

SYLLABUS OF PROMOTIONAL COURSE FOR HC(M) TO ASI (M)

BLOCK TIME TABLE

01.	Duration of training	04 weeks
02	Working days in a week	06 days
03.	Working periods per day	09 Periods
04.	Working periods per week	54 Periods
05	total working periods online(2x6x9)	108 periods
06	total working periods offline(2x6x9)	108 periods
07.	Total working periods (4x6x9)	216 Periods

Note -108 periods can be conducted through online Mode and after that 01 Week Gap to trainees to concerned Training Center For Offline Training and 108 periods should be conducted through offline Mode, Details are as under.

BLOCK SYLLABUS

S/NO.	SUBJECT	PERIODS	Mode of Hybrid	
			online	offline
01.	Physical training /fitness exercise			
	a) Fitness Exercise	12	06	06
	b) Yoga/Meditation and stress Management	16	16	--
02	Weapon exercise	15	-	15
03	Drill Exercise	15	-	15
04.	Accounts & Budgeting	29	15	14
05	Structure Organization & functioning	10	06	04
06.	Office Procedure	23	09	14
07.	Rules, Regulations & Manuals			
	a) Rules & Regulations	20	16	04
	b) CRPF Manuals	11	07	04
	c) CRPF ACT & Rules	10	10	-
08	Miscellaneous Subject	14	04	10
09.	Computer Training	12	02	10
10.	Spares period for work assignment	17	13	04
11.	Allied	12	04	08
Total		216	108	108

Subject - FITNESS EXERCISE**Code – FE, Periods allotted – 12**

SL NO	CODE	DETAILS	PERIODS	Mode of Hybrid	
				online	offline
01	FE-1-2	Team Games(Icebreaking Session)	2	01	01
02	FE-3-4	Strengthening (Beam, Push up and Sit up exercises)	2	01	01
03	FE-5-6	Stamina Building and physical conditioning	2	01	01
04	FE-7-10	Exposure of BOAC / Weapon handling	4	02	02
05	FE-11-12	Circuit PT(Maintain Fitness at limited Space)	2	01	01
Total			12	06	06

Subject - YOGA**Code – YG, Periods allotted – 21**

SL NO	CODE	DETAILS	PERIODS	Mode of Hybrid	
				online	offline
01	YG-1-3	Yoga	3	3	-
02	YG-4-6	Meditation	3	3	-
03	YG-7-8	Stress Management	2	2	-
04	YG-9-10	Life style diseases	2	2	-
05	YG-11-12	Maintenance of Physical Fitness	2	2	-
06	YG-13-14	Correct position of seating, Spine and shoulder exercise	2	2	-
07	YG-15-16	Relaxation exercise for eyes	2	2	-
Total			16	16	-

Subject - WEAPON EXERCISE**Code – WE, Periods allotted – 15**

SL NO	CODE	DETAILS	PERIODS	Mode of Hybrid	
				online	offline
01	WE-1-5	Insas Rifle – Introduction and weapon handling and firing	5	-	5
02	WE-6-10	AK-47 – Introduction and weapon handling and firing	5	-	5
03	WE-11-15	Pistol – Introduction and weapon handling and firing	5	-	5
Total			15	-	15

Subject - DRILL EXERCISE**Code – DE, Periods allotted – 15**

SL NO	CODE	DETAILS	PERIODS	Mode of Hybrid	
				online	offline
01	DE-1-5	Foot Drill	5	-	5
02	DE-6-15	Arms Drill	10	-	10
Total			15	-	15

Subject - **ACCOUNTS & BUDGETING**

Code – AC, Periods allotted –29

SL NO	CODE	DETAILS	PDS	Mode of Hybrid	
				online	offline
01	AC-1	Various heads and sub-heads of account, Head of office and his responsibility/responsibilities of Accounts Officer	1	1	-
02	AC-2	Audit and Inspection of Govt Regimental accounts	1	1	-
03	AC-3	Treasury rules, Maintenance of Cash book	1	-	1
04	AC-4	Various types advance including HBA	1	-	1
05	AC-5	Payment of dues to ex-personnel and NOK of deceased personnel	1	-	1
06	AC-6-7	Rvs, advice slips, try. Challans, Advances PA (G) & PA (Pol) A and Various type of advance and conditions attached to it	2	-	2
07	AC-8	Various regimental funds and maintenance of its accounts	1	-	1
08	AC-9-10	Expenditure register, book adjustment and budget grant-in-aid, compilation of account and reconciliation of accounts in PAO	2	-	2
09	AC-11	STB cum Audit and Preparation of Inspection Note/Visit Note	1	-	1
10	AC-12	Electronic data processing (EDP), data feeding (PIS & PAY AND ALLOW)	1	1	-
11	AC-13	Income tax	1	1	-
12	AC-14	House rent CCA and grant of compensation in lieu of free accommodation	1	-	1
13	AC-15	Tour & detachment TA/DA for GO's	1	1	-
14	AC-16-17	Delegation of financial powers, Preparation of Budget estimate/control of expenditure, Expenditure register, book debit/adjustment	2	2	-
15	AC-18	EDP Processing feeding data in PPMS (Monthly causality of pay& allowances)	1	1	-
16	AC-19	Investigation and regularization of losses	1	1	-
17	AC-20-21	Medical Re-imburement , Children education allowance / Tuition Fees and Hostel subsidy	2	2	-
18	AC-22	Risk Fund and its benefits	1	1	-
19	AC-23	Treasury rules, Receipt and payment rules, Maintenance of cash book	1	-	1
20	AC-24	Procedure & practice of E-procurement, E-auction of vehicles.	1	1	-
21	AC-25	E-lekha, E-budgeting, use of pay modules, inventory modules	1	1	-
22	AC-26-28	Purchase and procurement procedure, Procedure of Tender, TPC/TEC	3	-	3
23	AC-29	Discussion and doubt clearing	1	1	-
Total			29	15	14

Subject – STRUCTURE ORGANIZATION& FUNCTIONING

Code – SF, Periods allotted –10

SL NO	CODE	DETAILS	PERIODS	Mode of Hybrid	
				online	offline
01	SF-1-2	Organization at setup & History of CRPF	2	2	-
02	SF-3-4	Functioning of different offices at Dte/Zones/Sectors and GCs	2	2	-
03	SF-5-6	Internal security Challenges & Roles of CRPF	2	2	-
04	FC-7-10	Different Ops theatre functioning – LWE,J&K,NE	4		4
		Total	10	06	04

Subject - OFFICE PROCEDURE

Code – OP, Periods allotted - 23

SL	CODE	DETAILS	TOTAL	Mode of Hybrid	
				online	offline
1	OP-1	Duties of ASI(M) in Group Centre and Training centre.	1	1	-
2	OP-2	Manual of office procedure	1	1	-
3	OP-3-7	Writing of office note, draft, issue of reminders, message writing	5	-	5
4	OP-8	Duties of ASI(M) in Attached/unattached Bn.	1	1	-
5	OP-9	Maintenance of Special roster register, Notification of vacancies and reservation	1	1	-
6	OP-10-12	Promotion of executive force personnel/Stenographer, Hindi Translator, Min Staff, Hosp Staff Group C	3	3	-
7	OP-13	Nominal roll register/NOK register	1	-	1
8	OP-14-15	Maintenance of all kinds of office registers (i.e. Superannuation, Enquiry, Death, Discharge, Deputation, Appd list, Tfr In-Out etc.)	2	-	2
9	OP-16	Probation and confirmation of all ranks	1	1	-
10	OP-17	Weeding out of files/Registers & File index	1	-	1
11	OP-18	Leave recast, leave encashment,	1	-	1
12	OP-19	Grant of financial up gradation under MACP	1	1	-
13	OP-20	Role of Pairvi cell / Handling of Govt litigation/Vigilance matter	1	-	1
14	OP-21	Functioning of DPC/selection board for appointment	1	-	1
15	OP-22	Adm Review	1	-	1
16	OP-23	Discussion and doubt clearing	1	-	1
		Total	23	09	14

Subject - RULES & REGULATIONS

Code – AR, Periods allotted – 20

SL NO	CODE	DETAILS	PERIODS	Mode of Hybrid	
				online	online
01.	AR-1	Preparation and maintenance of character & service roll/leave account/Service Books/ verification roll	1	1	-
02.	AR-2	Recruitment procedure/ Compassionate appointment / LDCE of executive and min staff and issue of appointment order	1	1	-
03.	AR-3	CCS(temp) Service Rules 1965	1	1	-
04.	AR-4	Reservation for OBC, SC & ST candidates in service	1	1	-
05.	AR-5	Fixation of pay on promotion/ reinstatement	1	-	1
06.	AR-6-7	CCS (Conduct) Rules 1964 & CCS(CCA) Rules 1965	2	2	-
07.	AR-8	Discharge/ resignation from service	1	1	-
08.	AR-9	Desertion/ overstay of leave/ warrant of arrest – power – issue of warrant and maintenance of relevant registers	1	1	-
09.	AR-10	Maintenance of suspension & DE register/ Judicial Trial/ enquiries	1	1	-
10.	AR-11	Grant of leave travel concessions, free leave pass/railway warrants and conditions attached to	1	1	-
11.	AR-12	Various kind of leave & conditions eligibility etc. and charge report in case of GOs	1	1	-
12.	AR-13	Direct recruitment of executive , Ministerial staff, steno and Hindi translator	1	1	-
13.	AR-14	Qualifying service for pension and counting of military service towards civil pension, verification of qualifying service after 25 years service or 5 years before retirement/ emoluments and average emoluments	1	1	-
14.	AR-15	Direct recruitment of Ex- force personnel and Hosp staff	1	1	-
15.	AR-16-17	Preparation of pension case & documents to be attached with it & payment of provisional pension and gratuity	2	-	2
16.	AR-18	Remusteration to various rank	1	1	-
17.	AR-19	Fundamental rule	1	1	-
18.	AR-20	Discussion and doubt clearing	1		1
Total			20	16	04

Subject --CRPF MANUALS

Periods allotted – 11

SL NO	CODE	DETAILS	PERIODS	Mode of Hybrid	
				online	offline
1	Ar-21	Establishment Manual	1	1	-
2	AR-22	Recruitment Manual	1	-	1
3	AR-23	Force institutions and funds manual	1	1	-
4	AR-24	GC & Bn Officers Manual	1	1	-
5	AR-25	Medical Manual / Official Secret Act	1	-	1
6	AR-26	Administrative officers hand book	1	1	-
7	AR-27	Standing & circular orders issued by the Dte. General	1	-	1
8	AR-28	Training Manual	1	-	1
9	AR-29	Accounts Manual	1	1	-
10	AR-30-31	Provisioning Manual	2	2	-
Total			11	07	04

Subject - CRPF ACT & RULES

Code – AR, Periods allotted – 10

SL	CODE	DETAILS	PERIODS	Mode of Hybrid	
				online	offline
01.	AR-32-33	CRPF Act 1949 Section 1 to 10	2	2	-
02.	AR-34-35	CRPF Act 1949 Section 11 to 19	2	2	-
03.	AR-36-37	CRPF Rules 1955 -1 to 25	2	2	-
04.	AR-38-39	CRPF Rules 1955 26 to 71	2	2	-
05.	AR-40-41	CRPF Rules 1955 72 to 111	2	2	-
Total			10	10	-

Subject -MISCELLANEOUS

Code – Misc, Periods allotted – 14

SL	CODE	DETAILS	PERIODS	Mode of Hybrid	
				online	offline
1	Misc-1-2	Human Rights.	1	-	1
	Misc-3	Concept of I-GOT, enhancement of skills through various coursed on I/GOT Karamyogi	2	-	2
2	Misc- 4-5	Recent Court Orders in Parlance of force personnel	2	2	-
3	Misc-6-7	Cyber Security threats/crises and precautions	2		2
4	Misc-8-9	Honey trap – An introductions and precautions	2		2
5	Misc-10-11	Manners etiquettes	2	-	2
6	Misc-12	Radio –Communication –Radio/HF-VHF-sets	1	-	1
7	Misc-13-14	First Aid (Familiarization)	2		2
Total			14	02	12

Subject - COMPUTER TRAINING

Code – Com, Periods allotted – 12

SL	CODE	DETAILS	PERIO DS	Mode of Hybrid	
				online	offline
02	Com-1	Work in Excel sheet with formula	01	-	01
03	Com-2-3	E-lekha/ E-Budget	02	-	02
04	Com-4	E-procurement	01	-	01
05	Com- 5	E-bhavishya	01	-	01
06	Com-6	E-auction	01	-	01
07	Com-7-8	Selo Applications and all modules (PIS, Inventory, Finance, Operational, Pay roll, Miscellaneous)	02	-	02
08	Com-9-10	E-office /PPMS	02	-	02
09	Com-11-12	New Finance Management System	02	02	-
		Total	12	02	10

WORK ASSIGNMENT PERIOD- 17

Code- WA

SL. NO.	CODE	SUBJECT	PERIODS	Mode of Hybrid	
				online	offline
01.	WA-1	Preparation of various pay bills	1	1	-
02.	WA-2	Preparation of TA Bills including GO's	1	1	-
03.	WA-3	Pension calculation	1	1	-
04.	WA-4	Pay fixation	1	1	-
05.	WA-5	Preparation of various sanction orders	1	1	-
06.	WA-6	Preparation of FVC bills and local purchase	1	1	-
07.	WA-7	Preparation of GPF bills	1	1	-
08.	WA-8	Leave Encashment /LTC	1	1	-
09.	WA-9	Maintenance of Govt. and funds cash book	1	1	-
10.	WA-10	Entry in Service book	1	-	1
11.	WA-11	Calculation of Income Tax	1	1	-
12.	WA-12	Preparation of VQS Proposal	1	1	-
13.	WA-13	RTI regarding	1	1	-
14.	WA-14-15	Procedure of DEs/PEs/COIs	2	-	2
15.	WA-16	Pairvi of court cases/Procedure	1	-	1
16.	WA-17	Preparation of RE/BE	1	1	-
		Total	17	13	04

ALLIED – 12 PERIODS

Code- ALI

SL. NO.	CODE	SUBJECT	PERIODS	Mode of Hybrid	
				online	offline
01.	ALI-1-2	Opening/Closing Ceremony	02	02	-
02.	ALI-3-4	Small Arms Firing (Test)	02	-	02
03.	ALI-5-7	Written Test/Physical Test	04	-	04
04.	ALI-8--10	Computer Test	02	-	02
05.	ALI-11-12	Gender sensitization at work place	02	02	-
Total			12	04	08

GRADING PATTERN

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

COMPOSITION OF B.O.O. FOR CONDUCTING FINAL TEST(AS per S/O-1/2015)

P.O. – DIG/Commandant-

Member- 1- 2I/C/Dy.Comdt

Member-2 A.C(Min)/Insp(Min)

Co. Opted Member- 1 SI(Min)

2 Insp(GD)