Urgent

No. A2-2971/2018/PT
Police Training Headquarters,
Thiruvananthapuram
adgptrg.pol@kerala.gov.in
04712323497
Dated. 18-07-2018

From
Additional Director General of Police (Training)
Kerala, Thiruvananthapuram

To
All Unit Heads

Sir,

Sub : Basic course on Computer and Internet Skills from 27/08/2018 to 07/09/2018 at CDTI, Hyderabad - nominations called for - reg

Ref : Letter No. I-8(5)/BCIS-1/2018-2019 dated 03/07/2018

Please refer to the above

A Basic Course on Computers & Internet Skills is scheduled to be conducted at CDTI for the officers of the rank of SI to DySP from 27/08/2018 to 07/09/2018. As such nominations of the eligible and willing Officers below the age of 50 may be forwarded to this Office with details before 31/07/2018.

Yours faithfully

Sandhya B IPS
Additional Director General of Police

Copy To : The ADGP SCRB, it is requested to upload the details in the Police Website.
To
The Addl. Director General of Police (Trg.),
Kerala,
Thiruvananthapuram.

Sub:- "Basic Course on Computers & Internet Skills" in CDTI,
Hyderabad from 27-08-2018 to 07-09-2018 for Dy.SP/Inspr/SI of
Police.

Sir,

Course on "Basic Course on Computers & Internet Skills" will be conducted at
CDTI-Hyderabad from 27-08-2018 to 07-09-2018 for the officers of the rank of
Dy.SP/Inspector/Sub-Inspector of Police.

2. **03 seats** have been allotted for your State and 07 copies of Joining Instructions are
enclosed, one set for the personal perusal of the Head of the Unit from where the Officers
are nominated, one set for record and the rest for transmission to the nominees for
compliance.

3. The nominations against the seats allotted may kindly be sent to the Director, CDTI,
Ramanthapur, Hyderabad-500 013, so as to reach by **08-08-2018**. The **information in**
respect of each nominated officer may kindly be sent as per the proforma given
below:

<table>
<thead>
<tr>
<th>Name</th>
<th>Designation</th>
<th>Present posting</th>
<th>Phone/Cell No.</th>
<th>E-mail ID</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

4. It is requested that while nominating officers, an equal number of officers may also
be nominated as reserve. The officers deputed should be below 50 years of age. **The
nominees may be advised to proceed for the course only after receiving**
confirmation of acceptance of their nominations from this Institute.

5. The trainees should be directed to report to the Director, CDTI-Hyderabad by **the
evening of 26-08-2018** positively. It is requested that all concerned may kindly be
informed accordingly.

Yours faithfully,

AMRIT RAJ, IPS
DIG/DIRECTOR
CENTRAL DETECTIVE TRAINING INSTITUTE, HYDERABAD.
Course on “Basic Course on Computers & Internet Skills”
(27-08-2018 to 07-09-2018) - 10 days

JOINING INSTRUCTIONS

1. **Reporting Time:** The Officers nominated should report at the CDTI, Hyderabad by the evening of 26-08-18 or early hours of 27-08-18. The Course will commence from 27-08-18.

2. **Working Days & Hours:** Monday to Friday - From 09.30 AM to 06.00 PM

3. **Age:** Officers below the age of 50 years may kindly be deputed for training.

4. **Location:** The CDTI is located at Ramanthapur, between Hyderabad Public Institute and Doordarshan Kendra (Hyderabad), at a distance of about 10 kms from Hyderabad/Secunderabad Railway stations. The Hostel is situated within the Institute Campus. City buses, autorikshaws and taxis ply from Hyderabad/Secunderabad Railway stations where all trains are received.

<table>
<thead>
<tr>
<th>S.No.</th>
<th>From</th>
<th>Distance</th>
<th>Mode of Transportation</th>
<th>Approx. journey time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Rajiv Gandhi International Airport</td>
<td>34 Kms.</td>
<td>Taxi/Bus</td>
<td>50 minutes to 1 hour</td>
</tr>
<tr>
<td>2.</td>
<td>Secunderabad Railway Station</td>
<td>10 Kms.</td>
<td>Auto/Taxi/Bus</td>
<td>30 minutes to 45 min.</td>
</tr>
<tr>
<td>3.</td>
<td>Hyderabad Railway Station</td>
<td>10 Kms.</td>
<td>Auto/Taxi/Bus</td>
<td>40 minutes to 50 min.</td>
</tr>
<tr>
<td>4.</td>
<td>Kacheguda Railway Station</td>
<td>5 Kms.</td>
<td>Auto/Taxi/Bus</td>
<td>25 minutes to 30 min.</td>
</tr>
</tbody>
</table>

5. **Administration:** Each nominee will bring with him four recent passport size photographs in working dress bare-headed. Registration forms will be supplied by the Institute wherein the nominees will be required to fill up particulars of their service, such as date of birth, date of entry into force, details of work done in different branches up-to-date, etc. Trainees will come prepared to furnish these particulars. During the period of training, no leave will be granted. As the Course is very short, it will not be possible to spare the trainees for Court work during the training period. Trainees should finish their evidence in Courts before leaving for CDTI training or seek suitable adjournments beyond the training period. Trainees should not bring any service or private weapons and ammunition.

6. **Dress:** All the trainees will bring with them the uniform of their rank; working dress will be worn by the trainees during training. In the afternoon session, Smart Civvies (Formal Pants, Full shirt/Half Shirt and Tie (Optional) for Men and Saree/Salwar/Shirt Pant for Women. Chappals, Sandals, Jeans and Sports Shoes will not be allowed in the class room.

7. **Mess:** The training programme is residential. On arrival at the Hostel, the trainees should find out the room number allotted to them from the Hostel notice board and occupy the rooms accordingly. The Hostel Mess provides both vegetarian and non-vegetarian meals and is run on co-operative basis by the trainees themselves. The trainees will be required to pay their messing charges for the entire Course in advance. The expenses for running the mess will be shared by the trainees and adjustment for the charges payable will be made at the time of closing of the Course. Each trainee is required to pay Rs.10/- per day towards maintenance charge at the conclusion of the Course. **Families/guests are not allowed to stay in the Hostel.** Each trainee will be provided with a cot, mattress, pillow and mosquito net, table and a chair in the Hostel. A Wasmecman has been provided in the Hostel at approved rates. He is the only authorized person to enter the Hostel premises for collection and return of clothes after wash. Officers are required to wear proper dress while coming to the Lunch/Dinner and in any case they should not put on Chappals, Night Suits, Lungi, etc. in the mess.

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8. **Reading Material:** Reading material for the Course will be supplied on arrival. CDTI, Hyderabad has a well-stocked library with spacious reading room. The participants can avail this facility.

9. **Contact Details:**
   Office - 040-29704170; 27038182
   Hostel: 040-27037945 (can be contacted 24-hours)
   e-mail: cdtshyderabad@nic.in

10. **Postal Address:**
    Director, Central Detective Training Institute, Ramanthapur, Between Hyderabad Public Institute & Doordarshan Kendra, Ramanthapur, Hyderabad-500013.

11. **Dispersal:** Participants can leave the Institute after the Valedictory Address on the concluding day of the Course i.e. around 6.00 P.M. They can leave on the same day by late evening flight/trains.

12. **Nearby Banks:**
    Central Bank of India, Ramanthapur, Hyderabad
    Andhra Bank, Ramanthapur, Hyderabad
    State Bank of Hyderabad, Ramanthapur, Hyderabad
    Bank of Baroda, Ramanthapur, Hyderabad
    State Bank of India, Street No.8, Habsiguda, Hyderabad
    Axis Bank, Street No.8, Habsiguda, Hyderabad
    ICICI Bank, Street No.8, Habsiguda, Hyderabad
    Syndicate Bank, Street No.8, Habsiguda, Hyderabad
    Indian Overseas Bank, Street No.8, Habsiguda, Hyderabad
    Allahabad Bank, Street No.8, Habsiguda, Hyderabad
    Indian Bank, Street No.8, Habsiguda, Hyderabad

*Note: The nominated officers are requested to kindly bring the details of the cases investigated by them which will be used for case study/group discussion.*