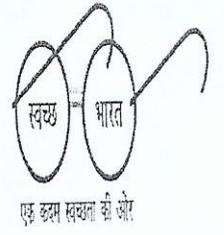No. J-11035/1(SOP)/2025-Trg.

भारत सरकार / Government of India
गृह मंत्रालय / Ministry of Home Affairs
समन्वय निदेशालय/ Directorate of Coordination
पुलिस बेतार/ 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: .02.2026

परिपत्र

विषय: सीपीआरटीआई एवं आरपीडब्ल्यूटीआई हेतु मानक संचालन प्रक्रिया (SOP) के संबंध में।

अधोहस्ताक्षरकर्ता को यह निर्देश दिया गया है कि केंद्रीय पुलिस रेडियो प्रशिक्षण संस्थान (CPRTI) तथा क्षेत्रीय पुलिस वायरलेस प्रशिक्षण संस्थानों (RPWTIs) के लिए जारी मानक संचालन प्रक्रिया (SOP) को सूचना एवं अनुपालन हेतु परिचालित किया जाए।

2.   यह SOP, सीपीआरटीआई एवं आरपीडब्ल्यूटीआई में प्रशिक्षण, प्रशासन तथा संबद्ध गतिविधियों से संबंधित प्रक्रियाओं में एकरूपता, मानकीकरण एवं प्रभावी कार्यान्वयन सुनिश्चित करने के उद्देश्य से जारी की गई है।

3.   डीसीपीडब्ल्यू के अंतर्गत सभी प्रशिक्षण संस्थान इसमें निहित प्रावधानों का कड़ाई से अनुपालन सुनिश्चित करेंगे। SOP के कार्यान्वयन में किसी भी प्रकार की कठिनाई होने पर उसे सीपीआरटीआई के संज्ञान में लाया जा सकता है।

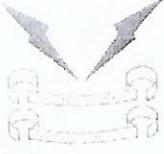4.   यह सक्षम प्राधिकारी की स्वीकृति से जारी किया गया है।

संलग्नक: यथोपरि।

(शशि कांत सिंह)   10|02|2

शशि कांत सिंह / Shashi Kant Singh
सहायक निदेशक (प्रशिक्षण)
Assistant Director (Training)
स.नि.पु.बे. (गृह मंत्रालय) / D.C.P.W. (M.H.A.)
नई दिल्ली / New Delhi

प्रतिलिपि:-

1. निदेशक के प्रधान निजी सचिव ।
2. अपर निदेशक (I) के निजी सचिव/ अपर निदेशक (II) के निजी सचिव ।
3. सभी संयुक्त निदेशक / उप निदेशक / सहायक निदेशक।
4. सीपीआरटीआई एवं आरपीडब्ल्यूटीआई के प्रभारी: कड़ाई से अनुपालन हेतु।
5. सहायक निदेशक (आईटी): डीसीपीडब्ल्यू की वेबसाइट पर अपलोड करने हेतु।
6. फाइल।
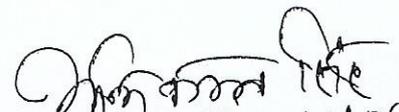
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केन्द्रीय पुलिस रेडियो प्रशिक्षण संस्थान

Central Police Radio Training Institute

वन्दे मातरम मार्ग, नई दिल्ली - 110060

Vande Mataram Marg, New Delhi – 110060

दिनांकित/ Dated: 09.02.2026

CIRCULAR

Subject: Standard Operating Procedure (SOP) for CPRTI & RPWTIs – Reg.

The undersigned is directed to circulate the **Standard Operating Procedure (SOP) for Central Police Radio Training Institute (CPRTI) and Regional Police Wireless Training Institutes (RPWTIs)** for information and compliance.

2.   The SOP has been issued with the objective of ensuring **uniformity, standardization and effective implementation of procedures** relating to training, administration and allied activities at CPRTI and RPWTIs.

3.   All the Training Institutes of DCPW must ensure **strict compliance** to the provisions contained therein. Any difficulty in implementation of the **SOP** may be brought to the notice of CPRTI.

4.   This issues with the approval of competent authority.

Enclosed: As above.

09/02/26

(Shashi Kant Singh)

Assistant Director (Trg.)

शशि कान्त सिंह / Shashi Kant Singh
सहायक निदेशक (प्रशिक्षण)
Assistant Director (Training)
स.नि.पु.बे. (गृह मंत्रालय) / D.C.P.W. (M.H.A.)
नई दिल्ली / New Delhi

Copy to:

1. PS to Director.
2. PA to Addl. Director-(I) / PA to Addl. Director-(II).
3. All JDs/DDs/ADs.
4. I/C of CPRTI & RPWTIs : For strict compliance
5. AD (IT): for upload on the website of DCPW.
6. Hindi Version follows.
7. File.

Directorate of Coordination
Police Wireless
****

STANDARD OPERATING PROCEDURE (SOP)

FOR CENTRAL POLICE RADIO TRAINING INSTITUTE (CPRTI), NEW DELHI AND REGIONAL POLICE WIRELESS TRAINING INSTITUTES (RPWTIs) OF DCPW.

FOREWORD

The Central Police Radio Training Institute (CPRTI) and the Regional Police Wireless Training Institutes (RPWTIs) form the national backbone for training police communication personnel across States, UTs, CAPFs, and CPOs. With the rapid evolution of communication technologies and the increasing operational demands in hypersensitive, LWE-affected, and VVIP security environments, it is essential that these institutes operate at maximum efficiency to deliver quality training.

This Standard Operating Procedure (SOP) provides a unified, structured, and audit-ready framework for optimal utilisation of training resources, enhanced training throughput, and standardised training delivery across all institutes. It integrates infrastructure details, training processes, collaboration mechanisms, and detailed timelines into a single, comprehensive document.

1. PREAMBLE

The Directorate of Coordination Police Wireless (DCPW) has mandated CPRTI and RPWTIs to deliver high-quality training in communication technologies to police personnel of all ranks. CPRTI has historically trained personnel from States, UTs, CAPFs, CPOs, and friendly foreign nations including Nepal, Mauritius, Eswatini, Bhutan, and Afghanistan. With increasing demand and limited resources, it is imperative to adopt a structured approach to resource optimisation, faculty deployment, infrastructure scheduling, and collaborative training.

This SOP establishes a uniform system for planning, executing, monitoring, and reporting training activities, ensuring that the institutes operate at maximum efficiency.

2. PURPOSE

This SOP aims to:

- Maximise utilisation of classrooms, laboratories, hostels, and faculty resources across CPRTI and RPWTIs.
- Increase the annual training capacity for States, UTs, CAPFs, and CPOs and DCPW.
- Standardise training processes from planning to evaluation.
- Integrate collaborative training modules with eminent institutions/ organisations.
- Ensure compliance with MHA guidelines, including MPR (Monthly Progress Report) reporting.
- Enhance transparency, auditability, and accountability in training operations.

3. SCOPE

This SOP applies to all training programs conducted independently or in collaboration with eminent institutions/organisations such as RRU, IITs, PEC, NIDM, NDRF, NITTTR and other prominent institutions at following training institutes:

- CPRTI, New Delhi
- RPWTI, Chandigarh
- RPWTI, Kolkata
- RPWTI, Bengaluru
- RPWTI, Gandhinagar (proposed)

4. INSTITUTIONAL OVERVIEW

4.1 CPRTI Infrastructure

Component	Details
Classrooms/ Lecture Halls/ Conference Room	01 Conference Room and 07 Classrooms/ Lecture Halls with total capacity of 180.
Labs	07 labs (total capacity of 120)
Hostel	Capacity 154 – Male and 08 - Female
Library	A repository of 5,000 technical books. Access to NDLI, iGOT portal and related digital resources is being worked out.

4.2 RPWTI Infrastructure Summary

Institute	Classrooms	Labs	Hostel Capacity	Strength as per DPR
Chandigarh	02 (20 each)	02 (10 & 18)	24-Male 08-Female	12
Kolkata	01 (25)	02 (8 & 15)	24-Male 08-Female	12
Bengaluru	02 (25 each)	03 (8, 8, 4)	58 (under construction)	17
Gandhinagar	Proposed			

5. TRAINING PROGRAM STRUCTURE

CPRTI and RPWTIs conduct the following training programmes

- **Proficiency Courses** (06–15 weeks)
- **Skill Development Courses** (1–2 weeks)
- **Training of Trainers (ToT)** (2-4 weeks)
- **Special Courses** (1-2 weeks)

6. RESOURCE UTILISATION FRAMEWORK

6.1 A Annual Training Calendar (ATC) Preparation

- Based on the assessment of training requirements of the stakeholders—States/UTs, CAPFs and DCPW—for the forthcoming calendar year, and in accordance with the timelines prescribed at Para 9, the process for formulation of the Annual Training Calendar (ATC) shall be initiated.
- A draft ATC for all Training Institutes of DCPW shall be prepared separately by CPRTI and the respective RPWTIs. CPRTI shall thereafter compile and consolidate the inputs to ensure coherence and uniformity across all institutes.
- For the purpose of preparation and refinement of the ATC, CPRTI may collaborate with Rashtriya Raksha University (RRU) or other eminent institutions having relevant academic and training expertise.
- The ATC shall, inter alia, specify the course titles, proposed dates, duration, target participant groups, and intake capacity for each programme.

- The draft ATC, after compilation, shall be submitted to the Director, DCPW for approval prior to its formal circulation to all concerned stakeholders.

6.1.B Communication with Stakeholders

- The approved Annual Training Calendar (ATC) shall be circulated to all concerned organisations/units in accordance with the timelines prescribed at Para 9.
- CPRTI shall seek nominations from the concerned organisations well in advance, as per the timelines indicated at Para 9, with a copy endorsed to the respective Training Institute.
- The concerned Training Institute shall issue timely reminders for nominations, in line with the timelines stipulated at Para 9, under intimation to CPRTI.
- The concerned ISPW Station shall actively liaise with the State/UT Police for ensuring timely submission of nominations.

6.2 Classroom Utilisation

- Classrooms shall operate in two shifts: 09:30–13:30 Hrs and 14:00–18:00 Hrs.
- Conference Hall shall be used for large-batch theory sessions.

6.3 Laboratory Utilisation

- All labs shall operate for a minimum of 4 hours/day.
- Weekly lab rosters shall be prepared.
- Rotational lab exposure shall be ensured across institutes.

6.4 Hostel Utilisation

- Hostel occupancy shall be maintained between 80–100%.
- Separate Hostel and Mess operation SOP shall be prepared and followed for optimum utilisation.

6.5 Faculty Utilisation

- A combined faculty pool shall be constituted across CPRTI, RPWTIs and other Police Communication Training Institutes to ensure optimal utilisation of available faculty resources.
- Visiting faculty from eminent organisations and institutions—such as RRU, IITs and other institutes of national repute—may be engaged for specialised modules and advanced courses.

- Quarterly Training of Trainers (ToT) programmes may be organised in collaboration with RRU and other reputed institutions to enhance and upgrade the teaching competencies of faculty members.
- The National Instructor Policy shall be implemented to develop and maintain a standardised pool of qualified instructors across the country.

7. COLLABORATION WITH OTHER EMINENT ORGANISATIONS/ INSTITUTES

Joint Director (Training), DCPW shall act as the Nodal Officer for coordinating with external organisations and institutions including RRU and other eminent institutes for planning and conducting training programmes in collaboration with them.

8. MONITORING & REPORTING

Monthly Progress Report (MPR)

- All RPWTIs to prepare and forward the MPR of respective Institute by 1st of every month as per MHA ID Note No. 25018/70/2023-PM-II dated 18.02.2025.
- MPR of CPRTI and RPWTIs shall be prepared / compiled as per MHA ID Note No. 25018/70/2023-PM-II dated 18.02.2025 and submitted to MHA by the first week of every month with the approval of Director, DCPW.

9. STAGE-WISE TIMELINES FOR TRAINING CYCLE

Legends : D : Course start Date
E : Examination Date(s)

Sr. No.	Activity / Description	Timeline	Responsible	Objective / Outcome
1.	Assessing training requirements of Stake holders i.e States/UTs, CAPF, CPOs and DCPW	October- November	Joint Director(Trg.)/Incharge, RPWTIs	Creation of required training infrastructure and optimising the utilisation of available infrastructure.
2	Finalise and issue Annual Training Calendar (FY basis) to all concerned	By December	Joint Director (Trg.) with approval of Director, DCPW)	Align training programs with Stake holders administrative and operational requirements institutional goals and national priorities
3	Nomination of Course Coordinator	By December	Exam Cell (as per the approval of JD (Trg))	Assign operational lead for course execution
4	Call for nominations from States, UTs, CAPFs, CPOs	D – 75 days	Joint Director(Trg.)/Incharge, RPWTIs	Initiate intake process and ensure wide participation
5	Curriculum design	D –75 days	Course Coordinator with approval of Head of Institute	Planning the curriculum and arranging resources.
6	Co-develop modules with Collaborating Institutes if any	D –60 days	Course Coordinator with approval of Head of Institute	Integrate modern pedagogy and domain expertise
7	Receive nominee details and send reminders	D – 45 days	Head of Institute	Maximize timely responses and data completeness
8	Verify lab equipment, calibration, and	D – 40 days	Course Coordinator	Ensure hands-on training infrastructure is

				functional
9	Confirm trainer availability and assign sessions	D – 40 days	Course Coordinator	Match trainer skills with course requirements
10	Verify eligibility and resolve discrepancies	D –35 days	Course Coordinator	Ensure only qualified candidates are admitted
11	Analyze demand vs. seat availability	D –35 days	Course Coordinator	Optimize resource allocation and batch size
12	Finalize seat allotment	D – 35 days	Joint Director (Trg.)	Confirm batch composition and readiness
13	Finalize modules, chapters and learning outcomes	D – 30 days	Course Coordinator (as per the approval of Head of the Institute	Standardize assessment and delivery benchmarks
14	Dispatch allotment letters and collect confirmations	D – 30 days	Course Coordinator	Secure commitment from participating organizations
15	Resolve overflows, withdrawals of Seats	D – 20 days	Joint Director (Trg.)	Maintain accurate trainee list and logistics

Seat Allotment Process

Seats shall be allotted on a **first-come, first-served basis**, subject to eligibility and availability.

Stage 2 : Course Initiation & Scheduling

Sr. No.	Activity / Description	Timeline	Responsible	Objective / Outcome
16	Circulation of weekly training schedule (theory, practical, visits)	Every Thursday of preceding week	Course Coordinator (as per the approval of Head of respective Training Institute.	Ensure structured delivery and resource planning
17	Allocate hostel rooms	D	Hostel Caretaker (as per the approval of JD (Trg) / Head of respective Training	Ensure comfortable accommodation for trainees

			Institute)		
18	Register trainees, and conduct inauguration, prepare nominal roll	D		Course Coordinator	Establish course identity and track attendance

Confirmation and Participation

- Nominated candidates must confirm their participation through official communication.
- In case of cancellations or substitutions, CPRTI must be informed at least **one week in advance.**

Stage 3 : Training Delivery & Internal Assessment

Sr. No.	Activity / Description	Timeline	Responsible	Objective / Outcome
19	Conduct theory, practical sessions, and technical visits	As per weekly plan	Course Coordinator	Deliver comprehensive learning experience
20	Conduct unit tests and formative assessments	As per weekly plan	Course Coordinator	Monitor learning progress and retention

Stage 4 : Examination Preparation

Sr. No.	Activity / Description	Timeline	Responsible	Objective / Outcome
21	Draft and submit exam schedule for approval of Director, DCPW.	E – 30 days	Exam Cell	Plan final assessments and logistics
22	Nomination of Examiners	E – 30 days	Exam Cell (as per the approval of Director, DCPW)	Assign roles for secure and fair examination
23	Ensure security of exam materials	E – 30 days	Exam Cell	Prevent leaks and maintain integrity
24	Approval of exam schedule	E – 28 days	Joint Director(Trg)	Formalize exam plan and authority
25	Prepare exam materials checklist	E – 7 days	Course Coordinator	Ensure all items are ready for exam day

26	Check practical notebooks and lab logs	E – 7 days	Nominated Examiner	Validate hands-on learning and documentation
27	Compile internal assessment marks	E – 7 days	Course Coordinator	Prepare for final evaluation and grading
28	Setup classrooms and seating plan	E – 5 days	Course Coordinator	Ensure classroom is organised and equipped for smooth conduct
29	Prepare attendance and assessment sheets	E – 5 days	Course Coordinator	Enable accurate tracking and evaluation
30	Arrange stationery, seals, envelopes, answer sheets	E – 5 days	Course Coordinator	Ensure logistical readiness

Stage 5 : Examination Day Activities

Sr. No.	Activity / Description	Timeline	Responsible	Objective / Outcome
31	Conduct invigilator briefing on rules	E	Exam Cell	Standardize exam conduct and responsibilities
32	Verify trainee identity	E	Exam Cell Invigilators	Prevent impersonation and ensure fairness
33	Establish emergency protocol (medical, etc.)	E	Course Coordinator	Ensure safety and contingency readiness
34	Conduct exam and Valedictory Session	E	Course Coordinator	Mark course completion, celebrate achievements and obtain Feedback

Stage 6 : Evaluation & Result Processing

Sr. No.	Activity / Description	Timeline	Responsible	Objective / Outcome
36	Coding and ·	E	Exam Cell	Begin result

				processing
	Dispatch answer sheets to evaluators			
37	Evaluate answer papers	E + 15 days	Nominated Evaluator	Ensure fair and consistent grading
38	Decoding answer sheets and records securely	E + 15 days	Exam Cell	Maintain audit trail and confidentiality
39	Draft result sheets and submit for review	E + 20 days	Exam Cell	Prepare for final approval
40	Final approval and publication of results	E + 25 days	Head of respective Training Institute with the approval of Director	Authorize and release results
41	Issue final office order and certificates	E + 30 days E for special courses(not involving Examination)	Head of respective Training Institute	Formalize course closure and recognition

Stage 7 : Grievance Handling

Sr. No.	Activity / Description	Timeline	Responsible	Objective / Outcome
42	Accept grievances, appeals via parent organization	E + 60 days	Trainee	Enable fair resolution of disputes and provide formal channel for redressal
43	Investigate and notify decision	E + 90 days	Joint Director (Trg.) (as per the approval of Director, DCPW)	Ensure transparency and accountability

----- XXX -----