

NOTIFICATION

Subject: SOP FOR 5 WEEKS SECURITY GUARD PROGRAMME

No. TEVTA/GM (O-II)/SGCPSC/319/532 The Standard Operating Procedure (SOP) is hereby notified for conduct of 5 weeks Security Guard Program in selected TEVTA institutes. The SOP is attached for implementation in true letter and spirit.

No. Even
Dated: Sep 22, 2016.

CHIEF OPERATING OFFICER
TEVTA

A copy is forwarded for information and necessary action to: -

1. All General Managers, TEVTA.
2. All Deputy General Managers, TEVTA.
3. All Zonal Managers TEVTA, Punjab.
4. The District Managers TEVTA, Faisalabad, Rawalpindi / Attock, Jhelum / Chakwal, Bhakkar / Mianwali, Sargodha / Khushab, Sialkot / Narowal, Gujranwala / Hafizabad, Lahore, Sheikhpura / Nankana, Sahiwal / Pakpattan, Multan, Bahawalpur / Lodhran, Rahim Yar Khan and D.G. Khan / Rajanpur with the request to forward the same to the field formation immediately for further necessary action.
5. The Manager (MIS), TEVTA.
6. SA to the Chairperson TEVTA.
7. PS to C.O.O TEVTA.


(Muhammad Usman Malik)
DGM (Operations)



Standard Operating Procedure

SECURITY GUARD CRASH PROGRAM

(5 WEEKS)

TEVTA SECRETARIAT, 96-H, GULBERG-II, LAHORE
Website: www.tevta.gop.pk

September, 2016

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1. INTRODUCTION

The objectives of this course are that the pass-outs must be able to render quality security services by handling and using latest security equipment. Due to increase in demand of security services and change in training requirements of nationally and internationally, security guards training program is being designed to cope with the needs of the era. An emphasis is also given on character building of trainees during the training by motivational talk on patriotism, work ethics, physical fitness and professionalism.

2. SALIENT FEATURES OF PROGRAMME

To enhance the employment and business opportunities for the skilled youth in Public and Private Security sectors:

- To absorb skilled youth in the security sector.
- To create more business opportunities for the skilled youth.
- No fee will be charged.
- Registration fee will be paid by TEVTA.
- No training expense will be charged from trainees.
- Stipend @ Rs 1000/- per course will be paid by TEVTA.

3. TRAINING SCHEDULE

Start of class from 25th August, 2016.

4. TRAINING VENUES

- i. Govt. College of Technology, Raiwind Road, Lahore
- ii. Govt. College of Technology, (PGA) Lahore
- iii. Govt. College of Technology, Sialkot
- iv. Govt. College of Technology, Attock
- v. Govt. College of Technology, Rawalpindi
- vi. Govt. College of Technology, Jhelum
- vii. Govt. College of Technology, Sargodha
- viii. Govt. College of Technology, Faisalabad
- ix. Govt. College of Technology, Mianwali
- x. Govt. College of Technology, Bahawalpur
- xi. Govt. College of Technology, Multan
- xii. Govt. College of Technology, Rahim Yar Khan
- xiii. Govt. College of Technology, D.G. Khan
- xiv. Govt. College of Technology, Sahiwal
- xv. Govt. College of Technology, (W) Multan
- xvi. Govt. College of Technology, (W) Lahore
- xvii. Govt. Technical Training Institute, Mughalpura, Lahore
- xviii. Govt. Technical Training Institute, Gujranwala

- xix. Govt. Technical Training Institute, Sheikhpura
- xx. Govt. Technical Training Institute, Khanewal Road, Multan

- Theoretical training at designated TEVTA institutes.
- Practical training will be conducted at nearby Police Firing Range / other of respective districts provided by the concerned DPOs. Ammunitions / Weapons will also be provided by concerned DPOs as per commitment of Home Department.

5. TRAINING PARAMETERS

- Course duration 5 Weeks
 - Theoretical Training (2- Weeks)
 - Practical Trainings (3- Weeks)
- Total Contact hours 165 hours
- Average daily conduct hours 5.5 hrs / day (Monday to Thursday & Saturday) and Friday – 4 ½ hrs

5.1 Timings

The training / classes will be conducted in morning / evening shifts

- Morning 08:00 AM to 01:30 PM (Friday 08:00 AM to 12:30 PM)
- Evening 02:00 PM to 07:30 PM (Friday 02:30 PM to 07:00 PM)

5.2 Number of Trainees per Class

- 100 trainees / class (50 Morning & 50 Evening)
- 2000 trainees to be trained per batch with yearly capacity of 16000 trainees

6. ADVERTISEMENT

Centralized admission campaign is being launched by TEVTA. However, District Manager / Institute will make the publicity for admission under programme at local level through Local cable network, newspapers, FM Broadcast, Leaflets & Panaflex Banners. The expenditure on local media campaign will be met from the regular Non-Salary budget.

7. ADMISSION PROCEDURE

7.1 Candidates must be encouraged, facilitated and guided. Copies of educational certificate and CNIC would be the pre-requisites for admission. A simple admission form (free of cost) will be provided to the applicants without prospectus for the purpose. Screening of the prospective candidates will be done from the pool of applicants as per the eligibility criteria

7.2 Selection of candidates shall be done on the recommendations of the following admission committee on the basis of interview. To minimize dropouts, serious candidates for getting skills training should be preferred for admission.

7.2.1	District Manager concerned	Convener
7.2.2	DSP Special Branch – Concerned District	Member
7.2.3	District Emergency Officer, Rescue 1122 – Concerned District	Member
7.2.4	Principal of the concerned institute	Secretary / Member

7.3 Following must be kept in view:

- Qualification – Matric
- CNIC is mandatory for admission.
- Age limit for admission both for Male and Female (18 – 45 Years).

7.4 List of eligible candidates along with copies of testimonials will be sent to the TEVTA Secretariat, for security clearance, by the concerned Principal of the institute.

7.5 Physical / Medical test will be conducted simultaneously at institute level by an MBBS qualified Doctor (provided by Rescue 1122) on the day of interviews.

7.6 Medical Certificate will be issued after thorough checking on account of following parameters:

- Flat Foot
- Knee Knocking
- Weak Eyesight
- Impaired Hearing
- Deaf and Dumb
- Color Blind
- Height
 - a) Minimum 5' – 4" (Male)
 - b) Minimum 5' – 0 (Female)

7.7 Students once enrolled in one batch under this program shall not be eligible for the same course in any other batch.

8. CURRICULUM AND TRAINING MANUALS

8.1 Curriculum

Provision / Development of curriculum and teaching learning resources (TLRs) by the academics wing of TEVTA Secretariat.

8.2 Training Manuals

Training Manuals will be provided by the curriculum section of TEVTA Secretariat

8.3 Lesson Plan

The teachers will develop lesson plan to impart training effectively.

9. BUDGET AND EXPENDITURE

9.1 Funds will be released batch wise to the institutions through the District Manager directly from TEVTA Head Office, Lahore. The funds will be credited in the non-salary bank account of DM Office. The DM office will transfer funds to the non-salary bank account of the institutions. The break-up of funds will be as under:

SR. NO.	HEADS OF ACCOUNT	AMOUNT
a.	Remuneration of Supervisor	Rs. 450/hour
b.	Remuneration of Instructor	Rs. 300/hour
c.	Remuneration of Admin Staff	Rs. 9000/course

d.	Training Material (including stationary, certification / registration etc)	Rs. 1200/trainees/course
e.	Banner / Flexes / Leaflets cost	Rs. 2000/course/venue
f.	Local cable cost	Rs. 5000/course/venue
g.	Logistic cost to the Firing Range and Back	Rs. 700/trainee/course
h.	Stipend to trainees	Rs. 1000/course
i.	Monitoring Cost of Head office	As per prescribed limit

9.2 Funds for stipend to the students will be released by DM to the institutions in the last month of the course as per actual enrollment and attendance record.

9.3 Funds will be released from TEVTA Head Office to the District Manager concerned.

9.4 The Principal must ensure that all expenditures regarding program remain within the limit of different heads of accounts. In case of less admission, budgeted amounts will have to be decreased and surplus released funds will be returned to Head Office through cross cheques in the name of Chairperson TEVTA along with detail of funds.

9.5 Expense Mechanism

The expenditure on below mentioned "Heads of Accounts" shall be made as per standard procedure of TEVTA for programme:

- Remuneration of Supervisor.
- Remuneration of Teaching Staff.
- Remuneration of Admin Staff.
- Training Material.
- Banner / Flexes / Leaflets cost.
- Local cable cost
- Logistic cost to the Firing Range and Back
- Stipend.
- Monitoring cost.

9.6 Since Institutes will be responsible to cover all training costs of the program within allocated / released budget for the purpose (i.e. remuneration, training materials), as such Principal of the Institute will make final decision regarding hiring / engaging of teaching & Admin staff in view of the funding position, enrollment & maximum limits of remuneration. However, there will be no addition in category of staff and head wise break up of budget.

10. ENGAGING / HIRING OF STAFF

10.1 PAYMENT CRITERIA OF TEACHING STAFF

The Supervising / Teaching staff will be paid on basis of per hour.

10.1.1 Expenditure for remuneration to the staff must remain within maximum limits.

10.2 RATE OF REMUNERATION FOR TEACHING STAFF

The engaged teaching staff must be competent and skilled to impart the relevant skills and theoretical instructions.

Hiring of highly skilled persons is recommended from market if the instructor from institute is not available or not competent to impart training.

10.3 RATE OF REMUNERATION FOR ADMIN STAFF (EVENING SHIFT)

SR. NO.	CATEGORY	MAXIMUM LIMIT / COURSE
1	Principal / Head of Institution	Rs. 3000/-
2	Account Officer	Rs. 2000/-
3	Admission Clerk	Rs. 1500/-
4	Storekeeper	Rs. 1500/-
5	Naib Qasid / Attendant	Rs. 1000/-

Note: Institutional Staff will be entitled to draw one administrative allowance for all short courses running in the institute instead of each course.

- The following staff for the course will be hired by the institute with the assistance of Monitoring Section of TEVTA.

- a) Major (Rtd) / Equivalent 01 In charge (at each venue)
 b) JCOs / NCOs / Inspector / SI / ASI 01 Morning & 01 Evening

- The nominations of the Trainers for practical training will be provided by the Punjab Police, Rescue 1122, Civil Defence, Special Branch & Elite Force.

11. NON SALARY EXPENSES

11.1 Stipend

Proper record will be maintained regarding disbursement of stipend to the students. Each student will fix thumb impression along with signature for receiving the stipend. The witness of respective class Supervisor will be recorded in stipend register.

- Rate for payment of stipend will be Rs.1000/- per course.
- The stipend will be paid to the students on the basis of actual attendance.
- Only two leaves per course are allowed to become eligible to receive full stipend.
- Rs. 30 will be deducted in stipend for more than two leaves / absent days in a course.

- Stipend will be paid after completion of course.

12. FINANCIAL PROCEDURES AND MAINTENANCE OF ACCOUNT

Below mentioned Accounting Procedures for programme will be followed without any fail:

Budget for programme will be transferred in Non-Salary Bank Account of the concerned Institute through concerned District Manager. The amount so received shall be recorded on Receipt side of Cash Book of Non salary Bank Account under the Head programme Budget.

Budget received shall be exclusively spent on the expenses to run the programme as per TEVTA Instructions/guidelines. The total amount so spent during course shall be recorded on Payment side of Cash Book of Non Salary Bank Account under the head programme expenditures.

Separate Subsidiary Cash Book shall be maintained by the accounting staff of the relevant Institute for programme. The Cash Book so maintained shall be used for the detailed recording of Budget Received and Payments made in specific heads of accounts (Salary, Non Salary & Stipend etc). Subsidiary Cash Book should match with the Main Cash Book.

The relevant Assistant Manager (Finance) / Accounts Officer shall record Budget and Expenditure in accounting software under the head Security Guard short course programme Budget & programme Expenditure Account.

All items of training material / consumables shall be properly recorded in store register as store receipt, store issued and store balance in the respective columns with rate, quantity and amount. The closing balance at the end of the course of the store register must be reconciled with the physical balance available at store.

13. QUALITY ASSURANCE

- The Principal shall be responsible for quality of training and management of classes.
- The Principal shall regularly monitor the attendance of students and trade management of the teachers.
- 80 % attendance of students is mandatory to appear in the final examination. The name of a trainee will be struck off, in case he fails to attend the class for more than 15 days.
- The Supervisor / instructor shall be responsible to assure quality of training by regular evaluation / surprise tests / quizzes etc. and shall submit the report to the Principal on weekly basis.
- Principal shall provide photocopy of class wise Summary Sheet of Final Exam to the respective District Manager immediately after the conduct of examination / result.

14. MONITORING / EVALUATION

- The Principal shall send daily report to the concerned District Manager.
- The District Manager shall visit the institutes weekly.
- The Zonal Manager shall visit the institutes fortnightly.
- The General Manager (Operations), Deputy General Manager (Operations), Manager (M&E) & Manager (Operations – II) shall visit the institutes as well.
- DPO and DCO of the concerned District shall visit training activities in co-ordination with concerned District Manager / Principal of TEVTA.

- Zonal Manager / District Manager shall monitor the training activities of all courses / classes being run under the program.

- The Zonal / District Manager / Principal shall take appropriate action / measures to ensure quality of the training. The record of the remedial actions taken shall be maintained in the District / Zonal offices.

- The Zonal / District Managers will prepare a comprehensive course report and will send it to the General Manager (Operations) within seven (7) days after the completion of the programme.

- Batch wise audit of the institution shall be conducted by the respective Assistant Manager (Finance). The officers of the Finance Wing, TEVTA Secretariat shall conduct surprise visits.

15. LICENSE

Home Department will sanction the arms licenses in the name of Chairperson TEVTA and DCO will issue the license. The number of the weapons must be preserved along with the license & NOC.

16. FOCAL PERSON / IN CHARGE

Principals of the respective institutes shall be the Focal Person / In charge for the purpose of Weapon Handling. Upon receipt from the supplier / vendor, respective Principal will be responsible for proper stock entry of the weapon.

17. ISSUANCE OF WEAPONS / EQUIPMENT

Depending on the training schedule, respective Principal shall inform the storekeeper in writing to Issue weapon(s) to Training team as detail below.

- | | | |
|----|------------------------------------|------------------------------|
| a) | Major (Rtd) / Equivalent | 01 In charge (at each venue) |
| b) | JCOs / NCOs / Inspector / SI / ASI | 01 Morning & 01 Evening |

It will be ensured that the required weapons are issued ONLY to responsible persons every day whereas the First Aid Kit will be issued every day to cope with the emergency. However, the firefighting equipment will be placed outside the store for easy accessibility.

18. MAINTENANCE OF REGISTER / IN-OUT RECORD

- Respective / designated store keepers shall be responsible for Maintenance of Register / In-out record. No weapon shall be issued without proper entry in register, depicting name and signatures of receiver and purpose of issuance. For every issuance, prior permission from Principal and/or Supervisor is mandatory.
- Parts & sub-parts are to be accounted for i.e. magazine & Pins etc. Separate entries in Stock register and Movement Registers will be made for parts/ sub-parts

19. SAFETY

- **Safe Custody** of weapons will be ensured by respective Principals through Store Keepers. It will be ensured that the weapons are placed under lock and key, when not in use.
- Weapons shall be used, **ONLY** for specified training purposes, under supervision of expert Supervisors and Trainers.
- Supervisors and trainers will ensure that the Weapons are not handled carelessly during training while Principals will ensure careful handling of weapons in general.
- At no cost, ammunition is to be placed near the weapon or issued without supervision.
- A certificate is to be rendered by the Principal every month for the safe custody of the weapons.
- No un-authorized person will be provided access to the weapons. No fiddling by the un-authorized person will be ensured.
- Precaution is to be exercised during the conduct of training. Supervisors/ Trainers shall ensure all precautionary measures during training and will ensure careful handling by the trainees.
- Under any circumstances the weapon shall **NOT** be used for firing.

20. RESPONSIBILITY OF DM / ZM

All OK proforma be made and circulated. Periodic Checks will be carried out by the respective DM/ ZM. In case of any anomaly, the observations will be shared with GM (Operations) TEVTA Secretariat.

21. REGISTRATION, EXAMINATION AND CERTIFICATION

The examination will be held at institute level and certificates will be issued to the successful trainees with the collaboration of Home Department and TEVTA. The expenditures of printing of certificates will be borne by TEVTA.

a. Assessment and Evaluation

- **Attendance**

Student below 80 % attendance will not be admissible to appear in examination.

- **Conduct**

- Conduct of theory paper final, practical test and its marking shall be done at institute level by a staff member of the same institution, nominated by the principal. The marking shall be done under supervision of the respective Principal.

- The officers of TEVTA and concerned DPO / DCO offices shall have random checking on the day of examination.
- The assessment & practical training shall be conducted in respective institutions / Firing Ranges under the supervision of officers of TEVTA and concerned DPO / DCO offices.
- The examination day will be considered as working day of the course.

b. Methodology

Following testing methodology will be adopted:

- | | | |
|-----|--|--------------------|
| (a) | Sessional Performance | = 50 marks |
| | (Practical exercises / Quizzes / Assignment) | |
| (b) | Final Examination. | |
| | i. Theory (consist on 20 – MCQs) | = 10 marks |
| | ii. Practical | = 40 marks |
| | Total: | = 100 marks |

Fail below 50% in theory and 50% in practical.

c. Passing Criteria

- Candidate has to pass both in Theory & Practical.

- | | |
|-------------------------------------|----|
| • Minimum Pass marks for Theory: | 5 |
| • Minimum Pass marks for Practical: | 20 |

Total: = 25 marks

- The Supervisor / Instructor will compile the complete profile of the student in the students log maintained and checked by the Principal.
- Parent teacher meeting shall be held once during the course and certificates shall be distributed in a ceremony held in the college.