



## INTERNAL SECURITY ACADEMY

**“Power through pursuit of knowledge”** is the motto of Internal Security Academy (**An ISO Certified Training Academy**). The Academy endeavors to impart professional knowledge/skills, inculcate right attitudes and develop values in the trainee officers to enable them to serve the nation better.

The Academy was established at Mount Abu (Rajasthan) on 1st February 1975 on shifting of the Central Police Training College (later rechristened, Sardar Vallabh Bhai Patel National Police Academy) to Hyderabad. ISA took over all properties from NPA which were either hired or owned by CPWD. The main Academy campus is the campus of erstwhile the Abu Lawrence School. **“Never give in”** the motto of erstwhile Abu Lawrence school is also a motivating factor of the academy besides our own motto.

### THE MISSION

The primary mission of the Internal Security Academy is to orient/re-orient officers of the CRPF/CPMF/State Police forces to carry out their assigned tasks and responsibilities with right attitude, uprightness, and dedication with a strong commitment of service to the people. The Academy aims at quality training with total quality management of the Institution. The Academy is a **“Centre of Excellence”** for training and research in various fields.



### Centre of Excellence

**Internal Security Academy**  
**Mount Abu (Rajasthan)**  
E-Mail- [dcradisa@crpf.gov.in](mailto:dcradisa@crpf.gov.in)



**JUNIOR COMMAND MANAGEMENT**  
**COURSE SL NO.- 40 (Online)**

**13<sup>th</sup> to 25<sup>th</sup> July' 2020**

**INTERNAL SECURITY ACADEMY MOUNT**  
**ABU (RAJ)**  
(ISO-9001:2015)

[www.crpf.gov.in/internal-security-academy](http://www.crpf.gov.in/internal-security-academy)

## AIM

To equip the Dy Commandants of CRPF with the knowledge and skill to perform duties of Second-in-Command in unit / Staff Officer in Ranges.

## SCOPE

To organize training sessions in order to:

- Refresh the knowledge on the matters related to Administration, Management, Operations, Training and Provisioning
- Acquaint the participants with various welfare schemes of the organisation.
- Planning, conduct and supervision of training at the unit / range level.
- Enhance communication and presentation skills.

## ELIGIBILITY

Deputy Commandants of the CRPF.

## CAPACITY -100

## BLOCK TIME TABLE

Total No. of working days.	12 days
No. of periods in a day.	08 periods
Duration of indoor period.	40 minutes
Total No. of indoor periods during course.	96 periods

## METHODOLOGY

- Video conference through MS Teams
- Lectures & Presentations through MS Teams.

## CONTENT OF THE COURSE

- Leadership - Participative and Developmental, Leadership Styles and Combat Leadership.
- Motivational Techniques and Creating High Performer Team.
- MBO - KRA at Unit level, Training & Development-Empowering Subordinates.
- Effective Communication
  - \* Barriers
  - \* Listening skills
  - \* Presentation skills
  - \* Drafting Skills
- Inter Personal Skills, conflicts & its management.

- Emotional Intelligence.
- Time Management.
- Change Management.
- Transactional Analysis.
- Personnel & Behavioral Management.
- CRPF Acts 9, 10, 11 & Rules 27, 31, 35, 36 (Revision).
- Office Management, Procedure, Minor/ Major Staff duties.
- APAR writing - Latest instructions and doubt clearing.
- Duties and Responsibilities of 2-I/C & CCD, Staff Duties and Command Responsibilities.
- Welfare schemes in the organization, duties of welfare officer & redressal of grievances speeding/monitoring.
- SELO – Overview, PIS data up-dation and inventory management.
- Major works, minor works, petty works, PPP and ARMO, new constructions, preparation of LOP, preparation and obtaining of estimates, obtaining expenditure sanctions, award of work to CPWD/construction agency, monitoring of construction works, execution of minor works departmentally, H/T over of Govt. accommodation etc.
- Various modes of procurement, procurement at unit/GC/Sector/Zone level, E-Procurement, maintenance of stores & records, condemnation and disposal of stores through public auction including E-auction.
- Gem.
- Various types of tender enquiries, TPC formalities and related procedures
- PE, COI & DE under CCS/CCA and CRPF Acts & Rules.
- JT and practical exercises.
- Contingent's charges and its different kinds, precautions to be observed while incurring Contingents Expenditure.
- Permanent Advance/Temporary Imprest, General Limitation about incurring contingent expenditure, responsibility of Drawing and Controlling Authority, FVC charges.
- Various types of bills- AC bills, DC bills, FVC bills etc.
- Misc. provisions about (I) Losses (ii) Charges-Note (iii) GIA (iv) Regimental Funds.
- Salient instructions regarding Medical Attendance Rules, Cashless treatment facility with recognised hospital, MOU/MOA agreement procedure.
- Arrears claims, time barred claims preparation of supplementary bills.
- General Rules about personal claims of Govt. servant, deductions from pay bills.
- Various kinds of Pensions, LPA and benefits.
- CPC canteen, latest instructions, obtaining food license, liquor license and other licenses, GST.
- Income tax guidelines and procedures related to filing of returns, TDS, VAT deductions etc.

- Banking and e-transactions, safety precautions against frauds and mistakes.
- Various kinds of Audit, half margins, its observations and its compliance/disposal, common mistakes and ways to overcome.
- Functioning of PAO/RPAO.
- Accounts and Funds Manual – Revision & discussion.
- New Financial Management System.
- Financial Planning.
- Revised Estimate & Budget Estimate at various stages, Eight monthly budget.
- Sanction and proportionate utilization of budget.
- Insurgency/Terrorism/Extremism- Contemporary view point on LWE/NE/J&K problems with ref. to challenges before CRPF and suggested remedies.
- Latest intelligence reports regarding Internal Security threats, Collection/ obtaining actionable intelligence in real time in fields (conflict theatres) and counter intelligence - presentation/discussion.
- Mobile Navigation Tools.
- Briefing on deployment with the help of Google/digital/ Terra maps, GIS System- an over view.
- SOP of all theatres- discussion, documentation of Ops data (SOP in case of recoveries by CRPF).
- Case studies of successful and unsuccessful ops of all theatres and lessons learnt.
- IED challenges.
- Disturbed Areas Act, Armed Forces (Special Powers) Act, Unlawful Activities Prevention Act 1976 (Sec. 2, 3, 7, 8, 10, 12, 13, 17). Prevention of Damage to Public Property Act 1984 (Sec.3-5).
- National Security Act, Public Safety Act, Official Secrets Act.
- Latest court orders from High Courts and Supreme Courts relevant to CRPF.
- The concept of Internal Security, Systems approach to Law and Order and Internal Security.
- Legal Protection available to CRPF Personnel.
- Fundamental of Trainings, Systematic Approach to Training and Organizing Courses and Sports.
- Parameters of progressive training in CRPF, theatre specific rotational training, PI training, SWATI training etc.
- Guidelines for use of Social Media security precautions, Honey Trap.
- Cyber Security and its emerging challenges.
- Implementation of Rajbhasa as Official Language.

