STANDING ORDER NO. HRD/36/2025

BASIC TRAINING OF SUB-INSPECTORS (COMPUTER) OF DELHI POLICE

(Duration 05+01 Months)

I. INTRODUCTION

This Standing Order lays down guidelines for imparting Basic Training to directly recruited Sub- Inspector (Computer) of Delhi Police. Sub-Inspector (Computer) possess both the technical expertise in Compute Systems, Cyber security, digital forensics & IT Operations as well as the physical readiness to handle high pressure situations, law enforcement duties and filed operations. They are also required for Law & Order duties on many occasions and should be well equipped with knowledge of relevant Laws and crowd control techniques requiring training in this regard. It outlines the training objectives, content, duration, and evaluation procedures for both indoor and outdoor training modules.

II. OBJECTIVES

The object of imparting training to Sub-Inspectors (Computer) is to prepare them to work efficiently by imparting knowledge of various I.T. application/functionalities running in Delhi Police. The training will focus on the technical and theoretical knowledge essential for SI(Computer) to perform their duties effectively in I.T environment of Delhi Police. The training will cover data handling/IT applications and the latest technological advancements in law enforcement. The objective of the training of SI (Computer) is to impart knowledge in the following fields:-

A) To make them physically fit and disciplined by training them in Drill, P.T., Parade and weapon training etc.

B) To make them well-versed with the I.T. Applications as well as technologies/functionalities running in Delhi Police.

C) To make them well-versed in office procedures, service rules, laws and police administration.

D) To impart knowledge of relevant laws, rules and regulations and make them fit to be deployed on law & order duties as and when required.

E) To impart theoretical knowledge & practical training in IT environment so that they learn about IT requirements in the force.

III. DURATION

The duration of the training will be of 05+01 months (i.e. 05 months basic training + 01month practical training). Distribution of the Training Days and details thereof is placed at **Annexure–I**. However, the schedule of Training is subject to change/modification in case of an emergency/contingent condition/requirement by the Director/Joint Director, Delhi Police Academy.

IV. JOINING PERIOD

All trainees of a batch will join the training on the same day. However, maximum relaxation of 03 working days can be given in exceptional cases by Director/Joint Director, Delhi Police Academy. Relaxation of 07 days can be given with the approval of Special Commissioner of Police, Training.

The entire batch enlisted in a year should undergo training during that year and no one shall be exempted from the initial training.

V. TRAINING NEEDS

The purpose of training is to prepare them professionally to perform their duties according to their trade efficiently and effectively and also to inculcate in them the habit of maintaining mental and physical health, hygiene, discipline and punctuality, courtesy, straight-forwardness and requisite knowledge of office and Police procedures.

VI. TRAINING ASPECTS

The training at Delhi Police Academy is of different folds i.e.

i) "Outdoor" aspect for all round physical fitness, vitality, sharpening of reflexes, inculcation and strengthening of the fibre of discipline and toughening up in general; "Indoor" and specialized training, for imparting professional knowledge, skills and appropriate attitudes necessary for becoming a Police officer.

ii) Spl. CP/Training shall review the syllabus on the recommendation of Head of the Training Institution to incorporate any change in Law/amendments etc., if felt necessary, with the approval of the Commissioner of Police.

S. No.	Training Aspects	Maximum Marks
1	Outdoor Training	200
2	Indoor Training	600
	Total	**800**

A) OUTDOOR TRAINING

The training in outdoors shall be in accordance with the principle laid down in the Police Manual prescribed from time to time.

i) An Assistant Director, Delhi Police Academy assisted by the Chief Drill Instructor (CDI), will supervise the outdoor training. The Chief Drill Instructor will issue weekly programme after obtaining approval of Assistant Director, Outdoor.

ii) The daily duration of the outdoor training shall be as follows: -

S. No.	Events	Duration
1	Morning P.T.	40 Minutes
2	Morning Parade/ Weapon Training, Drill, Weapon training.	40 Minutes Morning Parade & Weapon Training
3	Evening Crowd Control, Traffic Control & Wireless Training UAC & First Aid, Yoga, Games & Gym.	60 Minutes

iii) In order to ensure effective training and proper supervision over the outdoor training, the trainees shall be divided into platoons of not more than 30 trainees, each under the command of a Drill instructor as the platoon commander.

iv) He will be responsible for the maintenance of discipline and the general conduct of all the trainees of his squad.

v) He will also ensure cleanliness of rooms and barracks under occupation by his trainees.

vi) Team games should also be a regular part of outdoor training schedule.

vii) Deputy Director, Delhi Police Academy shall allot time tables for the Outdoor syllabi & supervise the working of CDI with the assistance of the Assistant Director (Outdoor) Delhi Police Academy.

Details of the Outdoor Subjects, Periods & Marks are given at **Annexure–'A'**.

B) INDOOR TRAINING

i) Assistant Director (Indoor) assisted by the Chief Law Instructor (CLI) and Senior Prosecutor will supervise the Indoor training under the supervision of the Deputy Director;

ii) Deputy Director shall allot subjects to the Indoor Faculty;

iii) The Indoor syllabi shall be designed in an integrated manner oriented to develop practical skills. It shall be covered through lectures, discussions, seminars, simulated situations and workshops etc. with the help of various instructional/teaching gadgets;

iv) Guest faculty shall also be regularly invited. Help from institution/university for imparting training may also be taken to enrich the training with the approval of competent authority;

v) There will be 07 Indoor periods and each period will be of 45 minutes duration and the Indoor classes will run from 09:30 AM to 03:45 AM with a recess of 60 minutes duration. Details of the Indoor Subjects, Periods & Marks are given at Annexure – B.

C) SPECIAL EMPHASIS WILL BE LAID ON FOLLOWING: -

(i) COMPUTER APPLICATION IN OFFICE WORK:

A very exhaustive training schedule on computer application in office work will be adhered to and all the trainees will be imparted theoretical as well as practical training on computer application in office work. This is necessary to ensure quality and efficiency in day to day office work and to achieve goal of a paper-less office.

VII. STUDY MATERIAL

The Director/Joint Director, DPA will constitute a committee under the Chairmanship of Deputy Director or an Assistant Director in order to prepare comprehensive study material. The same shall be made available in the Delhi Police Academy Library for the trainees. Digital content, available on Knowledge Management System, e-USTAD-BPR&D, i-Got Karamyogi, NIPUN (e-LMS) & Delhi Police website, CCTNS Application in view of integration of New Criminal Law, 2023 may also be used as training material.

VIII. GUIDANCE AND PROGRESS OF INDIVIDUAL TRAINEES

The Indoor & Outdoor training shall be supervised by an Assistant Director of Police, who shall be assisted by Chief Law Instructor (CLI) for Indoor Training and Chief Drill Instructor (CDI) for Outdoor training separately. The training will be conducted according to the prescribed syllabus for which regular weekly time table prepared by Assistant Director/Indoor under the supervision of Dy. Director/DPA will be issued after approval of the Director/Joint Director, Delhi Police Academy.

It will be the responsibility of the Director/Joint Director to ensure that the Indoor Faculty is well conversant with their subjects and are able to teach the trainees ensuring that they imbibe the instructions and make satisfactory progress. Since a great responsibility rest on Faculty, their selection shall be made by the Director/Joint Director, who is overall in-charge of the DPA.

The Director/Joint Director, DPA and Assistant Director/Training will exercise close supervision over the training activities ensuring that recruits are fully and comprehensively trained. The Director/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.

IX. ATTENDANCE AND LEAVE

A total of 90% attendance in Outdoor/Indoor periods is compulsory failing which she/he will be debarred from appearing in the examination. Trainees having 75% or more but less than 90% attendance will be allowed to appear in the examination after undergoing extra classes for one month. However, trainees having less than 75% attendance will be re-batched and will be

directed to proceed on leave without pay with the directions to join training from the beginning with the next scheduled batch. A trainee will be re-batched only twice; no further opportunity will be given there after & her/his services will be terminated by the competent authority under Rule 5 of the Central Civil Services (Temporary service) Rules, 1965. Attendance of a trainee will be counted from the date of joining of training. However, those who join late, their syllabus will be covered by conducting extra classes.

No leave should be granted during this period and only under exceptional circumstances, it may be sanctioned with prior approval of Deputy Director.

X. DISCIPLINE

During basic training at Delhi Police Academy, the trainees shall be deemed to be under the administrative control of Director/Joint Director for all intent and purposes.

XI. EXAMINATIONS

The progress of the trainee will be assessed through mid-term exam. Jt. Director/ Delhi Police Academy will carefully scrutinize performance of trainees in these tests and in cases, where it is found that any trainee is unable to imbibe the training imparted and is not likely to become a good officer, he will take suitable remedial action.

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 Indoor/Outdoor period is compulsory failing which he/she will be debarred from appearing in the final examination. Such trainee will be re-batched and will join the training from the beginning with the next scheduled batch. A trainee will be re-batched only twice, no further opportunity will be given. Attendance of a trainee will be counted from the fixed date of joining training of the Batch.

On completion of their basic training course, the trainees shall be examined by a Board of Examiners to be constituted by the Director/Delhi Police Academy, Delhi on the request of the Joint Director or Deputy Director, Delhi Police Academy. The Board shall be chaired by an officer of the rank of Jt. Director or Deputy Director, Delhi Police Academy with Asstt. Directors/Delhi Police Academy as members. The exact strength of the Board will be decided keeping in view the total number of examinees. The Board shall test all the candidates in Outdoor, Indoor subject and trade test for the final examination. Board of examiners shall hold written test of the trainees regarding the Indoor subjects. For indoor examination, Jt. Director/ Delhi Police Academy will arrange for the setting of papers and evaluation thereof.

The Board of Examiners will consolidate the marks and declare the results. Examinees will be required to obtain at least 45% marks in each subject and 50% marks in aggregate in order to pass the final examination. The board shall further recommend whether any of trainees failing in the final examination is to be given a further chance, by relegating him to the next

batch or extending the period of his training for a specified period to be followed by a fresh test. SI (Computer) has to successfully complete the training and has passed out of Delhi Police Academy. However, one additional chance will be given to the failed trainees within next 3 months from passing out of his batch or with the next batch whichever is earlier. If they do not pass in all the papers even after availing the additional chance, their services will be terminated by Jt. Director/ Delhi Police Academy under Rule 5 of the Central Civil Services (Temporary Service) Rules, 1965.

XII. HONOUR LIST

The trainees will be eligible for the following awards for obtaining outstanding merit in various subjects at the occasion of the "Passing Out Parade/Oath Ceremony" by Director/Joint Director, Delhi Police Academy.

1.	All Round Best	Commendation Certificate with a cash Reward of Rs. 5000/-
2.	First in Indoor	Commendation Certificate with a cash Reward of Rs. 3000/-
3.	First in Outdoor	Commendation Certificate with a cash Reward of Rs. 3000/-
4.	First in Trade Test	Commendation Certificate with a cash Reward of Rs. 3000/-

In case the number of trainees is up to 15, then only 01 prize mentioned at S. No. 1 will be given. If the number of trainees is above 15, but up to 50, then prize mentioned at S. No. 1, 2 & 3 will be given. If the number of trainees is more then 50, then all the prizes mentioned above will be awarded. An entry to this effect will be made in the Service Book of the individual and updated in the Intra DP record also.

XIII. ATTACHMENT FOR PRACTICAL TRAINING

After completion of their basic training successfully, they will report to other Distt. /Unit/PHQ for their practical training for a period of 01 month. Four week attachment will apprise them for the awareness of technology/functionalities running in Delhi Police well in advance before their posting. The details of attachment as under:-

a) One week at Computer Centre/Traffic (HQ).
b) One week at Crime (CCTNS, Data Centre/SCRB & Research Cell)
c) One Week at IT Centre, PHQ & Safe City Project, PHQ.
d) One Week at IFSO (Special Cell).

XIV. ATTESTATION PARADE

An attestation-cum-passing out parade, including "Oath-taking ceremony" of the trainees shall be conducted who pass the final examination. Those, who do not qualify in examination will not be allowed to participate in the attestation-cum-passing out parade. If they pass in the 02 additional chances given, they will be administered oath and allowed to pass out of Delhi Police Academy. No passing out parade would be held for such individuals.

XV. CAUTION

While the trainee is undergoing the basic training course, Director/Joint Director, Delhi Police Academy shall be the competent authority for initiating and finalizing disciplinary action against the trainee. He shall also be the competent authority to pass an order regarding termination of services of the trainee under The CCS (Temporary Services) Rules, 1965 & The Delhi Police (Punishment & Appeal) Rules, 1980. In order to eliminate any unsuitable trainee from the force at the stage of her/his training itself, any one of the following grounds shall be sufficient for termination of services: -

a) Frequent absence of the trainee from Outdoor/Indoor course leading to a conclusion that she/he is an un-devoted trainee and a habitual absentee, not likely to render satisfactory services to the organization in future.
b) Submission of a false information and fake medical Certificate from any doctor for availing leave or light duty or rest.
c) A trainee who avails medical rest of exceeding 14 days continuously will have to appear before a medical board for opinion, if required.
d) Gross misconduct with Indoor/Outdoor Instructors or with other trainees/staff.
e) Any mischief or any crime involving her/his moral turpitude during the training period.
f) If she/he commits any mischief or any crime involving her/his moral turpitude during her/his training.
g) If any information submitted by the trainee, which is found to be false, fabricated or manipulated to gain employment.
h) Any other ground which adversely reflects upon her/his behavior, and the employee being found unsuitable for Police services.

XVI. MEDICAL CONDITIONS/ HEALTH STATUS & AGE FACTOR

i) Woman trainee who is pregnant will not be allowed to join training. Woman trainees who are incapacitated on account of pregnancy during training will be re-batched immediately. She will be directed to proceed on leave without pay and will be allowed to join training from the beginning with the next scheduled batch or within 02 years.

ii) Trainee suffering from serious ailments/diseases or who had sustained a physical injury resulting in a medical disability before joining the training/during training, such cases will be considered appropriate for appropriate remedy/facilitation i.e. writer/translator etc. with the approval of Deputy Director, Delhi Police Academy on the recommendation of the Assistant Director, Training.

XVII. DRESS CODE

The dress code for Probationary Sub-Inspectors for PT, Drill, Indoor classes, Sports, General Parade, Commando course for summer and winter as well as for the attestation-cum-passing out parade shall be specified by the Director/Joint Director, Delhi Police Academy. Any specific relaxation on genuine grounds shall be under approval of Director/Joint Director, Delhi Police Academy.

XVIII. INTER SE-SENEIORITY

The Inter se-seniority of the Sub-Inspector (Computer) 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, Delhi.

XIX. REPRESENTATION

No representation with regard to result of any examinations will be entertained after 30 days of the declaration of the result.

XX.RELAXATION

The Commissioner of Police Delhi may relax any of the conditions laid down in this Standing Order as per the requirement from time to time.

XXI. DISCLAIMER

It is made clear that this Standing Order is exclusively for internal smooth functioning of Delhi Police Department.

SBKS 9/8/25

(S.B.K. SINGH)
COMMISSIONER OF POLICE:
DELHI

No.5701-5850/Record Branch/PHQ dated Delhi, the 09/08/2025.
Copy forwarded to:-

1. All Special Commissioners of Police, Delhi.
2. All Joint Commissioners of Police, Delhi including Director, Delhi Police Academy, Delhi/New Delhi.
3. All Additional Commissioners of Police including Jt. Director, Delhi Police Academy, Delhi/New Delhi. Delhi.
4. OSD to C.P., Delhi.
5. All Deputy Commissioners of Police, Districts/Units including PHQ, C.P. Sectt., FRRO and Deputy Director/Delhi Police Academy, Delhi/New Delhi.
6. DCP/HQ(IV)/PHQ with the direction to upload the Standing Order on Intra-DP.
7. LA to CP and FA to C.P., Delhi.
8. All ACsP/Insprs./PHQ.
9. PS/Reader to C.P., Delhi.
10. HAR/PHQ.
11. Inspr./Knowledge Center/PHQ.

ANNEXURE – I

Distribution of Training Days

Sl. No.	Particulars	Days
1.	Duration of the course	05 Months
2.	**Total numbers of days for Indoor/Outdoor training at DPA.**	**152 days**
3.	Sundays, 2nd Saturdays & GH	30 days
4.	Number of working days available	122 days
5.	No. of days for mid-term exam	07 days
6.	No. of days for Indoor & Outdoor Final Exam	08 days
7.	No. of working days available for training	107 days
8.	Number of Indoor Periods (107 x 7)	749
9.	Number of Outdoor Period (107 x 3)	321

- There will be 07 Indoor and 03 Outdoor periods on every working day.
- Indoor period will be of 45 minutes duration, while in Outdoor PT will be of 40 minutes duration and Drill will be of 90 each period will be of 40 minutes duration.
- The evening Outdoor periods will be of 60 minutes duration.
- However, this schedule is subject to change/modified in case of an emergency/contingent condition/requirement by the Director/DPA.
- In case of Law & order duties, Gazetted Holidays, 2nd Saturdays and Sundays will be deemed as working days.

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ANNEXURE 'A'

SYLLABUS FOR BASIC TRAINING FOR SI (COMPUTER)

OUTDOOR TRAINING PROGRAMME

SN	Existing Topics	Periods	Marks
1.	**Physical fitness** • Rope, Push-Ups, chin- ups • Shuttle Race, Sit-ups, Thai Squad, front & back roll	107	50
2.	**Drill** • Saluting without Arms & with Arms/Cane • Squad Drill With & Without Arms • Rifle Exercise	90	50
3.	**Weapon Training**	25	30
	Viva/Musketry & Elementary knowledge of the following:- • A.K. – 47 • Glock Pistol • 9 MM Pistol		
	Firing (Short & Long Range)		30
	Total Marks		60
4.	**Crowd Control** • Crowd Control • Lathi Drill/Cane Drill • Tear Smoke • Control of mob and unlawful assemblies • Use of Gas Mask and Protective Equipments.	30	25
5.	**Traffic Control** • Introduction of road signals, signs • Passing traffic:-Left, Right & Straight • Traffic Parking on major functions and VIP Route control	10	05
7.	**First Aid/Basic Life Support Awareness/CPR**	10	05
8.	**Yoga/ UAC**	24	05
9.	**Game & Gym**	**25**	--
	TOTAL	**321**	**200**

ANNEXURE 'B'

DISTRIBUTION OF SUBJECTS FOR INDOOR TRAINING FOR SI (COMPUTER)

Paper	Subject	Periods	Marks
I.	General Law and Delhi Police Act & Rules	120	100
II.	Major Office Rules	120	100
III.	Minor office Rules and PPR	120	100
IV.	Office Procedure, Practical Work And General Police Work	120	100
V.	Delhi Police Applications and Cyber Crime	120	100
VI.	Software development (Project)	149	100
TOTAL		**749**	**600**

SYLLABUS FOR BASIC TRAINING FOR SI (COMPUTER)

PAPER-I

(GENERAL LAW AND DELHI POLICE ACTs & RULES)

Marks – 100
Time – 3 Hrs.
Periods –120

S.NO	TOPICS	PERIODS	MARKS
1.	**THE BHARATIYA NYAYA SANHITA - 2023** (i) General Structure & need for the Nyaya Sanhita, Sec.1 (ii) Definitions – Secs. 2(3), 2(4), 2(7), 2(8), 2(9), 2(11), 2(13), 2(14), 2(21), 2(24), 2(28), 2(29), 2(31), 2(36), 2(37), 2(38), 2(39), 3(3), 3(5). (iii) General Exemptions & Private Defence – Secs. 14 to 44 (iv) Offences of abetments- Sec. 45 to 62 (v) Offences by or relating to public servants – Secs. 120(1), 121(2), 132, 198, 199, 200 to 205, 217, 221, 223, 226, 256, 316(5). (vi) Other important sections – 48, 62, 63, 64, 65(1 & 2), 66 to 69, 70(1 & 2), 71, 74 to 78, 80, 85, 100, 101, 103, 105, 106, 108, 109, 111 to 113, 114 to 117, 118(1 & 2), 124(1 & 2), 152, 178, 227, 228, 233 to 236, 237, 238, 248, 261 to 265, 281, 303(1& 2), 304, 305, 309(1 to 4), 309(6), 310(1 to 3), 316(1&2), 317(1 & 2), 318(1, 2 & 4), 335, 336(1 to 3), 338, 340 (1&2), 351(1 to 3).	30	20
2.	**THE BHARATIYA NAGRIK SURAKSHA SANHITA -2023** (i) General Structure & Need for the Nagrik Suraksha Sanhita, Sec. 1 (ii) Definitions Sec 2 (iii) Constitutions of Criminal Courts & Offices, Section:- 6, 14, 15 (iv) Power of Superior Officers of Police & Aid to Magistrates & Police:- 30, 31 & 33 (v) Arrests: - 35 to 40, 43, 44, 46, 47, 48,49, 50, 169 & 170. (vi) Summons & Warrants etc.:- 63, 64, 68,	30	20

	72, 76, 82, 84, 85, 94, 103, 105 & 106 (vii) Security proceedings Sec.:- 126, 128, 129, 135 to 137. (viii) Maintenance of Public order and tranquillity Sec: - 148 to 151, 172. (ix) FIR and Charge Sheet Sec.:- 173, 174, 193, 336, 356 & 398. (x) Other important sections– 210 (Cognizance), 234 (Charge), 250 (Discharge), 255 (Acquittal), 283 (Summary Trial), 337 (Bar to retrial), 344 (Tender of pardon), 392 (judgment), 415 (Appeals), 472 (Mercy Petition), 473 (Remission of Sentence), 478 (Bail), 514 (limitations), 528 (Inherent power of High Court) and 530 (Trial and Proceeding in electronic mode). (xi) Cognizable & non-cognizable cases – Schedule-I. (xii) Bailable & non-bailable cases–Schedule-I		
3.	**THE BHARATIYA SAKSHYA ADHINIYAM-2023** (i) General Structure & Need for the Bhartiya Sakshya Adhiniyam, Sec. 1 (ii) Relevancy of Facts Sec:- 2 to 9. (iii) Admissions & Confessicns Sec:- 15 to 19, 22, 23, 26. (iv) Expert Opinions Secs:- 39, 40, 41. (v) Oral/Documentary Evidence Sec:- 54 to 63, 65, 66, 73, 81, 86, 87, 90, 92, 93. (vi) Burden of proof Sec:- 104, 113 to 120. (vii) Examinations Secs:- 142. (viii) Refreshing Memory Secs:- 162.	15	15
4.	**THE DELHI POLICE ACT, 1978.** (i) General Structure & differences from the old system. (ii) Definitions (iii) Organization, Superintendence and control of the Police Force – Sec:- 3 to 14, 17. (iv) Regulation, control and discipline of the Delhi Police- 19 to 25, 27 (v) Police regulations – Sec.28. (vi) Externment proceeding-Sec. 46 to 56 (vii) Duties of Police Officer- Sec. 59, 60 (viii) Person bound to comply with the	20	25

	reasonable directions of Police Officers- Sec. 65. (ix) Powers in relation to unclaimed property- Sec. 66 to 69 (x) Offences and Punishment- Secs. 80 to 97, 100, 102, 103, 110, 111, 112, 115, 116, 119, 126. (xi) Miscellaneous- 138 to 140, 146 to 149.		
5.	(i) Official Secrets Act, Secs 1 to 6, 8, 10, 11 & 13.	05	02
	(ii) Right to Information Act, 2005 (whole Act).	05	02
	(iii) Prevention of Sexual Harassment (PoSH) Act-2013, Secs 1 to 4, 9 to 15, 20, 26 & 27.	05	02
	(iv) I.T Act, 2000 & Amendment, 2008 (Section 43, 65 to 79)	10	14
TOTAL		**120**	**100**

SYLLABUS FOR BASIC TRAINING FOR SI (COMPUTER)

PAPER-II

(MAJOR OFFICE RULES)

Marks – 100
Time –3Hrs
Periods–120

S. NO.	TOPIC	PERIODS	MARKS
1.	**COMPLETE UNDERSTANDING OF FUNDAMENTAL RULES (FR & SR PART-I) WITH SPECIAL FOCUS ON FOLLOWING RULE:-** (i) **Chapter- I – Extent of Application** Rule Nos. Rules 2, 6 (ii) **Chapter – II- Definitions** Rule Nos. 9 (.1, .4, .6, .10, .14, .15, .16, .17, .18, .20, .21, .22, .23, .25, .27, .28, .30, .32) (iii) **Chapter – III General Conditions of Service** Rule Nos. 7, 8, 10 to 13, 14-A, 14-B, 15 to 17& 18 (iv) **Chapter – IV Pay** Rule Nos. 19, 20, 22 (A)(1)(2) (3(a,b)), 22B,24, 26, 28, 29, 31-A, 35 to 37&39 (v) **Chapter – V Additional Pay** Rule Nos. 44,45 (a, b, c), (vi) **Chapter – VI Combination of appointment** Rule No. 49 (vii) **Chapter – VII Deputation out of India** Rule No. 50, 51 (viii) **Chapter– VIII Dismissal, Removal & Suspension** Rule No.52, 53, 54 (i) (a) & (b), 55 (ix) **Chapter – IX Retirement** Rule No.56 (a) (j) & (k) (x) **Chapter – XI Joining time** Rule No. 108(a)	35	30
2.	**COMPLETE UNDERSTANDING OF SUPPLEMENTARY RULES (FR & SR PART-II) TRAVELLING ALLOWANCES WITH SPECIAL FOCUS ON FOLLOWING RULE:-** i) **Division-I Extent of Application.** Rule No. 1 ii) **Division-II Definition.** SR Rule No. 2(1 to 8)	35	30

	iii) **Chapter-II Different kind of Travelling Allowance.** SR Rule No. 21, 22, 23, 25 with GOI's orders 1 to 4, 29, 30(a to c) with GOI's orders 1, 31, 32, 33, 34, 36, 45, 46, 48(A, C&D), 49, 50, 51, 53, 53A. iv) **Chapter-III Travelling allowance admissible for different classes of journey** SR Rule No. 59 to 61A, 67,68, 69, 70 to 72, 108, 109, 114, 116, 116-A, 116-B, 116-C, 123, 124, 130, 132 to 135, 142, 146 to 148, 153, 153-A, 154, 155, 157, 157-A, 160, 164 with GOI's order No. 3 v) **Chapter-IV Traveling Allowance admissible when means of transport are supplied without cost to Government Servant traveling** SR Rule No. 178, 179 to 181, 185 vi) **Chapter-V Traveling Allowance to persons Who are not in the Civil Service** SR Rule No.194-A, 195.		
3.	**COMPLETE UNDERSTANDING OF <u>GENERAL FINANCIAL RULES</u> WITH SPECIAL FOCUS ON FOLLOWING RULE:-** Chapter-1:- Introduction. Chapter-2 General System of Financial Management: (Rule – 07 to 41) Chapter-3 Budget Formulation and Implementation: (Rule – 42 to 70) Chapter 4- Government Accounts: (Rule – 71 to 129) Chapter 5 – Works: (Rule – 130 to 141) Chapter 6- Procurement of Goods and Services: (Rule – 142 to 206) Chapter 7- Inventory Management (Rule – 207 to 223) Chapter 8- Contract Management: (Rule – 224 to 225) Chapter 11- Government Guarantees: (Rule – 275 to 283)	50	40

	Chapter 12 – Miscellaneous Subjects: (Rule- 284 to 299, 306 to 308 & 321 to 324) Appendix – 1,9,10,11 of GFRs **PART-II** **Advances :** •General conditions/Rules of grant of advances. •Special conditions for grant of advances for the purchase of Computer. •Special conditions for grant of TA advances in connection with transfer and official tours. •Special conditions for grant of advances in connection with the leave travel concessions. •Special conditions for grant of advances to the families of govt. servants. •Special conditions for grant of advances to govt. servants for building house etc. •General Condition for grant of GPF Advances. •General Conditions for grant of medical advances.		
	TOTAL	120	100

SYLLABUS FOR BASIC TRAINING FOR SI (COMPUTER)

PAPER-III

(MINOR OFFICE RULES & PPR)

Marks – 100
Time –3Hrs
Periods–120

1.	**COMPLETE UNDERSTANDING OF DELHI POLICE (PROMOTION & CONFIRMATION) RULES, 1980 WITH SPECIAL FOCUS ON FOLLOWING RULE:-** Rule 4- Definition Rule 5- General Principles of Promotion. Rule 6- Promotion to be earned only in concerned cadres. Rule 7- Promotion panel Rule 8 - Constitution of Departmental Promotion Committee Rule 9 - Centralized processing and issue of orders Rule 10 - Reservations Rule 11 - When Promotion to be made Rule 12 - Promotion List Rule 13 - Technical Cadre Rule 14 - Promotion List for the post of Head Constable (Executive) Rule 15 - Promotion List for the post of Assistant Sub Inspector (Executive) Rule16 - Promotion List for the post of Sub-Inspector (Executive) Rule 17 - Executive Cadre Rule 18 - Confirmation. Rule 19 - Ad-hoc promotions Rule 23 - Power of relax **COMPLETE UNDERSTANDING OF DELHI POLICE (PUNISHMENT & APPEAL) RULES, 1980 WITH SPECIAL FOCUS ON FOLLOWING RULE:-** Rule 3 - Applicability Rule 4 - Definitions Rule 5 - Authorized Punishments Rule 6- Classification of punishments and authorities competent to award them Rule 8 - Principles for inflicting penalties Rule 10 - Maintenance of discipline Rule 11 - Punishment on judicial conviction	35	35

	Rule 12 - Action following judicial acquittal Rule 13 - Strictures by court Rule 14 - Award of Punishments Rule 15 - Preliminary enquiries Rule 16 - Procedure in departmental enquiries Rule 17 - Final Order Rule 18 - Ex-parte department proceedings Rule 19 - Record in departmental enquiries Rule 23 - Appeals Rule 24 -Rules regarding appeals Rule 25 - Orders on appeal Rule 26 - Suspension Rule 27 - Suspension in departmental cases Rule 28 - Suspension in judicial cases Rule 29 -Suspension in cases of escape of prisoners from police custody Rule 30 - Subsistence grants Rule 31 - Discharge certificate **COMPLETE UNDERSTANDING OF DELHI POLICE GENERAL CONDITIONS OF SERVICES RULES, 1980 WITH SPECIAL FOCUS ON FOLLOWING RULE:-** Rule 1 - Nomenclature of the rules Rule 2 - Applicability Rule 3 - Commencement Rule 7 - Rewards Rule 8 - Command and precedence Rule 10 -Channel of Communication Rule 11 - Unwarranted comments on the observations of superior Rule 12 - Punishment for unsubstantiated complaints Rule 13- Extra-Departmental influence in service matter Rule 15- Wearing of uniform after retirement Rule 16- Communication of Official Information to the Press Rule17- Permanent absorption of upper and lower subordinates in other police forces and vice-versa		
2.	**COMPLETE UNDERSTANDING OF CCS (DELEGATION OF FINANCIAL POWERS) RULES, 2024 WITH SPECIAL FOCUS ON FOLLOWING RULE:-** Rule Nos. 4, 5, 6, 7, 8, 9,10, 11, 13, 14 & 16	10	10
3.	**COMPLETE UNDERSTANDING OF CCS (LEAVE) RULES, 1972 (FR & SR PART-III) WITH SPECIAL FOCUS ON FOLLOWING RULE:-**	15	10

	Rules 7 - Right to leave Rule8 - Regulation of claim to leave Rule9 - Effect of dismissal, removal or resignation on leave at credit Rule11- Combination of different kinds of leave Rule12 -Maximum amount of continuous leave Rule 14 -Application for leave Rule 15 - Leave account Rule 16 - Verification of title to leave Rule 17 - Leave not to be granted in certain circumstances Rule 19 - Grant of leave on medical certificate to Gazetted and non- Gazetted Government servants Rule 22 - Combination of holidays with leave Rule 23 - Recall to duty before expiry of leave Rule 24 - Return from leave Rule 25 - Absence after expiry of leave Rule 26 - Earned leave for Government servants serving in Departments other than Vacation Departments Rule 27 - Calculation of Earned Leave Rule 29 - Half pay leave Rule 30 - Commuted leave Rule 31 - Leave not due Rule 32 - Extraordinary leave Rule 34 - Persons re-employed after retirement Rule 38 - Leave preparatory to retirement Rule 39 - Leave/Cash payment in lieu of leave beyond the date of retirement, compulsory retirement or quitting of service. Rule 39A - Cash equivalent of leave salary in case of death in service Rule 39B - Cash equivalent of leave salary in case of invalidation from service Rule 40 - Leave Salary Rule 43 - Maternity Leave Rule 50 - Conditions for grant of study leave Rule 51 - Maximum amount of study leave Rule 52 - Applications for study leave Rule 53 - Sanction of study leave Rule 54 - Accounting of study leave and combination with leave of other kinds Rule 55 -Regular of study leave extending beyond course of study Rule 56 - Leave Salary during study leave		
4.	**COMPLETE UNDERSTANDING OF CCS (CONDUCT) RULES, 1964 WITH SPECIAL FOCUS ON FOLLOWING RULE:-** Rule 3 - General	10	10

	Rule-4-Employment of near relatives of Government servant in companies or firms Rule 5- Taking part in politics and elections Rule-6- Joining of association by Government servants Rule 7 - Demonstration and Strikes Rule 8 - Connection with Press or other media Rule-10- Evidence before Committee or any other authority Rule 11 - Communication of official information Rule 12- Subscriptions Rule 13 - Gifts Rule 13-A- Dowry Rule 15 - Private trade or employment Rule 15-A - Subletting and vacation of Government accommodation Rule 16 - Investments, lending and borrowing Rule-18 - Movable, immovable and valuable property Rule 20 - Canvassing of non-official or other outside influence Rule 21 - Restriction regarding marriage Rule 22- Consumption of intoxicating drinks and drugs.		
5.	**COMPLETE UNDERSTANDING OF MEDICAL ATTENDANT RULES WITH SPECIAL FOCUS ON FOLLOWING RULE:-** 1. Definition of family 2. Persons eligible under the CGHS 3. Facilities under CGHS 4. CGHS contribution. 5. Identity Cards 6. Medical advance. 7. Settlement of claims. 8. Referral system. 9.Grant of Medical Advance (Power of Head of Office & Head of Department)	10	10
6.	**CCS (TEMPORARY SERVICE) RULES, 1965** Rule 5 - Termination of temporary service. Rule 10 - Terminal gratuity payable to temporary Government servants	5	5
7.	**COMPLETE UNDERSTANDING OF PUNJAB POLICE RULES CHAPTER IV (CLOTHING) WITH SPECIAL FOCUS ON FOLLOWING RULE:-** Rule 2 - Muster patterns Rule 6-Free issue of articles of uniform and equipment to Upper Subordinates Rule 7 - Recruits kit	20	5

	Rule 8 - Full kit of lower subordinates Rule 15 - Statement showing the issue of clothing Rule 22 - Clothing deductions Rule 24 - Replacement of articles destroyed or lost Rule 25 - Surrender or kit Rule 26 - Kits of absentee **Chapter VI (Arms & Ammunition):-** Rule 2 -Source of supply of arms, ammunition, etc Rule 21- Care and repair of arms Rule 22-Procedure when arms are lost or seriously damaged Rule 25 - Indents Rule 27 - Stock-taking. **Chapter XI (Police offices):-** Rule 1 - Office staff of Superintendent Rule 2 -Method of correspondence Rule4 - Disposal of unimportant communications Rule 5 - Method of dispatch and posting Rule 6 - Use of rubber stamps Rule 8 - Issue of reminders Rule 9 - Addressing covers of official communications Rule 10 -Dispatch of confidential papers Rule 11 - Destruction of confidential correspondence Rule 13 - Channel of correspondence Rule 14 - Communications with other provinces and countries Rule 23- Treatment of receipt letters and postal matter containing remittances Rule 69 -Receipt and dispatch routine Rule 70- Ordinary correspondence		
8.	**COMPLETE UNDERSTANDING OF <u>LTC RULES</u> WITH SPECIAL FOCUS ON FOLLOWING RULE:-** 1. Rule 4 -Definition of Family. 2. Rule 5 - Change of Home Town. 3. Rule 6 - Declaration of place of visit under LTC Rules. 4. Rule 7 – Admissibility of LTC. 5. Rule 8- Type of LTC. 6. Rule 9 – Counting of LTC against particular blocks. 7. Rule10 – Carryover of LTC. 8. Rule 11- Place to be visited by Govt. servant and members of his family under LTC to any	10	10

	place in India. 9. Rule12- Entitlement of LTC. 10. Rule15 – Grant of advance and adjustment thereof. 11. Rule18 – Power to relax. Note:- Latest circulars/orders/guidelines issued by DOPT, MHA & concerned ministry time to time.		
9.	**COMPLETE UNDERSTANDING OF INCOME TAX RULES WITH SPECIAL FOCUS ON FOLLOWING RULE:-** 1. Calculation of Income Tax 2. Savings Note:- Latest circulars/orders/guidelines issued by DOPT, Ministry of Finance & concerned department time to time.	5	5
TOTAL		120	100

SYLLABUS FOR BASIC TRAINING FOR SI (COMPUTER)

PAPER- IV

(OFFICE PROCEDURE, PRACTICAL WORK AND GENERAL POLICE WORK)

Marks – 100
Time – 3 Hrs.
Periods –120

S. NO.	TOPICS	PERIODS	MARKS
1.	**COMPLETE UNDERSTANDING OF MANUAL OF OFFICE PROCEDURE WITH SPECIAL FOCUS ON FOLLOWING RULE:-** a) Chapter-III- Machinery of Govt. b) Chapter-IV-DAK–Receipt, Registration and Distribution c) Chapter-V-Receipt, Submission & Diarisation. d) Chapter-VI- Action on receipts e) Chapter-VII-Handling of receipts under desk officer system f) Chapter-VIII-Forms and procedure of communication g) Chapter-X- Issue of Drafts h) Chapter-XI- File Numbering System i) Chapter-XII-Record Management.	20	10
2.	**COMPLETE UNDERSTANDING OF OFFICE PROCEDURE – PPR WITH SPECIAL FOCUS ON FOLLOWING RULE:-** Rule 11.1Office staff of Superintendent Rule 11.2 Method of correspondence Rule 11.3 Enclosures Rule 11.12 Dispatch of plans and maps on whichthe title to any property is based. Rule 11.15 Translation Rule 11.16 Transliteration of vernacular words Rule 11.17 Communications on private matters Rule 11.24 Registration Rule 11.25 Filing Rule 11.26 Heads of correspondence Rule 11.27 Detailed instructions regarding office procedure Rule 11.28 File Register Rule 11.29 Filling of papers	15	10

	Rule 11.30 Arrangements of correspondence files Rule 11.31 Period of retention of, and destruction of records Rule 11.34 Stock book of office furniture Rule 11.35 Inventory of stores Rule 11.36 List of registers Rule 11.40 Supply of English Stationery Rule 11.41 Instructions for the preparation of indents of stationery Rule 11.42 Indent for forms Rule 11.44 Standard departmental forms Rule 11.45 Non-standard departmental forms Rule 11.46 Accounts forms Rule 11.48 Account of expenditure of stationery and forms Rule 11.49 Stock register of printed forms etc. Rule 11.69 Receipt and dispatch routine Rule 11.71 Method of record of orderly head constable's and Accountant's papers			
3.	**QUICK DISPOSAL OF WORK – AVOIDING DELAY.**		05	05
4.	**STANDING ORDERS AND INSTRUCTIONS WITH PARTICULAR PREFERENCE STANDING ORDER NOS.**		20	20
	HRD/17/2022	Guidelines for issue, maintenance and up-keep of SOs & Circulars in DP		
	01/21 Fin. &Perception Management	Allotment of Residential Accommodation on the charge of the Delhi Police.		
	L & O 13/22	Absence of officers & Men from Police stations, Police Post.		
	HRD/31/2022	Guidelines concerning leave/ earned leave & all kind of leaves instructions and procedures for the grant of the same		
	Welfare/02/22	Delhi Police Welfare society		
	P&L/10/22	Uniform regulation of Delhi Police		
	HRD/30/2022	Guidelines principles for granting promotion in subordinate ranks		
	Vig. & Pub. TPT/02/21	Disposal of Complaints/other references		
	P&L/09/22	Constitution of survey		

		committee for acceptance/ inventorisation of stores/ articles equipment procured by DP		
	Vig. & Pub. TPT/07/21	Conducting of Department Enquiries		
	P&L/05/22	Procurement of store and functioning of central stores, provisioning and logistics Delhi		
	Vig. & Pub. TPT/04/21	For Preparation, Review and Custody of Secret and Agreed lists of persons of Doubtful Integrity		
	HRD 19/2022	Guideline for posting		
	HRD/27/2022	Procedure for dispatch & Safe delivery of papers in Delhi		
	SPUNER/01/ 2022	Tackling the problems faced by student and other from North-Eastern States in Delhi.		
5.	• **Constitution of India-** Preamble & Salient features, Fundamental Rights, Fundamental Duties, Directive Principles & Services under Union - Article 311 • **Organization & Administration of Central Government, State government, District & Sub-Division & GNCT, Delhi** • **Delhi Police**: - oHierarchical set up oBadges/Flags (of Cars) of all rank of police oVerticals and Units o Ranges, Districts, Sub-Divisions, Police Stations • Major Government offices and their functions- NDMC, MCD, DDA, DFS, PGC, CIC, CVC, PCA, NHRC, NCSC, NCST, NCW, NCPCR, NCM. • CPOs/CAPF		30	30

6.	**COMPLETE UNDERSTANDING OF GENERAL MATTERS :-** • Police and Society • Understanding human behavior •Individual •Group behavior • Police public relations •It's Importance •Interpersonal relationship • Expectations of the people • Tackling the problems faced by Students and Others from North-Eastern States in Delhi. • Code of Conduct for Police Officers. • Human Rights • Weaker sections of the society • Gender Sensitization • Police & Media • Personal hygiene, health & Stress Management • How to act when someone requires your help while traveling bus or otherwise • How to catch the fleeing criminal etc. • Road safety measures • Relief/Help to the accident victims • Crime prevention measures • Relief/Sympathy to the crime victims • Anti-terrorist measures • Neighborhood watch scheme • Senior citizen's scheme • Maintenance of communal harmony • Protection of scene of crime • Confidential, Secret & Top-secret Correspondence.	20	25
7.	**Fire Fighting** • Elementary knowledge of Fire-fighting Equipment for Fire-fighting - Practical exercise	5	0
8.	**First Aid** • General Principles of First aid and importance • Choking, its Causes and First aid • Application of bandages for control of bleeding • First Aid in situation of Fracture, Burn injuries, Snake-bite & electrocution cases • Basic Life Support Awareness/Cardio Pulmonary resuscitation (CPR)	5	0
TOTAL		120	100

SYLLABUS FOR BASIC TRAINING FOR SI (COMPUTER)

PAPER-V

(DELHI POLICE APPLICATIONS AND CYBER CRIME)

Marks – 100
Time – 3 Hrs.
Periods -120

S. NO.	TOPICS	PERIODS	MARKS
1.	**OPERATING SYSTEMS**:- Windows 98/2000/ XP and Linux i.e. Explorer, Creating a new folder, sub-folders, deleting, rename, copying a file and folder, Commands relating to operation of various peripheral etc.	20	10
2.	**MS Office tools**:- • MS-Word and Open Office (Writer) • MS-Power Point and Open (Impress) • MS-Excel • MS-Access	20	10
3.	**Internet and Accessing Internet Sites :-** • Introduction to Internet and intranet, Internet Explorer and Search engines. • Handling and accessing email accounts of NIC/GOV/Gmail etc. • Dark & Deep webs, Internet of Things (IoT), Artificial Intelligence (AI) and AI based tools like Chat GPT	20	20
4.	**Cyber Crime & IT Act 2000**:- • Introduction to Cyber Crime, Types of Cyber Crimes a) **Financial Frauds**- Internet Banking, Commercial sites & Debit/Credit Cards and payment gateways. b) **Crime related to social media** i.e. hacking of Facebook, Twitter, Email, email account and creation of fake account. c) **Other Cyber Crime** i.e. Bombarding, Cyber Stalking and Cyber-Bullying, Ransomware, Sextortion, Deepfake, Phishing, Vishing, Spoofing, Cyber Terrorism, Spyware, Malware attacks. • IT Act-2000 and Amendments -2008. • Identification of digital evidences at scene of crime. • Collection and seizure of digital evidence. • How to capture RAM/Memory Data and its analysis. • Introduction to important forensic hardware & software.	20	20

	• Concept of Hash Value, use of write blocker and imaging of storage devices. • Concept of Digital signature & Certificate U/s 63 BSA. • Cyber Intelligence & Surveillance, OSINT. • Call Detail Record (CDR), Dump Data & Internet Protocol Detail Record (IPDR) Analysis with common software used in Delhi Police. • Password cracking tool and techniques. • Image and video forensic and analysis tools. • Dark and Deep webs and investigation of Dark Net Based Crime • Memory Forensic tools and extraction of Data from damaged device.		
5.	**IT Initiatives and Delhi Police Applications**:- • Online FIR (e-Theft, MV Theft, Property/House Theft). • Cyber Highway Network and Intra DP, Web PIS, CCMS etc. • ZIP NET • Online Dossier System • I-GOT KARMAYOGI • E-Learning of DPA i.e. NIPUN, Website of Training Division. • DP web applications i.e. website of DP/Crime, Traffic, Licensing, SPUWAC, EOW and Citizen Services etc. • DP Mobile Apps such as e-Beat Book, Lost Report, Himmat+, Tatpar, e-Sakshya & Delhi Police Whatsapp Channel etc.	20	20
6.	**Crime and Criminal Tracking Network & System (CCTNS)**:- • Introduction to CCTNS and its various modules, reports:- • General Diary, Complaint, Registration-FIR, NCR, MLC etc. Investigation, Reports, Databank, Legal Library, Register, Malkhana Dashboard, Citizen Service, Citizen Feedback, Prosecution. • Registration Module, Investigation Module, Prosecution Module and Information/Report Module. • Filling up Integrated Investigation Forms. • Integrated Complaint Monitoring System (ICMS). • Inter-operable Criminal Justice System (ICJS) and its different pillars.	20	20
Total		120	100

SYLLABUS FOR BASIC TRAINING FOR SI (COMPUTER)

PAPER-VI

SOFTWARE DEVELOPMENT (PROJECT)

Marks – 100
Periods -149

S. NO.	TOPICS	PERIODS	MARKS
1.	**Practical** • Graphical representation for analyses and Crime statistics through Power Point. • Inventory of items available in General Store of the DPA and item wise retrieval of information. Total trainees in DPA and retrieval of information regarding those who are Post-Graduates, Graduates, Under-Graduates etc. • Tracing origin of E-Mail and its activity log with IP address. • Opening of e-mail account and thereafter seeking information on a particular topic/subject. Sending e-mails and receiving replies etc. • Creating and formatting of Word Document with formatting. • Creating of MS PowerPoint Presentation, its editing and formatting. • Use of MS Excel to create spreadsheet with data list, uses of function and preparation of different types of Charts. Creation of crime data. • Use of Google Drive, groups and other Google applications. • Data entry and Output reports relating to a particular Crime with the help of CCTNS. • Registration of online FIR in CCTNS. • Creating dossiers of a Criminal. • Using Zip Net for disseminating information about a heinous crime. • CDR and IPDR analysis using MS Excel using VLOOKUP function and pivot table. • Creation of database in MS Access by designing tables, queries for report generation. • Use of MS Access for CDR analysis and keeping of data record thereon.	75	50

	• To find out MAC, IP address, capturing and collecting digital evidence etc.		
2.	**Practical Project work on programming and database design**:- He/she will develop any software, program at DPA using web technology and hosting on IT Lab at DPA/JK. Project should have Forms, Reports etc. In the following environment. **Languages presently use in Delhi Police** O.S.:- Unix, Linux, Microsoft Window Sever, O.Ss. e.g. Win 98, Win-XP, Win-Vista etc. **Databases** – Oracle 9i and Log, MS SQL Server – 8/2005 and MS Access. **Reports** – Crytal and inbuilt report writers of databases. **Languages/Front Ends** – Visual Basic, ASP, VB.NET, C++, C# (Sharp), Visual FoxPro, Oracle, Developer, Java, etc. **Operation System** – Linux, MAC, Microsoft Window.	74	50
Total		149	100