

BASIC TRAINING OF RECRUIT CONSTABLES
as per SO NO. HRD/33/2022

1. INTRODUCTION:

This standing order lays down guidelines for basic training of newly recruited constables of Delhi Police. The purpose of this training is to make them capable of discharging their duties assigned to them and to make them disciplined, professionally competent and physically fit, so as to be able to discharge their duties in public interest, with public service orientation and the requisite adaptability to changing public expectations. Their Indoor and Outdoor syllabus and subjects to be taught are given at **Annexure 'A' & 'B'**, respectively. In order to make the Recruit Constables professionally skilled, they are to be trained not only in subjects like IPC, Cr.P.C., Evidence Act, Local & Special Laws, Police Science, Police Procedure and basics of Computer science, but also in outdoor skills and techniques to deal with different types of real-life situations. Thus, this standing order designs the basic training course of the Recruit Constables (Exe.) of Delhi Police to train them in all aspects and make them each an efficient, disciplined and courteous police officer.

2. OBJECTIVES:

The main objectives of the basic training of Recruit Constables are as under:-

- (i) Intensive training of law i.e. IPC, Cr.PC, Evidence Act and Local and Special Laws.
- (ii) To impart knowledge of modern scientific investigation techniques and police practical work.
- (iii) To impart knowledge of Computers and its applications.
- (iv) To make the recruit Constables physically fit, they shall be imparted training of PT, physical endurance, stamina building, parade, UAC & weapon training.
- (v) To give emphasis on simulated exercises of crime investigation and police procedure.
- (vi) Focus on behavioural attitude, soft skills training and practical & procedural police training including the management of records and basic investigation relevant to the rank of constables.

3. DURATION:

The duration of the training will be of 9 months inclusive of 1 month of Commando Course. One month extra will be provided for mid-term examination, final examination, mid-term break and preparation for passing out parade. Thus total duration of the training will be of 10 months.

4. PROCEDURE OF TRAINING:

The subjects to be taught and syllabus of Indoor & Outdoor to be covered during the basic training are detailed at **Annexure 'A' & 'B'**, respectively.

A recruit shall not be passed out into the ranks/sent to the Districts/Units to which he/she is allocated for drawal of pay for any purpose whatsoever, unless he/she has successfully completed the training and has passed out of the Delhi Police Academy. Spl.CP/Training shall review the syllabus on the recommendation of head of the Training Institution every six months to incorporate, with the approval of the Commissioner of Police, any change in law /amendments etc., if felt necessary.

5. RESPONSIBILITIES OF TRAINERS:

The Indoor & Outdoor training shall be supervised by the Assistant Director of Police, who shall be assisted by Chief Law Instructor (CLI) and the outdoor training shall be supervised by an Assistant Director assisted by Chief Drill Instructor (CDI), respectively. The training will be carried out according to the prescribed syllabus for which regular weekly time table will be drawn. It will be the responsibility of these officers to ensure that the instructional staffs are well conversant with their subjects to teach the same to the trainees ensuring that they imbibe the instructions and make satisfactory progress. Since a great responsibility rests on instructional staff, their selection shall be made by the Joint Director, who is over- all in-charge of the DPA. The Joint Director/DPA and Assistant Director/Training will exercise close supervision over the training ensuring that recruits are fully and comprehensively trained. The Joint Director/ Deputy Director/DPA on the recommendations of the ADs/Training will also arrange for officers from other Units to be invited as guest faculty to deliver lecture or give demonstration on topics of professional interest.

5. ELIGIBILITIES FOR EXAMINATIONS:

A trainee shall not be allowed to appear in final examination until and unless he/she has successfully undergone a stipulated period of training at Delhi Police Academy. **At least 90% attendance in outdoor/indoor periods is compulsory, failing which he/she will be debarred from appearing in the final examination.** Such trainee will be re-batched and will be directed to proceed on leave without pay with the direction to join training at the beginning of the next scheduled batch. A trainee will be re-batched only twice and no further opportunity will be given. Attendance of a trainee will be counted from the date fixed for commencement of training of the batch.

6. EXAMINATION:

There shall be two semesters for the trainees. For each semester, the recruits shall be examined by a Board of Examiners, to be constituted by the Joint Director/DPA consisting of Deputy Director/DPA as Chairman and Assistant Directors of Police as Members. The exact strength of the board shall be decided keeping in view total number of examinees. The board shall test all the candidates in Indoor and Outdoor subjects. For the Indoor examination, the Joint Director/DPA shall arrange for setting of Question papers and evaluation thereof. The Joint Director/DPA shall carefully scrutinize the performance of trainees after first semester and in all cases where it is found that any recruit is found lacking, shall be paid special attention so that he/she can be brought at the desired level. The syllabus relating to the Indoor training is appended at **Annexure "A"**.

First Semester

Examination for the first semester shall be held after completion of 5 months of training. Syllabus of the first semester shall comprise 50% of the syllabus/course.

Second Semester

Examination for the Second semester shall be held after completion of the training. The syllabus for the second semester shall comprise the remaining 50% of the complete syllabus/ course mentioned at **Annexure "A"**.

In case any trainee is sanctioned leave in emergent case by the competent authority before the first semester examination and the trainee is unable to appear in examination, as the case may be, he will be allowed in supplementary examination to be conducted.

The Board of Examiners will consolidate the marks obtained by a trainee in 1st & 2nd semester examination and declare the result. The examinees will be required to obtain at least 45% marks in each subject and 50% marks in the aggregate in order to pass the examination. Recruits shall not pass-out from the DPA until they have successfully passed in all subjects. Maximum of two additional Chances, will be given to the failed recruits for which question paper shall be set out from the prescribed syllabus and if he/she does not pass in all the papers even after availing the additional chances, his/her services will be terminated (under Rule 5 of the Central Civil Services (Temporary Service) Rules, 1965) by the Joint Director/DPA.

Appeals:

A representation or any appeal with regard to the results will be entertained only within 30 days of declaration of the results.

8. INTER-SE-SENIORITY:

The seniority of the Constable (Executive) Male/Female shall be fixed as per the provision of Rule-22 of Delhi Police (Appointment & Recruitment) Rules, 1980. A gradation list shall be prepared and maintained by DCP/Recruitment, New Police Lines.

9. AWARD OF ROTATION CUPS AND COMMENDATIONS:

The recruits securing first position in indoor (Law), indoor (Police Behaviour & Public Service, and Duties of Constables), outdoor (PT), outdoor (Parade), musketry & firing, commando training and all round best shall be awarded a trophy each & commendation certificate/roll with suitable cash reward. The rotation cups shall be retained at Delhi Police Academy while replicas will be given to the awardees to retain.

10. SPECIAL RELAXATION CLAUSES:

In case a recruit is medically unfit to continue his/her training, he/she shall be directed to re-commence his/her training with the next batch. All

trainees of a batch will join the training on the date fixed for commencement of the training of the batch. However, maximum relaxation of 3 working days can be given in exceptional cases by Director/Delhi Police Academy, Delhi.

11. DISCIPLINARY ACTION/TERMINATION OF SERVICE:

Joint Director/Delhi Police Academy shall be the competent authority for initiating and finalizing (if the recruit is still in the DPA) disciplinary action against the recruit constables. Joint Director/DPA shall also be the competent authority to pass order regarding termination of the services of a recruit constable. In order to terminate an unsuitable trainee from the force at the stage of his/her training itself, any one of the following grounds will be sufficient :-

- (i) Frequent absence of the trainee from Outdoor/Indoor programme leading to a conclusion that he/she is an un-devoted trainee, a habitual absentee and is not likely to become a good Police officer.
- (ii) Gross misconduct with the Indoor/Outdoor Instructors or with other trainees/staff.
- (iii) If he/she commits any mischief or any crime involving moral turpitude during training.
- (iv) If any information submitted by the trainee is found to be false, fabricated or manipulated to gain employment.
- (v) Any other ground which adversely reflects his/her behaviour and if the trainee is otherwise found unsuitable for Police service.

Appeal Against Termination:

As per Delhi Police (Punishment & Appeal) Rules-1980.

12. WOMEN TRAINEES

Women who are pregnant will not be allowed to join training. Women trainee, who incapacitate on account of pregnancy during training will be re-batched immediately. She will be allowed to join training from the beginning with the next scheduled batch within two years.

13. PASSING OUT PARADE

A Passing out Parade and Oath taking ceremony will be held for each batch of the recruits allowing them to join the ranks of Delhi Police.