

READ ME – MANUAL FOR FILLING THE CAPACITY BUILDING DATA COLLECTION TEMPLATE

This is a brief manual suggesting the methodology for populating the Capacity Building sheet named 'Format for CB data collection v3'.

General Instructions

- 1) The excel workbook contains two sheets: CB Institution and CB Training and both needs to be filled
- 2) State/UT are requested to fill in cells highlighted in Grey only
- 3) Where numbers are required, numbers should be provided and where qualitative reasons/explanations are required, the same should be adequately furnished
- 4) Data and information as required in the excel should be provided in the excel sheet itself and in no other format (However, State/UT is encouraged to provide supporting documents/proofs)
- 5) Wherever dates are required, the last date by when all the activities would be completed, is required

Specific Instructions and explanations of the requirement in the data collection format

The data collection sheet named 'Format for CB data collection v3' has two sheets named CB Institution and CB Training and both are to be filled by the State/UT Nodal Officers for the CCTNS project.

Description of Information required in the two sheets

CB INSTITUTION

The CB Institution sheet aims to capture information pertaining to District Training Centers, Regional Training Centers, Police Training Centers and State Crime Records Bureau.

Following step needs to be followed for filling this sheet:

- 1) State/UT to categorise the 4 types of Centers based on the three criterias:
 - a. Infrastructure procurement has not happened/under process
 - b. Infrastructure procured but not installed
 - c. Infrastructure up and running
- 2) For each of the three categories (a, b and c) and the 4 types of centers (DTC, PTC, RTC and SCRBx) the below mentioned information needs to be provided:
 - a. Total number as per PIM report submitted by the State/UT to NCRB
 - b. Actual number completed as per the 3 categories mentioned in Step 1 above
 - c. Site Top 3 reasons for delay in completing the Infrastructure

d. Date for advancing the progress

- i. *For category-Infrastructure procurement has not happened/under process:*
Date by when the Infrastructure would be procured
- ii. *For category-Infrastructure procured but not installed:* Date by when the Infrastructure would be installed and ready for use

CB INSTITUTION

This sheet aims to capture two levels of details pertaining to Capacity Building training: Officer Type wise details and Training Type wise details.

Officer type wise details aims to capture information pertaining to the three groups of officers:

- 1) Group A: Senior Officers of SP rank and above
- 2) Group B: Officers of ASI rank and above
- 3) Group C: Officers of Constable rank and above

Training type wise details aims to capture information pertaining to the four types of trainings as per the CCEA note:

- 1) Awareness and sensitisation of benefits of IT
- 2) Basic Computer awareness & Role based training for application users
- 3) Trainers training
- 4) System Administration & Support training

In the first table, State/UT is required to fill in Officer wise details for:

- 1) Number of officers as planned under the three category of officers (Group A, B and C) and
- 2) Actual number of officers trained in each of the three category of officers (Group A, B and C)

In the second table, State/UT is required to fill in Training Type wise details for the 4 training types: Awareness and sensitisation of benefits of IT, Basic Computer awareness & Role based training for application users, Trainers training and System Administration & Support training.

It is required to capture three different kinds of information group and training type wise:

- 1) Number of officers trained in each Group and Training type
- 2) Expected date of completion of the training types as per target for the training category fixed for the State/UT
- 3) If the number trained is less than 50% of the target fixed for the category, the State/UT to provide Top 3 reasons for delay