STANDING ORDER NO. HRD/41/2022

BASIC TRAINING OF MULTI-TASKING STAFF

(DURATION - 3 MONTHS)

1. INTRODUCTION

This standing order gives the guidelines for basic training of newly recruited Multi-Tasking Staff i.e. Cook, Water-carrier, Cobbler, Tailor, Daftri, in Delhi Police. The purpose of training is to prepare them to discharge their duties professionally according to their trade efficiently and also to inculcate into them, the habits of maintaining mental and physical health, hygiene, discipline, punctuality, courtesy, straight-forwardness and requisite knowledge of office procedures. The subjects to be taught and the syllabus to be covered are shown in Annexure-'A'. Besides, the subjects of professional interest like Drill, P.T, Indoor subjects such as Police and Society, Police Administration and day-to-day police working have been included in the training programme to improve their knowledge of relevant subjects. The period of basic training of Multi-Tasking Staff will be of three months.

2. OBJECTIVES

The objective of basic training to Multi-Tasking Staff, Delhi Police is as follows:-

i) To inculcate discipline into them.

ii) To impart knowledge of Delhi Police Service Rules, Law, Police administration etc.

iii) To give intensive practical training in their trade so that they learn about requirements of their trade and the manner of doing it.

3. Indoor training shall be supervised by Assistant Director, Indoor Training, assisted by Chief Law Instructor. Outdoor training shall be supervised by Assistant Director, Outdoor Training assisted by Chief Drill Instructor. The training will be carried out according to the prescribed syllabus for which a weekly time-table will be

drawn. The main emphasis of the training will be on practical aspects of trade. Practical training will be imparted to trainees in the concerned workshop/kitchens. It will be responsibility of the Jt. Director/Delhi Police Academy to ensure that instructional staff is well-conversant with their subjects and are able to teach properly. The selection of instructional staff will be finalized by Jt. Director/Delhi Police Academy who will be over-all in charge of training.

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

5. All trainees of a batch will join the training on the same day. However, maximum relaxation of 3 working days can be given in exceptional cases by Director/Delhi Police Academy, Delhi.

6. **ATTENDANCE**

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.

7. **FINAL EXAMINATION**

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 Jt. Director/Delhi Police Academy. The board shall be chaired by an officer of the rank of Dy. Director with Asstt. Directors 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 as per practical test mentioned at Annexure-B. Board of examiners shall give an oral test to the trainees regarding the indoor subjects.

8. The Board of Examiners will consolidate marks and declare the results. The 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 the trainees failing in the final examination is to be given a further chance or whether to relegate them to the next batch or extend the period of their training for a specified period to be followed by a fresh test. A Multi Tasking Staff shall not be passed into the ranks/sent to the Districts/Unit to which he is allocated for drawl of pay for any purpose whatsoever unless he has successfully completed training and has passed out of the 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 question papers even after availing 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.

9. Commendation Certificate will be awarded to Multi Tasking Staff Trainees on the basis of their performance in final examination as under:-

1. All Round best - C.C. with a cash reward of Rs. 3,000/-
2. First in Indoor - C.C. with a cash reward of Rs. 2,000/-
3. First in Outdoor - C.C. with a cash reward of Rs. 2,000/-

10. ATTESTATION PARADE

An Attestation-Cum-Passing out Parade which will include an oath-taking ceremony will be held to confer the rank of Multi Tasking Staff on the successful candidates. However, no trainees shall be sent to the Distt/Unit to which he/she is allocated for drawl of pay or for any other purpose whatsoever unless he/she has successfully completed training and has passed out of Delhi Police Academy.

11. DISCIPLINARY ACTION/TERMINATION OF SERVICE

While the trainee is undertaking basic course, Jt. 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 the services of Multi Tasking Staff. In order to eliminate any unsuitable trainee from the force at the stage of his/her training itself, any one of the following grounds shall be sufficient for termination of services-

I. Frequent absence of the trainee from outdoor/Indoor programme leading to a conclusion that he is an inefficient trainee and a habitual absentee and is thus not likely to render satisfactory services to the organization in future.

II. Submission of a fake Medical Certificate from any doctor for availing leave or light duty or rest.

III. Gross misconduct with the Indoor/Outdoor Instructors or with other trainees/staff.

IV. Any mischief or any crime involving his/her moral turpitude during the training period.

V. Any information submitted by the trainee which is found to be false, fabricated or manipulated to gain employment.

VI. Any other ground which adversely reflects upon his/her behaviour, and the employee being found unsuitable for Police service.

12. PERIODICAL EXAMINATION

Two Periodical tests of the respective trade involving practical work related to their jobs will be conducted after every one month of training. Weightage of maximum five marks will be awarded to recruit trainee on the basis of his performance in each monthly test.

13. WOMEN TRAINEES

Woman Trainee who is pregnant will not join the 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 2 years.

14. APPEALS

Any representation with regard to the results will be entertained only within 15 days of declaration of the result. The Distt./Unit DCP concerned will ensure that the results are communicated to the trainees concerned at the earliest.

15. SUPERSESSION CLAUSE

This Standing Order supersedes the previous Standing Order No. 334/2009 issued vide No. 20301-400/Record Branch/PHQ dated 06.11.2009 and corrigendum issued vide No. 2851-2950/Record Branch/PHQ dated 23.03.2011.

16. DISCLAIMER

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

Rakesh Asthana

(RAKESH ASTHANA)
COMMISSIONER OF POLICE:
DELHI.

06.06.2022

No. 43251-43400 Record Branch/PHQ dated Delhi, the 6/6/22

Copy forwarded to:-

1. All Special Commissioners of Police, Delhi.
2. All Joint Commissioners of Police, Delhi including Jt. Director, Delhi Police Academy, Delhi/New Delhi.
3. All Additional Commissioners of Police, 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. Librarian/PHQ.

ANNEXURE- A

BASIC TRAINING COURSE FOR CLASS –IV EMPLOYEE

Duration of Course	-	3 Months
Total No. of weeks	-	13 weeks
Total No. of days (13 X 7)	-	91 days

Deduct public Holidays (Sunday 2nd Saturday & GH)-20 days.

Total No. of working days	-	71 days.

Number of Periods.

Indoor	-One Period everyday	
71 days (3 Months)	- 71 X 1	= 71
Total Periods	-	= 71
Outdoor	-	2 periods everyday
71 days (3 Months)	-71 X 2	= 142
Practical Trade Training	-3 periods everyday	
71 days (3 Months)	-71 X 3	= 213
Total No. of periods	-	= 213

Note :-

1. For indoor and outdoor classes the week will comprise of 6 working days.
2. There will be 1 indoor period, 2 outdoor periods and 3 practical trade training periods on every working day.

Block Syllabus

Indoor Training

Sl. No.	Subject	Periods
1.	Organization & Administration	24
2.	Police and Society	20
3.	Fire Fighting	03
4.	Law and Delhi Police Service Rules	22
5.	First Aid	02
	Total	71

Outdoor Training

Sl. No.	Subject	Periods
1.	Physical fitness stamina building strengthening of arms warming up exercises push ups, pull ups, shuttle race and rope climbing	100
2.	Drill	20
3.	Crowd Control basics	18
4.	Traffic Control	04
	Total	142

Practical Trade Training - 213 Periods

DETAILED SYLLABUS

Indoor Training

Sl. No.	Subject	Periods
1.	Organisation & Administration	24
	• Organisation of Central Government	2
	• Organisation of state government, state, district and sub-division	1
	• Commissioner of Delhi Police, Distracts, Battalions, Addl. C.P., Joint C.P., Spl. C.P.	1
	• Commissioner of Police system	2
	• Personal hygiene, health and family care	2
	• Turn-out and care of Uniform	2
	• Discipline in police force: Rules and regulation etc.	4
	• Clothing and equipment	1
	• Pay and allowances, I.T. Calculation	2
	• Rewards and decoration	1
	• Leave Procedure	1
	• Retirement benefits	1
	• Administration	2
	• Medical Benefits	1
	• Badges/(flags of cars) of all rank of Police	1
2.	Police and Society	20
	• Organization of Political & communal parties and their major social problem.	4
	• Understanding human behavior -- o Individual o Group behavior	5
	• Police public relations -- o It's Importance o Interpersonal relationship	4
	• Expectations of the people a. Intervention centre etc.	2
	• Human Rights – ▪ Concept of human rights and their importance in Police work ▪ Dos and Don'ts for protection and observance of human rights ▪ Provisions of Indian constitution of	5

	Human Rights and provisions in various other laws ▪ Human Rights organization and civil liberties ▪ Uplift of weaker sections of the society ▪ Gender Sensitization	
3.	Firefighting • Elementary knowledge of firefighting • Equipment of firefighting – practical exercises	3 1 2
4.	Law • Constitution of India – Salient features • Fundamental rights, duties and directive principles • Articles 303 to 311 of the constitution of India • General Structure of the Indian Penal Code • General Structure of the Criminal Procedure Code, 1973 • General Structure of Delhi Police Act, 1978 • Delhi Police (Promotion & Confirmation) Rules, 1980 :- Rules 4 to 19 & 23 • Delhi Police (General Conditions of Services) Rules, 1980 :- Rules 7, 8, 10 to 13, 15, 16 & 17 • Delhi Police (appointment & Recruitment) Rules, 1980 :- Rules 3 to 5, 7 to 11, 14, 21 to 25, 28 & 29 • CCS (Central Civil Services) Rules • CCA (Classification, Control & Appeal) Rules 1965	22 1 2 1 2 2 2 3 3 2 2 2
5.	First Aid • First aid and it's importance • Fracture and wounds • First Aid in poisoning, burn, snakebite and electrocution cases	2
	Total	71

OUTDOOR TRAINING

Sl. No.	Subject	Periods
1.	✓ Physical fitness stamina building strengthening of arms Pull –ups, Push –ups ✓ Sit –ups ✓ Ground work (front, back roll) ✓ Shuttle Race ✓ Lifting and carrying	100
2.	Drill • Turnout, wearing of uniform • Attention, Stand at ease • Turning • Marching (Slow & Quick) • Salutes • Marching & Kadam Tall • Formations	20
3.	Crowd Control Basics • Types of Crowd • Crowd Control with rope and barricades • Lathi Drill/Cane Drill	18
4.	Traffic Control • Principles of traffic control • Road Sign and discipline • Road Signal • Manual control by hand drill two, three & multiphase traffic control through hand drill • Classification of Vehicles	4
	Total	142

ANNEXURE - B

PAPER-I PRACTICAL WORK FOR THE TRADE COOK.

MARKS-100

Sl. No.	Preparation of food	Marks
1.	Decoration of food stuff	10
2.	Chapati	20
3.	Vegetables	20
4.	Kheer	10
5.	Raita	10
6.	Salad	10
7.	Periodical (Practical test)	10
8.	Calculation of various ingredients for making each of the above items for 100 members	10
	Total	100

PAPER-I PRACTICAL WORK FOR THE TRADE SWEEPER.

MARKS-100

Sl. No.	Item	Marks
1.	Decoration	10
2.	Preparation of Broom	10
3.	Cleaning of floor with Phenyl, Surf and Acids	25
4.	Cleaning of bath Room/Toilet	25
5.	Cleaning of open spaces	20
6.	Periodical (Practical test)	10
	Total	100

PAPER-I PRACTICAL WORK FOR THE TRADE BARBER

MARKS-100

Sl. No.	Item	Marks
1.	Decoration of barber workshop	05
2.	Maintenance/Cleanliness of Instruments	10
3.	Cleanliness of Towels/White Sheet	10
4.	Hair Cutting & shaving, dealing with cut wounds	65
5.	Periodical (Practical test)	10
	Total	100

PAPER-I PRACTICAL WORK FOR THE TRADE COBBLER.

MARKS-100

Sl. No.	Item	Marks
1.	Decoration of workshop	05
2.	Maintenance/Cleanliness of Instruments & Handling of Instruments	10
3.	Method of repairing shoes	65
4.	Calculation of requirement of nails, leather etc. for repair of shoes	10
5.	Periodical (Practical test)	10
	Total	100

PAPER-I PRACTICAL WORK FOR THE TRADE DHOBI.

MARKS-100

Sl. No.	Item	Marks
1.	Decoration of workshop	05
2.	Handling of Iron Press/Electrical Press & Maintenance and handling of washing machine	20
3.	Calculation of quantity of material when washing the cloths (Soap, Washing Powder/Water etc.)	15
4.	Method of starching and stain-removal of cloth	15
5.	Ironing of different types of uniform articles	35
6.	Periodical (Practical test)	10
	Total	100

PAPER-I PRACTICAL WORK FOR THE TRADE TAILOR

MARKS-100

Sl. No.	Method of Tailoring	Marks
1.	Decoration of tailor shop	05
2.	Handling & Maintenance of Sewing/Stitching Machines (including cutting)	10
3.	Calculation of quantity of material when sewing/stitching and repairing of the clothes, actual stitching /repairing of cloths	75
4.	Periodical (Practical test)	10
	Total	100

PAPER-I PRACTICAL WORK FOR THE TRADE WATER CARRIER

MARKS-100

Sl. No.	Item	Marks
1.	Decoration	05
2.	Handling & Maintenance of metal utensils and glass/Bone China/Ceramic containers	40
3.	Practical Functions of Water Carrier, cleaning of utensils of various types	45
4.	Periodical (Practical test)	10
	Total	100

PAPER-I PRACTICAL WORK FOR THE TRADE OF DAFTARI

MARKS-100

Sl. No.		Marks
1.	Knowledge of Branches/Sections	20
2.	Practical work of Daftari	50
3.	Behavioral aspect	20
4.	Periodical (Practical test)	10
	Total	100

PAPER –II ORAL (FOR ALL CLASS-IV EMPLOYEES)

MARKS-50

Sl. No.		Marks
1.	Uniform/ Discipline	20
2.	Questions according to trade	30
	Total	50