

STANDING ORDER No. 2 OF 1967DUTIES OF MAINTENANCE AND OPERATIONAL STAFF IN THE
POLICE RADIO SECTION, U.P.A. Radio Maintenance Officers:

Radio Maintenance Officers are responsible for supervision and technical maintenance of Radio Stations and for prompt attention to break-downs in any equipment in radio stations in their range.

2. They are superior in status to Radio Station Officers and will carry out periodical inspection of equipment and property as and when ordered by the S.R.O.

3. They will work under direct supervision of A.R.O.(M).

4. They will be responsible for:-

(a) Prompt attention and repair of defective equipment, which the station officer cannot himself rectify.

(b) For reporting to S.R.O. damages to equipment by sabotage or negligence and for fixing up responsibility for the same.

(c) For maintaining up-to-date deployment sheets of equipment in their range.

(d) For maintaining of up-to-date account of consumables used in all the stations of their range.

(e) For reporting all movements of equipment and changes in equipment.

(f) For checking all periodical returns sent by station officers through them.

(g) For running the range workshop and keeping it well equipped with spare parts and spare equipment, the safe custody of which will be their personal responsibility.

B. HEAD OPERATOR (MASTER TRADE HAND) :

The H.O.(M) will assist the RMO (under whom he is posted) in proper maintenance of equipment for which he is responsible and in efficient running of the Regional Workshop.

2. In the absence of the R.M.O. or when he is given an independent charge, he will perform all the duties of the RMO except those which the R.M.O. has to perform by virtue of his superior rank e.g. granting of leave, supervisory visits etc.

3. He will be responsible for:-

(a) Prompt attention to breakdowns.

(b) Proper accounting of stores and property.

(c) Attending to breakdowns at out-stations as and when ordered by the R.M.O.

(d) Looking after the work of the Regional Workshop in the absence of the R.M.O.

(e) Arranging repairs and rushing stand-by equipment if reports of breakdowns are received in the absence of the R.M.O. and if no instructions are received from the R.M.O.

(f) Checking up all the equipment at the Radio station during his visit.

(g) Bringing to the notice of the Radio Maintenance Officer any irregularity or defect observed by him in any radio station during his visit.

C. RADIO STATION OFFICERS:

Radio Station Officers will exercise general control over the radio station and staff posted there. The maintenance of perfect communication and discipline will be their primary duty.

2. They will be responsible for:-

(a) Proper communication from and to his station in accordance with law and rules prescribed from time to time.

(b) Proper maintenance of all equipment including attention to minor defects.

(c) Prompt reporting of irreparable defects in equipment to the Range Maintenance Officer and Asstt. Radio Officer Maintenance.

(d) Safe custody of property, records, fitting and fixtures of the radio station.

(e) Enforcement of discipline and compliance of the Standing Orders of the R.S.O. and informing him of breaches, if any, of the same.

(f) Allotment of duties to staff posted under him in accordance with orders on the subject.

(g) Maintenance of prescribed records and submission of prescribed periodical reports.

(h) Prompt clearance of high priority messages and of all traffic in grave emergencies.

(i) Training of new operators.

(j) Performing at least six hours duty every day and general supervision at all times.

(k) Fire precautions and security arrangements.

(l) Proper upkeep of mobile sets located in their stations and control over the staff of mobile stations.

(m) Granting in special cases casual leave for one day, under intimation to R.S.O.

(n) Liaison with local officers.

D. HEAD OPERATORS:

In addition to performing all the duties of an Asstt. Operator (given below) a Head Operator will be responsible for:-

(a) Handling of traffic at high speed.

(b) Assisting the R.S.O. in maintenance and station administration.

(c) Installation and maintenance of mobile stations.

(d) Performing all the duties of a Radio Station Officer (given above) when made in-charge of a station.

(e) Automatically taking over the duties of the R.S.O. (in the event of his absence) if he is the seniormost Head Operator.

(f) Training of newly enlisted Asstt. Operators.

E. ASSISTANT OPERATORS:

The Assistant Operator will be responsible for maintaining good communication and for proper handling of traffic as long as he is on duty. He will also perform such other duties as may be prescribed from time to time by his Station Officer. Although steps will be taken to allot duties equitably and in accordance with set principles but in times of emergency the operator will be treated on duty all the time.

2. The duty operator will be responsible for:

(a) Proper and careful handling of traffic and equipment and maintenance of good communication.

(b) For proper upkeep of the prescribed Log Book and other records.

(c) Following all the rules and orders issued from time to time.

(d) Cleanliness of his station.

(e) Checking up all property and for reporting to his S.O. any shortage discovered by him on general survey.

(f) Checking up the mains, the running and standby equipment and for noting defect in Log Book.

(g) Taking over carefully all pending traffic and for enquiring from previous operator the details regarding pending high priority traffic and the exact state of communication and for noting down important points regarding the same in Log Book.

(h) Handing over carefully all pending traffic and for explaining details regarding pending high priority traffic and state of communication to the relieving operator or for noting it down clearly in Log Book for the benefit of the opening operator.

(i) For informing the S.O. and next operator of any important instructions received from Control Station and other important developments.

(j) Arranging prompt delivery of messages.

(k) Taking steps to preserve secrecy of information received.

(l) Keeping his receiver and transmitter properly netted on the prescribed frequency.

(m) Remaining present at his post of duty unless properly relieved, in proper uniform.

(n) Reporting to his S.O. any unusual event like unauthorized transmission, jamming, distress or emergency call, breakdown in equipment etc.

(o) Performing such other duties as the S.O. or H.O. may prescribe in connection with maintenance in addition to his normal operating duty.

F. MESSENGER:

The primary duty of a messenger at a Radio Station is to promptly deliver a radiogram to the proper addressee without allowing leakage of information in transit. He will spare no pains in locating the addressee here calling at his place will not do.

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The messenger will:-

- (a) Familiarize himself with the location of all local officers and addressees and will try to possess detailed information of the localities surrounding the station.
- (b) He will attend as per duty roster made out by the R.S.O. of the Station.
- (c) He will comply with instructions issued to him by the R.S.O. or operators on duty and will not leave the station premises during duty hours except with the permission of the R.S.O. or operator on duty.
- (d) He will not absent himself from duty without the written permission of the R.S.O.
- (e) He is responsible for the safe custody and secrecy of any papers entrusted to him for delivery.
- (f) He will deliver messages very promptly and report to the R.S.O. or operator on duty, the reason for any delay in delivery.
- (g) He will not leave his place of duty even after the scheduled hours, if any work entrusted to him is incomplete and the R.S.O. or operator on duty has not permitted him to leave the station.
- (h) He will carry out such other duties as may from time to time be entrusted to him by the R.S.O. He will assist all officials of the station whenever required by them in official work connected with maintenance and movement of equipment, cleaning of equipment and carriage of supplies like petrol, mobil oil etc.
- (i) He will under no circumstances alter, amend or insert any entry in any station record.
- (j) He will obtain receipt of acknowledgement, with time handed in, in the case of any messages entrusted to him and will promptly return the delivery book to the R.S.O. or operator on duty.
- (k) He will maintain and take care of the Govt. cycle and motor cycle in accordance with prescribed rules. He will put it up before the R.S.O. for inspection daily, before the Radio Inspector weekly and before G.O. monthly or during his inspection. All the breakdowns will be dealt with immediately and the cycle will not be left in unserviceable condition.
- (l) He will be properly dressed and have a smart turnout.

G. WORKSHOP APPRENTICE:

The primary duty of a Workshop Apprentice is to give necessary assistance to the Radio Maintenance Officer or his staff in the work connected with (i) repair and maintenance of equipment and (ii) store keeping and maintenance of stock books and relevant records (iii) movement and cleaning of equipment and stores.

2. He will attend to the duty roster made out by the Radio Maintenance Officer and will not leave the Workshop premises during duty hours without obtaining permission or leave his place of duty till the work entrusted to him is completed.

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Times of arrival and departure on duty will invariably be recorded in the Workshop attendance register and departures and arrival from leave, duty or reporting sick will be registered in the General Diary of the District Police Lines.

3. He will be responsible for:-

- (a) being properly dressed and smart turnout;
- (b) general tidiness of the Workshop and compound. He will personally dust and clean all the equipment in the Workshop before commencing his duty. For this purpose he should report 30 minutes earlier for opening his duty.
- (c) compliance of all orders issued to him by the superior officers.
- (d) security of the Workshop and stores;

4. He will familiarise himself with

- (i) different types of Radio equipment and components.

- (ii) Operation of Petrol Generator, Tungar and D.C. Chargers.

- (iii) Maintenance of Batteries, P.C. Log Book and Battery History Sheets.

- (iv) Standing Orders, Circular Orders, Fire Precaution instructions and security arrangements for proper compliance immediately after joining the duty.

5. He will perform the following duties and also such other duties as prescribed by the Radio Maintenance Officer from time to time:

- (i) Collection and carriage of Petrol, Mobil oil and Lubricants etc.

- (ii) Delivery of radiograms at the local Radio Station and ask of RMO's office in the local Police Office or authorities concerned.

- (iii) Collection of defective equipment or carriage of equipment from/to a Radio Station.

- (iv) Collection of local purchase articles.

C.P. Joshi
6/5/67

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Dated: Lucknow, May 6, 1967.

COPY to all concerned.
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