

## **JUNIOR COMMAND MANAGEMENT COURSE.**

*(Approved by Training dte. Signal No. S.XII. 10/2014-TRG.DA.13, dtd 30/05/14)*

### **AIM OF THE COURSE**

To equip the Dy Commandants of CRPF with the knowledge and skill to perform duties of Second-in-Command in unit / Staff Officer in Ranges.

### **SCOPE OF THE COURSE**

1. Refresh the knowledge on the matters related to Administration, Management, Operations, Training and Provisioning
2. Acquaint the participants with various welfare schemes of the organisation.
3. Planning, conduct and supervision of training at the unit / range level.
4. Enhance communication and presentation skills.

### **ELIGIBILITY**

Deputy Commandants of the CRPF. This is also a pre-promotional course for Dy Commandants of CRPF to become eligible for promotion to the next rank i.e. Second-in-Command in CRPF

### **CAPACITY**

**50**

### **BLOCK TIME TABLE**

|                                                 |
|-------------------------------------------------|
| <b>DURATION</b>                                 |
| Total periods in a day                          |
| Total no of indoor periods during course (18x9) |
| Duration of indoor periods                      |
| No of outdoor (PT/Yoga) periods                 |
| Duration of outdoor (PT/Yoga) periods           |
| <b>TOTAL PERIODS</b>                            |

### **BLOCK SYLLABUS**

| <b>S/NO</b> | <b>SUBJECT</b>                |
|-------------|-------------------------------|
| 01          | PT/Yoga                       |
| 02          | Soft Skill Management Science |
| 03          | Management of Administration  |
| 04          | Management of Accounts        |
| 05          | Management of Operations      |
| 06          | Management of Training        |
| 07          | Miscellaneous                 |

**Note:- Games period after the end of training sessions– 01 period of 40 minutes duration daily.**

## **DETAILED SYLLABUS**

### **01. PT/YOGA-**

### **02. SOFT SKILL MANAGEMENT SCIENCE-**

| <b>S/No</b> | <b>SUBJECT</b>                                                                                                                                                        |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1           | Leadership - Participative and Developmental, Leadership Styles and Combat Leadership.                                                                                |
| 2           | Motivational Techniques and Creating High Performer Teams.                                                                                                            |
| 3           | MBO - KRA at Unit level, Training & Development-Empowering Subordinates.                                                                                              |
| 4           | Effective Communication <ul style="list-style-type: none"><li>* Barriers</li><li>* Listening skills</li><li>* Presentation skills</li><li>* Drafting Skills</li></ul> |
| 5           | Inter Personal Skills, conflicts & its management                                                                                                                     |
| 6           | Emotional Intelligence                                                                                                                                                |
| 7           | Time Management                                                                                                                                                       |
| 8           | Change Management                                                                                                                                                     |
| 9           | Transactional Analysis                                                                                                                                                |
| 10          | Personnel & Behavioral Management                                                                                                                                     |

### **03. MANAGEMENT OF ADMINISTRATION -**

#### **A) ADMINISTRATION**

| <b>S/No</b> | <b>SUBJECT</b>                                                                                                |
|-------------|---------------------------------------------------------------------------------------------------------------|
| 01          | CRPF Acts 9, 10, 11& Rules 27, 31, 35, 36 (Revision).                                                         |
| 02          | Office Management, Procedure, Minor/ Major Staff duties.                                                      |
| 03          | APAR writing - Latest instructions and doubt clearing.                                                        |
| 04          | Duties and Responsibilities of 2-I/C & CCD, Staff Duties and Command Responsibilities.                        |
| 05          | Welfare schemes in the organization, duties of welfare officer & redressal of grievances speeding/monitoring. |
| 06          | SELO – Overview, PIS data up-dation and inventory management                                                  |

#### **B) PROVISIONING**

| <b>S/No</b> | <b>SUBJECT</b>                                                                                                                                                                                                                                                                                                                  |
|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 01          | Major works, minor works, petty works, PPP and ARMO, new constructions, preparation of LOP, preparation and obtaining of estimates, obtaining expenditure sanctions, award of work to CPWD/construction agency, monitoring of construction works, execution of minor works departmentally, H/T over of Govt. accommodation etc. |
| 02          | Various modes of procurement, procurement at unit/ GC/Sector/Zone level, E-Procurement, maintenance of stores & records, condemnation and disposal of stores through public auction including E-auction.                                                                                                                        |
| 03          | RC purchase including entire codal formalities.                                                                                                                                                                                                                                                                                 |
| 04          | Various types of tender enquiries, TPC formalities and related procedures                                                                                                                                                                                                                                                       |

C) ENQUIRIES

| S/No. | SUBJECT                                          |
|-------|--------------------------------------------------|
| 01    | PE, COI & DE under CCS/CCA and CRPF Acts & Rules |
| 02    | JT and practical exercises                       |

4. MANAGEMENT OF ACCOUNTS-

A) ACCOUNTS –

| S/No. | SUBJECT                                                                                                                                                           |
|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 01    | Contingent's charges and its different kinds, precautions to be observed while incurring Contingents Expenditure.                                                 |
| 02    | Permanent Advance/Temporary Imprest, General Limitation about incurring contingent expenditure, responsibility of Drawing and Controlling Authority, FVC charges. |
| 03    | Various types of bills- AC bills, DC bills, FVC bills etc.                                                                                                        |
| 04    | Misc. provisions about (I) Losses (ii) Charges-Note (iii) GIA (iv) Regimental Funds.                                                                              |
| 05    | Salient instructions regarding Medical Attendance Rules, Cashless treatment facility with recognised hospital, MOU/MOA agreement procedure.                       |
| 06    | Arrears claims, time barred claims preparation of supplementary bills.                                                                                            |
| 07    | General Rules about personal claims of Govt. servant, deductions from pay bills.                                                                                  |
| 08    | Various kinds of Pensions, LPA and benefits.                                                                                                                      |
| 09    | CPC canteen, latest instructions, obtaining food license, liquor license and other licenses.                                                                      |
| 10    | Income tax guidelines and procedures related to filing of returns, TDS, VAT deductions etc.                                                                       |
| 11    | Banking and e-transactions, safety precautions against frauds and mistakes.                                                                                       |
| 12    | Various kinds of Audit, half margins, its observations and its compliance/disposal, common mistakes and ways to overcome.                                         |
| 13    | Functioning of PAO/RPAO.                                                                                                                                          |
| 14    | Accounts and Funds Manual – Revision & discussion.                                                                                                                |

B) BUDGET

| S/No. | SUBJECT                                                                     |
|-------|-----------------------------------------------------------------------------|
| 01    | Revised Estimate & Budget Estimate at various stages, Eight monthly budget. |
| 02    | Sanction and proportionate utilization of budget.                           |

5. MANAGEMENT OF OPERATIONS-

A) ISSUES RELATED TO INTERNAL SECURITY OPERATION

| S/No. | SUBJECT                                                                                                                                                                                                       |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 01    | Insurgency/Terrorism/Extremism- Contemporary view point on LWE/NE/J&K problems with ref. to challenges before CRPF and suggested remedies.                                                                    |
| 02    | Latest intelligence reports regarding Internal Security threats, Collection/ obtaining actionable intelligence in real time in fields (conflict theatres) and counter intelligence - presentation/discussion. |

|    |                                                                                                 |
|----|-------------------------------------------------------------------------------------------------|
| 03 | Use of technology/hardware/ software aids in enhancing ops efficiency- presentation/discussion. |
| 04 | Briefing on deployment with the help of Google/digital/ Terra maps, GIS System- an over view.   |
| 05 | SOP of all theatres- discussion, documentation of Ops data (SOP in case of recoveries by CRPF). |
| 06 | Case studies of successful and unsuccessful ops of all theatres and lessons learnt.             |

#### B) LAWS RELATING TO INTERNAL SECURITY

| S/No. | SUBJECT                                                                                                                                                                                       |
|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1     | Disturbed Areas Act, Armed Forces (Special Powers) Act, Unlawful Activities Prevention Act 1976 (Sec. 2, 3, 7, 8, 10, 12, 13, 17). Prevention of Damage to Public Property Act 1984 (Sec.3-5) |
| 2     | National Security Act, Public Safety Act, Official Secrets Act.                                                                                                                               |
| 3     | Latest court orders from High Courts and Supreme Courts relevant to CRPF                                                                                                                      |

### 6. MANAGEMENT OF TRAINING

| S/No. | SUBJECT                                                                                                            |
|-------|--------------------------------------------------------------------------------------------------------------------|
| 01    | Fundamental of Trainings, Systematic Approach to Training and Organizing Courses and Sports                        |
| 02    | Parameters of progressive training in CRPF, theatre specific rotational training, PI training, SWATI training etc. |

### 7. MISCELLANEOUS

| S/No. | SUBJECT                                                                         |
|-------|---------------------------------------------------------------------------------|
| 01    | Review of previous days learning                                                |
| 02    | Brain storming/open sessions/group discussions /workshops / 60 seconds exercise |
| 03    | Implementation of Rajbhasa as Official Language                                 |
| 04    | Spare / library studies                                                         |
| 05    | Syndicate presentation                                                          |
| 06    | Course overview, inaugural and Valedictory address                              |

**Note:-** 1) Academy can do some para-phrasing of the sub-topics mentioned in detailed syllabus as per need, requirement, immediate feedback and utility of trainees, without changing the block time table and block syllabus.

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