the approval of the Director, DCPW.

*Rajeev* 26/12/2025  
(Rajeev Kumar)

Assistant Director (Admn.)

#### **Copy to:-**

1. PS to Director.
2. PA to Addl. Director(I) / PA to Addl. Director(II).
3. All JDs/DDs
4. Chief Security Officer/ Security Officer: with the request to take necessary action w.r.t. Para 1(iii) above.
5. I/C of All sections HQrs/CPRTI/POLNET Hub.
6. AD (IT): for uploading on the website of DCPW.
7. Hindi Section: for Hindi version.
8. File.