

STANDING ORDER NO. 14/1967.

PERIODICAL RETURNS.

The following periodical returns should be submitted to Radio Headquarters by all Radio Stations and Range Workshops:-

1. ANNUAL RETURNS.

- (a) Annual Confidential Report on the work and conduct of staff during a calendar year, i.e. 1st January to 31st December.
 - (i) The report will be prepared on separate sheets of paper for each person in proforma prescribed in Appendix 'A'.
 - (ii) These reports should be submitted to Radio Hqs by 7th of January.
 - (iii) The reports will be routed as given below:-
 RSO/HO I/C - R.M.O. - A.R.O. - Addl SRO - S.R.O.
 (where R.I. is posted, RMO will submit through his R.I.).
- (b) Annual Report on Constructions, Installations etc. during a financial year (1st April to 31st March).
 - (i) This report will include details of new constructions and new electrifications carried out in the district from April to March next (for Radio Section buildings only).
 - (ii) RSO/HO I/C will send report directly to ARO(M) by 15th April with a copy to R.M.O.
- (c) Safe Custody Certificate as laid down in para 5 of Instructions on Standing Orders to be despatched to ARO(M) on 31st Dec. every year.
- (d) Annual returns of requirements of Stores (i.e. Annual Indent) will be submitted by RMOs as per procedure laid down in Para 9(vii) of Standing Order No. 13/1967.

2. HALF YEARLY RETURNS.

- (a) Half yearly battery statements.
 - (i) RSO or HO I/C Stations will despatch their battery statements to RMO by 7th July for the period Jan to June and by 7th January for the period July to December.

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- (ii) RMOs will consolidate the statements and send the consolidated statement to ARO (II) by 21st July and 21st January for the first and second halves of the year respectively.

(b) Half Yearly Annuity Fund Contribution Return.

- (i) This return will be prepared on proforma specified below:-

Rank/ Badge No.	Name.	Amount con- tributed. (I or II half year).	Amount remi- tted to SMO.	Date of remittance by M.O. with receipt No. and date.	Remarks
1	2	3	4	5	6

- (ii) This return will be submitted to SMO (AF) by 15th July and 15th January for contributions received during the first half and second half of the year respectively.

3. QUARTERLY RETURNS.

- (a) Quarterly Return of Government Property.
(Vide Para 6(ii) of Standing Order No.13/1967).

R.S.O. or HO I/C will prepare these returns in duplicate on 1st of January, April, July and October each year and despatch one copy to RMO by 3rd of the month. RMO will scrutinise the return and forward one consolidated statement to Q.M. so as to reach Radio HQs by 21st of the respective month.

- (b) Quarterly return of Kit inspection.

RSO or HO I/C will inspect the kit of all personnel and send a return about it on 7th January, April, July and October.

4. MONTHLY RETURNS.

- (a) Communication.

- (i) Monthly traffic/groups statement will be sent to Signal Officer on 1st of every month through a Service radiogram.
- (ii) Monthly statement of non-law & order messages such as floods, census, locusts. When such messages are passed, will be sent by post to Signal Officer by 1st of every month.

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- (iii) Monthly Station traffic, monthly Efficiency Return and monthly NR slip will be despatched to Signal Officer by 7th of every month.
- (iv) Monthly Groups statement due to non-availability of Post and Telegraph channels will be sent to Signal Officer by Service radiogram on 1st of every month.
- (v) Monthly list of temporary stations will be sent by RMOs to SMO so as to reach Radio HQs by 7th of every month. The list will include details of stations, call-signs, locations and dates ON AIR/OFF AIR.

(b) Maintenance.

- (i) RSOs/HO I/C will despatch the following monthly Statements to RMO by 3rd of every month:-

Apparatus Report, POD Statement & Electric Consumption statement.

RMOs will scrutinise and consolidate these statements and send his consolidated statements to ARO (M) by 21st of the month as laid down in Para 7(i) of Standing Order No.13/1967.

- (ii) RMOs will despatch the following returns to ARO(M) by 7th of every month:-

- 1) RMOs monthly diary for the previous month.
- 2) B/D reports on prescribed proforma received from stations during the previous month.
- 3) Complete list of his stations giving dates and period during which each station was visited by him and HO Mechs. in the previous month.
- 4) Monthly Breakdown statement indicating the number of B/Ds reported by the stations during the previous month. The statement will include all stations of his range arranged in alphabetical order.

(c) Administration.

A statement on casual leave sanctioned by RI/RMO/RSO will be despatched to S.M.O. to reach HQs by 7th of every month.

5. FORTNIGHTLY RETURNS.

- (i) RSO/HO I/C stations will send the Fortnightly Originals Statement (FSE) returns by Radiogram to Signal Officer on 1st and 16th of every month.

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- (ii) RSO/HO I/C stations will send by post on 1st and 16th of every month, the fortnightly statements regarding scrutiny of radiograms on prescribed proforma, A & B.

3. WEEKLY RETURNS.

The original copy of the station log for the period Monday to Sunday will be despatched to Signal Officer on the following Monday along with the duty rosters of the Week and the Week in advance, e.g. on Monday the 17th July a Station is required to send log and duty roster for the period 10th to 16th July and the duty roster for the period 17th to 23rd July.

All R.M.Os, R.S.Os and H.O. I/C are required to prominently display a chart in their workshop or Station giving details of returns they are required to despatch weekly, fortnightly etc. & that receipt and despatch of the returns unless supported by valid reasons will entail punishment.

Certain units of the Radio Section are asked to submit some specific periodic returns. Such units will continue to send such returns in addition to the above, as applicable.

C.P. Josey

25/7/67

Encl:-One Appendix.

(C.P. JOSEY)
Dy. Insp.-Genl. of Police
&
State Radio Officer,
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Lucknow.

Dated July 25, 1967.

Copy to all concerned.