



Training Manual

Police Training College (PTC)
Quetta



Police Training College, (PTC)

Quetta, Balochistan

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Balochistan - Pakistan

Imprint

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UNI - GRAPHICS

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Foreword



It gives me immense pleasure to finalize and notify this Manual of Police Training College, Balochistan after thorough deliberations by a group of seasoned police officers posted at CPO, Balochistan Constabulary and Police Training College. In the backdrop of up-gradation of Police Training School to Police Training College by the Government of Balochistan in 2003 and posting of a Deputy Inspector General of Police as Commandant, it was considered expedient to review and formulate a comprehensive and detailed Manual that shall address all the aspects of administration and operation of the new training institution. On attaining the status of Police Training College, the faculty is also upgraded and it, interalia now includes permanent college faculty, visiting faculty consisting of senior police & other Govt. officers, faculty consisting of known Jurists,/Subject Specialists/Social

Scientists and Guest Speakers.

The syllabi of all under-going courses would be redesigned in due course, keeping in view the present policing requirements and directives of National Training Policy, so as to produce professional police officers, who should respect the fundamental rights of the individuals and society at large and combat crime with the help of community. Endeavor should also be made to introduce Capacity Building Courses like Training of Master Trainers Course, Command Course for DSsP, Junior Command Course for Inspectors, Managing Police Station Course for Sub Inspectors , Traffic Management and Investigation Officer Courses and other specialized courses etc in near future.

This Manual is being issued under my authority as Inspector General of Police, Balochistan and is expected that the College Faculty will help in inculcating the core values of compassion, courage, respect, integrity and service in the trainees while traversing towards excellence. The Manual is intended to supplement the police rules, and nothing herein has been interpreted contrary to the provisions of relevant rules and National Training Policy.

At the end I would like to appreciate the services rendered by AIG Training Mr. Muhammad Ismail in designing the format and presenting the final draft of the manual for deliberation, discussion and final approval after evolving consensus amongst the participants. I hope that the Manual will be adopted, mutatis mutandis, from time to time to cater for the needs of the changing environment/world.

Dated: 16th May, 2011

A handwritten signature in black ink, appearing to read 'Ghalib'.

(M. GHALIB A. BANDESHA) PSP

Inspector General of Police,
Balochistan, Quetta

Commandant's Note



Renowned policing sciences scholar M.R. Haberfeld of John Jay College of Criminal Justice, New York, remarks in the opening of a 2012 book co-authored by two other remarkable criminologists and police educationists, Dr. Curtis A Clark and Dale L. Sheehan, that,

Given the changing realm of policing and public security, training should be understood as both a strategic mechanism by which to pursue organizational performance and a core business tool for the delivery of efficient and effective public security. Officers who retain knowledge or skills and bring them back to their jobs can use them to enhance their performance, provide better service to the community and do it in a safe and efficient manner.

It is certainly true that the police must have some form of training in issues of cultural sensitivity, community interest-satisfaction and regards for multiculturalism and diversity. However, as Oakley and Radfores write (1998, quoted in John Casey 2010):

Training must be relevant and applicable to the operational experience the police will face and help police to examine their own assumptions and perceptions about ethnic communities and seek to create contact between new recruits and communities with whom they may not have had much previous experience. Courses should teach basic information such as cultural differences, cross cultural communication, use of translators, and laws and policing in regard to diversity, but they must also provide the opportunity to analyze personal and societal attitudes related to prejudice, stereotyping and discrimination through analysis of cases related to issues such as the investigation of race-related crime, the use of stop and search, and the addressing of inappropriate behaviors by officers.

These authors explicitly complement the basic and traditional police functions of preventing crime and investigating criminal cases with an emphasis on putting an end to all kinds of abuses, biases, prejudices and discriminations against any particular segment of the society. This approach improves community cohesion and person-to-person engagement, which in turn results in increased community satisfaction, the improvement of the image of the police in public media and a decrease in the number of complaints and judicial strictures.

This whole scheme of a new “democratic, modern and human-rights-friendly policing” has been the cherished desire and announced goal of the framers and supporters of police reforms in Pakistan since its independence in 1947 (Fasihuddin et.al, 2012). The readers will find fabulous phrases like 'professionally competent', 'politically neutral', 'democratically controlled', 'service-oriented,' 'responsive' and 'accountable' police in almost all documents related to police reforms, police laws, mission-statements and police commission reports. Furthermore, beautiful words such as 'respect', 'discipline', 'integrity', 'honesty', 'rule of law', 'justice', 'equality' and 'public-service' are included core values in almost all police college manuals and are even visibly written on gates and parade-grounds on the campuses in Pakistan.

However, until recently the pre-requisites of police training and education—two words that are often used interchangeably (Fasihuddin, 2009) — have never been the subject of serious consideration. This has been true even in the developed world, with Voddhe (2012) writing for example that “the basic police training within the United States, ostensibly a non-existent function, until the early twentieth century, has been underrated and unrepresented in its importance as a critical function and component in the police.” This situation changed, though, with successive police reforms, new training methodologies, new courses, new programs, new technologies, more recourse and, most importantly, committed police leadership. And it has not only been modern democratic and western countries embarking upon aggressive agendas of police reform; even countries like China have given serious thought to these reforms (KCW, Urdu translation by Fasihuddin, 2011). For example, Yue Ma (2008) reports that, “the leadership of the Chinese Police has attached great significance to police education and training. Many

facilities are established and it is estimated that there are now more than 300 police universities, colleges, and academies.”

This focus on police training and education in the modern world makes a sharp contrast with the depressingly neglected aspects of the police system in Pakistan (Fasihuddin, 2009). Clarke and Armstrong (Haberfeld, M.R; Clarke, A. Curtis and Sheehan, L. Dale, 2012) rightly quote Scott (2005) in saying that, “inadequate training can have a negative impact on delivery of services, officers' safety, police resources and ability of police executives to their agencies.” Pakistan in general, and Balochistan in particular, are facing these undesirable impacts of inadequate training, particularly in terms of public service delivery, professional yardstick measurements such as crime rate reduction and arrest and conviction rates enhancement, and the safety and protection of its own officers and public. One sign of this non-institutional approach has been the serious decline over a period of time in the amount of available units and resources at the only police training college in Balochistan (on Saria Road, Quetta). Haberfeld (2002) has aptly quoted Edwards on this point of inadequacy by saying that, “the concern over the inadequacy of police basic training programs has resulted in one police scholar observing, 'Doctors bury their mistakes, while lawyers send theirs to jail'. Unfortunately, untrained police officers do a little of both.”

More recently the Police Training Manual was re-designed in March, 2011 by the Central Police Office in light of the newly framed National Police Training Policy that developed by the National Police Academy in Islamabad between 2010-2011. However, although the policy is quoted several times in the PTC Manual, the manual itself was not actually printed and disseminated amongst the trainees, trainers and officers, nor was the Provincial Training Policy thoroughly discussed and approved by the Provincial Police in Balochistan, until the new Provincial Police Officer/Inspector General of Police, Mr. Mushtaq Ahmed Sukhera (PSP) ordered a complete over-hauling of the police training and education in Balochistan in March-April, 2013 (See-Annexure-A).

The present manual has been re-designed and printed as a first step under the new training policy, guided by the commitment of the police leadership towards police training and education. Presently, we have introduced some basic reforms and changes to the syllabus, courses, modules, with a focus on “train the trainers” (TOT) and the welfare of the trainees. This is in addition to new class-rooms, separate libraries for staff and trainees, new recreational facilities, the introduction of new examination and evaluation system, and a program for “learning by doing” (experiential and interactive learning) at the recently established Model Police Station, Forensic Science Laboratory and Lecture Hall for Guest-Speakers, professionals and experts, to name just a few improvements.

These fundamental changes are still in an embryonic form, and their complete institutionalization and standardization so that they are at par with other developed parts of the country will definitely require more resources (both human and material), the posting of highly qualified and committed officers to PTC, a sincere effort for the implementation and realization of the capacity-building programs, incentives for the trainers, steps for welfare of the trainees and improvement in the learning environment, all directed at the ultimate goal of creating professionally competent, socially responsible and human rights-friendly police force in Pakistan. These are the dreams and wishes the modern police training program hopes to realise. I conclude with the words of Birzer and Roberson (2007): “The Police Officer who will be desired in the future will be one who has been educated in liberal arts and sciences and who can think and make decisions on his or her own and solve problems with the community's interest as a priority. The new police officer will also be more interested in providing a community service than in simple being a crime fighter.”

FASIHUDDIN, PSP
Commandant,
Police Training College, Quetta

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Mission Statement



To Train
and Produce Well-
Behaved, Dedicated and
Professionally Competent
Police Officers for Democratic
Policing as per Aspirations of the
Community

Imparting of Training



- To serve the community and safeguard their lives and property
- To protect :
 - ♦ The innocent against deception
 - ♦ The weak against oppression or intimidation
 - ♦ The peaceful against violence or disorder and
- To respect the constitutional rights of all to
 - ♦ Liberty
 - ♦ Equality
 - ♦ Justice



1.1 Training Objectives

The aim & objective of the College is to train and educate junior officers/upper and lower subordinates of the police force in a bid to improve their mental, legal and physical skills, necessary for their promotions to the higher ranks. It is expected that the college will produce well trained, competent and disciplined Investigating officers, as well as, the officers who can rise to every occasion and gain confidence of the community. Therefore the foremost duty of the staff will be an endeavor to inculcate in the trainees the core values of police i.e., compassion, courage, respect, integrity, service and excellence in addition to those habits of physical health, mental activity, discipline, self reliance, observation, courtesy and straight-forwardness, which are essential for the execution of their duties as police officers within the legal framework with special reference to human rights. As the highest standards of conduct, integrity and morality are mandatory in all fields of policing, the Commandant shall devote his special attention to secure it.

1.2. Location

The Balochistan Police College, upgraded in the year 2003, is located at Sariab Road, at a distance of approximately 20 KM from Quetta City on Quetta-Sibi Highway.

1.3 Admission / Intake

Police officers and officials from all the districts of Balochistan, including Balochistan Constabulary, shall be admitted for training in different courses. However, the officers of Railway Police, FIA, ANF, NAB and other agencies/provinces shall be welcomed for training, subject to the payment of the training charges with the approval of Inspector General of Police, Balochistan. The eligibility of trainees and seats allocation for courses will be determined by the Inspector General of Police, Balochistan.

1.4 Quarantine

- a. All trainees deputed to the College for any course must, at first, be kept in quarantine for three days, except in that Districts, where there is an epidemic of infectious disease, the quarantine period must be ten days during which they must undergo inoculation as required and be certified by the Medical Superintendent or in the case of trainee coming from the area where there is no Medical Superintendent, by the authorized Medical Officer as physically fit and free from disease of a contagious or infectious nature.

- b. In case any trainee is found with no medical certificate, the Commandant PTC shall make appropriate arrangements for his required inoculation. Certificate to this effect should be endorsed by the Medical Superintendent/ authorized Medical Officer and in no account should they be allowed leave or joining time between the period of quarantine and the date of arrival at the college:-

Note: No trainee will be accepted for training, who is unwilling to undergo inoculation and in respect of whom the other precautions described above have not been taken or reported his arrival at the college after 7 days of the date fixed for his arrival.

- c. Trainees deputed for short courses need not be inoculated unless there is an epidemic or infectious disease.
- d. The Commandant may allow any trainee for re-examination, who is found, suspected to be unfit for physical training.

1.5 Uniform

All trainees detailed for Initial Basic and promotion based training by the districts/units shall bring their full uniform and all additional articles as may be prescribed under the instructions of the Inspector General of Police, Balochistan issued separately.

Note: No trainee shall wear his badges of rank during training. The Staff and Trainees of PTC will wear the plain clothes (Mufti Dress for trainees) on Friday except parade duties.

1.6 Accommodation

Upon arrival every trainee shall be accommodated in the college hostel. They shall keep the hostel rooms/barracks clean and tidy. No trainee shall bring and park motor vehicles etc in the college premises during the course. More-over no trainee is allowed to bring along with them valuables and cash more than their need. They are also not allowed to use mobile phones within the college premises, particularly during training activities.

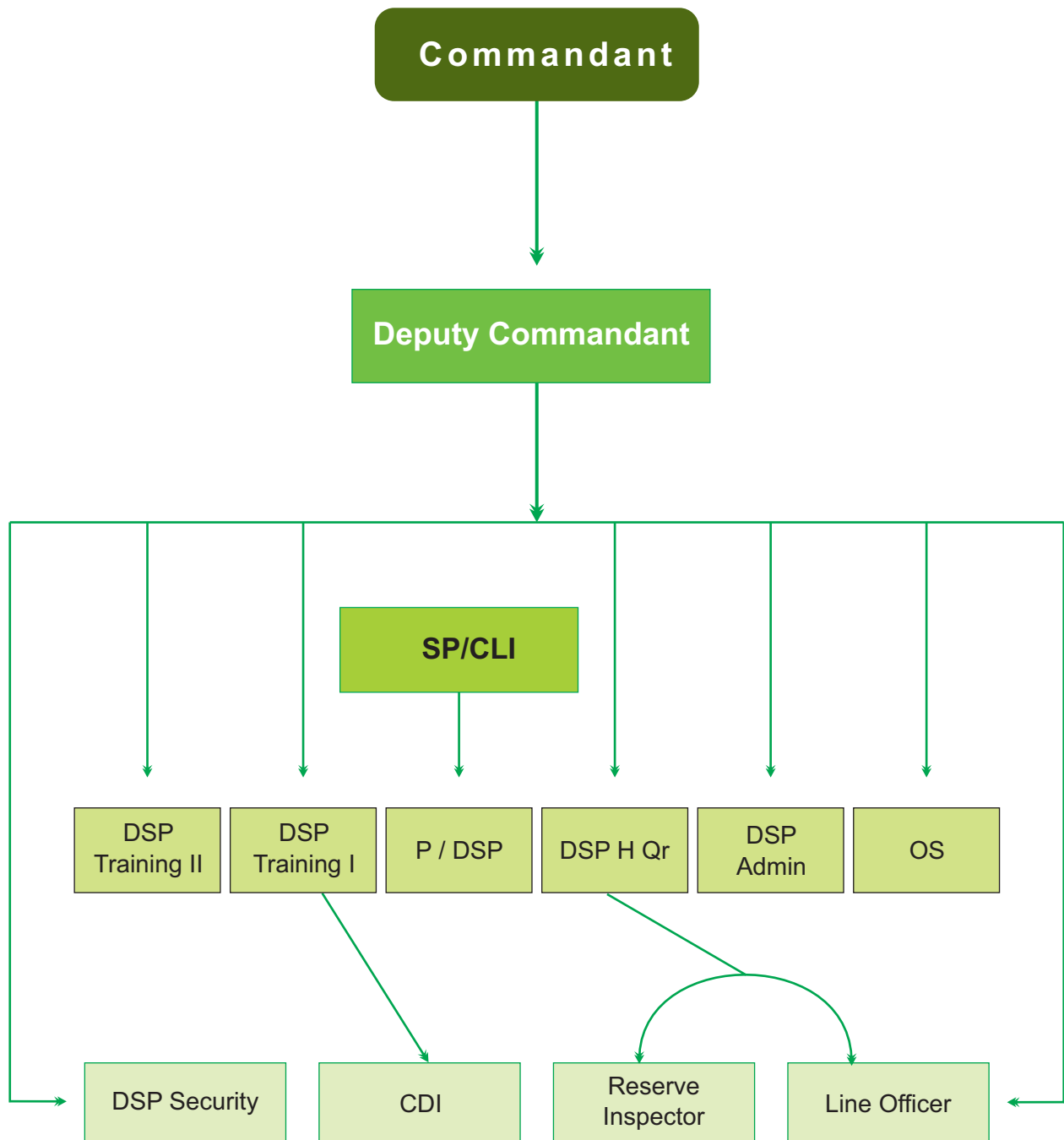
1.7 Pay & Allowances of Trainees

The pay and allowances of all trainees will be drawn from their parent districts and forwarded to the College for payment. For efficient disbursement, the Commandant may appoint one of the DSP/Inspector as Disbursing Officer.

1.8 Traveling Allowances

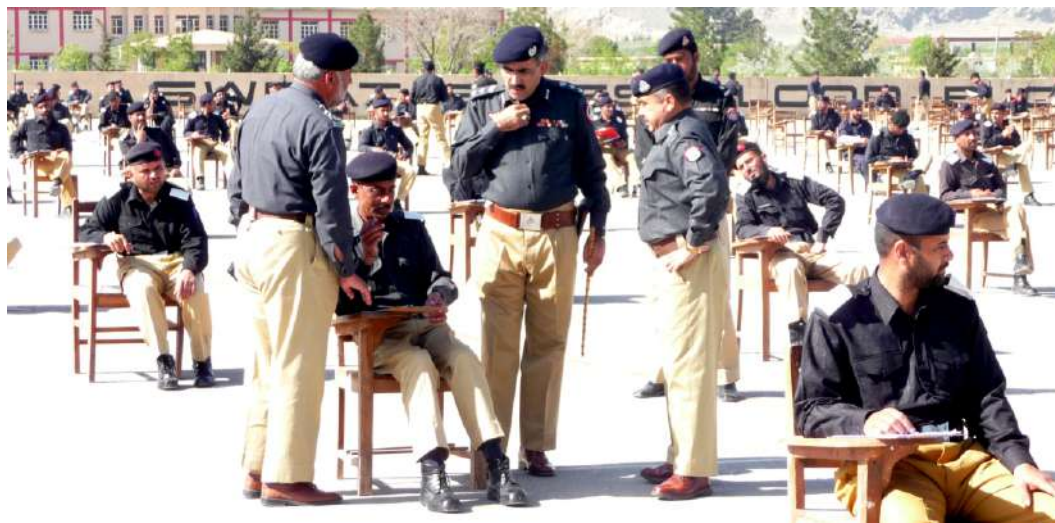
The traveling allowances admissible to all police officers traveling to the College and probationers joining the College in first appointment, is governed by the Traveling Allowance Rule or such orders as may be in force at the time.

Organization



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PART 2 Charter of Duties & Function of Administration



Subject to the general instructions of the Inspector General of Police, the Commandant is responsible for discipline, control and management of the College. Supervision and control over postings, transfer and financial matters etc. will also rest with him.

2.1. Commandant

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

- a. To frame rules and issue such orders/instructions as he may consider necessary for the maintenance of strict discipline in the college.
- b. To observe and follow all such rules and regulations contained in relevant police force and procedure relating to office routine work and the internal economy.
- c. To inspect and pay visit to the College Hostels, Messes, Canteen, Service Shops, Welfare Shop, MT Workshop, Library, Gymnasium and Class Rooms in order to see that they are being kept tidy, cleaned and looked after properly.
- d. To ensure implementation of all rules, regulations, instructions and standing orders issued by CPO in letter and spirit.
- e. He shall review weekly General Parade and hold orderly room on need basis.

2.2 Duties and Powers of Commandant

- a. In respect of awarding punishment for the PTC's own staff, he has the same power as exercised by the Range Police Officer, however, pertaining to the staff on deputation basis; he shall refer the case with recommendation to the concerned RPO for further action.
- b. Regarding leave, he shall have the same powers as are exercised by a Range Deputy Inspector General of Police.
- c. He shall have authority to withdraw a trainee on the basis of his general conduct in the college or poor performance during training activities.
- d. He shall have powers to disqualify and return to his parent District, Range / Unit, any trainee of:-
 - i. Upper, intermediate and lower class courses who absents from training for a total period of more than 14 days, however, if the trainees continuously absent for 10 days.

- ii. Advance course more than 07 days.
- iii. In case of recruits total period of more than 10 days.
- iv. In case of Probationers / ASI and Inspectors Legal for a total period of more than 15 days, who may be recalled during the next session for fresh training / course.
- e. He will not allow any trainee to be employed on duties of District Police and other duties without the permission of Inspector General of Police, Balochistan.
- f. He shall have the powers to modify or add modules in syllabus of any course through training management board and final approval of IGP.
- g. He shall have power to allow the facility of a writer during final examination to a trainee who is rendered incapacitated to write on medical grounds during training.
- h. Any official who during the training becomes ill or sustains any injury may be given exemption up to 10 days by the Commandant / Principle of the training institutions on the recommendation of official doctor.
- i. The Commandant has the power to revert / allow the trainee who fail / absent to appear during the final examination due to illness, death of blood relation or in any other emergency subject to the sensitivity of the matter.
- j. The Commandant has the powers to grant 10 days vacation after 2 months and 20 days, to those trainees who are under training for a period of 5 or 6 months and to those who are for a period of 1 year or 9 months, after 4 months, and 10 days vacation for PTC Staff after passing-out parade.
- k. The Commandant has the power to revert any trainee to his parent district/unit for departmental action with a copy to CPO for information, if he absents himself for a total period of 3 days from a short course.
- l. He shall have powers to return to his district any member of junior ranks staff of the college, who is not showing performance as per required standard at any time he thinks fit. In respect of officers of the ranks of DSsP, the Inspector General of Police, shall be consulted before an action is taken under this paragraph.
- m. He shall have powers to declare any locality out of bounds for the trainees.



- n. For securing the Police Training College land, the Commandant shall conduct or get conducted the inspections of estate office on half yearly basis unless necessitated otherwise.
- o. During holidays he shall have powers to detain any trainee at the college for further period of instructions, who, in his opinion, is weak in law and drill subjects and all staff member and the trainee necessary for the maintenance of guards and other duties.

2.3 Duties & Powers of Deputy Commandant

- a. To assist the Commandant and in his absence he shall be responsible for strict observance of all rules / instructions and orders issued for the management of the college.
- b. To assist the Commandant in the maintenance of discipline in the campuses.
- c. To ensure that the college canteen, welfare shop, hostel, messes, and the college lines are maintained properly and efficiently.
- d. He shall hold orderly room on every Monday.
- e. He shall pay surprise visits to hostels, class rooms, quarter guard, and other areas of importance in the campuses.
- f. He shall supervise the tutorial work of all the training wings.
- g. He shall conduct the monthly, surprise and other tests of the trainees.
- h. He shall supervise the administration of all wings.
- i. He shall be responsible for the maintenance of discipline in the College.
- j. He shall comply with the duties assigned by the Commandant.
- k. He shall bring in to the notice of the Commandant, all matters of importance and seek his instructions on policy matters and to ensure their compliance.

2.4 Duties of SP / Chief Law Instructor

The SP/Chief Law Instructor assisted by a PDSP shall be responsible for the observance of proper instructions of all the trainees under training in the college and will:-

- a. Do such tutorial work as may be assigned to him by the Commandant;





- b. Supervise the work of the Law Instructors under his command. For this purpose he must attend some classes daily in order to satisfy himself that the teaching is efficient and is being carried out on the right lines;
- c. See that the attendance in classes is regular and punctual;
- d. Be responsible for the safe custody of all books and materials supplied for the use of the classes;
- e. Arrange special classes for weak trainees;
- f. Conduct personally all the daily preparation periods of the law instructors.
- g. Check the lesson plans of law instructors from time to time to ensure that they are well prepared as per the approved syllabi.
- h. Prepare revise program as well as to check the daily programs of all the classes preparatory to each session making such amendments and alterations with the approval of the Commandant as may be necessary;
- i. Supervise the Model Police Station and its working;
- j. Supervise the library and reading room;
- k. Conduct the monthly / surprise tests and final examination;
- l. Conduct mock trials, syndicates / group discussions and debates;
- m. Attend to any other work assigned by the Commandant

2.5

Duties of DSP (Admn)

- a. To assist the Commandant / Deputy Commandant in administrative matters.
- b. To look after the MT pool and shall be responsible for the maintenance of all government vehicles on the charge of the college and their log books.
- c. To ensure that the work of the cleaners and other low paid government servants is up to the required standard.
- d. To control the officials at administration wing.
- e. To comply with the orders of higher officers regarding smooth running of college affairs and shall ensure that office records are kept properly and up to date.



- f. To supervise the working of accountant and shall ensure that the accountant:
- Has timely submitted all cases relating to accounts / finance matter to the appropriate forum.
 - Has timely processed all cases requiring sanction of expenditure etc within the framework of rules / instructions.
 - Has attended audit paras & replies sent to audit authorities well in time.
 - Has pursued the cases of release of Funds for development and non-development budget in respect of PTC.
 - Has prepared budget estimates / revised estimates, re-appropriation of funds, control over expenditure etc.
 - Shall personally supervise proper maintenance of PTC accounts.
 - Any other work / job assigned by higher police authorities.

2.6

Duties of DSP / HQ

Being assisted by Reserve Inspector/Line Officer/Quarter Master DSP/HQ shall daily;

- Inspect guards, attend roll calls and supervise generally the training of trainees at the college;
- Visit college hostels, allied offices and class rooms and see that all buildings of the college are thoroughly cleaned by the establishment provided for the purpose;
- Bring to the notice of the Deputy Commandant / Commandant all the matters in which he considers that orders should be issued;
- See that discipline is maintained amongst the trainees and the staff and immediately bring to the notice of Commandant / Deputy Commandant all matters affecting discipline;
- See that the duties allotted to the members of the administrative staff and low paid government servants are efficiently carried out;
- Visit the trainee's hostels occasionally by night and see that they are present and everything is in order;
- Ensure that the kits of newly arrived trainees are properly inspected and all defects therein reported to the Deputy Commandant / Commandant;

- h. Ensure that the charge of all arms, ammunition and accouterments are held properly and shall inspect them regularly and see that they are kept neat and clean. His duties and responsibilities in this respect are those of a DSP / HQ in a district;
- i. Ensure that reserve inspector attends orderly room regularly;
- j. Carry out the orders of Commandant / Deputy Commandant generally, and bring to their notice all important matters connected with discipline, misconduct and work in the college;
- k. Check the stock of clothing, arm ammunition, and miscellaneous stores as laid down in the duties for the reserve inspector of a district;
- l. Ensure that the college guards are regularly inspected, at least once by night and twice by day. Also supervise long range and short range firing;
- m. Be responsible for all the arms and ammunition on the charge of police college;
- n. Be responsible for the correct up-keep and maintenance of all the arms and ammunition;
- o. Ensure to maintain record of all the furniture, beds and boxes on the charge of police college. Also inspect the buildings, the land attached to the college and the sanitary arrangements daily;

2.7 Duties of DSP / Training

- a. To be course commander of recruit classes.
- b. Coordinate with the Chief Law Instructor in the preparation of syllabus and books available for each course.
- c. Coordinate with the SP/CLI in the issuance of up to date weekly time table.
- d. To ensure punctuality of the trainees.
- e. In coordination with the PDSP and Chief Drill Instructor, he will ensure trainees discipline.
- f. Report about the progress of recruits to Commandant and Deputy Commandant.
- g. To deal with the Admn matters of the trainees in accordance with rules and Standard Operating Procedures.
- h. To assist the Commandant and Deputy Commandant.





2.8 Duties of Chief Drill Instructor

The Chief Drill Instructor shall work under the immediate supervision of DSP / Training and perform the following functions:

- a. Supervise the instructions in drill and physical training and ensure that the attendance of all ranks is regular and the drill is carried out in accordance with the prescribed regulations of the force, and that all ranks are taught to clothe themselves smartly and neatly. He shall himself command the parade and give special instructions under the guidance of Commandant / Deputy Commandant;
- b. Make out a parade statement daily and present to the Commandant/Deputy Commandant and to see that the absentees are noted therein;
- c. Supervise the work of the drill instructors under his command;
- d. Ensure that all bugle calls are sounded punctually;
- e. Conduct personally at the daily drill preparation periods;
- f. Arrange all drill demonstrations and tactical schemes and act as a Reserve Inspector in the absence of the latter.

2.9 Duties of DSP Security

A security unit under the immediate supervision of a DSP shall be raised amongst the sanctioned strength of PTC staff for the protection of PTC premises round the clock. He will also monitor the safe custody of both moveable and immoveable govt, properties within PTC premises. Any thing adverse coming into notice shall be promptly reported to the Commandant / Deputy Commandant for action. He shall be responsible to:

- a. Prepare and issue weekly security order on regular basis and seek instructions from Commandant / Deputy Commandant.
- b. Any other matter entrusted by the Commandant.
- c. Responsible for security of college.
- d. Supervision of all security staff in campus.
- e. To check the security duties detailed instead / outside the college.

- f. To monitor the deployment of duties on the points.
- g. To ensure that the security arrangements are fool proof.
- h. To conduct occasional rehearsal of combating any terrorist activity/assault.

2.10 Duties of DSP/ General

DSP/ General shall be responsible to supervise the working of mess staff / and shall ensure that:

- a. Mess instructions are complied with and mess accounts are kept / maintained properly.
- b. All messes are clean and tidy.
- c. Foods items are cooked properly as per approved menu and required standard.
- d. No food shall be allowed to be taken by the trainees from mess to their rooms / barracks unless extremely necessary.
- e. A register shall be kept in each mess for trainees, who may make complaints regarding the quality of messing items / service being provided to them etc. This register shall be made available for inspection to the senior officers.
- f. New constructions / alterations etc.
- g. Major/minor repairs and shall keep liaison with the concerned department(s) for the preparation of PC-1 and timely completion of construction/repair work as per codal formalities closed coordination with the DSP / Security.
- h. Any other matter entrusted by the Commandant.

As Care Taker DSP/ General Shall be Responsible to:

- i. Look after the PTC land.
- ii. Ensure to maintain record of all the electronic equipments including the training tools and related electronic appliances on the charge of police college and shall supervise the working of SI / Incharge Technical.
- ii. Ensure to maintain record of all the electronic equipments including the training tools and related electronic appliances on the charge of police college and shall supervise the working of SI / Incharge Technical.
- iii. Maintain the record of the PTC land and buildings.
- iv. Maintain record of land produce and of building rents etc.
- v. Inspection / supervision of existing land and buildings.
- vi. Revision / enhancement of rents of PTC property.
- vii. Removal of encroachments from PTC land.
- viii. Timely payment of dues concerning utilities by the occupants of police buildings.
- ix. Removal of unauthorized occupants from police buildings.
- x. Acquisition of new lands for further planning.
- xi. Disposal of all legal matters concerning police lands and buildings.
- xii. Interaction / liaison with excise and revenue authorities.
- xiii. He shall take legal advice from DSP / Legal regarding land disputes and litigation cases in the courts as well in other matters at the discretion of the Commandant.

- xiv. He shall carry-out inspection of PTC land under the direction of Commandant PTC. To this effect he shall submit certificate to the Commandant with a copy to the AIG/ General in CPO.
- xv. All records pertaining to lands and buildings shall be thoroughly checked and a certificate shall be given that no unauthorized alterations in the records have taken place.
- xvi. The records shall be physically checked with actual lands and buildings to ensure that no unauthorized use or occupation thereof had taken place and a certificate to that effect shall be given by the inspecting officer.

2.11 Duties of Reserve Inspector

The Reserve Inspector PTC shall generally perform all the duties that are assigned to his counter-part in the District Police Line's. He shall also perform other duties whenever assigned by Commandant PTC or his team from time to time.

2.12 Duties of Line's Officer

The Line's Officer PTC shall generally perform all the duties that are assigned to his counter-part in the District Police Line's. He shall also perform other duties whenever assigned by Commandant PTC or his team from time to time.

2.13 Senior Duty Officer

There shall be Senior Duty Officer from amongst the upper subordinates of the law and drill staff appointed each day by the DSP / Headquarter or Reserve Inspector. He shall assume duty at the time of guard mounting and shall remain on duty for the following 24 hours. He shall perform the following duties;-

- a. Supervision of guard mounting. He shall see that guards are changed at proper hour and that the guard commander and sentries know their duties and the extent of their beat. He shall similarly be responsible for the efficiency of all other guards within the college precincts;
- b. He shall be responsible for the cleanliness of all buildings and grounds; and



- c. Inspection of guards frequently during day time and at least once in a night between 11 P.M. and 3 A.M.
- d. On assuming his duties he shall have the entries in the college diary for the previous 24 hours read over to him as well as see that the orders of the Commandant / Deputy Commandant which concern him are carried out. At the beginning and end of his duty he will record an entry about the daily report in the form prescribed by the Commandant / Deputy Commandant for submission to DSP / HQ through Reserve Inspector.
- e. Checking of dining hall and kitchen during the meal hours.
- f. Checking of cleanliness in admn: block, Hostels, mess, canteen and bathroom etc.
- g. Attend all sorts of emergencies of trainees and staff.
- h. Submit daily observation report (as per Performa) to the Deputy Commandant at 9:30 am through DSP HQr.
- i. A special file will be maintained about the daily reports.

2.14

Junior Duty Officer

One Drill Head Constable will be detailed daily by the Reserve Inspector to act as Junior Duty Officer. He shall;

- a. Be present at the time of guard mounting;
- b. Practice the guard in turning out and posting sentries for at least, half an hour after guard has been mounted;
- c. Turn out the guard daily at reveille, examine their arms and turn out, and practice them in guard duties for half an hour in the morning.



PART 3 Training Program / Schedule

3.1 Wings & The Courses Thereunder

The college shall be divided into the following wings:

S. No.	Name of the Wing	Tasks to be Performed
1.	Administration Wing	Control of Administration
2.	Initial Basic Training Wing	Probationers Inspectors / ASI
3.	In-Service Training Wing	Upper Intermediate Lower Advance Course
4.	Recruits Training Wing	Recruits
5.	Physical Training Wing	All the Trainees of Various Courses will Undergo Physical Training in this Wing
6.	Training Development Unit	Capacity Building Courses

The following courses are presently run in this institution:

A. Initial Basic Courses

S. No.	Name of the Course	Eligibility for Admission	Duration
1.	Inspector Legal	Newly Appointed Prosecuting Inspectors	09 Months
2.	Probationers	P/ASIs Initial	12 Months
3.	Recruits	Newly Recruited Constables	06 Months
4.	Drivers Course	Newly Recruited Constables Drivers	04 Months



B In-service Courses

S. No.	Name of the Course	Eligibility for Admission	Duration
1.	Lower	Constables, who have Qualified Prescribed Examination as per Police Rules	05 Months
2.	Intermediate	Head Constables who have passed the Lower Course and their age does not exceed 43 years.	05 Months
3.	Upper	Sis who have passed the Probationer or Intermediate Course and should have investigation ability. Their age should not exceed 48 years & a period of 3 years should have elapsed since the date of their passing probationary or Intermediate course.	05 Months
4.	Advance Course	Inspectors eligible for promotion to the rank of Deputy Superintendent of Police	04 Months

Note:

- No trainee will be admitted to the college without the approval of the Commandant or special orders of the Inspector General of Police, Balochistan.
- No trainee who has failed to complete any course successfully shall be deputed again for that course in the following term, unless the concerned Range Police Officer with the concurrence of Commandant is given another chance of qualifying. In the event of a difference of opinion, the matter will be referred to the Inspector General of Police, Balochistan.
- Any trainee, who has been declared disqualified and repatriated to his parent district/range / organization on account of mis-conduct and absence from college, shall not be allowed entry in the running course in the college, without prior approval of the Inspector General of Police, Balochistan.

3.2 Training Schedule

The training schedule for Initial Basic and In-Service Courses shall be as given underneath but the Commandant with the approval of the Inspector General of Police, Balochistan may temporarily suspend, shorten, extend or totally stop a particular course to start a new one as and when the necessity arises :-

A Initial Basic Courses

S. No.	Course Title	Course Duration	Break to Observed
1.	Inspector Legal	March 15 - March 05 of the following year	June 05- 15 Sept 16- 25 Dec. 16- 25
2.	Probationers /ASI	March 15 - March 05 of the following year	-do-
3.	Recruit Courses	March 01-Nov; 30	June 16-25 Sept. 16-25
4.	Drivers Course	1 st Batch = March 15-July 25 2 nd Batch = Aug 26-Dec 31	1 st Batch = May 05 -15 2 nd Batch = Oct 05 -15

B In-service Courses

S. No.	Name of the Course	Eligibility for Admission	Duration
1.	Advance Course	Batch-1 = March 05 -July15 Batch-2 = July-25 Nov 25	Batch-1 = May 05 -15 Batch-2 = Oct 05- 15
2.	Upper Course	1st Batch = Feb; 15 - July 25 2 nd Batch = July 26- Dec 31	Batch-1 = June 05 -15 Batch-2 = Dec 16- 25
3.	Intermediate	-do-	-do-
4.	Lower	-do-	-do-

Note: Commandant PTC shall prepare separate training programs for Capacity Building Courses on regular basis with the approval of Inspector General of Police Balochistan. For successful conducting of these courses, Commandant, Police Training College shall also arrange required training facilities and shall also utilize the services of all those police officers as resource persons, who had qualified specified modules



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PART 4 Miscellaneous

4.1 Special Instructions

- a. The Commandant shall revise the syllabi of the courses with the approval of Inspector General of Police in accordance with the National Training Policy.
- b. The Commandant shall not exercise powers to award all kinds of punishment to the trainees of other provinces / units, but shall convey it to the concerned province / units for final order.
- c. The Commandant will not allow any trainee to be employed on duties of a district police and other duties without the permission of the Inspector General of Police, Balochistan.
- d. The Commandant shall make appropriate arrangements for the messing of all trainees and may pass such instructions and orders as may seem to him desirable for their comfort and welfare

4.2 Training Material

Every trainee is expected to arrange for himself all the necessary law books and such other books as the appropriate board may consider necessary for his proper studies and training.

4.3 Library & Reading Room

A small library containing some books on relevant topics is available in the college in which books of reference, news papers and periodicals, shall be made available to the staff and trainees. Efforts will be made to improve the library and keep it update.

4.4 Games

Athletics and games of all kinds shall form a regular part of the training of all ranks at the college. The Commandant will detail a member of the staff not below the rank of an Inspector as Sport Officer, who will be responsible for the maintenance and replacement of sport equipments. The facility of following games shall be arranged in college campus on regular basis for the trainees:-





Out Door Games	In Door Games	Physical Fitness_Activities
Foot Ball	Badminton	Physical Exercise in Gymnasium
Volley Ball	Table Tennis	Athletics
Basket Ball	Carom Board	
Hockey	Chess	
Cricket	Draft	
Squash	Billiards	
	Snooker	

4.5 College Hospital

Commandant PTC shall endeavor to establish a proper hospital with all medical facilities in collaboration with Government of Balochistan or any donor agencies. On provision of required medical facilities all cases of sickness among trainees and staff will be treated by the Medical Officer in the College Hospital. Detailed rules regarding hospital arrangements, reporting sick, etc; shall be framed by the Commandant, which shall be carefully observed.

4.6 Misconduct

Trainees guilty of disobedience of orders, instructions, subversion of discipline, infringement of rules, absence without leave or other misconduct, slackness or negligence in their work may be punished with any of the punishments as laid down in the Balochistan Police (efficiency & discipline) Rules 1975 / or any other rules framed from time to time by the competent authority. However, while taking action in respect of the trainees belonging

to Police Units / Agencies other than Balochistan Police their service rules will also be kept in view. Appeals / revisions / review petitions shall be disposed of in accordance with the above said rules.

Trainees who are repatriated to districts on account of misconduct shall be required to pay their own traveling expenditure.

4.7 **Leave**

No leave other than casual leave in emergency cases up to a limit of seven days in a term may be granted to trainees, while undergoing training. In special cases the Commandant / Deputy Commandant may accede/grant leave on medical or on other urgent grounds to any trainee under training at the college; but in case the absence or leave exceeds 5 days in case of short term courses, 10 days in case of recruits / drill course, 15 days in case of Probationers ASIs and Inspectors Legal, the Commandant may disqualify and return him to his parent district / range in the light of relevant provisions of this manual. Such trainee may however, be recalled to attend the full course in the next session.

4.8 **Standing Orders**

For timely awareness Commandant shall issue in urdu a separate booklet entitle

” ہدایات برائے زیر تربیت آفیسران “ for distribution amongst the trainees on their arrival for strict observance. Beside a file containing all local rules, regulations and standing orders will also be made available in library to the trainees for study at the time of commencement of the term. All fresh orders will be entered in the daily orders book and will be read out to the trainees at evening roll call.

4.9 **Holidays**

Sunday will be a holiday, except declared by the Commandant / Deputy Commandant otherwise, for cleaning of barracks, accouterments and college wings.

4.10 **Recreation / Short Leave**

Trainees will be allowed to leave the college during the hours of recreation, but must be present at roll call, and must not absent themselves at night. They will not be allowed to visit Quetta city except on a pass to be given by DSP (Headquarter) or Reserve Inspector under the orders of Commandant / Deputy Commandant.

4.11 **Method of Instructions**

The Commandant shall allot the law subjects to the appropriate instructors, who are fully conversant with relevant topics for delivery to the trainees. The method of instructions would be in the form of lectures, interaction, and use of slides, multimedia and other learning aids, which could benefit even the weak trainees. Lectures hours will be in accordance with a time table to be prepared by the Deputy Commandant / Chief Law Instructor and approved by the Commandant.

All courses will be as practical as possible, having regard to the future duties of the officers. It will be specially emphasized to all instructors that cramming is forbidden and that final examination will be held with a view to test the ability of trainees to apply the law and other lessons, they have learnt instead of testing their memory.

All instructors will be required to present to the Commandant / Chief Law Instructor proper lesson plans of the subjects entrusted to them. At the end of each period at least 5 minutes

will be devoted to ask questions. Hand-outs of the lectures will be distributed amongst the trainee, after each lecture.

The Commandant shall provide the instructors, the needful training aids for smooth running of the subject as well as make arrangements to properly evaluate the performance of instructors on regular basis. A report to this effect would be submitted to the Inspector General of Police through AIG / Training on monthly basis.

4.12 Practical Training for In Service Trainees

The principles of investigation and police station duties will be taught practically, either by conducting the trainees to tour the scene of an offence, which is under investigation by the local police or simulation exercise. The plot of which may or may not be based on facts, and in which various characters of complainant, accused, witness etc; are taken by selected instructors or intelligent trainees. Such simulation exercises, which should be short and ordinarily created out - doors, require careful preparation, so that full benefits may be obtained from them by teaching progressively, as many lessons as are possible by this method of instruction.

A model police station shall be set up within the premises of the college and trainees shall be entrusted with the duties of a station clerk, investigating officer and station house officer in rotation. A scene of occurrence of offence staged will be reported to the model police station and team of officers will be entrusted with the task of investigation.

4.13 Training in Drill

The training in drill shall be in accordance with the principles set forth in the prescribed manuals. It may, however, be carefully borne in mind that the key note of successful

4.14 Physical Training

The objectives of physical training are:-

- i. The acquisition of quality, fitness and stamina;
- ii. The production of a state of health and general fitness in order that the body may be enabled to withstand the strains of daily life and to perform the work required of it without injury to the system.

Martial Arts or 'defensive tactics' will form the major part of physical training. Constant emphasis should be given on unarmed combat and disarming techniques to make trainees confident of their ability to arrest and disarm offenders.

The training will be carried out on the lines indicated by the prescribed manuals and PT table cards, but the value of games must not be lost sight of. The Commandant will arrange for the provision and upkeep of sufficient gymnastic apparatus, which, however, need not be costly or elaborate.

4.15 Musketry

The method of instructions in musketry will be in accordance with the principles laid down in the prescribed manuals.

4.16 Small Arms Practice

All Upper and Lower subordinates shall be taught to become proficient in the use of small arms. Training will be given to them in accordance with the rules contained in the prescribed manual. The commandant shall arrange practice session for the PTC Staff.



4.17 Arms & Ammunition

The ammunition under the present arrangements will be in accordance with the following scale for each trainee fixed by the Inspector General of Police, Balochistan:

S. No.	Courses	Revolver / Pistol	Rifle	Rounds
1.	Inspectors Legal	30 / 38 Bore 9 mm	7.62 mm	60 + 100
2.	Upper Course	30 / 38 Bore 9 mm	7.62 mm	60 + 100
3.	Probationer ASIs	30 / 38 Bore 9 mm	7.62 mm	60 + 100
4.	Intermediate	30 / 38 Bore 9 mm	7.62 mm	60 + 100
5.	Lower Course	-	7.62 mm	100
6.	Recruit Course	-	7.62 mm	100
7.	Drill Course	-	7.62 mm	100

Note 1: It shall be the responsibility of concerned Unit Incharges and DPOs to make arrangements for the supply of required ammunition for each trainee to Police Training College at the time of dispatch of trainees for training both for practice and examination. 25% ammunition shall be kept by AIG / General in CPO for training purpose.

Note 2: The sanctioned establishment of arms / ammunitions of the following description for the PTC will be determined in consultation with AIG General from time to time.

S. No.	Revolver	Pistol	Rifle	Guns
1.	38 Bore	9MMGlock 9MM Browning	i. G-III ii. 303 GF iii. Sniper (Long Range Rifle) iv. 7.62 Semi Automatic Chinese	i. Sten Gun ii. Mortar Gun iii. Machine Gun-1-A-3 iv. L.M.G v. SMG 7.62 vi. MP-5

4.18 Training of Drill Instructors

The necessity for an efficient staff of drill instructors in each district is of highest importance. On their efficiency and skillfulness depend the tone, discipline, and general efficiency of the Force.

The preliminary good work and foundation of all police work is laid during the first three months of a police man's training. If this work is badly or even carelessly performed, it will be found extremely difficult if not impossible to remedy the defect.

The training of drill instructors at Police College, Quetta will be in the hands of the Chief Drill Instructor, whose work will be under the constant supervision of Deputy Commandant / Commandant.

All officers qualifying the Drill Instructors Course will be granted a certificate of proficiency by the Commandant. Before awarding of certificate, drill test will be conducted by a board consisting of the following:

- Deputy Commandant PTC
- Representative of ATF
- Chief Drill Instructor

4.19 Drill Instructor's Refresher Course

Drill Instructors, except those employed on the staff of Police College, Quetta who has qualified at any one of the Police Training Institutions must pass the Drill Refresher Course, within three years of having so qualified before continuing or being employed again as Drill Instructors. Officers showing no promise of efficiency will be returned to their districts at the discretion of the Commandant. The officers declared to have failed in the refresher course shall not be employed thereafter as drill instructors. The Drill Instructors employed on the staff of Police College Quetta are exempted from the refresher course, provided the Commandant certified at the appropriate time that their standard of efficiency and turn-out is equivalent to having passed the refresher course.

This Refresher Course will be the direct responsibility of the Chief Drill Instructor, whose work will be under the constant supervision of the Deputy Commandant / Commandant. All officers qualifying in the Drill Instructors Refresher Course will be granted a certificate of renewed proficiency by the Commandant valid for further period of three years.

4.20 Examination

a. Conduct of Final Examination

The final examination of the inspector Legal, Advance, Upper, Probationers Inspector & ASIs and Intermediate (H.Cs) courses shall be held by a board of examiners to be constituted by the Inspector General of Police, Balochistan.

4.21 Examination Board

The examination board will consist of the following:

- a. Commandant PTC = President
- b. AIG Training = Member
- c. Superintendent of Police = Member to be nominated by the Inspector General of Police, Balochistan.

The decision of the President if supported by at least external member of the board shall be final. The duties of the board will be:-

- i. To hear and award marks for “Opening Speech” of the Inspectors Legal.
- ii. To examine orally, and award marks to trainees of Inspectors Legal, advance
- iii. To consider the college record and the results of Commandant's tests of each trainee and, in the case of a probationer, to decide on his suitability or otherwise for retention in service.
- iv. At the conclusion of an examination, the Board will submit a detailed report to the Inspector General of Police, Balochistan commenting on the general standard of the training and conduct of the trainees.

Note:

- a. In order to qualify the examination, a trainee will be required to have secured 40% marks in each subject and 50% marks in aggregate.
- b. Computer based modules included for suitable trainees from each district of the province selected by the Commandant PTC in the syllabi of there course are made mandatory for their passing out from the course, failing which no trainee would be declared passed from the examination. The names of those trainees shall be mentioned in the result notification.
- c. A trainee who fails in firing test will repeat the firing at that Institution till he qualifies the same.
- d. If a trainee fails in one or two modules but secures 50% marks in the aggregate he will be allowed to re-appear in the said module / modules.
- e. A trainee failed in 1 or 2 subjects or firing etc and he re-appears in examination with the other trainees got position in the examination will not be considered as a position holder.

4.22 Award of Grace Marks

The Commandant is competent to award grace marks up to a maximum of 3 marks in an individual subject / module. The award of grace marks should only apply to written papers. A trainee who has failed in more than two subjects shall not be entitled to any grace marks at all and should be declared to have failed in the aggregate. The aggregated marks should not exceed 5 percent of the total of the marks obtained.

4.23 Cheating in Examination

Minimum punishment for using any unfair means on the part of a trainee in the course of his final examination shall be disqualification and return to his district. Any proposal to allow him to take the course again must be referred to the Inspector General of Police, Balochistan for orders. Ordinarily a probationer shall be discharged from service.

4.24 Examination Results

1. Results of the final examination of advance, Inspectors Legal, Upper, Probationer / ASIs and intermediate class courses shall be announced by the board of examination immediately after the passing out parade. Board will, however, have the authority to withhold the results of individual trainee for reasons to be recorded. These results will be graded in accordance with the examination policy issued by C.P.O and will be transmitted to the Inspector General of Police, Balochistan for publication after scrutiny. The Inspector General of Police, Balochistan may cancel any examination entirely and result thereof or may review results in individual cases for specific reasons to be recorded. Results of other shall be notified by the Commandant.
2. Detailed marks sheet may be supplied to the trainee, particularly to those who failed, if they apply through their respective Superintendents of Police. Trainees who fail in the examination are not allowed to scrutinize their answer books. They are, however, permitted to file appeals to the Commandant through proper channel, for re-scrutiny of their answer books.

4.25 Grading System

Grading System is being introduced as per the standard followed by other Police Training Colleges of the country. The criteria for award of grades will be as under:-



S. No.	Marks Obedient	Grade
1.	80% and above	A+
2.	70 to 79%	A
3.	60 to 69%	B
4.	50 to 59%	C
5.	40 to 49%	D
6.	Below 40%	E

4.26 Exemption from P. T. and Parade

Exemption from P.T. and parade shall be given in hardship cases if absolutely essential for minimum period. This exemption facility can only be extended to all those over the age of 45 years and are suffering from chronic disease on the recommendation of Medical Board. Their cases shall be referred to the medical board by the Commandant. This exemption opportunity will be availed by the trainees once in a time. The Inspector General of Police, Balochistan on the recommendations of medical board may exempt a trainee from receiving training in parade, physical training and drill and in such a case, his success in the examination will depend on his result in the Law subjects.

Note: This condition of exemption from PT / Parade once only will not be applicable to all those who receive such injuries which incapacitate them or cause permanent infirmity during the course of their duties.



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PART 5 Syllabi of Different Courses

The detail of papers / modules of the final examination for Initial Bases Pre-Service and In-Service Courses shall be as under:-

5.1 Advance Course

Module #	Subject	Marks
1.	Public Dealing / Public Speaking / Leadership / Police	100
2.	Relations	100
3.	Criminology / Psychology	50
4.	Code of Conduct for Police Officers	150
5.	Security <ul style="list-style-type: none"> a. VVIP / VIP Security b. Building Security c. Verification of Antecedent of Employees d. Vetting of Employees 	50
6.	Financial Management, Accounts / Budgeting, Leave, Pension Rules, Police Rules, Chapters 8, 10, 11 & 12, Balochistan Removal from Service (Special Power 2000)	50
7.	Collection of Intelligence, Working of Special Branch, Intelligence Agencies and Narcotic Control Board.	50
8.	Constitution of Pakistan, Role of Police Role, Functions and duties of SDPO	50
9.	Police Administration	100
10.	Law	100
11.	Preventive Policing	100
12.	Group Discussion and presentation on given topics	50
13.	Board's Interview	100
Total		1350

5.2 Inspector Legal Course

Module #	Subject	Marks
1.	Psychology / Criminology / Human Rights and Change Behavior	100+50
2.	P.P.C / Cr.P.C / Qanoon-e-Shadat	100
3.	Medical Jurisprudence / Police Public Relation / Security	100
4.	Police Rules	100
5.	Preparation of Memo Writing of Appeals / Revisions High Court Rules and Orders Volume-III	150
6.	Local & Special Laws	150
7.	Finger Print theory & Practical / Scientific Aids / DNA Technology	200
8.	Police Practical Work / Plan Drawing and Map Reading	150
9.	Criminal Justice System	100
10.	Computer Based Training Modules	150
Total		1350



5.3 Upper Class Course

Module #	Subject	Marks
1.	Modern Policing Concept Criminology / Psychology	100
2.	Character Building Islamiat, Human Rights & Policing	100
3.	Public Relations and Administration Police Public Relation-Public Administration-Leadership	150
4.	Police Management Police Rules	100
5.	Laws – I Criminal Procedure Code Pakistan Penal code Qanoon-e-Shahadat	150
6.	Laws – II Local & Special Laws “Haddood Laws including recently passed by the National Assembly entitled”	150
7.	Police Proficiency Finger Print (Theory & Practical Scientific Aids (Theory & Practical)	150
8.	Investigation Police Practical Work (Theory)	150
9.	Demonstration Practical Exercise on Police Work Practical Exercise on Police Work (as manager of Police Station)	100
10.	Security & Intelligence Security-I (General Security) Security-II (VVIP Security) Intelligence.	150
11.	First Aids & Risk Assessment First Aids & Risk Assessment (Theory) First Aids (Practical)	100
12.	Physical Training U.C / Judo Karaté / Obstacles / PT Parade Rifle / Pistol / Revolver (Practice & fire)	200
13.	Computer Based Training Modules	-
14.	Board's Interview	50
Total		1650

5.4 Probationer (ASIS) Class Course

Module #	Subject	Marks
1.	Psychology Public Dealing / Public Speaking	100
2.	Modern Policing Concepts Criminology	100
3.	Investigation P.P.W (Theory)	100
4.	Investigation P.P.W (Practical)	100
5.	Pakistan Penal Code, Local & Special Laws / Haddood Laws	100
6.	Criminal Procedure Code-1898 Qanoon-e-Shahadat	100
7.	Police Management Police Rules (Relevant Rules)	100
8.	Police Proficiency - I Finger Prints (Theory) Scientific Aids (Theory)	100
9.	Police Proficiency - II Finger Prints (Practical) Scientific Aids (Practical)	50
10.	Police Proficiency Plan Drawing and Medical Jurisprudence	50
11.	Islamiat / Pakistan Movement/ Human Rights / Change Behavior	50 + 50
12.	Operational / Tactical Training. Physical and Practical Training Firing	200
13.	Computer Based Training Modules	-
14.	Viva Voce Board's Marks	200
Total		1400

5.5 Intermediate Class Course

Module #	Subject	Marks
1.	Modern Policing Concept Criminology-Medical Jurisprudence	100
2.	Police Public Relations	50
3.	Laws-I Pakistan Penal Code & Hadood Laws, Local & Special Laws	100
4.	Laws-II Cr.PC-1898, Qanoon-e-Shahadat	100
5.	Investigation-I PPW (Theory)	100
6.	Investigation-II PPW (Theory) Techniques of Interrogation	100
7.	Police Management & Administration Police Rules	100
8.	Police Proficiency - I Finger Print (Theory) Finger Print (Practical)	75
9.	Police Proficiency - II Scientific Aids (Theory) Scientific Aids (Practical)	75
10.	Police Proficiency - III Plan Drawing First Aids	100
11.	Character Building / Islamic Ethic / Human Rights / Change Behaviors	100+50
12.	General Security, Security at Police Station VVIP Security Airport, Security Surveillance	150
13.	Computer Based Training Modules	-
14.	Physical Training Interview PT / Parade Rifle / Pistol / Revolver (Practice & Firing)	200
15.		50
Total		1450

5.6 Lower School Course

Module #	Subject	Marks
1.	Pakistan Penal Code/ Haddod Law, Cr.P.C Qanoon-e-Shahadat	100
2.	Police Rules Local and Special Laws Police Practical Work (Theory/ Practical)	150
3.	Fundamental Human Rights', Islamiat Public Relation, Change Behavior, Children Rights	100+50
4.	Finger Print, Forensic Science Medical Jurisprudence	150
5.	Computer Based Training Modules	-
6.	Physical Training PT / Parade Rifle / Pistol / Revolver (Practice & Firing)	200
7.	Board's Interview	50
Total		800



5.7 Recruits Course (Regular)

Module #	Subject	Marks
1.	Pakistan Penal Code / Hadood Laws	50
2.	Criminal Procedure Code / Police Order-2002	50
3.	Qanoon-e-Shahadat, Change Behavior, Children Rights	50+50
4.	Police Rules	50
5.	Local and Special Law	50
6.	Police Practical Work	50
7.	IED / Bomb Recognition and Sweeping Techniques	50
8.	Code of Conduct for Police	100
9.	Computer Based Training Modules	-
10.	Physical Training PT / Parade Rifle / Pistol / Revolver (Practice & Firing)	350
11.	Interview	100
Total		950



5.8 Recruits Course (B.C)

Module #	Subject	Marks
1.	Relevant Provisions of Cr.P.C / PPC and Police Order - 2002	50
2.	Code of Conduct	50
3.	Orientation on Security Duties	50
4.	Field Range Exercises	50
5.	Self Defense Techniques	50
6.	First Aid Procedures	50
7.	Communication Skills	50
8.	Anti Riots Technique	50
9.	Map Reading	50
10.	Weapons Handling	50
11.	IED /Bomb Recognition and Sweeping Techniques	50
12.	Night March	50
13.	Physical Training, PT and Parade	350
14.	Interview	100
Total		1050



5.9 Initial Driver's Course

Module #	Subject	Marks
1.	Understand the Motor Vehicle Ordinance and Highway Code. Relevant Provisions of P.P.C / Cr.P.C Relevant Articles of Police Order - 2002	150
2.	First Aid	50
3.	Vehicle Maintenance Record Book	50
4.	Vehicle Log Book	50
5.	Maintenance of Vehicles and Servicing	50
6.	Accidents Involving Police Vehicles	50
7.	Radio Telephony Awareness	50
8.	Physical Training, PT and Parade 38 Bore 9 MM and 7.62 MM (Practice & Firing)	100
9.	Interview	50
Total		600



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PART 6 "The New Recruit Course at PTC, Quetta", June 2013

Module 1

Title	Islamic Studies and Ethics
Purpose	The aim and objectives of this Module is to inculcate basic Islamic tenets in the mind and character of a trainee in order to develop his /her personality and his/her behaviour is to be changed according to his/her job requirement and to train him/her to be a better human being.
Main Subject	Contents
(Part - A) (i) Islamic Studies	<ul style="list-style-type: none">• Fundamental Rights in Islam.• Fundamental Rights in Constitution of Pakistan, 1973.• Life of the Holy Prophet of Islam (P.B.U.H)• Character-Building as required by Islamic Ibadaat (Prayers, Fasting, Zakat and Haj)• Rights of Women in Islam.• Rights of Children in Islam.• Rights and Protection of Minorities in Islam.• Good Habits/ Noble Deeds—Tolerance, Accommodation,• Justice, Charity, Brotherhood, Kind Treatment, Truth,• Honesty, Straight-forwardness, Righteousness, etc.• Undesirable Deeds/Habits—Lie, Cruelty, Backbiting, Inequality, False Accusation, Fraud/Cheating/Deception, Dishonesty, Theft, Drinking, Narcotics etc)• Police Professional Ethics as envisioned in International laws.
(Part - B) (i) Attitudinal Change	<ul style="list-style-type: none">• Introduction and Background• Self Awareness• Jo Harry Window• Emotional Health• Personality• Prejudice• Power• Communication• Anger• Dealing with Public (use of proper language and Dialogue)

Module 2

Title	Common Law
Purpose	To train the Recruits in basic Laws pertaining to simple and serious Crimes which are observed in day to day police work. Also to enable a Recruit on the importance of Evidence and its Judicial value and presentation procedure. Emphasis is to be made on educating the Recruits on Crimes against person and Crimes against property.
Main Subject	Contents
(Part - A) (i) Pakistan Penal Code	Sections: 2, 19, 21, 29, 34, 40, 52, 52 - S, 99, 100, 107, 141, 142, 143, 146 to 149, 159 to 165 - A, 170, 171, 182, 187, 188, 202, 203, 204, 216, 216 - A, 221, 223 to 225 - B, 279, 294, 299 to 324, 330, 331, 332, 333, 337, 338, 410, 411, 415, 420, 424, 457, 511
(ii) Islamic Laws / Sharah Laws	<ul style="list-style-type: none"> a. Prohibition (Enforcement of Hadd Ordinance 1979) Articles: 2, 3, 4, 6, 8, 9, 10, 11, 16 b. Offence against property (Enforcement of Hadd Ordinance 1979) Sections: 2, 5, 6, 7, 8, 9, 10, 11, 13, 15, 17, 21 c. Zina Ordinance No. 7, 1979 Sections: 2, 4 to 16, 18 d. Qazaf Ordinance, 1979 Sections: 3, 5, 6, 7, 8, 9, 10, 11, 14, 15
(iii) Qanoon-e-Shahdat (Evidence Act, 1984)	Articles: 2, 3, 8, 16, 17, 21, 22, 30, 40, 46, 59, 60, 61, 132, 151

Module 3

Title	Criminal Procedure Code and Local & Special Laws
Purpose	To educate the recruits on the procedure for various offences as contained in the CrPc, 1898, especially those relating to crime prevention, investigation processes, security, arrest, search, bail, bond, warrant, summon, etc. Also, the Local and Special Laws used in daily police work are categorically emphasized upon.
Main Subject	Contents
(Part - A) (i) Criminal Procedure Code	Sections: 4, 42, 46, 51, 52, 54, 55, 68 to 84, 87, 102, 103, 106, 107, 108, 109, 110, 127, 128, 133, 144, 145, 149 to 152, 154, 155, 160, 161, 165, 166, 204, 221, 523, 225, 550, 551, 552.
(Part - B) (i) Local and Special Laws	<ul style="list-style-type: none"> a. Lunacy Act, 1912 Sections: 3, 4, 5, 6, 13, 14, 36 b. Anti Narcotics Force Act, 1997 Sections: 2, 4, 5, 6 c. Arms Ordinance, 1965 Sections: 3, 4, 5, 7, 8, 9, 10, 13, 14, 15, 16, 17, 21, 23, 24 d. Motor Vehicle Ordinance, 1965 Sections: 3, 4, 5, 16, 23, 39, 44, 65, 75, 76, 77, 80, 82, 83, 84, 85, 86, 88, 89, 90, 92, 93, 94, 97 to 115 e. Goonda Act, 1959 Sections: 1, 13, 21 f. Habitual Offenders Act No. 5, 1918 Sections: 1, 7, 9, 12, 15, 17 g. Anti Terrorism Act (Fourth Schedule) h. Gambling Act, 1978 Sections: 2, 3, 4, 5, 6, 7, 8, 9, 10 i. Maintenance of Public Order Ordinance, 1960. Sections: 3, 16, 21 j. Explosive Act No. 6, 1908 Sections: 2, 3, 4, 5, 7 k. Dangerous Drugs Act, 1987 Sections: 2, 35 - A l. Identification of Prisoners Act, 1920. Sections: 2, 3, 4, 5, 6
Part (c) (i) Protection of Women & Children	<ul style="list-style-type: none"> a. Woman Protection Act, 2006. b. Juvenile Justice System Ordinance, 2000.

Module 4

Title	Police Rules
Purpose	In order to educate the Recruits on rules and regulations as framed in wake of the police law. These are extremely important for a Recruit to know that what rules, procedures and regulations are laid down by the W/PPO or Government for running the affairs of the police department. Importance is to be given to those rules which pertain to police establishment, police lines, police-stations, reward and punishment, promotion and the duties of a constable at various positions.
Main Subject	Contents
(Part - A) (i) Police Laws	<ul style="list-style-type: none"> • Police Act, 2011(Balochistan) • Efficiency & Disciplinary Rules 1975
(Part - B) (i) Police Rules	<ul style="list-style-type: none"> • Chapter: 16. (Punishment) • Rules: 1, 2, 3, 4 • Chapter: 17. (Police Lines / Hqrs) • Rules: 1, 2, 3, 4, 6, 7, 8 • Chapter: 18. (Guards and Escort) • Rules: 1, 5, 6, 7, 11, 20, 24, 30 • Chapter: 21. (Preventive and Detective Organization) • Rules: 21, 35 • Chapter: 22. (Police Stations) • Rules: 1, 3, 4, 10, 14, 15, 16, 25, 45, 48, 50 • Chapter: 26. (Arrest, Escape, Custody) • Rules: 1, 3, 4, 18 - A, 22, 23, 24

Module 5

Title	Police and Policing
Purpose	In order to educate the recruits about the general structure and functions of various units of the police organization where a constable may serve in his / her initial stages, and to train a Recruit on the way of doing things (policing), both traditionally and in the current phase of modernization, challenges and reforms.
Main Subject	Contents
(Part - A) (i) Police Department	<ul style="list-style-type: none">• Structure and functions of CPO — Police Organization.• Structure and functions of Range / District Police Office.• Structure and functions of Balochistan Constabulary.• Introduction to Police Units — CID, PTC, ATF, Special Branch, District-CIA, Telecommunication/Wireless, Traffic, Women Police, etc• Police Lines and its Units / Offices — LO, RI, DSP/HQrs, MT, Kot, Quarter-Guard, Moharir, Clothing, etc.
(Part - B) (i) Policing Style	<ul style="list-style-type: none">• Community Policing• Information / Intelligence-led Policing (Intelligence / Information Collection)• Gender-Responsive Policing• Human Rights-Friendly Policing• Police Image in Public and Media

Module 6

Title	Police Practical Work (PPW)
Purpose	To educate the recruits on the basic functions of a Police Station where he/she has to perform his/her duties for prevention and investigation of Crime, the two major functions of any police across the globe.
Main Subject	Contents
(Part - A) (i) Crime Prevention and Investigation	<ul style="list-style-type: none"> • Preservation of Scene of Crime • Collection of Evidence from Scene of Crime • Making and Procedure of Preservation of a Parcel • Naka / Checking (Effective Deployment) • Patrolling / Beat / Route Deployment • Warrants and Summon • Raid and Ambush • Guard and Escort • VIP Security • Protection of Sensitive Installations • Controlling/Dispersing Un-lawful Assembly • Court Evidence and Attendance • General Duties of a Constable • Protection of Jails
(Part - B) Police Station Work	<ul style="list-style-type: none"> • Introduction to 25 Registers of a Police Station • Importance of PS - Registers in Gaining Knowledge of Local Crime, Criminals, Notables, Important Events, etc. • Making Entries in 25 Registers. • Value and Importance of FIR. • Value of Recovery Memo, Arrest Card, Description-Form, Identification Parade, Laboratory (Medical / FSL) Examination, Case-Property (identification and safe custody), Case-Diaries, Statement of 161 and 164, Proper Submission of Chalan, etc. • Importance and Entries in Daily Diary (Roznamcha) • Role and Duties of Moharir
(Part - C) (i) Crime Data Collection	<ul style="list-style-type: none"> • Various Forms Used for Crime Statistics Tabulation in Police Rules. • Various Forms Issued by CPO for Crime Data Collection from Time to Time.

Module 7

Title	Counter Terrorism
Purpose	<p>Terrorism and Radicalism have become a serious challenge and threat to the police whereby hundreds of police officers and thousands of civilians have embraced sudden death in terrorist attacks. It is the need of the hour to train the Recruits on the subject of terrorism and radicalism, both conceptually and tactically. Preventive measures against terrorism and its effective investigation have become the prime concern of the police department. This module fully focuses on this subject.</p>
Main Subject	Contents
(Part - A)	<ul style="list-style-type: none">• Definition of Terrorism• Objectives of Terrorism / Terrorist Organizations• Kinds of Terrorist Groups and Organizations• Strategy & Techniques of Terrorists• Improvised Explosive Devices (IEDs)• Counter Steps Against Terrorism (De-radicalization and Threat Perception / Early Warning / Risk-Assessment)• Target Killing & Self Protection• Study of Targets (Soft and Hard Targets)• Security of People and Targets (Identification of vulnerable groups)• Vehicle Search• Use of Latest Technology to Counter Terrorism• Prevention and Precautionary Measures• Role of CIA / SB / CID in Counter-Terrorism• Role of Other Agencies• Role of Social Institutions• War on Terror• Suicide Bombing

Module 8

Title	First Aid & Public Health
Purpose	In order to educate the recruits on keeping his/her health in good condition, avoid contagious/communicable diseases, keep the surrounding clean and know how to protect his/her and his/her colleagues safe and protected in case of emergencies during official duties.
Main Subject	Contents
(Part - A) First Aid	<ul style="list-style-type: none"> • Definition of First Aid • A.B.C. Method • Cardio Pulmonary Resuscitation (C.P.R) • How to Stop Bleeding ? • How to Handle Fractures ? • Risk Assessment • Practicals • First Aid and Emergency, First Aid in the Field • The Unconscious Casualty • Resuscitation Procedures • Breathing Disorders • Wounds and Bleeding • Burns • Shock and Fainting • Heart Attack • Injuries • Hypothermia • Poisoning • Diabetic Emergencies • Kits
(Part - B) (i) Public Health	<ul style="list-style-type: none"> • Personal Hygiene • Important Communicable Diseases and How to Prevent One Self (Malaria, Typhoid, AIDS, Hepatitis, Cholera)

Module 9

Title	Physical Training and Weapons
Purpose	This is the basic requirement in the police to know the proper handling of weapons, equipments and remain fit, alert and quick in reflexes for any kind of response or stimulus. So, this module is designed to keep the Recruits in a condition of fitness, being alert and professionally competent to use the common weapons allotted to them.
Main Subject	Contents
(Part - A) (i) Physical Training Programme	<ul style="list-style-type: none"> • Field Craft • Field Tactics • Anti-riot Procedures / Drills • Safety / Protection Procedures • Tear Gas
(Part - B) (i) Physical Practical Exercises	<ul style="list-style-type: none"> • P.T. • Martial Arts • Drill Parade
(Part - C) (i) Weapon Training	<ul style="list-style-type: none"> • NSP • Loading / Unloading • Positions of Fires • Assembling / De-assembling • Aim
(Part - D) (i) Firing	<ul style="list-style-type: none"> • G - 3 Rifle Group Fire • 7.62 Semi Numbering Fire • MP5 Hitting Fire
(Part - E) (i) Games	<ul style="list-style-type: none"> • Volleyball • Cricket • Football • Hockey • Basketball

Module 10

Title	Computer and Computerization
Purpose	To educate the Recruits on some basic know-how of the modern facility of computer and its use in training on crime prevention and investigation.
Main Subject	Contents
(Part - A) (i) Basics on Soft Ware and Hard Ware	<ul style="list-style-type: none">• Basics Knowledge of a Computer and its Various Parts• Ms Word, File-making, Saving, Down-loading• Excel Use for Filling Crime Data in Provided Formats
(Part - B) (i) Computer Based Training (CBT)	<ul style="list-style-type: none">• Important Modules Related to Search of a House, Person, Vehicle, Crime Scene and other Situational Crime Prevention Strategies (Self- learning)

Revamping Training and Vision of the Worthy Provincial Police Officer Balochistan

From : The Commandant,
Police Training College,
Quetta.

To : The Deputy Commandant,
Police Training College,
Quetta.

: All Training Staff PTC,
Quetta.
Memorandum No.3725-27/Steno/PTC
Dated Quetta, the: 19th/March, 2013.

Subject: **REVAMPING TRAINING AND VISION OF THE WORTHY PROVINCIAL POLICE OFFICER BALOCHISTAN**

Needless to say that training and Police education is the backbone of Police organization, and whereas an observable change in behavior and capacity building of the under training officials is the prime task and mission of a Police training institution, so the vision of the new worthy PPO, Balochistan is hereby conveyed to all staff of the PTC, Quetta for reference and compliance in letter and spirit:-

- i. The senior officers working as Trainers or in Headquarters must reside on Campus. They shall be present on Campus round the clock and within the reach of their trainees on all important events like PT, Parade, Evening Games, Classes, etc. An officer/trainer who is not interested in living on Campus may not be required to this institute. The distance, security in the area and traffic jam are also unfriendly factors for living outside of the Campus. Also, it is one of the golden aspects of management and motivation theories that presence of the team leader/trainer is the most effective factor in achieving the results of the given training. The Deputy Commandant will ensure the presence of all the staff/trainers on the Campus and make requisite arrangements for them.
- ii. The concept of tough time to the trainees, commonly called "Ragra" will be put an end to, and instead interest will be developed in the trainees and staff to consider the training as a vehicle of capacity building and an opportunity to enhance the professional competence of the trainees. This needs an attitudinal change and a complete paradigm shift in our training concepts, as will be explained to the staff/trainer in a meeting soon in my office and as explained to all in my speech in Parade this morning.
- iii. Suggestions are invited to re-visit the existing syllabus of all the Courses and views of the trainees, especially from Lower, Intermediate and Upper Courses, shall be obtained. A value free, frank, target-oriented analysis and critical review of the present syllabus is to be prepared for re-designing of the syllabus.
- iv. The subjects and topics of Police Practical Work shall include meaningful lessons on criminal record PS-25 registers with their parts, in total 50, registration of FIR in own's hand, important Police Rules relating to completion of criminal record, arrest, description form, recovery memo, Police Brief, Chalan Memo, CIA indices, case property handling, preparation of samples, etc. Processes of investigation and Prosecution be taught in particular.

- v. Important sections of law (PPC/CrPC) and Acts/ Ordinances of daily usage shall be given priority and Sections of Law relating to serious crimes like murder, theft, dacoity, robbery, etc and preventive measures and investigation be known to all Police officials/trainees.
 - vi. Attendance in Classes/Parade be ensured and counter-checked through various means. "Khata/Visa system" shall never be tolerated and favoritism/booti-mafia shall not be observed during examinations/tests as the undersigned and the Deputy Commandant will personally be supervising the same. There will be no compromise on the sanctity, fairness, transparency, justice and merit in these tests/examination.
 - vii. In addition to the professional capacity-building of the trainees, there shall be ample attention to the "Morality" and personality development of the trainees like abstinence from sin, crime, indulgence, perversion, etc. Integrity, truth-seeking, team-spirit and honesty shall be inculcated in the minds and hearts of the trainees through moral teachings, religious examples, history and personal demonstration of good moral stature and values. Personal hygiene and Campus' cleanliness shall also be given proper attention. All the activities and habits injurious to health shall be strictly prohibited.
 - viii. Small and simple Police practices like search, making arrest, conducting raids, public dealing, checking at posts and NAKAS, receiving complaints and telephone calls and wearing proper uniform and ranks, etc be known in full to the trainees and recruits.
- The above are the major points of the vision of the new worthy PPO, Balochistan which are to be implemented in letter and spirit.

(Fasihuddin) PSP
Commandant,
Police Training College,
Quetta

Copy to the:-

- 1. Worthy Inspector General of Police Balochistan Quetta for kind information, please.
- 2. AIG, Training CPO, Quetta.

(Fasihuddin) PSP
Commandant,
Police Training College,
Quetta

Notification

TO BE PUBLISHED IN THE NEXT
ISSUE OF BALOCHISTAN GAZETTE



**CENTRAL POLICE OFFICE
BALOCHISTAN, QUETTA**

Dated Quetta the, 16th / May, 2011

NOTIFICATION

No. 21380-428 /19(20)/Trg In exercise of the powers conferred by Article 27 of the Police Order 2002, the Provincial Police Officer Balochistan is pleased to approve Manual of Police Training College, Sariah Road, Quetta to regulate the functioning of Police Training College. It shall be circulated across the Province for the information of all Heads of the Police Units.

(M. GHALIB. A. BANDESHA) PSP
Provincial Police Officer,
Balochistan, Quetta

The Controller,
Government Printing Press,
Quetta

Copy to the:

1. Secretary Government of Balochistan Home Department, Quetta
2. All Addl. Inspectors General of Police in Balochistan
3. All Deputy Inspectors General of Police in Balochistan
4. Director Crimes Branch Balochistan, Quetta
5. All Assistant Inspectors General of Police CPO, Quetta
6. All District Police Officers in Balochistan

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