



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: 13th August, 2026

कार्यालय आदेश / OFFICE ORDER

Subject: Internal delegation of powers / channel of submission for final disposal of cases in respect of various items of work handled by various Sections of this Directorate – reg.

To ensure timely and efficient disposal of official work, the internal delegation of powers/channel of submission is hereby prescribed for final disposal of cases in respect of various items of work handled by different Sections of this Directorate and the same is enclosed herewith at Annexure-A.

2. With immediate effect, all files and cases shall be processed strictly following the channel of submission as prescribed.
3. This issues with the approval of the Competent Authority.

Encl: Annexure-A.

[Signature]
(Rajeev Kumar)
Deputy Director (Admn)

Copy to:-

1. PS to Director.
2. PA to Addl. Director(I).
3. PA to Addl. Director(II) w.r.t the e-file No. Addl.Dir.PS/Misc/01/2023.
4. All JDs/DDs.
4. I/C of All sections HQrs/CPRTI/POLNET Hub & I/C of All ISPW Stations/
All RPWTIs: to bring into the notice to all staff under their control.
5. AD (IT): for uploading on the website of DCPW.
6. File.

**INTERNAL DELEGATION OF POWERS/ CHANNEL
OF SUBMISSION FOR FINAL DISPOSAL OF
CASES IN RESPECT OF VARIOUS ITEMS OF
WORK HANDLED BY VARIOUS SECTIONS OF
THIS DIRECTORATE**



**DIRECTORATE OF COORDINATION
POLICE WIRELESS**

Handwritten signature/initials

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General Principles

- i. The channels of submission and levels of disposal prescribed in this document are intended to ensure timely and efficient disposal of official work.
- ii. Cases not specifically covered in this document shall be submitted to the Director, DCPW, through proper channel for deciding the appropriate channel of submission and level of disposal.
- iii. The Director, DCPW may, wherever considered necessary in the interest of administration, modify the prescribed channel of submission or level of disposal for any case.
- iv. The competent authority may call for any case at any stage, irrespective of the prescribed channel of submission or level of disposal.
- v. All cases involving financial implications shall be processed in accordance with the delegated financial powers and the applicable Government rules, regulations and instructions.
- vi. The provisions of this document shall be subject to the instructions, guidelines, rules and orders issued by the Government of India, Ministry of Home Affairs or any other competent authority from time to time. In case of any inconsistency, such instructions, guidelines, rules or orders shall prevail.
- vii. Any ambiguity, omission or inconsistency noticed in this document may be brought to the notice of the Head of Department for appropriate action.

S. No.	Type of Cases	Channel of Submission	Level of Disposal
General Matters			
1.	Disposal of RTI Applications and RTI Appeals	DH/JAD/AD>DD>JD	CPIO (RTIs)/ FAA(in case of RTI Appeals)
2.	(i) Transfer/Posting/Temporary duty/ Work allocation of DCPW employees involving change of section/ station etc.	DH/JAD/AD>DD>JD> Additional Director	Director, DCPW
	(ii) Local Posting/ Work allocation of DCPW employees not involving change of section.	DH/JAD/AD>DD	Joint Director
3.	All Grievance related matters including CPGRAMS	DH/JAD/AD>DD>JD	Joint Director (Grievance officer, DCPW to properly dispose the case on CPGRAMS)
4.	Matters related with Foreign Visits	DH/JAD/AD>DD>JD> Additional Director> IF A(if required)> Director , DCPW	MHA
5.	Nomination of Officers/Officials on tours/ official visits etc.	DH/JAD/AD>DD>JD> Additional Director	Director, DCPW
6.	Nomination of DCPW Officers/ Officials for training.	DH/JAD/AD>DD>JD(A dmin)> Additional Director [Admin section to collect no mination from sections/ sta tions]	Director, DCPW
	Note: All proposals pertaining to nomination of officers/officials for training, duly justified by the concerned Section/Station (viz. Comn., Training, Cipher, etc.), shall be forwarded to the Administration Section for obtaining the approval of the Director, DCPW.		
7.	Issuance of Circulars/ OMs	DH/JAD/AD>DD>JD> Additional Director	Director, DCPW
8.	Constitution of Committees within DCPW for Various Official purposes	DH/JAD/AD>DD>JD> Additional Director	Director, DCPW
9.	Selection of Faculty member at CPRTI/ RPWTIs of DCPW	DH/JAD/AD>DD>JD> Additional Director	Director, DCPW
10.	Grant of Honorarium to DCPW staff	DH/JAD/AD>DD>JD> Additional Director> IF A (if required)	Director, DCPW
11.	Opening of New e-file/Physical file at the Section level	DH/JAD/AD>DD	Joint Director

12.	Any Section level Detail and Content Updates on the DCPW Website	DH/JAD/AD>DD	Joint Director
13.	(i) Projection/Requirements/ Repair of IT eqpt. at the Wing/ Section level	DH/JAD/AD>DD>JD(Admin)> Additional Director [file to be routed through I T section for examination]	Director, DCPW
	(ii) Projection/Requirements/ Repair of Stationery items viz. reams, papers etc. at the Wing/ Section level	DH/JAD/AD>DD>JD(Admin)> Additional Director [file to be routed through I T section for examination]	Director, DCPW
	(iii) Projection/Requirements/ Repair of Infra items at the Wing/ Section level	DH/JAD/AD>DD>JD(Admin)> Additional Director [file to be routed through L & B section for examination /	Director, DCPW
	Note: All proposals relating to IT equipment, stationery and infrastructure shall be submitted through the concerned Joint Director of the wing/division to JD (Admin). JD (Admin) shall examine the proposal, obtain comments from the concerned sections, including Procurement and Accounts, wherever required, and process the case for approval of the competent authority in accordance with the delegated financial powers and applicable rules.		
14.	Recording/Indexing/Reviewing/Weeding out of old records/files	DH/JAD/AD>DD	Joint Director
15.	Maintenance of ledger of office equipment/furniture	DH/JAD/AD>DD>JD/ Additional Director	H.O.O, DCPW
16.	CRAC generation for items delivered at HQ / POLNET Hub/CPRTI/RPWTI/ISPW stations	DH/JAD	GeM Consignee/ AD (Store)(in case of HQ establishments), Station Incharge (in case of ISPWs/RPW TIs)
17.	General Inter-section related correspondences	DH>JAD>AD	DD
18.	Any I.D. note/ OM/ correspondence outside DCPW	DH/JAD/AD>DD>JD> Additional Director	Director, DCPW
19.	Performance review/report of Deputation staff at the Section Level	DH>JAD>AD	DD
20.	Matters related to Joining/Relieving of officials at the Section level	DH>JAD>AD	DD
21.	All Leave related matters (sanction) applicable to all sections/stations	As per Office order No. A.13019/3/Leave/2022-Ad.I dated 09.01.2026	
22.	Constitution of Team under Centre of Excellence	DH/JAD/AD>VC/Capt. of CoE>DD>JD>Additional Director	Director, DCPW

Administration Section**Disciplinary and Vigilance matters**

1.	Disciplinary matters in respect of Group 'A' officers	JAD>AD>DD> Additional Director> Director, DCPW	Appointing Authority, MHA
2.	Disciplinary matters in respect of Group 'B' Gazetted/Non-Gazetted officers/officials	JAD>AD>DD> Additional Director	Appointing Authority (Director, DCPW)
3.	Disciplinary matters in respect of Group 'C' officials	DH/JAD/AD>DD>JD	Appointing Authority (H.O.O, DCPW)
4.	Forwarding of Vigilance Clearance Proforma of officers/officials to Vigilance cell, DCPW	DH/JAD/AD>DD>JD	CVO, DCPW

Service Matters

5.	Resignation Matters in respect of Group 'A' officers	DH/JAD/AD>DD>JD> Additional Director> Director, DCPW	Appointing Authority, MHA
6.	Resignation Matters in respect of Group 'B' Gazetted/Non-Gazetted officers/officials	DH/JAD/AD>DD>JD> Additional Director	Director, DCPW
7.	Resignation Matters in respect of Group 'C' officials	DH/JAD/AD>DD>JD	H.O.O, DCPW
8.	Voluntary Retirement Group 'A' Officers	DH/JAD/AD>DD>JD> Additional Director> Director, DCPW	MHA
9.	Voluntary Retirement Group 'B' officers/ officials & Group 'C' officials	DH/JAD/AD>DD>JD> Additional Director	Director, DCPW
10.	Performance review under 56 (j) in r/o Group 'A' & 'B' Gazetted Officers	DH/JAD/AD>DD>JD> Additional Director> Director, DCPW	MHA
11.	Performance review under 56 (j) in r/o Group 'B' Non Gazetted & Group 'C' officials	DH/JAD/AD>DD>JD> Additional Director	Director, DCPW
12.	Recruitment matters Group 'B' Gazetted / Non-Gazetted officers/officials	DH/JAD/AD>DD>JD> Additional Director	Director, DCPW
13.	Recruitment matters Group 'C' officials	DH/JAD/AD>DD>JD	H.O.O, DCPW
14.	Recruitment Rules	DH/JAD/AD>DD>JD> Additional Director> Director, DCPW	MHA
15.	Seniority list of Group 'A' and Group 'B' posts.	DH/JAD/AD>DD>JD> Additional Director	Director, DCPW
16.	Seniority list of Group 'C' posts	DH/JAD/AD>DD>JD	H.O.O, DCPW
17.	Matters related to ministerial staff of various cadres viz. CPCS/CSS/CSSS etc.	DH/JAD/AD>DD>JD> Additional Director	Director, DCPW

18.	Promotion related matters in respect of Group 'A' officers	DH/JAD/AD>DD>JD> Additional Director> Director, DCPW	Appointing Authority, MHA
19.	Promotion related matters in respect of Group 'B' Gazetted/Non-Gazetted officers/ officials	DH/JAD/AD>DD>JD> Additional Director	Director, DCPW
20.	Promotion related matters in respect of Group 'C' officials	DH/JAD/AD>DD>JD	H.O.O, DCPW
21.	(i) Confirmation in respect of Direct Recruited Gr 'B' officers/ officials	DH/JAD/AD>DD>JD> Additional Director	Director, DCPW
	(ii) Confirmation in respect of Direct Recruited Gr 'C' officials	DH/JAD/AD>DD>JD	H.O.O, DCPW
22.	Certification of Reserved Vacancies and Reservation/ Recruitment Rosters.	DH/JAD/AD>DD>JD	Liaison Officer for OBC/SC/ST/PwBD /ESM, DCPW
23.	General matters related to APAR of Group 'A', 'B' & 'C'.	DH/JAD/AD>DD>JD> Additional Director	Director, DCPW
24.	(i) Maintenance of APARs (Group 'A')	DH/JAD/AD>DD>JD> Additional Director	PS to Director, DCPW
	(ii) Maintenance of APARs (Group 'B' & 'C')	DH/JAD/AD>DD	JD
25.	Matters related to service book pertaining to: Change in home town declaration Correction/Change in the Name Pay anomalies Verification of Caste certificate Higher Qualification addition in service book.	DH/JAD/AD>DD>JD> Additional Director (file to be routed through H.O.O, DCPW)	Director, DCPW
26.	Updation of Service Book/ Verifications of Service annually etc.	DH/JAD/AD>DD>JD	H.O.O, DCPW
27.	Issuance of Service/Experience Certificate	DH/JAD/AD>DD>JD	H.O.O, DCPW
28.	Issuance of No Objection Certificate reg. Passport, Abroad visit, permission for Higher studies etc. (i) Group 'A' & 'B' (ii) Group 'C'	DH/JAD/AD>DD>JD> Additional Director	Director, DCPW
Pay and financial matters			
29.	MACP matters in respect of Group 'A' officers	DH/JAD/AD>DD>JD> Additional Director> Director, DCPW	MHA
30.	MACP matters in respect of Group 'B' officers/officials & Group 'C' officials	DH/JAD/AD>DD>JD> Additional Director	Director, DCPW
31.	(i) Intimation/Permission regarding sale/purchase of Moveable and Immoveable Property under relevant conduct rules of Group 'A' & 'B' officers	DH/JAD/AD>DD>JD> Additional Director	Director, DCPW

	(ii) Intimation regarding Moveable and Immoveable Property Return made under relevant conduct rules of Group 'C' officers /officials	DH/JAD/AD>DD>JD	H.O.O, DCPW
32.	Policy related Matters in consultation with MHA/DoP&T/DoE viz. Consultant Matters, Notional Increment etc.	DH/JAD/AD>DD>JD> Additional Director> IFA(if required)> Director, DCPW	MHA
Pension matters			
33.	All matters related to Pension and Retirement benefits viz. Leave Encashment and CGEGIS-1980 matters, Government dues, GPF Pre-receipts and Provisional LPC etc.	DH/JAD/AD>DD>JD	H.O.O, DCPW
Stationery/Printing/Publications			
34.	Matters involving procurement of: Office stationery items for Hqrs. Ordinary/ Self-inking Rubber stamps for officers & Office use Name & Designation Plates of Officers Parking Stickers for DCPW employees	DH/JAD/AD>DD>JD	H.O.O, DCPW (As per delegation of Financial Powers)
35.	Distribution/maintenance of Stationery items	DH/JAD/AD>DD	JD
36.	Printing and Publication works/ Advertisements, Gazette/ e-gazette notifications, forms, DCPW Wall calendars /Diaries etc.	DH/JAD/AD>DD>JD> Additional Director	Director, DCPW
Compassionate Appointment			
37.	Compassionate Appointment	DH/JAD/AD>DD>JD> Additional Director> Director, DCPW	MHA
Legal matters/Court Cases			
38.	Court Cases related matters	DH/JAD/AD>DD>JD> Additional Director> Director, DCPW	MHA
Deputation/Absorption and outside employment related matters			
39.	Filling up of Vacant Group 'A' posts by Deputation/ Absorption/ Extension from other departments.	DH/JAD/AD>DD>JD> Additional Director> Director, DCPW	MHA
40.	Filling up of Vacant Grp 'B' Gazetted/ non-Gazetted posts by Deputation/ Absorption / Extension from other departments	DH/JAD/AD>DD>JD> Additional Director	Director, DCPW
41.	Filling up of Vacant Grp 'C' posts by Deputation/Absorption /Extension from other departments.	DH/JAD/AD>DD>JD	H.O.O, DCPW
42.	Processing applications for applying for outside employment through Direct Recruitment/ Deputation/Absorption for Group 'A' Officers	DH/JAD/AD>DD>JD> Additional Director> Director, DCPW	MHA
43.	Processing applications for applying for outside employment through Direct Recruitment/ Deputation/Absorption for Group 'B' & 'C' officers/officials	DH/JAD/AD>DD>JD> Additional Director	Director, DCPW

ID Card related matters			
44.	Issuance of MHA ID card / Validation slip	DH/JAD/AD>DD>JD> Additional Director> Director, DCPW	MHA
45.	Issuance of DCPW ID card/Pensioner DCPW ID cards	DH/JAD/AD>DD>JD (file to be routed through H.O.O, DCPW)	CSO/SO, DCPW
46.	KPKB beneficiary card for serving / Pensioner	DH/JAD/AD>DD>JD	H.O.O, DCPW
Receipt & Dispatch			
47.	Dispatch Bills (Speed Post bill payment) of Dispatch Section	DH/JAD/AD>DD>JD	H.O.O, DCPW (As per delegation of Financial Powers)
48.	Maintenance of Speed & Registered post letters and Accounts of Postage Stamps	DH/JAD/AD	DD
Misc Matters			
49.	Hiring of Consultants/data entry operators(DEOs)/Young professionals(YPs) /Office boys etc.	DH/JAD/AD>DD>JD> Additional Director> IFA (if required)> Director, DCPW	MHA (beyond delegated power of Director)
50.	Matters Relating to Commemoration and Celebration of Days of National Importance	DH/JAD/AD>DD>JD> Additional Director	Director, DCPW
51.	Submission of periodic reports to MHA in respect of Parliamentary questions, Annual Report, Disciplinary report, establishment, incumbent position, vacancies, reservation representation and related matters.	DH/JAD/AD>DD>JD> Additional Director	Director, DCPW
52.	GPRA Matters	DH/JAD/AD>DD>JD	H.O.O, DCPW
53.	Issuance of Office Orders after approval of Competent Authority	DH/JAD/AD>DD	JD
54.	e-HRMS related matters and Digitization of Service Books	DH/JAD/AD>DD>JD	H.O.O, DCPW
55.	Installation/ Disconnection/ Shifting & Migration etc. of Telephone connections of the Directorate	DH>JAD>AD	DD
56.	New Connection of Telephone in the Directorate	DH/JAD/AD>DD>JD> Additional Director	Director, DCPW
Accounts Section			
1.	Sanction for computer Advance (through separate order from Budget, MHA) Grant of House Building Advances	DH>DDO>JD>H.O.O> Ad ditional Director> IFA(if required)> Director, DCPW	MHA
2.	Matters related to Budget to be submitted to MHA	DH>DDO >BHO>BO> Add itional Director>IFA> Director, DCPW	MHA

3.	Preparation and processing of various bills: OTA/Night duty allowance bill Contingency bills under 'OE' /PSS/Printing & Pub./ Wages/Other Administrative Expenses (HRD)/Other charges (as the case may be) Monthly GST Bills, Hospitality, Telephone Bills, Electricity, Water Bills etc. (within de legated powers) Supplementary bills of allowances/arrears/recovery	DH>DDO	H.O.O, DCPW
4.	Sanction of TA advance/recovery on tour/ transfer/temporary duty. Sanction of LTC advance/ recovery.	DH>DDO	H.O.O, DCPW
5.	Preparation and processing of monthly salary /Pay Bill including leave salary	DH>PFMS Maker> PFMS Checker	DDO
6.	(i) Medical advance (upto 90% of quoted estimate by Hospital/or upto Rs. 5 Lakh) and recovery	DH>DDO	H.O.O, DCPW
	(ii) Medical advance (above Rs. 5 Lakh)	DH>DDO> JD/H.O.O>Ad ditional Director> IFA(if required)> Director, DCPW	MHA
7.	Approval in r/o of claim of LTC (Beyond prescribed time limit)	DH>DDO> JD/H.O.O> Additional Director	Director
8.	Approval in r/o of claim of TA/LTC bills	DH>DDO	H.O.O, DCPW
9.	Calculation of Income Tax & preparation of Form 16/16A/TDS certificates etc.	DH>DDO	H.O.O, DCPW
10.	Matters pertaining to: License Fee incl. correspondences with Directorate of Estates and Grant of DHRA /HRA, CGEIS- verification/ maintenance of Accounts and payment on retirement / death / resignation etc.	DH>DDO	H.O.O, DCPW
11.	Processing of reimbursement claims of tuition Fees / CEA	DH>DDO	H.O.O, DCPW
12.	GPF/NPS/UPS (i) Allotment of NPS/UPS Account No. to fresh recruits.	DH>DDO>H.O.O	NSDL
	(ii) Matters related to Grant of advance / permissible withdrawal of balance	DH>DDO	H.O.O, DCPW
	(iii) Issuance of annual GPF account statement/Transfer of GPF account/ Related correspondences reg. NPS/UPS	DH>DDO	PAO
13.	Entries in Cash Book and maintenance of Cash Book/Contingents Register	Cashier/DH>Accountant	DDO
14.	Preparation of bills of GPF accumulation / commutation of pension etc. & supplementary bills relating thereto in r/o retiring/resigning Govt. Servant	DH>DDO>H.O.O	PAO

15.	Verifications of Service & necessary entries in Service Book (retiree / death case)	DH>DDO	H.O.O, DCPW
16.	Long term & Short term advance – Monitor Recoveries and calculation of interest	DH>DDO	H.O.O, DCPW
17.	Matters related to Relaxation or Clarification to be sought from Ministry/ IFD.	DH>DDO>JD>Additional Director> IFA> Director, DCPW	MHA
18.	Preparation of Expenditure Statement & submission to HOO/HoD.	DH>Accountant>DDO	H.O.O, DCPW
19.	Grant of News Paper reimbursement, Rent & Taxes	DH>DDO> JD/H.O.O>Ad ditional Director >IFA	Director
20.	Security to be taken from Cashier: (i) Acceptance of Security	Cashier/DH>Accountant >DDO	H.O.O
	(ii) Custody and Release of Security	Cashier/DH>Accountant	DDO
21.	Matters related to Ground Rent & Taxes for L&B	DH>DDO > JD/H.O.O> Additional Director	Director, DCPW
22.	Financial Proposals received from Sections requiring concurrence/advice of IFA	DDO > JD/H.O.O> Additional Director >IFA	Director, DCPW
23.	Settlement of Audit Para	DH>DDO> H.O.O>Additional Director	Director, DCPW

L&B Section

1.	Permission for obtaining PE for Civil / Electrical / Horticulture work through CPWD -Capital Works (under B/H BS – OB & RB)	DH/JAD/AD>DD>JD> Additional Director	Director, DCPW
2.	Permission for obtaining PE for Civil / Electrical / Horticulture work through CPWD - Minor Works under B/H MCEW	DH/JAD/AD>DD	Joint Director
3.	AA & ES of Civil, Electrical, Horticulture works of DCPW Establishments – Capital Works Minor Works (Above Rs.30 Lakhs /beyond delegated power of Director)	DH/JAD/AD>DD>JD> Additional Director>IFA> Director, DCPW	MHA
4.	AA & ES of Civil, Electrical, Horticulture works of DCPW Establishments - Minor Works beyond Rs.50,000/- & upto Rs.30 Lakhs	DH/JAD/AD>DD>JD> Additional Director>IFA	Director, DCPW
5.	Release of Funds in approved Capital works(BS – OB & RB) through CPWD above approved cost	DH/JAD/AD>DD>JD> Additional Director>IFA> Director, DCPW	MHA *for perusal
6.	Release of Funds in approved Capital works through CPWD within approved cost	DH/JAD/AD>DD>JD> Additional Director>IFA	Director, DCPW
7.	Release of Funds in approved minor works through CPWD-B/H MCEW	DH/JAD/AD>DD	Joint Director

8.	Ordinary repair of Govt building upto Rs.50,000/- under B/H MCE W without IFA.	DH/JAD/AD>DD>JD> Additional Director	Director, DCPW
9.	Matters related to: Procurement/ Repairing of DCPW establishments (beyond delegated power of HOO). Payment of Rent / License Fees / Property Tax / Service Charges of leased DCPW Establishments Hiring of Sanitation Services, Manpower services, Consultants etc. of DCPW Establishments (within 25 Lakhs / Upto delegated power of Director)	DH/JAD/AD>DD>JD> Additional Director>IFA	Director, DCPW
10.	Hiring of Sanitation Services, Manpower services, Consultants etc. of DCPW Establishments (beyond delegated power of Director)	DH/JAD/AD>DD>JD> Additional Director>IFA> Director, DCPW	MHA
11.	Release of payment to vendor for Sanitation Services, Manpower services, Consultants etc. (within approved cost)	DH/JAD/AD>DD	JD
12.	Allotment of Departmental Qtrs. And Rest-houses of DCPW, and Submission of monthly accommodation report.	DH>JAD>AD>DD	Estate Officer
13.	Recovery of License fees / HRA in case of departmental quarters / hostels of DCPW	DH/JAD/AD>DD>JD (file to be routed through E state Officer)	H.O.O

Central Stores

1.	Quarterly Demand of Paper and Cartridge of HQ Renew of DPL (Dealer Possession License) of Wireless set from DoT Demand of Wireless equipment.	DH/JAD/AD>DD>JD> Additional Director	Director, DCPW
2.	Auction / Condemnation / Disposal related matters of HQ and ISPW stations	DH/JAD/AD>DD>JD> Additional Director>IFA	Director, DCPW
3.	Issuance of Mobile (Hand-held)/ Static Sets to various police organisations.	DH>JAD>AD>DD>JD	Addl. Director
4.	Physical Verification of Store	DH>JAD>AD>DD	JD
5.	Charge in hand records	DH>JAD>AD	DD
6.	CRAC, R.V., L.V, LEDGER ENTRY, GATE PASS Related Matter	DH>JAD	AD

POLNET Hub

1.	Monthly VSAT Reports	DH/JAD/AD>DD>JD> Additional Director	Director, DCPW
2.	Matters of POLNET Reports / Returns (not to be sent to other organization)	DH>JAD>AD	DD

3.	Preparation of down time records - Monthly Report	DH/JAD/AD>DD	JD
4.	Processing of PNG bills	DH/JAD/AD>DD>JD> Additional Director>IFA	Director, DCPW
5.	Correspondence with CPOs/ADTL etc.	DH/JAD/AD>DD>JD> Additional Director	Director, DCPW
6.	Maintenance related matters: Preventive / Corrective Maintenance of HUB, CAMC of Hub equipment & remote terminals of DCPW, Repairing / CAMC of other technical equipment, Routine, day to day Maintenance matters	DH/JAD/AD>DD>JD> Additional Director	Director, DCPW
7.	Expenditure on POLNET visit by Trainees / officials	DH/JAD/AD>DD	H.O.O
8.	Releasing of Night Duty allowance	DH/JAD/AD>DD	H.O.O
9.	Payment of Property Taxes	DH/JAD/AD>DD	Joint Director (to be submitted to L&B section for further processing)
10.	Stores Ledgers of Polnet Equipment & Allied Equipment	DH>JAD>AD	DD

POLNET Planning Section

1.	Payment of Regulatory Charges - V-SAT License fees, Spectrum Charges, SACFA Charges to DoT and Space Segment Charges to NSIL	DH/JAD/AD>DD>JD> Additional Director>IFA> Director, DCPW	MHA
2.	Renewal of Space Segment Agreement with NSIL / ISRO	DH/JAD/AD>DD>JD> Additional Director>IFA> Director, DCPW	MHA
3.	Policy Matters : Upgradation of POLNET New Projects, GSAT, N3/32	DH/JAD/AD>DD>JD> Additional Director>IFA(if required)> Director, DCPW	MHA
4.	Policy Matters regarding: Correspondence with Regulatory Agencies - DoT , ISRO etc. Correspondence with States / UTs / CAPFs / CPOs Correspondence with Suppliers	DH/JAD/AD>DD>JD> Additional Director	Director, DCPW
5.	CAMC of POLNET - Policy matters	DH/JAD/AD>DD>JD> Additional Director	Director, DCPW
6.	Submission of Monthly assessment, DO report, Parliamentary Questionnaire to MHA.	DH>JAD>AD>DD	Director, DCPW

7.	Routine Matters regarding: Correspondence with Regulatory Agencies - DoT , ISRO etc. Correspondence with States / UTs / CAPFs / CPOs Correspondence with Suppliers	DH>JAD>AD>DD	JD
8.	Routine Matters : Upgradation of POLNET New Projects, GSAT,N3/32	DH>JAD>AD>DD	JD
9.	Reconciliation of Regulatory Charges Payments	DH>JAD>AD>DD	JD

CPRTI/RPWTI (Training)

1.	Nomination of Examiner of CPRTI/RPWTIs (including Cipher wing)	DH/JAD/AD>DD>JD> Additional Director	Director, DCPW
2.	Hostel allotment - CPRTI/ RPWTIs	DH/(Hostel Caretaker)> JAD/AD/DD	INCHARGE CPRTI/ RPWTIs
3.	Approval of Courses Calendar /Annual Training Programme	DH/JAD/AD>DD>JD> Additional Director	Director, DCPW
4.	Procurement of items of CPRTI / RPWTIs	DH/JAD/AD>DD>JD> Additional Director>IFA(if required)	H.O.O(As per delegation of financial powers) / Director, DCPW (within the delegated powers of Director)
5.	Nomination of Course Coordinator CPRTI/ RPWTIs	DH>JAD>AD>DD	INCHARGE CPRTI/ RPWTIs
6.	Projection of seats for various Courses	DH>JAD>AD>DD	JD
7.	Result declaration of Examinations of various courses	DH/JAD/AD>DD	Joint Director
8.	Representation received regarding Results of any Training Course at CPRTI/RPWTIs	DH/JAD/AD>DD>JD> Additional Director	Director, DCPW
9.	Cancellation of approved courses	DH/JAD/AD>DD>JD	Director
	Uploading of Training related information like Photos, Result, etc in a separate page on DCPW website	DH/JAD/AD>DD	Joint Director (to be submitted to IT section for further processing)

IT Section

1.	Procurement of IT equipment	DH/JAD/AD>DD>JD> Additional Director>IFA	Director, DCPW/ MHA (beyond the delegated powers of Director, DCPW)
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2.	Procurement of Office Laptops	DH/JAD/AD>DD>JD> Additional Director>IFA> Director, DCPW	MHA
3.	Repair/Maintenance of IT equipment	DH/JAD/AD>DD>JD> Additional Director>IFA	Director, DCPW
4.	Matters related to GeM ID	DH/JAD/AD>DD>JD> Additional Director>IFA	Director, DCPW
5.	Creation/deletion/updation of: Official email ids E-office login	DH/JAD/AD>DD	JD
6.	Matters related to AEBAS implementation & attendance monitoring	DH/JAD/AD>DD	JD

MM Section

BID Publishing / Corrigendum Publishing on GeM

1.	Capital / Revenue Object Head & bearing Administrative Approval	DH/JAD/AD>Indenter> DD	JD (below Rs. 10 Lakhs)/ Additional Director(beyond 10 lakhs & upto Rs. 20 Lakhs)/ Director, DCPW (beyond Rs. 20 Lakhs)
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BID Extension / Cancellation / Re-bidding on GeM

2.	Capital / Revenue Object Head & bearing Administrative Approval	DH/JAD/AD> DD	JD (below Rs. 10 Lakhs)/ Additional Director(beyond 10 lakhs & upto Rs. 20 Lakhs)/ Director, DCPW (beyond Rs. 20 Lakhs)
3.	Representation on GeM Bid: Reply/correspondence that doesn't include any financial implication Reply/correspondence that include any fin ancial implication Processing of Grievance / Appeal pertainin g to GeM Contract Order / GeM BID Clarifications sought in respect of deficient documents from Bidders on GeM	DH/JAD/AD>DD DH/JAD/AD>DD>JD> Additional Director DH/JAD/AD>DD>JD> Additional Director DH>JAD>AD	JD Director, DCPW Director, DCPW DD

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4.	BID Publishing / Corrigendum Publishing / Extension / Re-bidding on CPP Portal: Approval in respect of: Publishing of the draft on the CPP Portal, Publishing of the Corrigendum i.r.o. clarifications to the bidder's queries for the BID published on the CPP Portal, Publishing of the Corrigendum i.r.o. extension of dates for the BID published on the CPP Portal Cancellation of BID or Re-bidding on CPP portal	DH/JAD/AD> DD>JD> Additional Direct or	Director, DCPW/ MHA
5.	Regarding Expenditure Sanction / re-validation of the procurement cases under the competency of Director, DCPW.	DH/JAD/AD> DD>JD> Additional Direct or>IFA(if required)	Director, DCPW
6.	Regarding Expenditure Sanction / re-validation of the procurement cases under the competency of MHA	DH/JAD/AD> DD>JD> Additional Direct or>IFA> Director, DCPW	MHA
7.	Routine Reply to IEM - MHA related correspondence	DH/JAD/AD>DD	JD

हिंदी अनुभाग

1.	बैठकों के लिए धन की मांग और खर्च	स० क० > सहायक निदेशक > संयुक्त निदेशक > संयुक्त निदेशक > अपर निदेशक	निदेशक
2.	बैठकों के आयोजन का अनुमोदन	स० क० > सहायक निदेशक > संयुक्त निदेशक > अपर निदेशक	निदेशक
3.	विभागों के हिन्दी कार्यों का विश्लेषण	स० क० > सहायक निदेशक > संयुक्त निदेशक > अपर निदेशक	निदेशक
4.	तिमाही रिपोर्ट का विश्लेषण	तिमाही मीटिंग द्वारा	निदेशक
5.	राजभाषा निरीक्षण सम्बंधित कार्य	स० क० > सहायक निदेशक > संयुक्त निदेशक > अपर निदेशक	निदेशक
6.	पुस्तकों/पत्रिकाओं को खरीदना	स० क० > सहायक निदेशक > संयुक्त निदेशक > संयुक्त निदेशक > अपर निदेशक	निदेशक

Central Workshop

1.	Calibration of Testing / Measuring Equipment from Agency	DH/JAD/AD>DD>JD> Additional Director	Director, DCPW
2.	Repair of testing equipment	DH/JAD/AD>DD>JD> Additional Director>IFA	Director, DCPW

3.	Testing and Reports of: Wireless Equipment Procured by CAPF / State Police in Workshop Date / Slot allotment for Testing / Evaluation Reserve Stock for Wireless Equipment Items purchased through stores section	DH>JAD>AD>DD	JD
4.	Annual report of the Workshop for submission to CDN	DH>JAD>AD>DD	JD
5.	Matters related to familiarization of trainees with testing equipment available in Workshop	DH>JAD>AD>DD	JD
6.	Approval of the expenditure from imprest	DH>JAD>AD>DD	JD

PPDR Section

1.	Financial, & policy matters in r/o BB-PPDR	DH/JAD/AD>DD>JD> Additional Director> IFA(if required)> Director, DCPW	MHA
2.	Arranging Consultancy Experts for PPDR project.	DH/JAD/AD>DD>JD> Additional Director> IFA(if required)> Director, DCPW	MHA
3.	Matters related to: DO Letter & correspondence with PPDR agencies (States/UTs/ CAPFs/NDRF/CPOs) etc. Correspondence with DoT, TSPs and OEMs User requirements from different agencies of Pilot locations	DH/JAD/AD>DD>JD> Additional Director	Director, DCPW
4.	Arrangement and Facilitation of Meetings, Conferences, Local/Domestic Visits, Trainings and Capacity-Building Workshops	DH/JAD/AD>DD>JD> Additional Director	Director, DCPW

Coordination Section

1.	Coordination and Organization of Raising Day/National Conferences / Expos by DCPW	DH/JAD/AD>DD>JD> Additional Director> IFA(if required)> Director, DCPW	MHA
2.	Participation of DCPW officers/officials in National Conferences / PRO/ Expos	DH/JAD/AD>DD>JD> Additional Director	Director, DCPW
3.	Conducting various Demonstration, Field Trials and testing of Communication equipment for States/UTs.	DH/JAD/AD>DD>JD> Additional Director	Director, DCPW

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4.	Miscellaneous Matters related to policy formulation & issues, Draft Cabinet Notes, Manuals, and other references forwarded by MHA	DH/JAD/AD>DD>JD> Additional Director	Director, DCPW
5.	Telecommunications Standards Development Society India (TSDSI) related matters	DH/JAD/AD>DD>JD> Additional Director	Director, DCPW/ MHA
6.	Matters related to Last Purchase Price (LPP)	DH>JAD>AD>DD	JD
7.	Matters related to Balloon payload recovery (TIFR)	DH/JAD/AD>DD>JD> Additional Director	Director, DCPW
8.	HPC Meetings and related matters under ASUMP Scheme (Assistance to States/UTs of Modernisation of Police)	DH/JAD/AD>DD>JD> Additional Director	Director, DCPW
9.	Local Meetings of CAPFs/CPOs i.r.o QR/TDs of equipment (for Fresh Nominations of officers)	DH/JAD/AD>DD>JD> Additional Director	Director, DCPW
10.	Local Meetings of CAPFs/CPOs i.r.o QR/TDs of equipment (in case of Already nominated officers)	DH>JAD>AD>DD	JD
11.	Matters related to (in case of Already Nominated Officers): WRC Meetings/National Preparatory Committee/ Working Groups National Working Group (NWG) Meetings	DH>JAD>AD>DD	JD
12.	Examination of Technical Proposals i.r.o. procurement of Communication equipment by States/UTs Police Organizations	DH/JAD/AD>DD>JD> Additional Director	Director, DCPW
13.	Misc. Matters of CAPFs/CPOs (BPR&D, NDRF, etc)	DH/JAD/AD>DD>JD> Additional Director	Director, DCPW
14.	Infringement Report on Radio Communication of State Police / CAPFs received from wireless monitoring station.	DH/JAD/AD>DD>JD> Additional Director	Director, DCPW
15.	Matters related with IB - DGsP/IGsP Conference, Police Commemoration Day, Furnishing of the Action Taken Report, National Security Strategies Conference, All India Conference of Nodal Officers on Police Technology Mission.	DH/JAD/AD>DD>JD> Additional Director	Director, DCPW
16.	Self- Assessment reports regarding frequency assignment of DCPW, States/UTs Police & CAPFs	DH/JAD/AD>DD>JD> Additional Director	Director, DCPW
17.	Payment of Spectrum charges/License fee for HF frequencies.	DH/JAD/AD>DD>JD> Additional Director>IFA(if required)> Director, DCPW	MHA
18.	Routine matters related to Spectrum charges etc of States/UTs/CAPFs/DCPW taken up with WPC/DoT	DH>JAD>AD>DD	JD

19.	Matters related to All India Police Wireless manual	DH/JAD/AD>DD>JD>Additional Director>Director, DCPW	MHA
20.	Matters related to Technical Standard Committee	DH/JAD/AD>DD>JD>Additional Director>Director, DCPW	MHA
21.	Report in r/o Monthly D.O. letter submitted to Cabinet Secretary and sent by each Financial Adviser to Finance Secretary & Secretary Expenditure.	DH/JAD/AD>DD>JD>Additional Director	Director, DCPW
22.	Matters related with Senior Officers Meeting (SOM), DRDO meetings etc.	DH/JAD/AD>DD>JD>Additional Director	Director, DCPW
23.	Matters related with Parliament	DH/JAD/AD>DD>JD>Additional Director	Director, DCPW
24.	(i) Karamyogi Training Matters (TA/DA involved)	DH/JAD/AD>DD>JD>Additional Director	Director, DCPW
	(ii) Karamyogi Training Matters (No-TA/DA involved)	DH/JAD/AD>DD>JD	Nodal Officer
25.	General matters/reports sought from Ministry	DH/JAD/AD>DD>JD>Additional Director>Director [Coordination section to collate the data from concerned sections]	MHA

Vigilance Cell

1)	Vigilance case/complaints	DH/JAD>AD	CVO
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Cipher Section

1.	Crypto Material related matters: Annual Demand of Crypto material received from States/UTs Issuance of Crypto Material to States/UTs & ISPW Stations Appointment of Holder/Custodian of Cryptographic Documents Correspondence reg. Cryptographic Documents of matters related to Bifurcation of States/UTs	DH/JAD/AD>DD>JD>Additional Director	Director, DCPW
2.	General Correspondence with JCB	DH/JAD/AD>DD>JD>Additional Director	Director, DCPW
3.	Handing/Taking over charge certificates of Crypto Material received from ISPW Stations and States/UTs	DH/JAD/AD>DD>JD	Additional Director
4.	Monthly demand of Crypto Material from JCB	DH/JAD/AD>DD>JD	Additional Director
5.	Annual Safe Custody Return (JCB, States / UTs & ISPW Stations)	DH/JAD/AD>DD>JD>Additional Director	Director, DCPW

6.	Monthly Cipher Traffic Return (MCTR) related matters: Submission of MCTR to JCB Correspondence reg. MCTR with JCB	DH/JAD/AD>DD>JD	Additional Director
7.	Loss/Compromise of LP/Cryptographic Documents	DH/JAD/AD>DD>JD> Additional Director	Director, DCPW
8.	Policy matters related to Crypto Products being used in DCPW	DH/JAD/AD>DD>JD> Additional Director	Director, DCPW
9.	Information reg. date of collection of Cipher Documents by Courier	DH/JAD/AD>DD	JD
10.	Submission of Consolidated Destruction Certificate to JCB	DH/JAD/AD>DD>JD> Additional Director	Director, DCPW
11.	Amendment in the List of Holders & related routine indicators	DH/JAD/AD>DD>JD> Additional Director	Director, DCPW
12.	Production of Document- approval thereof	DH/JAD/AD>DD>JD> Additional Director	Director, DCPW
13.	Procurement of PWCC Crypto Cover	DH/JAD/AD>DD>JD> Additional Director	Director, DCPW
14.	Correspondence reg. SECFAH Modem and SOXM (Extension of Life of SOXM)	DH/JAD/AD>DD	JD
15.	Special Safe Custody Return (States/UTs/ ISPW Stations)	DH/JAD/AD>DD	JD
16.	Allotment of Indicator Conversion Table (ICT) –II	DH/JAD/AD>DD	JD
17.	General Correspondence with States/UTs & ISPW Stations	DH>JAD>AD>DD	JD
18.	Submission of supply Note after collection of Cryptographic material from JCB	DH>JAD>AD>DD	JD
19.	Arrangements for Armed Guards from Delhi Police for Escorting Crypto-Material from JCB	DH>JAD>AD>DD	JD
20.	Monthly Physical Check Certificate- JCB LP(Local Production)	DH>JAD>AD>DD	JD
21.	Issue of Cryptographic Documents to States/UTs – Quarterly Demand	DH>JAD>AD>DD	JD
22.	Authorization Letter for collection of Crypto-Material from JCB	DH>JAD>AD>DD	JD
23.	Destruction Certificate of Cryptographic material.	DH>JAD>AD>DD	JD
24.	Local Destruction Certificate (SOXM)	DH>JAD>AD>DD	JD
25.	Handing over of Destruction Certificate to LP Seat i.r.o DCPW	DH>JAD>AD	DD
26.	Updation of Destruction Certificate of States/UTs & ISPW	DH>JAD>AD	DD
27.	Disposal of obsolete Destruction Certificate after Retention period 2 years	DH>JAD	AD

28.	Matters related to : Cipher user committee Cipher policy committee	DH/JAD/AD>DD>JD> Additional Director	Director,DCPW
29.	Opening of new crypto centre at various establishments of DCPW	DH/JAD/AD>DD>JD> Additional Director	Director,DCPW
30.	Revised IB list "a" and "b"	DH/JAD/AD>DD>JD> Additional Director	Director,DCPW
31.	Training related matters of cipher officers and personnel at CPRTI /JCB/ DRDO	DH/JAD/AD>DD>JD> Additional Director	Director,DCPW
32.	State level PBCC at States/UTs locations	DH/JAD/AD>DD>JD> Additional Director	Director,DCPW
33.	Automated synon system in HQrs/ States /UTs	DH/JAD/AD>DD>JD> Additional Director	JD
34.	Inspection of ISPW stations/crypto centers	DH/JAD/AD>DD>JD> Additional Director	Director, DCPW
35.	Implementation of Cipher related instructions from JCB by DCPW	DH>JAD>AD>DD	Director, DCPW
36.	General correspondence file crypto equipment	DH>JAD>AD>DD	JD
37.	Cipher and Special Cipher course/training related correspondence and demand for seats from States/UTs	DH>JAD>AD>DD	JD
38.	Cipher entrance test	DH>JAD>AD>DD	JD
39.	Handing taking over certificates of cryptographic documents pertaining to Training held at Cipher wing, DCPW HQ	DH>JAD>AD>DD	JD
40.	IN/OUT/J&C of classified messages	DH>JAD>AD>DD	JD
41.	Retention of old cryptographic records	DH>JAD>AD>DD	JD
42.	Various reports: Delay message report Report of Breach of security Scrutiny of cipher traffic Daily equipment report Daily delay message report	DH>JAD>AD>DD	JD
43.	Weekly reports of Reception, Transmission and safe custody of Secret Messages through Crypto Centre at all ISPW stations	DH>JAD>AD	DD
44.	Issuance of security clearance for cipher personnel for their private foreign visit	DH/JAD/AD>DD>JD> Additional Director	Director,DCPW
45.	Activity of cipher branch annual report (budget)	DH/JAD/AD>DD>JD	Additional Director
46.	Printing of Cryptographic forms	DH>JAD>AD>DD	JD(Cy)
47.	Duty Roster	DH>JAD	AD

48.	Proposal for replacement of existing SECFAFAX/SECTEL	DH/JAD/AD>DD>JD> Additional Director	Director, DCPW
49.	Proposal for procurement of Secure Storage Media System	DH/JAD/AD>DD>JD> Additional Director	Director, DCPW

Communication Section

1.	Matters related to requirement/demand of cartridges/reams in r/o Hqrs & ISPW Stations.	DH/JAD/AD>DD>JD> Additional Director [file to be routed and examined through JD(Admin)]	Director, DCPW
2.	Processing of bills of all ISPW Stations, For payment action: Petrol Bills for Station Motorcycles Diesel Bills for Station Generators	DH/JAD/AD>DD>JD> Additional Director	Director, DCPW
3.	Scrapping and Condemnation of Station Motorcycles	DH/JAD/AD>DD>JD> Additional Director> Director,DCPW	MHA
4.	Procurement/ Repairing /Servicing of Motorcycles for all ISPW Stations/DCPW Hqrs	DH/JAD/AD>DD>JD> Additional Director	Director,DCPW
5.	Procurement of AC, Generators & other machinery items for all ISPW Stations	DH/JAD/AD>DD>JD> Additional Director	Director,DCPW
6.	Constitution of Condemnation Board for all ISPW Stations	DH/JAD/AD>DD>JD> Additional Director	Director,DCPW
7.	Procurement of Broad band Antenna, Aerial Mast, Coaxial cable for all ISPW Stations	DH/JAD/AD>DD>JD> Additional Director	Director,DCPW
8.	Procurement of HF/VHF/UHF etc. Sets	DH/JAD/AD>DD>JD> Additional Director> IFA(if required)> Director,DCPW	MHA
9.	Nomination of Communication Staff for training course as per the requirement of Training Institutes.	DH/JAD/AD>DD>JD> Additional Director>IFA	Director,DCPW
10.	Processing any sensitive issues of ISPW Stations	DH/JAD/AD>DD>JD> Additional Director>IFA	Director,DCPW
11.	Processing of Night duty allowances for all eligible officials of all ISPW Stations.	DH>JAD>AD>DD>JD	H.O.O, DCPW
12.	Maintaining posted staff details of all ISPW Stations.	DH>JAD>AD	DD
13.	Updating of traffic clearance details of ISPW Stations	DH>JAD>AD	DD
14.	Processing /Verification of checklist for LTC Claims /TA/DA claims on Transfer/Tour/Course of all Officers/ Officials of ISPW Stations.	DH>JAD>AD	DD

15.	Scrutiny of Weekly Traffic returns of ISPW Stations as well as HQrs	DH>JAD>AD	DD
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Communication Centre

1.	Reception of IN Message	Receipt of message by AC O>Registration of message >Issue to concerned Addressee>Delivery of Message by DR> Scrutiny>JAD	AD
2.	Transmission of OUT Messages	DH>Scrutiny>JAD	AD
3.	Reception of Secret Messages	DH> Cipher> Commn-Centre>Delivery>Scrutiny>JAD	AD
4.	Delivery of Secret Messages	DH>DR>Addressee>Scrutiny>JAD	AD
5.	Time-to-time update of Diary	DH>Scrutiny>JAD	AD
6.	Maintaining POLNET Communication	DH>JAD	AD
7.	Maintaining HF Communication	DH>JAD	AD
8.	Maintaining VC Operation	DH >JAD	AD
9.	Update of serviceability of all equipment.	DH>JAD	AD
10.	Deployment of communication staff for shift duties.	DH>JAD	AD
11.	Providing Security cover using PWCC for classified messages	DH>Scrutiny>JAD	AD
12.	Management of Delivery mechanism	DH>Scrutiny>JAD	AD
13.	Safe custody of classified documents	DH>JAD	AD
14.	Matters related to installation work of Antenna etc.	DH>JAD	AD
15.	Scrutiny of daily traffic	DH>JAD	AD
16.	Procurement of items required in contingency for Communication needs	DH>JAD>AD	DD

ISPW Stations

1.	Proper deployment of all Staff for ensuring round the clock uninterrupted Communication	DH>SS/JAD>AD	DD
2.	Serviceability Report of uninterrupted Communication over Polnet, HF & Fax	DH>SS/JAD>AD	DD
3.	Reports regarding handling urgent crime, security, and law-and-order messages	DH>SS/JAD>AD	DD

4.	Maintaining communication logs and message registers	DH>SS/JAD	AD
5.	Submission of Weekly Traffic Returns/ Weekly Equipment Report/Monthly Generator Statement/Monthly Motorcycle Returns	DH>SS/JAD	AD
6.	Coordinate with State agencies for providing communication platform during elections, VIP movements, natural disasters and major law and order situations	DH>SS/JAD	AD
7.	Processing approval for expenditure on maintenance and servicing of S/by Generator/Motorcycles/Equipment held at ISPW Station	DH>SS/JAD>AD	DD
8.	Purchase of Diesel for S/By generator & Petrol for Station Motorcycles	DH>SS/JAD>AD	DD
9.	Scrutiny of daily Wireless Traffic at ISPWs	DH>SS/JAD	AD
10.	ISPW station Imprest related matters	SS/JAD	DDO
11.	All L&B, ICT, Admin, welfare matters etc. of ISPW stations	SS/JAD>AD>DD(Comn) for disposal by the concerned section	

Vehicle Section

1.	Purchase of staff cars and other four-wheeler vehicles	DH>VCO>JD>Additional Director>Director (in consultation with IFA)	MHA
2.	Upkeep, Maintenance and Repairs of staff cars	DH>VCO>JD>Additional Director>Director (In consultation with IFA, if required)	Director, DCPW/ MHA (beyond the delegated powers of Director, DCPW)
3.	Movement of staff cars outside the territory of Headquarters/ place of deployment	DH>VCO>JD> Additional Director	Director, DCPW
4.	Procurement of POL/CNG for staff Cars and D/G Set at DCPW HQ	DH>VCO>JD>Additional Director>Director (In consultation with IFA)	Director, DCPW
5.	Parking label for staff cars	DH>VCO	JD
6.	Release of payment to vendor for Man-power services, Contractual Staff etc. (within approved cost)	DH>VCO	JD
7.	Scrutinize the Logbooks	DH>VCO	JD
