

**MANUAL-1**  
**Particulars of the organization, functions and duties**  
**[Section 4 (1) Right to information Act-2005]**

1. **AIM & OBJECTIVES OF THE ORGANIZATION:-**

Aim and objective 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 Gore 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 150 training films is functioning, Most of the instructors are trained and experienced to use audio-visual aids.

### 3. **BRIEF HISTORY & BACKGROUND:-**

Before the establishment of Haryana Police Academy at Madhuban in the year 1976, Haryana Police men were being imparted training in various promotional and specialized courses at Punjab Police Academy, Phillaur. After the creation of Haryana as a separate State in 1966, necessity was felt for separate Police Training College for the state to train Policemen as per State's specific requirements. The College started imparting training to IPS (Prob) of Haryana and Himachal Pradesh cadres in 1976. It has imparted training to a number of batches of directly recruited DSsP of Haryana as also one batch of Nagaland Police and three batches of Himachal Pradesh Police. Twenty four batches of inspectors/ sub-inspectors/ Asstt. Sub-Inspectors of Haryana Police, Himachal Pradesh, Andaman & Nicobar Islands, Manipur, CISF, CBI and Bihar Police and eighty one batches of recruit constables of Haryana, Himachal Pradesh, U.T Chandigarh, Delhi, CBI, CISF have been trained at this Academy. Every year more than approx. 150 courses are being organized. So far about 2,22,781 trainees including other states, U.T and Central Police Organizations have received training here. The Academy is ranked among the best police institutions in the country and has so far imparted over two lakh police personnel of various ranks.

### **ORGNISATION**

#### **Executive Staff**

	ADGP /DIR.	IGP /HP A	Dy. DIR (in the rank of DIG)	SP	DSsP	DA	DDsA	Insprs.	Sis	ASIs	HCs	CTs
Sanctioned Strength	1	2	1	-	5	1	2	7	25	25	98	111

#### **Ministerial Staff**

	Supdt. (O)	Asstt .	Jr. Scale Steno	Sr. Scale Steno	Clerk	Librarian	Daftri	Peon
Sanctioned Strength	1	5	1	1	4	1	1	2

## **Medical Staff**

	MO	Pharmacist	ANM
Sanctioned Strength	1	2	1

## **Class IV Employees**

<b>Posts</b>	<b>Sanctioned Strength</b>
Cook	55
Water Carrier	22
Sweeper	21
Dhobi	17
Barber	15
Mali	8
Mochi	9
Tailor	3
Carpenter	1
Mason	1
Painter	1
Blacksmith	1
Syce	1
Plumber	1

## **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 reports, maintenance of Character Rolls and Service Books etc.

## **Accounts Branch**

One Assistant with one SI, two ASI, one HC and three Constables are working in the Accounts Branch. This branch maintains all types of accounts details of expenditure, salary etc.

## **Medical Staff**

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

### **Tradesmen**

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

### **Arms and Ammunition**

At present one ASI as Incharge, one E/ASI, one HC and one Constable are performing duty in the Kot. Arms and Ammunition with Tear Gas are used for training purpose. HPA has several arms like automatic & semiautomatic weapons alongwith sufficient ammunition to be used for training of police officials of various ranks.

### **Clothing**

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

### **Miscellaneous Store**

One Head Constable is working in the Miscellaneous Store which has got following articles for providing training to the trainees in crowd control:-

1.	Poly Carbonate Shield	-	658
2.	Poly Carbonate Danda	-	283
3.	Body Protector	-	320
4.	Helmet	-	591
5.	Lathi Bass	-	1134

### **Motor Transportation Officer**

One SI, 3 ASI, 16 HC and 26 Constables are providing motor vehicle training to policemen with the help of following vehicles:-

<b><u>Car</u></b>	<b><u>Tavera</u></b>	<b><u>Sumo</u></b>	<b><u>Bolero</u></b>	<b><u>Maruti Gypsy</u></b>	<b><u>Mini Bus</u></b>	<b><u>Bus</u></b>
6	6	2	1	9	10	5
<b><u>Ambulance</u></b>	<b><u>Police Van</u></b>	<b><u>Truck</u></b>	<b><u>Tractor</u></b>	<b><u>M. Cycle</u></b>		
1	3	3	1	8		

### **Accommodation**

The Academy has 05 NGO Hostel 03 for male and 02 for Females. The Hostels are furnished with wooden cots (Takhats), tables & chairs. The hostel are also provided with common room, modern kitchen (mess) and Dinning Hall having coolers fitted with ROs. There are 35 barracks for ORs: 8 on the HAP side & 27 on the HPA Side. Aprox. 2500 trainees as well as staff is being accommodated in barracks.

### **Messing**

#### **Gazetted Officers' Mess:**

Officer's Mess provides well furnished accommodation and food facilities to trainee officers, guest faculty and visiting officers. It has got well maintained lush green lawns and an Orchard of mango and other fruit trees. Facilities for games such as: Billiards, Table Tennis, Badminton, Lawn Tennis are available in this mess.

#### **Non Gazetted Officers' 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 dining hall and six furnished rooms.

#### **Other Ranks' 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 Scheduled**

Course calendar for the year 2016 duly approved by the Director General of Police attached at Annexure-I.

### **Library and Reading Material**

A library has been set-up as academic & cultural heritage of Haryana Police in which presently, 26,963 books and 3000 current Magazines and Journals are available. Besides the different subjects relating to Police, Books related to Hindi & English literature are available in this library. The main subjects on which books are available include Police Science, Criminology, Psychology, Sociology, Economics, Yoga, Man Management, Computer, Sports, Biographic, and Stories/Poems & Fiction etc. 3050 Précis Sets on various subjects are also available in Library.

## ACADEMIC POLICE TRAINING SCHEDULE

### **Daily training Programme**

- |     |   |   |   |
|-----|---|---|---|
| 1.  | Reveille  | : | 0430 HRS  |
| 2.  | P.T. (Gym Sessions as per requirement)  | : | 0520 HRS TO 0600 HRS  |
| 3.  | Guard Mounting  | : | 0730 HRS  |
| 4.  | Morning Parade: Promotional Courses,<br>Prob./Specialized Courses and Recruit Courses | : | 0635 HRS TO 0720 HRS  |
| 5.  | Barrack Inspection on Monday and Friday   | : | 0725 HRS TO 0800 HRS  |
| 6.  | Morning Mess Hours  | : | 0805 HRS TO 0905 HRS  |
| 7.  | Morning Assembly  | : | 0910 HRS TO 0920 HRS  |
| 8.  | Indoor Classes (All Courses)  | : | 0920 HRS TO 1300 HRS  |
|     |   |   | (5 Periods of 40 Minutes each with<br>20 Mts. Break after 2 <sup>nd</sup> Period) |
| 9.  | Evening Programme for all courses (Except Friday)                                     |   |   |
|     | I) Outdoor Classes – all courses  | : | 1630 hrs to 1710 hrs  |
|     | ii) Maintenance / games / gym/library   | : | 1740 hrs to 1820 hrs  |
| 10. | Evening mess hours  | : | 1900 hrs to 1950 hrs  |
| 11. | Evening roll– call  | : | 2015 hrs  |
| 12. | Last post   | : | 2130 hrs  |
| 13. | Light out   | : | 2200 hrs  |

## MANNUAL-2

### Power and Duties of officers & Employees

#### [Section 4 (1)]

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

By name Work distribution amongst Gazetted Officer is as under:-

1. **Sh. K.K Sindhu, IPS Director:-** He is the Head of the Department. He is also drawing and disburse officer.
2. **Sh. Rajbir Singh Deswal, IPS, IG/HPA:-**
  1. Supervision of Outdoor Training, Simulator Firing, Indoor Firing Range, Commando Wing.
  2. Management of force Law & Order duty.
  3. Promotion of Sports Activities.
  4. Supervision of Ceremonial Parade like Passing Out Parade.
  5. Supervision of VIP Visit.
  6. Any other work assigned by the Director/HPA.
3. **Dr. Suman Manjri, IPS, IG/HPA:-**
  1. Supervision of Indoor Training.
  2. Supervision of Court Cases
  3. First Appellant Authority under RTI Act, 2005
  4. Complaints and enquiries of female trainees & Staff.
  5. Cultural Activities
  6. Sanction of leave to the trainees of P/DSsP, P/Inspr. & SIs and any other work assigned by Director/HPA
4. **Sh. Vijay Pal Singh, DSP/HPA :-**
  1. Maintenance of entire Lines Area of HPA, MBN.
  2. Work as Assistant SPIO under RTI Act, 2005 of HPA, MBN.
  3. Supervision of Lines Office & Administrative Block.
  4. Supervision of Quarter Master, Care Taker, M.T Section, Multimedia Hub, Museum, Auditorium Hall, Rangshala, Photo Section, Film Club & Community Centre.
  5. Sanction of Casual Leave to the staff (OR's) i.e Ct. to SI & Army Staff.
  6. Supervision of Kot, Ammunition and Rifles.
  7. Supervision of new construction, repair and maintenance of all buildings, hostels & barracks including temporary barracks.
  8. Overall Supervision of Lines/Office/Ground.
  9. Supervision of Gym & P.A System.
  10. Supervision of Supdt (O), Account Branch, Training Branch & OSI Branch.
  11. Supervision of all Messes & Canteen including Officer's Mess, CPC & Golf View Mess.
  12. Any other duty entrusted from time to time.

**5. Sh. Sultan Singh, DSP/HPA:-**

1. Discipline of trainees except female trainees.
2. Supervision of Brass Band, Campus Security, Firing Simulator, Indoor Firing Range, Armourer Wing, Commando Wing & Climbing Wall.
3. Annual Firing & Trainees Firing.
4. Supervision & Dispatch of force for Law & Order duty.
5. Supervision of Sports Activities and organize games amongst trainees from time to time.
6. Daily attendance & weekly meeting of Outdoor Staff, Band Staff & Army Staff.
7. Preparation of Outdoor Training Programme and tie-up with Guest Faculty.
8. Supervision of Gym & Skating Ring.
9. Supervision of Plantation, Maintenance of Parks, Fishpond, Gardens and up-keep of the HPA Campus, Maintenance of all Parade and Sports Grounds RTC & HPA area.
10. Sanction of Casual Leave to the trainees of Recruit Basic Course and all promotional & short courses (except Lady trainees).
11. Supervision of Outdoor Training & HPA Complex Security.
12. Preparation of Outdoor Training Programme i.e Basic/Promotional/Specialized & In-Service Courses.
13. Supervision of M.T Driving & Training School.
14. Any other duty entrusted from time to time.

**6. Smt. Tanya Singh, DSP/HPA:-**

1. Discipline of female Trainers & trainees.
2. Supervision of all Indoor Basic Courses.
3. Supervision of Cultural Programmes, Cinema, Rangshala, Auditorium.
4. Supervision of Wireless Section.
5. Regular attendance and weekly meeting of indoor instructors.
6. Supervision of Computer Wing & Library.
7. Supervision of Training Programme (Indoor) of all Basic Courses.
8. Supervision of community policing programme.
9. Supervision of printing of News Letter and other Study Material.
10. Supervision of Study Tours/Cultural Camps.
11. Preparation of Indoor Training Material, Précis and Questionnaire.
12. Any other duty entrusted from time to time.

**7. Sh. Suresh Kumar, DSP/HPA:-**

1. Supervision of Technical equipments.
2. Supervision of Model Police Station & Scene of Crime Station.
3. Weekly meeting with all trainees reg. their health and fitness.
4. Supervision of Training Programme (Indoor) of short courses and promotional courses tie-up with Guest Faculty.
5. Scrutiny of cases files.
6. Regular attendance and weekly meeting of indoor instructors.
7. Supervision of all promotional and short courses (Indoor).
8. Supervision of short courses for Gazetted Officers.
9. Supervision of Seminars, workshops and other short courses (indoor).
10. Preparation of Indoor Training Material, Précis and Questionnaire.
11. Any other duty entrusted from time to time.

## **English Branch**

Supdt (O)	Over all supervision of English Branch and account branch.
A-2	i) Correspondence regarding Establishment of Gos', NGOs and ORs. ii) Establishment of Ministerial Staff, Medical Staff and Class IV iii) Reward & Certificate iv) Proposal regarding sanction strength & Outsourcing policy. v) Discipline and Punishment vi) All Pension Cases vii) Maintenance of Character Rolls/Service Books/Registers etc. and other work related to establishment.
A-3	i) All types of correspondence relates to Police employees who are on Temp. Duty in HPA, Madhuban. ii) Clothing and Equipments iii) Booking of GOS' Mess & other Messes/HPA iv) Booking of Brass Band of HPA v) Booking of Community Centre of HPA vi) Proposal reg. Modernization, New Constructions & Purchase of equipments etc.
A-4	i) Correspondence regarding all types of Meetings. ii) Correspondence regarding games. iii) Correspondence regarding repairs. iv) Correspondence regarding Single Point Connection. v) All type of Misc. work vi) Correspondence related to Hospital and Library.
A-5	i) All type of Correspondence related to Govt. Quarters. ii) Correspondence related to KOT, Computer Branch, M.T Section & Driving School. iii) Booking of Firing Butt iv) All correspondence related to annual audits & Internal audits. v) Work distribution of GOS'. vi) All correspondence related to service telephones.
A/Trg.	i) Proposal related to Training ii) Correspondence of syllabus etc. iii) Meeting and symposium on training iv) Training programme of all courses. v) Completion of results. vi) Correspondence of BPR&D Courses. vii) Preparation of Course Calendar.

## **Accounts Branch**

Accountant	Over all Incharge of Accounts Branch, maintains record related to Accounts matter i.e Cash Book, Budget allotment, PWF, BRP&D workshops funds, contingent paid bills, Private Funds etc.
T.A Clerk	T.A Bills, Medical Bills, Final payments from GPF, All Govt. Advances and Authority of Treasury, Karnal.
LTC Clerk	LTC, HPA allowance, Pay bill of GOS'/NGOs'/ORs'/Class 4 <sup>th</sup> employees & GIS GIS.

## **OASI Branch**

OASI	Correspondence related to Daily Deployment, Deployment of Force at various places, C.L/E.L of police personnel, absent cases & other disciplinary documents.
OB/Clerk	To maintain the Order Book
HC/FM	To maintain the Fauji Missal

### **Steno**

Steno	Final order of Departmental enquiries, A.C.R correspondence and other work entrusted by the Director.
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### **Line Office**

Line Officer	Ensure attendance of Police personnel and responsible to look after the maintenance of all HPA area including Govt. Quarters and Barracks. .
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### **MANNUAL-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 function**

<b>Sr. No.</b>	<b>Name of the act, rule, regulations etc.</b>	<b>Brief gist of the contents</b>
1.	CCS (CCA), C (Conduct), (Leave), (Temp. Service), (Medical Attendance), (Pension), (Extraordinary), (Joining Time) rules as amended or revised from time to time.	These shall apply to all subordinates Civilian and Class-IV employees of Haryana Police in addition to these rules and regulations made under the D.P Act.
2.	General Financial Rules	Financial powers of the Head of Deptt. and Head of officers.
3.	Receipts & Payment Rules	Regarding receipts and payment
4.	FR/SR, TA Rules	Relating to TA/DA.
5.	FR/SR, LTC Rules	Relating to LTC etc.
6.	Advances to Govt. Servants	Relating to advance
7.	GPF Rules	Rules relating to General Provident Funds
8.	Income Tax on salaries	Relating to income tax on salary
9.	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 & Reinstatement	Allowance of suspended police personnel
13.	Treasury Rules	Regarding Treasury
14.	Office Procedure	Ministerial job of offices
15.	Standing Orders/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 service	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	Retention period available
1	Arms & Ammunition receipt book maintained as per PPR-22.69	Details of all arms, ammunition or military stores deposited in, or seized and brought to, the Police Stations.	English Branch/A-5 & I/C KOT	Retained years after date of last
2.	Accounts register maintained as per PPR-2.71	Detail of entry of all receipts, expenditure, disbursement of pay, TA and permanent	Account Branch	Permanent
3.	Road Certificate maintained as per PPR-22.72	Issuing/transfer of case and other store articles through road certificate.	Account Branch/CDO/Quarter Master	Retained years after date of certificate
4.	Printed Cash Receipt maintained as per PPR-22.73	All sum 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	Account Branch/CDO	10 years
5.	Appointment	Appointment	A-2 English Branch	Permanent
6.	Leave	Detail of E.L etc	A-2 & OASI Branch	Permanent
7.	Stamps Accounts Register	Details of stamps used in sending the postal	Diarist/Dispatcher	Five Years
8.	Service Books/Character Rolls	History of services of all rank	A-2 English Branch	Permanent
9.	Fauji Missal	Personal Information in respect of Upper/Lower Subordinates	OASI Branch	Permanent
10.	Cash Book, Pay Register & all relevant bill	Transaction of Cash, disbursement of salary etc.	Account Branch	Permanent
11.	Contingency Register	Detail of bill under head O.E, O.C, M. Works, M&S etc.	Account Branch	Permanent
12.	Recovery of advance	Details of advance taken for HBA, MCA, GPF & festival	Account Branch	Permanent
13.	Audit/Inspections	Reports of Audit conducted of all stocks/budget incurred and other financial matters	Account Branch	Permanent
14.	Court Case, petition, Crl. Writ Suit, Appeal & SLP	Court Cases, petition, Crl. Writ Suit, Appeal & SLP	Legal Cell	Permanent
15.	Stock Register	Entry of General Store/Stationary Store articles purchased or received	Q.M & Stationary Clerk	Permanent

16.	ACRs	Confidential/assessment reports in respect of police personnel	Steno	Permanent
17.	Departmental Enquiries and Punishment	Departmental Enquiries and Punishment awarded to police personnel	Steno & A-2 Branch	Permanent
18.	Honorarium/Awards	Honorarium/Awards granted to police personnel	A-2 Branch	03 years or after completion of audit.

### MANNUAL-7

#### 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	Residence	FAX
1.	Sh. K.K Sindhu, IPS Director, Haryana Police Academy, Madhuban	0184	2380101		2380101
2.	Sh. Rajbir Singh Deswal, IPS Joint Director, Haryana Police Academy, Madhuban.	0184	2380550	--	--
3.	Dr. Suman Manjri, IPS IG/HPA, Madhuban	0184	2380109	2390111	--

**MANNUAL-10**

**Monthly remuneration of officers/employees**

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

**Pay Scale of Officer/Employees is as under:-**

<b>Rank</b>	<b>Pay Scale</b>
ADGP/Director	PB-67000-79000
IG/HPA	PB-37400-67000
Medical Officer	PB-9300-34800
DA	PB-15600-39100
DDA	PB-9300-34800
DSP	PB-9300-34800
Supdt. (O)	PB-9300-34800
Inspector	PB-9300-34800
Sub Inspector	PB-9300-34800
Assistant	PB-9300-34800
Pharmacist	PB-9300-34800
Asstt. Sub Inspector	PB-5200-20200
Head Constable	PB-5200-20200
Constable	PB-5200-20200
Clerk	PB-5200-20200
Steno Typist	PB-5200-20200
ANM	PB-5200-20200
Daftri	PB-4440-7440
Peon	PB-4440-7440
Water Carrier	PB-4440-7440
Sweeper	PB-4440-7440
Dhobi	PB-4440-7440
Cook	PB-4440-7440
Barber	PB-4440-7440
Mali	PB-4440-7440
Mochi	PB-4440-7440
Tailor	PB-4440-7440
Carpenter	PB-4440-7440

## **MANNUAL-11**

### **Budget allocated (upto 29.04.2016)**

Sr. No.	Code	Head	Amount Allocated	Expenditure	Balance
1.	01	Salary	78138555	15406571	62731984
2.	03	Dearness Allowances	59945703	12915091	47030612
3.	04	Travel Expenses	1040000	0	1040000
4.	05	Office Expenses	3750000	0	3750000
5.	17	Minor Works	42752	0	42752
6.	21	Motor Vehicle	600000	0	600000
7.	24	Material & Supply	450849	0	450849
8.	34	Other Charges	250000	0	250000
9.	45	POL	4900000	0	4900000
10.	67	Medical Reimbursement	2720000	133532	2586468
11.	69	Contractual Service	249615	249615	0
12.	70	Leave Travel Concession	2400000	0	2400000
13.	79	Ex-Gratia	1817511	379741	1437770
14.	92	Energy Charges	6400000	2521608	3878392

## **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.

  
**(Dr. Suman Manjri) IPS**  
Inspector General -cum-  
First Appellant Authority  
Haryana Police Academy  
Madhuban

From SPIO-cum-Supdt./RTI Cell O/o DGP (H), PKL.  
No. 1436-95/RTI Cell-I dated 21.02.2016  
Subject:- Implementation of orders passed in appeal cases No. 3565 of 2015 and 3831 of 2015- Sh. Shiv Shankar Tiwart Vs. Additional Chief Secretaries/Principal Secretaries.

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Vide PUC placed below, SPIO-cum-Supdt./RTI Cell O/o DGP (H), PKL has endorsed a letter received from Chief Secretary to Govt. (H), Adm. Reforms Deptt. and further intimated that First Appellate Authorities is hereby appointed as Nodal officer, for periodic updating of their websites and to coordinate and overseas the compliance of section (4) of the RTI Act, 2005 under intimation to their office.

In this regard, it is submitted that a copy of PUC was endorsed to all concerned branches for providing the requisite information to this branch. Now, the incharge of concerned branches has supply the requisite information and a reply Draft has been prepared which is submitted below for signature please.

It is further submitted that the same information is required to be uploaded on the website of this Academy.

If approved, we may direct I/C Computer/HPA to upload the information on the website of this Academy under intimation to this office please so that the compliance report could be sent to PHQ.

Submitted for kind perusal and further order please.

**OFFICE OF THE DIRECTOR, HARYANA POLICE ACADEMY, MADHUBAN**

No. /RTIC-II dated

Subject:- Implementation of the orders passed in appeal cases No. 3565 of 2015 and 3831 of 2015-Sh. Shiv Shankar Tiwari Vs. Additional Chief Secretaries/Principal Secretaries.

Memo

Please find enclosed the data in compliance of section (4) of the RTI Act, 2005, for upload on the website of this Academy under intimation to this office at the earliest please.

Encl:- As above

for Director  
Haryana Police Academy  
Madhuban

I/C Computer/HPA

**OFFICE OF THE DIRECTOR, HARYANA POLICE ACADEMY, MADHUBAN**

No. /RTIC-II dated

Subject:- Implementation of the orders passed in appeal cases No. 3565 of 2015 and 3831 of 2015-Sh. Shiv Shankar Tiwari Vs. Additional Chief Secretaries/Principal Secretaries.

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Encl:- As above

for Director  
Haryana Police Academy  
Madhuban

I/C Computer/HPA



**COURSE CALENDAR FOR THE YEAR 2016 (Month-wise)**

Sr. No.	Name of the Course	Participant Level	Duration	Date		Seats
				From	To	
<b>January 2016</b>						
1	Prob/IPS attachment training	Prob./IPS	3 weeks	14.12.2015	02.01.2016	4
2	Pre-training on VIP Driving-56 from <b>18.01.2016 to 27.01.2016</b> for NSG Courses (01.02.2016 to 20.02.2016)	ORs	10 days	18.01.2016	27.01.2016	4

Sr. No.	Name of the Course	Participant Level	Duration	Date		Seats
				From	To	
<b>February 2016</b>						
1	Career Development Programme ( Upper School Course)	NGOs	3 Months	01.02.2016	06.05.2016	As per Seat allotted by PHQ
2	Intermediate School Course	NGOs/ORs	4 Months	01.02.2016	06.06.2016	As per Seat allotted by PHQ
3	Law & Order duties Course	NGOs/ORs	1 Month	01.02.2016	29.02.2016	200
4	Commando Basic Course	ORs	3 Months	01.02.2016	30.04.2016	50
5	Cyber Crime Awareness for SHOs	NGOs/ORs	1 day	04.02.2016		25
6	Armourer Basic Course	ORs	10 Months	15.02.2016	20.12.2016	25
7	The Role of SHO (Male/Female)	Inspr.	1 day	01.02.2016		50
8	Pre-training on VIP Driving-62 from <b>01.02.2016 to 10.02.2016</b> for NSG Courses (15.02.2016 to 26.03.2016)	NGOs/ORs	10 days	01.02.2016	10.02.2016	7
9	Fleet Management (M.T.)	NGOs/ORs	1 day	02.02.2016		100
10	03 days State level Training Programme on “ <b>Social Defence Issues</b> ” under the aegis of National Institute of Social Defence	NGOs	3 days	03.02.2016	05.02.2016	50
11	Investigation related to Crime against Women alongwith Criminal Law Amendment Act 2013	GOs/Inspr.	2 days	08.02.2016	09.02.2016	30
12	Pre-training on Bomb Disposal (SP)-93 - NSG Course from <b>10.02.2016 to 20.02.2016</b> at HPA, Madhuban (NSG from 29.02.2016 to 09.04.2016)	NGOs/ORs	10 days	10.02.2016	20.02.2016	5
13	5 Days Training Programme to Develop Specialist Investigator for Lady Investigating Officers	NGOs/ORs	1 week	15.02.2016	19.02.2016	50
14	One day Workshop on Right to Information Act. 2005	NGOs/ORs	1 day	23.02.2016		200
15	Cyber Crime Investigation Techniques	NGOs/ORs	4 days	23.02.2016	26.02.2016	25
16	Workshop on Economic crimes: Bank Fraud & its prevention	NGOs/ORs	1 day	25.02.2016		100
17	One Day Sensitization Programme for Vulnerable Section of Society: Legal Aspects (SC/ST)	NGOs/ORs	1 day	29.02.2016		100

Sr. No.	Name of the Course	Participant Level	Duration	Date		Seats
				From	To	
<b>March 2016</b>						
1	Drill Basic Course	ORs	4 Months	01.03.2016	30.06.2016	50
2	Law & Order duties Course	NGOs/ORs	1 Month	01.03.2016	31.03.2016	200
3	Light Vehicle driving (Male/Female)	NGOs/ORs	45 days	01.03.2016	15.04.2016	25
4	Heavy vehicle driving	NGOs/ORs	45 days	01.03.2016	15.04.2016	25
5	Workshop on Economic crimes: Bank Fraud & its prevention	Inspr.	1 day	02.03.2016		50
6	Advanced Course in Mobile and Computer Forensic	NGOs/ORs	3 days	08.03.2016	10.03.2016	25
7	Induction Course for DSP/Senior Inspectors on list "G"	GOs/Inspr.	2 Weeks	08.03.2016	18.03.2016	As per Seat allotted by PHQ
8	Pre-training on VIP Driving-57 from <b>10.03.2016 to 19.03.2016</b> for NSG Courses (28.03.2016 to 16.04.2016)	ORs	10 days	10.03.2016	19.03.2016	3
9	One day Gender Sensitization Programme	NGOs	1 day	11.03.2016		50
10	Cyber Crime Investigation (Level-II) (Five Days)	NGOs/ORs	1 week	14.03.2016	18.03.2016	25
11	The Role of SHO (Male/Female)	NGOs	1 day	15.03.2016		50
12	Course on Security of Vital Installation including Bank	Inspr.	1 day	21.03.2016		50
13	CDR & Tower Dump Analysis for Cyber Cell Staff	NGOs/ORs	1 day	22.03.2016		25
14	Vehicle Theft, Prevention and Role of Police (One Day)	NGOs/ORs	1 day	25.03.2016		100
15	VIP Security Arrangement	ORs	1 day	28.03.2016		100
16	5 days Advance Technology in Forensic Science /Scene of Crime, Collection of Blood Sample & their packaging”	NGOs/ORs	1 week	28.03.2016	01.04.2016	50
17	Human Rights and Police	GOs/Inspr.	1 day	29.03.2016		30
18	One day Workshop on Right to Information Act. 2005	NGOs/ORs	1 day	31.03.2016		200

Sr. No.	Name of the Course	Participant Level	Duration	Date		Seats
				From	To	
<b>April 2016</b>						
1	Recruit Basic Course	ORs	9 Months	01.04.2016	06.01.2017	As per Seat allotted by PHQ
2	Un-Armed Combat for Crime against Women and for Self defence Course for female Police personnel	NGOs/ORs	3 Months	01.04.2016	30.06.2016	50
3	Law & Order duties Course	NGOs/ORs	1 Month	01.04.2016	30.04.2016	200
4	CDR & Tower Dump Analysis for Cyber Cell Staff	NGOs/ORs	1 day	01.04.2016		25
5	One day Gender Sensitization Programme	NGOs/ORs	1 day	01.04.2016		100
6	Cyber Crime Investigation (Level-II) (Five Days)	NGOs/ORs	1 week	04.04.2016	08.04.2016	25
7	Pre-training on Bomb Disposal (SP) Adv-29 from <b>04.04.2016 to 13.04.2016</b> for NSG Courses (18.04.2016 to 14.05.2016)	NGOs/ORs	10 days	04.04.2016	13.04.2016	7
8	One Day Course on Management of Police Station Records & Case Property (For Inspr./ MHC/HC)	Inspr.	1 day	04.04.2016		50
9	Vehicle Theft, Prevention and Role of Police (One Day)	NGOs/ORs	1 day	05.04.2016		100
10	Investigation Scrutiny	GOs/Inspr.	3 days	06.04.2016	08.04.2016	30
11	Cyber Crime Awareness for SHOs	NGOs	1 day	11.04.2016		25
12	The Role of SHO (Male/Female)	Inspr.	1 day	12.04.2016		50
13	Course on Court Craft	NGOs	1 day	18.04.2016		100
14	One day Workshop on Anti Human Trafficking & Immoral Traffic (Prevention) Act, 1956	NGOs/ORs	1 day	19.04.2016		50
15	Sensitization on Adverse Sex Ratio	NGOs/ORs	1 day	21.04.2016		100
16	Course on Security of Vital Installation including Bank	NGOs/ORs	1 day	22.04.2016		100
17	5 Days Training Programme to Develop Specialist Investigator for Lady Investigating Officers	NGOs/ORs	1 week	25.04.2016	29.04.2016	50
18	Advanced Course in Mobile and Computer Forensic	NGOs/ORs	3 days	25.04.2016	27.04.2016	25

Sr. No.	Name of the Course	Participant Level	Duration	Date		Seats
				From	To	
<b>May 2016</b>						
1	Lower School Course	ORs	6 Months	02.05.2016	07.11.2016	As per Seat allotted by PHQ
2	Course on Martial Art for Male Police personnel	NGOs/ORs	3 Months	02.05.2016	31.07.2016	50
3	Law & Order duties Course	NGOs/ORs	1 Month	02.05.2016	31.05.2016	200
4	Light Vehicle driving (Male/Female)	NGOs/ORs	45 days	02.05.2016	15.06.2016	25
5	Heavy vehicle driving	NGOs/ORs	45 days	02.05.2016	15.06.2016	25
6	Juvenile Justice (Care & Protection of children) Act 2006	GOs/Inspr.	1 day	02.05.2016		30
7	Cyber Crime Investigation (Level-II) (Five Days)	NGOs/ORs	1 week	02.05.2016	06.05.2016	25
8	5 days Advance Technology in Forensic Science /Scene of Crime, Collection of Blood Sample & their packaging”	NGOs/ORs	1 week	02.05.2016	06.05.2016	50
9	Human Rights and Police	NGOs	1 day	03.05.2016		100
10	The Role of SHO (Male/Female)	Inspr.	1 day	04.05.2016		50
11	Community Policing & Police - Public Interface	NGOs	2 days	10.05.2016	11.05.2016	100
12	Investigation related to Crime against Women alongwith Criminal Law Amendment Act 2013	GOs/Inspr.	2 days	16.05.2016	17.05.2016	30
13	Advanced Course in Mobile and Computer Forensic	NGOs/ORs	3 days	18.05.2016	20.05.2016	25
14	VIP Security Arrangement	ORs	1 day	23.05.2016		100
15	One Week TOT (Training of Trainers) for Indoor/Outdoor Subjects	NGOs/ORs	1 week	23.05.2016	27.05.2016	100
16	CDR & Tower Dump Analysis for Cyber Cell Staff	NGOs/ORs	1 day	31.05.2016		25

Sr. No.	Name of the Course	Participant Level	Duration	Date		Seats
				From	To	
<b>June 2016</b>						
1	Prob/Inspector Basic Course	Prob./ Inspr.	1 Year	01.06.2016	06.06.2017	As per Seat allotted by PHQ
2	Prob/Sub Inspector Basic Course	Prob./ Sub-Inspr.	1 Year	01.06.2016	06.06.2017	As per Seat allotted by PHQ
3	Law & Order duties Course	NGOs/ORs	1 Month	01.06.2016	30.06.2016	200
4	Haryana Mahila Rapid Action Force for Female Trainees	NGOs/ORs	15 - 30 days	01.06.2016	30.06.2016	200
5	Traffic Basic Course	NGOs/ORs	1 Month	01.06.2016	30.06.2016	50
6	Cyber Crime Awareness for SHOs	NGOs	1 day	01.06.2016		25
7	Human Rights and Police	NGOs/ORs	1 day	01.06.2016		100
8	Juvenile Justice (Care & Protection of children) Act 2006	Inspr.	1 day	02.06.2016		30
9	CDR & Tower Dump Analysis for Cyber Cell Staff	NGOs/ORs	1 day	03.06.2016		25
10	VIP Security Arrangement	ORs	1 day	06.06.2016		100
11	Bribery & Trap Cases	GOs/Inspr.	1 day	09.06.2016		30
12	Cyber Crime Investigation (Level-II) (Five Days)	NGOs/ORs	1 week	13.06.2016	17.06.2016	25
13	5 days Course on "Investigation of Traffic Accident Cases"	NGOs/ORs	1 week	13.06.2016	17.06.2016	50
14	Community Policing & Police - Public Interface	ORs	2 days	21.06.2016	22.06.2016	100
15	One day Workshop on Citizen Portal HarSamay CCTNS 24 X 7	NGOs/ORs	1 day	23.06.2016		100
16	Course on Senior Citizen as a Vulnerable section of Society	NGOs/ORs	1 day	27.06.2016		100
17	Advanced Course in Mobile and Computer Forensic	NGOs/ORs	3 days	27.06.2016	29.06.2016	25
18	One day Workshop on the Provisions and Procedures relating to Narcotic Drugs Psychotropic Substances Act, 1985 to be conducted on 28.06.2016, in connection with International Day against Drug Abuse and Illicit Trafficking	NGOs/ORs	1 day	28.06.2016		500

Sr. No.	Name of the Course	Participant Level	Duration	Date		Seats
				From	To	
<b>July 2016</b>						
1	Diving and Swimming Course	ORs	1 Month	01.07.2016	31.07.2016	50
2	AWT, VIP Security (Gunman Course)	ORs	45 days	01.07.2016	15.08.2016	50
3	Law & Order duties Course	NGOs/ORs	1 Month	01.07.2016	31.07.2016	200
4	Light Vehicle driving (Male/Female)	NGOs/ORs	45 days	01.07.2016	15.08.2016	25
5	Heavy vehicle driving	NGOs/ORs	45 days	01.07.2016	15.08.2016	25
6	One day Workshop on Anti Human Trafficking & Immoral Traffic (Prevention) Act, 1956	NGOs	1 day	01.07.2016		50
7	CDR & Tower Dump Analysis for Cyber Cell Staff	NGOs/ORs	1 day	04.07.2016		25
8	Juvenile Justice (Care & Protection of children) Act 2006	NGOs/ORs	1 day	05.07.2016		100
9	Investigation related to Crime against Women alongwith Criminal Law Amendment Act 2013	NGOs	2 days	07.07.2016	08.07.2016	50
10	Cyber Crime Investigation (Level-II) (Five Days)	NGOs/ORs	1 week	11.07.2016	15.07.2016	25
11	Role and Scope of Distt Security Branch	NGOs/ORs	1 day	12.07.2016		100
12	Sensitization on Adverse sex ratio (One day)	Inspr.	1 day	14.07.2016		50
13	One day Workshop on Citizen Portal HarSamay CCTNS 24 X 7	NGOs/ORs	1 day	18.07.2016		100
14	Advanced Course in Mobile and Computer Forensic	NGOs/ORs	3 days	20.07.2016	22.07.2016	25
15	One day Workshop on Disaster Management	GOs/Inspr.	1 day	21.07.2016		30
16	One Week TOT (Training of Trainers) for Indoor/Outdoor Subjects	NGOs/ORs	1 week	25.07.2016	29.07.2016	100
17	Course on Senior Citizen as a Vulnerable section of Society	NGOs/ORs	1 day	27.07.2016		100

Sr. No.	Name of the Course	Participant Level	Duration	Date		Seats
				From	To	

**August 2016**

1	Prob/DSP Basic Course	GOs/Inspr.	1 Year	01.08.2016	06.08.2017	As per Seat allotted by PHQ
2	Recruit Basic Course	ORs	9 Months	01.08.2016	06.05.2017	As per Seat allotted by PHQ
3	Law & Order duties Course	NGOs/ORs	1 Month	01.08.2016	31.08.2017	200
4	Bomb Disposal Course	ORs	1 Month	01.08.2016	31.08.2017	50
5	Fleet Management (M.T.)	NGOs/ORs	1 day	02.08.2016		100
6	CDR & Tower Dump Analysis for Cyber Cell Staff	NGOs/ORs	1 day	03.08.2016		25
7	Bribery & Trap Cases	Inspr.	1 day	05.08.2016		30
8	Cyber Crime Investigation (Level-II) (Five Days)	NGOs/ORs	1 week	08.08.2016	12.08.2016	25
9	The Role of SHO (Male/Female)	Inspr.	1 day	09.08.2016		50
10	Communication Skill in Hindi/English and Etiquettes & Manner for Police Personnel	NGOs/ORs	1 day	11.08.2016		100
11	Course on "Anti-Corruption" for DSP/Inspr.	GOs/Inspr.	15 days	16.08.2016	31.08.2016	30
12	Human Rights and Police	NGOs	1 day	17.08.2016		100
13	Cyber Crime Awareness for SHOs	NGOs/ORs	1 day	19.08.2016		25
14	Advanced Course in Mobile and Computer Forensic	NGOs/ORs	3 days	22.08.2016	24.08.2016	25
15	One day Gender Sensitization Programme	NGOs/ORs	1 day	23.08.2016		100
16	Juvenile Justice (Care & Protection of children) Act 2006	NGOs/ORs	1 day	26.08.2016		100
17	One Day Sensitization Programme for Vulnerable Section of Society: Legal Aspects (SC/ST)	NGOs	1 day	29.08.2016		100
18	Sensitization on Adverse sex ratio (One day)	NGOs/ORs	1 day	31.08.2016		100

Sr. No.	Name of the Course	Participant Level	Duration	Date		Seats
				From	To	
<b>September 2016</b>						
1	Course on Martial Art for Male Police personnel	NGOs/ORs	3 Months	01.09.2016	30.11.2016	50
2	Drill Refresher Course	NGOs/ORs	1 Month	01.09.2016	30.09.2016	50
3	Law & Order duties Course	NGOs/ORs	1 Month	01.09.2016	30.09.2016	200
4	AWT, VIP Security (Gunman Course)	ORs	45 days	01.09.2016	15.10.2016	50
5	Workshop on D/E (under PPR, HCSR & Conduct Rules)	GOs/Inspr.	2 days	01.09.016	02.09.2016	30
6	Cyber Crime Investigation (Level-II) (Five Days)	NGOs/ORs	1 week	05.09.2016	09.09.2016	25
7	Investigation related to Crime against Women alongwith Criminal Law Amendment Act 2013	NGOs	2 days	05.09.2016	06.09.2016	50
8	Escort of Prisoners	NGOs/ORs	1 day	07.09.2016		50
9	Juvenile Justice (Care & Protection of children) Act 2006	NGOs/ORs	1 day	08.09.2016		100
10	One day Workshop on Disaster Management	NGOs/ORs	1 day	09.09.2016		100
11	Advanced Course in Mobile and Computer Forensic	NGOs/ORs	3 days	13.09.2016	15.09.2016	25
12	One Day Sensitization Programme for Vulnerable Section of Society: Legal Aspects (SC/ST)	GOs/Inspr.	1 day	13.09.2016		30
13	Sensitization on Adverse sex ratio (One day)	ORs	1 day	14.09.2016		100
14	Communication Skill in Hindi/English and Etiquettes & Manner for Police Personnel	NGOs/ORs	1 day	15.09.2016		100
15	Role and Scope of Distt Security Branch	Inspr.	1 day	19.09.2016		30
16	CDR & Tower Dump Analysis for Cyber Cell Staff	NGOs/ORs	1 day	20.09.2016		25
17	Bribery & Trap Cases	NGOs	1 day	22.09.2016		50
18	5 days Course on Art of Supervision of Investigation for DSP to IG	GOs	5 days	26.09.2016	30.09.2016	50

Sr. No.	Name of the Course	Participant Level	Duration	Date		Seats
				From	To	
<b>October 2016</b>						
1	Special Weapon and Tactic Course (SWAT)	ORs	3 Months	01.10.2016	31.12.2016	50
2	Drill Basic Course	NGOs	4 Months	01.10.2016	31.01.2017	50
3	Law & Order duties Course	NGOs/ORs	1 Month	01.10.2016	31.10.2016	200
4	Lower School Course	ORs	6 Months	01.10.2016	06.04.2017	As per Seat allotted by PHQ
5	Investigation Scrutiny	Inspr.	3 days	03.10.2016	05.10.2016	30
6	Cyber Crime Investigation (Level-II) (Five Days)	NGOs/ORs	1 week	03.10.2016	07.10.2016	25
7	Human Rights and Police	NGOs/ORs	1 day	06.10.2016		100
8	Psychological Tool of Interrogation and Interrogation Techniques	NGOs	1 day	07.10.2016		50
9	Cyber Crime Awareness for SHOs	NGOs/ORs	1 day	10.10.2016		25
10	Role of NCRB, SCRB and CRO in Management of Crime for IOs/ MHCs (with the assistance of SCRB)	NGOs/ORs	1 day	10.10.2016		100
11	Community Policing & Police - Public Interface	NGOs/ORs	2 days	13.10.2016	14.10.2016	100
12	Investigation related to Crime against Women alongwith Criminal Law Amendment Act 2013	NGOs/ORs	2 days	17.10.2016	18.10.2016	100
13	CDR & Tower Dump Analysis for Cyber Cell Staff	NGOs/ORs	1 day	20.10.2016		25
14	Juvenile Justice (Care & Protection of children) Act 2006	NGOs/ORs	1 day	20.10.2016		100
15	One day Workshop on "Policing : Reaching Out to the Minorities" and Vulnerable Section of Society	GOs/Inspr.	1 day	21.10.2016		30
16	5 days Course on "Investigation of Traffic Accident Cases"	NGOs/ORs	1 week	24.10.2016	28.10.2016	50
17	Advanced Course in Mobile and Computer Forensic	NGOs/ORs	3 days	24.10.2016	26.10.2016	25

Sr. No.	Name of the Course	Participant Level	Duration	Date		Seats
				From	To	
<b>November 2016</b>						
1	Law & Order duties Course	NGOs/ORs	1 Month	01.11.2016	30.11.2016	200
2	Physical Training Course	ORs	3 Months	01.11.2016	31.01.2017	50
3	Tear Smoke Course	NGOs/ORs	1 Month	01.11.2016	30.11.2016	100
4	Career Development Programme (Upper School Course)	NGOs	3 Months	01.11.2016	06.02.2017	As per Seat allotted by PHQ
5	Intermediate School Course	NGOs/ORs	4 Months	01.11.2016	06.03.2017	As per Seat allotted by PHQ
6	Course on Escort of Prisoners	NGOs/ORs	1 day	02.11.2016		50
7	Role of NCRB, SCRB and CRO in Management of Crime for IOs/ MHCs (with the assistance of SCRB)	NGOs/ORs	1 day	03.11.2016		100
8	Course on Court Craft	NGOs	1 day	04.11.2016		100
9	Cyber Crime Investigation (Level-II) (Five Days)	NGOs/ORs	1 week	07.11.2016	11.11.2016	25
10	5 days Course on Art of Supervision of Investigation for DSP to IG	GOs	5 days	07.11.2016	11.11.2016	50
11	Juvenile Justice (Care & Protection of children) Act 2006	NGOs/ORs	1 day	15.11.2016		100
12	One Day Course on Management of Police Station Records & Case Property (For Inspr./ MHC/HC)	NGOs/ORs	1 day	16.11.2016		50
13	One day Gender Sensitization Programme	ORs	1 day	17.11.2016		100
14	Workshop on D/E (under PPR, HCSR & Conduct Rules)	GOs/Inspr.	2 days	18.11.2016		30
15	Office Record Management & Note sheet writing (Establishment)	NGOs/ORs	3 days	21.11.2016	23.11.2016	50
16	One day Course on Laptop Theft	NGOs/ORs	1 day	25.11.2016		25
17	One day Workshop on Anti Human Trafficking & Immoral Traffic (Prevention) Act, 1956	Inspr.	1 day	25.11.2016		50
18	Course on Investigation Scrutiny	NGOs/ORs	3 days	28.11.2016	30.11.2016	50

Sr. No.	Name of the Course	Participant Level	Duration	Date		Seats
				From	To	
<b>December 2016</b>						
1	Law & Order duties Course	NGOs/ORs	1 Month	01.12.2016	31.12.2016	200
2	Bomb Disposal Course	ORs	1 Month	01.12.2016	31.12.2016	50
3	Tear Smoke Course	NGOs/ORs	1 Month	01.12.2016	31.12.2016	100
4	Traffic Basic Course	NGOs/ORs	1 Month	01.12.2016	31.12.2016	50
5	The Role of SHO (Male/Female)	NGOs	1 day	02.12.2016		50
6	Cyber Crime Investigation (Level-II) (Five Days)	NGOs/ORs	1 week	05.12.2016	09.12.2016	25
7	Human Rights and Police	NGOs/ORs	1 day	05.12.2016		100
8	VIP Security Arrangement	ORs	1 day	07.12.2016		100
9	Investigation related to Crime against Women alongwith Criminal Law Amendment Act 2013	NGOs/ORs	2 days	08.12.2016	09.12.2016	100
10	Psychological Tool of Interrogation and Interrogation Techniques	Inspr.	1 day	12.12.2016		50
11	Office Record Management & Note sheet writing (Accounts)	NGOs/ORs	3 days	14.12.2016	16.12.2016	50
12	5 days Training on Law and Procedure relating to Investigation and Trial of Terrorism Cases for Sub-Inspr. to SP	GOs/Inspr.	5 days	19.12.2016	23.12.2016	50
13	One day Course on Laptop Theft	NGOs/ORs	1 day	20.12.2016		25
14	Cyber Crime Awareness for SHOs	NGOs	1 day	22.12.2016		25
15	One day Workshop on "Policing : Reaching Out to the Minorities" and Vulnerable Section of Society	NGOs/ORs	1 day	27.12.2016		100
16	Juvenile Justice (Care & Protection of children) Act 2006	NGOs/ORs	1 day	28.12.2016		100
17	Community Policing & Police - Public Interface	NGOs/ORs	2 days	29.12.2016	30.12.2016	100