

**SYLLABUS OF PROMOTIONAL COURSE FOR INSP (M) TO AC (M)**

**BLOCK TIME TABLE**

01.	Duration of training	<b>02 weeks</b>
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 (2x6x9)	108 Periods

**BLOCK SYLLABUS**

S/NO	SUBJECT	PERIODS	PERCENTAGE
01.	PHYSICAL TRAINING /FITNESS EXERCISE		16.66
	<b>a) Fitness Exercise</b>	<b>9</b>	
	<b>b) Yoga/Meditation and Stress Management</b>	<b>9</b>	
	Total	<b>18</b>	
02.	<b>ACCOUNTS &amp; BUDGETTING</b>	<b>10</b>	9.25
03.	<b>OFFICE PROCEDURE</b>	<b>14</b>	12.96
	RULES, REGULATIONS & MANUALS		25.92
04.	a) Rules & Regulations	10	
05.	b) CRPF Manuals	10	
06.	c) CRPF ACT & RULES	08	
	Total	<b>28</b>	
	<b>COMPUTER TRAINING</b>	<b>10</b>	9.25
07.	<b>WORK ASSIGNMENT</b>	<b>13</b>	12.03
08.	<b>ALLIED</b>	<b>15</b>	13.88
	<b>Total</b>	<b>108</b>	100

**Subject - FITNESS EXERCISE**

Code – FE, Periods allotted – 9

SL NO	CODE	DETAILS	PERIODS
01	FE-1-2	Team Games(Icebreaking Session)	2
02	FE-3-4	Strengthening and Stamina building (Jogging/Brisk walking and light exercises)	2
03	FE-5-6	TSTC	2
04	FE-7-8	Circuit PT(Maintain Fitness at limited Space)	2
05	FE-9	<b>Weapon handling (Small arms)</b>	<b>1</b>
		<b>Total</b>	<b>9</b>

**SUBJECT – YOGA**

Code – YG, Periods allotted – 9

SL NO	CODE	DETAILS	PERIODS
01	YG-1-4	<b>Yoga asana , Pranayam</b>	<b>4</b>
02	YG-5-7	Meditation / <b>stress management</b>	3
03	YG-8	Correct position of seating	1
04	YG-9	<b>Life style disease</b>	<b>1</b>
		<b>Total</b>	<b>9</b>

**Subject - ACCOUNTS & BUDGETING**

Code – AC, Periods allotted – 10

SL NO	CODE	DETAILS	PERIODS
01	AC-1	Various heads and sub-heads of account, Head of office and his responsibility/responsibilities of Accounts Officer	1
02	AC-2	Treasury rules, Maintenance of Cash book, Various regimental funds and maintenance of its accounts	1
<b>03</b>	<b>AC-3</b>	<b>Personal claim and bill being a self DDO</b>	<b>1</b>
<b>04</b>	<b>AC-4</b>	<b>Sanction and proper utilization of Budget</b>	<b>1</b>
05	AC-5	Payment of dues to ex-personnel and NOK of deceased personnel	1
06	AC-6	Credit orders, advice slips, try. Challans, Advances PA (G) & PA (Pol) A and Various type of advance and conditions attached to it	1
07	AC-7	Expenditure register, book adjustment and budget grant-in-aid, compilation of account and reconciliation of accounts in PAO	1
08	AC-8	Tour & detachment TA/DA for NGO/ GO's	1
09	AC-9	Delegation of financial powers, Preparation of Budget estimate/control of expenditure, Expenditure register, book debit/adjustment	1
10	AC-10	Audit report and pending para disposal	1
		<b>Total</b>	<b>10</b>

**Subject - OFFICE PROCEDURE**

Code – OP, Periods allotted - 14

SL	CODE	DETAILS	TOTAL
<b>01</b>	<b>OP-1</b>	<b>Duties and responsibilities of AC (M)</b>	<b>1</b>
<b>02</b>	<b>OP-2</b>	<b>Manner and etiquettes in the mess/office</b>	<b>1</b>
<b>03</b>	<b>OP-3</b>	<b>Communication skill</b>	<b>1</b>
<b>04</b>	<b>OP-4</b>	<b>Revision of office procedure manual</b>	<b>1</b>
<b>05</b>	<b>OP-5</b>	<b>Redressal of Grievances</b>	<b>1</b>
06	OP-6	Fortnightly pending diary, Maintenance of Special roster register, Notification of vacancies and reservation, Periodical reports & returns, Visit note.	1
07	OP-7	Timely completion of Probation and confirmation of all ranks, Promotional procedure and correctness of various approved list	1
08	OP-8	Supervision regarding correct maintenance of all kinds of records including office registers (i.e. Superannuation, Enquiry, Death, Discharge, Deputation, Appd list, Tfr In-Out etc.)	1
09	OP-9	Grant of financial up gradation under MACP	1
10	OP-10	Functioning of DPC/selection board for appointment	1
11	OP-11	Management and supervision skill of staff	1
12	OP-12	Team building and leadership, Getting along with Boss	1
13	OP-13	Motivation, Time Management and Conflict Management	1
<b>14</b>	<b>OP-14</b>	<b>APAR</b>	<b>1</b>
		<b>Total</b>	<b>14</b>

## **Subject - RULES & REGULATIONS**

Code – AR, Periods allotted – 10

SL NO	CODE	DETAILS	PERIODS
01.	AR-1	Recruitment procedure/ Compassionate appointment / LDCE of executive and min staff and issue of appointment order/ Discharge/ resignation from service	1
02.	AR-2	CCS(temp) Service Rules 1965/ CCS (Conduct) Rules 1964	1
03.	AR-3	Reservation for OBC, SC & ST candidates in service and correct maintenance of roster	1
04.	AR-4	Fixation of pay on promotion/ reinstatement /Adm review	1
05.	AR-5	CCS(CCA) Rules 1965/ Desertion/ overstayal of leave/ warrant of arrest – power – issue of warrant and maintenance of relevant registers	1
06.	AR-6	Procedure to deal with suspension cases/ PE/DE/COI/ Court cases and other enquiries	1
07.	AR-7	Finalization of intricate cases	1
08	AR-8	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
09.	AR-9	Preparation of pension case & documents to be attached with it & payment of provisional pension and gratuity	1
10.	AR-10	New Pension scheme (DCPS) and procedure for final payment under NPS.	1
		<b>Total</b>	<b>10</b>

## **CRPF MANUALS**

Periods allotted – 10

1	AR-11	Establishment Manual	1
2	AR-12	Recruitment Manual	1
3	AR-13	Force institutions and funds manual	1
4	AR-14	GC & Bn Officers Manual	1
5	AR-15	Medical Manual / Official Secret Act	1
6	AR-16	Administrative officers hand book	1
7	AR-17	Standing & circular orders issued by the Dte. General	1
8	AR-18	Accounts Manual	1
9	AR-19-20	Provisioning Manual	2
		<b>Total</b>	<b>10</b>

## **Subject - CRPF ACT & RULES**

Code – AR, Periods allotted – 8

SL	CODE	DETAILS	PERIODS
01.	AR-21	CRPF Act 1949 Section 1 to 11	1
02.	AR-22	CRPF Act 1949 Section 12 to 19	1
03.	AR-23	CRPF Rules 1955 1 to 25	1
04.	AR-24	CRPF Rules 1955 26 to 76	1
05.	AR-25	CRPF Rules 1955 77 to 111	1
06.	AR-26-28	IPC/ CrPC	3
		<b>Total</b>	<b>8</b>

**Subject - COMPUTER TRAINING**

Code – Com, Periods allotted – 10

SL. NO.	CODE	SUBJECT	ALLOTMENT OF PERIODS			
			LEC/ DEMO	PRAC	TOTAL	REMARKS
01	Com-01	Work in Excel sheet with formula	-	01	01	
02	Com-02	E-lekha/ E-Budget	-	01	01	
03	Com-03	E-procurement	-	01	01	
04	Com- 04	E-bhavishya	-	01	01	
05	Com-05	E-auction	-	01	01	
06	Com-06	Selo Applications and all modules (PIS, Inventory, Finance, Operational, Pay roll, Miscellaneous)	-	01	01	
07	<b>Com-07-08</b>	<b>E-Office</b>		<b>02</b>	<b>02</b>	
08	<b>Com-09-10</b>	<b>NFMS</b>		<b>02</b>	<b>02</b>	
		<b>Total</b>	<b>-</b>	<b>10</b>	<b>10</b>	

**WORK ASSIGNMENT PERIOD- 13**

Code- WA

SL. NO.	CODE	SUBJECT	PERIODS
01.	WA-1	Points to be Checked regarding correctness of various pay bills	1
02.	WA-2	Points to be Checked regarding correctness of TA Bills including GO's	1
03.	WA-3	Checking of Pension proposal	1
04.	WA-4	Pay fixation	1
05.	WA-5	Checking of FVC/GPF bills and local purchase	1
06.	WA-6	Checking points of Leave Encashment /LTC	1
07.	WA-7	Procedure to check Govt. and funds cash book	1
08.	WA-8	Method of Income Tax	1
09.	WA-9	VQS Proposal	1
10.	WA-10	RTI regarding	1
<b>11</b>	<b>WA-11-12</b>	<b>Procedure of DEs/PEs/COIs</b>	<b>2</b>
12	WA-13	Visit/Inspection of Senior Officers	1
		<b>Total</b>	<b>13</b>

**ALLIED – 22 PERIODS -15**

Code- ALI

SL. NO.	CODE	SUBJECT	PERIODS
01.	ALI-1-2	Opening/Closing Ceremony	02
<b>02.</b>	<b>ALI-3</b>	<b>Small Arms Firing (Test)</b>	<b>01</b>
<b>03.</b>	<b>ALI-4-5</b>	<b>Written Test/Feedback</b>	<b>02</b>
<b>04.</b>	<b>ALI-6</b>	<b>Computer knowledge Test</b>	<b>01</b>
05.	ALI-7-8	GENDER SENSITISATION	02
06.	ALI-9	GRIEVANCE CELL	01
<b>07.</b>	<b>ALI-10-15</b>	<b>GAMES</b>	<b>06</b>
		<b>Total</b>	<b>15</b>

**TEST POLICY:**

Rank of AC (M) is a supervisory post. Said course is on the basis of attendance basis only.