

REGARDING PREPARATION OF DUTY ROSTER OF OPERATORS BY THE OFFICER INCHARGE OF THE STATION AND THE DUTIES OF OPERATORS AT CONTROL AND OUT STATIONS.

- 1) The duties of Operators working in a station will be assigned to them by the Radio Station Officer or Head Operator Incharge of the Radio Station. In the absence of a nominated Incharge of the Radio Station, the seniormost Operator present will allot the duties. --
- 2) The duties of Operators will be fixed equitably and strictly in rotation so that all operators perform equal amount of day and night duties in a week.
- 3) All Radio Operators in the Police Radio Section will perform their duties in accordance with Standing Orders on the subject and they will do so for a minimum period of 6 hours a day. This may have to be increased to cope with emergencies or shortage of staff.
- 4) During an emergency or when traffic is pending, the operators will perform duties, like other policemen, irrespective of normal duty hours.
- 5) Fixed duties will not be allotted to operators by the Officer Incharge of a station without obtaining written orders from a Gazetted Officer of the Radio Section. The Gazetted Officer will give specific reasons for granting this permission, which will be given rarely and only for a specified period.
- 6) A Duty Roster for one week will be prepared in advance by the Radio Station Officer or Head Operator Incharge of a station and copy of the same will be sent to Radio Headquarters in accordance with instructions on the subject. No alterations or exchange of duties will be made in the duty roster except under written orders of the Officer Incharge of the Radio Station, who will inform Radio Headquarters about it. A copy of this duty roster will be affixed on the notice board of the Radio Station for the benefit of the staff and supervising officers.
- 7) Normally, static stations at district Hdqrs. are expected to work for 24 hours a day and mobile stations are expected to work according to a fixed schedule. However, specific orders will be given by the Control Stations at Lucknow for 24-hour, 18-hour or schedule hour working of radio stations from time to time.
- 8) While fixing the duties, the following things should be kept in mind:-
  - (a) That at least 7 duties of 6-hours each are given to every operator per week, if the staff is full.
  - (b) That fixed duties are not allotted except under orders of superior officers.
  - (c) That the staff of mobiles located in the stations concerned is also allotted duties to give greater relief to operators.
  - (d) That Operators rendered surplus by alteration of schedule are utilised for providing relief and overlapping duty.
  - (e) That, when staff is less, equal duties are performed by all the operators present.
  - (f) That night duties are arranged strictly by rotation.



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- (a) the log book during the period of his duty is complete in all respects and that no blank spaces are left therein;
- (b) the IN & OUT register and other Communication Records have been completed concurrently with the performance of duty;
- (c) all confidential papers are correct and securely kept;
- (d) all equipment is in working order and breakdowns observed have been noted, if any;
- (e) the frequency of the station is correct as judged by observing the netting;
- (f) all instructions received from the Control Station regarding communication have been conveyed to the relieving operator;
- (g) details of all pending traffic and other matters have been explained to the relieving operator.

(ii) The Operator reporting for duty should ensure that the handing over has been done properly. (The signatures for ON & OFF DUTY will be presumed to have been made after all the formalities given above have been completed.)

(iii) No Operator on duty will leave the station unless his relief has taken over charge or instructions for QRT have been received.

(iv) All signatures and time noted in official documents must be legible and full.

16) The work will be done in accordance with the prescribed "Police Radio Procedure" and instructions issued from time to time from Police Radio HQ.

17) All the Officers and other ranks of the Police Radio Section will work in accordance with the motto of the Radio Section - "SPEED, SECURITY AND SERVICE".

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