



CENTRAL DETECTIVE TRAINING INSTITUTE, KOLKATA

BUREAU OF POLICE RESEARCH AND DEVELOPMENT
MINISTRY OF HOME AFFAIRS, GOVT. OF INDIA
30, GORACHAND ROAD, KOLKATA
TEL.NOS. (033) 2284-1184/1049 (FAX No. 033-22844578)

JOINING INSTRUCTIONS

1. GENERAL INSTRUCTIONS:

The nominated trainees should be **below 55 years of age**. They are supposed to have working knowledge of English and Hindi. The participants selected for training need to have clean background record. All the participants are **required to bring with them a Case Study** on the best case investigated by them in their service career. The nominees must read these instructions carefully and abide by them.

Address for all correspondence: The Director, Central Detective Training Institute, BPR&D, MHA, Govt. of India, 30, Gorachand Road, Kolkata – 700 014.

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E-mail: cdts.kol.bprd@nic.in

2. LOCATION OF CDTI KOLKATA AND HOSTEL:

The Central Detective Training Institute is situated at 30- Gorachand Road, Kolkata-700 014, on the opposite side of Chittaranjan Hospital. The CDTI Hostel, which is about 150 yards North of the CDTI premises and houses the trainee officers, is a four-storied building, located at P-20, Dr. Sundari Mohan Avenue, Kolkata-700 014 (opposite to the Ladies' Park).

3. APPROACH TO THE INSTITUTE/HOSTEL FROM RAILWAY STATION/AIRPORT:

The CDTI, Kolkata is well connected through rail & roads. All important Mail and Express Trains arrive at two major Railway Stations – Howrah & Sealdah. Taxies (pre-paid)/Buses etc. are available for the Institute/Hostel from both the Railway Stations.

a) Bus Nos. S-10,S-6, S-24, 24A/1, 72 and Mini Buses (110,128,27,186) which ply from Howrah Station, offer stoppages near the Institute/Hostel (9 Kms. approx.).

b) Bus Nos. 33, 45, 45A, 42B, 42C, 204/1, 240, K-4, K-8, K-9, KB-17 and Mini Buses from Sealdah Railway Station also proffer stoppages near the Institute/Hostel (4 Kms. approx.).

The trainees may alight at the Ladies Park bus stoppage for visiting the Hostel and Chittaranjan National Medical College & Hospital Bus stoppage for coming to the CDTI premises.

c) The participants travelling by Air and landing at the NSCBI Airport, Kolkata (about 22 kms. from the CDTI) may take a Taxi (pre-paid) for the Institute/Hostel. Bus Nos. 45, 45A and some mini buses have their starting points near the Airport and ply by the Institute and the Hostel.

There is no provision of providing to and fro transportation between the Railway Stations/Airport and CDTI, Kolkata.

4. REPORTING AT THE INSTITUTE/HOSTEL

a) The trainees on arrival at the CDTI Hostel (address: P-20, Dr. Sundari Mohan Avenue, Kolkata-14) will report to the CFIs Complex administration at the Entrance (30, Gorachand Road, Kolkata – 14).

b) It should be noted that the nominated officers should report one day prior to the commencement of the course.

- c) Officers who are coming for short duration courses are advised to secure reservations for their journey from their destination before departure. This would obviate the difficulty in getting reservations from Kolkata.
- 5. THINGS TO BE TAKEN CARE AT THE TIME OF REPORTING:**
- a) **FITNESS CERTIFICATE :** All officers (nominated **only for the 03-months' training course**) , before attending the training course in CDTI, get himself/herself medically examined and obtain a report, indicating fitness to undergo the said training and do PT & Yoga classes.
- b) **PHOTOGRAPH:** Each trainee is required to bring with him two copies of color stamp-size photographs in working dress and bare-headed, which will be required during Registration of the trainees.
- 6. DRESS:**
All the trainees, irrespective of their present place of posting, will bring with them at least one set of the Uniform of their rank. The trainees are required to wear decent civilian dresses with shoes during the training courses. Sporting of jeans, T-shirts, sports shoes, chappals and other non-formal apparels are prohibited.
- 7. TEXT BOOKS & EQUIPMENTS:** They should bring with them pens, simple drawing aids and notebooks. The CDTI library contains a good stock of books, which may be issued to the officers on loan basis during the training period.
- 8. COMPUTER:** For the courses on 'Investigation of Cyber Crime Cases,' and 'Advance Course on Investigation and Detection of Crime', 'Mobile Forensic', Collection and Preservation of Digital Evidences', the trainees should possess primary knowledge on computers, so that they may fully grasp the contents of the modules.
- 9. HOSTEL ACCOMMODATION:**
- (a) **Boarding & lodging facilities exist in the CDTI Hostel and are compulsory for all the participants. Participants are accommodated in the hostel with free of cost. However, there is provision of mess facilities in the Hostel which is run by the trainees themselves for vegetarian and non-vegetarian meals. The charges are fixed as per the prevailing market rate (@ Rs. 190/-per day approx.).**
- It may be noted that the Hostel does not have any provision to accommodate the families of the trainee officers. Hence, it is requested that the trainees may be instructed not to bring their families, which will cause undue inconvenience to them and the Institute.**
- (b) All officers will observe mess discipline and service etiquette throughout their stay in the Hostel. Officers should not come to the mess lounge/corridor in casuals (e.g. chappals sleep-suits, lungis and pajamas). Smoking in classrooms and common areas in the Institution is prohibited.
- 10. LAUNDRY FACILITY:** Laundry service can be arranged on payment.
- 11. LEAVE:** During the period of training, **no leave will ordinarily be granted to the trainees, unless the matter is of extreme urgency.**
- 12. TRAVELLING EXPENSES:** The Institute will not provide any traveling expense for the purpose of journey of the trainees from their place of posting to the CDTI and back.

**Director
CDTI, KOLKATA**