

MANUAL-I
Particulars of organization, functions and duties
[Section 4(1) Right to Information Acty-2005]

1. AIM & OBJECTIVES OF THE ORGANISATION:-

Aim and objectives of the Haryana Police Academy Madhuban are as under:-

- i) To train officers and men of all ranks with a view to maintain high standards of police professionalism.
- ii) To develop qualities of command/leadership and service among trainees.
- iii) To impart specialized training to meet new growing challenges.
- iv) To inculcate habit of physical fitness, mental alertness, dignity of work and discipline among trainees.
- v) To make the Police a community oriented agency for the people.

2. MISSION/VISION:-

The Police Academy imparts training following the recommendations of the Core Committee and guidelines of the Bureau of Police Research and Development (BPR&D). To achieve desired standards and objectives, the syllabi of various courses are upgraded time to time. Emphasis is laid on case studies, demonstrations and mock-exercises to make training more practical and meaningful. The Academy is entrusted with the task of organizing basic training for new entrants of all ranks, and in-service training to serving members of the force. These include promotional courses as well as specialized courses.

A number of short duration courses on crime investigation, weapons, drill, commando, human rights, crime against women and children, and Police-Public relations are organized to prepare police personnel for specialized tasks. Focused programmes are organized to impart pre-training to the selected candidates, required to undergo training at various Central Govt. Organization to acquire better ability and skill.

The use of modern Audio-Visual training aids like 16 mm Projectors, Projection TV, Over Head Projectors, Slides and training films have been introduced. A well equipped video library with over 250 training films is functioning. Most of the instructors are trained and experienced to use audio-visual aids.

3. BRIEF HISTORY & BACKGROUND:-

The present Haryana Police Academy was established as Recruit Training Centre on 14th May 1973, first upgraded into a Police Training School on 9 Jan 1976 and then into a Police Training College on 1 March 1976. The Academy got its present status on 24 April 2002 and had steadily grown to its eminence. The Academy earned its ISO 9001-2000 certification on 10.10.2007. Besides organizing training for Haryana Police officers of all ranks, the Academy also regularly facilitates programmes for administrative, judicial and prison officers, it also caters to the needs of the police ranks of other states. The Academy has trained about 1,69,435 trainees till 30 June 2012. Police batches from other States like Nagaland, Manipur, Himachal Pradesh, Jammu & Kashmir, Bihar, Andaman & Nicobar, U.T. Chandigarh and Central Police Organizations like Central Industry Security Force and Central Bureau of Investigation have also received training here. The Academy has also trained contingents of Afghanistan and Sri Lankan Police comprising of Officers of various ranks in the past. Recently two batches comprising of 30 & 50 of Sri Lankan Police personnel of various ranks were trained for VIP Security in this Academy. The list of our present trainees includes many of the celebrity sports person of India like boxers Olympian Vijender Singh, Jitender Kumar, Dinesh Kumar, Jaibhagwan, cricketer Joginder Sharma, present and ex-captains of Indian Olympic Hockey teams for both women and men viz Mamta Kharab, Sardara Singh and Sandeep Singh, wrestler Geetika Jakhar & Jogeshwar Dutt . We in this Academy firmly believe that apart from the academic input and outdoor activities, the trainees should also be exposed to the practical aspects of working life. The emphasis is as much on giving academic inputs, engaging the participants in enjoyable outdoor activities as also on imparting democratic values and ethics. Efforts are being made to bring about a change in the mind-set, free of the baggage of colonial past and fully sensitized to the democratic aspirations of the people.

ORGANISATION

Executive Staff

	<u>DIR</u>	<u>IG/HPA</u>	<u>DIG/HPA</u>	<u>Dy.DIR</u>	<u>DSsP</u>	<u>DA</u>	<u>DDsA</u>	<u>INSPRs.</u>	<u>SIs</u>	<u>ASIs</u>	<u>HC's</u>	<u>CTs.</u>
Sanctioned Strength	1	2	1	1	5	1	2	7	25	25	98	111

Ministerial Staff

	<u>SUDPT(O)</u>	<u>ASTT</u>	<u>CLERK</u>	<u>Jr. SCALE STENO</u>	<u>Sr. SCALE STENO</u>	<u>LIB.</u>	<u>DAFTRI</u>	<u>PEON</u>
Sanctioned Strength	1	5	4	1	1	1	1	2

Medical Staff

	<u>M.O</u>	<u>PHARMACIST</u>	<u>ANM</u>
Sanctioned strength	1	2	1

CLASS IV

SANCTIONED STRENGTH

Cook	55
Carpenter	01
Water Carrier	22
Sweeper	21
Dhobi	17
Barber	15
Mochi	09
Tailor	03
Mali	08
Mason	01
Syce	01
Blacksmith	01
Painter	01
Plumber	01

Supdt. (Office)

This officer is the incharge for the Academy office and is responsible for the punctual disposal of correspondence, submission of all periodical returns and report, maintenance of Character Rolls and services books etc. Five Assistant, four clerks and other executive staff is deputed for doing above work under the supervision of Supdt (O).

Account Branch

One SI, three ASI, three HC & three Constables are working in the Account Branch. This branch maintains all types of accounts details of expenditure, salary etc.

Medical Staff

One Medical Officer, two Pharmacists, one Auxiliary Nursing Midwife is sanctioned for HPA Hospital. A well equipped Hospital has been established at Police Complex, Madhuban and the Doctor moves out on routine checks and attend to the patients on the spot as and when required.

Tradesmen

Mochi and Mali attached with HPA are used for repairs of leathers equipments and maintenance of parks and gardens respectively.

Arms & Ammunition

At present one HC is performing duty as Incharge of KOT. Arms & Ammunition with Tear Gas are used for training purpose. HPA has several arms like automatic & semi automatic weapons alongwith sufficient ammunition to be used for training police officials of various ranks.

Clothing

At present one HC and one Constables keep record of all clothing items in the clothing store. They maintain the store and raise timely demands for supply of needed clothing items.

Miscellaneous Store

At present one SI, one HC and one Constable are working in the Miscellaneous Store/Quarter Master which has got various articles for training the men in various specialized courses.

Driving Training School

This school was inaugurated on 2nd April 2008 and trainees of the basic, promotional and special courses are provided training in traffic rules and regulations. The school is built on modern lines and incorporates practically all hurdles and features encountered on Indian roads. Process of acquiring a driving simulator is underway. One ASI, two HC and four Constables Instructors are providing in motor vehicle training school to provide training to policemen with the help of following vehicles:

Bus	Gypsy/Jeep	M. Cycle
02	02	01

Accommodation

The Academy has 04 NGO hostel 03 for males & 01 for females. The hostels are furnished with wooden cots (Takhats), tables & chairs. The hostels are also provided with common room, modern kitchen (mess) and Dining hall having coolers fitted with R.Os. There are 48 barracks for ORs : 21 on the HAP side and 27 on the HPA side. Sufficient Class-IV officials are available for the maintenance of these barracks. In addition to this the sufficient residential accommodation and separate barracks have been arranged for the staff.

Messing

Gazetted Officers' Mess

This Mess started in March 1980, has 4 VIP suites and 23 well furnished AC rooms with Intercom and TV. The Mess has facility for indoor games including Billiards and Table Tennis. It also has facilities for playing Badminton and Tennis. Besides the trainees, this mess caters to serving gazetted officers and guest lecturers of the Academy. Mess is surrounded by a large mango orchard. It has a large lounge and dinning hall where official dinners are hosted. It also houses the Sardar Patel Conference Hall with a sitting capacity of about 72 participants. In addition to this, there are two more Gazetted Officer's Mess Golf View Mess & GO's Mess No.2 well furnished AC rooms with Intercom and TV etc.

NGO'S MESS:

In the Academy a NGO's Mess has been constructed, accommodation and mess facilities are provided to NGO's and trainees in this mess, which consisting of a big dinning hall and six furnished rooms.

OR'S MESS:

Many adequate messes have been arranged in this Academy for OR's and other trainees. It is conducted on the co-operative basis.

Training Schedule

Course Calendar for the year 2012 duly approved by Director General of Police is attached at Annexure-I.

LIBRARY:

The well stocked library has about 25167 books, magazines and journals. Besides the different subjects relating to Police, books relating to Hindi & English literature, Psychology, Sociology, Economics, Yoga, Man Management, Computer, Sports, Biographies, Stories/Poems & Fiction etc. are available in this library. The system of issue and receipt of books has been computerized.

The following branches have been set-up for the successfully conducting of the Academy and imparting Modern Training:

- 1) **TEACHING BLOCK:** The Academy has two teaching blocks for giving academic inputs & conducting indoor classes for the trainees. The Old Teaching Block is adjoining the Administrative Block and consists of 25 rooms. The New Teaching Block adjoining the Multimedia Block has 16 rooms. These two teaching blocks amongst themselves can cater to the needs of approx. 2500 trainees.
- 2) **COMPUTER BRANCH:** A well equipped Computer Centre has been established to impart the computer training to all trainees at this institution. Besides this, students of the Haryana Police Public School, located at Madhuban Complex are also trained as well as the police officer/officials by this branch. At present 369 computers, Laser Printer, Desk Jet, Colour Printer, Photostat Machine & T.V. Projector etc are also available here.
- 3) **CYBER LAB:** Haryana Police Cyber Lab was established by Haryana Police in association with NASSCOM and Data Security Council of India (DSCI) on 05.08.2010. It conducts courses on regular basis usually 2 courses in a month.

- 4) **MULTIMEDIA/ DIGITAL LANGUAGE LAB (ENGLISH):** The digital language lab was set up on 29.6.2009 and training programmes of one week duration were started from 29.6.2009. The facility is used for providing communication skills in English language and up till now a total number of 4684 trainees of various courses has been provided training.
- 5) **DIGITAL COLOR LAB (PHOTO LAB):** Realizing the importance of photography in the professional life of police personnel of any rank, the Digital Color Lab was established on 01.04.2009. A photography machine utilizing latest technology is installed here. To encourage trainees to acquire the skill in photography in an enjoyable manner, a competition is being organized for them every month. Prizes are given to the 1st, 2nd & 3rd position holders in this competition.
- 6) **FIRE SIMULATOR BRANCH:** To impart high level training, a fire simulator branch has been set-up by this Academy consisting of two firing Simulators. One of them has two lanes & other have four lanes. It is used for firing practice of Rifle, Revolver, Pistol & Carbine. It saves the expensive explosive by using these Simulators and the fire training are provided to the trainees of the various courses. 12063 officer/officials have been trained at this Simulator Branch as yet.
- 7) **WIRELESS ROOM:** For imparting training of Modern Communication System to the trainees, a wireless room has been set-up. The knowledge and skills of writing wireless messages and sending or receiving them are provided to all trainees in this section. Practical training of the wireless set is also provided to them
- 8) **PROJECT ROOM:** A projector room has been set-up by this Academy to impart academic inputs through the audio-visual means. It has a video library also where approximately 250 films are available for the benefit of the trainees. A video library has also been provided in this project room which helps the trainees to get training easily.
- 9) **MODEL POLICE STATION:** The Model Police Station has been established to impart practical training so that all trainees may be trained to make entries in the *Roznamcha*, to register an F.I.R., to investigate, to prepare various types of *fards* (lists), to prepare arrest memo, to prepare suspicious or accidental death report u/s 174 CrPC, to prepare remand papers, to write case diaries and to prepare challan u/s 173CrPC etc.
- 10) **POLICE BAND:** The Police Brass Band is used for imparting training to provide piquant atmosphere at the cultural and govt. functions of Haryana State and Police. It has also brought laurels by participating in Police Band Competitions at National level. The Police Brass Band is also being provided to the police personnel and public persons at the time of marriage functions on specified charges.

- 11) **ARMOURY (KOT):** The *kot* has been established for storing & maintaining fire arms & explosives used for training purposes. The same building houses the Quarter Guard. Registers are being maintained as per PPR.
- 12) **INDOOR FIRING RANGE:** A building for the Indoor Firing Range has been constructed by HPHC within the complex. A committee headed by the DGP and including Addl. DG, Vigilance (then Addl. DG HAP) has been set up to acquire equipment for the indoor firing range.
- 13) **SPORTS:** Different types of sports training are also provided to all trainee for adopting them into Police force and motivate them to participate in various sports competition organized by Haryana Police .
- 14) **SKATING RINK:** This rink was inaugurated on 15 April 2009. There are not many such large rinks in the neighborhood. Made to international standards this rink attracts mostly the children and the youth. The children and students of the campus have started winning prizes in skating competitions within a short span of training time here.
- 15) **GYMNASIUM:** An air conditioned and well equipped gymnasium was inaugurated on 07 September 2006. Some electronic gadgets are also available here besides the regular machines and appliances. Badminton and Basket Ball Courts are also there in the hall. These facilities are being used by the trainees as well as the residents. A generator assures continuous electricity supply. There is a beautiful park in front with inviting benches.
- 16) **MOTOR TRANSPORT SECTION:** A M.T.Section has been set-up to maintain the dynamic level of the Academy. In addition to this, the vehicles of this branch are used to maintain other activities of the department and for sick trainees by time to time.
- 17) **CANTEEN:** A Canteen has been constructed for the use of trainees to provide them daily use articles including uniform articles, groceries, fruits, sweets etc. A new canteen building currently under construction is likely to be available soon.
- 18) **MADHUBAN RANGSHALA:** It has remained a centre of instructional and cultural activities for the whole campus since 1980-81 when earthen galleries were first erected and strengthened by brick lining to provide this open gallery in the space lying next to HPA main blocks. A make shift stage of tubular - structure was also created. Renovation works were taken up in 2006 and completed in 2009.

With the addition of a cinema screen and a projection room in March 2010, the Rangshala set up is complete. Presently 5000 people can enjoy programmes here.

- 19) **POLICE MUSEUM:** The Haryana Police Museum was inaugurated recently on 11 December 2010. It is spread over two floors and is devoted to the history of Haryana Police and India's First War of Independence of 1857. Various dimensions of Indian renaissance have been mirrored in one section. The rest of the museum is devoted to the history of the Haryana Police, its profile and organizational pyramid, its stars and heroes and its hour of triumphs and tribulations.
- 20) **AUDITORIUM:** The much needed *Harshvardhan Sabhagaar* or the Auditorium was inaugurated on 12 August 2008. Well equipped to serve as the venue for large cultural and academic activities, this centrally air-conditioned facility remains abuzz with the participation of enthusiastic bunch of trainees at all times.
- 21) **COMMUNITY HALL:** A community hall was constructed in 2001 in residential area to provide space for marriage and other celebrations. It is often used for training purposes too. It has Two Halls, Kitchen and toilets and a big lawn in front.
- 22) **TRAINING OF STAFF:** To achieve the high standard of the training, the trainers are deputed for training at the training centers of other state by time to time in this Academy so that they may contribute to keep the institution level.
- 23) **AUXILIARY MATERIAL FOR TRAINEE:** Various types of Audio-Visual Auxiliary means are used in this Academy to keep the high standard of the training level and every possible efforts are going on to keep the availability of these auxiliary means.

DAILY PROGRAMME W.E.F. 2.4.2012

1.	REVEILIE	:	0430 HRS
2.	P.T. (GYM SESSIONS AS PER REQUIREMENT)	:	0530 HRS TO 0610 HRS
3.	MORNING PARADE: PROMOTION COURSE / MTS) PROB. / SPECIALISED COURSE AND RECRUIT COURSE	:	0640 HRS TO 0725 HRS (1 PERIOD OF 45
4.	GUARD MOUNTING	:	0730 HRS
5.	BARRACK INSPECTION ON MONDAY AND FRIDAY	:	0730 HRS TO 0800 HRS
6.	MORNING MESS HOURS	:	0735 HRS TO 0900 HRS
7.	MORNING ASSEMBLY	:	0950 HRS TO 1005 HRS
8.	INDOOR CLASSES		
	A) PROB./INSPRS, SIs &	:	1010 HRS TO 1400 HRS (6 PERIODS OF
35	SPECIALISED COURSES		MINUTES EACH WITH 15 MTS.
BREAK			AFTER 3 RD PERIOD)
	B) LOWER SCHOOL COURSE, INTERMEDIATE SCHOOL COURSE, CDP & RECRUITS	:	-DO-
9.	EVENING PROGRAMME FOR ALL COURSES (EXCEPT FRIDAY)		
	D) OUTDOOR CLASSES – BASIC & PROMOTION COURSES	:	1630 HRS TO 1710 HRS (1 PERIOD OF 40
MTS)			
	II) MAINTENANCE / GAMES / GYM/LIBRARY	:	1745 HRS TO 1830 HRS
	III) SAMVEDI POLICE (COMBINED SESSION) ON FRIDAY'S	:	1630 HRS TO 1830 HRS
10.	EVENING MESS HOURS	:	1900 HRS TO 1950 HRS
11.	EVENING ROLL – CALL	:	2000 HRS
12.	LAST POST	:	2200 HRS
13.	LIGHT OUT	:	2200 HRS

NOTE:-

1. GENERAL PARADE ON EVERY MONDAY FROM 0630 HRS TO 0730 HRS.
2. MORNING PARADE WILL BE ATTENDED BY SENIOR OFFICERS AS FOLLOWS:-
 - A. ALL DSsP /ADDL.SP/ CT/DIsG/ SHALL ATTEND ON MONDAY.

- B.** BRIG. K.S. BUDHWAR CT/OUTDOOR TO TAKE SALUTE ON FRIDAYS ALONGWITH DSP (SM), DSP (SK) ON WEDNESDAYS, DSP (VW) ON TUESDAYS, DSP (TC) ON THURSDAYS & SH. RAM SINGH CT/INDOOR ON SATURDAY
 - C.** ALL GAZETTED OFFICER SHALL ATTEND THE MORNING PARADE ON MONDAY.
 - D.** SENIOR OFFICER SHALL INSPECT ONE /TWO BARRACKS/UNITS ETC AFTER THE PARADE TO ENSURE HIGH STANDARD OF UP- KEEP.
3. ARMS CLEANING WILL BE DONE EVERY SUNDAY.
 4. STAFF PERIOD FOR OUTDOOR STAFF 1000 HRS TO 1100 HRS DAILY TO BE TAKEN BY DIG,
CT/OUTDOOR, DSP TRG., DSP LINES / CDI.
 5. STAFF PERIOD FOR INDOOR STAFF 1500 HRS TO 1600 HRS DAILY TO BE TAKEN BY CT/INDOOR, DSP/INDOOR, DA & DDA.

MANNUAL-2

Power & duties of officers and employees

[Section 4 (1)]

The distribution of work assigned to various officers including ministerial staff is as under:-

By name work distribution amongst of Gazetted Officers is as under:-

1. Sh. Sheel Madhur, IPS, Dircetor:-

Overall supervision of Academic work, training and other activities.

2. Dr. Suman manjri, IPS, DIG/HPA:-

3. Brig. K.S.Budhwar (Retd.), Consultant Training

4. Ram Singh Bishnoi, IPS (Retd.), Consultant Training

5. Sh. Surender Malik, DSP/HPA:-

6. Sh. Satish Kumar, DSP/HPA:-

7. Smt. Vidyawati, DSP/HPA:-

8. Sh. Tara Chand, DSP/HPA

English Branch

Supdt (O)	Over all supervision of English Branch and account branch
A-2	Responsible to maintain Ch. Rolls/Service Book, pay fixation, revision & disciplinary matter etc.
A-3	Responsible to deal temporary staff, proposal of modernization, construction, clothing, Police Band, officer's Mess etc.
A-4	Misc. work, RTI Matter, Games/sports, ACR's of Class IVth, meeting, repair etc.
A-5	Responsible to deal court cases, allotment of house, computer, Kot etc.
A/TRG	Responsible to conduct training activities, short courses, basic & promotional courses etc.

Accounts Branch

Accountant	Over all incharge of accounts branch, maintain record related to accounts matter i.e cash book, budget allotment, PWF, private funds etc.
GIS and Audit Clerk	Final payment from GPF, GIS and correspondence relating to audit paras.
Pay Bill of GOs'/NGOs'	Pay of GOs'/NGOs', ministerial staff, medical staff and class IVth employees and contingent paid bills.
Pay Bill of Ors	Pay of Ors

OSI Branch

OSI	Correspondence relating to daily deployment, deployment of force at various places, CL/EL of police personnel's, absent cases and other disciplinary documents
OB/Clerk	To maintain the order book
HC/FM	To maintain the fauji missal

Steno

Steno	Final order of departmental enquiries, ACR, correspondence and other work entrusted by the director
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Line office

Line officers	Ensure attendance of police personnel's, drawing and disbursed of salary and cash with the help of CDO
CDO	Disbursement of salary and cash

MANNUL-3
Procedure for decision making

Not applicable

MANNUAL-4
Norms for Discharge of Functions

Not applicable

MANNUAL-5
Rules, regulations for discharge of functions, manuals and records
For Discharging Functions

Sr. No.	Name of the Act, rules, regulations etc.	Brief Gist of the contents
01	CCS (CCA), C (Conduct), (Leave), (Temp. Service), (Medical Attendance), (Pension), (Extra Ordinary), (Joining Time) rules as amended or revised from time to time.	These shall apply to all subordinates civilian and class IVth employees of Haryana Police in addition to these rules and regulations made under the DP Act.
02	General Financial Rules	Financial power of the head of department and head of officers
03	Receipts and payment rules	Regarding receipt and payment
04	FR/SR, TA rules	Relating to TA/DA etc.
05	FR/SR, LTC Rules	Relating to LTC etc.
06	Advances to Govt. servants	Relating to advance
07	GPF Rules	Rules relating to general provident funds
08	Income Tax on Salary	Relating to Income Tax on Salary
09	House Building Advance	Relating to House Building Advance
10	Group Insurance Scheme	Relating to Group Insurance Scheme
11	Children Education Allowance	Education Fee
12	Suspension and Reinstatement	Allowance of suspended police personnel's
13	Treasury Rules	Regarding Treasury
14	Office Procedure	Ministerial Job of offices
15	Standing Order/Circulars of Haryana Police	Instructions containing procedure to be adopted alongwith amendment in laws/by-laws from time to time.
16	Rules for providing immediate relief to the families of Govt. servants who die while in services	Regarding relief to the family of the deceased.

MANNUAL-6

Statement of categories of documents that are held by it for under its control

[Section 4 (1) (b) (vi)]

Sr. No.	Nature of Record	Details of Information available	Unit/Branch	Retentioned period available
1.	Arms & Ammunition receipt book maintained as PPR-22.69	Detail of all arms ammunition or military stores deposited in, or seized and brought to, the Police Stations	KOT	Retained years after date of last
2.	Accounts register maintained as per PPT-2.71	Detail entry of all receipts, expenditure, disbursement of Pay, TA and permanent	Accountant	Permanent
3.	Road Certificate maintained as per PPR-22.72	Issuing/transfer of case and other store articles through road certificate	Quarter Master/Care Taker	Retained years after date of certificate
4.	Printed Cash Receipt maintained as per PPR-22.73	All sums of money received in a office/police station whether in cash or otherwise on any account whatever, a receipt from this book is issued to remitting party	Cashier	10 years
5.	Appointment	Appointment	NA	Permanent
6.	Leave	Detail of E.L etc.	OASI	Permanent
7.	Stamps Accounts Register	Details of stamps used in sending the postal	Despatcher	Five years
8.	Service Books/Character Rolls	History of services of all ranks	A-2	Permanent
9.	Fauji Missal	Personal Information in respect of Upper/Lower Subordinates	OASI	Permanent
10.	Cash book, Pay register & all relevant bill	Transaction of Cash, disbursement of salary etc.	Accountant	Permanent
11.	Contingency Register	Detail of bill under head O.E, O.C, M. Works, M&S etc.	Accountant	Permanent
12.	Recovery of advance	Details of advance taken for HBA, MCA, GPF & Festival	Accountant	Permanent
13.	Audit/Inspections	Reports of Audit conducted of all stocks/budget incurred and other financial matters	A-5	Permanent
14.	Court case, petition, Crl. Writ Suit, Appeal & SLP	Court cases, petition, Crl. Writ Suit, Appeal & SPL	A-5	Permanent
15.	Stock Register	Entry of General Store/Stationary Store articles purchased or received	Quarter Master/Care Taker/Stationery	Permanent
16.	ACRs	Confidential/assessment reports in respect of police personnel	Steno	Permanent
17.	Departmental Enquires & punishment	Departmental Enquires & punishment awarded to police personnel	A-2	Permanent
18.	Court Challan register	Entry of challan sent to court	NA	5 years
19.	Honorarium/Awards	Honorarium/Awards granted to police personnel.	A-2	03 year or after com of audit

Details of Consultative Committees and other bodies

Not applicable

MANNUAL-8

List of boards, councils, committees and other bodies

Not applicable

MANNUAL-9

Directory of Officers/Employees
[Section 4 (1) (B) (IX)]

Sr. No.	Designation	Code	Office	Fax
1.	Director, Haryana Police Academy, Madhuban	0184	2380101	2380101
2.	DIG/HPA, Madhuban	0184	2390111 2390220	

MANNUAL-10

Monthly Remuneration of Officers/employees

[Section 4 (1) (b) (x)]

THE MONTHLY REMUNERATION RECEIVED BY EACH OF THE OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN THE REGULATIONS.

[SECTION 4 (1)(B) (X)]

Sr.No.	Rank of Officers/Men/Civilian/Class IV employees	Pay Band
1	Director General of Police, Haryana	-
2	Addl. Director General of Police	37400-67000
3	Inspector General of Police	37400-67000
4	Deputy Inspector General of Police	37400-67000
5	DIG (IPS) Selection Grade	-
6	Superintendent of Police	37400-67000
7	DSP	9300-34800
8	Inspector	9300-34800
9	Sub-Inspector	9300-34800
10	ASI	5200-20200
11	Head Constable	5200-20200
12	Constable	5200-20200
	MINISTERIAL STAFF	

13	Superintendent	9300-34800
14	Dy. Superintendent	9300-34800
15	Assistant	9300-34800
16	Senior Scale Stenographer	9300-34800
17	Junior Scale Stenographer	5200-20200
18	Clerk	5200-20200
19	Peon/Water Carrier	4440-7440
20	Helper/Kennel Men	-
21	Chowkidar/Ward Servant	-
22	Khalasi/Labourer	-
23	Attendant	-
24	Record Lifter/Daftari	4440-7440
25	Jamadar	4440-7440
26	Cook/Tailor/Mali/Barber	4440-7440
27	Dhobi/Mocho/Lab Attendant	4440-7440
28	Sweeper	4440-7440
29	Meason/Painter/Electrician	4440-7440
30	Carpenter/Black Smith	4440-7440

MANNUAL-11

Budget allocated (up to 31.08.2012)

Sr. No.	Head	Modified allotment	Expenditure	Balance
1.	Salary	82625047	40010397	42614650
2.	Wages	385700	190070	195630
3.	D.A	40280000	16619417	18660583
4.	T.E	640000	468350	171650
5.	O.E	5521000	5520821	179
6.	M. Works	1510000	1111882	398118
7.	M.V	2100000	820991	1279009
8.	M&S	7000000	3224920	3775080
9.	O. Charges	1600000	1218579	381421
10.	POL	3000000	2654236	345764
11.	R.M.E	1050000	248939	801061
12.	LTC	2153200	1226849	926351
13.	O.C Charged	-	-	-

MANNUAL-12

Execution of subsidy program

Not applicable

MANNUAL-13

Particulars of recipients of concessions, permits

Not applicable

MANNUAL-14

Information available in an electronic form

Not applicable

MANNUAL-15

Facilities available for obtaining information

Not applicable

MANNUAL-16

Particulars of PIOs

Not applicable

MANNUAL-17

Any information as may be prescribed for dissemination and shall be collated, tabulated, compiled, collected and provided in the form of manual from time to time.

for Director
Haryana Police Academy
Madhuban

COURSE CALENDAR FOR THE YEAR 2012

Sr. No.	Name of the Course	Participant Level	Duration	Date		Seats
				From	To	
January 2012						
1	Cyber Crime Investigation (level -1)	NGOs/ORs	5 Days	2.1.2012	6.1.2012	23
2	Bomb Disposal Course	ORs	1 Month	2.1.2012	31.1.2012	50
3	Light & Heavy vehicle driving Refresher Course	NGOs/ORs	1 Month	2.1.2012	31.1.2012	50
4	Juvenile Justice (Care & Protection of children) Act 2006	NGOs/ORs	1 Day	6.1.2012		50
5	Induction Training for Newly promoted DSsP/Inspire.	GOs / Inspr	2 Week	9.1.2012	24.1.2012	15
6	Interrogation Techniques with the assistanc of BPR & D, New Delhi	NGOs	6 Days	9.1.2012	14.1.2012	To be nominated by BPR & D, New Delhi
7	Prob/Sub Inspector Basic Course	NGOs	1 year	15.1.2012	14.1.2013	Seats will be allotted by PHQ
8	Lower School Course	ORs	6 Months	16.1.2012	15.7.2012	1220
9	Prob/IPS attachment training	Prob/ASP	2 weeks	16.1.2012	5.2.2012	3
10	Cyber Crime Investigation (level -1)	NGOs/ORs	5 Days	16.1.2012	20.1.2012	23
11	Gender Sensitization & Crime Against Women/ Domestic Violence	NGOs/ORs	1 Day	17.1.2012		50
12	State Level Work shop on TOTs on Anti Human Trafficking With the assistance of BPR & D, New Delhi	Inspector	3 Days	18.1.2012	20.1.2012	50
13	Crime against weaker sections (Scheduled Castes)	ORs	1 Day	23.1.2012		50
14	Advanced Technology in Forensic Science/Scene of Crime with the assistance of BPR & D, New Delhi	NGOs	12 Days	27.1.2012	7.2.2012	25
15	Workshop on HIV/ AIDS Awareness with the assistance of DG/Public Health	NGOs/ORs	1 Day	24.1.2012		500 trainees
16	Workshop on D/E (under PPR, HCSR & Conduct Rules)	GOs / Inspr	1 Day	30.1.2012		To be nominated by PHQ
February 2012						
1	Intermediate School Course	NGOs/ORs	4 Months	16.02.2012	15.06.2012	Seats to allotted by PHQ
2	Commando Basic Course	ORs	3 Months	1.2.2012	30.4.2012	50
3	Light & Heavy Driving Training	NGOs/ORs	6 weeks	1.2.2012	15.3.2012	50
4	Tear Smoke Course	ORs	2 Weeks	1.02.2012	15.02.2012	50
5	Crowd Management	GOs / Inspr	1 Day	2.02.2012		To be nominated by PHQ
6	Court Craft	ORs	1 Day	3.02.2012		50
7	CDR and Tower Dump Analysis"	NGOs/ORs of	1 day	4.2.2012		23

	for Cyber Cell staff	CP/FBD				
8	Role and Scope of Distt Security Branch	Inspector	1 Day	6.02.2012		25
9	Workshop on HIV/ AIDS Awareness with the assistance of Project Director, Hr., PKL	NGOs/ORs	1 Day	7.02.2012		500 trainees
10	Investigation Scrutiny	NGOs/ORs	5 Days	13.02.2012	18.2.2012	Trainees of Lower School Cosure
11	Three days Advanced Course in Mobile and Computer Forensic	NGOs/ORs	3 Days	13.2.2012	15.2.2012	23
12	Investigation of Cyber Crime cases under plan scheme with the assistance of BPR&D, New Delhi	NGOs	5 Days	21.2.2012	25.2.2012	23
13	Cyber Crime Investigation (Level -1)	NGOs/ORs	5 Days	21.2.2012	25.2.2012	23
14	Importance implementation and Documentation of ISO for HPA Staff	NGOs/ORs	1 Day	27.2.2012		HPA Staff
15	Soft Skill for Traffic Staff	NGOs/ORs	3 days	27.2.2012	29.2.2012	25
16	Workshop on HIV/ AIDS Awareness with the assistance of Project Director, Hr., PKL	NGOs/ORs	1 Day	28.02.2011		500 trainees
March 2012						
1	AWT, VIP Security (Gunman Course) for HCs & CTs	ORs	1 Month	1.3.2012	31.3.2012	50
2	PT Course	ORs	3 Months	1.3.2012	31.5.2012	50
3	Drill Referresher Course	ORs	1 Months	1.3.2012	31.3.2012	50
4	Human Rights & Police	GOs / Inspr	1 Day	2.3.2012		25
5	Three days Advanced Course in Mobile and Computer Forensic	NGOs/ORs	3 Day	5.3.2012	7.3.2012	23
6	Information technology Act & Collection of Technical Intelligence	NGOs	1 Day	6.3.2012		50
7	Weapon & Tactics Course with the assistance of BPR & D, New Delhi under Plan Scheme	NGOs	10 Days	9.3.2012	20.3.2012	To be nominated by BPR & D, New Delhi
8	Role and Scope of Distt Security Branch	NGOs/ORs	1 Day	9.3.2012		50
9	Cyber Crime Investigation (level -1)	NGOs/ORs	5 Days	12.3.2012	16.3.2012	23
10	Investigation Scrutiny	NGOs/ORs	5 Days	12.3.2012	16.3.2012	Trainees of Intermediate School Cosure
11	Management of Police Station Records & Case Property	NGOs/ORs	1 Day	16.3.2012		50
12	Cyber Crime Investigation (level -1)	NGOs/ORs	5 Days	26.3.2012	30.3.2012	23
13	Soft Skill for Traffic Staff	NGOs/ORs	3 days	28.3.2012	30.3.2012	25
14	A Course on Cyber crime training for Newly promoted 57 Inspectors	Inspector	3days	5.3.2012	7.3.2012	as per request of I/C Cyber Lab
15	A Course on Cyber crime	Inspector	3days	19.3.2012	21.3.2012	ye course

training for Newly promoted 57 Inspectors					March main dalne hai
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April 2012

1	Career Development Programme (Upper School Course)	NGOs	3 Month	1.4.2012	30.6.2012	Seats to be allotted by PHQ
2	Bomb Disposal Course	ORs	1 Month	1.4.2012	31.4.2012	50
3	Speacal Tactics Course	ORs	1 Month	1.4.2012	30.4.2012	50
4	Light & Heavy Driving Training	NGOs/ORs	6 weeks	1.4.2012	15.5.2012	50
5	Three days Advanced Course in Mobile and Computer Forensic	NGOs/ORs	3 Day	2.4.2012	4.4.2012	23
6	Interrogation Techniques	Inspector	1 Day	2.4.2012		25
7	Caste & Communal sensitisation: Legal & Social aspects	NGOs	1 Day	3.4.2012		50
8	Crowd Management	NGOs/ORs	1 Day	4.4.2012		50
9	Office Record Management & Note sheet writing (Accounts)	Accounts Personnel (NGOs/ORs)	3 Days	9.4.2012	11.4.2012	25
10	Fleet Management (M.T.)	NGOs/ORs	1 Day	12.4.2012		50
11	Bribery & Trap Cases	GOs / Inspr	1 Day	15.3.2012		25
12	Investigation of Murder/ Homicide Cases with the assistance of BPR & D, New Delhi under Plan Scheme	NGOs	6 Days	16.4.2012	21.4.2012	To be nominated by BPR & D, New Delhi
13	Cyber Crime Investigation (level -1)	NGOs/ORs	5 Days	16.4.2012	20.4.2012	23
14	Cyber Crime Investigation (level -1)	NGOs/ORs	5 Days	24.4.2012	28.4.2012	23

May 2012

1	Prob/DSP Basic Course	Prob/DSP	1 year	1.5.2012	31.4.2013	To be nominated by PHQ
2	Recruit Basic Course	ORs	9 Months	1.5.2012	31.1.2013	As per requirement
3	Diving and Swimming Course	ORs	1 Months	1.5.2012	31.5.2012	50
4	Drill Basic Course	ORs	4 Months	1.5.2012	31.8.2012	50
5	Stress Management, Emotional Intelligence & Motivation	NGOs	1 Day	1.5.2012		50
6	Human Rights & Police	NGOs	1 Day	2.5.2012		50
7	Stress Management, Emotional Intelligence & Motivation	Inspector	1 Day	3.5.2012		25
8	Juvenile Justice (Care & Protection of children) Act 2006	NGOs/ORs	1 Day	4.5.2012		50
9	Cyber Crime Investigation (level -1)	NGOs/ORs	5 Days	7.5.2012	11.5.2012	23
10	Investigation Scrutiny	NGOs	5 Days	7.5.2012	12.5.2012	Trainees of Upper School Course (CDP)
11	Importance implementation and	NGOs/ORs	1 Day	7.5.2012		HPA Staff

	Documentation of ISO for HPA Staff					
12	Cyber Crime Investigation (level -1)	NGOs/ORs	5 Days	14.5.2012	18.5.2012	23
13	Investigation of Economic Crimes with the assistance of BPR & D, New Delhi under Plan Scheme	NGOs	6 Days	14.5.2012	19.5.2012	To be nominated by BPR & D, New Delhi
14	Three days Advanced Course in Mobile and Computer Forensic	NGOs/ORs	3 Day	21.5.2012	23.5.2012	23
15	Prevention of Money Laundering Act	SI to SP	1 Day	22.5.2012		30
16	Office Record Management & Note sheet writing (Accounts)	Accounts Personnel (NGOs/ORs)	3 Days	28.5.2012	30.5.2012	25
June 2012						
1	VIP Security	NGOs/ORs	1 Day	1.6.2012		50
2	Speacal Tactics Course	ORs	1 Month	1.6.2012	30.6.2012	50
3	Light & Heavy Driving Training	NGOs/ORs	6 weeks	1.6.2012	14.7.2012	50
4	Three days Advanced Course in Mobile and Computer Forensic	NGOs/ORs	3 Day	5.6.2012	7.6.2012	23
5	Juvenile Justice (Care & Protection of children) Act 2006	NGOs/ORs	1 Day	5.6.2012		50
6	Community Policing & Police - Public Interface	NGOs	1 Day	6.6.2012		50
7	Terrorism and Left wing Extremism	NGOs	1 Day	7.6.2012		50
8	Crime against weaker sections (Scheduled Castes)	ORs	1 Day	8.6.2012		50
9	Means of Vehicle Theft & Police Tactacs	NGOs	1 Day	9.6.2012		50
10	Cyber Crime Investigation (level -1)	NGOs/ORs	5 Days	11.6.2012	15.6.2012	23
11	Investigation of Cyber Crime Cases with the assistance of BPR & D, New Delhi under Plan Scheme	NGOs	6 Days	18.6.2012	23.6.2012	To be nominated by BPR & D, New Delhi
12	Crime against weaker sections (Scheduled Castes)	GOs / Inspr	1 Day	18.6.2012		25
13	Caste & Communal sensitisation: Legal & Social aspects	GOs / Inspr	1 Day	19.6.2012		25
14	Cyber Crime Investigation (level -1)	NGOs/ORs	5 Days	25.6.2012	29.6.2012	23
15	Human Rights & Police	ORs	1 Day	26.6.2012		50
July 2012						
1	Intermediate School Course	NGOs/ORs	4 Months	2.7.2012	31.10.2012	Seats to be allotted by PHQ
2	Diving and Swimming Course	ORs	1 Months	2.7.2012	31.7.2012	50
3	Court Craft	ORs	1 Day	2.7.2012		50
4	Workshop on "Policing : Reaching Out to the Minorities" (with the assistance of BPR & D, New Delhi	GOs / Inspr	1 Day	3.07.2012		To be nominated by PHQ

5	Management of Police Station Records & Case Property	Inspector	1 Day	4.7.2012		25
6	Environment Protection & Role of Police	NGOs	1 Day	6.7.2012		50
7	Cyber Crime Investigation (level -1)	NGOs/ORs	5 Days	9.7.2012	13.7.2012	23
8	Advanced technology in Forensic Science with the assistance of BPR & D, New Delhi under Plan Scheme	NGOs	12 Days	16.7.2012	26.7.2012	To be nominated by BPR & D, New Delhi
9	Three days Advanced Course in Mobile and Computer Forensic	NGOs/ORs	3 Day	16.7.2012	18.7.2012	23
10	Soft Skill for Traffic Staff	NGOs/ORs	3 days	18.7.2012	20.7.2012	25
11	Investigation Scrutiny	NGOs/ORs	5 Days	23.8.2012	27.8.2012	Trainees of Intermediate School Course
12	Cyber Crime Investigation (level -1)	NGOs/ORs	5 Days	23.7.2012	27.7.2012	23
13	Infrastructure Maintenance	NGOs/ORs	1 Day	24.7.2012		50
14	Crime against weaker sections (Scheduled Castes)	ORs	1 Day	26.7.2012		50
15	Gender Sensitization & Crime Against Women/ Domestic Violence	NGOs	1 Day	30.7.2012		50
August 2012						
1	Lower School Course	ORs	6 Months	1.8.2012	31.1.2012	Seats to be allotted by PHQ
2	Special Tactics Course	ORs	1 Month	1.8.2012	31.8.2012	50
3	Commando Referresher Course	ORs	1 Month	1.8.2012	31.8.2012	50
4	Workshop on "Policing : Reaching Out to the Minorities" (with the assistance of BPR & D, New Delhi	NGOs/ORs	1 Day	1.8.2012		50
5	Light & Heavy Driving Training	NGOs/ORs	6 weeks	1.8.2012	15.9.2012	50
6	The Role of SHO	Inspector	1 Day	3.8.2012		25
7	Three days Advanced Course in Mobile and Computer Forensic	NGOs/ORs	3 Day	7.8.2012	9.8.2012	23
8	Crime against weaker sections (Scheduled Castes)	NGOs	1 Day	9.8.2012		50
9	Cyber Crime Investigation (level -1)	NGOs/ORs	5 Days	13.8.2012	18.8.2012	23
10	Human Rights & Police	ORs	1 Day	14.8.2012		50
11	Office Record Management & Note sheet writing (Establishment)	Ministerial and Office hands (NGOs/ORs)	3 Days	16.8.2012	18.8.2012	25
12	Investigation Scrutiny	NGOs/ORs	5 Days	21.8.2012	25.8.2012	Trainees of Lower School Course
13	Cyber Crime Investigation (level -1)	NGOs/ORs	5 Days	27.8.2012	31.8.2012	23
14	Court Craft	NGOs	1 Day	28.8.2012		50
15	Anti Human Trafficking course for Investigators with the assistance of BPR & D, New	NGOs	6	1.8.2012	7.8.2012	To be nominated by BPR & D, New

	Delhi under Plan Scheme					Delhi
September 2012						
1	Career Development Programme (Upper School Course)	NGOs	3 Month	1.9.2012	30.11.2012	Seats to be allotted by PHQ
2	P. T Course	ORs	3 Month	1.9.2012	30.11.2012	50
3	Commando Basic Course	ORs	3 Months	1.9.2012	30.11.2012	50
4	Drill Refereshner Course	ORs	1 Month	1.09.2012	30.9.2012	50
5	Escort of Prisoners	NGOs/ORs	1 Day	3.9.2012		50
6	Human Rights & Police	NGOs	1 Day	4.9.2012		50
7	Juvenile Justice Act and Role of Police	GOs / Inspr	1 Day	5.9.2012		25
8	Induction Training for Newly promoted DSsP/Inspire.	GOs / Inspr	2 Week	10.9.2012	22.9.2012	To be nominated by PHQ
9	Cyber Crime Investigation (level -1)	NGOs/ORs	5 Days	10.9.2012	14.9.2012	23
10	VIP Security	NGOs/ORs	1 Day	10.9.2012		50
11	Three days Advanced Course in Mobile and Computer Forensic	NGOs/ORs	3 Day	10.9.2012	12.9.2012	23
12	Infrastructure Maintenance	NGOs/ORs	1 Day	14.9.2012		50
13	Investigation of Economic Crimes with the assistance of BPR & D, New Delhi under Plan Scheme	NGOs	6 Days	17.9.2012	22.9.2012	To be nominated by BPR & D, New Delhi
14	Cyber Crime Investigation (level -1)	NGOs/ORs	5 Days	24.9.2012	28.9.2012	23
15	One Week Regional level Workshop on Combating Cyber Crime against Children and missing Trafficked Children with the assistant of BPR&D, New Delhi	Dy. SsP to SsP	5 Days	24.9.2012	28.9.2012	25
16	Juvenile Justice (Care & Protection of children) Act 2006	NGOs/ORs	1 Day	28.9.2012		50
October 2012						
1	Prob. Inspector Basic Course	Inspector	1 Year	1.10.2012	30.9.2013	As per requirement
2	Commando Basic Course	ORs	3 Months	1.10.2012	31.12.2012	50
3	Drill Basic Course	ORs	4 Months	1.10.2012	31.1.2013	50
4	AWT/VIP Security & (Gunman) Course for HCs & Cts	ORs	1 Monnth	1.10.2012	31.10.2012	50
5	Light & Heavy Driving Training	NGOs/ORs	6 weeks	1.10.2012	16.11.2012	50
6	Three days Advanced Course in Mobile and Computer Forensic	NGOs/ORs	3 Day	3.10.2012	5.10.2012	23
7	Cyber Crime Investigation (level -1)	NGOs/ORs	5 Days	8.10.2012	12.10.2012	23
8	Interrogation Techniques	NGOs	1 Day	1.10.2012		50
9	Crowd Management	NGOs/ORs	1 Day	4.10.2012		50
10	Role of NCRB, SCRB and CRO in Management of Crime (with the assistance of SCRB)	NGOs/ORs	1 Day	5.10.2012		50

11	Bomb & Explosive with the assistance of BPR & D, New Delhi under Plan Scheme	NGOs	5 Days	8.10.2012	12.10.2012	To be nominated by BPR & D, New Delhi
12	Investigation Scrutiny	NGOs	5 Days	15.10.2012	20.10.2012	Trainees of Upper School Course
13	Management of Police Station Records & Case Property	NGOs/ORs	1 Day	17.10.2012		50
14	Investigation Scrutiny	GOs / Inspr	5 Days	22.10.2012	27.10.2012	To be nominated by PHQ
15	One Week Regional level Workshop on Combating Cyber Crime against Children and missing Trafficked Children with the assistance of BPR&D, New Delhi	Sub-Insprs. to Insprs.	5 Days	22.10.2012	26.10.2012	35
16	Cyber Crime Investigation (level -1)	NGOs/ORs	5 Days	22.10.2012	27.10.2012	23
November 2012						
1	Bomb Disposal Course	ORs	1 Month	2.11.2012	30.11.2012	50
2	Fleet Management (M.T.)	NGOs/ORs	1 Day	2.11.2012		50
3	Role of NCRB, SCRB and CRO in Management of Crime (with the assistance of SCRB)	NGOs/ORs	1 Day	5.11.2012		50
4	Cyber Crime Investigation (level -1)	NGOs/ORs	5 Days	5.11.2012	9.11.2012	23
5	Community Policing & Police - Public Interface	ORs	1 Day	12.11.2012		50
6	Disaster Management	GOs / Inspr	1 Day	15.11.2012		25
7	CCTNS and its implementation (with the assistance of SCRB)	GOs / Inspr	1 Day	16.11.2012		25
8	Weapon & Tactics Course with the assistance of BPR & D, New Delhi under Plan Scheme	NGOs	10	19.11.2012	23.11.2012	To be nominated by BPR & D, New Delhi
9	Cyber Crime Investigation (level -1)	NGOs/ORs	5 Days	19.11.2012	23.11.2012	23
10	Office Record Management & Note sheet writing (Establishment)	Ministerial and Office hands (NGOs/ORs)	3 Days	19.11.2012	21.11.2012	25
11	Three days Advanced Course in Mobile and Computer Forensic	NGOs/ORs	3 Day	21.11.2012	23.11.2012	23
12	Means of Vehicle Theft & Police Tactacs	NGOs	1 Day	27.11.2012		50
13	The Role of SHO	NGOs	1 Day	29.11.2012		50
14	Gender Sensitization & Crime Against Women/ Domestic Violence	NGOs/ORs	1 Day	30.11.2012		50

December 2012

1	Recruit Basic Course	ORs	9 Months	1.12.2012	31.8.2013	As per requirement
2	AWT, VIP Security (Gunman Course) for HCs & CTs	ORs	1 Month	1.12.2012	31.12.2012	50
3	Commando Referesher Course	ORs	1 Month	1.12.2012	31.12.2012	50
4	Light & Heavy Driving Training	NGOs/ORs	6 weeks	1.12.2012	15.1.2013	50
5	Tear Smoke Course	ORs	2 Weeks	1.12.2012	15.12.2012	50
6	Cyber Crime Investigation (level -1)	NGOs/ORs	5 Days	3.12.2012	7.12.2012	23
7	Gender Sensitization & Crime Against Women/ Domestic Violence	GOs / Inspr	1 Day	3.12.2012		25
8	Crime against weaker sections (Scheduled Castes)	NGOs	1 Day	4.12.2012		50
9	The Role of SHO	NGOs	1 Day	5.12.2012		50
10	Management of Police Station Records & Case Property	NGOs/ORs	1 Day	6.12.2012		50
11	VIP Security with the assistance of BPR & D, New Delhi under Plan Scheme	NGOs	10	10.12.2012	14.12.2012	To be nominated by BPR & D, New Delhi
12	One Week Regional level Workshop on Combating Cyber Crime against Children and missing Trafficked Children with the assistant of BPR&D, New Delhi	HCs and ASI	5 Days	10.12.2012	14.12.2012	35
13	Cyber Crime Investigation (level -1)	NGOs/ORs	5 Days	17.12.2012	21.12.2012	23
14	Three days Advanced Course in Mobile and Computer Forensic	NGOs/ORs	3 Day	27.12.2012	29.12.2012	23
15	Court Craft	NGOs	1 Day	24.12.2012		50
16	Escort of Prisoners	NGOs/ORs	1 Day	31.12.2012		50