## 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	30	30	-	
	related subjects				
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 N	1ode
				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 <u>ESTABLISHMENT, ACCOUNT, BUDGET APAR & OTHER RELATED</u> <u>SUBJECTS (Code - EAO , Periods allotted –30)</u>

NO   online   PAPA of officers/S0s, Rendition channel for writing of APAR of officers/S0s, Communication of APAR, disposal of representations and Maintenance of APAR files.   01.   01.     02.   EAO -2   Maintenance of Memorandum of service register and movable/immovable property and Immovable property and Immovable property return   01.   01.   01.     03.   EAO -3   Seeking prior permission for purchase of imovable/immovable property and Immovable property return   01.   01.   01.     04.   EAO -4   Periodical visit/inspection of unit/office by Senior officers, important of Coy/Branches by HOO and compliance report.   01.   01.   01.     05.   EAO -6   Various type of approved list / Gradation list of Important (SGS) cont al (SGS)   01.   01.   01.     06.   EAO -6   Various type of approved list / Gradation list of NGOS/SOS and relaxes of promotion   01.   01.   01.     07.   EAO -8   Timely completion of MoGOS/SOS.   01.   01.   01.     08.   EAO -10   Maintenance of various type of register Viz. Nominal Roll, Strength Statement/vacancy-Surplus position, Superannuation Pension, V/R, Enguiry, Death, Discharge, Deputation, Approved list, Transer In-Ou tet.   01.   01.   01.		CODE	DETAILS	PDS	Mode of Hybrid		
of APAR of officers/SOS, Communication of APAR, disposal     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 Immovable 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 approved list / Gradation List of NGOs/SOs and release of promotion   01   01     07.   EAO -8   Timely completion of Probation /confirmation of NGOs/SOs   01   01     08.   EAO -9   VQS & Adm. Review of NGOs/SOS   01   01     09.   EAO -10   Maintenance of various type of register In-Out etc.   01   01     10.   EAO -10   Maintenance OX/R, fransfer In-Out etc.   01   01     11.   EAO -11   Grant of financial upgradation (MACP) and stepping up cases   01   01     12.   <	0				online	offline	
Maintenance of Secret Service Fund.     03.   EAO -3   Seeking prior permission for purchase of movable/immovable property and Immovable property return   01   01     04.   EAO -4   Periodical visi/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   01   01     06.   EAO -6   Various type of courses (Promotional / In service)   01   01     07.   EAO -7   Various type of courses (Promotion / confirmation of   01   01     08.   EAO -8   Timely completion of Probation / confirmation of   01   01     09.   EAO -9   VQS & Adm. Review of NGOs/SOs   01   01   01     01.   EAO -10   Maintenance of various type of register Viz. Nominal Roll, Strength Statement/vacancy-Surplus position, Superannuation Pension, V/R, Enguiry, Death, Discharge, Deputation, Approved List, Transfer In-Out etc.   01   01     11.   EAO -12   Various type of Leave, LTC, Leave encashment and leave regularization.   01   01     12.   EAO -13   Best Br/Institution Trophy/Best cost effectiveness office 01<			of APAR of officers/SOs, Communication of APAR, disposal	01	01	-	
movable/immovable property and Immovable property return     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   01   01     06.   EAO -6   Various type of courses (Promotional / In service)   01   01     07.   EAO -7   Various type of courses (Promotion of NGOs/SOS.   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   01     01.   EAO -10   Maintenance of various type of register Viz. Nominal Roll, Strength   01   01     02.   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 -12   Various theod functore for Recruitment   / LDCE of   01   01     14.   EAO -13   Best Bn/Institution Tro	2.	EAO -2	-	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   01     06.   EAO -6   Various type of courses (Promotional / In service)   01   01   01     07.   EAO -7   Various type of approved list / Gradation List of NGOs/SOS and release of promotion   01   01   01     08.   EAO -8   Timely completion of Probation /confirmation of NGOs/SOS.   01   01   01     09.   EAO -9   VQS & Adm. Review of NGOs/SOS   01   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 -13   Best Bn/Institution Trophy/Best cost effectiveness office   01   01     14.   EAO -16   Procedure of Recruitment / LDCE of tregiola	3.	EAO -3	movable/immovable property and Immovable property	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     01.   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     12.   EAO -12   Various type of Leave, LTC, Leave encashment and leave cases   01   01     13.   EAO -14   Hand Book on ceremonies/Celebrations   01   01   01     14.   EAO -16   Procedure of Recruitment / LDCE of 01   01   01   01     15.   EAO -17   Maintenance of Service Records and fixation of pay   01   01     16.   EAO -17   Maintenance of Service Recounts	·.	EAO -4	Periodical visit/inspection of unit/office by Senior officers, Inspection of Coy/Branches by HOO and compliance	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 01   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     01.   EAO -9   VQS & Adm. Review of NGOs/SOs   01   01     01.   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 -13   Best Bn/Institution Trophy/Best cost effectiveness office trophy   01   01     13.   EAO -14   Hand Book on ceremonies/Celebrations   01   01   01     15.   EAO -17   Maintenance of Service Records and fixation of pay   01   01     16.   EAO -17   Maintenance of Service Records and fixation of pay   01   01	j.	EAO -5	Complaints, Anonymous complaints, Grievance redressal	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 01   09. EAO -9 VQS & Adm. Review of NGOs/SOs 01 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 01 01 01   12. EAO -12 Various type of Leave, LTC, Leave encashment and leave regularization. 01 01   13. EAO -14 Hand Book on ceremonies/Celebrations 01 01 01   14. EAO -16 Procedure of Recruitment / LDCE of 01 01 01 01   15. EAO -16 Procedure of Service Records and fixation of pay 01 01 01   18 EAO -17 Maintenance of Service Records and fixation of pay 01 01 01   19 EAO -20 Treasury ruleus, Maintenance of various type of advance & condition	j.	EAO -6		01	01	-	
08.   EAO -8   Timely completion of Probation /confirmation of NG0s/SOS.   01   01     09.   EAO -9   VQS & Adm. Review of NG0s/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 -14   Hand Book on ceremonies/Celebrations   01   01     14.   EAO -15   Changes of Home Town/NRS and Declaration of 101   01     15.   EAO -16   Procedure of Recruitment / LDCE of 01   01     18   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 & 02   02   02     19   EAO -20   Treasury rules, Maintenance of various cash books   01   01     20.			Various type of approved list / Gradation List of			-	
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24EAO -26Tour & Detachment TA/DA of NGOs/SOs and FVC bills010125.EAO -27Terminal dues and payment thereof to Pensioners/NOK010126.EAO -28Discharge/Resignation and retirement (Supn/ VR/ O10127.EAO -29Maintenance of Muster roll and sanction of CEA/Scholarship010128EAO -30Incident / First Information Report0101	;	EAO -25		01	01		
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27.EAO -29Maintenance of Muster roll and sanction of CEA/Scholarship010128EAO -30Incident / First Information Report0101			Discharge/Resignation and retirement (Supn/ VR/		_	-	
28EAO -30Incident / First Information Report0101	′.	EAO -29	Maintenance of Muster roll and sanction of	01	01	-	
	3	EAO -30		01	01	-	
			Total	30	30	-	

SL	CODE	DETAILS	PDS	Mode of	1ode of Hybrid	
NO				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	-	
		Tota	l 10	10	-	

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

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

SL	CODE	CODE DETAILS	PDS	Mode of Hybrid	
NO				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	-
	I	Total	10	10	-

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

SL	CODE	DETAILS	PDS	Hybrid №	lode
NO				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	-

5	

SL	CODE	DETAILS	PDS	Hybrid M	lode
NO				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	-
		18	-		

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

#### SUBJECT:-6 <u>COMPUTER TRAINING: (Code – Com, Periods allotted – 24)</u>

SL	CODE	DETAILS	PDS	Hybrid Mode	
NO				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	CODE	DETAILS	PDS	Hybrid Mode	
NO				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 /	06	-	06
		Tour TA / TFR TA / LTC / GPF / Leave Encashment bills			
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	CODE	PE DETAILS PDS		Hybrid Mode	
NO				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 -1Written 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-2Work Assignment / Computer Test50 marksExcel 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 %	В
45 % to 60 %	C
For Unreserved Category (Gen/OBC)- 40% & above but below 45%PassFor 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.