



No. A. 13019/1(Genl)/2013-Ad.1
भारत सरकार/Government of India
गृह मंत्रालय/Ministry of Home Affairs
समन्वय निदेशालय/Directorate of Coordination
पुलिस बेतार/Police Wireless



Block No.9, CGO Complex
Lodhi Road, New Delhi-3.
Date: 31/3/2020.

Office Memorandum

Subject: Preventive measure to contain the spread of COVID-19 -reg.

In continuation to Directorate's OM of even no. dated 23/03/2020, the following Duty Roster / instructions are hereby issued for managing essential work with skeletal staff for subsequent two weeks:

Section	Officials deployed	
	06.04.2020 to 10.04.2020	13.04.2020 to 14.04.2020
Administration	(i) Shri K. Saha (L&B)	(i) Shri Amarjeet Singh, AD(Trg)
Land & Building	(ii) Shri Ramkesh Meena, JAD	(ii) Shri Sandeep Negi, ACO
Communication Section	(iii) Shri Rajveer Singh, ACO	(iii) Shri Sandeep Varshney, CO- (As Reserve)
Workshop/IT Section	(iv) Shri Vijay Singh, ASO	(iv) Shri M.K. Pachar, Asstt.
	(v) Shri Mahesh, MTS	(v) Shri Shashi Bhushan, MTS
		(vi) Shri Amit Prajapati, MTS
POLNET-Hub, Sirifort Road, New Delhi	Shri H. S. Srihari, AD(P-Hub) will oversee and deploy skeletal staff.	
Accounts Section	Shri K K Rawat, A/C Officer, and other skeletal staff.	
Vehicle Section	Shri Kanwar Pal (Shri Manish Kumar & Shri Udai Lal: In reserve)	
Communication & Cipher Centre at DCPW Hq. Delhi, North Block & Parliament & at ISPW Stations	AD (CC) & AD (Cy) will oversee and ensure deployment of skeletal staff for maintaining smooth round the clock services at Delhi for normal & cipher traffic respectively. AD(C) & AD (Cy) will ensure the same for ISPW Communication Centres for normal & cipher traffic respectively. ISPW Station In-Charges to maintain round the clock services with skeletal staff at respective ISPW Stations. AD (South Zone) shall ensure this for ISPW Chennai & for other stations under him as well.	

2. In addition to above, the officers/officials, not attending office shall work from home and should be available on telephone and other electronic means of communication. They shall attend office if called for any exigency of work. Also, they are not supposed to leave the Station.

3. This issues with the approval of Competent Authority.

Hemant
31/3/20
Assistant Director (Admn)

- To:
1. PPS to Director/PS to Additional Director (H)/ PS to Additional Director(OP).
 2. Joint Director (Comm), DCPW.
 3. US (PM-II), MHA, Jaisalmer House, New Delhi- for information and request to forward all the correspondences through email (addldirector.dcpw@nic.in / hemantkumar@dcpw.gov.in) or phone (9868136051 / 7838643007)
 4. AD (Cy) / AD (Polnet Hub)/AD(CC)/ AO / Station I/Cs all ISPW Stations: to prepare roster with skeleton staff and convey to AD(Admn).
 5. All Officers/Sections at Hqrs.
 6. AD (IT) for uploading on DCPW website.