

**POLICE ORDER No. 251**

Consequent upon the opening of Police Cipher Cells in the State Capital, State Police Signal Headquarters and District Headquarters of the State, the following instructions regarding receiving, holding and distributing cryptographic documents and devices within the State are hereby issued for guidance and observance—

1. The Deputy Inspector-General of Police, Technical will act on behalf of the Inspector-General of Police as Distributing Authority for the purpose of receiving, holding and distributing all cryptographic documents and devices required for use within the State. He will maintain detailed and up-to-date account of disposal of all copies of the documents, devices received, duly supported by issue/receipt vouchers and destruction certificate in original. He will also maintain a complete and up-to-date list of holdings of each holders for the purpose checking the handing/taking over certificate safe custody returns and other details as required in cryptographic regulations for Police Cipher System.

2. The District Superintendent of Police and the Commandants of the Battalions are appointed as the HOLDER of such documents in the district and battalion level who will be responsible for the safe custody and use of such documents and devices.

The Superintendent of Police, Signal is appointed as HOLDER for the cryptographic documents and devices for the Hqrs. Control stations as well as for the Station at State Capital.

3. The Police Cipher Trained personnel deployed in the State Capital, State Police Signal Headquarters and in the district level are appointed as the CUSTODIANS of such documents and devices.

The duties and responsibilities of the custodian of the cryptomaterials are as defined in the "Guide for cipher users in Police Services (Reprint 1969-Copy No. 00433) Para-6 (B) issued by the Director Police Telecommunication, Directorate of Co-ordination, Government of India, Ministry of Home Affairs, New Delhi.

All other instructions as laid down afore said pamphlet with regard to distribution of cryptomaterials accounting, physical safe custody, security destruction and operating procedures should be observed strictly.

Access to the Police Cipher Premises will be confined to—

- (a) Persons detailed to carry out Cipher duties;
- (b) Holder/Custodian ;
- (c) Distributing Authority ;
- (d) Any person nominated by the holder for a specific purpose and period;
- (e) Messengers, sweepers or any other type IV Government servants will enter only as and when required for a specific purpose under the direct supervision of custodians.

This order will remain in force until further amendment/instructions are issued in this regard.