



No. J.11035/1(SOP)/2023-Trg.
भारत सरकार / Government of India
गृह मंत्रालय/ Ministry of Home Affairs
समन्वय निदेशालय / Directorate of Coordination
पुलिस बेतार/ Police Wireless



केंद्रीय पुलिस रेडियो प्रशिक्षण संस्थान
Central Police Radio Training Institute
बन्देमातरम मार्ग नई दिल्ली -110060
Vandematram Marg, New Delhi-110060
दिनांक/ Dated : 14.12.2023

CIRCULAR

Subject:- Standard Operating Procedure (SOP) for RPWTIs-reg.

The Standard Operating Procedure (SOP) for conduct of courses at RPWTIs have been finalized with the approval of competent authority. The copy of SOP is attached herewith.

2. In-charges of all RPWTIs are requested to adopt the SOP with the immediate effect. Further, it is requested to propose course calendar for next year 2024-25 according to time lines defined in the SOP.

संयुक्त निदेशक (प्रशि.)
Joint Director (Trg.)
आ. सं. 784
दिनांक : 14/12/23
Dated.....

H.K.M.
14/12/23

(Hari Krishna Mishra)
Joint Assistant Director (Training)

Encl. : A/A

Copy To,

1. Additional Director (Hqs.)
2. Joint Director, RPWTI Kolkata
3. Deputy Director, RPWTI Gandhi Nagar
4. Deputy Director, RPWTI Chandigarh
5. Joint Assistant Director, RPWTI Bengaluru
6. AD(IT): for upload on website of DCPW

Standard Operating Procedure (SOP)
For courses at RPWTIs

Legend:-

D- Date of Start of course

E- Date of End of course

CC- Course Coordinator

Sr. No.	Action Point	Timeline	Action by
1	RPWTI to propose Course Calendar(April to March of every year) and CPRTI after due rehashing of courses / seat allotment if required process compiled Course Calendar for obtaining approval of Director DCPW	January preceding the course calendar	Respective RPWTI and CPRTI
2	Call for demand of seat from concerned States, UTs & CAPFs as per course calendar	D-60	Respective RPWTI
3	Allotment of Seats as per demand	D-20	With the approval of JD Respective RPWTI
4	Receipt of Nominations	D-5	Respective RPWTI
5	Nomination of Course Coordinator	D-5	Respective RPWTI
6	Allotment of Hostels	D	I/C Respective RPWTI
7	Registration of Trainees	D	CC
	Inauguration of course	D	CC
	& Preparation of Nominal Roll	D	CC
8	Preparation of weekly Schedule	Every Thursday of preceding week	CC
9	Conduct of unit test	As per Weekly Course Plan	CC
10	Conduct of Theory Classes	As per Weekly Course Plan	CC
11	Conduct of practical Classes	As per Weekly Course Plan	CC
	Conduct of Technical	As per Weekly Course	CC

12	visits	Plan	
13	Preparation of Exam Schedule and submission to JD(Trg) CPRTI for approval	E-30	I/C Respective RPWTI
14	Nomination of officer Setting up of question Paper, invigilator, Evaluator for theory paper and Practical exam etc. with approval of Director DCPW	E-30	JD CPRTI
15	Checking of Practical Note Books	E-7	CC
16	Compilation of Internal Assessment marks	E-7	CC
17	Preparation of Class Rooms For Exam	E-5	CC
18	Preparation Seating Chart	E-5	CC
19	Preparation of Attendance Sheets	E-5	CC
20	Preparation of Assessment Sheets	E-5	CC
21	Arranging Stationery , Wax, Seal, Envelopes, Answer Sheets, Additional Sheets Etc.	E-5	CC
22	Preparation of Relieving orders, No dues certificate, Hostel Charges Receipt	E	CC
23	Issue of Office Order and Training Certificates where No exam is prescribed	E	CC
24	Conduct of Closing Ceremony	E	CC
25	Theory answer sheets , internal assessment, practical marks sheets etc. for framing of result to be dispatched to CPRTI	E	I/C Respective RPWTI
26	Evaluation of Answer Papers	E+20	Evaluator nominated
	Preparation of Result Sheets and process for	E+25	CPRTI

27	approval of Director DCPW through JD(Trg), CPRTI		
28	Issue of Office Order and Training Certificates	E+30	CPRTI

Checklist for examiner / invigilator on Exam Day

Sl. No.	Action Point	Status
1.	Seating as per plan.	
2.	Invigilation duty as per plan.	
3.	Making Sufficient Copies of Question paper.	
4.	Ensuring Signature of Candidates in attendance sheet.	
5.	Ensuring Signature of Invigilator in Answer sheets after verifying number of additional sheets.	
6.	Tallying of number of Answer Sheets.	
7.	Sealing of Objective Questions Answer sheets after initial 10 minutes of start of exam.	
8.	Sealing of Subjective Answer Sheets at end of exam.	
9.	Handing over of Sealed Answer Sheets to examiner.	