

OFFICE OF THE COMMANDANT
NATIONAL HIGHWAYS & MOTORWAY POLICE
TRAINING COLLEGE, SHEIKHUPURA

No. Commandant (T)/PA/9/25/553

Sep 10, 2025

Subject: **MINUTES OF MEETING WITH IT BRANCH OF NHMP TRAINING COLLEGE DATED 09-09-2025.**

A meeting was convened under chairmanship of the DIG/Commandant on **09-09-2025 (Tuesday) at 1130 hours** with the IT Branch of NHMP Training College. Presentation of Training Management System (TMS) was presented by the IT Team and the Chair was briefed regarding its working and benefits in order to ensure smooth working of different units related to trainees.

2. Following were the participants:-

S. No	Name	Designation
1.	Javed Iqbal	DSP (P & D), NHMP Training College
2.	Muhammad Azeem	IP/CLI, NHMP Training College
3.	Asif Nazir	IP/CDI, NHMP Training College
4.	Shah Jahan Khan	IP/In-Charge HRM, NHMP Training College
5.	Ali Zeb	IP/In-Charge IT, NHMP Training College
6.	Ahsan Bashir	SI, IT Branch, NHMP Training College
7.	Attique ur Rehman	SI, IT Branch, NHMP Training College
8.	Abrar Hussain	SI/In-Charge Examination, NHMP Training College

3. Following directions were issued by the Chair:-'

Sr.#	Directions	Action by	Cut off Date
1.	While perusing the format of bio-data form for trainees, the Chair directed to add information regarding interest in sports, all social media accounts details, feature of selfie and disclaimer. Moreover, it was also directed to add separate tab for Sports, PMS and Mess.	DSP (P & D) IT Team	29-09-2025 (Monday)
2.	The In-charge Examination was directed to add pre-tests and result of all assessments / evaluations. Moreover, the I/C Examination was directed to provide format of pre-test and final exam to the IT Branch.	I/C Examination	Immediately after deployment of the system
3.	Directions were issued to add all physical activities including BMI and extra drill. Moreover, it was directed to enter data regarding platoon allotment.	DSP (Training) CDI	Immediately after deployment of the system
4.	It was directed to add absence and arrival record of trainees.	DSP (Admin) Muhamarr/LO	05-09-2025 (Friday)
5.	Directions were issued to add leave record, medical record and all punishments given to the trainees.	DSP (Admin) I/C HRM	Immediately after deployment of the system

6.	The CLI was directed to add assignments, class tests, group activities, relevant training material, daily and weekly training schedule. Moreover, it was also directed to enter data regarding class allotment and ensure commencement and closure of each training course.	DSP (Training) CLI	Immediately after deployment of the system
7.	Directions were issued to maintain daily medical record of trainees.	DSP (Admin) PMS	Immediately after deployment of the system
8.	The Chair directed to enter data regarding room allotment of trainees.	DSP (Admin) RI	Immediately after deployment of the system
9.	It was directed to add sports schedule of available games regularly.	DSP (Admin) I/C Sports	Immediately after deployment of the system
10.	The Chair directed to add record of monthly bill payment of all trainees.	DSP (Admin) I/C Mess	Immediately after deployment of the system
11.	Directions were issued to redesign trainees cards with QR codes and put up sample for approval. Moreover, it was directed to provide computer at reception for entries in TMS.	DSP (P & D) IT Branch	12-09-2025 (Friday)

4. The meeting ended with a vote of thanks from and to the chair.

(IMDAD ULLAH SHAHID)
SP/DEPUTY COMMANDANT
NHMP Training College
Sheikhupura

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