

Government of India
Ministry of Home Affairs

BUREAU OF POLICE RESEARCH & DEVELOPMENT

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No.78/46/2015/Trg.(PP)/BPR&D
/08/2015

The Director General/Inspector General of Police
All States/UTs

Commissioner of Police, Delhi

Sub: Union Home Minister's Trophy for Best Police Training Institutions

Sir,

MHA, vide their note No.23011/16/2014-PT dated 27/07/2015 has approved SOP for award of Union Home Minister's Trophy for Best police Training institutions. As per the Scheme running trophies will be awarded to the Best Training Institutions of States/UTs in each of the following Categories along with an amount of ₹ 25 lakhs as Grant-in-aid for their infrastructural development:

- i. Best Training Institute for training of Gazetted officers
- ii. Best Training Institute for training of Non-Gazetted officers
- iii. Best Training institute for training of other Ranks (Constables)

2. The Head of the Trophy winning Institution of all categories will be awarded Home Minister's Disc.

3. Each States/UT can nominate one Training Institute in each category.

4. Further details and procedure for nominations may be seen in the Standard Operating Procedure (SOP) enclosed. (SOP may be seen at BPR&D website under the link "Training"--- 'Union Home Minister's Medal...').

5. The Trophies for the inaugural year will be awarded on the occasion of Republic Day Celebrations i.e. on 26.01.2016 for the performance in 2014-15.

Contd...2.

वर पुलिस महानिदेशक (आचार्य)

उ.प्र., लखनऊ
14/8/2015

वर पुलिस महानिदेशक (आचार्य)

उत्तर प्रदेश

14.8.15

6 (a). Before the selection at National level, the nominated training Institution will have to compete in Zonal level. For Zonal level, following six zones have been formed and the States/UTs are included in one of the Zones as given in the appendix.

- North Zone (Haryana, Himachal Pradesh, J&K, Punjab, Rajasthan)
- Central Zone (Chhattisgarh, Uttar Pradesh, Delhi/Manipur/(UTs), Uttrakhand)
- North Eastern zone (Meghalaya, Mizoram, Nagaland, Sikkim, Assam Tripura, Arunachal Pradesh)
- Western Zone (Gujarat, Maharashtra, Madhya Pradesh, Goa)
- Southern Zone (Telangana, Andhra Pradesh, Tamil Nadu, Kerala, Karnataka)
- Eastern Zone (Bihar, Odisha, Jharkhand, West Bengal)

(b) The nominations of States/UTs for each category will first be assessed by the Zonal committee to be detailed by DG, BPR&D for each Zone and the Zonal Committee will select one training Institute in each category from each zone for national level Competition.

(c) The winner of the training institute at Zonal level in each category will be given an amount of ₹10 lakhs as Grant-in-aid for its infrastructural development.

7. At national level nominees of the Zonal level will be assessed by another committee (Separate committee for each category) to be constituted by DG, BPR&D.

8. Therefore, Heads of Police Forces are requested to send nomination of one Training Institute for each category separately in Annexure 'A' of the SOP duly filled along with marks in each Test Areas/Sub Areas.

9. Nominations must reach Director (Training), Bureau of Police Research and Development, 4th Floor, Block-11, CGO Complex, Lodhi Road, New Delhi-110003 along with all necessary enclosures by September 15, 2015. Clarification, if any, may be sought from Director (Training), BPR&D who may be contacted at dirtrg@bprd.nic.in or +91 11 2436-9924.


(Navneet Rajan Wasan)
Director General

Encl: As above

APPENDIX**Zonal Divisions of the States/UTs**

NORTH ZONE	
1	Haryana
2	Himachal Pradesh
3	J&K
4	Punjab
5	Rajasthan
CENTRAL ZONE	
1	Chhattisgarh
2	Uttar Pradesh
3	Delhi/Manipur (UTs)
4	Uttarakhand
NORTH EASTERN ZONE	
1	Meghalaya
2	Mizoram
3	Nagaland
4	Sikkim
5	Assam
6	Tripura
7	Arunachal Pradesh
WESTERN ZONE	
1	Gujarat
2	Maharashtra
3	Madhya Pradesh
4	Goa
SOUTHERN ZONE	
1	Karnataka
2	Kerala
3	Tamil Nadu
4	Andhra Pradesh
5	Telangana
EASTERN ZONE	
1	Bihar
2	Odisha
3	Jharkhand
4	West Bengal

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**STANDARD OPERATING
PROCEDURE (SOP) FOR
AWARD OF UNION HOME
MINISTER'S TROPHY TO
THE BEST POLICE
TRAINING INSTITUTION**

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MINISTRY OF HOME AFFAIRS
POLICE-I DIVISION

**STANDARD OPERATING PROCEDURE FOR AWARD OF TROPHIES
UNDER THE SCHEME "UNION HOME MINISTER'S TROPHY TO THE
BEST POLICE TRAINING INSTITUTION".**

1. Ministry of Home Affairs, Govt. of India has instituted a scheme for award of Trophies under the scheme "Union Home Minister's Trophies to the Best Police Training Institution" in the country. There will be six Trophies in all for the Best Police Training Institutions in the country, three for the CAPFs/CPOs training institutions and three for the States/UTs Police training institutions. The Trophies will be awarded every year for the performance during the previous financial year.

**A. AWARD OF TROPHY TO THE BEST CAPF/CPO TRAINING
INSTITUTION**

2. Every year three Trophies will be presented to the winner of Best Police Training Institutions of the CAPFs/CPOs. There will be three categories for the Trophy viz. Best Training Institute for the training of Gazetted Officers, Best Training Institute for the training of Non-Gazetted Officers and Best Training Institute for the training of Other Ranks (Constables).

3. Each CAPF/CPO can nominate one institute for each category every year (Financial Year). The winner institute of the year cannot be nominated for the next two years, in case the institutions are plural in numbers. The Training Directorate of BPR&D would invite the nominations from 15th May of every year. The nomination of the Institute should reach to the BPR&D by 15th July in accordance with prescribed format.

4. A running Trophy will be presented to the winning Institution in each category as a token of encouragement along with a cash prize of Rs. 25 lakh as Grant in Aid.

5. The Head of the Trophy winning Institution of all categories namely Director of Academy, DIsG of NGO and Constable will be selected for Home

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Minister's Disc, entirely based on tenure in the particular year of contribution. For example if Director/Principal had tenure in 2014-15 in any CAPF, that person who has maximum working tenure (excluding leave) in the year would be receiving the Home Minister's Disc. There shall be no nomination as well as discretion of the Heads of the CAPF's/Training Directorate in the matter.

6. The Head of the Trophy winning institution will be awarded Home Minister's Disc. The Design of Home Minister Disc is exactly as that of DG's Disc of DG, BPR&D. In total there shall be 3 numbers of Home Minister's Commendation Disc.

7. The claim of the Institute will be verified by a Team constituted by DG, BPR&D. A separate team for each category will be constituted. The Team will visit each institute qualified for the award of Trophy and verify the claim, the Team will submit the report to DG, BPR&D latest by 15th November of the year.

8. The composition of Team would be as under:

- i. Chairman - ADG of one CAPF (on rotation basis)
- ii. Member - IG of another CAPF (on rotation basis)
- iii. Member- Representative of Police-I Division , MHA
- iv. Member - DIG of another CAPF (different CAPF On rotation basis)
- v. Member - Representative of Training Division of BPR&D

9. The winner of the Trophy will be declared by 15th December of every year and the Trophy will be **awarded on the Occasion of Republic Day Celebrations.**

B. AWARD OF TROPHY TO THE STATES/UT's TRAINING INSTITUTION

1. Every year three Trophies will be presented to the winner of the Best Police Training Institution of the States/UTs. There will be three categories for the Trophy viz. Best Training Institute for the training of Gazetted Officers, Best Training Institute for the training of Non-Gazetted Officers and Best Training Institute for the training of Other Ranks (Constables).

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2. Since there are twenty nine (29) States, Six Zonal Committees would be formed by DG, BPR&D every year in consultation with the DG's of the States. The name of the Zones along with the name of the States/UTs is given at **Annexure -B**. These Zonal Committees will be formed by 15th May of every year by DG, BPR&D.

3. Each state can nominate one institute for each category every year (Financial Year) for the Zone. The winner institute of the year cannot be nominated for the next two years, in case the institutions are plural in numbers. The Training Directorate of BPR&D would invite the nominations from 15th May of every year. The nomination of the institute should reach to Zonal Committees by 15th July in accordance with the prescribed format. The Trophy winning institute at the Zonal level can participate every year if it is not declared winner at the National level.

4. The Head of the Trophy winning institution of all categories namely Director of Academy, DIsG of NGO and Constable will be selected for Home Minister's Disc which will be entirely based on tenure in the particular year of contribution. For example if the Director/Principal had tenure in 2014-15 in any Training Institute, that person who has maximum working tenure (excluding leave) in the year would be receiving the Home Minister's Disc. There shall be no nomination and discretion of the Heads of the CAPF's/Training Directorate in these matter.

5. The winners at the Zonal level will be awarded Rs. 10 lakh each for the infrastructure development as Grant-in-Aid.

6. The composition of Zonal Committees would be as under:

- i. Chairman - IG of one state (on rotation basis of the same zone)
- ii. Member-Representative of Police-I Division of MHA
- iii. Member -DIG of another state (on rotation basis of the same zone)
- iv. Member -SP/DC of another state (different state on rotation basis of the same zone)
- v. Member - Co-opted member by the committee as expert

7. The Zonal Committee of one Zone will visit the institute falling in another zone for verifying the claim of the institutes.

8. Every Zonal Committee will select one institute in each category as a winner of the zone for the participation at National level. The Zonal Committees will submit recommendation to the DG, BPR&D latest by 30th September of the year.

9. A running Trophy will be presented to the winner at National level in each category. As a token of encouragement, each winning institution at National level will also be given a cash prize of Rs. 25 lakh as Grant in Aid.

10. The Head of the Trophy winning institution at National level will be awarded Home Minister's Disc. The Design of the Home Minister's Disc is exactly as that of DG's Disc of DG, BPR&D.

11. The claim of the qualified institute of the Zonal level will be verified by the Team constituted by DG, BPR&D. A separate Team for each category will be constituted. The Team will visit each institute qualified for the award of Trophy and verify the claim. The Team will submit the report to DG, BPR&D latest by 30th November of the year.

12. The composition of the Team at National level would be as under:

- i. Chairman - ADG of one state (on rotation basis)
- ii. Member - IG of another state (on rotation basis)
- iii. Member - Representative of Police-I Division of MHA
- iv. Member - DIG of another state (different state on rotation basis)
- v. Member - Representative of Training Division of BPR&D

13. The winner of the Trophy at the National level will be declared by 15th December of every year and the Trophy will be awarded on the Occasion of Republic Day Celebrations.

C. Parameters of selection for award of Trophy to CAPFs as well as to the States/UTs Police Institutions are given in Annexure 'A'.

D. Design of the Union Home Minister's Trophy to be awarded under the scheme is given at Annexure 'C'.

PARAMETERS FOR SELECTING THE BEST TRAINING INSTITUTIONS IN
CAPFs/CPOs AS WELL AS STATES/UTs

S. No.	Criteria / Test Areas	Sub areas of Tests	Sub Areas Marks	MAX Marks
A	GENERAL			
1	CAPACITY			
	Capacity to Train	1) As per authorization	05	
		2) Less than authorization	02	
		3) More than double authorization but without compromising on quality	10	7.5
2	Variety of Training			
		a) Basic	02	
		b) In addition conducting Service Course	02	
		c) In addition, imparting training to trainees of other Organizations	02	
		d) foreign trainee	02	08
3	Upkeep & Maintenance of Infrastructure			
		ISO/NQC Certification Lower Grade to Upper Grade	05, 7.5 & 10	10
4	Websites and contents			
		1) Standard	04	
		2) Update	05	5
5	Trainees – Trainer Ratio			
	As per BPR&D Norms	Availability	05	
	Increased output despite vacancy position, by the available staff		05	10
6	How many annual events were held (Parade/Training Conference/Other training related events)			
		Anniversary/ Independence day/ Republic day Parade	05	
		State /National level Training Conferences	05	
		Other Training related events	05	
		Trg. Courses for other departments	05	20
7	Social Responsibility - New Initiatives			
		Visit/Contact by the trainees to the nearby	05	

		villages																									
		Villagers/Youth (Civilians) associated with the Training Institute.	05	10																							
8	Productivity of Resources (Best utilization of allocated budget)	Budget utilization productivity	10																								
		Innovation in utilization of resources	15	25																							
9	Existence and promotions of campaign for dignity of labor and self help groups (@05 Marks each) a) Swachha Campus b) Shramadaan c) Signboards and their maintenance d) Neatly laid out parking places e) Ecological consciousness			25																							
10	New Initiatives & Community Assistance like (@05 Marks each) A) Participation of the outside school children in the play grounds B) Promotion of patriotism through celebration of important national days along with neighboring villages C) Organizing blood deposition camps. D) Organizing Medical camps			25																							
	Sub Total																										
B	Training Infrastructure			145.5																							
11	Availability and functioning of clubs for trainers.																										
		For each club & functioning maximum 05 Marks	01	05																							
12	Availability of Welfare Measures for Trainees and Staff	<table><tr><th colspan="2">Trainees</th><th colspan="2">Staff</th></tr><tr><th>Available</th><th>Upkeep</th><th>Available</th><th>Upkeep</th></tr><tr><td>a) Wet Canteen</td><td>01</td><td>02</td><td>01</td><td>02</td></tr><tr><td>b) Dry Canteen</td><td>01</td><td>02</td><td>01</td><td>02</td></tr><tr><td>c) CSD/CPC</td><td>01</td><td>02</td><td>01</td><td>02</td></tr></table>	Trainees		Staff		Available	Upkeep	Available	Upkeep	a) Wet Canteen	01	02	01	02	b) Dry Canteen	01	02	01	02	c) CSD/CPC	01	02	01	02		
Trainees		Staff																									
Available	Upkeep	Available	Upkeep																								
a) Wet Canteen	01	02	01	02																							
b) Dry Canteen	01	02	01	02																							
c) CSD/CPC	01	02	01	02																							

[illegible]

14	Availability of physical Training Infrastructure as per authorized capacity and Training requirement		75 13x5= 65
A	Class Room	Note:- as per authorization and training requirement 05 marks Less than authorization, upto 70% of the authorized strength Less than authorization, upto 50% of the authorized strength Less than 50% Not available	05
B	Conference Hall		04
C	Office Complex		03
D	Mess		02
E	Accommodation for Trainee		00
F	Accommodation for Staff		
G	Parade ground		
H	Sport Complex and facilities (as per training requirement)		
I	Auditorium		
J	Computer Lab		
K	Firing Range		
L	Out-door Training activity(squad Post/ Tactical area)		
M	Stimulators and Model rooms		

	Sub Total			104+65 169
C	Training Methodology and Study Material			
15	Training Methodology/Techniques			
		i) Traditional (indoor & outdoor)	01+01 = 02	02
		ii) New methodologies related with trg only For OUTDOORS a) Using GPS b) Simulated firing/SATS etc. c) Using Electronic Sand models d) Using 3D mapping System through Satellite/Google Maps e) Using net connectivity to classrooms and web based resources For INDOOR 1) Using the free resource material 2) Electronic accessibility available to the Students 3) Using Documentary, training aid, films from reputed Universities 4) Case Studies latest Judgments and online resources of courts 5) Electronic writing boards and latest gadgets like laptops, tabs etc., (free on line resources for the best universities in the world e.g Harvard, MIT etc)	Each 02 Marks	20
16	Standard Study Material Developed by the Training Institutes			
		a) Study material given to the trainees	02	
		b) Annual upgrading of study materials	05	
		c) Implementation of Standardized Lesson Plan (INDOOR / OUTDOOR)	10	17
17	Research papers published			
	a) Presentation in Seminar	a) Addressed in Seminar (local Govt. Offices)	01	
		a) Addressed in Seminar (National level)	03	
		b) Addressed in Seminar (International level)	10	20

18	Whether Journal/Books is being published only related to Training and not biographies / auto biographies or professional experiences etc., the books/articles should be scientific in nature and not essay type			
		1) Journals	02	
		2) By BPR&D	05	
		3) By NPA (MAX three)	05	
		4) Others reputed Institutes (MAX three)	05	17
19	Feedback System from			
		1) From trainees / participants	05/05	
		2) From outside agencies including Battalions(MAX three)	10 each	
	Sub Total			40
D	Quality of Trainer			116
20	External Faculty (Quality/Quantity/Subjects taught)			
		1) From outside Organization / Prominent Speakers	05	
		2) Reputed Prominent Speakers/ Celebrity Speaker in any particular subjects(one time only)	10	15
21	Faculty of Institutes being invited by other institutes as guest faculty			
		1) Outside Organization	05	
		2) National Universities	10	
		3) International level(only one time)		Max 50
22	Talent Management Plan Policy and implementation for development of trainers		10	10
	Sub Total			75
23	PROFESSIONAL COMPETENCE OF TRAINEES/TRAINERS			
	1. Test of trainees			

		BMI ratio	02x10	20max
		BMR ratio (most favorable BMI for each candidate will get 02 marks if beyond BMI is more than 25 a candidate will get 0 marks same is the case with BMR)	02x10	20
	3. Best practices	<p>Maximum 10 practices may be taken into consideration - @ 5 marks per practice during the test (five best practices for Indoor and five best practices for Outdoor) which are as follows</p> <p><u>FOR OUTDOORS</u></p> <ol style="list-style-type: none"> 1. Using GPS 2. Simulated firing/SATS etc. 3. Using Electronic Sand models 4. Using 3D mapping System through Satellite/Google Maps 5. Using net connectivity to classrooms and web based resources <p><u>FOR INDOOR</u></p> <ol style="list-style-type: none"> 6) Using the free resource material 7) Electronic accessibility available to the Students 8) Using Documentary, training aid, films from reputed Universities 9) Case Studies latest Judgments and online resources of courts 10) Electronic writing boards and latest gadgets like laptops, tabs etc., 		Max number of marks will be 50
		<p>Note: Tests will be conducted taking 25 trainees randomly and each one's score will be noted and added up and the cumulative score will be divided by the number 25 and that will be the Quotient. This is done to ensure equality and quality. This same methodology will be applicable for the trainers who are tested. There will be Five outdoor and Five indoor trainers who will be tested randomly. The Director of the Academy or the Principal of CTC, RTC or Police Training Colleges (PTCs) can also be part of this test if they are teaching subjects in indoor or outdoor. The following are the branches of training.</p> <ol style="list-style-type: none"> 1) Law – I 2) Law – II 		<p>A =85 B=16 C= 50 total 151)</p>

		3) Accounts 4) Management 5) IT		
24	Qualifications of Faculty			
		1)Pre degree	01	
		2)Degree	02	
		3) PG	03	
		4) Special Courses from reputed universities of all India level like IIT and IIM	05	
		5) PhD from (Central University/IIT /IIM/NPA etc)	10	
		Remarks as given as Note in Point no. 13		Subject to max 10 mark (Quotient)
25	Number of National/International Awards Medal & Rewards won by Faculty			
		1) Cash Reward	01	Will be divided to number of Staff Posted (Quotient ref -cas approx 10 Max.
		2) Commendation	02	
		3) DG's DISC	03	
		4) Police Medal For Meritorious Service	04	
		5) Police Medal for Distinguished Service	05	
		6) Parakram/PMG/ PPMG	06	
		7) Other Army/Government of India Medals @2 Marks for each. (Police Hard Duty Medal, Internal Security Medal etc.,)	02 per each category	
26	How many of faculty members were awarded punishment/ pending enquiries. (Negative Marking)			
		In Currency of Punishment	-1	
		For each Punishment	-1	
27	How may faculty members were awarded punishment after joining Training Institutes/ordered enquiries (Negative Marking)			
	Before joining the Institute	Chronic Tolerance of bad Character	-1	
	After joining the Institute	Inquiry Ordered for Indiscipline for each case	-3	
28	Negative marking			
		Fraudulent claims	-1 each	

		Un matching Realities	-1 each	
	Sub Total			211
29	Performance of trainees under the institution			10
	Grand Total			Appro 726.5

Note:

1. In case any institution gets 25 negative marks in total such institution shall be barred not only for the current year but for the next year.

2. **Case:**

Number of National/International Awards Medal & Rewards won by Faculty			
	7) Cash Reward	01	Will be divided by number of Staff Posted (Quotient ref-case)
	8) Commendation	02	
	9) DG's DISC	03	
	10) Police Medal For Meritorious Service	04	
	11) Police Medal for Distinguished Service	05	
	12) Parakram/PMG/ PPMG	06	
	7) Other Army/Government of India Medals @2 Marks for each. (Police Hard Duty Medal, Internal Security Medal etc.,)	02 per each category	

In x institute suppose there are-

M number of indoor instructor and N number of outdoor instructor each of M+N = numbers of Instructors can get numerous rewards in terms of Sl no. 1,2,3,6 and the limitation is only for serial no 4 and 5 and to some extent serial no. 7, hence there cannot be any maximum number quotient here will be the total marks of rewards divided by M+N.

As a case study if X institute has 10 indoor and 100 outdoor and all indoor faculty has 2 commendation, 2 DG Disc, 1 Police Medal for meritorious service, 1 distinguish service, 1 hard duty medal and similarly each outdoor has 2 each cash reward and DG Disc and 10 numbers has PMG and 50 numbers has police hard duty medal then the score here will be like the following :-

- $10 \times 2 + 10 \times 2 + 10 \times 1 + 10 \times 2 = 70$ for Indoor.
- $100 \times (2+3) + 10 \times (6) + 50 \times 02 = 500+60+100$ (660) for Outdoor.
- $70+660 = 730 / 110 = 6.7$ (so it cannot be more than approx. 10)

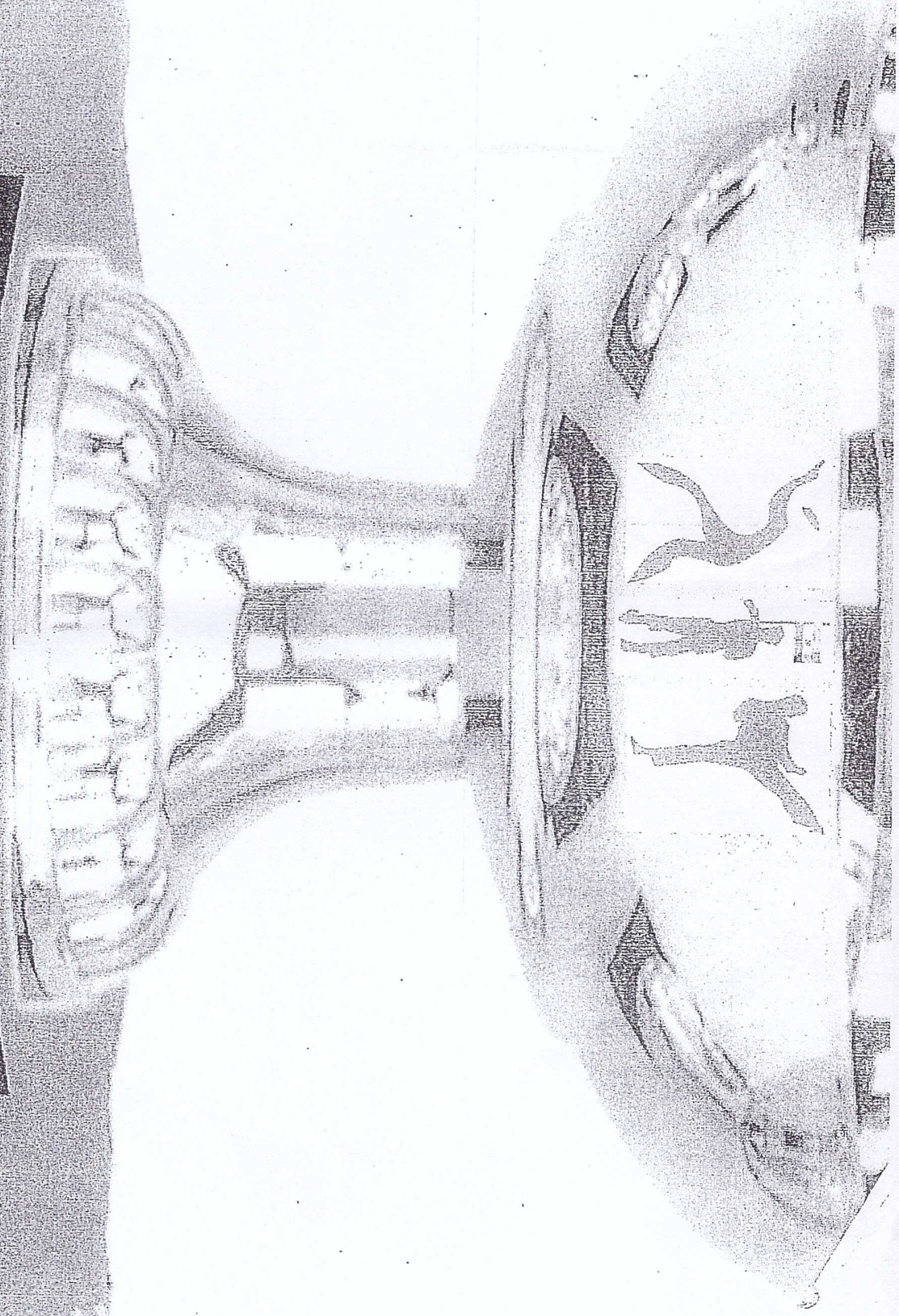
Zonal Divisions of the States/UTs

NORTH ZONE	
1	Haryana
2	Himachal Pradesh
3	J&K
4	Punjab
5	Rajasthan
CENTRAL ZONE	
1	Chhattisgarh
2	Uttar Pradesh
3	Delhi/Manipur/ (UTs)
4	Uttrakhand
NORTH EASTERN ZONE	
1	Meghalaya
2	Mizoram
3	Nagaland
4	Sikkim
5	Assam
6	Tripura
7	Arunachal Pradesh
WESTERN ZONE	
1	Gujarat
2	Maharashtra
3	Madhya Pradesh
4	Goa
SOUTHERN ZONE	
1	Karnataka
2	Kerala
3	Tamil Nadu
4	Andhra Pradesh
5	Telangana
EASTERN ZONE	
1	Bihar
2	Odisha
3	Jharkhand
4	West Bengal

2

List of CAPF/CPOs

1	Assam rifles
2	BSF
3	CISF
4	CRPF
5	ITBP
6	NSG
7	SSB
8	BPR&D
9	IB
10	SVPNPA
11	NCRB
12	NEPA
13	NICFS
14	NHRC
15	NIA



विद्याधनम् सर्वधनं प्रधानम्

विद्वान् सर्वत्र मुख्यते

मुद्रित प्रशिक्षण में सत्कृष्टता के लिए केन्द्रीय गृह मंत्री दायी