

BASIC TRAINING FOR HEAD CONSTABLES (MINISTERIAL) ACCORDING TO STANDING ORDER NO. HRD/37/2024

INTRODUCTION

Standing Order No. HRD/37/2024 lays down the guidelines for basic training of directly recruited **Head Constables (Ministerial)** of Delhi Police.

The training is designed keeping in view the requirement of HC (Ministerial) personnel to undertake typing, examination of matters under relevant rules, Standing Orders, laws and procedures, maintenance of records and computer-based work. The Standing Order also recognises their requirement for deployment on law & order duties whenever required.

OBJECTIVES OF TRAINING

The training aims to:

- Impart knowledge of office procedure, rules and regulations.
- Develop proficiency in note drafting.
- Make trainees conversant with CCS Rules, General Financial Rules, Leave Rules and Pension Rules.
- Develop good typing speed on computers.
- Impart knowledge of Delhi Police rules and office work.
- Make trainees proficient in office procedures.
- Develop competence in handling computers and modern office equipment.
- Develop physical fitness through Drill, PT, Parade and weapon training.
- Impart knowledge of relevant laws and rules so that trainees can be deployed on law & order duties when required.

DURATION

The training is of **05+01 months**, comprising:

- **05 months – Basic Training**
- **01 month – Practical Training**

TRAINING ASPECTS

The basic training comprises:

- **Outdoor Training – 200 marks**
- **Indoor Training – 600 marks**
- **Total – 800 marks**

OUTDOOR TRAINING

The outdoor programme includes:

- Physical Fitness
- Drill
- Weapon Training
- Crowd Control
- Traffic Control
- First Aid/Basic Life Support Awareness/CPR
- Yoga
- Unarmed Combat

The programme also includes elementary weapon knowledge and firing practice.

INDOOR TRAINING

The indoor syllabus comprises six papers:

1. General Law and Delhi Police Acts & Rules
2. Major Office Rules including Accounts, GFR and PPR
3. Minor Office Rules and PPR
4. Office Procedure, Practical Work and General Matters
5. Knowledge of Computer and its Operation
6. Practical Test in Typing

The indoor component consists of **749 periods and 600 marks**.

COMPUTER TRAINING

Computer training includes practical knowledge of MS Word, MS Excel, MS PowerPoint, MS Access, Internet applications, Delhi Police applications/websites, e-Office, e-HRMS, Parichay, Intra-DP, e-USTAD, CCTNS, ICJS, ICMS and Hindi/English typing.

PRACTICAL TRAINING

After successful completion of basic training, the trainees undergo **01 month practical training** in Districts/Units/PHQ.

The practical training includes attachment with:

- Establishment & Personnel Branch
- Administration & General Branch
- HACR & Punishment Branch
- Accounts Branch

The programme provides hands-on exposure to diary and dispatch, posting-related work, pension matters, procurement procedures, PFMS, GeM, service books, pay fixation, disciplinary matters and other ministerial functions.

ATTENDANCE AND EXAMINATION

A minimum of **90% attendance in indoor/outdoor periods is compulsory**. A trainee not fulfilling the attendance requirement is debarred from the final examination and is liable for re-batching as prescribed.

For the final examination, a trainee is required to obtain **at least 45% marks in each subject and 50% marks in aggregate**. One additional chance is provided to failed trainees subject to the conditions prescribed in the Standing Order.

OVERALL

HRD/37/2024 provides a specialised training programme for HC (Ministerial), with primary emphasis on **office procedure, rules, drafting, computer operation, typing, financial/establishment matters and practical ministerial work**, supplemented by physical, drill, weapon and law & order training.