

STANDING ORDER NO. - 21

ORDERS REGARDING THE GENERAL DIARY

1. THE GENERAL DIARY

- (a) The General Diary of Police Radio Headquarters, Lucknow shall be maintained in the Signal Office and the Radio Inspector (Signal Officer) will be personally responsible for it's proper up-keep.
- (b) This Diary will be maintained in accordance with the provisions of Section 44 of the Police Act and will be the General Diary within the meaning of Chapter XXII of Police Regulations, as far as Police Radio Headquarters are concerned.
- (c) The Diary will be maintained, in duplicate, in Police Form No. 217.

2. GENERAL DIARY ENTRIES

The following matters must positively be entered in the General Diary at the instance of those who are responsible for it :-

- (i) Movement of valuable Govt. property and in particular that of Transmitters and Receivers used for communication.
- (ii) Arrival and departure of Police Radio personnel on posting, transfer, leave or special movements.
- (iii) Arrival into and departure from the Lock-up of Radio personnel undergoing Cell punishment under the P.A.C. Act and their daily Inspection reports by A.R.O.(Admn.) or an Inspector duly authorized to carry out this Inspection in his absence.
- (iv) Posting and relief of Sentries at Radio Headquarters.
- (v) Closing and opening of the Double Lock of the Technical Stores or any other Double Locks prescribed from time to time.
- (vi) Receipt, disbursement and loss of cash.
- (vii) Receipt, distributions and loss of papers.
- (viii) Arrival and departure of Govt. Motor vehicles and Motor Cycles giving name of Driver, purpose of movement and meter reading.
- (ix) Arrival and departure of messengers with brief details of papers carried by them.

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- (x) Roll Call reports of trainees and men under suspension, sick reports and other reports of the Day Officer.
- (xi) Inspections of various Branches by Inspectors.
- (xii) Serious break-downs of communication or long failures of power.
- (xiii) Any un-usual incidents which require to be brought to the notice of superior authorities including death of personnel, absence of key personnel, presence of unauthorized persons etc.
- (xiv) Visits of high dignitaries.
- (xv) Other matters prescribed from time to time.

3. INSTRUCTIONS REGARDING UP-KEEP OF THE GENERAL DIARY

- (a) The Signal Officer will detail personnel for performing the duties of G.D. Writer and for this purpose he will make a Duty Roster so that the G.D. is manned round the clock.
- (b) No alteration in duties by G.D. Writers will be made without the written permission of the Signal Officer or in his absence by the S.S.I. on duty.
- (c) The Signal Officer will sign the G.D. every day before submission to A.R.O.(Admn.)
- (d) The General Diary will commence at 0000 Hrs., with a fresh page, every day and shall continue for the next 24 Hrs.
- (e) The General Diary shall be written in HINDI.
- (f) It will be written in duplicate with a copying pencil and efforts will be made to write it legibly and in good hand-writing.
- (g) The original copy of the G.D. will be submitted by the Signal Officer to A.R.O.(Admn.) at 10.30 Hrs. the following day and in case of holidays it will be kept in safe custody by him and handed over to the A.R.O.(Admn.) when the Office re-opens on the succeeding day.
- (h) A.R.O.(Admn.) will check all the entries in the G.D. and will bring important entries to the notice of the Addl. S.R.O. or the S.R.O. in accordance with the

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importance of the entries.

- (i) All entries in the G.D. will be made only along the printed line and not a single line of the form shall be left blank. After the completion of a particular entry a line shall be drawn to mark the end of the entry and to prevent subsequent additions.
- (j) The G.D. Writer, on duty, will be the only person who will write on the G.D. form and he will obtain the initials of Officers and men who wish to get the entry made.
- (k) The serial number of the G.D. and date and time of the entry will invariably be noted at the time of signing of the entry by the Officer concerned. The G.D. Writer will also sign the entry in token of his having written it.
- (l) No entry will be made in absentia by the personnel either on the basis of telephonic instructions or verbal communication through others.
- (m) All G.D. entries regarding movement must be supported by Movement Orders from the competent authorities.
- (n) Entries regarding departure on long leave will be made only on the production of the kit deposition certificate. The same procedure will be applicable to personnel making entries about resignation, retirement etc.
- (o) Complaints will be entered in the G.D. only after the Signal Officer or Officers superior to him have authorized such entries to be made.
- (p) The G.D. Writer shall perform his duty in proper working uniform, according to season, and will be smartly turned out.
- (q) The change of duties by G.D. Writers shall be effected in the presence of the Signal Supervisor after all the pending matters have been clearly explained to the G.D. Writer who is taking over the duty. A note regarding handing over and taking over of G.D. Writers duties will also be made in the G.D.

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4. ORDERS REGARDING G.D. ENTRIES AT OUT STATIONS.

- (a) The General Diary of the Police Lines/P.A.C. Lines/ Police Stations where the Radio Station is located will be the General Diary of the Radio Station for making entries, enumerated above.
- (b) It will be the duty of the Radio Station Officer/S.O. I/C Station to ensure that the required entries are made in this General Diary.
- (c) The Log Books of the Radio Stations will not be used as a General Diary for the purpose of making the entries, referred to above.
- (d) Copies of important G.D. entries, made on behalf of Radio personnel in such diaries, will be obtained by the R.S.O./S.O. I/C Station and sent to A.R.O.(M) for information.

C.P. Joshi

(C.P. JOSHI)
 DY.INSR.GENL.OF POLICE (RADIO)
 STATE RADIO OFFICER
 U.P.POLICE RADIO HEADQUARTERS
 LUCKNOW.

DATED: AUGUST 29, 1969.

(Cut from here and return to A.R.O.(M) by post immediately.)

COPY NO: _____

ACKNOWLEDGEMENT

I acknowledge receipt of Standing Order No. 21 of S.R.O. and confirm that the same has been filed in Standing Order bound file at Sl. _____.

Place : _____

Signatures. _____

Date : _____

Name in

Capital _____

Rank/H.O.No. _____

KCS/-