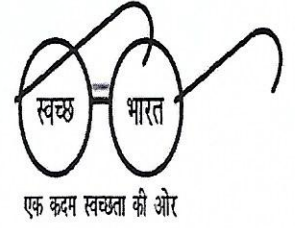




No. J-19011/4(HOSTEL-SOP)/2025-Trg.
भारतसरकार / Government of India
गृहमंत्रालय / Ministry of Home Affairs
समन्वयनिदेशालय/ Directorate of Coordination
पुलिसबेतार/ Police Wireless



केन्द्रीय पुलिस रेडियो प्रशिक्षण संस्थान
Central Police Radio Training Institute
वन्दे मातरम मार्ग, नई दिल्ली - 110060
Vande Mataram Marg, New Delhi - 110060
दिनांकित/ Dated: 10.07.2025

CIRCULAR

Subject: Uniform Standard Operating Procedure (SOP) for Hostel Operations and Authorization of Items for Hostels at CPRTI/RPWTIs – Reg.

The undersigned is directed to circulate *"Uniform Standard Operating Procedure (SOP) for Hostel Operations and Authorization of Items for Hostels"* in order to streamline and standardize the functioning of hostels under the administrative control of the Central Police Radio Training Institute (CPRTI) and the Regional Police Wireless Training Institutes (RPWTIs).

2. The primary objective of this SOP is to ensure that hostel operations across all CPRTI and RPWTI campuses are conducted in a uniform, efficient, and transparent manner. The SOP aims to establish standard norms and practices that will facilitate the creation and maintenance of a safe, secure, and hygienic living environment for all trainees and occupants residing in these facilities.
3. The SOP is structured in two comprehensive parts, as detailed below:
 - a. **Part I – Hostel Operations at CPRTI/RPWTIs:** This section outlines the general framework, responsibilities of hostel staff, code of conduct for residents, check-in/check-out protocols, safety and security measures, grievance redressal mechanisms, and sanitation and maintenance norms.
 - b. **Part II – Authorization of Items for Hostels at CPRTI/RPWTIs:** This section enumerates the list of authorized items, equipment, and essential supplies for hostels, along with their specifications. It also describes the procedures for requisition, approval, and inventory control.

4. This SOP issues with the approval of Director, DCPW (with the concurrence of IFA, DCPW) and shall come into immediate effect from the date of issue of this circular.

Enclosed: Approved Hostel SOP.

Ashim
10.07.25

(Ashim Sen)

Deputy Director (Trg.)

Copy to:

1. PS to Director : for kind information
2. PA to Addl. Director (HQ) : for kind information
3. PA to Addl. Director (OPS) : for kind information
4. Joint Director (Training) : for kind information
5. In-Charge, RPWTI, Chandigarh/ Kolkata/ Bengaluru/ Gandhinagar
6. DDO & PAO, DCPW
- ✓ 7. AD(IT) : for uploading on the website of DCPW

संयुक्त निदेशक (प्रशिक्षण)

Joint Director (Trg.)

ज.सं. ५५३

क्र.सं.

दिनांक ११/७/२५

Date



समन्वय निदेशालय पुलिस बेतार, गृह मंत्रालय, भारत सरकार
Directorate of Coordination Police Wireless, Ministry of Home Affairs, Government of India



Uniform Standard Operating Procedure for Hostel Operations & Authorization of items for Hostels at CPRTI / RPWTIs for

***Central Police Radio Training Institute
(CPRTI), New Delhi and
Regional Police Wireless Training Institutes
(RPWTIs) at Chandigarh, Kolkata,
Gandhinagar & Bengaluru***

PART-I - Hostel Operations at CPRTI/RPWTIs	Pages 2 to 9
PART-II - Authorization of Items for Hostels at CPRTI/RPWTIs	Pages 10 to 14

Admin
10.9.25



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PART-I

Hostel Operations at CPRTI/RPWTIs

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1. Scope

- a. This internal document describes the procedure to be followed for day to day Operation of Hostels at CPRTI / RPWTIs in order to ensure that the hostels provide a safe, secure & hygienic environment for the trainees / occupants.

2. Hostel Accommodation

- a. Hostel Rooms and the Residential Quarters earmarked as Hostels at CPRTI / RPWTIs shall be used as Hostels & Faculty Guest House.

3. Nomination of Hostel Warden, Caretaker & their duties

- a. The In charge of CPRTI/RPWTIs shall nominate one officer, preferably residing in the Residential Quarters at CPRTI / RPWTIs as Hostel Warden. One official will be assigned as Caretaker for Hostel.
- b. One Hostel Room will be earmarked for Hostel Warden/ Caretaker for office use.
- c. The Hostel Warden & Caretaker shall manage day to day operations of the Hostels in addition to his/her existing duties with admissible allowances, if any.
- d. Hostel Warden shall perform following duties & maintain all records pertaining to the Hostels with the assistance of Caretaker.
 - i. Allotment with the approval of Head of CPRTI/RPWTIs
 - ii. Vacation
 - iii. Housekeeping of hostels
 - iv. collection & deposition of Hostel Charges
 - v. Issue and collection of authorized items to trainees
 - vi. Washing of linen & its proper storage
 - vii. Maintenance of inventory of Hostels
 - viii. Periodic stock verification.
 - ix. Filing of Civil & Electrical Complaints with CPWD & follow-up for maintenance.
 - x. Prepare the list of items for condemnation, procurement of Hostel items
 - xi. The list of non-consumable items shall be prominently displayed in each hostel room / Faculty Guest House and the same shall be checked by Hostel Warden at the time of vacation.
 - xii. The cost price of the damaged non-consumable items may be recovered from the allottee on vacation.
 - xiii. The feedback is to be obtained from each occupant in the Feedback Register.
 - xiv. Contact numbers of Hostel Warden / Hostel Caretaker to be displayed at the entrance of the Hostel Block & Notice Board.
 - xv. Issues, if any, will be reported immediately to Head of CPRTI/RPWTIs by Hostel Warden immediately.

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e. Any other task assigned from time to time.

4. Allotment & Vacation of Hostels / Faculty Guest Room

- a. The following allotments shall be made with the approval of In charge of CPRTI/RPWTIs:-
 - i. Hostels for Trainees of CPRTI/RPWTIs
 - ii. Hostels to Teams visiting RPWTIs for Regional Reserve Stock Wireless Sets collection and deposition.
 - iii. Hostels for Officials of MHA, CAPFs, CPOs, State / UTs Police on official duty.
 - iv. stay of near relatives of Trainees in case of exigencies.
 - v. Faculty Guest Room for the following categories as per following priority:-
 1. Visiting Faculty of CPRTI/RPWTIs.
 2. DCPW officials on official duty & personal visits.
 3. Officials of MHA, CAPFs, CPOs on official duty & personal visits
 4. Officials of State / UTs Police on official duty & personal visits
 5. Other Central Govt. / State Govt. / UT Officials
 6. Retired Govt. officials
- b. One MTS shall be deployed for assistance to occupants of Faculty Guest Rooms on round the clock basis.
- c. No Dues Certificate shall be obtained from hostel caretaker by trainees during vacation of hostels.

5. Hostel / Faculty Guest Room Charges

- a. The hostel charges shall be charged as per existing rates (as amended from time to time).
- b. The Record of Charges collected shall be maintained in a Register.
- c. The charges shall be deposited with PAO, DCPW within a fortnight of the collection.

6. Hostel Furniture (in authorization)

- a. Each Hostel & Faculty Guest Room shall be equipped with the non-consumable and consumable items as per authorization.
- b. The non-consumable and consumable items shall be issued to each occupant of the hostel which are to be returned on vacation.

7. Messing Arrangements

- a. All trainees staying in hostels shall avail food from the Mess.

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- b. The timings of the Mess shall be as follows:-
- Morning Tea – 0630 Hrs
 - Breakfast – 0800 Hrs to 0900 Hrs
 - Lunch – 1300 Hrs to 1330 Hrs
 - Evening Tea – 1800 Hrs
 - Dinner – 2000 Hrs to 2100 Hrs
- c. The Mess charges shall be paid as notified from time to time.
- d. A Mess committee to be constituted. The Mess Committee shall inspect the Quality of Food / Mess / Dining Hall / Hygiene on daily basis.

8. Medical Assistance

- A First Aid Kit shall be kept in Hostel Block.
- In case of any medical emergency, Trainees should report to Hostel Warden /course coordinator /nearest hospital for necessary treatment.

9. Housekeeping

- The Hostels / Faculty Guest Room shall be cleaned with broom and mopped daily in morning.
- Room Fresheners shall be sprayed after cleaning.
- The Toilets & bathrooms shall be cleaned daily with appropriate cleaners.
- Dusting of all items with dusting cloth to be done once a week.
- The dustbins shall be emptied daily.
- The trash so collected shall be disposed off in the municipal corporation garbage collection van in the morning.
- The recreation room and dining hall shall also be cleaned daily.

10. Linen change schedule

- For long term stay of occupant – Bedsheets, bedspreads, pillow covers, towels to be changed every week.
- For short term stay - Bedsheets, bedspreads, pillow covers, towels to be changed with change in occupant.
- Blankets to be washed once in a month
- Pillows to be washed once in a month.
- Towels to be washed weekly or after every change.

11. Washing of Linen

- The used Linen shall be counted and details entered in the Linen Washing Register.

As per
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- b. Linen shall be washed in the washing machine installed at CPRTI/RPWTIs Campus.
- c. Liquid Soap of reputed brands specially made for woolen items, shall be used for washing of woolen blankets.
- d. Liquid soap of reputed brands shall be used for washing of other linen items.

12. Recreation Room & Dining Room

- a. The Recreation Room shall have facilities as per authorization.
- b. The Dining Room shall be cleaned daily after every meal.
- c. The Water Cooler shall be cleaned once every fifteen days.
- d. The RO Water Purifier(s) shall be under regular maintenance contract with OEM / authorized dealers or shall be included in the list of electrical items for annual maintenance through CPWD.
- e. The sports items shall be issued to trainees and collected back. Details of usage to be entered in the Sports items register.

13. Civil & Electrical Maintenance of Hostels

- a. Any issues related to minor civil & electrical maintenance may be intimated to Hostel Warden for further action.
- b. Hostel Warden should inform assigned CPRTI / RPWTI official for further filing such complaints with CPWD for rectification of minor civil and electrical issues.
- c. Preliminary Estimates for ARMO (Civil) & MOEI (Electrical) shall be obtained from CPWD in advance and submitted to Hqrs for approval so that the CPWD Maintenance provisions are available throughout the year.
- d. Any major Civil & Electrical Maintenance works and emergency works pertaining to Hostels / Faculty Guest Room shall be compiled and submitted to Hqrs for obtaining PE / approval of competent authority.

14. Security of Hostels

- a. All hostel Rooms shall have proper lock and three sets of keys.
- b. One Set of Keys will be used for daily usage.
- c. One set of keys shall be kept with Hostel Warden in sealed cover for use in case the original key is not available immediately with the approval of Incharge of CPRTI / RPWTIs.
- d. A spare set of keys shall be kept in a sealed cover with CPRTI/RPWTIs for use in case of emergency.
- e. The CCTV system shall be monitored regularly for its working condition. The angle of cameras shall be set in such a way to cover the corridors & entrance of the hostel block.

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- f. Any fault in CCTV System shall be rectified regularly. It may also be included in the list of electrical items for annual electrical maintenance (MOEI) through CPWD.

15. Inspection of Hostels

- a. The Hostels / Faculty Guest Room shall be inspected regularly atleast once every fifteen days by a faculty deputed by the Head of CPRTI/RPWTIs and submit the inspection report for necessary action.

16. Hostel Rules and Regulations for Trainees / guests

- a. Trainees should read the rules before allotment of hostel.
- b. At the time of allotment, every trainee must submit a written undertaking in the prescribed form, to the extent that he/she would abide by the rules and regulations of the Hostel.
- c. Hostel rules and regulations will equally apply to the guests also. If the guests cause any damage to the Hostel property, the compensation as assessed by the Hostel warden and to be recover by guest concerned.
- d. The change of room may be permitted only in exceptional cases like illness etc.
- e. Rules displayed on the hostel Notice Board must be read by trainees.
- f. Duplicate keys will only be made on application received from trainees by the Hostel Warden/s.
- g. Complaint form/Register to be provided to trainees by the Hostel Warden/s.
- h. Any cleanliness matter is to be brought in the notice of the Hostel Warden/s.
- i. Mess to be informed about non-availability of trainees.
- j. Food is only to be served in the room to trainees after depositing Identity card in case of illness.
- k. Private cooking in the hostel room is strictly prohibited.
- l. Hostel Main Gate is to be closed at 10.00 pm. No trainees are allowed to enter after 10.00 pm.
- m. In case any trainee wants to stay out at night or wants to travel out of station, they have to fill up the out forms along with undertaking and submit to Hostel Warden.
- n. Suggestion Form is to be provided by the Hostel Warden/s for trainees.
- o. Suggestion Box provided in the hostel to be opened every 15 days by the Hostel Warden/s in the presence of In charge of CPRTI/RPWTIs.
- p. In case of an emergency leave, the student shall immediately contact warden/course coordinator.

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19.07.25



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- q. The Trainees must not leave the hostel premises on holidays or any other days for the purpose of excursion or picnic or any other, without prior permission of the Hostel Warden / Course Coordinator.
- r. Trainees of the hostel are strictly instructed to refrain from individual, partial or complete mass bunking of class.
- s. Trainees will bring their uniform & PT Dress along with them while reporting for training.
- t. Any student/s violating the mentioned leave/ movement/ out stationed rules shall be solely responsible for his/her safety outside the hostel premises.
- u. Trainees should be appropriately dressed in class room and in & outside the hostel premises.
- v. Decorum should be maintained in the hostel premises. Every trainee of the hostel should have the civic responsibility that he/she should not be a cause of inconvenience, annoyance or disturbance to others.
- w. In case of exigencies, the hostel administration, without assigning any reason, may shift trainees from one room to another.
- x. Hostel inmates are supposed to keep Identity cards with them and must present the same to authority whenever asked for. Trainees must always carry their Identity Cards with them.
- y. No unauthorized items like tobacco products, liquor, drugs, lethal weapons (even licensed), any other illegal means etc. are to be kept in the hostel. Possession of any lethal weapons (even licensed), or any instrument/contrivance which is likely to cause physical harm to others is strictly prohibited and is a punishable offence. Anyone found indulging in the use of such things will be expelled from the hostel and may also be rusticated from the Institute. It may attract the legal actions as well.
- z. Use of abusive, vulgar and un-parliamentary language against the hostel/mess staff is strictly prohibited. The hostellers should not indulge into any unnecessary conversation, quarrel or altercation with the hostel staff. Any complaint received from staff/faculty towards students will be taken seriously and appropriate action will be taken by Administration.
- aa. The Trainees are not allowed to keep their own air conditioner, television set, hotplate, heater, immersion rod, electric stove/coiled heaters, refrigerator, washing machine, etc. Unauthorized possession will lead to confiscation of the goods and other disciplinary action as may be deemed appropriate.
- bb. Switch off the lights, fans while leaving the room. The light in the bathroom must be switched off, when bathroom is not in use. Close all water taps after use to avoid water wastage.

Admission
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- cc. Maintaining cleanliness in the rooms and corridors is the responsibility of the Hostel resident(s).
- dd. In case of health issues, theft, fire, quarrel among students, bullying, etc, the students should report immediately to Hostel warden / Course Coordinator.
- ee. Celebration of various festivals/functions inside the hostel premises may be organized only after the prior permission of In charge of CPRTI/RPWTIs.
- ff. All trainees to maintain cultural harmony. No discrimination based on caste/culture is acceptable.
- gg. In case of any harassment faced by Women Trainees, necessary administrative and legal action as per The Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Rules 2013 shall be taken against the person on whom the complaint is filed.
- hh. All trainees staying in hostels shall avail food from the Mess.
- ii. The Mess charges shall be paid as notified from time to time
- jj. No Dues Certificate shall be obtained from hostel caretaker / Mess In charge by trainees during vacation of hostels
- kk. In case of any medical emergency, they should report to Hostel Warden / nearest hospital for necessary treatment.

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PART-II

Authorization of Items for Hostels at CPRTI/RPWTIs

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17. Earmarking of One Residential Quarter for Hostel Warden

- a. One Residential Quarter in CPRTI/RPWTI campus shall be earmarked for Hostel Warden as per entitlement or officer who residing in CPRTI/RPWTI campus be nominated warden to enable him/her to efficiently manage day to day operations of the Hostels in addition to his existing duties without any additional financial benefits.

18. Hostel Charges

- a. The charges shall be charged as per rates mentioned below:-

I. Hostels :

- i. For gazetted officials – Rs. 500/- per week
ii. For non-gazetted officials – Rs. 200/- per week
iii. For other officials - Rs. 50/- per day

II. Faculty Guest Room :

- i. Invited Guest Faculty – NIL (on a complimentary basis for the period of the guest lecture, including arrival on the previous evening and/or departure on the next morning)
ii. Officials on office duty - Rs. 100/- per day
iii. Officials on personal visits - Rs. 150/- per day

Check in time: 1200 Hrs, Check out time: 1100 Hrs.

19. Hostel Furniture and Electrical Fittings and consumable & non-consumable items

- a. Each Trainee may be provided the following non-consumable items:-

- i. 01 No. steel / wooden cot.
ii. 01 No. Mattress.
iii. 01 No. Study Table and Chair each
iv. 01 No. Cupboard
v. 01 No. fan / cooler / AC in each room.
vi. 04 Nos. Fans / 02 Nos. Coolers / 02 Nos. ACs in each hall.
vii. 01 No. Oil Filled Radiator in each room (depending on local weather conditions)
viii. 02 Nos. Oil Filled Radiators in each hall
ix. 01 No. Geyser in each bathroom
x. 15/20 ltr Plastic bucket & Plastic Mug & stool for each bathroom.
xi. 05 ltr Plastic bucket & Plastic Mug for each toilet.

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- b. The following items shall be issued to each occupant of the hostel which are to be returned on vacation.
- One set of Bedspread, bedsheet, one pillow, one pillow cover & blanket (in winter)
 - One Big Towel & One Small Towel for short term course participants.
 - 01 No., 01 ltr water jug & 01 No. glass
- c. The Faculty Guest Room shall have the following additional items:-
- 01 No. Five seater sofa set for Living Room
 - 02 Nos. plastic chairs with cushion in a Room
 - 02 Nos steel / wooden cot in a Room
 - 02 Nos. Mattresses in a Room.
 - Two sets of - Bedspread, bedsheet, pillow, pillow cover & blanket (in winter)
 - Two Nos. Big Towel & Two Nos. Small Towel
 - 02 Nos. Study Table and Chair each
 - 01 No. AC in each room.
 - 01 No. Oil Filled Radiator in each room (depending on local weather conditions)
 01. No. Geyser in each bathroom.
 - 15/20 ltr Plastic bucket & Plastic Mug & stool for each bathroom.
 - 05 ltr Plastic bucket & Plastic Mug for each toilet.
 - TV with DTH.
 - 01 No. Induction Stove for kitchen
 - 01 No. Tea vessel with Induction base
 - 1.5 ltr Electric Water Kettle
 - 01 No., 01 ltr water jug
 - 02 Nos. Ceramic Tea Cup & Saucers
 - 02 Nos. Borosil water glass
 - One set Ceramic Dinner Set
 - 02 Nos. Steel water glass
- d. The following consumable items shall be made available to allottees of Faculty Guest Room:-
- 10gms branded soap in original packing.
 - Hand wash / Refilling of hand wash
 - Tea bags, Sugar sachets, coffee sachets, milk powder sachets
 - Dental Hygiene & Combing kit

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20. Linen Stock

- Sufficient Linen Stock shall be maintained to cater to No. of beds in the hostel as per Authorization.
- Washed and clean Linen shall be issued for each occupant of Hostel and Faculty Guest House as per authorization.
- The condition of the Linen shall be assessed periodically by the Condemnation Committee constituted at CPRTI/RPWTIs in accordance with relevant guidelines and appropriate recommendations shall be submitted.
- Buffer stock of 100% of the Linen items to be kept to cater to rotational requirements due to change of occupant, washing, cleaning etc.

21. Linen Life Period & its condemnation

- The life period of linen items shall be as follows:-

Name of the item	Life period*
Bedspread	12 months
Bedsheet	12 months
Pillow	12 months
Pillow covers	12 months
Wollen Blankets	36 months
Towels	06 months

*The linen items may be condemned by the condemnation committee on completion of the life period or earlier if the items are torn, discolored, too soiled etc.

22. Life period of Hostel Furniture & its condemnation

- The useful life period of various furniture items in the hostels shall be as CPWD Manual (as amended from time to time). The furniture and associated items may be condemned and replacement may be made accordingly.

23. Recreation Room

- The Recreation Room shall have the following facilities:-
 - Indoor Games
 - Television with DTH
 - 01 No. AC
 01. No. Notice Board
 - Chairs – As per room space
 - Newspapers/magazines may be provided.

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24. Furniture for Dining Hall

- a. Sets of Dining Table with six chairs – As per room / hall size.
- b. 01 No. Water Jug and Six glasses for each table.
- c. 01 No. Dinner Set for each table.

25. Security of Hostels

- a. A CCTV system shall be installed to cover the corridors & entrance of the hostel block, canteen / mess, recreation room & other common areas.

26. Changes in the Authorization of list of items

- b. The list of Authorization of items shall be reviewed on yearly basis or more frequently as per emerging requirements.

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