

DIRECTORATE GENERAL OF HOME GUARDS

Government of National Capital Territory of Delhi

Office Order:- 291

5th Community Oriented Policing Services (COPS) for Civil Defence volunteers from all Districts will commence w.e.f. 26.09.11 to 18.10.11 (15 days) as per training programme from 10.00 – 17.00 hrs at CTI complex, Raja Garden, New Delhi-27 from Monday to Friday. All the volunteers will get the training allowance as admissible under the rules. However, they are also permitted to do regular duties out of course timings.

To organize the said training in proper manner, approximately 60 trainees shall be allowed per class. The outdoor training shall be conducted at parade ground and the indoor classes shall be conducted at third floor of Administrative Block.

Smt. Rajni Malhotra, Sr. Inst shall be the training incharge for teaching/practical training. She will be responsible to prepare Training Programme and Time Table for the Course in detail indicating the name of the instructors in each period under the guidance of JSO (CTI). She will coordinate with the guest faculty for lectures and shall also be responsible for their bills/payment etc. She will also ensure that training programme is run in accordance with the syllabus. She will arrange for the substitute, if any instructor is absent. The training shall be conducted under the direct supervision of JSO (CTI).

Sh Pawan Sharma, JI(H), shall be the course coordinator who shall be assisted by Sh. Kapil Dev, Demo & 01 Home Guard PTI. He will be responsible for attendance, disciplines, billing of Vols/ PTIs etc; apart from conducting Training. Only 02 day leave is permitted for trainees beyond which he/she shall be considered as left the course. He will also be responsible for certificates preparation and distribution in an efficient manner. He will ensure that the electronic attendance is taken on Time Attendance Machine and record kept.

He will make suitable arrangements as per the requirement of the guest faculties/PTIs. He shall also be responsible for certificates preparation and distribution in an efficient manner.

Care-Taker to ensure that sufficient drinking water is available to the trainees & toilets are kept clean through out the day near indoor classes. He will make arrangement for drinking water for the class with provisioning of Mayur Jugs and tumblers.

CTI Store Incharge shall provide all training equipment during the course period as per requirement by the instructors and faculties. Any shortcoming to be informed to the TI/undersigned immediately.

This course is conducted with the prior approval of DGHG.

(RAHUL SUDAN)
JUNIOR STAFF OFFICER(CTI)

Dated:- 21/9/11

F. No. 51(1)/HG/CTI/TRG/4/Courses/40/2011/ 7676-7706

Copy to:-

1. PA to DGHG.
2. PA to CCTI.
3. PS to Divisional Commissioner Revenue cum Secretary Revenue, 5 Shamnath Marg Delhi.
4. JSO(CTI)/JSO(HG)/Officer In-charge Civil Defence, Delhi.
5. Training In-charge.
6. All In-charges Civil Defence district offices with direction to give wide publicity in their district and nominate suitable candidates whose list must be forwarded at least 3 days in advance to CTI alongwith their callouts.
7. All concerned/Guard Room.
8. In-charge CTI Store/Caretaker
9. Canteen manager for arrangement of refreshment as per the training programme.
10. Notice Board
11. In charge server Room for uploading the website.

(RAHUL SUDAN)
JUNIOR STAFF OFFICER(CTI)