

No. C.I. (Calendar)/2018-2019-5655-92

From

The Additional Director General of Police,
Armed Police & Training, HP, Shimla-171002

To

All the Heads of Police offices
in Himachal Pradesh (including SV & ACB)

Dated: Shimla-171002, the 31st March, 2018

**Subject: Calendar of Courses (COURSE-CALENDAR) of H.P. Police for the Training Year 2018-19
(April 2018 - March 2019).**

Sir/Madam,

Enclosed please find herewith a copy of the Calendar of Courses (COURSE-CALENDAR) vide which courses/training programmes/workshops/seminars etc. have been finalized to be conducted/organized for various ranks of Himachal Police from April, 2018 to March, 2019. Kindly take necessary action at your end in light of the following guidelines:-

- i. Ensure purposeful conduct of course (s) allotted to your District and Unit as per schedule mentioned in the Calendar of Courses. Slots have been left for ICA Chandigarh courses which will be fixed by the Dy. Director, ICA, Chandigarh.
- ii. Force commitments are to be considered up to 5th April, 2018 and during March, 2019 in c/w Budget Sessions of HP Vidhan Sabha and from 09th to 30th October, 2018 due to Navratra Melas and Dussehra duties etc. Therefore, no / limited courses have been scheduled during these periods.
- iii. In case any course cannot be conducted on fixed dates due to any compelling reasons, you may reschedule the same suitably under intimation to all concerned and this office.

- iv. For each course, a formal and detailed 'Training Programme' may be issued at least one week prior to the commencement of the course. This may contain invariably all relevant aspects viz. Time Table, Topic and Syllabus, Name and Designation of Faculty members, venue and the Course Co-ordinator etc.
- v. On conclusion of each course, the Co-ordinator will prepare a 'Feedback Report' in the form as indicated by 'ANNEXURE-A' which will be sent within one Week along with the copy of Training Programme to AP&T Hdqrs. Shimla through the respective Head of District/unit containing their comments and views. As 'Feedback Report' is very important document it needs to be expedited diligently at every level duly indicating all the essential detail in comprehensive and frank manner.
- vi. The 'Feedback Reports' received at AP&T Hdqrs. will be thoroughly and critically scrutinized in its Training Branch in such a manner that the entire exercise facilitates meaningful monitoring of the training courses for taking appropriate measures and serves as an effective tool for shaping overall 'Training Policy and Programme for Himachal Police'. One-day workshop of RBI Chandigarh to familiarize officers/officials of the concerned districts with RBI Act and policy initiatives taken by RBI in Non Banking Financial Companies Sector / Fake Indian Currency Notes etc. have been fixed at each Range Hdqr. for which RBI will provide faculty support. Hence, IsGP/DIG Ranges are requested to liaise with the Manager, Deptt. of Non Banking Supervision, RBI, Central Vista, Sector-17, Chandigarh well in advance for organizing the same on scheduled date.
- vii. The basic/promotional courses for various ranks / cadres will be conducted in or under the aegis of Police Training College, Daroh in addition to the courses scheduled as per calendar of courses or being offered by the different authorities viz. BPR&D, NHRC etc. During the year 2018-19.
- viii. It is strongly recommended that methodology of case studies, interactions, role-play, group discussions etc is incorporated in the training courses to make these more meaningful and engaging.

2. Courses on Earthquake, Cloud-bursting, Flood Control, Fire Fighting, **Management during road accidents** and Disaster Management may be organized with support in terms of faculty / training materials from the nearest Home Guards and Fire Service set-up and other organizations. These courses will be conducted at each Battalion HQ for their personnel @ 20-25 in each course. **Officials of districts (2-3 from each district in each course) will also undergo Disaster Management courses at Battalion HQ i.e. officials of SR at 1st HPAP Bn. Junga, CR at 3rd IRBn. Pandoh and NR at 2nd IRBn. Sakoh by considering 10-15 additional seats in each course. Intimation regarding schedule of course and allotment of vacancies to each district will be given by COs. 1st HPAP Bn. and 2nd & 3rd IRBns. to concerned district SsP well in advance for detailing personnel accordingly.**

3. Any correspondence relating to these courses may be made directly with the concerned officers and only the copy of such correspondence be sent to this office for which any guidelines, clarifications or confirmations are required from this end. Since the total seats for each course has already been mentioned against each course, all Districts / Units can prepare a chart of Courses duly indicating the name of officers/officials as well as their reserve for the whole year on receipt of the Calendar of Courses in question and circulate the same amongst nominated/reserved officials so that they can plan their leave etc. accordingly and are present for the course for which they are nominated.

Please acknowledge receipt.

Yours faithfully,

Sd/-

Inspector General of Police,
Armed Police & Trg. HP Shimla-02

Copy is forwarded for information and necessary action to:-

1. The Director General of Police, Himachal Pradesh, Shimla-171002.
2. The Commandant General, Home Guards, Civil Defence and Fire Services, U.S. Club, Shimla-1 with the request that necessary directions may be issued to concerned authorities for providing faculty/ training during courses on Disaster Management to the COs. HPAP Bn./IRBns.
3. The Director, Institute of Correctional Administration, Sector-26, Chandigarh with the request that the courses for the year 2018-2019 may kindly be scheduled during the months mentioned against each and intimated to this office well in advance so that suitable officers/officials could be nominated/deputed accordingly.
4. The Director, State Forensic Science Laboratory, Junga district Shimla, H.P. (along with 2 spare copies for RFSs/ Mandi & D/Shala) with the request that necessary directions for conducting courses at RFSs/ Mandi and D/Shala may be issued to concerned authorities.

Sd/-
Inspector General of Police,
Armed Police & Trg. HP Shimla-02

CALENDAR OF PROFESSIONAL TRAINING COURSES PROPOSED TO BE CONDUCTED DURING 2018-2019
AT INSTITUTE OF CORRECTIONAL ADMINISTRATION (ICA), CHANDIGARH

Sr. No.	Name of Course	Brief Course Contents	Duration of the Course	Target Participants	Course Proposed to be conducted during the month
1.	Financial Investigation in Narcotics Cases.	Legal Provisions relating to search and seizure in NDPC Act, 1985, effect of Drugs and implication for de-addiction and financial investigation, Confiscation of property and preparation of documents under the NDPS Act, etc.	5 Days	20	May, 2018
2.	Human Rights and Custodial Deaths.	Human Rights, legal Framework for Human Rights, Role of State in the Protection of Human Rights in custody.	5 Days	20	June, 2018
3.	Gender Sensitization in the Context of Crime Against Woman	Natures and Sources of Gender Disparities, Gender Violence, Crimes against woman etc.	5 Days	20	July, 2018
4.	Counselling Skills for Effective Policing.	Understanding counselling meaning and Principles , Enhancing personal effectiveness, counselling for anger management, role of communication in counselling, counselling in cases involving Juvenile Offenders etc.	5 Days	20	September, 2018
5.	Custody Management in respect of under trial/prisoners.	Statistical Comparison of Custodial deaths in India, Legal and Judicial provisions on Custody Management, Safety Security issues etc.	5 Days	20	November, 2018
6.	Course on Leadership Skills	Course is required to be organized for 5-6 official (NGOs GD.I) each from States of Northern India for cross States Interaction on Attitudinal Changes, Motivation and Leadership skills.	5 Days	5-6	December, 2018
7.	Course on Stress Management	To acquaint participants with the time and work oriented stress and to acquaint the officers with the techniques of relief from stress.	5 Days	20	February, 2019

COURSES TO BE CONDUCTED IN APRIL-2018

Sr. No.	Name of Course alongwith brief contents	To be organized by	Schedule / Duration of Course	No. of Courses	Total Seats
1.	Course on Obtaining Call Details and their Analysis during investigations	PTC	09 to 11 April (03 Days)	1 of 4	20- 25 IOs from Distts./Units
2.	Course for " Child Welfare Officers"	PTC	11 to 13 April (03 Days)	1 of 3	15-20 NGOs Gd.1
3.	Course on Communication Skills	PTC/HPIPS	16 & 17 April (02 Days)	1 of 2	25 – 30 (ASIs to Dy. SsP)
4.	Course on " SMART Police"	PTC	19 to 21 April (03 Days)	1 of 3	50 NGOs Gd. I & II
5.	Refresher Course on Crime Criminal Tracking & Network System (CCTNS)	PTC	23 to 27 April (05 Days)	1 of 12	40 GOs/ NGOs
6.	Course on "Intellectual Property Rights"	PTC	23 to 25 April (03 Days)	1 of 2	40 NGO Gd. –I & II
7.	Course on "498-A" IPC for IOs	PTC	26 to 28 April (03 Days)	1 of 3	40 NGO Gd.-I & II
8.	Course on VVIP/VIP Security including handling of DFMD/HFMD sets.	CID	23 to 27 April (05 Days)	1 of 2	25 NGOs Gd.-I & II
9.	Course on Investigation of Road/ Traffic Accident Cases and use of Alco Sensor, Doppler Radar, Speedo Meter etc. in Traffic Management	TTR	19 to 21 April (03 Days)	1 of 3	25 NGOs Gd. I & II
10.	Course on Juvenile Justice, Dealing with Juvenile Victims and Juvenile In conflict with Laws in consultation with Deptt. of Social Justice & Empowerment	IGP/CR	11 to 13 April (03 Days)	1 of 1	20-25 SIs to Dy. SsP level Officers
11.	Course on Earthquake, Cloud-bursting, flood Control, Fire fighting, Management during road accidents and Disaster Management	At 1 st , 3 rd & 5 th IRBn. Hdqrs	16 to 27 April (10 working Days)	1 of 2	20-25 NGOs Gd.-I & II of Bn. (+ personnel of Distts. of CR at Pandoh)
12.	Company Refresher Course	1 st HPAP and 2 nd , 4 th & 6 th IRBns.	16 to 28 April (02 Weeks)	1 of 2	For available company strength
13.	Refresher course for Quick Reaction Teams of Distt. and Battalions (for Distts./units of SR at 1 st HPAP Bn. Junga, of CR at 3 rd IRBn. Pandoh and of NR at 2 nd IRBn. Sakoh) as per approved syllabus	At 1 st HPAP Bn. and 2 nd & 3 rd IRBns.	16 to 28 April (02 Weeks)	1 of 2	25-30 NGOs Gd. I & II from Distt./Unit QRTs

COURSES TO BE CONDUCTED IN MAY-2018

Sr. No.	Name of Course alongwith brief contents	To be organized by	Schedule / Duration of Course	No. of Courses	Total Seats
1.	Course on Mob Control	PTC	1 to 4 May (04 Days)	1 of 3	40 NGOs Gd. I & II
2.	Refresher Course on Crime Criminal Tracking & Network System (CCTNS)	PTC	14 to 18 May (05 Days)	2 of 12	40 NGOs Gd. I & II
3.	Course on Drug Law Enforcement and NDPS act & HP Excise Act	PTC/HPIPS	14 to 16 May (03 Days)	1 of 3	25 NGOs Gd. I & II
4	Workshop on How to Handle Media and How to Interact with Media	PTC	21 & 22 May (02 Days)	1 of 1	30 GOs/NGOs (SIs to Dy. SsP)
5.	Course on "Ethical & Moral Values, Good Communication Skills, Behaviour and Attitude of Police personnel while dealing with general public/tourists including foreigners".	PTC	21 to 26 May (06 Days)	1 of 03	40 SIs to Dy. SsP rank officers
6.	Refresher Course for Buglers	PTC	21 to 31 May (10 working Days)	1 of 2	15
7.	Course on Explosive Awareness	CID	14 & 15 May (02 Days)	1 of 2	25 NGOs Gd. I & II
8.	Integrated Course on Investigation of Vigilance Cases	SV & ACB	21 to 23 May (03 Days)	1 of 2	20 IOs
9	Course for Supervisory officers on conducting/carrying out Disciplinary Proceeding/ ACR writing etc. (Insprs. to Addl. SsP rank Officers)	IGP/SR	14 to 16 May (03 Days)	1 of 1	20 GOs/NGOs
10.	Course on Juvenile Justice, Dealing with Juvenile Victims and Juvenile In conflict with Laws in consultation with Deptt. of Social Justice & Empowerment	IGP/NR	7 to 9 May (03 Days)	1 of 1	20-25 SIs to Dy. SsP level Officers
11.	Training workshop on collection of CCTV footage, cut , paste, pause and zoom thereof for Investigation	SP/CTS at PCTS Daroh	21 to 26 May (01Weeks)	1 of 2	15 NGO Gd. I & II
12.	Two Weeks Training in Forensic Science for IOs including conducting DNA profile in Rape cases and Investigation of Fire Arms Cases etc. for IOs of districts / units	Director/SFSL at RFSL/ D/Shala	14 to 26 May (02 Weeks)	1 of 2	30 IOs from Distts./Units of NR

Sr. No.	Name of Course alongwith brief contents	To be organized by	Schedule / Duration of Course	No. of Courses	Total Seats
1.	Course on " Investigation of Special Crimes including Murder/Homicide and Anti Human Trafficking Cases" (including Case Studies, reason of acquittal & lapses committed by IOs in heinous crime cases etc.)	PTC	04 to 08 June (05 Days)	1 of 2	25 NGOs Gd. I
2.	Course on Cyber Crime Investigation, Dump Data Analysis and Provisions of IT Act	PTC/HPIPS	04 to 09 June (06 Days)	1 of 2	30 NGOs Gd. I & II
3.	Training programme for Cooks/Water Carrier.	PTC	11 to 16 June (01 Week)	1 of 1	25-30
4.	Refresher Course on Crime Criminal Tracking & Network System (CCTNS).	PTC	18 to 22 June (05 Days)	3 of 12	40 NGOs Gd. I & II
5.	Course on "Investigation Procedure"	PTC/HPIPS	18 to 23 June (01 Week)	1 of 2	30 NGO Gd. I & II
6.	Course POCSO Act	PTC/HPIPS	29- 30 June (02 Days)	1 of 3	20 NGOs Gd. 1 & 2
7.	Course on "Maintenance & Up keeping and Digitalization of record of Police Stations & SP Offices"	PTC	25 to 29 June (04 Days)	1 of 3	50 NGO Gd. I & II
8.	Refresher Course for SSU Commandos	CID at S.L. Bharari	18-23 June (01 Week)	1 of 2	25 Commandos
9.	Course on Cyber Crime Investigation, Dump Data Analysis and Provisions of IT Act	IGP/NR	25 to 30 June (06 Days)	1 of 1	30 NGOs Gd. I & II
10.	One Day Workshop of RBI Chandigarh (On Non Banking Financial Companies Sector and fake Indian Currency Notes)	IGP/SR AT PHQ Shimla	06 June (01 Day)	1 of 1	20 Senior and Middle level officers
11.	Two Weeks Training in Forensic Science for IOs including conducting DNA profile in Rape cases and Investigation of Fire Arms Cases etc. for IOs of districts / units	Director/SFSL At RFSL Mandi	11 to 23 June (02 Weeks)	1 of 2	30 IOs (NGOs Gd. I & II) from Distts./Units of CR
12.	Police Wireless Communications Level –II (PCWW-2) course	SP/C&TS at CTS HQ Shimla	11 June to 01 September (12 Weeks)	1 of 1	As per direction of C&TS HQ
13.	Workshop on Skill Development for Supervisory Staff	SP/C&TS at CTS HQ Shimla	04 to 06 June (03 Days)	1 of 2	-do-
14.	Course on Earthquake, Cloud Bursting, Flood Control, Fire fighting, Management during road accidents and Disaster Management	At 1 st HPAP, 2 nd , 4 th & 6 th IRBn.	04 to 15 June (10 Days)	1 of 2	20-25 NGOs Gd-I & II of Bn. (+ personnel of Distts. of SR at Junga & NR at Sakoh)
15.	Company Refresher Course	At 1 st , 3 rd & 5 th IRBn. Hdqrs.	11 to 23 June 02 Weeks	1 of 2	For available company strength

Sr. No.	Name of Course alongwith brief contents	To be organized by	Schedule / Duration of Course	No. of Courses	Total Seats
1.	Refresher Course for UAC trained officials	PTC	02 to 07 July (01 Week)	1 of 2	50 (25 Consts./25 LCs)
2.	Course on Mob Control	PTC	02 to 05 July (04 Days)	2 of 3	40 NGOs Gd. I & II
3.	Refresher Course on Crime Criminal Tracking & Network System (CCTNS)	PTC	09 to 13 July (05 Days)	4 of 12	40 NGOs Gd. I & II
4.	Course on "Custodial Management in respect of Under Trials/Prisoners"	PTC	09 to 11 July (03 Days)	1 of 1	40 NGOs GD. I & II
5.	Course on Anti Human Trafficking	PTC	23 to 25 July (03 Days)	1 of 2	25-30 ASIs to Insprs.
6.	Course on Obtaining Call Details and their Analysis during investigations	PTC	09 to 11 July (03 Days)	2 of 4	20- 25 IOs from Distts./Units
7.	Un- armed Combat (UAC) Course	PTC	16 to 28 July (02 Weeks)	1 of 1	30 Cts./LCs
8.	Basic Intelligence Course	CID	09 to 13 July (05 Days)	1 of 2	20 NGOs Gd. II
9.	Course on Compounding of Traffic Challans	TTR	19 to 21 July (03 Days)	1 of 3	25 NGOs Gd. I & II
10.	Course on Cyber Crime Investigation, Dump Data Analysis and Provisions of IT Act	IGP/SR	02 to 07 July (06 Days)	1 of 1	30 NGOs Gd. I & II
11.	Course for Supervisory officers on conducting/carrying out Disciplinary Proceeding and ACR writing etc. (Insprs. To Addl. SsP rank Officers)	IGP/CR	09 to 11 July (03 Days)	1 of 1	20 GOs/NGOs
12.	PSO Refresher Course	CID	04 to 07 July (04 Days)	1 of 2	25 NGOs Gd. II
13.	Course on "Ethical & Moral Values, Good Communication Skills, Behaviour and Attitude of Police personnel while dealing with general public/tourists including foreigners".	At each Distt./Unit	16 to 21 July 06 Days	1 of 03	For maximum strength of Const. to ASI rank officials
14	Two Weeks Training in Forensic Science for IOs including conducting DNA profile in Rape cases and Investigation of Fire Arms Cases etc. for IOs of districts / units	Director/SFSL at SFSL Junga	16 to 28 July (02 weeks)	1 of 2	30 IOs from Distt./Units of SR

COURSES TO BE CONDUCTED IN AUGUST-2018

Sr. No.	Name of Course alongwith brief contents	To be organized by	Schedule / Duration of Course	No. of Courses	Total Seats
1.	Course on "Maintenance & Up keeping and Digitalization of record of Police & SP Offices"	PTC	01 to 04 August (04 days)	2 of 3	50 NGO Gd. I & II
2.	Course on "Mobile Forensics"	PTC/HPIPS	13 to 18 August (05 Days)	1 of 2	25 NGO Gd.-I & II.
3	Refresher Course on Crime Criminal Tracking & Network System (CCTNS)	PTC	20 to 25 August (05 Days)	5 of 12	40 NGOs Gd. I & II
4	Refresher Course for Drill Instructor Course pass officials	PTC	20 to 01 August (02 Weeks)	1 of 1	25-30 Drill Instructor course Pass officials
5	Course on "Ethical & Moral Values, Good Communication Skills, Behaviour and Attitude of Police personnel while dealing with general public/tourists including foreigners".	PTC	20 to 27 August (06 Days)	2 of 03	40 SIs to Dy. SsP rank officers
6	Course on Obtaining Call Details and their Analysis during investigations	PTC	16 to 18 August (03 Days)	3 of 4	25 IOs from Distts./Units
7	Training Programme for IOs on SC/ST (POA) Act and PCR Act	PTC/HPIPS	27 to 30 August (04 days)	1 of 2	30 IOs from all Distts./Units
8	Course on Explosive Awareness	CID	24 & 25 August (02 Days)	2 of 2	25 NGOs Gd. I & II
9	Course on Investigation of Road/ Traffic Accident Cases and use of Alco Sensor, Doppler Radar, Speedo Meter etc. in Traffic Management	TTR	02 to 04 August (03 Days)	2 of 3	25 NGOs Gd. I & II
10	Course on "Legal Awareness" for Investigators	At all Ranges	27 to 30 August (03 Days)	1 of 1	20-25 IOs
11	Seminar on Public Order and Management	At all Battalion Hdqrs.	24 to 25 August (02 days)	1 of 2	25-30

COURSES TO BE CONDUCTED IN SEPTEMBER-2018

Sr. No.	Name of Course alongwith brief contents	To be organized by	Schedule / Duration of Course	No. of Courses	Total Seats
1.	Basic Drill Instructor Course	PTC	04 September, 2018 to 03 January, 2019 (04 Months)	1 of 1	25 Constables/LCs
2.	Bugler Course	PTC	04 September, 2018 to 03 January, 2019 (04 Months)	1 of 1	10 constable
3.	Course on Anti Human Trafficking	PTC	13 to 15 September (03 Days)	2 of 2	25-30 ASIs to Insprs
4.	Refresher Course on Crime Criminal Tracking & Network System (CCTNS)	PTC	17 to 22 September (05 Days)	6 of 12	40 NGOs Gd. I & II
5.	Refresher Course for UAC trained officials	PTC	24 to 29 September (01 weeks)	2 of 2	50 (25 Consts./ 25 LCs)
6.	Course on Drug Law Enforcement and NDPS act & HP Excise Act	PTC/HPIPS	17 to 19 September (03 Days)	2 of 3	25 NGOs Gd. I & II
7.	Refresher Course for SSU Commandos	CID AT SAKOH	10 TO 15 Sep (01 Weeks)	1 of 2	25 Commandos
8.	Course for Supervisory officers on conducting/carrying out Disciplinary Proceeding/ ACR writing etc. (Insprs. To Addl. SsP rank Officers)	IGP/NR	25 to 27 September (03 Days)	1 of 1	20 GOs/NGOs
9.	One Day Workshop of RBI Chandigarh (On Non Banking Financial Companies Sector and fake Indian Currency Notes)	IGP/NR AT D/Shala	05 September (01 Days)	1 of 1	20 Senior / Middle level officers
10.	Two Weeks Training in Forensic Science for IOs including conducting DNA profile in Rape cases and Investigation of Fire Arms Cases etc. for IOs of districts / units	Director/SFSL At RFSL D/Shala	10 to 22 September (02 Weeks)	2 of 2	30 IOs from Distts./ Units of NR
11.	Course on "Ethical & Moral Values, Good Communication Skills, Behaviour and Attitude of Police personnel while dealing with general public/tourists including foreigners".	At each Distt./Unit	10 to 15 September (06 Days)	2 of 3	For maximum strength of Const. to ASI rank officials

COURSES TO BE CONDUCTED IN OCTOBER-2018

Sr. No.	Name of Course alongwith brief contents	To be organized by	Schedule / Duration of Course	No. of Courses	Total Seats
1.	Course on "498 –A" IPC for IOs	PTC	03 to 09 October (06 Days)	2 of 3	40 NGO Gd. I & II
2.	Refresher Course on Crime Criminal Tracking & Network System (CCTNS)	PTC	08 to 12 October (05 Days)	7 of 12	40 NGOs Gd. I & II
3.	Training Programme for Tradesmen (Barber and Cobbler)	PTC	22 to 27 October (01 Weeks)	1 of 1	20-25
4.	PSO Refresher Course	CID	03 to 06 October (04 Days)	2 of 2	25 NGOs Gd. II
5.	Integrated Course on Investigation of Vigilance Cases	SV & ACB	03 to 05 October (03 Days)	2 of 2	20 IOs
6.	Course on Cyber Crime Investigation, Dump Data Analysis and Provisions of IT Act	IGP/CR	22 to 27 October (06 Days)	1 of 1	30 NGOs Gd. I & II
7.	Course on Juvenile Justice, Dealing with Juvenile Victims and Juvenile In conflict with Laws in consultation with Deptt. of Social Justice & Empowerment	IGP/SR	29 to 31 October (03 Days)	1 of 1	20-25 SIs to Dy. SsP level Officers
8.	Course on Yoga and Stress Management	At all Battalion Hdqrs.	10 to 15 October (06 Days)	1 of 2	For available strength

COURSES TO BE CONDUCTED IN NOVEMBER-2018

Sr. No.	Name of Course alongwith brief contents	To be organized by	Schedule / Duration of Course	No. of Courses	Total Seats
1.	Course for " Child Welfare Officers"	PTC	01 to 03 November (03 Days)	2 of 3	15-20 NGOs Gd.1
2.	Course on Obtaining Call Details and their Analysis during investigations	PTC	12 to 14 November (03 Days)	4 of 4	20- 25 IOs from Distts./Units
3.	Refresher Course on Crime Criminal Tracking & Network System (CCTNS).	PTC	13 to 17 November (05 days)	8 of 12	40 NGOs Gd. I & II
4.	Course on "Ethical & Moral Values, Good Communication Skills, Behaviour and Attitude of Police personnel while dealing with general public/tourists including foreigners".	PTC	19 to 24 November (06 Days)	3 of 3	40 SIs to Dy. SsP rank officers
5	Course on POCSO Act	PTC/HPIPS	26 & 27 November (02 Days)	2 of 3	30 IOs
6	Course on "Mobile Forensics"	PTC/HPIPS	26 to 30 November (05 Days)	2 of 2	25 NGO Gd. I & II.
7.	Refresher Course on Bomb Disposal.	CID	19 to 22 November (04 Days)	1 of 2	20 B.D. Course pass NGOs I & II
8.	Course on Compounding of Traffic Challans.	TTR	13 to 15 November (03 Days)	2 of 3	25 NGOs Gd. I & II
9.	Two Weeks Training in Forensic Science for IOs including conducting DNA profile in Rape cases and Investigation of Fire Arms Cases etc. for IOs of districts / units	Director/SFSL At RFSL Mandi	12 to 24 November (02 Weeks)	2 of 2	30 IOs from Distts./ Units of CR
10.	Workshop on Skill Development for Supervisory Staff	SP/C&TS at CTS, HQ Shimla	27 to 29 November (03 Days)	2 of 2	As per directions of C&TS HQ.
11.	Course on Earthquake, Cloud-bursting, Flood Control, Fire fighting, Management during road accidents and Disaster Management	At 1 st , 3 rd & 5 th IRBn. Hdqrs.	12 to 22 November (10 Days)	2 of 2	20-25 NGOs Gd. I & II of Bn. (+ personnel of Distts. of CR at Pandoh)
12	Refresher course for Quick Reaction Teams of Distt. And Battalions (For Distts./units of SR at 1 st HPAP Bn. Junga, of CR at 3 rd IRBn. Pandoh and of NR at 2 nd IRBn. Sakoh) as per approved syllabus	At 1 st HPAP Bn and 2 nd & 3 rd IRBns.	19 Nov. To 01 December (02 weeks)	2 of 2	25-30 NGOs Gd. I & II from Distts./Unit QRTs

COURSES TO BE CONDUCTED IN DECEMBER-2018

Sr. No.	Name of Course alongwith brief contents	To be organized by	Schedule / Duration of Course	No. of Courses	Total Seats
1.	Course on Cyber Crime Investigation, Dump Data Analysis and Provisions of IT Act	PTC	03 to 08 December (06 Days)	2 of 2	30 NGOs Gd. I & II
2.	Course on Communication Skills	PTC/HPIPS	06 & 07 December (02 Days)	2 of 2	25 – 30 (ASIs to Dy. SSP)
3.	Refresher Course on Crime Criminal Tracking & Network System (CCTNS).	PTC	10 to 15 December (05 Days)	9 of 12	40 NGOs Gd. I & II
4.	Course on "Intellectual Property Right"	PTC	11 to 13 December (03 Days)	2 of 2	40 NGO Gd. –I & II
5.	Course on "Investigation Procedure"	PTC	17 to 22 December (06 Days)	2 of 2	25 NGO Gd. I & II
6.	Course on " SMART Police"	PTC	27 to 29 December (03 Days)	2 of 3	50 NGOs Gd. I & II
7.	Refresher Course for SSU Commandos	CID At P.L. Bharari	10 to 15 December (01 Week)	2 of 2	25 Commandos
8.	Basic Intelligence Course	CID	03 to 07 December (05 Days)	2 of 2	20 NGOs Gd. II
9.	Course on Investigation of Road/ Traffic Accident Cases and use of Alco Sensor, Doppler Radar, Speedo Meter etc. in Traffic Management	TTR	18 to 20 December (03 Days)	3 of 3	25 NGOs Gd. I & II
10.	One Day Workshop of RBI Chandigarh (On Non Banking Financial Companies Sector and fake Indian Currency Notes)	IGP/CR At Mandi	12 December (01 Day)	1 of 1	20 Senior/ Middle level officers
11.	Course on "Ethical & Moral Values, Good Communication Skills, Behaviour and Attitude of Police personnel while dealing with general public/tourists including foreigners".	At each Distt./Unit	24 to 31 December (06 Days)	3 of 3	For maximum strength of Const. to ASI ranks
12.	Police Wireless Communication Level –II(PWCC-2) refresher course	SP/C&TS at PCTS, Daroh	10 to 22 December (02 weeks)	1 of 1	As per directions of C&TS HQ
13.	Course on Yoga and Stress Management	At all Battalion Hdqrs.	03 to 07 December (06 days)	2 of 2	For available strength
14.	Course on Earthquake, Cloud-Bursting , flood Control, Fire Fighting, Management during road accidents and Disaster Management	At 1 st HPAP and 2 nd , 4 th & 6 th IRBn. Hdqrs.	1 to 12 December (10 Days)	2 of 2	20-25 NGOs Gd.-I & II of Bn. (+ personnel of Distts. of SR at Junga & NR at Sakoh)
15.	Company Refresher Course	At 1 st , 3 rd & 5 th IRBn. Hdqrs.	10 to 22 December (02 Weeks)	1 of 2	For available company strength

COURSES TO BE CONDUCTED IN JANUARY-2019

Sr. No.	Name of Course alongwith brief contents	To be organized by	Schedule / Duration of Course	No. of Courses	Total Seats
1.	Course on "498 –A" IPC for IOs	PTC	01 to 07 January (06 Days)	3 of 3	40 NGO Gd. I & II
2.	Refresher Course on Crime Criminal Tracking & Network System (CCTNS)	PTC	07 to 11 January (05 Days)	10 of 12	40 NGOs Gd. I & II
3.	Refresher course for Police Commando Instructor Course (PCIC) pass officials	PTC	07 to 12 January (01 Week)	1 of 1	20 PCIC pass NGOs Gd. I & II
4.	Course on "Investigation of Special Crimes including Murder/Homicide and Anti Human Trafficking Cases" (including Case Studies, reason of acquittal & lapses committed by IOs in heinous crime cases etc.)	PTC	15 to 19 January (05 Days)	2 of 2	25 NGOs Gd. I
5.	Course on "Maintenance & Up keeping and Digitalization of record of Police & SP Offices"	PTC	21 to 24 January (04 Days)	3 of 3	50 NGO Gd. I & II
6.	Course on Mob Control.	PTC	21 to 24 January (04 Days)	3 of 3	40 NGOs Gd. I & II
7.	Course on POCSO Act	PTC/HPIPS	29 to 30 January (02 Days)	3 of 3	20 NGOs Gd. I & II
8.	Course on VVIP/VIP Security including handling of DFMD/HFMD sets	CID	15 to 19 January (05 Days)	2 of 2	25 NGOs Gd.- I & II
9.	Training workshop on collection of CCTV footage, cut , paste, pause and zoom thereof for Investigation	SP/CTS at PCTS Daroh	07 to 12 January (01 Week)	1 of 2	15 NGO Gd. I & II
10.	Course for Pairvi Officers & Naib Courts for Stray Sharing the Pairvi System	IsGP / SR, CR & NR	29 to 31 January (03 Days)	1 of 1	15-20 (ADA/Naib Court)
11.	Two Weeks Training in Forensic Science for IOs including conducting DNA profile in Rape cases and Investigation of Fire Arms Cases etc. for IOs of districts / units	Director/SFSL At SFSL Junga	07 to 19 January (02 Weeks)	2 of 2	30 IOs (NGOs Gd. I & II) from Distts./Units of SR

COURSES TO BE CONDUCTED IN FEBURARY-2019

Sr. No.	Name of Course alongwith brief contents	To be organized by	Schedule / Duration of Course	No. of Courses	Total Seats
1.	Course on Drug Law Enforcement and NDPS act & HP Excise Act	PTC/HPIPS	04 to 06 February (03 Days)	3 of 3	25 NGOs Gd. I & II
2.	Refresher Course on Crime Criminal Tracking & Network System (CCTNS)	PTC	04 to 08 February (05 Days)	11 of 12	40 NGOs Gd. I & II
3.	Training Programme for IOs on SC/ST (POA) Act and PCR Act	PTC / HPIPS	13 to 16 February (04 Days)	2 of 2	30 IOs from all Distts./Units.
4.	Course on " SMART Police"	PTC	19 to 21 February (03 Days)	3 of 3	50 NGOs Gd. I & II
5.	Course on Gender Equality, Gender Sensitization and Crimes against Women	PTC	18 to 23 February (06 Days)	1 of 1	20 IOs from Distts/units
6.	Course for " Child Welfare Officers"	PTC	26 to 28 February (03 Days)	3 of 3	15-20 NGOs Gd.1
7.	Refresher Course for SSU Commandos	CID At Sakoh	11 to 16 February (01 Week)	2 of 2	25 Commandos
8.	Refresher Course on Bomb Disposal	CID	25 to 28 February (04 Days)	2 of 2	20 (B.D. Course pass NGOs Gd. I & II
9.	Course on Compounding of Traffic Challans	TTR	12 to 14 February (03 Days)	3 of 3	25 NGOs Gd. I & II
10.	Workshop on Skill Development for Supervisory Staff For NGO-I & II	SP/C&TS at CTS Hqrs, Shimla	20 to 22 February (03 Days)	1 of 1	NGO Gd. I & II
11.	Seminar on Public Order and Management	At all Battalion Hdqrs.	05 & 06 February (02 Days)	2 of 2	25-30
12.	Company Refresher Course (As per Approved Syllabus)	At 1 st HPAP and 2 nd , 4 th & 6 th IRBn. Hdqrs.	11 to 23 February (02 Weeks)	2 of 2	For available company strength

COURSES TO BE CONDUCTED IN MARCH-2019

Sr. No.	Name of Course alongwith brief contents	To be organized by	Schedule / Duration of Course	No. of Courses	Total Seats
1.	Refresher Course for Buglers	PTC	05 to 16 March (10 days)	2 of 2	15
2.	Refresher Course on Crime Criminal Tracking & Network System (CCTNS)	PTC	11 to 15 March (05 days)	12 of 12	40 NGOs Gd. I & II
3.	Training Programme for Tradesmen (Washer men and Sweepers)	PTC	18 to 23 March (01 Weeks)	1 of 1	20-25
4.	Course on Forest Act and Protection of Wild Life Act in consultation with Forest Department.	All IsGP/Ranges	1 & 2 March (02 days)	1 of 1	20-25

Note: If any course is not conducted by the unit on its scheduled dates, the same may be rescheduled suitably in coming time or during the month of March, 2019 under intimation to all concerned and AP&T Hdqrs.

ANNEXURE-“A”

**PROFORMA FOR SENDING FEED BACK REPORTS OF EACH TRAINING PROGRAMMES/ COURSES
TO BE CONDUCTED IN YOUR DISTT./UNIT.**

NAME OF THE COURSE	DURATION	PURPOSE OF THE COURSE	NOS. OF PARTICIPANTS ATTENDED TRAINING PROGRAMME/COURSE (RANK WISE)	NAME OF THE FACULTY	ASSESMENT OF THE COURSE CONTENTS	HOW COURSE WAS USEFUL IN IMPROVING THE SKILL OF TRAINEES	ANY SHORT COMING NOTICED	SUGGESTIONS FOR IMPROVEMENT
1	2	3	4	5	6	7	8	9