KERALA POLICE DEPARTMENT

No. I-4/133071/2018/PHQ

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04712721547
Dated: 15/10/2018.

EXECUTIVE DIRECTIVE: 48/2018 - A

Sub: Training/Courses/Workshops/Seminars/Symposiums attended by officers of all ranks - Guidelines issued - Reg.


Numerous training programmes are being conducted for the officers of Kerala Police of various ranks throughout the year, in various institutions. The year 2018 had been declared as 'Year of Training and Learning for the Police Department' wherein all officials of all ranks in the Department, all ministerial staff and technical and non technical staff will undergo training, at least for a day, in policing or related subjects. Effective training aids the development of new knowledge and skills and facilitates re-orientation as well as refinement of existing skills. The in-service training of police officers has been especially encouraged all these months. It will enable an officer to perform more efficiently and help a better service delivery.

02. Kerala Police continuously organizes a number of training courses across the State. Apart the officers of various ranks are being nominated to participate in the various training programmes conducted by the Central and State Governments agencies viz. CBI, NIA, IB, SVP NPA, SZRTC, CAPT, NEPA, CDTI etc. on a regular basis. A substantial expenditure of resources is undertaken while deputing the officers for such training activities. Unfortunately, at present, there is no parameter to assess what they learnt or imbibed from the training and how it would be further beneficial to the department.

03. In order to ensure equal opportunity in attending various in-service training programmes/various courses/Seminars/Symposiums/Workshop etc to all members of the State Police and also for future reference, it has been decided to prepare and maintain a Digital Register containing all the details with regard to various In-Service Training
Programmes/Courses/Seminars/Symposiums/Workshops etc. This Digital Register for IPS Officers will be opened in Police Headquarters and updated on a weekly basis, with due inputs from ADGP Training.

04. The ADGP Training shall prepare a Digital Register with regard to the details of Training programmes/various Courses/Seminars/Symposiums/Workshops etc attended by police officers and personnel of the rank of DySSP/ACsP to Supdt of Police (Non IPS)/Commandants in the enclosed proforma (Annexure A) and update regularly at least on weekly basis. IG(HQ) assisted by DIG (Admin) will do this.

05. All Unit heads are directed to ask the Officers/men who undergo/attend professionally relevant and informative Courses/Seminars/Symposiums/Workshops to transfer/institutionalise the knowledge gained from the trainings through methods viz. interactive session/video conferencing/class room session etc. A copy of the resources/materials given to participants should be forwarded in hard copy to PTC/KEPA to be kept in the PTC Library and KEPA Library and uploaded on the digital repositories also. One copy should be kept with the Units itself for future reference. Unit heads shall also maintain a Digital Register as per Annexure A for the personnel upto the rank of Sub Inspector and update on weekly basis without fail.

06. After attending various Training/Courses/Seminars/Symposiums/Workshops, all IPS officers should submit a Statement (Annexure A) along with a detailed report on what they learnt from the Training/Courses/Seminars/Symposiums/Workshops to PHQ within a week from the date of return. Other officers/personnel up to rank of SP (Non IPS) shall furnish the report to ADGP Training through their Unit heads, within a week from the date of return from the aforementioned programmes.

07. In addition to this, State Government, vide the Circular cited 1st above, has also directed every officer/personnel to submit a report before the Unit head in the prescribed proforma (Annexure B) within seven days from the date of return from training/Courses/Seminars/Symposiums/Workshops held abroad or outside the State. The Unit heads shall forward a copy of these proforma details along with their next request for attending training/Courses/ Seminars/Symposiums/ Workshops etc. to ADGP(Training) and to PHQ in respect of IPS officers.

08. In addition to the above, it is observed that timely willingness from those desirous of undergoing such training are not received, often resulting in inadequate representation of State Police. It has also been found that at many a time, a good number of Police personnel working in various units ranging from Police Stations to Battalions to Special
units are unaware of such training programmes and their eligibility to apply. It amounts
to denial of equal opportunity to all members of force. Hence, it has been decided to
have a regularly updated link, in place, within the Kerala Police Website, for training
which shall feature the latest training programmes as and when received from various
institutions to SPC/ADGP Training.

09. It is to be noted that this shall be utilised by the Police personnel in getting timely
information about the proposed training programmes, which may suit their aptitudé and
field of work so as to enable them to furnish their willingness in time through proper
channel only and should not be construed as a reason for indulging in direct
communication with SPC/ADGP Training regarding training, bypassing the proper
channel.

10. ADGP, SCR, is hereby instructed to make necessary arrangements to create a
permanent link in the home page itself and to upload the training related
Circulars/Executive Directives/Office Memorandums as and when received from
PHQ/ADGP Training.

11. The impact of various trainings including basic training need to be assessed
regularly. The ADGP (Trg.) and Director, KEPA can primarily assess the impact of
training, the gaps in training etc., after due discussion with the Unit Heads. They can
send their remarks regarding the training needs, in-situ trainings to be conducted in the
offices etc. For such assessments, ADGP (Trg)/Director, KEPA must prepare
parameters/templates etc.

12. Various trainings take place in training institutions like PTC, KEPA and various
battalions. However, a proper mechanism to evaluate the trainings, on a continuous
basis, is not in existence and hence the shortcomings in the training, if any, are not
assessed instantaneously. In these circumstances, it has been decided to take the
feedback of the training during the course of the training itself and without waiting for
the completion of the training. A template has been prepared which shall be used for this

[Signature]

Director General of Police & State Police Chief

To : All Officers in list B.
Copy to : All officers in List 'C'
       CAs to SPC and all Staff Officers in PHQ.
       Manager, SSs and JSs PHQ for information.
<table>
<thead>
<tr>
<th>SI no.</th>
<th>Name</th>
<th>Batch</th>
<th>Rank</th>
<th>Training/ Seminar/ Workshop/ Symposium</th>
<th>Institution</th>
<th>Country/ State</th>
<th>Topic</th>
<th>Date and duration</th>
<th>Whether report submitted</th>
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## Annexure B
(as per Govt direction)

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1</td>
<td>Name</td>
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<td>2</td>
<td>Designation with Scale of Pay</td>
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<td>3</td>
<td>Date of Entry in service</td>
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<td>4</td>
<td>Date of retirement</td>
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<td>5</td>
<td>Mobile No.</td>
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<tr>
<td>6</td>
<td>Email</td>
</tr>
<tr>
<td>7</td>
<td>Order, permitting the officer to attend the programme</td>
</tr>
<tr>
<td>8</td>
<td>Name of programme</td>
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<tr>
<td>9</td>
<td>Whether sponsored by Gvt or foreign agency, if so details</td>
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<tr>
<td>10</td>
<td>Place with duration of the programme held</td>
</tr>
<tr>
<td>11</td>
<td>Purpose and usefulness to the institution by attending the programme (separate detailed report should be submitted)</td>
</tr>
<tr>
<td>12</td>
<td>Details of previous foreign tour if any (Date, programme, place etc)</td>
</tr>
</tbody>
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I certify that the above information is correct to the best of my knowledge and belief.