



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: 11th August, 2025

परिपत्र/CIRCULAR

All officers/officials of this Directorate are hereby directed to strictly adhere to the following instructions:

- i. to follow the defined procedures for file processing.
 - ii. to study the CEE Note and the manual of procedures.
 - iii. to adhere to the prescribed drafting instructions while preparing letters, presentations (PPTs), and other official communications.
 - iv. to follow post-specific protocols when dealing with external agencies.
 - v. to ensure regular attendance of personnel posted at Headquarters, CPRTI/RPWTIs, POLNET Hub and ISPW Stations.
2. This issues with the approval of the Competent Authority.
 3. Hindi version will follow.

Gopal Singh
11.08.2025

(Gopal Singh Khatri)
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.
6. AD (IT): for uploading on the website of DCPW.
7. Hindi Section: for Hindi version.
8. File.