

SYLLABUS OF PROMOTIONAL COURSE FOR
ASI(Min) TO SI(Min) HYBRID MODE
BLOCK TIME TABLE

1.	Duration of training	04 weeks (02weeks Online & 02 weeks Offline)
2.	Working days in a week	06 days
3.	Working periods per day Online	09 Periods
4.	Working periods per day Offline	09 Periods
5.	Working periods per week	54 Periods
6.	Total working periods Online (2X6X9)	108 Periods
7.	Total working periods Offline (2X6X9)	108 Periods
8.	Total working periods (4x6x9)	216 Periods

Note-108 periods to be conducted through online Mode and after that 01 Week Gap to reach trainees to concerned Training Center For Offline Training and 108 periods to be conduct through offline Mode as per following syllabus:-

BLOCK SYLLABUS

S/NO.	SUBJECT	PDS	Hybrid Mode	
			online	offline
01	FITNESS EXERCISE		-	
	a) Fitness Exercise	24	12	12
	b) Yoga/Meditation and Stress Management	24	12	12
02	Weapon training		-	
	a)Handling of small arms AK-47/5.56 Insas Rifle	06	-	06
	b)Handling of small arms – 09 mm pistol	06	-	06
03	Establishment, Account, Budget APAR & other related subjects	30	30	-
04	OFFICE PROCEDURE	10	10	-
05	RULES, REGULATIONS &MANUALS		-	-
	a) Rules &Regulations	10	10	-
	b) CRPF Manuals	16	16	-
	c) CRPF ACT & RULES	18	18	-
06	COMPUTER TRAINING	24	-	24
07	WORK ASSIGNMENT	23	-	23
08	ALLIED	25	-	25
TOTAL PERIOD		216	108	108

DETAILED SYLLABUS**SUBJECT :1 FITNESS EXERCISE (Code –FE, Periods allotted – 24)**

SL NO	CODE	DETAILS	PDS	Hybrid Mode	
				online	offline
01.	FE-1-2	Team Games (Ice breaking Session)	02	-	02
02.	FE-3-8	Strengthening (Beam, Pushup and Sit up exercises)	06	04	02
03.	FE-9-12	Exposure of FITNESS CORNER and Circuit PT	04	02	02
04.	FE-13-16	Stamina Building and physical conditioning	04	02	02
05.	FE-17-24	Exposure of FITNESS CORNER and Circuit PT	08	04	04
Total			24	12	12

YOGA (Code- YG, Periods allotted – 24)

SL NO	CODE	DETAILS	PDS	Hybrid Mode	
				online	offline
01.	YG-1-2	Yoga.	02	01	01
02.	YG-3-4	Meditation	02	01	01
03.	YG-5-8	Stress Management	04	02	02
04.	YG-9-10	Life style diseases	02	01	01
05.	YG-11-12	Maintenance of Physical Fitness	02	01	01
06.	YG-13-16	Correct position of seating	04	02	02
07.	YG-17-20	Relaxation exercise for eyes	04	02	02
08.	YG-21-24	Spine and shoulder exercise	04	02	02
Total			24	12	12

SUBJECT-2 WEAPON TRAINING (Code- WT, Periods allotted – 12)

SL NO	CODE	DETAILS	PDS	Hybrid Mode	
				online	offline
01.	WT-1-4	Exposure/Handling of 5.56 Insas Rifle	04	-	04
02.	WT-5-8	Exposure/Handling of AK 47/AKM	04	-	04
03.	WT-9-12	Exposure/Handling of 9 MM Pistol	04	-	04
Total			12	-	12

SUBJECT:3 ESTABLISHMENT, ACCOUNT, BUDGET APAR & OTHER RELATED SUBJECTS (Code - EAO , Periods allotted -30)

SL NO	CODE	DETAILS	PDS	Mode of Hybrid	
				online	offline
01.	EAO-1	Online APAR of Officers/SOs, Rendition channel for writing of APAR of officers/SOs, Communication of APAR, disposal of representations and Maintenance of APAR files.	01	01	-
02.	EAO -2	Maintenance of Memorandum of service register and Maintenance of Secret Service Fund.	01	01	-
03.	EAO -3	Seeking prior permission for purchase of movable/immovable property and Immoveable property return	01	01	-
04.	EAO -4	Periodical visit/inspection of unit/office by Senior officers, Inspection of Coy/Branches by HOO and compliance report.	01	01	-
05.	EAO -5	Complaints, Anonymous complaints, Grievance redressal (GMS portal & GRS)	01	01	-
06.	EAO -6	Various type of courses (Promotional / In service)	01	01	-
07.	EAO -7	Various type of approved list / Gradation List of NGOs/SOs and release of promotion	01	01	-
08.	EAO -8	Timely completion of Probation /confirmation of NGOs/SOs.	01	01	-
09.	EAO -9	VQS & Adm. Review of NGOs/SOs	01	01	-
10.	EAO -10	Maintenance of various type of register Viz. Nominal Roll, Strength Statement/vacancy-Surplus position, Superannuation Pension, V/R, Enquiry, Death, Discharge, Deputation, Approved List, Transfer In-Out etc.	01	01	-
11.	EAO -11	Grant of financial upgradation (MACP) and stepping up cases	01	01	-
12.	EAO -12	Various type of Leave, LTC, Leave encashment and leave regularization.	01	01	-
13.	EAO -13	Best Bn/Institution Trophy/Best cost effectiveness office trophy	01	01	-
14.	EAO -14	Hand Book on ceremonies/Celebrations	01	01	-
15.	EAO -15	Changes of Home Town/NRS and Declaration of Temporary HQR	01	01	-
16.	EAO -16	Procedure of Recruitment / LDCE of executive/Compassionate appointment	01	01	-
17.	EAO -17	Maintenance of Service Records and fixation of pay	01	01	-
18.	EAO -18-19	Various heads / sub heads of account, Head of Office & his responsibilities and responsibilities of Account Officer	02	02	-
19.	EAO -20	Treasury rules, Maintenance of various cash books	01	01	-
20.	EAO -21-22	Advice slips, Treasury challans, PA (Genl) & PA (Pol) Advance and various type of advance & conditions attached to ilt.	02	02	-
21.	EAO -23	Various regimental funds and maintenance of its accounts.	01	01	-
22.	EAO -24	Delegation of financial powers, Preparation of Budget Estimate (BE)/ Revised Estimate(RE), Control of expenditure, Expenditure register	01	01	-
23.	EAO -25	STB, Audit, Income tax and Saving plan	01	01	-
24.	EAO -26	Tour & Detachment TA/DA of NGOs/SOs and FVC bills	01	01	-
25.	EAO -27	Terminal dues and payment thereof to Pensioners/NOK	01	01	-
26.	EAO -28	Discharge/Resignation and retirement (Supn/ VR/ Compulsory)	01	01	-
27.	EAO -29	Maintenance of Muster roll and sanction of CEA/Scholarship	01	01	-
28.	EAO -30	Incident / First Information Report	01	01	-
Total			30	30	-

SUBJECT:4 OFFICE PROCEDURE (Code – OP, Period allotted –10)

SL NO	CODE	DETAILS	PDS	Mode of Hybrid	
				online	offline
01.	OP-1-2	Manual on office procedure	02	02	-
02.	OP-3-4	Noting/Drafting skills	02	02	-
03.	OP-5-6	Timely weeding Out of old records	02	02	-
04.	OP-7-8	Periodical reports & returns and DA diary	02	02	-
05.	OP-9	Motivation, Time management and conflict management	01	01	-
06.	OP-10	Discussion and doubt clearing	01	01	-
Total			10	10	-

SUBJECT:5 RULES AND REGULATIONS (Code- RR, Periods allotted -10)

SL NO	CODE	DETAILS	PDS	Mode of Hybrid	
				online	offline
01.	RR-1-2	CCS(CCA) Rules1965/ Desertion/ over stay from leave/ warrant of arrest-power-issue of warrant and maintenance of relevant registers	02	02	-
02.	RR-3	CCS (Conduct) Rules1964	01	01	-
03.	RR-4-5	Procedure to deal with suspension cases/PE/DE/COI and other enquiries	02	02	-
04.	RR-6	Receipt and payment Rules	01	01	-
05.	RR-7	CCS (Temporary) Service Rules-1965	01	01	-
06.	RR-8	New Pension Scheme (DCPS) and procedure for final payment under NPS	01	01	-
07	RR-9-10	CCS (Pension) Rules-1972 & 2021, preparation of pension case & documents to be attached and payment of provisional pension and gratuity	02	02	-
Total			10	10	-

CRPF Manuals : (Code – ML, Periods allotted -16)

SL NO	CODE	DETAILS	PDS	Hybrid Mode	
				online	offline
01.	ML-01-02	Establishment Manual	02	02	-
02.	ML-03	Recruitment Manual	01	01	-
03.	ML-04-05	Force institutions and Funds manual	02	02	-
04.	ML-06-07	GC & Bn Officers Manual	02	02	-
05.	ML-08	Medical Manual	01	01	-
06.	ML-09	Administrative officers hand book	01	01	-
07.	ML-10	Standing & circular order issued by the Dte. Genl.	01	01	-
08.	ML-11	Training Manual	01	01	-
09.	ML-12-13	Accounts Manual	02	02	-
10.	ML-14-16	Provisioning Manual	03	03	-
Total			16	16	-

CRPF Act & Rules : (Code – AR, Periods allotted – 18)

SL NO	CODE	DETAILS	PDS	Hybrid Mode	
				online	offline
01.	AR-1-2	CRPF Act 1949 Section 1 to 8	02	02	-
02.	AR-3-4	CRPF Act 1949 Section 9 to15	02	02	-
03.	AR-5-6	CRPF Act 1949 Section 16 to19	02	02	-
04.	AR-7-8	CRPF Rules 1955 1 to 9...	02	02	-
05.	AR-9	CRPF Rules 1955 10 to 25	01	01	-
06.	AR-10-11	CRPF Rules 1955 27	02	02	-
07.	AR-12	CRPF Rules 1955 28 to 36	01	01	-
08.	AR-13-14	CRPF Rules 1955 46 to76	02	02	-
09.	AR-15-16	CRPF Rules 1955 77 to111	02	02	-
10.	AR-17-18	IPC/ CrPC	02	02	-
Total			18	18	-

SUBJECT:-6 COMPUTER TRAINING: (Code – Com, Periods allotted – 24)

SL NO	CODE	DETAILS	PDS	Hybrid Mode	
				online	offline
01.	Com-01-04	Work in Excel sheet with formula	04	-	04
02.	Com-05-08	E-office	04	-	04
03.	Com-19-12	E-bhavishya	04	-	04
04.	Com-13-16	Selo Applications andall modules (PIS, Inventory, Finance, Operational, Pay roll, Miscellaneous)	04	-	04
05.	Com-17-18	E-Budget / E-Lekha	02	-	02
06.	Com-19-20	New Financial Management System (NFMS)	02	-	02
07.	Com-21	SANTOSH and other related services	01	-	01
08	Com -22	SAMBHAV Mobile App	01	-	01
09	Com-23-24	Paperless Processing Management System	02	-	02
Total			24	-	24

SUBJECT-7 WORK ASSIGNMENT: (Code – WA, Periods allotted – 23)

SL NO	CODE	DETAILS	PDS	Hybrid Mode	
				online	offline
01.	WA-1-3	Points to be checked regarding correctness of FVC bills	03	-	03
02	WA-4-9	Points to be checked regarding correctness of TA / Tour TA / TFR TA / LTC / GPF / Leave Encashment bills	06	-	06
03	WA-10	Check points of Pension Proposal	01	-	01
04	WA-11-12	Pay Fixation	02	-	02
05	WA-13	Check points of VQS proposal	01	-	01
06	WA-14-15	Procedure and check points for probation report & confirmation	02	-	02
07	WA-16-17	Method of Income Tax calculation	02	-	02
08.	WA-18-19	Appreciation DO letter, Advisory and warning letter	02	-	02
09.	WA-20-23	Procedure of PEs/DEs/COIs	04	-	04
Total			23	-	23

SUBJECT:8 ALLIED PERIODS – (Code – ALI, Periods allotted – 25)

SL NO	CODE	DETAILS	PDS	Hybrid Mode	
				online	offline
01.	ALI-1-2	Opening/ Closing Ceremony	02	01	01
02.	ALI-3-11	Small Arms Firing Exposure- AK-47/5.56 Insas Rifle and 9 mm Pistol (05 rounds for each firer with 02 weapons – total 10 rounds)	09	-	09
03.	ALI-12-15	Written Test	04	-	04
04.	ALI-16-19	Computer Test	04	-	04
06.	ALI-20-23	Cyber Crime / Cyber Security	04	-	04
07.	ALI-24-25	GENDER SENSITISATION AT WORK PLACE	02	-	02
Total			25	-	25

TEST POLICY FOR PROMOTIONAL COURSE FROM ASI(Min) TO SI(Min) HYBRID MODE**Paper -1 Written Test (Objective type) 50 Marks**

SI.No	DESCRIPTION
1.	In written paper 50 Marks will be allotted for objective type questions.
2.	The Written Papers will be prepared based on block syllabus by the External BOOs.
3.	Minimum pass Percentage of Marks for General 40% and Minimum percentage of Marks of SC/ST 35%

Paper-2 Work Assignment / Computer Test 50 marks

Excel sheet, PPT, SELO Module, E-Office, E-Bhavishya, PPMS, Online APAR etc.

Total – 100 Marks**GRADING PATTERN**

Marks Secured (Overall percentage)	Grading
70% & above	A
60 % & 70 %	B
45 % to 60 %	C
For Unreserved Category (Gen/OBC)- 40% & above but below 45% For Reserved Category (SC/ST) 35% and above below 40 %	Pass

COMPOSITION OF B.O.O. FOR CONDUCTING FINAL TEST

The final test will be conducted by an External Board of Officers as per existing orders:-

P.O	Commandant
Member-I	Dy Commandant
Member-II	Asstt. Comdt. (Min)
Member-III	Insp/Min
Member-IV	SI/GD
Co-opted Member	As per Requirement.