



No. A-15018/2(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: 10<sup>th</sup> October, 2025

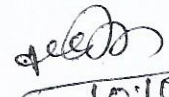
**परिपत्र/CIRCULAR**

**Subject: Submission of Details of Physical Files to Maintain Digital Record-reg**

In order to streamline record management and to facilitate the creation of a digital repository of physical files, all Section In-Charges of HQrs, POLNET Hub & CPRTI are hereby directed to furnish the details of their physical files in the prescribed format given below:

S.No.	File Number	Subject of File	Date of Opening	Current Status (Active / Closed)	Total Number of Pages in File	Remarks (if any)
1.						

- All concerned Section In-Charges of HQrs, POLNET Hub & CPRTI are requested to submit the required details in the above format to the Administration Section **strictly within 04 days** of issue of this circular.
- This issues with the approval of the Competent Authority.
- Hindi version will follow.

  
10.10.25

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

**Copy to:-**

1. PS to Director.
2. PA to Addl. Director (HQ) / PA to Addl. Director(OPS).
- DD(n) 3. All JDs/DDs
4. I/C of All sections HQrs/CPRTI/POLNET Hub.
5. AD (IT): for uploading on the website of DCPW.
6. Hindi Section: for Hindi version.
7. File.