To
The Addl. Director General of Police (Trg.),
Kerala,
Thiruvananthapuram.

Sub: Inviting nominations for Online Course on “Self-Development & Conflict Management/Capacity Building” exclusively for Women Police Officers of the rank of Dy.SP/Inspr./SI at CDTI, Hyderabad from 31-08-2020 to 04-09-2020.

Sir,

The Central Detective Training Institute, Hyderabad will be organizing an Online Course on “Self-Development & Conflict Management/Capacity Building” from 31-08-2020 to 04-09-2020 exclusively for Women Police Officers of the rank of Dy.SP/Inspectors/Sub-Inspectors of Police.

2. **Performance Objectives** of the course are given below:
   A. To realize how important it is to maintain work life balance to lead a healthy professional and personal life.
   B. To have detailed deliberations on ethics, integrity, motivation and morale building.
   C. To handle stress effectively, communicate properly.
   D. To deal with subjects like sexual harassment at work place, gender bias, etc.
   E. To work towards positive emotional health and wellness.

3. It is requested that **02 Officers** of the rank of **Sub-Inspector to Dy.SP** may be nominated to attend the said course. The nominations against the seats allotted may kindly be sent to the Director, CDTI, Ramanthapur, Hyderabad-500 013 **urgently** through Fax: 040-27036865 and Email: cdtshyderabad@nic.in for confirmation of acceptance.

4. The information in respect of each nominated officer may kindly be sent as per the proforma given below:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name/Rank</th>
<th>Date of Birth</th>
<th>Present posting</th>
<th>Mobile/ WhatsApp No.*</th>
<th>E-mail ID* (NIC email if available)</th>
</tr>
</thead>
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* Mandatory

5. It is requested that while nominating officers, an equal number of officers may also be nominated as reserve.

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6. **There will be an online pre-course test & post-course test with objective type questions. Minimum 60% score in post-course test is mandatory for obtaining Course Completion Certificate.**

7. It is requested that the selected officials must download the **Webex meetings app in their computer/laptop.** In this regard, for more information, **Shri R.S. Jaya Kumar, Vice-Principal may be contacted on his mobile number 7005101003.**

8. **General Instructions:**

   A. The nominated Officers may please be advised to obtain **NIC e-mail IDs** and forward the same along with their nominations. If there is a delay in obtaining the NIC e-mail IDs, their existing e-mails IDs may please be sent on which the Course Link for online classes will be sent.

   B. All the participants must ensure that they have **good internet connectivity so that the e-learning process can go on uninterrupted and without buffering.**

   C. **Officers are supposed to attend the course in working uniform.**

9. **Security Precautions:**

   A. If the participant is not using an official location for attending the e-class, **he should ensure that no one else apart from him overhears the proceedings.**

   B. **All the trainees must be sensitized that deliberations during training sessions are confidential. These are meant strictly for his/her learning and cannot be shared on any social media platform with any unauthorized person.**

   C. The advisory issued by the **Cyber Coordination Centre (CyCord) of MHA regarding e-meeting, e-training, e-classes, etc. may please be strictly adhered to.**

10. It is requested that all concerned may kindly be informed accordingly.

Yours faithfully,

[Signature]

KRANTHI KUMAR GADIDESI, IPS
DIRECTOR