

Directorate General
Central Industrial Security Force
(Ministry of Home Affairs)

13 CGO Complex, Lodhi Road,
New Delhi-03

Personnel Directorate

No. E-15013/1/Circular/HR Policy/2014/Pers.I/ 283 Dated: 25 March, 2014

CIRCULAR NO. PERS.I/ 08 /2014

Subject : Human Resource Policy of CISF .

1. **Background**

1. CISF was established 1969 by Act of Parliament namely Central Industrial Security Force Act, 1968 (50 of 1968).
2. It made a modest beginning with a strength of 3129 in the year 1969 and at present has the sanctioned strength of 1,37,882. It provides security cover to 309 units and has 10 Reserve Battalions 08 Training Institutes and 39 other formations.
3. CISF is deployed in important and strategic places such as Department of Atomic Energy, Department of Space, Civil Aviation, Delhi Metro Rail Corporation, Ports and in other important Sector viz OIL, Power, Coal, Steel, Mining and Heavy Industries etc. It also provides protection to buildings of iconic importance such as Red Fort and Taj Mahal.
4. Group of Ministers which were constituted in the year 2004 had recommended that CISF should also look after security of protected personnel. Special Security Group (SSG) to provide security to persons who are categorized as Z+, Z, X and Y by the Central Government. CISF provides security to Government Buildings in Delhi.
5. To provide security to such a wide range of units, the Force must have a Human Resource Policy.

2. **Objectives**

To lay down broad principles for Human Resource Management to achieve personal and organizational goals.

3. **Salient features**

1. Harmonious **Cadre Management** to ensure career progression in a planned way and projection of promotion for next five years. Comprehensive cadre review to be done every 05 years.

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2. **Planned recruitment** which balances both the manpower requirements and smooth career progression. The manpower requirement for next 05 years would be done and yearly recruitment calendar prepared.
3. **Training recruited manpower** in general as well as for specialized sectors to acquire skills, knowledge and attitudes required for specialized sectors. Multi-skilling will be another area of focus in training. While encouraging personnel for acquiring multi-tasking skills, there will be stress on specialization so that man-hours as well as resources are optimally utilized and the same person does not get distracted in various unrelated training. RTCs to be designated for imparting training for specialized sectors. Rotational training to be rationalized and modified to utilize manpower for duty and streamlining leave etc.
4. Training recruited manpower in such a way that these manpower can work on advance gadgetry in units where integrated security solutions are implemented. The Technical Wing of NISA to be expanded to meet this requirement.
5. To earmark the personnel who have been imparted specialized skills or have served in specialized organizations/units such as NSG, SPG, NDRF, CBI, IB and utilize them en-block to give certain units tangible and also market these skills as intangible benefits of deploying CISF in their units. A data bank to be maintained at FHQ/Sectors of multi-skilled personnel and same to be utilized while posting personnel.
6. Posting specially trained manpower to priority Sectors and retain them for longer periods in these Sectors. At present Airport Sector, DAE, DOS and SSG are specialized Sectors and separate posting policy exists for these Sectors. Other Sectors which can be earmarked as specialized sectors are Ports, LWE areas & buildings of iconic importance.
7. Balance needs of special sectors with other sectors. The posting policy will ensure that no sector is neglected and age/experience profile is maintained in all Units.
8. Tenure policy to meet the above objectives.
9. **Mentoring** and team building for the direct officers to ensure optimal performance. Special training modules to be developed for creating a pool of mentors.
10. Dove tailing recruitment and trainings, PPCs and promotions and to ensure holding of DPCs in time. The Recruitment, Training and Pers Directorate to work together to achieve the same.
11. Continuous **performance appraisal** at various levels with the aim to improve and enhance the performance. Senior officers to be imparted training on writing of APARs during PPCs.

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12. **System of incentives and disincentives** to be built up for better work output and encourage **best practices**.

13. Adequate **Grievances Redressal system** at various levels alongwith computerized monitoring system.

4. This issues with the approval of DG/CISF.



(S B SINGH)
INSPECTOR GENERAL/HQ

Distribution :-

1. ADG/APS
2. All Sector IsG/NISA Hyderabad.
3. All Zonal/Plant DIsG
4. All DIsG of RTCs/FSTI Hyderabad/ZOWs.
5. All Group Commandants/Commandants/Dy. Commandants.
6. All Asstt. Commandants/OIC of CISF Units.

Internal :-

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|---------------------------|---|
| 1. Director General, CISF | : for kind information. |
| 2. SDG/Hqrs | : for kind information |
| 3. IG/Admin | : for kind information |
| 4. All DIsG of FHQ | : |
| 5. DIG/Trg , of FHqr | for favour of kind information with a request that the content of this Circular and syllabus to be imported may please be incorporated while issuing the training Manual in future. |
| 6. All AIsG of FHq | : |
| 7. AD(Accounts) | : |
| 8. EDP Cell | : for placing in CISF website. |