

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

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 State/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 nomination from 15th May 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 Institute 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 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 CAPFs/Training Directorate in the matter.

6. The head of 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 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. Chairmen - 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 every year and the Trophy will be **awarded on the Occasion of Republic Day Celebrations.**

B. AWARD OF TROPHY TO THE STATES/UTs 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).

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 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 nomination from 15th May every year. The nominations 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 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 this matter.

5. The winners of 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 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. Chairmen – 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'**.

ANNEXURE A

PARAMETERS FOR SELECTING THE BEST TRAINING INSTITUTION

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 villages	05	

		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			145.5			
B	Training Infrastructure						
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	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		

	d) Health Centres	01	02	01	02		
	e) Family Welfare Centres	01	02	01	02		
	f) Clubs	01	02	01	02		
	g) Recreation Centres	01	02	01	02		24
13	Innovations (@05 Marks each)						
	1) Creative work(statues, landscaping etc..)					05 each	
	2) Water harvesting						
	3) Greenery Promotion						
	4) Hygiene/ sanitation						
	5) Upkeep of Toilet/ bathrooms						
	6) Medical facilities and response systems						
	7) Incident management in case of Injuries/ death						
	8) Library / e-library / mobile library						
	9) Labs/sand model						
	10)Cyber law promotion						
	11)Solar Energy initiatives						
	12)Organic farming						
	13)Bio waste disposal / non Plastic use						
	14)Construction of structures using local materials						
	15) Others						
14	Availability of physical Training Infrastructure as per authorized capacity and Training requirement	Note:- as per authorization and training requirement 05 marks					13x5= 65
A	Class Room	Less than authorization, upto 70% of the authorized strength				05	
B	Conference Hall					04	
C	Office Complex					03	
D	Mess					02	
E	Accommodation for Trainee	Less than authorization, upto 50% of the authorized strength				00	
F	Accommodation for Staff						
G	Parade ground	Less than 50%					
H	Sport Complex and facilities (as per training requirement)	Not available					
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 <u>OUTDOORS</u> 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 <u>INDOOR</u> 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	
				40
	Sub Total			116
D	Quality of Trainer			
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				
(A) Test of trainees Test of 25 randomly selected recruits/ trainees on the following parameter:				
(i) Drill			15	
(ii) Turn out			05	
(iii) Tactics	Tactical exercise involving briefing, use of ground, field signal etc.		25	
(iv) Weapon handling (INSAS Rifle, LMG)			10	
(v) Firing – 100 meters – INSAS Rifle – 25 rounds (Each practice of 5 rounds)	1) Grouping Firing target 4x4' up to 4" group – 5 marks from 4.1 to 8" group – 3 marks from 8.1 to 16" group – 2 marks 2) SNAP (Standing Position) – 01 mark will be awarded for each hit on the target) Target to appear for 4 seconds and Firer to engage the target within this period and then a gap of 5 to 7 seconds will be given. One round will be fired on each appearance. Total 5 rounds will be fired. 3) Deliberate fire – (Each hit on the target will carry 01 mark) i) Lying – Own time ii) Sitting – Own time iii) Kneeling – Own time		05 05 05 05 05	
(vi) Physical training – 5 km BEPT in scale B run may be conducted	Up to 23 minutes – 5 marks 23.01 to 24 minutes – 3 marks 24.01 to 26 minutes - nil		05	Total 85 max for each candidacy. Cumulative score of all 25 candidate will be divided by 25 and this will be the score here .max quotient here will be 85
(B) Test of trainers – Each parameter 5 marks	a) Turn out/ appearance of the trainer b) Skill c) Education d) Medal e) Disc		02 02 02 02	(Max 20for each 20x8=160 .max quotient here will

		f) No. of Course Attended g) Extra Initiatives h) Productivity	02 02 02 02	be 16)
		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 max
	(C) 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 style="text-align: center;"><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 style="text-align: center;"><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
		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		A =85 B=16 C= 50 total 151)

		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. 1) Law – I 2) Law – II 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 marks (Quotient)
25	Number of National/International Awards Medal & Rewards won by Faculty			
		1) Cash Reward	01	Will be divided by number of Staff Posted (Quotient) ref –case 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 Institutes/ordered (Negative Marking)	Training enquiries		
	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	
	Sab Total			211
29	Performance of trainees under the institution			10
	Grand Total			Approximately 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:-

- $10 \times 2 + 10 \times 2 + 10 \times 1 + 10 \times 2 = \mathbf{70}$ 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)

ANNEXURE B

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

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