

STAFF OFFICERS COURSE (SENIOR LEVEL)

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

AIM OF THE COURSE

To prepare the participants for the efficient performance of duties as staff officer.

SCOPE OF THE COURSE

The participants will be able to:-

1. Perform duties as per office procedure and do staff duties.
2. Develop organizing capacity for visit of VIPs, conferences, press conferences etc.
3. Use latest theories of management and for better conflict management in the force.

ELIGIBILITY

In service Course for Second-in-Command and Commandants of CRPF.

CAPACITY

30

BLOCK TIME TABLE

DURATION	10 working days
Total periods in a day	09
Total periods during course	90
Duration of a period	40 Mins

BLOCK SYLLABUS

S/NO	SUBJECT
01	Office Management
02	General Administration
03	Management of operations
04	Enquiries and Judicial Trail
05	Management of Accounts
06	Management of training
07	Soft skills management science
08	Media Management
09	Miscellaneous

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

DETAILED SYLLABUS

01. Office Management -

S/No	SUBJECT
1	Office procedure and functioning.
2	Major, Minor staff duties.
3	SELO – Overview, PIS data up-dation and inventory management.

02. General Administration -

S/No	SUBJECT
01	Activating grievance cell and its functioning, dealing with representation including compassionate postings.
02	Familiarization with recruitment procedures of various ranks.
03	Organizing ceremonies, arranging Sainik Sammelan, welfare meeting, cultural programme, regimental functions, sports meet, etc.
04	RTI Acts, salient features concerning CRPF, role of CPIO.
05	Procurement of stores through various modes including e-procurement, disposal through e-auction – latest instructions- presentation and discussion.

03. Management of operations -

S/No.	SUBJECT
01	Plotting of incidents and deployment on Google maps, planning of ops on Google/Digital/Terra maps, GIS System- an over view.
02	Use of technology/hardware/ software aids in enhancing ops efficiency- presentation/discussion – Planning of Ops on Google – Tactical appreciation, issues and remedies.
03	SOP of all theatres- discussion, documentation of Ops data (SOP in case of recoveries by CRPF) - Documentation of Ops data as per DG's monday meeting held on 26/8/13 para (ii) - ops branch.
04	Current response and response of security forces in J&K and LW.
05	Case studies of successful and unsuccessful ops of J&K/NE/LWE.

04. Enquiries and Judicial Trail -

S/No.	SUBJECT
01	Departmental Enquiries, Examination of DE file/dealing with the appeal and revision matters.
02	Dealing with the COI and disposal thereof.
03	Judicial Trial and practical exercises.
04	Dealing with court cases and pairvi.

05. Management of Accounts -

S/No	SUBJECT
01	Preparation and utilization of Budget and monitoring the same, preparation of BE, RE.
02	Budgetary allocation of construction work & monitoring.

06. Management of Training-

S/No.	SUBJECT
01	Organizing Courses at unit level/adhoc institutions, parameters of progressive training in CRPF, theatre specific rotational training, PI training, SWATI training etc. issues and remedies.
02	Circuit training, ultra fit training, training in constraint scenario, demonstration and practical exercises.

07. Management of Soft skills-

S/No.	SUBJECT
01	Leadership styles and combat leadership.
02	Interpersonal skills and resolving conflicts.
03	Communication skills.
04	Motivational Techniques and Creating High Performer Teams.
05	Emotional Intelligence, Personnel & Behavioral Management.
06	Time management and decision making.
07	Boss Management.
08	Performance appraisal.

08. Media management -

S/No.	SUBJECT
01	Media planning, how to interact and brief the electronic and print media.
02	Drafting a press release/report, reach of mass and print media, causes of bad image of police/security forces and it's cures.

09. Miscellaneous-

S/No.	SUBJECT
01	Review of previous day's learning.
02	Implementation of Rajbhasa as Official Language.
03	Spare / library studies.
04	60 seconds exercise and syndicate presentation.
05	Ice breaking and Stress management.
06	Course overview, inaugural and Valedictory address.

Note:- 1) In addition to above, brain storming/open sessions/group discussions /workshops, screening of training films etc. will also be a part of the course in pursuance to Training Directorate, CRPF directives to include smart practices.

2) 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.