STANDING ORDER NO. HRD/46/2022

BASIC TRAINING COURSE FOR SUB INSPECTOR ASSISTANT SUB INSPECTOR (SHORTHAND REPORTERS)

(DURATION : 4 MONTHS)

1. INTRODUCTION :

This standing order lays down guidelines for imparting Basic Training to directly recruited Sub-Inspector/Assistant Sub-Inspectors of Delhi Police. They will be used as shorthand reporters in Delhi Police, particularly in Special Branch. Besides this, the Sub-Inspector/Assistant Sub- Inspectors are also combatised and could be required to perform law & order duties, if required. The training program is therefore structured to train Sub-Inspector/Assistant Sub-Inspectors to perform law & order duties competently and effectively.

2. OBJECTIVES:

The object of imparting training to SI/ASI is to prepare them professionally fit to discharge their duties as efficient policemen and also to inculcate in them the habit of keeping sound physique, mental health, discipline, punctuality, courtesy and knowledge of office rules and procedure required for undertaking duties and responsibilities of a policeman deployed on official/ministerial duties. In course of their job, they have to note down contents of speeches verbatim in shorthand and later translate them into prints. They should also be well versed with keeping records on computer for easy retrieval. The objective of the training of SI/ASI therefore is:-

(a) Intensive practice of taking dictation at high speed with minimum mistakes.
(b) Intensive practice of converting dictation into typing at fast speed with minimum mistakes.
(c) Intensive practice of typing on computers.
(d) Familiarization and use of various programmes available on computers relevant to their day to day work with aim to train the officers to maintain record and easy retrieval and to be fit to work in paperless office.

(e) Impart knowledge of Major & Minor office rules, office procedures, General Law (IPC, Cr.P.C, IEA) Delhi Police Act etc.

(f) Outdoor activity to impart training in PT, squad drill, arms drill, weapon training and firing practice to develop habits of sound health, discipline, punctuality, courtesy etc., as part of general public dealing and qualities of a disciplined police officer.

(g) To impart knowledge of relevant Laws, rules and regulations and make them fit to be deployed on Law & Order duties when required.

(h) Training to discharge duties effectively in the Special Branch.

3. SYLLABUS:

The detailed syllabus for various indoor/outdoor subjects is given at **Annexure 'A'**. Entire syllabus has been divided into six chapters each corresponding to a paper. Besides imparting knowledge of various laws like IPC, Cr.P.C, Indian Evidence Act, Major/Minor office rules, and practical police work and intelligence in gathering, extra emphasis has been laid on computer knowledge and practical exercises on taking dictation and converting it into typed notes on computer. In outdoor training, syllabus has been designed to emphasize upon physical fitness, squad drill with and without arms to inculcate police discipline, musketry & firing practice and Crowd Control etc., as office staff are also detailed for law and order duties and should, therefore, be fully physically and professionally trained to perform such duties.

Special emphasis will be laid on following subjects:-

A. COMPUTER APPLICATION IN OFFICE WORK

Delhi Police has computerised all its offices and aims to achieve paperless office at the earliest. Thus, all the SI/ASI like all other ranks must be thoroughly trained in handling of computers to achieve above mentioned aim. An exhaustive training programme on computer application should be adhered to, to give theoretical as well as practical training on computers to ensure quality and efficiency in day to day office work.

B. HANDLING OF OFFICE MECHANICAL AIDS/EQUIPMENTS

SI/ASI need to be adequately trained in the operation of various office mechanical aids and equipments such as Photostat Machines, Cyclostyling Machines, Dicta phones, Scanners, Fax Machines, Shredders and Wireless Sets.

4. SUPERVISION

Indoor training shall be supervised by Asstt. Director/Indoor Training assisted by the Chief Law Instructor. Outdoor training shall be

supervised by Asstt. Director/Outdoor Training assisted by the Chief Drill Instructor. The training will be carried out according to the prescribed syllabus by drawing a weekly timetable, to cover the entire syllabus. It will be the responsibility of Jt. Director/Delhi Police Academy to ensure that the instructional staffs arehand-picked, well-conversant with their subjects and are able to teach the same properly. The instructional staff will be selected by Jt. Director/ Delhi Police Academy, who will be overall in charge of the training.

5. TRAINING EVALUATION

The progress of the trainees will be assessed through monthly tests. 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, including termination from the service under the existing rules.

6. 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.

7. 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.

8. FINAL EXAMINATION

On completion of their training course, the trainees shall be examined by a Board of Examiners to be constituted by Director/ Delhi Police Academy, Delhi on the request of Jt. Director/ Delhi Police Academy. The exact strength and composition of the board will be decided keeping in view of total number of examinees. The board shall test the candidates in both Outdoor and Indoor subjects. For the indoor examination, Jt. Director/Delhi Police Academy will arrange for the setting of question papers and evaluation thereof.

9. The Board shall consolidate the marks. The trainees will require minimum 50% marks in each and every subject of the indoor/outdoor syllabus in order to pass. 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 he/she does not pass in all

the papers even after availing the additional chance, his/her services will be terminated by Jt. Director/Delhi Police Academy under Rule 5 of Central Civil Services (Temporary Service) Rules, 1965. A SI/ASI shall not be passed into the ranks/sent to the Districts/Unit in which he is allocated for drawal of pay for any purpose whatsoever, unless he has successfully completed the training and has passed out of Delhi Police Academy.

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

11. COMMENDATION CERTIFICATE

Commendation Certificate will be awarded to SI/ASI trainees on the basis of their performance in final examination as under:-

1. All Round best - C.C. with a cash reward of Rs. 5,000/-
2. First in Law - C.C. with a cash reward of Rs. 3,000/-
3. First in Outdoor - C.C. with a cash reward of Rs. 3,000/-
4. First in Computer Application - C.C. with a cash reward of Rs. 3,000/-
5. First in Shooting - C.C. with a cash reward of Rs. 3,000/-

12. ATTESTATION PARADE

An Attestation-Cum-Passing Out Parade which will include an Oath-Taking Ceremony will be held to confer the rank of SI/ASI (Shorthand Reporters) for the successful candidates. However, no trainee shall be sent to the Distt./Unit in which he/she is allocated for drawal of pay or for any other purpose whatsoever, unless he/she has successfully completed the training and has passed out of Delhi Police Academy.

13. DISCIPLINARY ACTION/TERMINATION OF SERVICE

Jt. Director/ Delhi Police Academy shall be the competent authority for initiating and finalizing disciplinary action against SI/ASI (Shorthand Reporters) trainees, while they are under training at Delhi Police Academy, irrespective of the unit to which he/she has been attached for the purpose of drawl of pay etc. He shall also be the competent authority to pass orders regarding termination of the services of the trainee. In order to eliminate an 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, not likely to render services beneficial to the Delhi Police.

II. Submission of false 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. If he/she commits any mischief or any crime involving moral turpitude during his/her training.

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

VI. Any other ground which adversely reflects his/her behavior and if the officer is otherwise found unsuitable for police services.

14. 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.

15. INTER-SE- SENIORITY:

The Inter-se-seniority will be fixed as per the provision of Rule-22 of Delhi Police (Appointment & Recruitment) Rules, 1980.

16. APPEALS

Representation with regard to the result will be entertained within 30 days of declaration of the result. No representation will be entertained after this stipulated period of 30 days. Distt. /Unit DCsP will ensure that the result is communicated to the trainees concerned in time and at the earliest.

17. SUPERSESSION CLAUSE

This Standing Order supersedes the previous Standing Order No. 336/2009 issued vide No.20501-600/Record Branch/PHQ dated 06.11.2009 and all other corrigendum, amendments issued in this regard earlier.

18. 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. 09.06.2022

No. 48051–48200 /Record Branch/PHQ dated Delhi, the 9-06-2022

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 SI/ASI (Shorthand reporters)

Duration of Course

Duration of Course	-	4 months
Number of total days	-	122 days (365/3)
Deduct public holidays second Saturdays)	-	25 days (16 Sundays and 5 GH and 4
Number of working days available	-	97 days
No. of days for monthly exam. No. of days for Indoor &	-	03 days
Outdoor Final Exam.	-	07 days
No. of working days available for training.	-	87 days

Number of Periods

Indoor(7 periods per day)

Number of Periods available	-	609 (87 X 7)

Outdoor (3 periods per day)

Number of periods available	-	261 (87 X 3)

Note: A week will be of 6 days and each day will have 7 indoor and 3 Outdoor Periods.

DISTRIBUTION OF SUBJECTS FOR INDOOR TRAINING FOR SI/ASI (SHORTHAND REPORTERS)

Papers	Subject	Periods	Marks
I	General Law and Delhi Police Act	100	100
II	Major/Minor Office Rules	100	100
III	Office Procedure, Practical work and General matters	100	100
IV	Computer knowledge and Operation	100	100
V	Shorthand (Practical)	105	100
VI	Typing (Practical)	104	100
	Total	609	600

DISTRIBUTION OF SUBJECTS FOR OUTDOOR TRAINING FOR SI/ASI (SHORTHAND REPORTERS)

Paper	Subject	Periods	Marks
1.	Physical fitness stamina building & strengthening of arms- warming up exercises, push-ups, pull ups, sit ups, shuttle race & rope climbing	75	50
2.	Drill	65	50
3.	Musketry & Firing	50	60
4.	Crowd Control	31	30
5.	Traffic Control	05	05
6.	First Aid	05	05
7.	UAC	30	-
	Total	261	200

SYLLABUS FOR BASIC TRAINING FOR SI/ASI (SHORTHAND REPORTERS)

Paper-I General Law and Delhi Police Act

Periods – 100
Marks – 100
Time – 3 Hrs.

S.N.	Topic	Periods	Marks
1.	The Indian Penal Code (i) General Structure & need for the Penal Code. (ii) Definitions – Secs. 21 to 30, 34, 40, 52 and 52A (iii) Private Defence – Secs. 96 to 106 (iv) Offences by or relating to public servants – Secs 166,166-A, 166-B, 171, 171(A to I), 182, 186, 188, 218, 330, 333, 353, 409. (v) Other important sections - 196 to 199, 201, 211, 223, 224, 225, 225-A, 225-B, 279, 299, 300, 302, 304, 304A, 304B, 307, 309, 319, 320, 323, 325, 326,326-A, 326-B, 354, 354-A, 354-B, 354-C, 354-D,376, 376-A, 376-AB, 376-B, 376-C, 376-D, 376-DA, 376-DB, 376-E, 378-380, 392, 394, 395, 396, 406, 411,420, 467, 468, 489A, 506 and 511.	25	25
2.	The Criminal Procedure Code 1. General Structure & Need for the Code 2. Section 6, 20, 21, 36 3. Aids to Magistrate & Police (37 to 39) 4. Arrests (41, 41-A, 41-B, 41-C, 41-D,42, 43, 44, 46, 49 and 51, 52, 121 (3),151, 432 (3) 5. Summons & Warrants etc. (61, 62 &66, 70, 74, 80, 82, 83, 91 and 102). 6. Security proceedings Sec. 107 to 110, 116 to 118. 7. Maintenance of Public order and tranquility (Sections 129 to 132 and 144). 8. FIR and charge sheet (Sections 154, 155 and 173). 9. Other important sections – 177 (Jurisdiction), 190 (cognizance), 211 (charge), 227 (discharge), 232 (acquittal),	25	25

	260 (summary trial), 300 (bar to retrial), 307 (tender of pardon), 353 (judgment), 374 (Appeals), 436 (bail), 468 (limitations) and 482 (inherent power of High Court). 10. Bailable, Non-bailable cases – Schedule 11. Cognizable & non-cognizable cases – Schedule		
3.	Indian Evidence Act (i) General Structure & Need for the Act. (ii) Interpretation clause (Sections 3 – 11) (iii) Admissions & Confessions (17-21, 24-27, 32(1)-dyeing declaration). (iv) Oral/Documentary Evidence (59-61). (v) Burden of proof (101, 110-114A).	15	15
4.	The Delhi Police Act (i) General Structure & differences from the old system. (ii) Definitions (iii) Organisation, Superintendence and control of the Police Force – Secs. 14, 17, 18 to 30 (iv) Regulation, control and discipline of the Delhi Police – 21 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 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, 121, 126. (xi) Miscellaneous – 147 to 151.	25	25
5.	1. Official Secrets Act. 2. Right to Information Act, 2005	05 05	05 05
	Total	**100**	**100**

SYLLABUS FOR BASIC TRAINING FOR SI/ASI (SHORTHAND REPORTERS)

Paper-II Major & Minor Office Rules

Period - 100
Marks – 100
Time - 3 Hrs.

S.N	Topic	Periods	Marks
1.	Fundamental Rules (FR & SR Part-I) Rules – 9 (.1, .4, .6, 10, .14, .15, .16, .17, .18, .20, .21, .22, .23, .25, .27, .28, .30, .32)Rule 12-A, 13, 17, 18, 24, 29, 31-A, 45 (a, b, c), 52, 53, 54 (i) (a) & (b), 55, 56 (j) & (k)	10	10
2.	Supplementary Rules (FR & SR Part-II) Chapter-II, III, IV, V &VI:Traveling Allowance Rules- 21, 22, 25, 29, 30, 31, 32, 36, 46, 48 (C&D), Govt. of India order (1) below rule 51, 116, 116-A, 148, 153-A, 154, 157, 157-A, 160, 194-A & 195	15	20
3.	General Financial Rules 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)	15	25

	Chapter 11- Government Guarantees: (Rule – 275 to 283) 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. Practical 1. Purchase procedure/ tendering process. 2. Procurement of goods on GeM 3. Public Financial Management System (PFMS) 4. E-Bhavishya Portal 5. Loans and advances.		
4	Delhi Police (Promotion & Confirmation) Rules, 1980 Rules - 4 to 19 & 23 Delhi Police (Punishment & Appeal) Rules, 1980 Rules - 3, 4 ,5 ,6 ,8 ,10 ,11 ,12 ,13 ,15 ,16 ,18 ,19, 23, 24 ,25 ,26 ,27, 28, 29, 30& 31 Delhi Police (General Conditions of Services) Rules, 1980 Rules - 7, 8, 10, 11, 12, 13, 15, 16 & 17 Delhi Police (Appointment & Recruitment) Rules, 1980 Rules - 3, 4, 5, 7, 8, 9, 10, 11, 14, 23, 24& 25	20	10
5	CCS(Leave) Rules, 1972 (FR & SR Part-III) Rules- 7, 11, 12, 17, 19, 22, 23, 24, 25, 29, 30, 31, 32,	5	10

	43, 50, 51, 52, 53, 54, 55 & 56		
6	CCS(Pension) Rules, 1972 Rules - 5, 7,9, 13, 14, 32, 48, 48-A, 49, 50, 53, 54&69	5	5
7	CCS(Commutation of Pension) Rules, 1981 Rules - 5, 9, 13, 14, 25, 26 & 27	5	5
8	CCS(Conduct) Rules, 1964 Rules – 3, 4, 5, 6, 7, 8, 10, 11, 12, 13, 13-A, 15, 15-A, 16, 18, 20, 21& 22	5	2
9	CCS(Delegation of Financial Powers) Rules, 1978 Rules – 6, 8, 9,13,14 & 16	5	3
10	Punjab Police Rules (i) Chapter IV (Clothing) Rules 2, 6& 15 Chapter VI (Arms & Ammunition) Rules 2 & 27 (ii) Chapter X (Accounts) Rules – 6, 7, 14, 16, 17, 27, 33, 69, 97 & 117 (iii) Chapter XI (Police Officers) Rules - 1, 2, 4, 5, 9, 10, 14, 69 & 70	10	5
11	Medical Attendant Rules 1. Definition of family 2. Persons eligible under the CGHS 3. Facilities under CGHS 4. CGHS contribution & Identity Cards. 5. Settlement of claims. 6. Referral system. 7. Income Tax Calculation and Saving LTC Rules 4, 5, 6, 11, 12 Sections VII, XI-A,B,C, XII, XIV, XV, XVI, XVII-A, XVII-B, XVIII.	5	5
Total		100	100

BASIC TRAINING COURSE FOR SI/ASI (SHORTHAND REPORTERS)

Paper III Police Practical Work, Intelligence Gathering, etc.

Periods -100
Marks – 100
Time –3 Hrs.

Sl. No.	Topics	Periods
1.	What is Police Practical work?	2
2.	What kind of duties police is supposed to perform?	3
3.	Maintenance of Law & Orders.	2
4.	Maintenance of peace during demonstration, Rallies & other Religious/Political processions.	3
5.	Identification of Political Parties/Religious groups.	2
6.	Prevention & detection of Crime.	3
7.	Working out of Crime.	2
8.	Identification of Criminals/Mischief mongers.	3
9.	What is Intelligence?	8
10.	Kind of intelligence & importance of intelligence.	5
11.	How to collect intelligence.	6
12.	Sources of intelligence.	8
13.	Collection of intelligence regarding:- Political Parties, Religious groups, Criminals with their modus operandi, Persons working against the interest of Nation, organizing the religious prayers/gathering, youths, students, labours and any kind of unrest in the society and terrorist groups.	15
14.	Identification of different terrorist groups with their modus operandi.	10
15.	How to record shot hand reports?	5
16.	Action to be taken on such reports, submission of reports the senior officers (Appendix-XV)	5

17.	Maintenance of Short Hand Record/Short Hand Book with the provision of its destruction.	5
18.	Behaviour of intelligence officer in general public.	3
19.	Setting up of Intelligence Cells at P.S. level and nomination of staff.	5
20.	Functioning of Special Branch.	5
	Total	100

SYLLABUS FOR BASIC TRAINING FOR SI/ASI (SHORTHAND REPORTERS)

Paper-IV Computer and its Operation

Periods-100
Marks – 100
Time - 3 Hrs.

SN	Topics	Periods	Marks
1.	Basic of Computer: 1. Including Hardware and Software 2. Input and Output devices 3. Computer Memory 4. Developments in the Computers (Generations) 5. Advantages of Computers in Delhi Police	Theory-05	05
2.	Windows 8/10 i.e.: 1) Desktop/Icons/Start 2) Windows Explorer 3) Creating a new folder, Subfolders 4) Deleting, renaming, Copying a file and folders	Theory-05 Practical-05	10
3.	MS-Word: 1) Loading in Computer Memory 2) Creating a Document file 3) Editing text in Document 4) Saving Document 5) Opening Document & Practical 6) Formatting Documentation & Practical 7) Inserting a Picture in Document file 8) Inserting a Table in Document file 9) Print Preview 10) Printing a Document file	Theory-15 Practical-15	25
4.	MS-Excel: 1) Creating worksheet in Excel 2) Entering date into a worksheet 3) Saving a worksheet 4) Printing a worksheet	Theory-5 Practical-10	15
5.	MS-PowerPoint:	Theory-05	15

	1) Creating a New slide 2) Add new slide and editing in slide 3) Save a slide and Show a slide	Practical-05	
6.	MS-Access 1) Creating a Database 2) Creating a table & Form 3) Joining of Table 4) Report & Query	Theory-05 Practical-05	10
7.	Internet and accessing Internet sites: 1) Create E-mail account 2) Searching on Internet	Theory+ Practical-10	10
8.	CCTNS, ICJS& Typing Hindi & English	Theory+ Practical-10	10
	Total	100	100

SYLLABUS FOR BASIC TRAINING FOR SI/ASI (SHORTHAND REPORTERS)

Paper-V Practical Training in Hindi Shorthand

Periods-105
Marks – 100
Time – 3 Hrs.

The practical training in Hindi shorthand shall be spread cover 105 periods. In shorthand dictation, 50 marks shall be given for taking dictation at the speed of 80 w.p.m. and 2 additional marks could be given for 5 words per minute higher speed.

SYLLABUS FOR BASIC TRAINING FOR SI/ASI (SHORTHAND REPORTERS)

Paper-VI Practical Training in Typing

Periods - 104
Marks – 100
Time – 3 Hrs.

The practical training in typing shall be spared over 104 periods. It shall be done on computer. During examination, 50 marks shall be given for a speed of 25 w.p.m (Hindi) and 2 marks for each additional degree of speed (5 words).

SYLLABUS FOR BASIC TRAINING FOR SI/ASI (SHORTHAND REPORTERS)

Outdoor Training Programme

S.N	Topic	Periods	Marks
1.	Physical Training (P.T.) 1. P.T. Table 2. Road Walk & Run 3. Obstacles & Assault 4. Rope, Push-Ups, Balance 5. Shuttle Race, Sit-ups, Thai Squad, front & back roll, Horse	75	50
2.	Drill 1. Saluting without Arms & with Arms/Cane 2. Squad Drill With & Without Arms 3. Rifle Exercise	65	50
3.	Musketry & Firing	50	30
	Viva/Musketry & Elementary knowledge of the following:-		
	i. A.K. – 47		
	ii. .38 Revolver		
	iii. 9 MM Pistol		
	Firing (Short & Long Range)		30
	Total Marks		60
4.	Crowd Control 1. Crowd Control 2. Lathi Drill/Cane Drill 3. Tear Smoke 4. Control of mob and unlawful assemblies 5. Use of Gas Mask and Protective Equipments	31	30
5.	Traffic Control 1. Introduction of road signals, signs 2. Passing traffic :- Left, Right and Straight 3. Traffic Parking on major functions and VIP Route control	5	05
6.	First Aid	5	05
7.	Yoga/Game	30	-
	Total	261	200