From

Additional Director General of Police (Training)
Kerala, Thiruvananthapuram

To

All Unit Heads

Sir,

Sub : Course on Collection and Prevention of Digital Evidence at CDTI, Hyderabad from 03/09/2018 to 07/09/2018- nominations called for - reg

Ref : Letter No. I-8(5)/SC-CPDE-13/2018-2019 dated 04/07/2018

Please refer to the above

A Course on Collection and Prevention of Digital Evidence is scheduled to be conducted at CDTI Hyderabad from 03/09/2018 to 07/09/2018 for the Officers of the rank of DySP/Inspector/SI. As such it is requested to forward the nominations of eligible officers with details to this Office before 31/07/2018.

Yours faithfully

Sandhya B IPS
Additional Director General of Police
To
The Addl. DGP (Trg.),
Kerala,
Thiruvananthapuram.

Date: 4th July, 2018.

Sub: Course on “Collection & Preservation of Digital Evidence” at
CDTI, Hyderabad from 03-09-2018 to 07-09-2018 for
Dy.SP/Inspr./SI.

Sir,

Course on “Collection & Preservation of Digital Evidence” will be conducted at
CDTI-Hyderabad from 03-09-2018 to 07-09-2018 for the Officers of the rank of
Dy.SP/Inspectors/Sub-Inspectors of Police.

2. **03 seats** have been allotted to 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 14-08-2018. **The information in
respect of each nominated office 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>
</table>

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

The trainees should be directed to report to the Director, CDTI-Hyderabad by **the
evening of 02-09-2018** positively. It is requested that all concerned may kindly be
informed accordingly.

Yours faithfully,

AMRIT RAJ, IPS
DIG/DIRECTOR
JOINING INSTRUCTIONS

1. Reporting Time: The Officers nominated should report at the CDTI, Hyderabad by the evening of 02-09-18 or early hours of 03-09-18. The Course will commence from 03-09-18.

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 Wasmaheran 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.

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