

NORTH EASTERN POLICE ACADEMY



GOVT. OF INDIA

MINISTRY OF HOME AFFAIRS

UMSAW - 793 123 : UMIAM

MEGHALAYA

CITIZENS' CHARTER

2013

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PREFACE

The North Eastern Police Academy', earlier known as The 'Regional Police Training College' was established with the administrative approval of The President of India in 1977, under the Ministry of Home Affairs. The Academy started functioning from 1979 by training the directly recruited ASIs / SIs and DySPs and the in-service police personnel in two basic courses, one promotion course, a refresher course and a specialized course respectively with a limited trainees of 166. In May 1980, the name of the institution from "Regional Police Training College" was changed to the "North Eastern Police Academy".

Since its inception, the Academy is serving as a viable institution to impart basic training to the Police Personnel of the eight NE States as well as in-service course for the Police Personnel of other states of the country. NEPA has done a remarkable service in bringing cohesiveness, professionalism, co-operation and uniformity among the State police forces of the region, under the guidance of Ministry of Home Affairs.

VISION

To prepare and develop quality police personnel from the region and turn the Academy into a "Centre of Excellence".

MISSION

- ❖ *To impart Basic Training for one year to the newly recruited DySP and S.I.s*
- ❖ *To offer a number of short term courses for the police officers of North Eastern States as well as for the rest of the country.*
- ❖ *To compile documents and analyse the available literature relevant directly or indirectly to police training.*
- ❖ *To design and offer courses that brings the police officers in close contact with the officers of other departments like Revenue, Judiciary, Magistracy, Customs etc.*

SERVICE STANDARDS

| S.N. | Services | Service / Performance standards | Contact details of Responsible Officer | Weightage | Processes | Documents required | Fee |
|------|--|---|---|-----------|---|--|--|
| 1 | Processing of Basic Course Training for newly recruited DySP | 48 weeks | The Deputy Director (NEPA) (0364-2572044) mailto:nepa@gmail.com | | <ol style="list-style-type: none"> 1. Complete the programme as per schedule. 2. Conduct mid-term and final examinations 3. Educational tour for the trainees across India for a duration of 15 – 16 days for every batch. | <ol style="list-style-type: none"> 1. Syllabus 2. Training Materials 3. Weapons & other equipments for outdoor training | Sponsored by the respective States. The Academy does not charge training fee and provide free accommodation |
| 2 | Processing of Basic Course Training for newly recruited Sub-Inspectors | 48 weeks | The Deputy Director (NEPA) (0364-2572044) mailto:nepa@gmail.com | | <ol style="list-style-type: none"> 1. Complete the programme as per schedule. 2. Conduct mid-term and final examinations 3. Educational tour for the trainees across India for a duration of 15 – 16 days for every batch. | <ol style="list-style-type: none"> 1. Syllabus 2. Training Materials 3. Weapons & other equipments for outdoor training | Sponsored by the respective States. The Academy does not charge training fee and provide free accommodation |
| 3 | Processing of various in-service courses | Duration as approved for different courses. | Programme Coordinators of respective in-service courses (0364-2572038) mailto:nepa@gmail.com | | <ol style="list-style-type: none"> 1. Complete the programme as per schedule. 2. Conduct exams after completion of the course. | <ol style="list-style-type: none"> 1. Course materials 2. Experts from other departments. | Sponsored by the respective States / Organisations of the participants. The Academy does not charge training fee. The Academy also provides free food & Lodging. |

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|---|---|--|---|--|--|---|---|
| 4 | Organising Workshop / Seminars etc. | 1 or 2 days | Assistant Director (Lecturer) (0364-2572 041) mailtonepa@gmail.com | | Complete the programme at all respect. | 1. Programme materials 2. Support from other Organisations / NGOs etc. | Sponsored by the respective States / Organisations of the participants. The Academy does not charge training fee. The Academy also provides free food & Lodging. |
| 5 | Appointing personnel on deputation | 3 years, extendable by two more years | Joint Director (0364-2572 027) mailtonepa@gmail.com | | 1. Communicating with other CPOs / State Police organizations etc. 2. Scrutinize the eligibility of the nominated officers for deputation | 1. Service Records 2. ACRs / APARs 3. Vigilance Clearance Certificate | NA |
| 6 | Filling up of vacant posts through UPSC / SSC / promotion | 30 days before commencement of the recruitment | Office Superintendent (0364-2572038) mailtonepa@gmail.com | | 1. Publish in Employment News for filling up the posts 2. Conducting various types of examination / skill tests etc. for Direct Recruitment. | 1. Personal data of the candidates 2. Scrutinizing eligibility of the candidates for appearing the interview for Direct Recruitment. | NA |
| 7 | Maintenance of ACRs / APARs | 1 month | PA to Director (0364-2572 028) mailtonepa@gmail.com | | 1. Distributing ACRs to all officers / staff of the academy for filling up the ACRs 2. Reports of Reviewing Officer and send to the respective units of the deputationists for records. 3. To keep the ACRs in safe custody. | Leave records / Rewards (if any) /commendation (if any)/ brief note on the works of individual. | NA |

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|----|---|----------|--|--|--|---|----|
| 8 | Processing for ad-hoc / contract appointments | 15 days | Jt. Director (0364-2572027) mailtonepa@gmail.com | | 1. Examination of the proposal. 2. Obtaining decision from the competent authority. | Scrutinizing eligibility of the candidates for appearing the interview for ad-hoc appointment | NA |
| 9 | Processing of framing / amendment of R/Rs | 30 days | Jt. Director (0364-2572027) mailtonepa@gmail.com | | 1. Obtaining decision from the competent authority. 2. Communication with DOPT, UPSC etc. | 1. Complete proposals along with annexure as per DOPT guidelines. | NA |
| 10 | Advice / clarification on the issues of reservation in services to SC ST OBC etc. | 20 days. | Jt. Director (0364-2572027) mailtonepa@gmail.com | | 1. Communication with DOPT, UPSC etc. | Complete proposals as per DOPT guidelines. | NA |
| 11 | Payment to vendors etc. | 60 days | The Deputy Director (NEPA) (0364-2572044) mailtonepa@gmail.com | | 1. Processing of bills / invoices etc. 2. Issuing sanction of payment. | Bills / Invoices complete timely in all respects. | NA |

List of Stakeholders

| <i>Sl.No.</i> | <i>Stakeholders</i> |
|---------------|--|
| <i>1</i> | <i>Ministries / Departments of Central Governments.</i> |
| <i>2</i> | <i>Public Sectors / Private Sectors.</i> |
| <i>3</i> | <i>State Governments.</i> |
| <i>4</i> | <i>Contractors / Labourers / Businessmen / Visitors.</i> |
| <i>5</i> | <i>Election Commission and State Government during Elections.</i> |
| <i>6</i> | <i>Various other members, who comes in contact at various occasions.</i> |
| <i>7</i> | <i>Central / State Governments for internal security duties.</i> |

Activities of the Academy

- *To review periodically the syllabi of various courses conducted at the Academy so as to reflect the current needs of training.*
- *To examine the adequacy or otherwise of the educative materials available at the Academy for teaching different topics of the syllabi of courses and to suggest ways and means for briefing about improvements.*
- *To bring in improvements in the methodology of training and in the use of training aids.*
- *To examine the list of Guest Faculties / Visiting Professors and invite most efficient lecturers for the benefit of trainees.*

- *To examine the needs of the academy in respect of the infrastructural and supporting staff and suggest ways and means of improvement if any including improvement in terms and conditions of service of the staff and study tours or courses .*
- *To make recommendations for improvement in the physical facilities available at the Academy.*
- *To make recommendations on any other matters, which have a relevance to the effectiveness of training.*

Members of the NEPA Board –

- *THE UNION HOME SECRETARY* - *CHAIRMAN*
MINISTRY OF HOME AFFAIRS, NEW DELHI
- *SECRETARY* - *MEMBER*
DEPTT. OF DONER, NEW DELHI
- *THE SECRETARY* - *MEMBER*
NORTH EASTERN COUNCIL, SHILLONG
- *TWO CHIEF SECRETARIES OF NE STATES* - *MEMBER*
BY ROTATION
- *THE JOINT SECRETARY (POLICE)* - *MEMBER*
MINISTRY OF HOME AFFAIRS, NEW DELHI
- *THE JOINT SECRETARY (NE)* - *MEMBER*
MINISTRY OF HOME AFFAIRS, NEW DELHI
- *THE DIRECTOR GENERAL OF POLICE* - *MEMBER*
ARUNACHAL PRADESH
- *THE DIRECTOR GENERAL OF POLICE* - *MEMBER*
ASSAM
- *THE DIRECTOR GENERAL OF POLICE* - *MEMBER*
MANIPUR
- *THE DIRECTOR GENERAL OF POLICE* - *MEMBER*
MEGHALAYA
- *THE DIRECTOR GENERAL OF POLICE* - *MEMBER*
MIZORAM
- *THE DIRECTOR GENERAL OF POLICE* - *MEMBER*
NAGALAND
- *THE DIRECTOR GENERAL OF POLICE* - *MEMBER*
TRIPURA

- *THE DIRECTOR GENERAL OF POLICE
SIKKIM* - *MEMBER*
- *THE DIRECTOR GENERAL
BPR&D, NEW DELHI* - *MEMBER*
- *THE DIRECTOR
SVP NDA, HYDERABAD* - *MEMBER*
- *THE VICE CHANCELLOR
NEHU, SHILLONG* - *MEMBER*
- *THE CHIEF SECRETARY
MEGHALAYA* - *INVITEE*
- *THE DIRECTOR
NEPA, UMSAW, MEGHALAYA* - *MEMBER/SECRETARY*

Conclusion-

With the passage of time, the Academy has developed in many ways like better training facilities, infrastructure etc. The Academy has established excellent links with other high profile training institutions of the Country and receives their faculty support in training the officers attending basic courses as well as various types of in-service course. The academy is now being looked upon as a nodal agency for all purposes of police training by the beneficiary States. Since its inception, NEPA has trained more than 13,000 trainees in various courses. In its process of growth, many developments have been done and many are yet to be done. With proactive support and co-operation of the MHA, NEPA advisory board and all other member states, the NEPA is striding to reach the goal of converting NEPA into a Centre of Excellence.

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