

TO:- CQ

FROM:- S R O

No. SRO/Orders/72 28/12/72

U/c

SVC(.) Include following additional informations while forwarding Annual remarks for 1972 in prescribed proforma(.) Under item(2) Training Courses attended giving dates and additional qualifications acquired during 1972(.) Under 5(vi)-<sup>5(vii)</sup> details of E.L. taken during 1972(.) Under ~~(vii)~~ details of medical leave taken(.) Para 8 be divided into five sub-paras(.) Under para 8(i)-details of Commendable work(.) Under Para 8(ii) Instances of lapses-Here quote ref.No. of letter under which notice taken for lapses(.) Under Para 8(iii)-Proficiency in outdoor games/Athletics/Music or Dramatics/Painting and drawing(.) Under para 8(iv)-Aptitude for radio servicing or Mechanical <sup>Electrical</sup> work(.) Under Para ~~(v)~~ <sup>8(v)</sup> General remarks reg. work conduct(.) For class IV staff remarks under Para 8(v) should be in great detail(.) Remarks should be sent before target dates prescribed in standing order No. 14/1967 dt. 25.7.67 on paper of size not more than 8 inches by 13"(.). Extra sheets of paper be used for para 8 if necessary(.) This order be attached to standing order No. 14/1967 Appendix 'A' in your files for further reference also-

*R. S. Gupta*  
28/12/72

STATE RADIO OFFICER  
U. P. POLICE RADIO HDQRS.,  
LUCKNOW

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