GOVERNMENT OF PUDUCHERRY
POLICE DEPARTMENT

Dated: 19.11.2024

STANDING ORDER No. 01/2024

STANDARD OPERATING PROCEDURE (SOP) FOR THE FUNCTIONING OF 'PUDUCHERRY POLICE FITNESS CENTRE' AT GORIMEDU, PUDUCHERRY

1. Introduction :

In order to enhance the levels of fitness and inculcate a healthy lifestyle among the Police force, a state of the art Gymnasium – cum – Yoga Centre, known as 'Puducherry Police Fitness Centre' has been set-up at Gorimedu, Puducherry. This Fitness Centre is equipped with latest equipment and modern fitness machines for strength training, cardio exercise equipment, body composition monitors/analyzers cross fitness area, multi-activity yoga hall, steam room, lockers and dress changing rooms, etc.

2. Management :

(i) Governing Body

There shall be a Governing Body for formulating policy guidelines. It will also accord membership approval to persons other than the members of Puducherry Police. It shall comprise of :-

President	:	Director General of Police, Puducherry
Vice-President	:	Inspector/Dy. Inspector General of Police (AP & T)
Secretary	:	Senior Superintendent of Police (HQ)
Member	:	Superintendent of Police (Training & Welfare)

(ii) Management Committee

The daily operations shall be supervised by the Management Committee. The Committee shall comprise of :-

Chairperson	:	Dy. Inspector General of Police (AP & T)
Secretary	:	Senior Superintendent of Police (HQ)
Member Secretary	:	Superintendent of Police (Training & Welfare)
Treasurer	:	Commandant (PAP)
Coordinator	:	Inspector (PPWS)

The Management Committee shall also be responsible for financial management of the funds received through subscription/membership fee. It shall ensure proper maintenance and upkeep of the Fitness Centre.

3. *Membership* :

The following persons are eligible for applying membership of the facility of the 'Puducherry Police Fitness Centre' (except the Steam Room) :-

(i) All ranks of Puducherry Police and India Reserve Battalion.

(ii) Family members (above 18 years of age) of Puducherry Police and India Reserve Battalion.

(iii) Guests (above 18 years of age) of Gazetted Officers of Puducherry Police – Casual Membership.

(iv) Officers of All India Services (AIS) and Central Police Organizations (CPOs).

(v) Retired Police Officials of Puducherry Police and India Reserve Battalion.

(vi) Honorary Membership for International & National Medal Winners.

The membership is subject to approval and payment of prescribed fees. The membership can be suspended/revoked for any willful violation of rules & regulations. The Management reserves the rights to refuse or renew the membership.

4. *Fee Structure* :

Sl. No.	Details	Monthly (per head)	Half-yearly (per head)	Yearly (per head)
1.	Gazetted Officers of Puducherry Police and India Reserve Battalion (both serving & retired)	Rs. 600/-	Rs. 3000/-	Rs. 6000/-
2.	Non-Gazetted Officers & other ranks of Puducherry Police and India Reserve Battalion (both serving & retired)	Rs. 400/-	Rs. 2000/-	Rs. 4000/-
3.	Family members of Puducherry Police and India Reserve Battalion	Rs. 300/-	Rs. 1500/-	Rs. 3000/-
4.	Guests of Gazetted Officers of Puducherry Police – Casual Membership	Rs. 50/- (for 3 hours)	NA	NA
5.	Officers of All India Services (AIS) and Central Police Organizations (CPOs)	Rs. 750/-	Rs. 3750/-	Rs. 7500/-

- Fees shall be collected from the members from 01st January 2025 onwards.
- Fees shall be collected through UPI payment only and not by cash.
- Lost membership Smart Card will be replaced against payment of fee of Rs.200/- (Rupees Two hundred only).

5. *Finance*:

The membership fees received from the Members shall be credited into a separate bank account, viz., "Fitness Centre Account", which will be maintained by both the Commandant (PAP) and Superintendent of Police (Training & Welfare) as a joint account. The Management Committee shall be responsible for operating the Fitness Centre.

The funds accrued from the "Fitness Centre Account" shall be utilized for maintenance of the Fitness Centre including housekeeping and maintenance of the fitness equipment. The fund may also be utilized for purchase of fitness equipment and consumables, such as, toilet cleaners, hand wash liquid, napkins, etc. to the Fitness Centre. Any other work assigned by the Governing Body may also be carried out.

The "Fitness Centre Account" shall be subjected to audit by the Senior Accounts Officer, Police Dept. once in a year, i.e., after completion of the financial year.

6. Timings :

The Fitness Centre will remain open as per timings given below:-

- 06.00 AM to 10.00 PM – Tuesday to Saturday (07.30 AM to 09.30 AM will be reserved for GOs, AIS Officers & their family members)
- The Fitness Centre shall remain closed for daily maintenance from 01.30 PM to 03.30 PM
- The Fitness Centre shall remain closed on National/State Govt. Holidays and Sunday & Monday (from 01.30 PM onwards)

7. Staff :

The following staff shall be posted in the Fitness Centre for its operation and maintenance :

(i)	Fitness Centre Manager	:	Inspector of Police, assisted by a Sub-Inspector.
(ii)	Fitness Trainers	:	4 Men & 2 WPCs (2 Men & 1 WPC at a time on shift basis).
(iii)	Yoga Trainers	:	1 PC & 1 WPC.

8. Duties & Responsibilities of the Staff :

(a) Fitness Centre Manager :

i. To ensure that the Fitness Centre is opened and closed on time and that all the facilities are clean, tidy, safe, sanitized, secure and fully operational.
ii. To familiar with all the protocols and fitness equipment and shall be accountable for health, safety and smooth operations of the facility.
iii. To ensure sufficient staff deployment is planned and maintained across departments.
iv. Responsible for briefing and keeping the staff abreast of any latest information.
v. To create a working environment where the Members feels inspired and motivated.
vi. To ensure that the Fitness Centre never runs out of supplies (consumable items).
vii. To act as a first responder to all escalations.

viii. To manage escalations such as user complaints, maintenance or staff management issue.

(b) Fitness & Yoga Trainers:

i. To regularly interface with the Fitness Centre Manager on the daily schedule.
ii. Always available on call to cover for any sick or holiday/leave of any other staff.
iii. To monitor the equipment maintenance and cleanliness.
iv. To handle the collection of membership fees, forms and issue of receipts, etc.
v. Should be always polite to the Members.
vi. To take care of any lost property and keep it in an appropriate place.

9. *Rules and Regulations for using the Fitness Centre :*

i. The Members should produce the Membership Card to the trainer/at the reception.
ii. The Members should always wear appropriate fitness attire. They should use clean & exclusive shoes meant for the Gymnasium.
iii. The pregnant women, persons suffering from heart disease, high or low BP, or any other medical ailments should not enter the Fitness Centre without prior medical consultation and written approval from their doctors.
iv. Music system will be operated by the trainer/receptionist only.
v. Playing of individual/personal music system will be permitted only with headphones.
vi. The equipment should be properly used and be replaced at its original place after-use. The heavy equipment (i.e., weights & dumbbells, etc.) should not be dropped on the floor.
vii. The damaged equipment, if any, should not be used and it should be brought to the notice of the Trainer immediately for necessary repairs.
viii. To get familiar with the high-tech equipment before use.
ix. The Fitness Centre should not be used by the Members while they are under the influence of alcohol, narcotics or medications that cause sleepiness, drowsiness or increase/decrease the BP level.
x. The management of Fitness Centre will not be responsible for any injuries and accidents that may occur to anyone while using the facility.
xi. Smoking is strictly prohibited in the premises.
xii. Using of mobile phones is not permitted.
xiii. Food & Beverages from outside is not permissible.
xiv. Weapons are not permitted inside the premises.

xv. The Members are advised not to bring any valuables to the Fitness Centre as the Management will neither responsible nor liable for any loss, damage or theft.

xvi. The Members may avail the facility of lockers on first come first serve basis.

xvii. The Members are requested to respect the rights of other users and refrain from shouting, using foul language, loud & boisterous behavior.

xviii. The Management reserves the rights to amend the rules and regulations without any prior notice.

10. Rules and Regulations for using the Steam Room :

(i) Usage of the Steam Room will be restricted only to AIS Officers & GOs.

(ii) Appropriate swim wear must be worn at all times. Towels can be allowed.

(iii) Please shower before and after use.

(iv) Glass bottles, razors or other sharp items are not permitted in Steam Room.

(v) Please refrain from interfering with the thermostat.

(vi) Remove any metals as they can become very hot in the Steam Room.

(vii) During the Steam Room session, drink plenty of fluids to replace those lost due to perspiration.

(viii) It is advisable to remove contact lenses as they can become uncomfortable.

(ix) Enter the Steam Room and sit down. Relax for 5 – 10 minutes, this will raise the body temperature and the perspiration will cleanse the pores of the skin.

(x) Leave the Steam Room and cool down immediately by taking a cold shower or gradually by sitting on the bench.

(xi) Return to the Steam Room for a further 5 – 10 minutes.

(xii) The hot / cold cycle can be repeated.

(xiii) Members can use the steam bath facility for a maximum time of 15 minutes.

(xiv) When ready to leave, patrons should cool down and relax after Steam Room session.

The Steam Room should NOT be used if the patrons:

(i) are pregnant.

(ii) are suffering from heart disease, circulatory problems, high/low blood pressure, diabetes, kidney disease or an illness causing an inability to perspire.

(iii) are having any infectious skin diseases / sores / wounds.

(iv) have consumed a meal or alcohol within one and a half hour.

(v) have recently exercised. Time should be allowed to enable the body temperature to return to normal.

11. Savings Clause :

When the Director General of Police, Puducherry is of the opinion that it is necessary or expedient to do so, he/she may by order, relax any of the provisions of this SOP.

// This issues with the approval of the DGP //

Subham Sundar Ghosh 19/11/24

(SUBHAM SUNDAR GHOSH)
Superintendent of Police (HQ)
Puducherry

Distribution :
All concerned.

Copy to :

1. The Director General of Police, Puducherry.
2. The Inspector General of Police, Puducherry.
3. The Dy. Inspectors General of Police (L&O) / (AP&T), Puducherry.
4. All Senior Supdts. of Police, Puducherry UT.
5. The Commandant, IRBn., Puducherry.
6. All Superintendents of Police, Puducherry UT.
7. The Web Officer, Puducherry Police.