

TRAINING

4.1 Training is a systematic process of developing professional knowledge, skills and inculcating right attitudes in the individuals and groups that serve the organization. It is an important segment of personnel management and if properly planned and executed, training can play a highly significant role in the optimization of the performance of all constituents of the organization.

4.2 The institutional training to the CBI Officers is mostly imparted at the CBI Academy, Ghaziabad. It is supplemented by conducting some specialised courses at regional level and also by in-situ training programmes at the branch level and need based training to individual officers at reputed institutions of India and abroad^{1[1]}.

4.3 **Basic Training Course for Dy.SsP (Probationers)/SI(cadets)**

4.3.1 CBI academy conducts Basic Training Programme for Dy. SsP (Prob)/SI (Cadets). Training syllabus for these courses is revised as per the recommendations of the Training Review Committee constituted from time to time. Main thrust of the training is on the following areas:

- (i) Basic Law and Procedure
- (ii) Crime investigation/supervision including application of science and technology in investigation
- (iii) Forensic Science and Forensic Medicine
- (iv) Police ethics
- (v) Behavioural Sciences and communication skills
- (vi) Knowledge of computers
- (vii) Drill, Physical Training, Unarmed Combat, Yoga etc.

4.3.2 The Course schedule of the Basic Training is as below:

		Dy. SsP	SIs
1	Institutional Training with CBI Academy(Phase-I)	7 Months	7 Months
2	Attachment with Local Police	9 weeks	9 weeks
3	Attachment with CBI Branch	9 weeks	9 weeks
4	Institutional Training at CBI Academy (Phase-II)	15 weeks	10 weeks
5	Bharat Darshan (Educational Tour)	2 weeks	--
	TOTAL	1 year & 14	1 year & 7

^{1[1]} See [Annexure -V](#) for different courses conducted by the Academy, target officers & duration.

		weeks	weeks
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4.3.3 The objectives of the Basic Training Programme are:

- (i) To generate professional knowledge and skills in the newly inducted officers to enable them to conduct in-depth investigation of the cases.
- (ii) To orient the officers to the core values and work culture of CBI.
- (iii) To sensitize them to the needs and expectations of the society and to cultivate right attitude among them.
- (iv) To ensure high level of physical fitness to withstand the rigour and strain of duties within the CBI.

4.4 **Evaluation of Performance of Course Trainees**

Performance of the Basic Course Trainee is evaluated through examination, project works and field training. Besides, periodical knowledge checks are conducted through quizzes, presentations, group and individual tasks etc. These are used for mid-term training reviews, identification of trainees requiring special attention and for taking correctional steps thereof. The distribution of marks to evaluate the overall performance of the Dy.SsP(Prob.) and SI (Cadets) is as under:

Dy.SP(Prob)			SI(Cadets)		
Sl. No.	Exams	Total Marks	Sl. No.	Exams	Total Marks
1	Marks of Phase-I	850	1	Marks of Phase-I	750
2	Marks of Phase-II	250	2	Marks of Phase-II	250
3	Assessment of Practical Training	80	3	Assessment of Practical Training	80
4	Academy Head's Assessment	20	4	Academy Head's Assessment	20
	Total	1200		Total	1100

4.5 **Assessment**

4.5.1 The basis for assessment of practical training is the performance of the trainees during the attachment with the State Police and CBI Branches, which is based on the following parameters :

- (i) Punctuality
- (ii) Discipline/Conduct
- (iii) Aptitude/Potential
- (iv) Performance in Malkhana and D.O.
- (v) Performance in Crime Section
- (vi) Performance during attachment with I.O.
- (vii) Performance during attachment with Public Prosecutor
- (viii) Performance during attachment with the Presenting Officer
- (ix) Comments of Branch SP about overall performance during branch training

4.5.2 The Academy Head's Assessment is done at the end of the Basic Training. The following factors shall be taken into consideration for assessment:

- (a) Attendance.
- (b) Discipline, conduct and turnout during (i) Parade (ii) Indoor work (iii) Mess Manners (iv) Social etiquette and manners and (v) team work.
- (c) Participation in training viz. (i) discussions in the class, (ii) assignments during case studies, individual presentation and (iii) participation in games and extra curricular activities (hobbies, cultural activities etc.).

4.5.3 The inter-se seniority of the trainees is decided by the order of merit in the selection list at the time of recruitment and the same is not effected by his/her training performance.

4.5.4 Besides the above, the awards for best all round performance, best indoor trainee and best outdoor trainee are given at the time of passing out parade.

4.6 **Basic Training Course for Constables**

4.6.1 The newly recruited Constables are imparted basic training for 6 months. The objectives of the basic training are :

- (i) To acquaint the recruits with the basic features of laws and procedures relating to CBI working, organization and administration, police behaviour, police science etc.
- (ii) To impart knowledge in the areas related to jobs performed by the Constables of CBI like assistance in search, seizure, arrest, custody, trap, interrogation, handling, packing and forwarding of packages etc.
- (iii) To impart basic skills in first aid, driving, handling of equipment and other related areas of branch functioning.

- (iv) To make the recruits achieve high level of fitness, mental alertness and ability to withstand stress and strain.
- (v) To inculcate the spirit of team work, discipline and obedience.

4.6.2 In order to achieve the above mentioned objectives, the training is conducted in both indoor and outdoor subjects. At the end of the course, a final examination is conducted for which the minimum prescribed pass marks in each subject is 40%.

4.7 **Induction and Orientation Courses**

4.7.1 Apart from the long-term basic courses described above in the previous paragraphs, mid-term and short-term entry level courses are conducted soon after the appointment of officers of various ranks (direct recruitment or through deputation). The objectives of these courses are :-

- (i) To enhance the professional knowledge and skills of the officers to enable them to contribute to the organizational objectives.
- (ii) To orient the officers to the core values and work culture of the organization.
- (iii) To sensitize the officers to the needs and expectations of the society from the organization and to cultivate the right attitude.

4.7.2 The performance of the trainees in these courses is constantly evaluated through group and individual tasks, periodical knowledge checks, syndicate studies and presentations and finally through end of the course written examinations.

4.8 **Short-term In-Service Courses**

In-service and short term courses of one or two weeks duration are conducted by the Academy for the benefit of In-service officers of CBI, State Police, Anti-Corruption Bureau, Vigilance Departments of Public Sector Enterprises and Nationalised Banks. Courses are organized in all the areas concerning the functions of CBI, namely, Anti-Corruption, Economic Offences, Conventional and Terrorist Crimes, Scientific Investigation, Conducting of Departmental Enquiries, Vigilance, Cyber Crime, Computer Courses and office management. In addition, Refresher Courses are organized at periodical intervals for Executive ranks, Law Officers and Ministerial cadre for the purpose of updating their knowledge and skills, to equip them with the recent developments in the area of functioning, to re-orient them with the organizational goals and objectives and to tune them to the expectations of the government, judiciary and the society. Besides,

Seminars/Workshops and Vertical Interaction Courses are organised for the senior officers of the rank of SsP and above.

4.9 Nomination to the training courses conducted by the CBI Academy

The Branch SsP are required to ensure that the training needs of the officers and men working under them are totally fulfilled. The Annual Training Calendar is prepared and circulated by the CBI Academy listing the various training programmes proposed to be conducted in a calendar year. The Branch SsP are expected to nominate their officers well in advance so that their requests can be processed timely and confirmation can be made. At the time of nomination, it should be ensured that the proposed training is directly relevant to the job performed and helpful in professional development of the trainee.

4.10 Sponsored Courses

In order to ensure inter-institutional and international training cooperation, CBI Academy hosts training courses for the police officers of India and other countries in various areas concerning crime investigation. These courses are sponsored by the Government, the BPR&D or the foreign police organizations.

4.11 Training Outside CBI Academy

4.11.1 Need-based and cost effective training is provided to CBI Officers from time to time at reputed institutions in India and abroad. Nominations received for the other institutions of the country are processed by the CBI Academy. Nominations of the officers of the rank of SP and above are approved by the DCBI & the other Gazetted Officers by the JD(Admn.) and of the Non-Gazetted Officers by the DIG(Trg.).

4.11.2 Deputation of Police officers on training courses in foreign countries is mostly co-ordinated by the Bureau of Police Research and Development which circulates a list of such courses. The Academy further circulates the courses and seeks nominations from the eligible officers. These are then scrutinised by a Committee at the CBI Head Office and submitted for approval of the DCBI. The names of the approved officers are forwarded to the Bureau of Police Research and Development (BPR&D). Sometimes nominations are sought directly by the Ministry of Home Affairs (MHA) or DoPT.

4.12 Training Methodology

4.12.1 A periodic training needs analysis is conducted by the Academy for determining the training methodology and design of the course curriculum. In the initial phases of basic courses, the method of teaching is pedagogical, keeping in view the low level of fresh entrants. Thereafter, the lectures are supplemented by demonstrations, role plays, simulations, case studies, practical exercises and field

visits. After the trainees acquire the basic knowledge in the area of functioning of CBI, they are sent for practical training in the field. After their return from the field for second phase of training, emphasis is laid on individual and group exercises, projects, group discussions, syndicate studies and presentations, analysis of case studies, etc. Class room lectures are limited to the minimum extent possible at this stage.

4.12.1 The Outdoor training is an essential course input. The level of intensity and complexity of outdoor inputs is constantly increased as the training progresses.

4.12.2 The methodology for the training of supervisory level officers is mostly through workshops, seminars, syndicate studies, analysis of case studies, presentations and experience sharing.

4.12.3 For the investigating officers and the law officers, the training methodologies adopted are lectures, demonstrations, field visits, Group and Individual exercises, group discussions, analysis of case studies, syndicate studies and presentations.

4.12.4 For the ministerial and lower subordinate staff the training methodology is mostly through lecture, demonstrations, field visits, practical exercises, simulations and role play.

4.13 **Training Research and Development Cell**

Training research is one of the core training activities. Assessing the training needs of all ranks in CBI with the active association of field officers, preparation and revision of course designs, preparation and distribution of reading material, analysis of feed back and post training impact evaluation etc. are some of the activities performed by this Cell. Branch SsP are expected to provide active support for performing the tasks by the Training Research and Development Cell by providing it with the required data. The inputs from the Training Research & Development Cell forms the main basis for determining the training methodology.