

No. A.15012/1/Misc/2019-Ad-II  
Government of India  
Ministry of Home Affairs  
Directorate of Coordination  
Police Wireless

Block No.9, CGO Complex,  
Lodhi Road, New Delhi-03  
Dated the 6<sup>th</sup> May, 2019.

**Office Memorandum**

Subject:- The periodic monitoring of performance of the officials on deputation in DCPW.

The undersigned is directed to convey that the performance of the officials on deputation is to be recorded (as per Enclosed Proforma) by the respective In-charge officer and submitted to concern Dy. Director every month. Same is to be reviewed by Dy. Director on quarterly basis and by concerned Joint Director on every six months. However, every adverse report is to be brought to the notice of Joint Director and Admn. Division immediately. The Joint Director may forward his report to Admn. Division for further submission to Director DCPW.

  
(Hemant Kumar)  
Assistant Director (Admn)

Copy to :

1. PPS to Director.
2. PS to Addl. Director./ for info please.
3. JD (C)/JD (Cy)/ DD (A)/DD (C)/DD (Cy)
4. All Assistant Directors / JADs
5. In-Charges all ISPW Stations
6. File

**PROFORMA FOR PERIODIC MONITORING OF PERFORMANCE  
OF THE OFFICIALS ON DEPUTATION IN DCPW**

Station	
In-Charge officer	
Name & Designation of the official on Deputation	
Period	

**REPORT**

Point	Parameter	Details	Remarks
1.	Punctuality / Leave availed during the period: (i) Total working days (ii) Late coming / early leaving / without prior permission (iii) EL/Commutated leave availed		
2.	Attitude towards Work / sense of responsibility		
3.	Discipline / team spirit & Inter-personal relations		
4.	Initiative / any exceptional work performed by the official		
<b>Quantitative Performance (with comparison to other officials):</b>			
5.	Jobs/ Cases / Messages handled during the period (i) Total nos. (ii) Accomplished (iii) Pending		
<b>Overall performance:</b>			

Signature of In-charge Officer