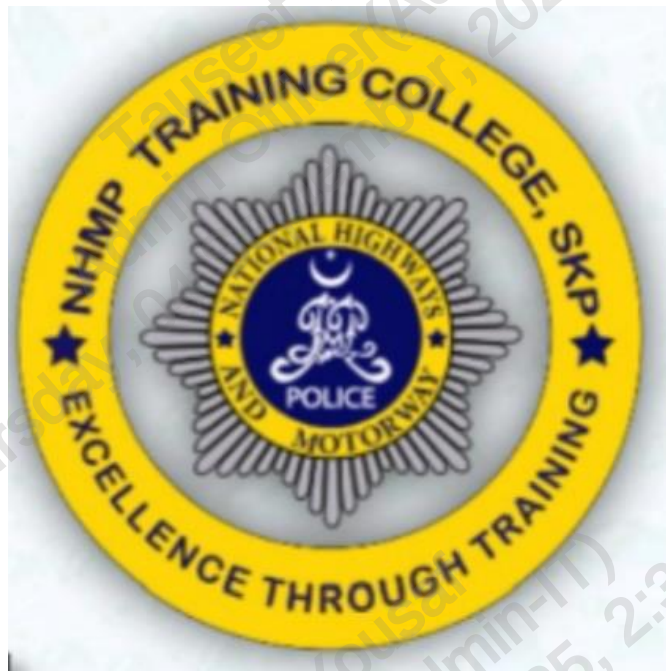


NHMP TRAINING COLLEGE

MANUAL



**NATIONAL HIGHWAYS AND MOTORWAY POLICE TRAINING
COLLEGE
SHEIKHUPURA**

“O believers! Obey ALLAH and obey the Messenger, and those from among you who are invested with authority; and then if you were to dispute among yourselves about anything refer it to ALLAH and the Messenger”.

(Al-Quran 4:59)



EXCELLANCE THROUGH TRAINING



NHMP TRAINING COLLEGE SHEIKHUPURA COLLEGE MANUAL

(To provide rules for smooth functioning of National Highways and Motorway Police Training College, Sheikhupura)

Whereas it is expedient to make rules for smooth functioning of the College, the Inspector General of National Highways and Motorway Police is pleased to pass the following College Manual. It shall come into force at once and shall be applicable to all the employees and the trainees of NHMP Training College, Sheikhupura.

INDEX

Clause #	Title	Page No.
Chapter 1: Preliminary		
1.1	Short title, extent and commencement.	2
1.2	Definitions	2
Chapter 2: Organization		
2.1	Duties of the Commandant	8
2.2	Powers of the Commandant	9
2.3	Duties of the Deputy Commandant	10
2.4	Powers of the Deputy Commandant	13
2.5	Duties of the DSP/CPO Admin	13
2.6	Duties of the DSP/CPO Training	13
2.7	Duties of the DSP/CPO DLA and DS	15
2.8	Duties of the DSP/CPO Security	16
2.9	Duties of the DSP/CPO Planning and Development	17
2.10	Duties of the Reserve Inspector	17
2.11	Duties of the Law Officer/Legal Officer	19
2.12	Duties of the Lines Officer (LO)	19

2.13	Duties of the Moharrar	20
2.14	Duties of In-charge Store(s)	21
2.15	Duties of the Procurement Officer	22
2.16	Duties of In-Charge Kot	23
2.17	Duties of the In-Charge Security	24
2.18	Duties of the Duty Officer (DO)	25
2.19	Duties of the Accountant/Accounts Officer	25
2.20	Duties of the Staff Officer to Commandant (SO)	26
2.21	Duties of the Assistant Director (AD)	27
2.22	Duties of the Office Superintendent (OS)	27
2.23	Duties Of the Personal Assistant (PA) To the Commandant	28
2.24	Duties of the Chief Law Instructor	28
2.25	Duties of the Law Instructor	29
2.26	Duties of the Chief Drill Instructor	29
2.27	Duties of In-charge Sports	30
2.28	Duties of the In-charge Library	31
2.29	Duties of the In-charge Drivers Licensing Authority	32
2.30	Duties of the In-charge Driving School	32

2.31	Duties of the In-charge Road Safety Awareness Unit	33
2.32	Duties of the Public Relations Officer (PRO)	34
2.33	Duties of the Development Officer	34
2.34	Duties of the In-charge Human Resource Management (HRM)	35
2.35	Duties of the Motor Transport Officer (MTO)	36
2.36	Duties of the In-charge Mess	37
2.37	Duties of the In-charge Information Technology	37
2.38	Duties of the Controller Examinations	38
2.39	Duties of the In-Charge Hostel	39
2.40	Duties of Other Staff	39
Chapter 3: Training		
3.1	Eligibility for Admission in Training	41
3.2	Courses and Duration	41
3.3	General Provisions regarding Admission and stay at the College	42
3.4	Formation of Companies and Platoons	42
3.5	Instructions at the time of Arrival	43
3.6	Criteria for Selection for Posting in Training Branch	43
3.7	Methods of Training/Instructions	44

3.8	Practical/Skill Training	44
3.9	Musketry and Weapon Training	44
3.10	Physical Training	44
3.11	Social Work	45
3.12	Source Book and Practical Work Book	45
3.13	Preparation of Power Point Presentations	45
3.14	Library	46
3.15	College Journal and Newsletter	46
3.16	Skill Development	46
3.17	Study Tours	47
3.18	Seminars	47
3.19	Supply of Books	47
3.20	Extra-Curricular Activities	47
3.21	Training Development Unit (TDU)	47
Chapter 4: Examination		
4.1	Examination	50
4.2	Examination Board	51
4.3	Cheating in Examination	52

4.4	Examination Results	52
4.5	Mid Term Examination	52
4.6	Final Examination	52
4.7	Compilation of Result/Procedure	52
4.8	Result Announcement /Orders	53
4.9	Grace Marks	53
4.10	All Round First	53
4.11	Best in Academics	53
4.12	Best in Parade	53
4.13	Best in Fire	54
4.14	Best in Discipline	54
Chapter 5: Leave and Holidays		
5.1	General	56
5.2	Principles Governing the Grant of Leave	56
5.3	Nature of Leave and Method of Calculation	56
5.4	Special Provisions Regarding Leave	56
5.5	Grant of Casual Leave	57
5.6	Restrictions Regarding Casual Leave	58

5.7	Contact Number and Address while on Leave to be Given	58
5.8	Recall from Leave to Give Evidence	58
5.9	Deposit of Government Property before Proceeding on Leave	58
5.10	Leave Accounts	58
5.11	Leave Registers	59
5.12	Leave Certificate	59
5.13	Holidays	59
5.14	Mid-term Break and End of Course Break	60
5.15	Leave to Staff on Attachment	60
5.16	Authorities Empowered to Grant Leave	60
5.17	General Provision Regarding Leave to under Training Officers	62
5.18	Provisions Regarding Absence of under Training Officers	63
5.19	Provisions Regarding Mid-term Break	63
5.20	End of Course Break	64
5.21	Holidays to the under-training Officers	64
5.22	Short Leave	64
Chapter 6: Discipline and Conduct		
6.1	Chain of Command	66

6.2	Saluting and March	67
6.3	Official Calls and Attendance on High Officials	68
6.4	Discipline and Conduct (General)	68
6.5	Discipline and Conduct during Training Session	69
6.6	Discipline and Conduct in the Admin Block	70
6.7	Discipline and Conduct in the Mess Hall	70
6.8	Channel of Communication	70
6.9	Requests & Representations by Lower Subordinates	71
6.10	Comments on Remarks of Superior Officers	71
6.11	Orderly Room	71
6.12	Resignation of Appointment	71
6.13	Procedure for action against an Absconding Police Officer	72
6.14	Transfer of Gazetted Officers	72
6.15	Postings and Transfers	73
6.16	Medical Certificate/Leave	73
6.17	Subordinates not to follow their Superiors	73
6.18	Privately Owned Fire-Arms	74
6.19	Presents or Gifts	74

6.20	Regarding Pecuniary Transactions	74
6.21	Extra Departmental Influence not to be Solicited	74
6.22	Regarding Speculations	74
6.23	Participation in Politics	75
6.24	Action if Bribe is Offered	75
6.25	Arbitrator	75
6.26	Communication of Official Information to the Media	75
6.27	Joining Associations	75
6.28	Reports of Death or Injuries to Police Officer	76
6.29	Order Book	76
Chapter 7: Rewards		
7.1	Rewards to be Given Freely	78
7.2	Commendation Certificates	78
7.3	Reward to Officers under Training	78
7.4	Special Rewards to Menial Staff	78
7.5	Special Commendation Certificates	78
7.6	Payment of Rewards	79
7.7	Rewards Offered by Private Person	79

7.8	Rewards for Killing Snakes	79
7.9	Annual Rewards	79
Chapter 8: Punishments		
8.1	Punishment to Police Officers	81
8.2	Punishment to non-uniformed Officers/Officials	81
8.3	Authorities to Award Punishments	81
8.4	Punishment to Trainees	81
8.5	Award of on Spot Extra Drill Punishments to the Trainees	81
8.6	Non-compliance to Punishment	81
8.7	Repatriation	82
Chapter 9: Accounts Matters		
9.1	Accounts Matters	84
9.2	Responsibilities of Accounts Branch	84
9.3	Matters To Be Dealt in Accounts Branch	84
9.4	Financial Checks	85
9.5	General Directions	88
9.6	Pay and Allowances of Trainee Officer	88

Chapter 10: Supervision and Inspection

10.1	Inspection by the Commandant of the College	90
10.2	Inspection by the Deputy Commandant	90
10.3	Inspection by the DSP/CPO	90
10.4	General Parade Inspection	90
10.5	Inspection of Academic Block	90
10.6	Inspection of DLA and DS	91
10.7	Inspection by the DSP/CPO Admin	91
10.8	Inspection by the DSP/CPO Planning and Development	91
10.9	Inspection by the DSP/CPO Security	91
10.10	Informal Inspection	91

Chapter 11: Exemptions

11.1	Exemptions from Parade, PT and Physical Activities	93
11.2	Exemptions from Academic Classes	93
11.3	Exemptions from Dress/Uniform Code	93
11.4	Grant of Leave During Detention Period	93
11.5	Exemption from Courses	94

Chapter 12: Miscellaneous

12.1	Uniform	96
12.2	Management Representative (MR) for ISO 9001;2008	96
12.3	Games/Sports	96
12.4	Standing Orders	96
12.5	Case of infectious and Contagious Diseases	96
12.6	Quarantine	97
12.7	Care of Pets	97
12.8	Duties of College Staff in Sectors and Zones	97
12.9	Visitors Book	97
12.10	Repatriation on Ground of Misconduct	97
12.11	Holidays	97
12.12	Roll Call	98
12.13	College Brass Band	98
12.14	Shopkeepers	98
12.15	College Masjid	98
12.16	Deployment of Trainee Officers on Special Duty	98
12.17	Evaluation of Training Charges	98

12.18	Refresher Courses of Training College Staff	98
12.19	Repatriation on Self-Request	99
12.20	Guest(s) of the Trainees	99
12.21	Guest(s) of the College Staff	99
12.22	Duties of Branch Heads During Audits	99
12.23	Protection to Informers/Whistleblowers	100
12.24	Road Safety Research Wing (RSRW)	100
12.25	Power To Make, Amend and Relegate Clause	100
Abbreviations/Acronyms		101-102

CHAPTER-1

Preliminary

Chapter-1: Preliminary

1.1. Short title, extent and commencement:

- i. This Manual shall be called the National Highways and Motorway Police Training College Manual, 2024.
- ii. It is applicable in the National Highways and Motorway Police Training College, Sheikhupura.
- iii. It shall come into force at once.

1.2. Definitions:

In this manual, unless there is anything repugnant in the subject or context:

- i. **Accountant:** Means an official who is appointed to assist the Accounts Officer in managing the affairs relating to accounts of the College.
- ii. **Accounts Officer:** Means an official who is appointed to supervise and manage the affairs relating to accounts. He is the head of Accounts Branch of the College.
- iii. **Advance Class Course:** Means a mandatory course for the promotion of Inspector or Senior Patrol Officer to Deputy Superintendent of Police or Chief Patrol Officer.
- iv. **APT Rules:** Means Civil Servants Appointment, Promotion and Transfer Rules, 1973 and NHMP Appointment, Promotion and Transfer Rules, 2007 as amended from time to time.
- v. **Assistant Director (AD):** Means an official of the grade BPS-17 appointed to assist the Commandant in dealing with official matters of the College.
- vi. **Basic Recruit Course:** Means the mandatory training course for the recruit constables or Junior Patrol Officers.
- vii. **Commandant:** Means an Officer of the rank of Deputy Inspector General (BPS-20) appointed by the Inspector General, NHMP to command, administer and supervise the affairs of the College.
- viii. **Chief Drill Instructor (CDI):** Means an officer of the rank of IP/SPO or SI/PO responsible to control, manage and conduct drill, discipline and physical trainings.
- ix. **Chief Law instructor (CLI):** Means an officer of the rank of DSP/CPO or IP/SPO responsible to manage and conduct the academic and skills training in the College.
- x. **Cheating in examination:** Means use of any illegal or unfair means to pass any examination or test in the College.
- xi. **Charge:** Means allegations, framed against the accused pertaining to acts of omission or commission cognizable under service laws thereunder.

- xii. **College:** Means National Highways and Motorway Police Training College, Sheikhpura.
- xiii. **Commencement:** Used with reference to an Act or Regulation, shall mean the day on which the Act or Regulation comes into force.
- xiv. **Departmental Promotional Course:** Means any mandatory course which is essential for the promotion to the next rank in service.
- xv. **Deputy Commandant:** Means the Second in Command after the Commandant: an officer of the rank of SP (BPS-18) or SSP (BPS-19) appointed by the Inspector General NHMP to command, administer and supervise the affairs of the Training College.
- xvi. **Development Officer:** Means an officer of the rank of IP/SPO responsible to manage control, monitor and supervise the affairs relating to planning and development in the College.
- xvii. **Drill Instructor:** Means an officer of any rank not above the rank of IP/SPO to perform duties as discipline maintenance officer and instructor of physical training and parade.
- xviii. **Drivers' Licensing Authority (DLA):** Drivers' Licensing Authority means the competent authority authorized to manage the affairs relating to the issuance, up-gradation, cancellation and modification of driving licenses situated at Islamabad. Whereas the College DLA means the facilitation center situated in the College that works according to the directions of DLA Head Office, Islamabad.
- xix. **Driving School (DS):** Means school situated in the College to conduct driving classes for drivers of other organizations, agencies and institutions for imparting knowledge about defensive driving techniques and other such ancillary matters in this regard.
- xx. **DSP/ASP/CPO:** Means Deputy Superintendent of Police or Assistant Superintendent of Police / Chief Patrol Officer.
- xxi. **Efficiency and Discipline Rules (E&D Rules):** Means rules prescribed in National Highways and Pakistan Motorway Police (Efficiency and Discipline) Rules, 2016, Civil Servants (Efficiency and Discipline) Rules, 2020 and other relevant rules in this regard.
- xxii. **Examination Board:** Means the board, constituted by the Commandant to conduct fair examination.
- xxiii. **Instructor:** Means an officer who is responsible to teach or instruct in the training branch of the College.
- xxiv. **IP/SPO:** Means Inspector of Police/Senior Patrol Officer.

- xxv. **Kot (Armory):** Means a place where arms and ammunition are kept safely as narrated in Chapter- VI of Police Rules, 1934.
- xxvi. **In-charge Kot (Armory):** Means a uniformed officer who is responsible to keep the arms and ammunition in Kot (Armory) in workable and secure condition.
- xxvii. **In-charge Security:** Means an officer of the rank of IP/SPO responsible to ensure the College security internally and besides the boundary walls.
- xxviii. **In-charge Store:** Means an officer of the rank of IP/SPO or SI/PO appointed to manage and look after the repair, maintenance and smooth functioning of all types of logistics, assist the Procurement Officer, Purchasing Committee and accounts branch and timely disbursement of store items to all branches of the College accordingly.
- xxix. **Intermediate Class Course:** Means a mandatory course for the promotion of Head Constable or Assistant Patrol Officer to Sub-Inspector or Patrol Officer.
- xxx. **Law Officer:** Means an officer of the rank of DSP/CPO or IP/SPO appointed to manage the legal matters of the College in Courts of Law and others legal forums.
- xxxi. **Lines Officer (LO):** Means an officer of the rank of IP/SPO or SI/PO appointed to manage the affairs related to cleanliness, maintenance, management and other such matters as are vested to him in the College for the assistance of Reserve Inspector.
- xxxii. **Lower Class Course:** Means a mandatory course for the promotion of Constable or Junior Patrol Officer to Head Constable or Assistant Patrol Officer.
- xxxiii. **Manual:** Means the NHMP Training College Manual.
- xxxiv. **Medical Fitness Certificate:** Means a certificate issued by a Medical Superintendent or Medical Officer as directed by the NHMP Central Police Office, Islamabad.
- xxxv. **Non-Uniform Staff:** Means officials/officers other than uniformed staff appointed to perform duties and lawful tasks.
- xxxvi. **Ministerial Staff:** Means non-uniformed staff appointed to deal with the clerical, official duties and lawful tasks.
- xxxvii. **Misconduct:** Means conduct prejudicial to good order or service discipline or contrary to Government Servants Conduct Rules, 1964. Or unbecoming of an officer and, a gentlemen and includes any act on the part of a civil servant to assert or attempt to assert political or other exterior influence directly or indirectly to bear on the government or any government officer in respect of any matter relating to the appointment, promotion, training, transfer, punishment, retirement or other conditions of the service of a civil servant, or having entered into plea bargain under

any law for the time being enforce and has returned the assets or gains acquired through corruption or corrupt practices, voluntarily.

- xxxviii. **Musketry:** Means training of techniques and methods to use and handle the different kinds of weapons effectively and safely.
- xxxix. **Motor Transport Officer (MTO):** Means an officer of the rank of IP/SPO or SI/PO appointed to manage and look after the repair, maintenance and smooth functioning of the official motor vehicles, generators and other such motors like electric cutters in the College.
- xl. **Office Superintendent (OS):** Means a non-uniformed Official of (BS-17) posted at Admin Office NHMP Training College, Sheikhpura for in-time distribution, collection and forwarding of the incoming and outgoing official correspondence. The subject official performs duties as the supervisory official at Admin Office under command of the Commandant.
- xli. **Assistant Private Secretary (APS) / Stenographer / Stenotypist:** Means a non-uniformed Official working as personal assistant to the Commandant who is responsible to arrange orderly rooms, prepare draft of Show Cause Notices or Explanations, office orders, note Minutes of Meetings chaired by the Commandant, manage personal assignments/tasks assigned by Commandant, NHMP Training College, Sheikhpura.
- xl.ii. **Para Medical Staff (PMS):** Means the non-uniformed staff recruited to assist the RMO and to run the affairs of medical center in the College.
- xl.iii. **Procurement officer:** Means an officer of the rank of IP/SPO or SI/PO to deal with the procurement matters of the College under the ambit of PPRA Rules, 2004 and other relevant rules as and when required.
- xl.iv. **Promotion:** Means upgradation of civil servant to higher posts in the service or cadre to which he/she belongs.
- xl.v. **Probationer Class Course:** Means a mandatory initial Training Course on the appointment of SI/PO.
- xl.vi. **Public Relations Officer (PRO):** Means an officer of the rank of IP/SPO or SI/PO appointed to manage and supervise the affairs of public relations with media, other organizations, agencies and institutions on behalf of the College.
- xl.vii. **Repatriation:** Means sending back of the trainee officer to the concerned parent zone/department or the repatriation of an officer on deputation to the parent department.
- xl.viii. **RMO:** Means Regional Medical Officer.
- xl.ix. **SI/PO:** Means Sub Inspector/Patrol Officer.

- I. **SP:** Means Superintendent of Police.
- li. **SSP:** Means Senior Superintendent of Police.
- lii. **Test:** Includes written examination, physical fitness tests, interview and skills tests.
- liii. **Temporary Post:** Means a post other than permanent posts.
- liv. **Upper Class Course:** Means a mandatory course for the promotion of Sub Inspector or Patrol Officer to Inspector or Senior Patrol Officer.

Tauseef Yousaf
Admin Officer(Admin-IT)
Thursday, 04 September, 2025, 2:30:28 PM

Tauseef Yousaf
Admin Officer(Admin-IT)
Thursday, 04 September, 2025, 2:30:28 PM

CHAPTER-2

Organization

CHAPTER-2: Organization

2.1. DUTIES OF THE COMMANDANT:

i. Administrative duties

By virtue of the powers vested in the Commandant, it shall be his duty to: -

- a) Supervise all matters pertaining to administration, welfare, training and finance of the College and to issue orders in this regard.
- b) Supervise the formulation of rules and issue instructions to the College staff and trainees.
- c) Supervise the implementation of all rules, regulations, directions and Standard Operating Procedures being followed in the College.
- d) Take effective measures for welfare of the College staff and the trainees.
- e) Coordinate with the NHMP Headquarters in order to make decisions and to eradicate problems pertaining to the affairs of the College as and when required.
- f) Supervise all training and ceremonial programs of the College.
- g) Supervise the suitable arrangements for the boarding and lodging of all the College staff and trainees.
- h) Inspect and visit all the College buildings, branches, premises and records as and when he deems apt.
- i) Coordinate with allied agencies related to the curricular and extracurricular activities.
- j) Supervise the process of capacity building of College staff and trainees.
- k) Supervise the purchase of land and construction of new buildings in the College premises.
- l) Supervise in-time disposal of official correspondence, conduct Orderly Room and Ijlas-e-Aam in the College.
- m) Recommend deployment of best manpower under the principle of right man for the right job in the College in consultation with the Deputy Commandant.
- n) Supervise the matters pertaining to procurement and allied services.
- o) Perform any other duty or lawful task assigned by the Seniors of NHMP.

ii. Training Matters

- a) Assist Headquarters in the formulation and implementation of training policy.
- b) Supervise the up-gradation of instructional methods.
- c) Recommend the officers, posted in the College for National and International Course(s) and Training(s).

- d) Supervise research work, up-gradation of training modules, development of curricula to make training more effective and relevant to field requirements.
- e) Review and recommend selection criteria for promotional courses as and when required.
- f) Supervise the training of instructors/ trainers and assessment of their suitability.
- g) Supervise the feedback regarding training activities.
- h) Supervise and inspect the analysis of course completion and annual training progress reports.
- i) Inspect ongoing academic classes, practical trainings and physical trainings when deems appropriate.
- j) Authority to maneuver the academics as he deems apt.

iii. Financial Matters

- a) Supervise the preparation of Annual Budget of the College.
- b) Supervise the compilation of Annual Reward.
- c) Supervise the matters related to Regimental and Welfare (R&W) Fund of the College staff.
- d) Supervise the internal and external audit of the College.
- e) Approve and sanction the requisite bills pertaining to pecuniary affairs of the College.
- f) Approve and sanction Medical Bills, Travelling Allowance and Welfare Funds.
- g) Supervise the condemnation process of the requisite items of the College.
- h) Follow the financial cases sent to NHMP Central Police Office, Islamabad as and when required.
- i) Supervise the formulation of Annual Procurement Plan for the College.
- j) Supervise the implementation of Financial Rules for the provision of all claims and financial cases related to the College.
- k) Supervise all kinds of tenders and fair utilization of amounts in all Account Heads.

2.2. POWERS OF THE COMMANDANT:

In respect of reward, punishment and leave, the Commandant shall have the same powers as are exercised by Zonal Commanders. Furthermore, he shall have the:

- a) Authority to expel/ relegate/ repatriate any trainee on the basis of misconduct, absence from College or training activities, disobedience of lawful orders, his/her immoral or ill-disciplined conduct or poor performance during training in the College.
- b) Authority to disqualify and repatriate the trainee to his/ her parent Zone/ Department, who stays away from training for a period of more than:
 - i. 14 days (in case of 06 months course)
 - ii. 8 days (in case of 04 months course)
 - iii. 3 days (in case of capacity building course)

(The NHMP Headquarters may nominate the repatriated trainee to undergo his/ her prescribed training in the next session / course).

- c) Power to recommend for transfer/ post out/ surrender any member of the College-staff as and when deems necessary.
- d) Power to place any area/ building of the College out of bound for the trainees
- e) During holidays, he shall have power to detain trainee(s) in the College for a specified period, who in his opinion are weak in law, skills or drill subjects or on disciplinary grounds.
- f) Power to detain staff member(s) necessary for the maintenance of security duties.
- g) Power to sign MoUs/ ToRs and enter into agreements / contracts with other organizations/ entities, under intimation to the IG, NHMP.
- h) Depute trainee(s) on VIP or other special duties on administrative grounds.
- i) Subject to general directions of the Inspector General, NHMP, he shall exercise full powers/ authority over the matters of Driving School and Drivers' Licensing Authority (DLA) in Training College
- j) Depute trainee(s) on some administrative duty during training, subject to his/ her regular attendance in academic classes.
- k) Power to increase or decrease course duration of any course up to two weeks.
- l) Exercise all the powers delegated by the Inspector General, NHMP for the time being in force.

2.3. DUTIES OF THE DEPUTY COMMANDANT:

The Deputy Commandant shall perform the following duties:

- a) Prepare training schedule for the next calendar year, indicating the nature of courses, their tentative commencement/completion dates along with number of seats with the initiation of DSP/ CPO Training.

- b) Inspect the College staff and Trainees' Parade, turn out and the cleanliness of their boardings.
- c) Assist the Commandant and issue instructions to supervise the College staff and trainees.
- d) Take effective measures for welfare of the officers posted in the College and trainees.
- e) Inspect and visit all the College buildings, branches, premises and records as and when he deems apt.
- f) Coordinate and visit allied agencies related to the College affairs.
- g) Instruct and supervise the process of capacity building of the College staff and the trainees.
- h) Assist the Commandant to supervise the purchase of land and construction of new buildings in the College premises.
- i) Provide updated information to the Commandant about all matters of importance, seek instructions and ensure compliance.
- j) Supervise and check the working of all branches of the College along with all subordinate staff.
- k) Hold surprise fall in/roll-call of trainees, as he deems apt.
- l) Supervise in-time disposal of official correspondence and conduct meetings, Orderly Room, Ijlas-e-Aam, in the College.
- m) Assist the Commandant in deployment of best manpower under the principle of right man for the right job in the College.
- n) Supervise matters pertaining to tenders, procurement and allied services in the College.
- o) Supervise annual medical checkup of the College staff.
- p) Perform any other duty assigned by the Seniors.

i. Training Matters

- a) Assist the Commandant in formulation of training policy with the help of DSP/ CPO Training.
- b) Supervise the up-gradation of instructional methods.
- c) Assist the Commandant to recommend officers from the College for National and International Courses/ Trainings.
- d) Instruct and supervise the formulation of Annual Training Programme(s).
- e) Supervise and pass instructions for the suitable arrangements for boarding and lodging of all trainees.

- f) Supervise research work, up-gradation of training modules and curriculum development to make training process effective.
- g) Prepare and recommend amendments in curriculum for all courses as and when required.
- h) Analyze the feedback of the Regions/ Zones about quality of training imparted to the batches, passed out from the College.
- i) Supervise the preparation and up gradation of Syllabus of various basic, promotional and capacity building courses in the College.
- j) Supervise the performance of instructors and assessment of their suitability.
- k) Provide feedback to the Commandant regarding training activities.
- l) Analyze the course completion and annual training progress reports.
- m) Supervise arrangements for Mess nights, sports festivals, seminars, training conferences, workshops, motivational lectures, quiz and speech competitions.
- n) Inspect ongoing academic classes, practical and physical training on regular basis.

ii. Financial Matters

- a) Instruct the Accounts Branch in the preparation of Annual Budget of the College.
- b) Assist the Commandant to supervise the compilation of recommendation for Annual Reward.
- c) Assist the Commandant to supervise the matters related to R&W and Road Safety Fund of the College staff.
- d) Assist the Commandant to supervise the internal and external audit of the College.
- e) Approve and sanction the requisite bills pertaining to pecuniary affairs of the College as per delegation of powers vested in him.
- f) Supervise and check the condemnation process of the items of the College.
- g) Follow up the financial cases sent to NHMP Central Police Office, Islamabad, as and when required.
- h) Assist the Commandant to supervise the formulation of Annual Procurement Plan for the College.
- i) Assist the Commandant to supervise the implementation of Financial Rules for the provision of all claims and financial cases related to College.

2.4. POWERS OF DEPUTY COMMANDANT:

The Deputy Commandant shall act as Second-in-Command of the Commandant and shall exercise all administrative, financial, supervisory and any other powers of the Deputy Commandant. He shall exercise all powers delegated by the Commandant.

2.5. DUTIES OF THE DSP/ CPO ADMIN:

The DSP/ CPO Admin shall be overall in-charge of administrative affairs, logistics and buildings of the College under the supervision of the Deputy Commandant and the Commandant. He shall be responsible to:

- a) Assist the Commandant and the Deputy Commandant and personally supervise all matters pertaining to administration, logistics, welfare and finance of the College and issue orders in this regard.
- b) Monitor the work of Reserve Inspector, Lines Officer, Store In-charge, Mess In-charge, HRM Branch, MTO, Horticulture Wing and Moharrar. Ensure that the entire buildings/areas of the College are maintained and kept tidy.
- c) Ensure that the duties assigned to the College staff are being executed effectively.
- d) Check arms, ammunition and accoutrements regularly and ensure that it has been kept neat and in workable condition.
- e) Personally inspect the vehicles and check the record of MT Branch and issue instructions.
- f) Supervise the formulation of Annual Procurement Plan for every financial year in consultation with all branches/ offices through Procurement Officer.
- g) List the maintenance required in the College and take measures to eradicate them as and when required.
- h) Personally supervise the arrangement of all ceremonial and official programs of the College.
- i) Bring to the notice of the Commandant and the Deputy Commandant all matters in which he considers such instructions are necessary to be sought.
- j) Any other duty and official work assigned by the Seniors.

2.6. DUTIES OF THE DSP / CPO TRAINING:

The DSP/ CPO Training shall be the overall in-charge of training activities of the trainees and staff of the Training Branch. His duties shall be to:

- a) Supervise the work of the Chief Law Instructor, Chief Drill Instructor and all other Instructors.

- b) Monitor academic and drill activities to ensure that the training is being carried out in the right direction.
- c) Ensure attendance of instructors and trainees in class rooms, parade ground and in all training activities.
- d) Arrange special classes for weak trainees.
- e) Monitor attendance, roll calls and the general conduct of the trainees in the College.
- f) Inspect and visit all Academic Blocks, Libraries, Computer Labs, Skills Training Labs and any other premises falls under his jurisdiction to ensure that the said buildings/areas of the College are maintained and in good working condition.
- g) Supervise preparation and implementation of weekly schedule of the training activities.
- h) Arrange capacity-building course(s), as and when required.
- i) Maintain discipline of trainees during training activities.
- j) Conduct extra-curricular activities of the trainees.
- k) Formulate Annual Training Programme.
- l) Monitor the process of the examination, checking of papers and announcement of results.
- m) Monitor the arrangements for sports competitions, seminars, training conferences, workshops, motivational lectures, quiz and speech competitions.
- n) Personally supervise and instruct the up-gradation of teaching instructional methods and technologies.
- o) Personally monitor and instruct research work, up-gradation of training modules, development of curricula to make training more effective, relevant to field requirements and the same shall be reported to Deputy Commandant at least one month before the end of the ongoing courses.
- p) Monitor the activities of Debate Club, Literary Committee, Qirat Committee and Cultural Committee.
- q) Review and recommend changes in curriculum for all courses as and when required.
- r) Conduct various training courses for instructors/ trainers and assess their suitability.
- s) Take feedback regarding training activities.
- t) Analyze and prepare course completion and annual training progress reports.
- u) Inspect ongoing academic classes, practical trainings and physical trainings time and again.

- v) Conduct Orderly Room on daily basis to address applications submitted by trainees on priority basis.
- w) Perform any other lawful duty or task assigned by the Seniors.

2.7. DUTIES OF THE DSP/CPO DRIVING SCHOOL AND DRIVERS' LICENSING AUTHORITY (DLA & DS):

The DSP/CPO Driving School and Drivers 'Licensing Authority shall be responsible for smooth functioning of Driving School and Drivers' Licensing Authority by abiding all the instructions, orders and guidelines provided by Drivers' Licensing Authority (HQs), Islamabad and he shall be responsible to:

- a) Supervise theoretical and practical driving competence tests for issuance of Driving License.
- b) Supervise the process of Medical Examination of the applicants.
- c) Supervise the data entry and bio-metric verification of the applicants.
- d) Process and forward the cases of successful applicants to DLA, Islamabad for issuance of driving licenses.
- e) Check the record of DLA and DS.
- f) Make sure that only those applicants shall be entertained, who deposit prescribed fees/dues in National Treasury.
- g) Ensure to update all the particulars of issued licenses on the official website of DLA.
- h) Conduct Defensive Driving Courses for the employees of National / Multi-National Companies.
- i) Impart driving training to NHMP trainees, drivers of other Public/ Private Organization(s).
- j) Sign MoUs with Public Sector i.e. NAVTTC, TEVTA, PSDF like Organizations or Institutions for imparting driving training.
- k) Have close and cordial working relationship with National / Multi-National Companies.
- l) Devise effective driving courses time and again.
- m) Impart driving training at Driving Simulator.
- n) Issue duty roster of DLA and DS staff.
- o) Keep and update all record of learners driving permits, fresh driving licenses and converted driving licenses as directed by the DLA Headquarters.
- p) Supervise the DLA staff in conducting practical driving tests.
- q) Supervise all the matters of Drivers' Licensing Authority.

- r) Carry out all the correspondence related to driving licensing and the driving school.
- s) Keep the senior officers aware of all the issues and information related to DLA.
- t) Delegate and supervise the responsibilities of his subordinate staff.
- u) Perform any other tasks or duties assigned by the Commandant or the Seniors.

2.8. DUTIES OF THE DSP/CPO (SECURITY):

The DSP/CPO Security shall be overall supervisory officer of all security deployment and responsible for the matters related to the security of the College. His duties shall be to:

- a) Ensure the proper security of the College.
- b) Deploy alert and vigilant duty on the main gate of the College.
- c) Supervise the work of In-charge Security, duty officers, security guards, the College operations and wireless control room.
- d) Pay visit to the security posts/points and ensure vigilant/alert security duties.
- e) Pay surprise visit to the College operations and wireless control room, to ensure that the CCTV cameras are functioning properly and the operators are performing their duties vigilantly.
- f) Supervise the wireless communication and issue necessary instructions to the in-charge of control room for effective communication among the security officers, District Police and other wireless controls of NHMP.
- g) Direct the in-charge of IT for the maintenance and effective working of CCTV cameras.
- h) Conduct security mock exercise regularly for effective security preparations and chalk out evacuation plan for the personnel.
- i) Make liaison with allied agencies such as District Police, Bomb Disposal Squad, Rescue 1122 and Special Branch to deal with the security issues and ensure that the contact numbers of District Administration, Local Police, Civil Defense, Rescue 1122 and nearest Hospitals are kept in the operations and wireless control room and keep continuous contact with such security agencies.
- j) Inspect the security gadgets, turn out, vigilant presence of the security personnel and will ensure that no security personnel have mobile phone, reading material and other things which may divert attention.
- k) Ensure that all the necessary equipment and gadgets such as Torch, Wireless set, Bullet proof vests and Helmets are available and being used by the personnel deployed on Security duties.

- l) Ensure the entry of the particulars of the visitors in the relevant register and allow their entry in the College only after strict checking.
- m) Restrict the presence of unauthorized persons in the College.
- n) Supervise all matters related to Officers Mess.
- o) Bring to notice of the Commandant and the Deputy Commandant, all security matters in which he considers that the necessary orders should be sought.
- p) Delegate and supervise the responsibilities of all sub-ordinate staff.
- q) Perform any other duty or official work assigned by the *Seniors*.

2.9. DUTIES OF THE DSP/CPO PLANNING AND DEVELOPMENT:

The DSP/CPO Planning and Development shall be responsible for Planning, Development and Maintenance in the College premises. His duties shall be to:

- a) Ensure up to the mark construction and development work in the College.
- b) Ensure the maintenance and beautification work in all buildings, lawns and grounds.
- c) Assist the Deputy Commandant and the Commandant in maintenance work of all Hostels, offices, buildings and Mess Hall.
- d) Co-ordinate with NHA and Pak-PWD regarding the construction or maintenance work in the College.
- e) Ensure the construction work as per approved standards in the under-construction buildings and sites.
- f) Monitor the work of contractors, labors, and workers.
- g) Make proposals for future works regarding all new and already constructed buildings.
- h) Assist the Commandant and the Deputy Commandant to purchase new land for extension of the College.
- i) Inspect the constructed buildings according to the approved standards and point out the flaws and suggest the remedies.
- j) Prepare inspection reports, procurement and layout plan.
- k) Inspect the bills of accessories being used in the College buildings.
- l) Delegate and supervise the responsibilities of all sub-ordinate staff.
- m) Perform any other duty or official work assigned by the *Seniors*.

2.10. DUTIES OF THE RESERVE INSPECTOR (RI):

An officer of the rank of IP/SPO shall be appointed as Reserve Inspector and he shall be responsible to perform following duties under the supervision of the DSP/CPO Admin:

- a) Assist the DSP/ CPO Admin in all administrative matters.
- b) Conduct the Inspection of the luggage of trainees through Lines Officer and report to the DSP/ CPO Admin.
- c) Monitor the security personnel, attend roll calls and supervise the general conduct of the trainees in the College.
- d) Ensure proper cleanliness and maintenance of all the residential hostels, lawns, grounds, classrooms, mosque, sports complex and other buildings/offices of the College.
- e) Inspect buildings/ hostels and other College premises frequently and ensure that the buildings and areas of the College are thoroughly cleaned and maintained.
- f) Bring to the notice of the DSP/CPO Admin all matters in which he considers that directions should be sought.
- g) Ensure discipline and conduct amongst the staff and trainees.
- h) Ensure that the duties assigned to the administrative / civil staff are being executed effectively.
- i) Visit the trainee hostels occasionally at night and ensure that they are present in their respective rooms and everything is in order.
- j) Inspect College Kot and ensure safe custody and maintenance of all arms and ammunition, proper entries in the stock register and their proper handing/taking over.
- k) Supervise arrangements at Firing Range and Firing Practice programmes and make safety arrangements on the Firing Range as and when required.
- l) To ensure the new plantation well in time and look after of already planted saplings.
- m) Make necessary arrangements for the accommodation of the staff and trainees through Lines Officer.
- n) To ensure performance of the College Moharrar and proper entries in the *Roznamcha/Station Diary*.
- o) Ensure the performance of In-charge Mess and proper service of qualitative meals three times a day.
- p) Make arrangements to hold different official, educational, recreational, cultural and road safety programmes in the College.
- q) Make arrangements to conduct the medical check-up of officers and trainees as and when required.

- r) Look after the repair work of the College buildings, residential areas, hostels and ensure uninterrupted supply of water, gas and electricity.
- s) Ensure that all the registers are being maintained accordingly.
- t) Delegate and supervise the duties of his subordinate staff.
- u) Perform any other duty or official work assigned by the Seniors.

2.11. DUTIES OF THE LAW OFFICER/LEGAL OFFICER:

An officer of the rank of DSP/CPO or IP/SPO shall be appointed as law officer/legal officer in Legal Branch of the College who shall be responsible to:

- a) Keep record of all legal matters/cases on chronological footings.
- b) Remain in close liaison with the counsel(s), nominated by the Ministry of Law and Justice for the cases pending in the courts of law pertaining to the College.
- c) Deal with all the legal affairs in the College.
- d) Finalize inquiry proceedings as per rules.
- e) Provide legal assistance in case of need.
- f) Prepare Para-wise comments/reply for presentations to the courts of Law and other public office matters.
- g) Attend court proceedings as legal representative of the College.
- h) Work as focal person for all types of correspondence regarding legal matters within or out of the department.
- i) Execute all the duties/liabilities directly under the administrative control of Deputy Commandant as head of the Legal Branch.
- j) Perform any other lawful/legitimate duties assigned by the Seniors.

2.12. DUTIES OF THE LINES OFFICER (LO):

An officer of the rank of IP/SPO or SI/PO shall be appointed as Lines Officer and he shall be responsible to:

- a) Ensure the work of the sweepers/ sanitary workers and all non-uniform staff.
- b) Check and maintain furniture and fixtures of the College.
- c) Ensure to well reckon the arms and ammunition and cleanliness of the Kot.
- d) Maintain all equipment, furniture, utensils and devices of the College.
- e) Inspect the buildings, grounds, swimming pool, sports complex, gym and land attached to the College and the cleanliness on daily basis.
- f) Maintain the gardens and ensure that the gardens/lawns and other cultivated areas of the College are well kept.

- g) Maintain the residential facilities and ensure necessary rectifications on daily basis.
- h) Address the complaints of staff and trainees pertaining to their boardings.
- i) Ensure proper and timely entries in the *Roznamcha/Station Diary* and wireless log book.
- j) Supervise the duties of Moharrar and Naib Moharrar.
- k) Keep the utility bills within ceiling power of the Authority and ensure their timely submission.
- l) Make arrangements for the ceremonial and official Programme(s) in the College.
- m) Conduct weekly inspections of all College premises including hostels, admin block, academic blocks, regimental blocks, sports complex, MT Branch and other buildings/offices.
- n) Keep all government property tidy and in good condition.
- o) Ensure timely departure and arrival report of the staff and the trainees in *Roznamcha/Station Diary*.
- p) Ensure maintenance of all records of Moharrar office.
- q) Ensure timely execution of duties, assigned to him and his subordinate staff.
- r) Perform the duties as Reserve Inspector in his absence.
- s) Perform any other duty or official work assigned by the Seniors.

2.13. DUTIES OF THE MOHARRAR:

An officer of the rank of HC/APO or C/JPO shall be appointed as Moharrar of the College and he shall be responsible to:

- a) Maintain the *Roznamcha/Station Diary* in the College.
- b) Be present at the time of guard mounting.
- c) Ensure that guards are changed at proper time.
- d) Record all departures and arrivals of staff member(s), trainee(s) and other officials/guests.
- e) Ensure the entries regarding departure/arrival of official motor vehicle from the College.
- f) Maintain all the relevant registers including leave, short-leave, outdoor and other registers of staff and trainees.
- g) Prepare and submit daily statement of staff and trainees.
- h) Make entry regarding absence of the staff/trainees in the *Roznamcha/Station Diary* if any and submit the absence report (Goshwara) to quarters concerned.

- i) Assist the DSP/CPO Admin, RI and LO in the different matters/issues of the College.
- j) Keep fire extinguisher in working condition in the College under the supervision of Lines Officer.
- k) Record all the matters relating to the College in the *Roznamcha/Station Diary* under the personal and direct supervision of Lines Officer.
- l) Perform any other duty or official work assigned by the Seniors.

2.14. DUTIES OF IN-CHARGE STORE (S):

An officer of the rank of IP/SPO or SI/PO shall be appointed as in charge of the store(s) and he shall be responsible to:

- a) Make all possible arrangements for preservation/ protection of stores items.
- b) Maintain and update all relevant registers of the store including road certificates.
- c) Distribute and keep record of uniform(s), article(s) and other items to staff and trainee(s).
- d) Ensure timely purchase of all required items and subsequent provision to concerned branches.
- e) Maintain all affairs related to store(s) in the College.
- f) Issue necessary/ requisite items to the staff and the trainees.
- g) Keep and update record of all present and issued items.
- h) Maintain record of all the furniture, fixtures, uniform, stationary, office utensils, electronic equipment, sports related items and miscellaneous pertaining to the College store.
- i) Keep close coordination with all branches/ offices of the College to ascertain their requirements.
- j) Ensure purchase of qualitative and best available items for the College.
- k) Prepare souvenirs, shields, gift-hampers for official use.
- l) Provide technical assistance to the Purchase Committee of the College.
- m) Invite the firms for pre-qualifications in connection with the local purchase(s).
- n) Purchase the items, required by the branches of the College under the approved ceiling power of the authority, delegated by the NHMP Central Police Office, Islamabad.
- o) Assist the accounts branch and senior officers in the preparation of annual budget and procurement plan.
- p) Prepare record of store items for monthly, quarterly and annual, formal or informal inspections.

- q) Initiate the declaration process of condemnation in connection with all durable items and auction of old/obsolete items well in time.
- r) Assign and monitor the duties of his subordinate staff.
- s) Ensure proper entries in concerned stock registers, inventory of purchased items in registers and files and prepare the record in accordance with physical stock in lieu of the internal or external audit.
- t) Follow the departmental SOPs, PPRA Rules, standing and executive orders issued from time to time pertaining to the purchase, procurement, record keeping, storage, issuance, condemnation and auctions of Government property.
- u) Perform any other duty or official work assigned by the Seniors.

2.15. DUTIES OF PROCUREMENT OFFICER:

An officer of the rank of IP/SPO or SI/PO shall be appointed as Procurement Officer and he shall be responsible to:

- a) Invite demands for procurement of items from all branches/officers in the College.
- b) Take non availability certificate from different branches at the time of receiving demands.
- c) Prepare comprehensive procurement plan to ensure maximum purchases through tenders.
- d) Procure items through tenders by fulfilling all formalities, prescribed under relevant rules.
- e) Assist periodic internal and external audits of all items by ensuring close liaison with In-charge of the Store.
- f) Take administrative approval as well as financial approval for the procurement from the authority in this regard, through DSP/CPO Admin.
- g) Obtain and prepare comparative statements/quotations in order to fulfill the procedural requirements.
- h) Draft tender documents duly prepared as per PPRA and departmental rules through Accounts Branch.
- i) Make correspondence with account branch for approval of tender documents.
- j) Float Tender Notices on PPRA, NHMP website and in print media.
- k) Prepare pre tender bidding documents through In-charge of the Store and Accounts branch.
- l) Responsible for opening of financial and technical bids through committee, constituted by the authority concerned.

- m) Prepare technical and financial evaluation report through Account branch.
- n) Monitor uploading of the technical and financial evaluation reports for tenders having substantial time, on PPRA and NHMP through In-charge Store.
- o) Write letters to firms for qualification/disqualification and the date of financial and technical bids opening.
- p) Process the purchase order/supply order/work completion certificate regarding all procurements.
- q) Execute agreement with successful bidder & receiving delivery through In-charge of Store.
- r) Conduct and prepare inspection reports of the delivery of the Store by himself or committee, constituted by the authority concerned.
- s) Make proper handing over/ taking over of cheques issued to the vendors through Accounts Branch.
- t) Assist the Seniors in the constitution of various committees.
- u) Call the committee meetings after the approval of competent authority as and when needed.
- v) Check detail of bills, stock entries and issuance detail in relevant registers of the Store.
- w) Keep proper record of receipts and documentation of all purchased items.
- x) Perform any other duty assigned by the Commandant.

2.16. DUTIES OF IN-CHARGE KOT:

An officer of the rank of IP/SPO or SI/PO shall be appointed as In-Charge Kot and he shall be responsible to:

- a) Ensure that arm(s) and ammunition are kept neat and clean and in safe custody.
- b) Issue and retrieve the arm(s) and ammunitions from the staff member(s) and trainee(s) after duty and training sessions.
- c) Issue and retrieve the riffles from trainees after parade and guard of honor. Repair and maintenance of specified arms shall also be kept up to the mark. Inventory of the same shall also be maintained.
- d) Maintain proper record and the stock register of arms and ammunition accordingly.
- e) Conduct weekly/monthly cleanliness of the weapons.
- f) Make entries in *Roznamcha/Station Diary* and inform the DSP/CPO Admin in case of loss or damage to arm(s) and ammunition.
- g) Formulate and execute the plans of firing practice and examinations.

- h) Prepare and submit monthly stock statements to the DSP/CPO Admin.
- i) Prepare and submit annual demands of arms and ammunition in consultation with DSP/ CPO Training in lieu of already chalked out tentative annual training plan.
- j) Struck off the used ammunition by endorsement of Rappat in *Roznamcha/Station Diary* and committee in this regard as envisaged in chapter-vi of the Police Rules, 1934.
- k) Perform any other duty or official work assigned by the Seniors.

2.17. DUTIES OF THE IN-CHARGE SECURITY:

An officer of the rank of IP/SPO or SI/PO shall be appointed as In-Charge Security and he shall be responsible to:

- a) Assist the DSP/CPO Security to ensure foolproof and round the clock security of the College premises.
- b) Prepare duty chart (shift-wise) for staff & trainees to perform security duty at security posts and points, identified in the College in this regard.
- c) Check the performance/ alertness of all the deployed security personnel.
- d) Brief the security personnel about the nature of their duty and give them appropriate instructions at the beginning of every duty.
- e) Prepare a comprehensive security plan on the eve of special occasions/ events.
- f) Prepare a comprehensive evacuation plan on biannual basis and revise it as and when required.
- g) Keep close liaison with District Police and allied agencies.
- h) Ensure proper check and search of all the in/out vehicles along with persons and their luggage.
- i) Maintain in/out registers at main gate.
- j) Ensure the security of the main gate so that no unauthorized person get entry or exit from the main gate of the College.
- k) Ensure the proper working and maintenance of fire extinguishers, search lights, barbed wires, Personal Protective Equipment (PPEs) and arms/ammunitions.
- l) Ensure the strict compliance of gate pass SOPs, circulated from time to time.
- m) Keep close liaison with District Police to ensure free and safe flow of traffic on the link roads leading to the College.
- n) Ensure the proper working of security cameras and their maintenance.
- o) Perform any other duty or official work assigned by the Seniors.

2.18. DUTIES OF THE DUTY OFFICER (DO):

An officer of the rank of IP/SPO or SI/PO shall be appointed as Duty Officer and he shall be responsible to:

- a) Perform duty in 8 hours shift in the College under the supervision of DSP/CPO Security.
- b) Assist the DSP/CPO Security to ensure foolproof and round the clock security of the College premises.
- c) Check the performance/ alertness of all security personnel.
- d) Brief the security personnel about the nature of their duty and give them appropriate instructions at the start of the duty.
- e) Ensure that all the security duties are changed/deputed in time on all the duty points.
- f) Ensure that all the arms, ammunition, bullet proof vests, helmets and other security gadget are present with the security personnel on all duty points and are in good working condition.
- g) Check every duty point more than thrice in a shift.
- h) Ensure proper entries regarding the security matters and their monitoring in the *Roznamcha/Station Diary*.
- i) Ensure to check all the in/out vehicles, persons and luggage.
- j) Maintain in/out registers at main gate during his duty.
- k) Monitor the security of the main gate and ensure that no unauthorized person get entry or exit from the College without permission.
- l) Ensure the proper working and maintenance of fire extinguishers, search lights, barbed wires Personal Protective Equipments (PPEs) including arms and ammunitions.
- m) Ensure the strict compliance of gate pass SOPs.
- n) Keep close liaison with District Police to ensure free flow of traffic on the link roads leading to College.
- o) Examine the working of security cameras and their maintenance.
- p) Perform any other duty or official work assigned by the seniors.

2.19. DUTIES OF THE ACCOUNTANT/ACCOUNTS OFFICER:

Accounts Officer (BS-17) is the In-charge of Account Branch whereas Accountant (BS-16) is subordinate to the Accounts officer, both of them shall be responsible to:

- a) Deal with all financial matters of the College.

- b) Control overall accounting system and to ensure that no audit objection is raised during internal and external audit.
- c) Prepare official correspondence in financial matters for approval of the Commandant.
- d) Keep vouchers/bills of all procurements and purchases.
- e) Maintain ledgers and postal entries of all financial transactions.
- f) Deal with the matters of salaries, medical, change, bills, TA/DA claims, and increments for the College staff.
- g) Maintain accounts related files in both manual and computerized form.
- h) Ensure that all procurements are made by observing PPRA and other prescribed rules.
- i) Prepare new budget allocation plan and utilization of allocated budget on quarterly basis by observing budget ceiling heads.
- j) Prepare cases of pensioners for approval.
- k) Prepare reconciliation reports with AGPR.
- l) Prepare cases of Road Safety Fund and send the same for approval.
- m) Get approval of the cases of GP Fund, Monthly Accounts and all expenses and loans.
- n) Perform the duties of Drawing and Disbursing Officer (DDO) subject to the approval of the Commandant.

2.20. DUTIES OF THE STAFF OFFICER TO COMMANDANT (SO):

An officer of the rank of IP/SPO shall be appointed as Staff officer to Commandant and he shall be responsible to:

- a) Follow-up and ensure compliance of all the directions of the Commandant.
- b) Follow up and dispose-off urgent correspondence for onward submission to the quarters concerned under the supervision of the Commandant.
- c) Report about necessary arrangements for holding official meetings, seminars, walks, workshops and such other programs arranged by the intra-College branches.
- d) Keep close liaison with NHMP HQs, regional, zonal, sector offices of NHMP for the disposal/ execution of official matters.
- e) Ensure maintenance of office of the Commandant and discipline/conduct of the office staff.

- f) Liaison with all branches of the College, all Zones of NHMP, NHMP Central Police Office, Islamabad for smooth working of the College affairs.
- g) Check the attendance of the College staff, office timings and leave records.
- h) Any other duty / official work assigned by the Commandant from time to time.

2.21. DUTIES OF THE ASSISTANT DIRECTOR (AD):

A non-uniformed official of BPS-17 shall be appointed as Assistant Director, answerable to the Commandant and he shall be responsible to:

- a) Perform all assigned tasks relating to Administration, Law, HRM, Planning and Development, Security and Training on the behalf of the Commandant.
- b) Communicate orders of the Commandant to College Staff.
- c) Marking of official correspondence to circulate to sub branches of the College, with the approval of Commandant.
- d) Maintain record of all important orders and decisions issued by the Commandant.
- e) Assist Commandant in such official matters as he may be directed.
- f) Acquire reply/reports of all important/time-limit cases well in time to submit report to the quarters concerned within stipulated time.
- g) Render assistance in drafting letters of all branches of the College as per his convenience.
- h) Provide necessary assistance in official matters pertaining to Staff Officer to Commandant.
- i) Any other task/assignment as assigned by the Commandant time and again.

2.22. DUTIES OF THE OFFICE SUPERINTENDENT (OS):

A non-uniformed officer of BPS-17 shall be appointed as Office Superintendent and he shall be responsible to:

- j) Convey orders of the Commandant to College Staff and ensure their implementation.
- k) Ensure the prompt disposal of official correspondence internally as well as externally.
- l) Maintain branch official record i.e. files, registers etc.
- m) Marking of official correspondence to circulate sub branches of NHMP Training College, Sheikhpura with the approval of Commandant.
- n) Keep in record of all important orders and decisions issued by the Commandant.
- o) Assist Commandant in such official matters as he may be directed.

- p) Ensure timely in/out official correspondence received from the NHMP Central Police Office, Islamabad or other departments and disseminate it to the concerned branches of the College.
- q) Get reply/reports of all important/time-limit cases well in time to submit report to the quarters concerned within stipulated time.
- r) Draft official letters as per requirement.
- s) Provide necessary assistance in official matters pertaining to Staff Officer to Commandant.

2.23. DUTIES OF THE PERSONAL ASSISTANT (PA) TO THE COMMANDANT):

A non-uniformed official (Steno-typist/Stenographer/ Assistant Private Secretary (APS), Personal Assistant) shall be appointed as PA to the Commandant and shall be responsible to:

- a) Arrange Orderly Room (OR) and maintain OR register.
- b) Prepare draft of SCNs.
- c) Prepare office orders pertinent to all disciplinary matters.
- d) Note Minutes of Meeting chaired by the Commandant.
- e) Coordinate with all sub branches of NHMP Training College on behalf of the Commandant to ensure compliance of issued orders.
- f) Manage personal assignments of DIG/Commandant.
- g) Any other task assigned by the Commandant.

2.24. DUTIES OF THE CHIEF LAW INSTRUCTOR:

An officer of the rank of DSP/CPO or IP/SPO shall be appointed as Chief Law Instructor and he shall be responsible to:

- a) Assist DSP/CPO Training to carry out all academic skills training activities in accordance with given schedules and curriculum.
- b) Prepare weekly training schedules.
- c) Maintain discipline and ensure smooth training activities in the academic block.
- d) Assess the performance of instructors and forward it to DSP/CPO Training.
- e) Assist the DSP/CPO Training in collection of feedback from the trainees and compile reports for onward submission to Seniors.
- f) Help out the controller examination to conduct examination properly.
- g) Make necessary amendments in curriculum, time and again with the approval of Seniors.
- h) Inspect the turn out and attendance of the academic staff and trainees.

- i) Prepare and forward good/poor performance reports of academic staff and trainees to the DSP/CPO Training.
- j) Prepare training modules and lesson plans for each course.
- k) Update the training material, audio visual aids and to introduce latest teaching/instructional methods in the College.
- l) Prepare power point presentation for different modules.
- m) Ensure the cleanliness and maintenance of the Academic Blocks.
- n) Take care of assets issued to training branch and their maintenance.
- o) Maintain proper record of assets issued to training branch.
- p) Maintenance of record and registers for inspections.
- q) Arrangements of Visit, Guest Speakers and Co-Curricular activities for better training.
- r) Assist DSP/CPO Training in preparation of Pen Picture of trainees.
- s) Perform any other duty or official work assigned by the Seniors.

2.25. DUTIES OF THE LAW INSTRUCTOR:

A uniformed Police officer shall be appointed as Law Instructor and he shall be responsible to:

- a) Prepare lesson plans of his/her allotted subject(s) for each class.
- b) Update the contents of his/her subject(s) and to apply modern teaching techniques in the class.
- c) Strictly follow the daily and weekly training schedule.
- d) Attend meetings convened by the DSP/CPO Training and other senior officers.
- e) Perform invigilation duty and other miscellaneous tasks during the examination of different courses.
- f) Prepare power-point presentation of his/her subject(s).
- g) Make training fruitful including class activities, simulations, case studies and practical training sessions.
- h) Enhance his/her own capacity in the subject by reading books, research papers and attending capacity building courses online or in person. This kind of knowledge shall be shared in class with reference to the context.
- i) Perform any other duty or official work assigned by the Seniors.

2.26. DUTIES OF THE CHIEF DRILL INSTRUCTOR:

An officer of the rank of IP/SPO or SI/PO shall be appointed as Chief Drill Instructor and he shall be responsible to:

- a) Prepare weekly training schedule of all drill and physical training activities.

- b) Ensure the attendance of Drill Instructors and trainees in all training activities and Roll Call in the College.
- c) Monitor the performance of Drill Staff.
- d) Make sure that all physical training and drill activities are conducted as per drill manual and approved training schedules.
- e) Prepare daily parade and physical training attendance statements and present it to the DSP/ CPO Training and ensure endorsement of the same in the *Roznamcha/Station Diary*.
- f) Attend all the sessions of Drill, Physical Training (PT) and Social Work personally.
- g) Prepare Guard Salami on the occasion of visits of Seniors of NHMP or other dignitaries.
- h) Ensure discipline in the College premises.
- i) Ensure that all bugle calls are made in time.
- j) Ensure surprised fall-in/roll call as and when required by the Seniors.
- k) Ensure to submit special reports of absent/ill-discipline trainees to the authority and follow the disposal of the case(s).
- l) Execute extra drill and other trivial punishments as per relevant laws / rules / statutes / SOPs.
- m) Keep record of over weighed trainees and arrange special physical training (PT) classes to reduce their weights as per Body Mass Index (BMI).
- n) Arrange sports activities for trainees during sports hours as per prescribed weekly training schedule, issued by DSP/CPO Training.
- o) Perform any other duty or official work assigned by the Seniors.

2.27. DUTIES OF IN-CHARGE SPORTS:

An officer of the rank of IP/SPO or SI/PO shall be appointed In-charge Sports and he shall be responsible to:

- a) Propose the sports schedule for the trainees, undergoing different training courses in the College.
- b) Conduct trials and select the players for different teams as per suitability.
- c) Ensure that every trainee takes part in the sports activities.
- d) Provide the sports items to the trainees in coordination with the drill staff for execution of the daily sports activities.
- e) Arrange the matches of different games among different courses and the College staff.

- f) Prepare proposal of Annual Sports Festival and get its approval.
- g) Coordinate with NHMP Central Police Office, Islamabad and all Zones for preparation to conduct sports competitions on behalf of the Seniors.
- h) Ensure in time provision of sports articles to the teams participating in the sports competitions.
- i) Bring in the knowledge of Seniors all requirements of the sports competitions.
- j) Select best teams of the College to participate in all games/events of sports festival.
- k) Communicate guidelines regarding sports competitions in the College to the participants on behalf of the Seniors.
- l) Conduct biannually sports meetings with all Zones.
- m) Ensure procurement of sports articles in coordination with procurement officer in case of procurement through tender and with College store in case of local purchase.
- n) Perform any other duty or official work assigned by the Seniors.

2.28. DUTES OF THE IN-CHARGE LIBRARY:

An officer of the rank of IP/SPO or SI/PO shall be appointed as In-charge Library and he shall be responsible to:

- a) Keep record of available books in the College library and arrange all the books available, in book shelves accordingly.
- b) Ensure safety of all books.
- c) Issue books to the staff and the trainees and ensure their in-time return.
- d) Implement the library SOPs.
- e) List demand of new books in consultation with staff and trainees.
- f) Purchase books for the College library with the approval of the Seniors.
- g) Ensure cleanliness in the library.
- h) Ensure maintenance and care of the library furniture.
- i) Collect fine as prescribed in library SOPs and maintain the record accordingly.
- j) Ensure printing of source book and practical note book and its in-time delivery to the trainees.
- k) Change timings of the library according to the changing weather with the approval of the Seniors.
- l) Ensure discipline in the library.
- m) Perform any other duty or official work assigned by the Seniors.

2.29. DUTIES OF THE IN-CHARGE DRIVERS' LICENSING AUTHORITY:

An officer of the rank of IP/SPO or SI/PO shall be appointed as the In-Charge Drivers' Licensing Authority and shall be responsible for smooth functioning of Drivers' Licensing Branch in accordance with the instructions, orders and guidelines directed by DSP/CPO Drivers' Licensing Authority (DLA) and Driving School (DS). He shall be responsible to:

- a) Monitor the theoretical and practical driving competence tests for issuance of Driving License.
- b) Check the process of Medical Examination of the applicants.
- c) Monitor the data entry and bio-metric verification of the applicants.
- d) Process and forward the case of successful applicants to DSP/CPO Drivers' Licensing Authority (DLA) and Driving School (DS) for onward submission to DLA, Islamabad for issuance of driving licenses.
- e) Ensure the maintenance and updating record of DLA and DS.
- f) Make sure that only those applicants shall be entertained, who have deposited prescribed fees/dues in the National Treasury.
- g) Intimate the seniors to update all the particulars of issued licenses on the official website of DLA.
- h) Keep and update all record of learners driving permits, fresh driving licenses and converted driving licenses as directed by the DLA Headquarters.
- i) Carry out all the correspondence related to driving licensing.
- j) Perform any other duty or official work assigned by the Seniors.

2.30. DUTIES OF THE IN-CHARGE DRIVING SCHOOL:

An officer of the rank of IP/SPO or SI/PO shall be appointed as the In-Charge Driving School and shall be responsible for smooth functioning of Driving School Branch in accordance with the instructions, orders and guidelines directed by DSP/CPO Drivers' Licensing Authority (DLA) and Driving School (DS). He shall be responsible to:

- a) Conduct Defensive Driving Courses for the employees of National / Multinational Companies.
- b) Impart driving training to NHMP trainees, drivers of other Public/ Private Organization(s).
- c) Make arrangements for seniors to sign Memorandum of Understanding (MoUs) with Public Sector i.e. NAVTTC, TEVTA, PSDF like Organizations or Institutions

for imparting driving training and have close working relationship with National / Multi-National Companies.

- d) Devise effective driving courses time and again as directed by DSP/CPO, DLA & DS
- e) Impart driving training at Driving Simulator.
- f) Monitor the DLA staff in conducting practical driving tests.
- g) Monitor all the matters of Driving School as directed by seniors.
- h) Carry out all the correspondence related to Driving School.
- i) Keep the senior officers aware of all the issues and information related to Driving School.
- j) Perform any other duty or official work assigned by the Seniors.

2.31. DUTIES OF IN-CHARGE ROAD SAFETY AWARENESS UNIT:

An officer of the rank of the IP/SPO or SI/PO shall be appointed as in-charge Road Safety Awareness Unit and he shall be responsible to:

- a) Arrange briefings, awareness and education programmes regarding road safety.
- b) Arrange road safety walks, seminars and meetings.
- c) Communicate road safety Messages through banners, flexes, LEDs, sign boards and pamphlets.
- d) Arrange lectures of Guest Speakers regarding road safety in the College.
- e) Ensure safe custody of briefing material in the College.
- f) Keep close liaison with schools, colleges, universities and other educational institutions to sensitize the students and faculty members about road safety.
- g) Arrange NHMP road safety awareness stalls at different programmes.
- h) Hold road safety lectures at transport terminals, bus stands and factories.
- i) Procure and prepare road safety material, gift hampers, Pena-flexes and standing banners, displaying different safety message and other relevant items in coordination with in-charge store.
- j) Ensure timely submission of bills in connection with the purchase of the items mentioned herein above Para (i).
- k) Prepare public awareness road safety virtual Messages.
- l) Ensure head wise inventory record of all the road safety materials, gift hampers and relevant items.
- m) Ensure entry regarding departure, arrival, distribution of gift hampers and other road safety materials in *Roznamcha/Station Diary*.

- n) Submit monthly schedule of road safety activities before the first day of every month.
- o) Prepare daily performance report and submit the same through proper channel to Seniors. Similarly, the same exercise shall be observed on monthly basis. Daily reports shall be submitted within 24 hours and monthly reports shall be submitted on the fifth day of every month.
- p) Arrange photography and videography of the Road Safety activities in chronological order and create a well reckoned record in this regard.
- q) Perform any other duty or official work assigned by the Seniors.

2.32. DUTIES OF THE PUBLIC RELATIONS OFFICER (PRO):

An officer of the rank of IP/SPO or SI/PO shall be appointed as Public Relations Officer and he shall be responsible to:

- a) Work as Media Focal Person of the College under the supervision of the Commandant.
- b) Prepare press releases and respond to queries from the media.
- c) Liaison with the print and electronic media on behalf of the College administration.
- d) Maintain content creation and response on all social media sites.
- e) Organize press conferences for senior officers.
- f) Make formal and informal contact with media and the public.
- g) Contact with Guest Speakers for lectures and seminars.
- h) Gather and disseminate timely information to press and staff.
- i) Plan and oversee media and press events.
- j) Research, write and edit various materials for media and present information for NHMP.
- k) Take steps to promote and adopt best practices in training activities in the College.
- l) Create photographs bank for official use and the media in future.
- m) Prepare and circulate newsletter of the College on monthly basis.
- n) Prepare and compile material for publication of College Magazine on yearly basis.
- o) Perform any other duty or official work assigned by the Seniors.

2.33. DUTIES OF THE DEVELOPMENT OFFICER:

An officer of the rank of IP/SPO or SI/PO shall be appointed as Development Officer and he shall be responsible to:

- a) Assist the DSP/CPO Planning and Development in planning and execution of construction, development and maintenance work in the College.
- b) Look after personally all the construction and development work in the College.
- c) Monitor the construction, development and maintenance work in all buildings, sites and grounds of the College.
- d) Coordinate with Pak-PWD, NHA and other allied departments regarding construction and development work in absence of the DSP/CPO Planning and Development.
- e) Ensure the construction work as per approved standards.
- f) Monitor the work of contractors, labors, and workers on construction sites.
- g) Inspect the newly constructed buildings, point-out flaws and suggest the remedies.
- h) Assist the DSP/CPO Planning and Development in preparation of layout plan, procurement plan and inspection reports of the construction work.
- i) Make proposals for future work regarding all new buildings and sites.
- j) Prepare estimates and bills regarding the expenses of repair and maintenance.
- k) Ensure in time correspondence with PAK PWD, NESPAK and other organizations/offices for in time compliance of assigned tasks under the supervision of DSP/CPO Planning and Development.
- l) Perform any other duty or official work assigned by the Seniors.

2.34. DUTIES OF THE IN-CHARGE HUMAN RESOURCE MANAGEMENT (HRM):

An officer of the rank of IP/SPO or SI/PO shall be appointed as In-Charge HRM branch and he shall be responsible to:

- a) Prepare, update and maintain service books, personal files and character roll dossiers/ACRs of all the posted staff of NHMP College and trainees if needed.
- b) Deal with all the matters of leaves, transfer/postings, promotion/demotion, repatriation/induction, nomination of various courses/deputations in respect of posted staff and trainees.
- c) Conduct Orderly Rooms (OR) of Deputy Commandant and issue written orders of the command given therein.
- d) Maintain Orderly Room register and Order Book register on behalf of the authority.
- e) Put up cases of leave, appeals, intra-College transfer/posting, and personal hearing to the Seniors.
- f) Prepare and process the cases of relieving/superannuation through proper channel and report it to the quarters concerned accordingly.

- g) Make profile of each staff member posted in the College and trainees as well.
- h) Maintain profile and personal files of trainees in coordination with all concerned quarters.
- i) Put up consolidated report of disciplinary matters to the Commandant by 5th of each month.
- j) Maintain updated service record of uniformed and non-uniformed staff.
- k) Perform any other duty or official work assigned by the Seniors.

2.35. DUTIES OF THE MOTOR TRANSPORT OFFICER (MTO):

An officer of the rank of IP/SPO or SI/PO shall be appointed as Motor Transport Officer and he shall be responsible to:

- a) Ensure provision of vehicles for driving training of under training officers.
- b) Ensure that driving SOPs are being observed by the staff drivers.
- c) Complete and maintain MT registers, record and log books of all official vehicles.
- d) Implement Vehicle Management Policy approved by NHMP Central Police Office, Islamabad.
- e) Ensure clearance of fuel and vehicle repair bills well in time.
- f) Provide vehicles for the study/recreational trips and official purposes.
- g) Inspect all the vehicles daily and if any fault or damage is found, enquire the cause and bring it to the notice of the Deputy Commandant and the Commandant for further action through DSP/ CPO Admin.
- h) To depute drivers for driving duty and ensure compliance as per duty plan.
- i) Look after all the vehicles of the College and complete legal formalities of financial matters of MT Branch.
- j) Complete the billing process of MT Branch.
- k) Prepare and compile tender process related to all heads of MT and major over-hauling out of matching grant.
- l) Adjust fuel limits of all the vehicles of the College.
- m) Initiate Condemnation process of the over mileage tyres and expired batteries of the vehicles of the College.
- n) Complete the process of pre-qualification of firms regarding purchase of MT Items.
- o) Prepare annual procurement plan of MT related articles/accessories.
- p) Perform any other duty or official work assigned by the Seniors.

2.36. DUTIES OF THE IN-CHARGE MESS:

An officer of the rank of IP/SPO or SI/PO shall be appointed as In-Charge College Mess and he shall be responsible to:

- a) Ensure the provision of meals and edibles to the staff and trainees in time.
- b) Provide meal to the specific trainees/staff members according to their dietary requirements.
- c) Ensure Mess Discipline and dress code during Mess hours.
- d) Assign duties to the staff deputed in the Mess.
- e) Ensure the cleanliness and availability of edibles in hygienic condition.
- f) Ensure the training and discipline of the staff deputed at Mess.
- g) Maintain the record of purchase and dispensable items as directed by the Seniors.
- h) Follow the time table of Mess strictly.
- i) Participate in all the meetings relating to Mess and ceremonial meals.
- j) Prepare the Mess bill, collect the Mess charges and disburse the subsidy as per rules.
- k) Conduct weekly meetings with the staff and the trainees for improvement in the Mess.
- l) Keep the Mess menu revising continuously as the Mess committee suggests.
- m) Conduct meetings of the Mess members for revising the Mess menu on monthly basis.
- n) Delegate and supervise the duties of his subordinate staff.
- o) Perform any other duty or official work assigned by the Seniors.

2.37. DUTIES OF THE IN-CHARGE OF INFORMATION TECHNOLOGY (IT):

An official of the rank of Computer Operator (CO)/ Assistant Computer Programmer (ACP) of BS-17/16 shall be appointed as In-Charge Information Technology and he shall be responsible to:

- a) Ensure uninterrupted supply of internet to concerned branches/offices round the clock.
- b) Install CCTV/surveillance cameras to ensure their proper functioning and carry out their maintenance.
- c) Purchase new hardware and maintenance of already installed computers by the permission of Seniors along with purchase committee/ Procurement Officer.
- d) Purchase of qualitative software and maintenance of purchased software.
- e) Install and ensure maintenance of sound system.
- f) Maintain the multimedia projectors, screens and LEDs.

- g) Assist PRO in various tasks assigned by the Seniors.
- h) Ensure coverage of events/functions held at the College by making videos and photography in coordination with photographer.
- i) Maintain record of all the purchased and received equipment, gadgets and devices.
- j) Provision of services/assistance to all the branches and offices regarding IT matters.
- k) Ensure the smooth functioning of computers installed in IT Lab and maintenance of LEDs installed in Class rooms.
- l) Update the website and social media pages of the College.
- m) Provide IT equipments to authorized persons.
- n) Design the invitation cards, pane-flexes, banners, fliers and leaflets on various occasions and functions.
- o) Develop new software as required by different branches of the College.
- p) Arrange online meetings, webinars and sessions.
- q) Perform any other duty or official work assigned by the Seniors.

2.38. DUTIES OF THE CONTROLLER EXAMINATIONS:

An officer of the rank of IP/SPO or SI/PO shall be appointed as Controller Examinations and he shall be responsible to:

- a) Convey written instructions regarding examinations to candidates before conducting examinations.
- b) Conduct the mid-term and final term examinations of trainees in the College.
- c) Prepare two sets of question papers of each subject for the perusal of Deputy Commandant for final selection.
- d) Ensure in-time printing of finally selected question papers.
- e) Keep the selected/printed papers in complete secrecy.
- f) Prepare the merit list of final examinations.
- g) Prepare certificates for successful candidates.
- h) Maintain course wise record of each examination.
- i) Make arrangements for supplementary examination of candidates.
- j) Issue fictitious roll numbers to candidates.
- k) Supervise the whole process of examinations.
- l) Assist the College administration to conduct Graduation Ceremony of every course.
- m) Prepare the seating plan and issuance of Roll numbers to the candidates.
- n) Prepare and execute the invigilation plan for examinations.

- o) Ensure the question paper-setting, distribution and marking within given time at any cost.
- p) Prepare a detailed report about conduction of examination for perusal of the Commandant.
- q) Ensure fair and transparent examination.
- r) Perform any other duty or official work assigned by the Seniors.

2.39. DUTIES OF THE IN-CHARGE HOSTEL:

An officer of the rank of IP/SPO or SI/PO shall be appointed as In-Charge of the Hostel and he shall be responsible to:

- a) Ensure that all facilities in the hostel are available and maintained properly.
- b) Display hostels dos and don'ts on notice board.
- c) Ensure daily cleanliness of the hostel.
- d) Check that prohibited appliances are not being used by the staff and the trainees.
- e) Note complaints of the residents and convey to the Reserve Inspector for rectifications.
- f) Perform any other duty or official work assigned by the Seniors.

2.40. DUTIES OF OTHER STAFF:

All other College Staff (Uniformed/Non Uniformed) not mentioned above shall perform their official duties as per their job descriptions assigned by the Seniors under specified Government Rules and Regulations.

CHAPTER-3

Training

CHAPTER-3: Training

3.1. ELIGIBILITY FOR ADMISSION IN TRAINING:

(A) All recruited/inducted officers of National Highways and Motorway Police as well as the officers on deputation and non-uniformed staff recommended by the Central Police Office, Islamabad are eligible for admission in various courses in this College. However, with the approval of the Inspector General, NHMP officers or officials of other departments or agencies may also be admitted or trained in this College.

(B) At the time of arrival, only those officers/officials shall be enrolled for training who shall submit Medical fitness certificate duly signed by Medical Superintendent (MS) of District Head Quarters (DHQ) Hospital or Tehsil Head Quarters (THQ) Hospital and Regional Medical Officer (RMO) of NHMP in which officer shall be declared physically and psychologically fit to undergo training. Medical certificate shall be obtained within 07 days of reporting date for the course. In case the medical fitness certificate is found fake, disciplinary proceedings shall be initiated against the delinquent trainee(s).

(C) All trainees shall be weighed upon arrival for any training course and special physical training sessions shall be arranged for them. The trainees shall be weighed on monthly basis until they attain standard fitness level as per BMI. Disciplinary proceedings shall be initiated against the trainees who shall not reduce their weight as per BMI standards till the end of training course.

3.2. COURSES AND DURATION:

S #	NAME OF COURSE	DURATION
1	Basic Recruit Course	06 Months (25 Weeks)
2	Lower Class Course	04 Months (17 Weeks)
3	Intermediate Class Course	04 Months (17 Weeks)
4	Probationer Course	06 Months (25 Weeks)
5	Upper Class Course	04 Months (17 Weeks)
6	Advance Class Course	04 Months (17 Weeks)
7	Orientation Course	02 Months (8 Weeks)
8	Capacity Building Courses	01 to 02 Months (4 to 8 Weeks)
9	Courses to be conducted under MoUs/agreement	As per MoU

Under the orders of the Inspector General, further courses can be introduced to enhance capacity/efficiency of the officers as per needs of the department for which

the syllabus and the duration may be specified according to the requirements of the courses.

3.3. GENERAL PROVISIONS REGARDING TRAINING, ADMISSION AND STAY AT THE COLLEGE:

- a) A trainee shall not be admitted to NHMP Training College, if he/she joins a training course later than the prescribed date and time. The Commandant shall be empowered to grant special permission for a maximum period of 05 days (120 Hours), starting from the joining date and time, notified by the CPO, NHMP Islamabad. In case of capacity building course, if the trainee joins the course later than 01 day (24 Hours), he/she shall not be allowed to join the course. Enrollment of late reporting trainees shall be strongly discouraged. The Commandant shall exercise his power to allow a trainee for enrollment within above mentioned time in extreme emergency cases after thorough perusal of the reason stated by the trainees.
- b) The lady officer(s) shall not be allowed to attend training during pregnancy period. In case if it comes to knowledge of a lady officer during training that she is pregnant, she shall be repatriated immediately after getting pregnancy report issued by authorized Gynecologist and she shall be allowed to attend the course afresh later on.
- c) The lady officer(s) shall not be debarred of carrying children to the College in the light of Government instructions to all Federal departments to ensure the establishment of day care center at all establishments for the benefit of their employees. However, the lady officer(s) shall be allowed to accompany their children. The Commandant may address this issue owing to the circumstances.
- d) The Commandant, with the approval of the Inspector General can temporarily suspend, shorten, prolong or totally stop a particular course or start a new one when the necessity arises.
- e) During the month of December, the Commandant may circulate the chalked-out training schedule for the next calendar year, indicating the nature of courses, their commencement/completion dates along with number of seats and will send it to the Central Police Office for the approval of the Inspector General, NHMP.

3.4. FORMATION OF COMPANIES AND PLATOONS:

On arrival in the College, all the trainees shall be divided into different companies for identification and smooth running of the training process. Companies

shall be further classified in different platoons. Each platoon shall be divided into classes for academic purpose.

3.5. INSTRUCTIONS AT THE TIME OF ARRIVAL:

- i. Upon arrival in Training College premises, trainee shall be guided by the duty staff about his residence and other basic necessities after submission of required documents.
- ii. On arrival of each course, a hand-book of College Dos and Don'ts having clear-cut instructions about the Code of Conduct of the trainees during their daily routine activities in the College premises and stay in the College shall be delivered to each trainee.
- iii. Complete schedule and course outline of the concerned course shall be given to the trainees.

3.6. CRITERIA OF SELECTION FOR POSTING IN TRAINING BRANCH:

i. Chief Law Instructor:

Following shall be the criteria for selection of the Chief Law Instructor:

- a) An officer of the rank of DSP/CPO or IP/SPO preferably having experience as law instructor shall be appointed as Chief Law Instructor.
- b) He/she may undergo written test and interview conducted by the Deputy Commandant under the directions of the Commandant.

ii. Law Instructor:

- a) An officer of the rank of DSP/CPO or IP/SPO or SI/PO or HC/APO shall be appointed as an Instructor to instruct the course participants in accordance with the approved curriculum and schedules.
- b) He/she may undergo written test and interview conducted by the Deputy Commandant under the directions of the Commandant.

iii. Chief Drill Instructor:

- a) An officer of the rank of IP/SPO or SI/PO shall be appointed as Chief Drill Instructor.
- b) He must have basic qualifications as drill instructor, well versant in drill manuals, having good communication skills and leadership qualities.
- c) He shall undergo proficiency test and interview conducted by the Deputy Commandant under the direction of the Commandant.

iv. Drill Instructor:

- a) An officer of the rank of SI/PO or HC/APO or C/JPO shall be appointed as a Drill Instructor.
- b) He/she shall undergo proficiency test and interview conducted by the Deputy Commandant under the directions of the Commandant.
- c) He must have basic qualifications and certificates regarding physical training and drill.

3.7. METHOD OF TRAINING/ INSTRUCTIONS:

The DSP/CPO Training shall allocate the subjects to each Instructor. Instructions/Training shall be imparted through inter-active lectures and other modern learning aids. Lecture shall be in accordance with the schedule/time table, prepared by the Chief Law Instructor. In all courses, emphasis shall be laid on practical /skills training by considering the field requirements of the Organization. All instructors shall prepare lesson plans and power point presentations under the supervision of DSP/CPO Training. Simulations, case studies, scenarios and activities shall be included to make the lecture more interactive. Last 10 minutes of every class shall be earmarked for discussion and questions/answers sessions.

3.8. PRACTICAL/SKILL TRAINING:

Skills training shall be imparted to each trainee as per field requirements of the organization. More than 50% of the credit hours of training shall be utilized for learning of Skills/Practical training. Weak trainees shall be given more time to master the skills and special classes shall be arranged for them.

3.9. MUSKETRY AND WEAPON TRAINING:

All the trainees shall go through weapon training of all the weapons in use of NHMP field formations. Training of disassembling and assembling of weapons, different firing positions and formations, normal safety precautions, weapon handling and aiming practice on firing simulator prior to live firing. 100 Bullets of each weapon per trainee for Basic Recruit Course and Probationer Class Course shall be utilized for firing practice and examination. 50 Bullets of each weapon per trainee shall be utilized for firing practice and examination of promotional courses.

3.10. PHYSICAL TRAINING:

The physical training shall be in accordance with the Drill Manual. It may, however, be borne in mind carefully that the key note of successful training “the development of individual and collective discipline” is essential for the efficient

performance of all disciplined organizations/forces. A daily work progress plan shall be chalked out by the Chief Drill Instructor for each class, which shall strictly be adhered to during the training. The objectives of the physical training are the acquisition of:

- a) Highest standards of fitness.
- b) Robust health and general fitness so that the body may be enabled to withstand the strains of daily life and to perform required exercises, without injury to the trainees.
- c) Unarmed combat or defensive tactics shall also be included in the physical training. Constant emphasis shall be laid on 'unmanned combat' and 'disarming techniques' to make trainees confident of their ability to arrest and disarm offenders/violators.

3.11. SOCIAL WORK:

Social work activity may be carried out by the trainees under the supervision of Chief Drill Instructor on daily basis in the evening or during off days. All the platoons shall be assigned specific area of the College premises for cleanliness and beautification. Social work hours may be increased or decreased according to the engagements of the trainees and College requirements under the instructions of the Seniors.

3.12. SOURCE BOOK AND PRACTICAL WORK BOOK:

Source Book/Trainee guide and practical work book shall be provided to each trainee on payment of dues in the first week of each course. The source book shall be revised and updated by the academic staff under the supervision of the DSP/ CPO Training and upon the directions of the Deputy Commandant as and when required.

3.13. PREPARATION OF POWERPOINT PRESENTATION (PPTs):

Every instructor shall prepare power point presentation of his/her subject under supervision of the DSP/CPO Training as per directions of the Commandant given from time to time in this regard. The power point presentation must have all contents related to the prescribed syllabus of each module. The said presentation shall be prepared keeping in view level of the trainees going through each course and the challenges/practical situations in the field. These presentations be revised and updated in start of each new course or when required. The Chief Law Instructor shall

supervise the preparation of power point presentations in consultation with the DSP/CPO Training under intimation to the senior command.

3.14. LIBRARY:

All trainees and staff shall be allowed to utilize books from library of the College. Books may be issued to the trainees and staff for 15 days for reading and they have to keep the book safe, neat and clean. Proper record of issuance of the books shall be kept by the In-charge Library in the specified register.

- a) Disciplinary action shall be initiated against the trainee and staff member if the issued books are not returned within the prescribed time limits i.e. 15 days.
- b) In case of manageable damage of the books/ mutilation of the book, the borrower shall be liable to compensate the damage as assessed by the In-charge Library in accordance with market value and disciplinary action shall be initiated.
- c) In case of foreign publications, current exchange rates of relevant foreign currencies shall be applied to calculate the cost of the books.
- d) In case of misplace of issued book(s), disciplinary action shall be initiated in addition to current price of the book.

3.15. COLLEGE JOURNAL AND NEWSLETTER:

A College journal may be published by the College on yearly basis and a Newsletter on monthly basis. A committee shall be constituted by the Commandant under the chair of the Deputy Commandant for collection of data, arrangement and publication of the said journal and Newsletter. All the good activities done in the field by NHMP officers throughout the country, use of best practices in the training activities and different segments of the training shall be highlighted in the College journal. The College Journal shall be prepared by a committee headed by an Editor In-Chief and Editorial Board as appointed by the Commandant. However, PRO shall be responsible to issue the Newsletter on monthly basis.

3.16. SKILLS DEVELOPMENT:

Skills and Equipment training shall be conducted according to the field requirements and in accordance with the job description of each rank. Training College shall arrange capacity building trainings on use of the latest equipments and technologies introduced in the field from time to time.

3.17. STUDY TOURS:

Study tours may be arranged for all trainees going through different courses except refresher courses, to the places/offices according to requirements of the course. These tours shall be scheduled subject to the prior approval of the Command.

3.18. SEMINARS:

Seminars shall be arranged for orientation of the trainees and the staff to give them accurate and updated knowledge of the topics of importance regarding their job and profession. The DSP/ CPO Training shall ensure to prepare the schedule of lectures by experienced and learned speakers from different Segments of life at the start of each course. They shall be invited in these seminars/ Webinars to deliver lectures to the trainees and staff time and again. Honorarium and souvenirs may be awarded to guest speakers as a token of appreciation.

3.19. SUPPLY OF BOOKS:

Every student is required to arrange himself/herself all the necessary law books and such other books as the Commandant may consider necessary for their proper training/knowledge. However, 01 Satchel having 01 PPW register, 01 trainee notebook 01 booklet of NHSO, 2000, 01 booklet of trainees Dos & Don't and relevant training materials shall be provided in the College on payment.

3.20. EXTRA-CURRICULAR ACTIVITIES:

Trainees shall be encouraged to take part in extra-curricular activities in addition to their classes. They shall be offered to participate in Debate, Essay writing, Qirat, Naat, Drama and Sports competitions to polish and enhance the hidden talent of their personality. Commendation Certificates and Cash Rewards may be awarded to the trainees, showing good performance in these competitions.

3.21. TRAINING DEVELOPMENT UNIT (TDU):

The Commandant shall notify a Training Development Unit (TDU) under the chair of Deputy Commandant comprising of total 07 members including DSP/CPO Training, DSP/CPO DLA, CLI and 03 instructors. The committee shall be responsible to:

- a) Conduct Training Need Analysis (TNA) for all up-coming courses.
- b) Identify the training gaps and update curriculum in the light of TNA.
- c) Evaluate performance of passed-out courses, in the field, on the basis of the feedback from the trainees and their supervisors.

- d) Determine training needs for trainers/instructors.
- e) Arrange the training of trainers and other capacity-building courses for instructional staff.
- f) Update trainee's guide and practical work book.
- g) Update lesson plans and Power point presentations.
- h) Update curriculum in the light of latest research and techniques, being used in developed countries.
- i) Any other duty assigned by the Commandant and the Deputy Commandant from time to time.

CHAPTER-4

Examination

CHAPTER-4: EXAMINATION

4.1. EXAMINATION:

- a) The Commandant at his discretion may hold periodical tests throughout the course to test the progress of all the trainee officers. Result of the tests shall be maintained for each class by the Chief Law Instructor/Law instructors.
- b) Midterm examination and final examination shall be conducted by examination board in all the law subjects, skills, firing, Physical Training and Drill.
- c) To qualify a course, the trainee officers shall have to secure 50 % marks in aggregate.
- d) The passing marks for an individual subject shall be 45 %.
- e) A trainee officer, who fails in 04 or more subjects shall be declared as full fail and shall have to repeat the entire course.
- f) A trainee officer, who fails in 03 subjects, shall re-appear in those subjects with the next course/batch. If he/she fails to qualify all 03 subjects again, it shall be regarded as a complete failure in the examinations and shall have to repeat the entire course.
- g) If a trainee officer fails in one or two subjects including practical subjects but secures 50% marks in aggregate, he/she shall be detained for 02 weeks at the College after which his/her examination in the failed subjects shall be re-conducted.
- h) If any trainee fails in the first supplementary examinations, he/she shall be eligible to appear in the examinations with next course/batch. If he/she fails again, shall be regarded as complete failure in the examinations and shall have to repeat the entire course.
- i) All the trainee officers of Category-C (Driving) shall be detained at Training College for 02-months driving training, so that they may be able to improve their driving skills and subsequently driving evaluation / assessment tests shall be conducted at the College after two (02) months. If a trainee officer fails in supplementary practical driving test again (on completion of 02-month extra training): he/ she shall be deemed to have failed the entire training/ course.
- j) If a trainee officer fails in any practical whether related to academic subjects or physical training assessment (Firing, P.T, Parade, Traffic Hand-Signals, Obstacles, or in viva voce/ interview etc.), he/ she shall be detained for 02 weeks at college and shall re-appear in the same modules. If any trainee fails in the first supplementary examinations, he/she shall be eligible to appear in

the examinations with next course/batch. If he/she fails again, shall be declared fail in the entire course and shall have to repeat the said course.

- k) The passing marks to qualify viva voce/ interview shall be at least 45 percent.
- l) If a trainee Police Officer, appointed to a post by initial appointment, fails to pass the training course on first attempt; he/ she shall be afforded two more chances within his/her period of probation to pass the training course. If such trainee fails to pass the prescribed course during probation period, Rule-6 of NHMP APT Rules, 2007 shall be applied.
- m) If a trainee Police Officer, undergoing a promotional course, does not qualify the requisite course in three (03) attempts, no further chance shall be given to him/her to appear in the examination and he/she shall not be considered for further promotion.
- n) The final examination shall be conducted by using OMR sheets for objective type papers and shall be evaluated by using the modern Optical Mark Recognition (OMR) machine, the result shall be generated electronically in order to eliminate any errors/ omissions and to ensure 100% transparency in examination.
- o) The subjective type papers shall be conducted on prescribed answer book or answer sheet issued by the Examination Branch. Such answer book or answer sheet shall have specific serial number, insignia and stamp of the examination branch.
- p) The Commandant is competent to issue corrigendum if any error or omission has been occurred during the process of result preparation or examination as the case may be.

4.2. EXAMINATION BOARD:

Examination board shall be formed by the Commandant which may consist of five officers having good repute and vast experience in conducting the examination. The examination board shall be headed by the Deputy Commandant, whereas 01 DSP / CPO, Controller Examinations and 02 Law Instructors of above-board integrity, shall be the members. The decision of the chairman, if supported by two members of the board, shall be final.

The duties of the board shall be to:

- a) Supervise fair and transparent examination process.
- b) Approve the seating plan and issuance of Roll numbers for the candidates.
- c) Approve the invigilation plan for examinations.
- d) Examine orally the trainee officers regarding his/her training.

- e) Ensure secrecy of paper-setting, paper distribution and paper-marking in all circumstances.
- f) Finally, the board shall submit a detailed report to the Commandant, giving comments on the general standard of the training and fair examination.

4.3. CHEATING IN EXAMINATION:

Minimum punishment for using unfair means, on the part of a trainee officer, during examination shall be disqualification and repatriation to his/ her parent zone/department. Misconduct of the delinquent trainee shall be communicated to the Zone concerned with the request to initiate disciplinary proceedings under the ambit of National Highways and Pakistan Motorway Police (Efficiency & Discipline) Rules, 2016 or E & D rules of concerned department.

4.4. EXAMINATION RESULTS:

The Examination Board, before the passing out parade/ graduation ceremony, shall announce results of the final examination. Board shall, however, have the authority to withhold the result(s) of individual officer(s) due to pending disciplinary proceeding and pending inquiry or any other reason(s) to be recorded. The results and course completion report shall be submitted to the Inspector General, NHMP through HRM Branch, Central Police Office, Islamabad for information. The Inspector General NHMP may cancel any examination entirely and result thereof or may review results in individual case(s) for special reason(s) to be recorded.

4.5. MID-TERM EXAMINATION:

A mid-term exam shall be taken in mid of each course to assess the trainees about the syllabus which they shall have completed. The mid-term examination shall consist of theoretical papers of all subjects/syllabus, completed during the first half of each course. Result of Mid Term Examination shall be final in those subjects which are assessed in midterm Examination.

4.6. FINAL EXAMINATION:

The final examination shall be conducted at the end of each course in which all subjects of final term, practical skills as well as physical activities shall be evaluated. A comprehensive oral test/viva voce shall be conducted at the end of final term.

4.7. COMPILATION OF RESULT / PROCEDURE:

The papers consisting of MCQs shall be marked through Optical Mark Recognition (OMR) machine and the OMR sheets shall be arranged and kept very carefully to ensure the authenticity and secrecy of the record. The subjective papers

shall be marked by the instructors very carefully by using red ink and the result shall be compiled carefully as described above. The whole examination and result compilation process shall be kept top secret under the strict supervision of the examination board. The entry of trainees, staff and irrelevant persons shall be strictly prohibited to the Examination Branch.

4.8. RESULT ANNOUNCEMENT / ORDERS:

At the end of each course the result of all the subjects/modules shall be prepared and announced as per directions of the Commandant. A notification in this regard shall be issued accordingly. The Examination Branch shall issue Course qualification certificates to the successful trainees.

4.9. GRACE MARKS:

No authority is empowered to grant grace marks to trainee(s) in examinations in any case.

4.10. ALL ROUND FIRST:

At the completion of each training course, the best trainee in all the training activities shall be declared as All Round First. He / She may be awarded with Commendation Certificate Class-I along with suitable cash reward. All round 2nd best shall be awarded Commendation Certificate Class-II along with suitable cash reward.

4.11. BEST IN ACADEMICS:

The best trainee in academic subjects shall be declared "the Best in Academics" at the completion of each training course. He / She may be awarded with Commendation Certificate Class-II along with suitable cash reward by the Commandant. The 2nd best in academics shall also be awarded Commendation Certificate Class-II along with suitable cash reward.

4.12. BEST IN PARADE:

The best trainee in parade shall be declared "the Best in Parade" at the completion of each training course. He / She may be awarded with Commendation Certificate Class-II along with suitable cash reward by the Commandant. The 2nd best in Parade shall also be awarded Commendation Certificate Class-II along with suitable cash reward.

4.13. BEST IN FIRE:

At the completion of each training course, the best marksman shall be declared as "Best in Fire". He / She may be awarded with Commendation Certificate Class-II along with suitable cash reward by the Commandant. The 2nd best in Fire shall also be awarded Commendation Certificate Class-II along with suitable cash reward.

4.14. BEST IN DISCIPLINE:

At the completion of each training course, one trainee shall be declared as Best in Discipline. He / She may be awarded with Commendation Certificate Class-II along with suitable cash reward by the Commandant. The 2nd best in Discipline shall also be awarded Commendation Certificate Class-II along with suitable cash reward.

CHAPTER-5

Leave and Holidays

CHAPTER-5: LEAVE AND HOLIDAYS

Part-I

LEAVE TO COLLEGE STAFF (UNIFORMED AND NON-UNIFORMED)

5.1. GENERAL:

(1) The rules related to leave for all government servants are contained in the revised Leave Rules, 1980. These rules have been issued by the Finance Division, Government of Pakistan. Uniformed and Non-Uniformed officers/officials of all the ranks of National Highways and Motorway Police are amenable to these rules.

(2) Gazetted officers, clerks and other concerned staff who have to deal in any capacity, with applications for leave are required to be familiar with the rules mentioned herein above Para-1.

5.2. PRINCIPLES GOVERNING THE GRANT OF LEAVE:

Leave is earned by time spent on duty only. Leave cannot be claimed as of right, the authority empowered to grant it may refuse or revoke it in the interest of Public service or in accordance with any duly authorized disciplinary rule.

5.3. NATURE OF LEAVE AND METHOD OF CALCULATION:

Nature of leave and method of calculation of leave shall be maintained in the HRM Branch of the College in true spirit of the Leave Rules, 1980.

5.4. SPECIAL PROVISIONS REGARDING LEAVE:

The following rules relating to leave are to be observed by all officers of National Highways and Motorway Police Training College both uniformed and non-uniformed

(a) The College staff who have taken leave on account of ill-health whether technically on certificate or not shall, before he is permitted to return to duty, be required by the authority which granted him leave to produce a medical fitness certificate on the prescribed form as mentioned in Leaves Rules, 1980 and other relevant rules applicable on the officers/officials of NHMP.

(b) All applications for leave, or extension of leave, shall be made through proper channel to the authority, competent to grant the leave. The form of application shall be in the case of gazetted officers A.F. No. 74, and in the case

of subordinate officer, Police Rules, 1934 Form No. 8.4 (b). Nothing in this rule shall debar a Superintendent of Police/ Deputy Commandant from requiring those Police Officers/ College staff subordinate to him who are in a position to do so, to apply verbally leave in office or in Orderly Room. Where prescribed forms are not available, applications may be made by ordinary letter.

(c) Gazetted officers applying for leave, or extension, on medical certificate, are required to appear before a medical board in accordance with the provisions of (Rule 8.8 of the Civil Services Rules, Vol-I).

(d) A Police Officer/ College staff returning from leave is not entitled as of right to resume the post which he held before going on leave unless the order granted the leave preserved his lien on such post. He must report his return to the authority which granted his leave and, unless order of posting has already been conveyed to him, await orders.

5.5. GRANT OF CASUAL LEAVE:

(1) Casual leave is a privilege granted by Government in the nature of a brief holiday, and is not treated as absence from duty. Such leave consequently shall not enter in leave accounts.

(2) Casual leave may be granted by the authorities shown in Rule 5.16 below, subject to the condition that it does not exceed ten days at any one time or twenty days in a year and that leave exceeding four days is not granted more than twice in a year. However, Competent Authority may grant fifteen days' Casual leave in special circumstances.

(3) Exception to the provisions of Rule 5.5 (2) are as follows:

- (a) leave up to thirty days may be granted to a College staff required to undergo treatment at Hospital;
- (b) an officer from a College staff prohibited by the District Health Officer (Civil Surgeon) from attending his duties on account of infectious disease in his family may count the period of absence as casual leave up to a limit of thirty days;
- (c) casual leave granted in accordance with these exceptions (a) and (b) shall not be counted against the annual account of such leave admissible.

5.6. RESTRICTIONS REGARDING CASUAL LEAVE:

(1) Casual leave may not be combined with other leave except in exceptional cases, when an officer from the College staff is prevented from attending to his duties by causes beyond his control.

(2) College staff on casual leave is prohibited from visiting places, whence their return within the period of their leave is likely to be prevented by blocking of roads, breakdown in transport or similar accidental cause, or from where they cannot return to the College within 24 hours' notice. For special and adequate reasons, the Commandant/approving authority NHMP may relax this rule in particular cases but it should ordinarily be strictly observed.

5.7. CONTACT NUMBER AND ADDRESS WHILE ON LEAVE TO BE GIVEN:

Each member of the College staff, before proceeding on leave, shall record in the office of the Authority granting him leave, the contact number and address at which orders of recall or other communications shall reach him with certainty.

5.8. RECALL FROM LEAVE TO GIVE EVIDENCE:

Time spent by any officer on leave in giving evidence in courts and in travelling to the court and back, counts as part of the leave. Travelling allowance is admissible under the same conditions as if the staff has been on duty when summoned (vide Police Rules, 1934, 10.148.). To avoid the inconvenience to all concerned and the expense to Government involved in recalling officers, whose homes are at distance, officers sanctioning leave should, as far as possible, fix date for its commencement which will avoid the necessity of such recall.

5.9. DEPOSIT OF GOVERNMENT PROPERTY BEFORE PROCEEDING ON LEAVE:

Each officer of the College before proceeding on leave shall deposit all Government property in his possession or custody, to officer responsible under the Police Rules, 1934, for the custody of such property when in store.

5.10. LEAVE ACCOUNTS:

The leave accounts prescribed in Leave Rules (Fundamental/Leave Rules) shall be attached to Character Rolls. It is the most important that the accounts should be kept up with the greatest care and accuracy. These are the

basis for the decision of all claims for leave and are essential to the preparation of pension claims, the settlement of which may be seriously delayed by inaccuracies in regard to leave accounts. Gazetted Officers must check these leave accounts frequently, both in the process of dealing with leave applications and otherwise.

5.11. LEAVE REGISTERS:

In-Charge HRM Branch shall maintain the record of leave application and approvals in Leave Register and Personal Files of the officers/officials, posted in the College. During formal and informal inspection of the branch, he shall present the updated leave record of the officers/officials to the officer concerned.

5.12. LEAVE CERTIFICATE:

(1) Certificate in form 8.15 (Police Rules,1934) shall be issued to all enrolled Officers/Officials of the College staff before they proceed on leave other than casual leave.

(2) Every enrolled Officer/Official of the College staff shall, on rejoining from leave personally present his leave certificate to the Lines Officer or Reserve Inspector. Such officer shall endorse on the certificate the hour and date of rejoining and forward it to be filed in the HRM Branch by endorsing the arrival report in *Roznamcha/Station Diary* through Moharrar.

5.13. HOLIDAYS:

(1) The occurrence of a gazetted Holiday gives no right to College staff to leave the station or area to which his movements on duty are restricted. Permission to leave such limits must be obtained from the authority empowered to grant casual leave to the College staff.

(2) Gazetted Holidays may be prefixed or suffixed to leave(s) with the permission of the authority competent to grant the leave. Authority may issue the orders as deems appropriate in this regard.

(3) One DSP/CPO shall stay in the College on weekends and holidays to perform supervisory duty and manage the matters as directed by the Seniors.

5.14. MID-TERM AND END OF COURSE BREAK:

In addition to the leaves prescribed by the Rules, all members of the Training Branch may be permitted to avail Mid-term and End of Course Breaks allowed by the Commandant of the College.

5.15. LEAVE TO STAFF ON ATTACHMENT:

The staff on attachment if any, shall be permitted to avail Casual leave, Mid-term and end of course break. Earned leave should not be considered during attachment period at the College, until the vacancy for the leave reserve is sanctioned. In case of prolonged illness which rendered the officer incapable to perform duty, his substitute shall be asked for and the ailing officer shall be transferred back to his previous place of posting.

5.16. AUTHORITIES EMPOWERED TO GRANT LEAVE:

The following table shows authorities empowered to grant leave to NHMP College staff, the approval of the Government of Pakistan is required to the grant of leave other than casual leave to officers holding office of Deputy Commandant / Commandant of NHMP Training College:

Authority to Grant leave	To whom	Type of Leave	Extent
IG NHMP	All NHMP employees	Casual Leave	Full powers
		Earned Leave	Full Powers
		Medical Leave	Full Powers
		Ex-Pakistan Leave along with NOC	Full Powers
		Extra Ordinary Leave	Full Powers
		Maternity Leave or Paternity leave	Full Powers
		Study Leave	Full Powers
Addl. IG NHMP	Employees BS-01 to 17	Casual Leave	Full Powers
	Employees BS-18 to 19	Casual Leave	Up to 05 days

	Employees BS-01 to 17	Earned Leave	Up to 90 days
		Medical Leave	Up to 120 days
		Ex-Pakistan Leave excluding leave for Hajj / Umrah / Ziarat	Up to 30 days
		For Hajj / Umrah / Ziarat	Maximum 21 to 45 days
		Extra Ordinary Leave	Up to 120 days
		Maternity Leave or Paternity leave	Full Powers
		Study Leave	----
DIG NHMP/ Commandant	Employees BS-01 to 16	Casual Leave	Full Powers
	Employees BS-17	Casual Leave	Up to 10 days
	Employees BS-01 to 16	Earned Leave	Up to 60 days
		Medical Leave	Up to 90 days
		Ex-Pakistan Leave excluding leave for Hajj only	Up to 45 days
		For Umrah / Ziarat only	Up to 21 days
		Extra Ordinary Leave	Up to 90 days
		Maternity Leave or Paternity leave	Full Powers
		Study Leave	----
SP/SSP/ Deputy Commandant	Employees BS-01 to 16	Casual Leave	Up to 10 days
		Earned Leave	Up to 15 days
		Medical Leave	Up to 30 days
		Ex-Pakistan Leave excluding leave for Hajj only	----
		Extra Ordinary Leave	Up to 60 days
	Employees BS-01 to 10	Maternity Leave or Paternity leave	Full Powers

	Employees BS-01 to 16.	Study Leave	----
--	------------------------	-------------	------

Special Provisions:

1. Copy of Casual, Earned, Medical, Ex-Pakistan, Extra ordinary and Maternity/paternity leave orders in respect of BS-17 officers shall be forwarded to the HRM Branch, NHMP, Islamabad and provision of Leave Rules, 1980 and Executive Orders, issued by the authority in this regard, shall be adhered to, while dealing with all the cases.
2. Copy of Casual, Earned, Medical, Ex-Pakistan, Extra ordinary and Maternity/paternity leave orders in respect of officers from BS-18 to 21 and beyond the competency of Addl. IG, NHMP and shall be finalized in Central Police Office with approval of IG, NHMP.

Part-II

LEAVE TO UNDER TRAINING OFFICERS

5.17. GENERAL PROVISION REGARDING LEAVE TO UNDER TRAINING OFFICERS:

- (1) Under training officers shall not be entitled to avail any kind of leave (Casual/ Earned/ Extra-ordinary or other). They shall however, be eligible for leave in case of special urgency.
- (2) In case of extreme emergency, authority may grant leave after due verification, under following situations:
 - a) In case of death of Kith and kin.
 - b) In case of serious illness or accident of immediate family members (hospital admission cases).
 - c) In case of serious sickness of under training officer.
 - d) In case of any other exigencies of serious nature, if determined as such by the authority after personal hearing.
- (3) In case of emergency, maximum leave that may be granted to the under-training officers under the provisions of sub rule (2) shall be as under:

S No.	Duration of Course	Emergency Leave
1.	01 to 02 Months (04 to 08 weeks)	03 Days
2.	04 Months (17 weeks)	05 Days
3.	06 Months (25 weeks)	07 Days

5.18. PROVISIONS REGARDING ABSENCE OF UNDER TRAINING OFFICERS:

(1) Absence of under training officer without any intimation shall be construed as serious misconduct and the under-training officer shall be liable to disciplinary proceedings.

(2) If the under training officer avails emergency leave more than the prescribed limit given in Rule 5.17 (3), he/she shall be liable to retention as per following parameters:

S No.	Period of absence	Period of detention after the Course
1.	01 Day	Upto 05 Days
2.	02 Days	Upto 10 Days
3.	03 Days	Upto 15 Days

(3) Any under training officer who absents himself/ herself without lawful permission of competent authority for more than seven days, shall be repatriated to his/ her parent zone/ department. The administrative Zone concerned shall be requested to initiate the disciplinary proceeding against the delinquent trainee.

(4) Under training officers shall be detained at the end of the course for security or other duties who shall avail extra emergency leave as prescribed in the table shown in sub rule (2).

5.19. PROVISIONS REGARDING MID-TERM BREAK:

(1) The officers under training for a course of six months' duration shall be granted a mid-term break of ten (10) days after two months and twenty days from the commencement of the course.

(2) The officers under training for a course of four months' duration shall be granted a mid-term break of seven (07) days after seven weeks from the commencement of the course.

5.20. END OF COURSE BREAK:

(1) The under-training officers of a course of six months' duration shall be granted end of course break for ten (10) days on the successful completion of the course before joining parent zone.

(2) The under-training officers of a course of four months' duration shall be granted end of course break for seven (07) days on the successful completion of course before joining parent zone.

(3) The under-training officers of a course of one month or two months' duration shall be granted end of course break for three (03) days on the successful completion of course before joining parent zone.

5.21. HOLIDAYS TO THE UNDER-TRAINING OFFICERS:

(1) Under training officers may avail Gazetted holidays, however, the Commandant is empowered to declare any Public Holiday a working day and vice versa under intimation to the Inspector General, NHMP. The College may be closed for a period of five (05) days on the eve of both Eids or as per the orders of the Commandant "as the case may be" under intimation to Central Police Office, NHMP, Islamabad.

(2) Long weekend may be granted to the under-training officers on first or second week of each month for settlement of their personal and family matters as well.

5.22. SHORT LEAVE:

Short leave in ordinary matters and as a matter of routine shall be discouraged. It shall be applied in the matters of urgent and emergency nature. The maximum duration of a short leave shall be 04 hours which may be approved by the Deputy Commandant and supervisory officer present in the College during weekends, Gazetted holidays, and other holidays under intimation to Deputy Commandant, submitted through proper channel. The requests sent directly in this regard to higher officers shall not only be discouraged but also shall tantamount to grave misconduct.

CHAPTER 6

Discipline and Conduct

CHAPTER 6: DISCIPLINE AND CONDUCT

6.1. CHAIN OF COMMAND:

- a) Chain of Command amongst NHMP officers posted at the College shall be by the seniority of rank and grade.
- b) Chain of command at all levels at the College shall be in accordance with the instructions issued by the Inspector General, NHMP from time to time.
- c) A Police Officer of the rank of Deputy Inspector General (BPS-20) shall hold the post of Commandant after notification issued by the Inspector General, NHMP. The Commandant shall be the Head of the College.
- d) Deputy Commandant of the College shall be Senior Superintendent of Police (SSP) or Superintendent of Police (SP) and shall be second in command to the Commandant. Following branches shall work under the direct command of the Deputy Commandant:
 - i. Accounts
 - ii. Doctor
 - iii. Examinations
 - iv. Training Development Unit (TDU)
 - v. Road Safety Research Wing (RSRW)
- e) There shall be five posts of Deputy Superintendents of Police/CPOs, given as below:

Sr. No	DSP/CPO
1.	DSP/CPO Admin
2.	DSP/CPO Training
3.	DSP/CPO Security
4.	DSP/CPO DS/DLA
5.	DSP/ CPO Planning and Development

- f) All DSsP/CPOs shall report to both, the Commandant and the Deputy Commandant through proper channel. They shall be responsible for the performance, conduct and discipline of their subordinate branches.
- g) Following branches shall work under the command of DSP/CPO (Admin):
 - i. Human Resource Management (HRM)
 - ii. Reserve Inspector/Lines Officer (RI/LO)
 - iii. Store
 - iv. Procurement
 - v. Kot/Armoury
 - vi. Motor Transport (MT)
 - vii. Horticulture wing
- h) Following branches shall work under the command of DSP/CPO (Training):
 - i. Academic
 - ii. Drill and Discipline

- iii. Sports
- iv. Trainees and Staff Mess
- i) Following branches shall work under the command of DSP/CPO (DLA and DS):
 - i. Driving School (DS)
 - ii. Drivers Licensing Authority (DLA)
 - iii. Road Safety Awareness Unit (RSAU)
- j) Following branches shall work under the command of DSP/CPO (Security):
 - i. Security
 - ii. Control Room
 - iii. Officers Mess
 - iv. Information Technology (IT)
- k) Following branches shall work under the command of DSP/CPO (Planning and Development):
 - i. Planning and Development
 - ii. Renovation and Maintenance
 - iii. Legal
- l) Public Relations Officer (PRO) shall work under direct command of the Commandant, NHMP Training College.

6.2. SALUTING AND MARCH:

Saluting by uniform Staff in the premises of the College shall be in accordance with the Police Rules, 1934, 14.2.

- a) All Police Officers above the rank of HC/APO are entitled to be saluted by other Police Officers junior to them in the rank.
- b) All trainees irrespective of their ranks shall salute to all the uniform staff members / Police Officers.
- c) All trainees shall salute to the other trainees of senior courses.
- d) Trainees shall observe the utmost discipline during their movement in the premises of the College, instead of walk they shall march in the form of queue.
- e) Trainees shall march on the extreme side of the roads or pathways.
- f) Officers of all ranks, when in uniform, shall salute, the President of Pakistan, Prime Minister of Pakistan, the Governors of all Provinces and Chief Ministers of all Provinces, all federal and Provincial Ministers, Speakers and Deputy

Speakers of the federal and provincial assemblies, Chairman/Deputy Chairman of the Senate.

- g) Police Officers/trainees of all ranks when on parade, or standing in line on public occasions, shall stand to attention only, and shall not salute when persons entitled to a salute pass them: provided that a Police Officer on duty shall salute when addressing or addressed individually by a person entitled to a salute from him.
- h) Notwithstanding anything contained in the foregoing instructions, Police Officers of whatever rank employed on traffic and other duties requiring their concentrated attention shall give no salutes unless actually addressed by, or called upon to address in the course of such duty, a person entitled to a salute.

6.3. OFFICIAL CALLS AND ATTENDANCE ON HIGH OFFICIALS:

- a) All uniform/non-uniform staff of the College shall remain available and in contact with their seniors for any untoward situation or any official duty assigned by them time to time.
- b) Compulsory 24/7 availability on Cellular/Landline phone shall be made possible by all College staff after the official duty and when on leave.
- c) All staff shall observe all means to remain available for the execution of official duty.
- d) No Police Officer shall abandon urgent police duty for the sake of mere ceremonial attendance.

6.4. DISCIPLINE AND CONDUCT (GENERAL):

- a) Every Police Officer/staff member in the College shall keep his temper under control and shall act with courtesy on all occasions and shall not allow his composure to be disturbed by the behaviour of others towards him.
- b) All staff members either uniformed or non-uniformed shall exercise ethical norms while dealing among themselves and with trainees. Polite but firm conversation and manners shall be adopted.
- c) A Police Officer defending himself, or lawfully enforcing his authority, shall act with calmness and shall use as little force as possible.
- d) All College staff uniform / non-uniform, trainees shall abide by rules, Standing Orders/SOPs regarding discipline and conduct issued by the Government, Commandant and Deputy Commandant.

- e) In case of misconduct, the delinquent either staff member or trainee shall be liable to disciplinary proceedings as per National Highways and Pakistan Motorway Police (Efficiency & Discipline) Rules, 2016, Civil Servants (Efficiency & Discipline) Rules, 2020, and the College Manual as the case may be or in accordance with the rules applicable therein.
- f) All College staff /trainees shall not cross grassy plots, flower beds in any case.
- g) Casual, derisive/cheeky attitude/comments towards the orders of the Senior Officers shall be considered as misconduct on the part of trainee(s) or staff member(s).
- h) No employee: officer/trainee shall spit, drop garbage (Cigarette buds, rappers, and any other waste) in the College premises except in waste bins, placed at prominent places of the college.
- i) Damage to official property including flower plucking, wall chalking is prohibited for all uniform /non-uniform staff and trainees.
- j) Unnecessary loud conversation, mockery, wall crossing is prohibited in the College.
- k) All staff members and trainees shall ensure the discipline and conduct in parade ground, firing range, sports complex, hostels, mosque, cafeteria and all other places/areas in the College premises.

6.5. DISCIPLINE AND CONDUCT DURING TRAINING SESSIONS:

- a) Proper Discipline in the class rooms shall be observed in order to minimize disruptions and maximize learning.
- b) Class room rules shall be chalked out and conveyed in the beginning of the session.
- c) Class statement shall be prepared by the CLI in which accurate number of trainees: present, absent, on-duty, on-leave/medical leave, on special duty, shall be mentioned.
- d) Instructor shall ensure that there shall be no conflict among the trainees.
- e) Seating plan in the class room shall be according to the order of merit/roll numbers or as ordered by class instructor.
- f) Instructors shall exercise all means of self –Discipline.
- g) Equal respect shall be given to all the trainees by all instructors.
- h) Instructors shall adopt proper procedures for learning outcome.
- i) A trainee who displays bad behavior/misconduct, commit cheating, award false attendance/proxy roll call to his or her batch mates, shall be treated as per the

punishments prescribed in National Highways and Pakistan Motorway Police (Efficiency & Discipline) Rules, 2016 and any other rule applicable therein.

6.6. DISCIPLINE AND CONDUCT IN THE ADMIN BLOCK:

- a) All staff members/trainees shall exhibit excellent standards of discipline in the Admin Block.
- b) All Branch Heads shall observe and report misconduct on the part of their branch members through proper channel.
- c) Loud conversation, use of mobile phone or any other movement below the ethical norms shall be strictly dealt with. Disciplinary proceedings shall be intimated as per National Highways and Pakistan Motorway Police (Efficiency & Discipline) Rules, 2016 and other rules applicable therein, not only against the delinquent but also the branch head shall be answerable for poor conduct of his subordinate.
- d) Visits of Guests shall be restricted without the prior permission of the Commandant and the Deputy Commandant.
- e) Cleanliness of the Admin Block shall be held on top priority. No parties, birthdays, get together shall be allowed in the premises of Admin Block unless allowed by the Commandant.

6.7 DISCIPLINE AND CONDUCT IN THE MESS HALL:

- a) All staff members/trainees shall observe Mess manners in the Mess.
- b) All staff members/trainees shall keep silence during Mess timings.
- c) All staff members/trainees shall maintain Mess cleanliness.
- d) Dress code prescribed during routine and special occasions shall be observed and uniform caps shall be hanged on cap boards.
- e) Unnecessary visits to Mess without Mess timings shall be prohibited.
- f) Entry of unauthorized staff in the mess kitchen except officials allowed shall be prohibited.

6.8. CHANNEL OF COMMUNICATION:

- a) The usual channel of communication between enrolled and Gazetted Officers is through their immediate and intermediate Seniors.
- b) Chain of communication among all ranks shall be observed. Official correspondence shall be made through proper channel.

6.9. REQUESTS AND REPRESENTATIONS BY LOWER SUBORDINATES:

- a) A lower subordinate, who wishes to make a request, or representation, to the Commandant or Deputy Commandant, shall obtain leave from his immediate Senior officer to attend Orderly Room and shall make such request or representation in written form.
- b) Urgent requests of lower subordinate may be preferred at any time after proper verification by the concerned DSP/CPO to the Commandant.
- c) Lower subordinates at all branches and posts may submit written requests to the Commandant through the proper channel.
- d) Upper subordinates or Head Constables shall not become hurdle, if lower subordinates or Constable wishes to prefer a reasonable request under these rules.

6.10. COMMENTS ON REMARKS OF SENIOR OFFICERS:

- a) A Police Officer shall not record comments on the remarks made by a senior officer.
- b) If a Police Officer considers that an erroneous view has been taken of his conduct or of any matter affecting his administration, he may refer the question in a temperate manner through proper channel.

6.11. ORDERLY ROOM:

- a) Orderly Room shall be held in the College once a week by the Commandant or the Deputy Commandant, if possible, otherwise by a Gazetted Officer appointed by them. If any trainee officer or staff member have any emergency, he may be heard on the same day on written request.
- b) Gazetted officers, presiding in Orderly Room are required to hear and pass orders on requests put up by subordinates. Similarly, delinquents shall be produced in the first instance before the officer holding Orderly Room.

6.12. RESIGNATION OF APPOINTMENT:

- a) Resignations of Police Officers may only be accepted by the officers empowered to appoint them.
- b) An enrolled Police Officer who intends to resign from the Police service, shall give notice to that effect in writing and ordinarily shall not be permitted to withdraw himself from duty until two months have elapsed from the date on which his resignation was rendered: -

- c) Provided that the Deputy Commandant may, at his discretion, allow a Head Constable or Constable to credit to Government two months' pay in lieu of notice.
- d) Ordinarily a Head Constable or Constable who has agreed to serve for three years shall not be permitted to resign within that period.
- e) Probationary SIs/ POs of NHMP, whose appointments involve, training at the College, shall not be permitted to resign within three years of the date of their appointment.
- f) In case if any probationary police officer renders his resignation during his probation period, he shall be liable to pay training charges as approved by the authority.
- g) If any non-uniformed official wants to render his/her resignation of appointment, he/she shall have to submit his/her resignation in writing and shall have to continue to serve till his/her resignation is accepted by the competent authority.

6.13. PROCEDURE FOR ACTION AGAINST AN ABSCONDING POLICE OFFICER:

- a) If any college staff member withdraws from the duties without permission, he may be served resumption notice for his duties after completion of one week absence. Failing to comply with the said notice, he shall be served second resumption notice after completion of 02 weeks absence. In case of non-compliance upon the second resumption notice, he shall be served Charge sheet upon the allegation of his absence with the direction to join his duty and reply to the charges, framed against him. In case of non-service of charge sheet, procedure of the section 71 Cr.PC.1898, shall be executed by pasting the same on the prominent place of his residential address, available with the College. Failing which, ex-parte decision shall be initiated against the delinquent.
- b) In case of absconding from the College, the trainee may be repatriated to his parent Zone after the completion of period of Four days absence. The administrative Zone shall also be requested to initiate the disciplinary proceedings against the trainee under the relevant rules.

6.14. TRANSFER OF GAZETTED OFFICERS:

Whenever a Gazetted officer relinquishes or assumes charge of a Police appointment, he shall, as soon as possible, report the time and date to the Inspector-General, sending copies to the Deputy Inspector General (BPS-20) of Police and to all concerned offices in the prescribed form.

6.15. POSTINGS AND TRANSFERS:

- i. For posting in the College following criteria shall be followed:
 - a. Minimum 3 years field service for all ranks of officers/officials.
 - b. Not found financially or morally corrupt during previous service.
 - c. Not any disciplinary proceeding pending against the officer/official.
 - d. Not found guilty in any harassment case.
 - e. Not surrendered from any Zone due to inefficiency or on disciplinary grounds.
 - f. Camp living officers/officials shall be preferred.
 - g. Mentally and physically sound.
 - h. Officer Possessing valid driving license and declared "A" category driver.
 - i. Computer literate.
- ii. For posting in the College a committee shall decide the matter which shall be chaired by the Deputy Commandant. However, the Commandant shall have discretionary authority to change the decision of the aforesaid committee.
- iii. Recommendation for posting shall be forwarded to Central Police Office for further necessary action.
- iv. For posting within the branches, the Deputy Commandant shall seek guidance from the Commandant.
- v. After holding posting in the College for one year, all officers / officials shall be reassessed, for suitability to remain posted in the College.
- vi. No Police Officer/Official against whom criminal proceedings have been instituted shall be transferred to the College until the final order is passed in respect of such proceedings.

6.16. MEDICAL CERTIFICATE/LEAVES:

NHMP Officers/ Officials (Uniformed/ Non- uniformed), posted in the College shall be dealt pertaining to their Medical Leaves in accordance with the departmental policy, issued by Central Police Office, NHMP, Islamabad as amended from time to time.

6.17. SUBORDINATES NOT TO FOLLOW THEIR SENIORS:

No Police Officer shall be transferred to the College with his senior. Commandant of the College is required to pay attention to the due observance of the rules in letter and spirit, and to check any tendency for favorite subordinates.

6.18. PRIVATELY-OWNED FIRE-ARMS:

- a) Neither a College staff nor a trainee shall keep a privately owned firearm in the premises of college without the prior permission of the Commandant. The Commandant may allow to keep privately owned firearm to the staff member if he is satisfied by his need or requirement.

6.19. PRESENTS OR GIFTS:

- a) The acceptance of presents, or entertainment from peers, colleagues and subordinates, is strictly forbidden in and outside the college premises. Neither the staff members of the College nor shall any trainee try to conduct this kind of exercise, failing which disciplinary proceedings shall be initiated against the College staff members and trainees as well which may include repatriation.

6.20. REGARDING PECUNIARY TRANSACTIONS:

- a) College Staff and trainees are forbidden to have any kind of banking transactions among each other.
- b) They shall not borrow money, or become indebted either directly or in-directly to each other.

6.21. EXTRA DEPARTMENTAL INFLUENCE NOT TO BE SOLICITED:

During posting in the College, officers of all ranks and trainees shall be forbidden to approach officials of other departments or non-official gentlemen for support in pressing individual claims in the matter of promotions, transfers, punishments, leaves, appeals or any favors. All relevant affairs shall be made in accordance with the principles and methods prescribed by rules.

6.22. REGARDING SPECULATIONS:

No staff member, during College posting, shall habitually buy and sell any share, stock, certificate, coupon, pertaining to public funds or companies whose value notoriously fluctuates from time to time. No College staff members shall take advantage of information received by him as a Police Officer to speculate in any such funds.

6.23. PARTICIPATION IN POLITICS:

- a) No College staff or trainee shall take part in or subscribe in aid of any political movement in Pakistan.
- b) There is room for them, they may, if qualified, record their vote.

6.24. ACTION IF BRIBE IS OFFERED:

If any Staff member posted at the College, be offered a bribe, he/she is bound to report immediately of the fact to his Senior Officer. Failure to comply with this order shall in itself be a criminal breach of trust. The offer of a bribe is a criminal offence, and all possible steps should immediately be taken to ensure that the offence may be brought home to the bribe-giver in a criminal trial in cases where circumstances indicate that such a course of action is feasible.

6.25. ARBITRATOR:

The College staff member shall not act as an arbitrator for the settlement of a dispute except under the following rules: -

- a) He shall not act as arbitrator in any case without the approval of the Commandant and unless he is directed to act so by the court or any other officer having authority to appoint an arbitrator.
- b) He shall not act as an arbitrator in any case which is likely to come before him in any shape by virtue of his executive office.
- c) If he acts as an arbitrator by appointment of a Court of law, he may accept such fee as the court may fix.

6.26. COMMUNICATION OF OFFICIAL INFORMATION TO THE MEDIA:

The authority and discretion to communicate official information to the media is confined, however, solely to Commandant and Deputy Commandant. The Commandant may appoint a PRO to communicate with media.

6.27. JOINING ASSOCIATIONS:

The joining of any association or union other than a recognized Police association by the staff member of the College or trainee is absolutely prohibited.

6.28. REPORTS OF DEATH OR INJURIES TO POLICE OFFICERS:

- a) When any college staff member or trainee is seriously sick, injured, wounded or killed in the execution of his duty/training or meets with sudden and violent death in any exceptional circumstances, a report shall be submitted by the Commandant to the inspector General, NHMP and the Deputy Commandant shall intimate the same to the concerned Sector Commander.
- b) Reserve Inspector shall ensure to take up the criminal proceedings and medical treatment as the case may be immediately under intimation to Seniors. He shall update the Seniors at every development through proper channel.
- c) Family of the Injured, wounded or deceased officer or officials shall be immediately informed, providing them all official and moral support.
- d) In case of the death, report to issue obituary shall be initiated immediately by the seniors.

6.29. ORDER BOOK:

- a) The order book shall be maintained at form 14.54(A) of Police Rules 1934 and written up daily by the staff officer of the Commandant and reader to Deputy Commandant or, in his absence the reader of the senior Gazetted officer present. Entries shall be numbered serially throughout the year and each day's orders shall be arranged in sections as follows:

Training and Inspection. - Including all orders regarding parades, inspections and duty regarding enrolments, discharges, transfers, increases and decreased of strength, promotions, reductions, leave and pensions, discipline, Including orders regarding punishments, rewards and all orders of a disciplinary nature. Including all orders for receipt and payments of money, grant of allowances, realization of deductions, over-payments, etc. from salaries.

Order book shall consist of 100 pages. At the start of every calendar year, the order book serial shall start a fresh.

CHAPTER-7

Rewards

CHAPTER-7: REWARDS

7.1. REWARDS TO BE GIVEN FREELY:

- a) To encourage officers or officials of the College staff (both uniformed and non-uniformed), trainees and any person other than a Police Officer, to perform the duties required of them by law and assist the College administration promoting good environment for standardized training, reward shall be given freely.
- b) Rewards to subordinate officers shall be given for commendable performance in any branch of the College.

7.2. COMMENDATION CERTIFICATES:

- a) When any College staff member (uniformed and non-uniformed), or trainee renders ready and efficient assistance in any branch of training activities, the Commandant or the Deputy Commandant may award him/her in the shape of Commendation Certificates. Upon the outstanding activities, if the Commandant may deem appropriate, he shall prepare a recommendation for a reward to such person for Commendation Certificate by the Inspector General, NHMP.

7.3. REWARD TO OFFICERS UNDER TRAINING:

The Commandant and the Deputy Commandant may grant rewards to the officers under training for exceptional good work done in connection with the maintenance of discipline, security, safety, good order, conduct, exceptional duty, acuteness, industry, fidelity or courage and for attaining distinction in examination, class tests, drill, sports, firing and co-curricular activities.

7.4. SPECIAL REWARDS TO MENIAL STAFF:

Menial staff particularly sweepers, gardeners, barbers, washer men, cooks, helpers, plumbers, electricians, orderlies and other such staff may be awarded Commendation Certificates by the Commandant and the Deputy Commandant at the exceptional good work done by them.

7.5. SPECIAL COMMENDATION CERTIFICATES:

Upon completion of each term or training course, the Commandant may recommend one subordinate officer from drill staff, one from academic staff and one from administrative staff, who has done conspicuously good work throughout the term or training course, to the Inspector General, NHMP for the grant of Commendation Certificate Class-I along with suitable cash reward.

7.6. PAYMENT OF REWARDS:

- a) When possible, all rewards shall be paid by the reward awarding authority in person or by a Gazetted Police Officer. Payment shall be made as promptly as possible.
- b) Subject to the limits prescribed in Financial Rules, rewards in cash or of articles of value may be granted to College staff and trainees for exceptionally good work done.
- c) If the Deputy Commandant, in any case, considers that a huge reward should be given than he is empowered to give, he shall submit a recommendation to the Commandant for such reward as he may think necessary stating the circumstances of the case.
- d) The grant of every reward under relevant rules shall be accompanied by the grant of Commendation Certificate, and HRM branch of the College shall make an entry in the service book of the relevant officer and in case of the trainee, copy of the said reward shall be communicated to his/her parent Zone for the same.

7.7. REWARDS OFFERED BY PRIVATE PERSONS:

College staff members and trainees are absolutely prohibited from accepting monetary or other rewards offered to them by private persons: provided that such reward may be paid with the sanction of the Commandant or Inspector General, NHMP.

7.8. REWARDS FOR KILLING SNAKES:

As the College is situated in snake prone area, the Deputy Commandant and the Commandant may grant Commendation Certificate with cash rewards to the officer(s) who kills snakes.

7.9. ANNUAL REWARDS:

The Deputy Inspector General (BPS-20)/Commandant of the College shall be the competent authority to finalize the list of the Annual Reward recipients, recommended by the Deputy Commandant and annual reward committee, according to the guidelines, issued by the Central Police Office for recommendation of Annual Rewards.

CHAPTER-8

Punishment

CHAPTER-8: Punishment

8.1. PUNISHMENT TO POLICE OFFICERS:

The Police Officers not above the rank of Deputy Superintendent, posted in the College of Police or equivalent, if proved guilty of misconduct shall be punished under the National Highways and Pakistan Motorway Police (Efficiency and Discipline) Rules, 2016.

8.2. PUNISHMENT TO NON-UNIFORMED OFFICERS/OFFICIALS:

The civil servants (Efficiency and Discipline) Rules, 2020 shall apply to non-uniformed officers / officials. If any officer/official proved guilty of misconduct the punishment shall be awarded in accordance with the said rules.

8.3. AUTHORITIES TO AWARD PUNISHMENTS:

The authorities empowered to award punishment, shall be the same as prescribed in National Highway and Pakistan Motorway Police (Efficiency and Discipline) Rules, 2016 and civil servants (Efficiency and Discipline) Rules, 2020 accordingly.

8.4. PUNISHMENT TO TRAINEES:

The trainees, if proved guilty of misconduct, prescribed under rules, shall be reported to the concerned authority and delinquent trainee shall be repatriated to the parent department or Zones as the case may be. At the College, the competent authority shall frame charges against the delinquent trainee and forward the same to his / her parent department or Zone as the case may be.

8.5. AWARD OF PETTY PUNISHMENTS TO THE TRAINEES:

The administration of the College has been empowered to award petty punishments to trainees, below the punishment of censure which are not required to be entered in the character roll of delinquent trainee, such as confinement to quarter guard, extra drill, social work, extra duty, bugle call compliance and warning to ensure discipline and order in training.

8.6. NON-COMPLIANCE TO PUNISHMENT:

Trainee, to whom punishment is awarded if refuses compliance to punishment or shows any disobedience or resistance to any lawful orders by any officer authorized in this regard, shall be considered a grave misconduct. Rule 8.4 shall be applicable to such a gravest misconduct. However, the Commandant shall be competent authority to pass any direction as he deems apt.

8.7. REPATRIATION:

Any trainee shall be repatriated to their parent zones/departments on any of the following ground:

- a) On disciplinary grounds
- b) On self-request
- c) On medical grounds
- d) On pregnancy of female trainees during training
- e) On Cheating in examination
- f) On poor performance during training
- g) On any other ground as the seniors deem apt

CHAPTER-9

Accounts Matters

CHAPTER-9: Accounts Matters

9.1. ACCOUNTS MATTERS:

There shall be an Accounts Branch in the College headed by the Accounts Officer. The Accountant shall be second in command and shall have same responsibilities and powers of the Accounts Officer in his absence. All matters related to accounts shall be dealt by the account branch and Accounts Officer/Accountant shall be directly answerable to the Commandant.

9.2. RESPONSIBILITIES OF ACCOUNTS BRANCH:

The Accounts Branch shall be responsible to:

- i. Deal with all the matters relating to finance.
- ii. Check all Regular Bills as per Rules and Regulations.
- iii. Check all Road Safety Bills for onward submission to the Commandant.
- iv. Check and evaluate Regimental and Welfare (R&W) Fund cases for onward submission to the concerned senior officers.
- v. Deal with all Pay and Allowances matters and resolve issues of the same on priority basis.
- vi. Coordinate with Accountant General of Pakistan Revenue (AGPR) for processing of Regular Bills and Pay issues.
- vii. Coordinate with CPO, Islamabad related to Regular budget and Bills, Road Safety Fund Budget and Bills and Regimental & Welfare Fund and such other matters thereto.

9.3. MATTERS TO BE DEALT IN ACCOUNTS BRANCH:

Following financial matters shall be dealt in the accounts branch:

- i. Process of Payments for Regular Bills
- ii. All matters related to Matching Grant Bills
- iii. All matters related to Road Safety Bills
- iv. Issues concerning to Mess Subsidy Bills as directed by Commandant
- v. Matters of R&W Loan and contribution
- vi. All types of R&W Scholarship, Marriage Grant, Death Grant and other Grants from R&W Fund as per Rules of R&W Fund.
- vii. Budget of Employee Related Expenses and Non-Employee Related Expenses
- viii. All type of Pay and Allowances matters
- ix. Cases of all type of Advance (HBA, Cycle, Motor Car, Motor Cycle) GP Fund on priority Basis.
- x. Pension and Death Cases on priority basis.
- xi. Payment of Cash Rewards to the concerned and keep the record.
- xii. Assistance to the Commandant related to all Finance Matters.
- xiii. Coordination with Internal & External Audit Team.
- xiv. All other Miscellaneous financial matters by the orders of the Commandant.

9.4. FINANCIAL CHECKS:

The commandant Training College shall formulate and notify committees to verify all transactions regarding purchases, tenders and bills relating to all financial matters in order to ensure transparency, to stop misprocurement and other malfunctioning. Accounts branch shall process all such bills/documents after dew verification /recommendation of the concerned committee for onward submission and approval of the Commandant.

9.4.1. Technical Committee:

The Technical committee shall be responsible:

1. For purchasing of items through tender valuing less than three million rupees.
2. To check and evaluate Technical Bids as per Tender documents.
3. To check and evaluate samples provided by the bidder as per specifications mentioned in bidding documents.
4. To sign and evaluate report within 03 day.

The Committee shall be comprised of following 05 Members.

Sr. No	Designation	Status
01	DSP/CPO DLA & DS	Chairman
02	Accountant	Member
03	Chief Law Instructor (CLI)	Member
04	Reserve Inspector (RI)	Member
05	Motor Transport Officer (MTO)	Member

9.4.2. PURCHASE/FINANCIAL COMMITTEE (LESS THAN COST OF 03 MILLION)

The Purchase/Financial Committee shall be responsible to:

1. Check and evaluate rates of all purchases less than cost 03 million.
2. Verify that the purchase price of items recommended by it have the same monitory value.
3. Check and verify that the quality of purchased items and their prices are compatible thereto.
4. Sign and evaluate report within 03 days.

The Committee shall have the following 05 Members:

Sr.No	Designation	Status
01	Deputy Commandant	Chairman
02	DDO	Member
03	Lines Officer (LO)	Member
04	Store In-charge	Member
05	In-Charge IT Branch	Member

9.4.3. PURCHASE/FINANCIAL COMMITTEE (MORE THAN COST OF 03 MILLION):

The Purchase/Financial Committee shall be responsible to:

1. Check and evaluate rates of all purchases more than cost 03 million.
2. Verify that the purchase price of items recommended by it have the same monetary value.
3. Check and verify that the quality of purchased items and their prices are compatible thereto.
4. Sign and evaluate report within 03 days.

The Committee shall have the following 05 Members:

Sr.No	Designation	Status
1.	Commandant	Chairman
2.	Deputy Commandant	Member
3.	DDO	Member
4.	Store In-Charge	Member
5.	Incharge-IT Branch	Member

9.4.4. Inspection Committee:

The Inspection committee shall be responsible to:

1. Check and verify the quantity of delivered items as per work order.
2. Check and verify the quality and specifications as per work order / agreement and sample approved.
3. Sign inspection report within 03 days from the date of delivery.

The Committee shall have 05 Members:

Sr.No.	Designation	Status
1.	DSP/CPO (Training)	Chairman
2.	In-charge HRM	Member
3.	In-charge DLA	Member
4.	In-charge Security Branch	Member
5.	Chief Drill Instructor	Member

9.4.5. Committee to Monitor the Expenditure from Regular Budget:

The committee to monitor the Expenditure from Regular Budget shall be formulated and notified as an internal control mechanism. It shall report to the Commandant on monthly basis. The committee shall be responsible to produce its report before the Commandant on the 10th of each month. The Committee shall be responsible to:

1. Check bills of the whole month and verify that all codal formalities have been observed
2. Check and ensure the maintenance of record of all bills
3. Check and make sure that the Stock register entries are complete and correct
4. Check and make sure that the Bill register entries are complete and correct
5. Reconcile the expenditures from regular budget on quarterly basis and put a report to the Commandant.
6. If any omission or error is observed that shall be communicated to concerned branch.
7. Any other directions issued by the Commandant in this regard shall also be complied with accordingly.

The committee shall have following 05 members.

Sr. No	Designation	Status
1.	Deputy Commandant	Chairman
2.	DSP/CPO (Development)	Secretary
3.	In-Charge Sports	Member
4.	In-charge Mess (Trainees)	Member
5.	Accountant	Member

9.4.6. Committee to Monitor the Expenditures from Road Safety Fund (RSF):

The committee to monitor the Expenditure from Road Safety Fund shall be formulated and notified as an internal control mechanism. It shall report to the Commandant on monthly basis. The committee shall be responsible to produce its report before the Commandant on the 10th of each month. The Committee shall be responsible to:

1. Check bills of Road Safety activities, Matching Grant, Mess Subsidy and Regimental & Welfare Fund of the whole month and verify that all codal formalities have been met, and give report to the Commandant.
2. Check and ensure the maintenance of record of all bills
3. Check and make sure that the Stock register entries are complete and correct
4. Check and make sure that the Bill register entries are complete and correct
5. Reconcile the expenditures of Road Safety Funds on quarterly basis and put a report to the Commandant.
6. If any omission or error is observed that shall be communicated to concerned branch immediately.
7. Any other directions issued by the Commandant in this regard shall also be complied with accordingly.

The committee shall have following 05 members:

Sr. No.	Designation	Status
1.	Deputy Commandant	Chairman
2.	DSP/CPO (Security)	Secretary
3.	In-Charge Driving School	Member
4.	In-Charge Mess (Staff)	Member
5.	Accountant	Member

9.5. General Directions:

All directions mentioned in the prevailing financial laws/rules & regulations i.e. GFR, PPRA rules and DDO Manuals etc. shall be strictly complied in all financial transactions.

9.6. Pay and Allowances of Trainee Officer:

Matters regarding pay and allowances of under training officers shall be dealt by the parent zone/department. If any trainee faces any issue regarding pay and allowances, accounts branch of the College shall coordinate with concerned zone/department to resolve the issue on priority basis.

CHAPTER-10

Inspection and Supervision

CHAPTER-10 INSPECTION AND SUPERVISION

10.1. INSPECTION BY THE COMMANDANT OF THE COLLEGE:

The Commandant is authorized to conduct formal and informal inspections. He may conduct formal inspection of all the branches of the College biannual and may pass necessary directions in this regard. All branches shall submit compliance reports under the directions of the Commandant within two weeks. The consolidated inspection report may also be communicated to the office of the Inspector General, NHMP.

10.2. INSPECTION BY THE DEPUTY COMMANDANT:

The Deputy Commandant may conduct informal inspection at any time. He may conduct one informal inspection of all branches of the College on monthly basis. The Deputy Commandant shall also pass necessary direction to all the branches in the light of his observations. All branches shall submit compliance reports under the directions of the Deputy Commandant within two weeks. The copies of the compliance reports shall be forwarded to the Commandant for information.

10.3. INSPECTION BY DSP/CPO:

One DSP/CPO from the College shall conduct complete inspection of the College on monthly basis. He shall inspect the record, registers, files, all items in use, history sheets and condition of the items. He shall highlight all important points about any flaw in the record or any fault in the items. He shall also submit the necessities and requirements of the branches where he deems apt. A complete inspection report along with compliance report shall be submitted to the Commandant through Deputy Commandant within two weeks.

10.4. GENERAL PARADE INSPECTIONS:

The DSP/CPO Training shall inspect morning parade at least once a week in which he shall impart necessary instructions to the drill staff and trainees. The Deputy Commandant shall inspect the morning parade once a month and shall impart necessary directions to the drill staff, trainees and DSP Training as well.

10.5. INSPECTION OF ACADEMIC BLOCK:

The DSP/CPO Training shall inspect all classes of Academic Block, shall check the turnout of trainees and staff. He shall observe the lectures, conduct and discipline of the trainees and the staff. He shall give instructions where he deems necessary.

10.6. INSPECTION OF DRIVERS' LICENSING AUTHORITY AND DRIVING SCHOOL:

The DSP/CPO DS & DLA shall inspect twice a month all records, items and vehicles being used in his area of jurisdiction and shall give necessary instructions accordingly.

10.7. INSPECTION BY DSP/CPO ADMIN:

The DSP/CPO Admin shall inspect all the branches including Firing Range, Firing Simulator, College Stores, Accounts Branch, Kot, Moharrar Office, Officers Mess, Museum, Sports Complex, Trauma Center, Service Shops, Regimental Shop, Canteens, Cafeteria, MT, Masjid, Staff Mess, Trainees Mess and Hostels once a month. He shall list the flaws / problems and issues. He shall instruct for repair, maintenance and rectification of issues accordingly.

10.8. INSPECTION BY DSP/CPO PLANNING AND DEVELOPMENT:

The DSP/CPO Planning and Development shall inspect the under-construction buildings frequently. He shall check the pace of the construction work, quality of the material according to the approved standards and shall give instructions where he deems necessary. He shall update the Commandant and the Deputy Commandant about the matters of importance, related to the construction work and seek further guidelines in this regard.

10.9. INSPECTION BY DSP/CPO SECURITY:

The DSP/CPO Security shall inspect the security branch in detail once a week. He shall check the weapons, ammunition, wireless sets along with chargers, bullet proof vests, helmets, torches and all other security gadgets. He shall inspect all the security cameras installed at different places of the College to ensure whether they are in proper working condition. He shall also inspect the College operations and control room and check all the items, gadgets and the LEDs installed are in working condition. He is also responsible that all weapons, security gadgets and IT equipment (CCTV Cameras, walk through Gates Detectors, Screens and Wireless System) are in operations.

10.10. INFORMAL INSPECTION:

Informal inspection of all branches and areas of the College shall be made by the concerned DSP/CPO or the Deputy Commandant as he deems appropriate. Such officers are empowered/duty bound to give directions for the betterment of the College and welfare of the staff.

CHAPTER-11

Exemptions

CHAPTER-11: EXEMPTIONS

11.1. EXEMPTION FROM PARADE, P.T AND PHYSICAL ACTIVITIES:

- a) The Inspector General, on the written recommendation of the Commandant as well as medical authority, may exempt a trainee officer of promotional courses only from receiving training in parade/physical activities/drill and PT. In such a case his/her success in the examination shall depend on obtaining 50 % marks in his/her result in academics, he/she shall be required to obtain minimum 50 % marks in individual subjects and 55 % aggregate marks in over all subjects (theory subjects and skills) out of the total marks of his/her respective course (only promotional courses). He/she shall be awarded marks of physical activities according to the average marks obtained by him/her in the academic subjects.
- b) If a trainee undergoing Probationer Class Course or Basic Recruit Course is unable to undergo/perform any training activity due to any illness or any other physical or psychological issue, he/she shall be repatriated to parent zone and shall be nominated for next course by Central Police Office, Islamabad after proper treatment.

11.2. EXEMPTION FROM ACADEMIC CLASSES:

As a principle, the exemption from academic classes shall be strongly discouraged. However, any trainee, who is facing acute physical or health issue, may be exempted from academic classes on advice of the doctor, on the recommendation of the Deputy Commandant and approval by the Commandant for a specific period not more than fourteen days, mentioned in written application, duly forwarded by DSP/CPO Training.

11.3. EXEMPTION FROM DRESS/UNIFORM CODE:

As a principle, the exemption from dress code shall be strongly discouraged. However, any trainee may be exempted from wearing the dress or uniform shoes as per dress/uniform code in any training activity due to any serious ailment only on the advice of the doctor, recommended by the Deputy Commandant and approved by the Commandant for a specific period not more than fourteen days mentioned in written application duly forwarded by DSP/CPO Training.

11.4. GRANT OF LEAVE DURING DETENTION PERIOD:

The Commandant is empowered to grant leave to any trainee who is detained in the College. The Commandant may grant such leave only due to serious family issue, demise of close family member of the trainee or other situations of urgent nature.

11.5. EXEMPTION FROM COURSE(S):

The exemption from training courses in case of initial appointment or promotional courses shall be strongly discouraged. However, on special approval of the Inspector General, the officers notified for joining training courses maybe exempted for two consecutive courses only. In case of lady officers who are exempted due to pregnancy varying from case to case, maybe given upto maximum three exemptions only. If any officer does not attend mandatory training and qualify the same, in case of pre-service training course, the officer shall be discharged from service and in case of promotional courses, the officer shall be deferred from promotion and no further chance shall be provided.

CHAPTER-12

Miscellaneous

CHAPTER-12: MISCELLANEOUS

12.1. UNIFORM:

- a) All trainees deputed for training shall bring their full uniform with them and additional articles prescribed under the instructions of Central Police Office, Islamabad and the DIG/Commandant of the College.
- b) No trainee shall wear his/her badges and ranks during training.

12.2. MANAGEMENT REPRESENTATIVE (MR) FOR ISO 9001:2008:

An officer of the rank of IP/SPO or DSP/CPO shall be deputed as Management Representative (MR) for ISO 9001: 2008 by the Commandant. He / She shall ensure effective implementation of the Qualification and Training Management System (QTMS), and shall also:

- a) Control and issue the Qualification and Training Management System (QTMS) documents.
- b) Keep record and distribute the minutes of MRC meetings.
- c) Communicate necessary information to the in-charge of the branch, with the permission of the Commandant.
- d) Conduct and keep record of internal audits.

12.3. GAMES/SPORTS:

Sports and games of different kinds shall be a regular feature of all training courses of the College. The Commandant shall appoint an IP/SPO, from the College staff, as In-charge Sports, who shall be responsible for the provision, maintenance and replacement of sports and gym articles to staff and trainees. Sports competitions amongst the trainees and staff shall be organized on monthly / quarterly basis or as directed by the Commandant. He shall also select suitable trainees as players of the College teams, to participate in Annual Sports Festival of NHMP.

12.4. STANDING ORDERS:

A file containing all standing orders shall be maintained in the office of the Commandant. All fresh and important orders shall be entered in the order book / file as well as *Roznamcha/Station Diary* and be read out to the trainees in the evening roll calls by the Lines Officer / Chief Drill Instructor.

12.5. CASE OF INFECTIOUS AND CONTAGIOUS DISEASES:

Trainees affected by infectious and contagious diseases, shall not be given accommodation in general hostels or residences. Separate accommodation shall be arranged for them or they shall be allowed to avail home rest on advice of the Medical Doctor.

12.6. QUARANTINE:

In case of spread of any pandemic, the infected staff member(s) or trainee(s) shall be kept in quarantine in consultation with Regional Medical Officer, under the direction of the Commandant. He may be given sufficient leave to recover or shall be repatriated as the case may be.

12.7. CARE OF PETS:

Any College staff member or trainee shall not be allowed to keep his/her pet in the College. In case, the pets are kept by the College administration, reasonable care and attention shall be paid to the pets. Periodic medication and accommodation shall be maintained for such pets by deploying a suitable person for the purpose.

12.8. DUTIES OF COLLEGE STAFF IN SECTORS AND ZONES:

Under the special directions of the Inspector General, NHMP, special duties in the field may be taken by the College staff and trainees. In such a case, the Zone concerned shall be liable to make suitable arrangements for accommodation, bedding, transportation and meals of the personnel. The contingents may be deployed on such duties on alternate basis and the transparent method shall be adopted in this regard by the College administration.

12.9. VISITOR BOOK:

A visitor book shall be maintained in the office of the Commandant in which any guest of honor, invited on some particular occasions to the College or other VIP /VVIP, may be requested to enter his/her remarks.

12.10. REPATRIATION ON GROUND OF MISCONDUCT:

Any trainee who is found guilty of disobedience of lawful orders, subversion of discipline, infringement of rules, absence without leave / willful absence, slackness / negligence in duty or involvement in any immoral activity, shall be repatriated to his / her parent Zone or department immediately, if the Commandant deems apt. A special report shall also be sent to his / her parent Zone or department in this regard, as the case may be.

12.11. HOLIDAYS:

Saturdays and Sundays may be declared as holidays (except for cleaning the hostels, accouterments and College premises). The Commandant is empowered to declare any public holiday as working day and vice-versa under intimation to the Inspector General, NHMP. The College may remain closed for a period up to Five (05) days on the eve of both "EIDs".

12.12. ROLL CALL:

The roll call shall be held daily at the time to be fixed by the Commandant. The Lines Officer or Chief Drill Instructor shall be present during roll calls at which trainees shall be detailed for duties and the day programs shall be announced. All orders and instructions shall be announced similarly and a record of the same shall be maintained in the *Roznamcha/Station Diary*.

12.13. COLLEGE BRASS BAND:

There shall be a brass band at the College to meet the needs of the drill, passing out parades and other ceremonial activities. The brass band team shall be headed by an SI/PO and work under the supervision of Lines Officer or Chief Drill Instructor.

12.14. SHOP KEEPERS:

The Commandant shall allow any shop keeper, hawker, or contractor to run a shop for edibles within the premises of the College. Such shop keeper, hawker, or contractors shall pay monthly rent regularly fixed by the Commandant, which shall be contributed to the College fund.

12.15. COLLEGE MASJID:

The Jamia Masjid, situated in the College premises shall be administered by the DSP/CPO Admin. A committee shall be constituted to ensure the performance of religious duties. Imam Masjid, Khateeb and Moazan shall be appointed/nominated. The cleanliness and maintenance of the Masjid shall be ensured by the Lines Officer on each Friday by the trainees.

12.16. DEPLOYMENT OF TRAINEE OFFICER(S) ON SPECIAL DUTY:

Trainee officers of any training course shall not be allowed to be deployed on special duties outside the College premises. However, the same may be allowed in compliance with the special directions of the Inspector General, NHMP, who is competent in this regard.

12.17. EVALUATION OF TRAINING CHARGES:

On the start of calendar year, Central Police Office, Islamabad may be requested to notify per day, per person training charges for NHMP officers and for the officers of others law enforcement agencies who receive their training in the College.

12.18. REFRESHER COURSES OF TRAINING COLLEGE STAFF:

Refresher courses for the College staff shall be conducted in the College on quarterly basis. Their performance shall be assessed by a committee, constituted by the Commandant which shall not exceed five members. Deputy Commandant shall chair the committee.

12.19. REPATRIATION ON SELF-REQUEST:

As a matter of principle, repatriation from any of the training courses under going in the college, on self-request of trainee shall be strongly discouraged. However, if any trainee intends for the same, the Commandant shall have the powers to repatriate the trainee on extreme emergency basis. In case of repatriation on self-request, the trainee shall loose one of the two chances to qualify the respective training course in the college.

12.20. GUEST(S) OF THE TRAINEES:

No guest of trainees shall be allowed to enter the college until prior consent of the trainee whether he/she wants to meet the guest or not, is sought. In case the trainee wishes to meet his/her guest, he/she shall be allowed to entertain them for 01 hour in working days and 03 hours during weekend/holidays. The guest can be entertained only on the reception of the college or in cafeteria. All other premises of the college shall be out of bond for the guest.

12.21. GUEST(S) OF THE COLLEGE STAFF:

No guest(s) of any of the college staff member shall be allowed to enter the college premises without prior consent of the concerned staff members. The guest(s) can only be entertained at reception of the college, staff room and cafeteria. If any staff member intends to accommodate his guest(s) for night, he shall obtain written approval of the Deputy Commandant for the same.

12.22. DUTIES OF BRANCH HEADS DURING AUDITS:

All branches of the College shall keep their respective records complete and updated for audit by any authority and at any time. The Commandant shall constitute an internal audit committee to check the discrepancies in official records. All branch Incharges are duty bound to submit the record of their respective branch to the audit officer and audit committee on demand at any time. Any observation raised by audit committee must be discussed with the branch incharges. During external or internal departmental audit or audit done by the audit committee constituted by the Commandant, all branch heads shall depute a focal person for coordination with audit officer. During audit process, no branch shall be closed without prior permission of the concerned audit committee and the Commandant. In this regard all branch heads shall cooperate and abide by all the instructions and guidelines of the Seniors during audit process. The Account Branch shall ensure the correspondence and close liaison with the external and internal audit officers. All the branch heads of the college shall ensure updation of records.

12.23. PROTECTION TO INFORMERS/WHISTLEBLOWERS:

If any member of the College staff or trainee officer(s) provides any information regarding ill-discipline, misconduct, any violation of College Dos and Don'ts by any staff member or trainee or any information regarding general conduct, discipline or security of the College or likewise, his/her name shall not be disclosed by College Administration and due protection (if needed) shall be provided to him/her.

12.24. ROAD SAFETY RESEARCH WING (RSRW)

Road Safety Research Wing (RSRW) shall be established at NHMP Training College. This wing shall establish external linkages with National and International Road Safety Organizations to seek knowledge and publish latest research, valuable articles, books and journals on the issues of Road Safety. This Road Safety Research Wing (RSRW) shall be comprised on the following officers:

S. No	Officer	Designation
1.	Deputy Commandant	Head of the Wing
2.	DSP/CPO Training	Member
3.	DSP/CPO DLA & DS	Member
4.	Chief Law Instructor	Member
5.	In-charge Driving School	Member
6.	In-charge Training Development Unit	Member

12.25. POWER TO MAKE, AMEND AND RELEGATE CLAUSE:

The Inspector General, NHMP is competent to make, amend, and relegate any clause of this Manual as he deems apt on the recommendation of the Commandant.

ABBREVIATIONS/ACRONYMS

AD	Assistant Director
Addl. IG	Additional Inspector General
AGPR	Accountant General of Pakistan Revenues
APO	Assistant Patrol Officer
APS	Assistant Private Secretary
BMI	Body Mass Index
BPS	Basic Pay Scale
CCTV	Close Circuit Camera Television
CDI	Chief Drill Instructor
CLI	Chief Law Instructor
CPEC	China Pakistan Economic Corridor
CPO	Chief Patrol Officer/Central Police Office
DA	Daily Allowance
DLA	Drivers' Licensing Authority
DIG	Deputy Inspector General (BPS-20)
DHQ	District Headquarters
DO	Duty Officer
DS	Driving School
DSP	Deputy Superintendent of Police
E & D Rules	Efficiency and Discipline Rules
FWO	Frontier Works Organization
HC	Head Constable
HRM	Human Resource Management
IGP	Inspector General of Police
ISO	International Standardization Organization
IT	Information Technology
ITS	Intelligent Transportation System
IP	Inspector of Police
JPO	Junior Patrol Officer
LED	Light Emitting Diode
LO	Lines Officer
MR	Management Representative
MT	Motor Transport
MTO	Motor Transport Officer

NESPAK	National Engineering Services of Pakistan
NHA	National Highway Authority
NHMP	National Highways and Motorway Police
NOC	No Objection Certificate
OGRA	Oil and Gas Regulatory Authority
OMR	Optical Mark Recognition
OR	Orderly Room
OS	Office Superintendent
OTCA	Oil Tanker Contractor Association
PO	Patrol Officer
PMS	Para Medical Staff
PPE	Personal Protective Equipment
PER	Performance Evaluation Reports
PPRA	Public Procurement Regulatory Authority
PPT	PowerPoint Presentation
PRO	Public Relations Officer
PSV	Public Service Vehicle
PT	Physical Training
PWD	Public Works Department
RI	Reserve Inspector
RMO	Regional Medical Officer
RTAs	Road Traffic Accidents
R & W Fund	Regimental & Welfare Fund
SB	South Bound
SCN	Show Cause Notice
SI	Sub Inspector
SO	Staff Officer
SOP	Standard Operating Procedure
SP	Superintendent of Police
SPO	Senior Patrol Officer
TA	Travelling Allowance
TDU	Training Development Unit
THQ	Tehsil Headquarter
TNA	Training Need Analysis