



**Project Report  
on  
Establishment of SP Office in  
New District**

**(Project No.02/MM:04)**

Prepared by  
Micro Mission 04 (Infrastructure)  
National Police Mission  
2016-17

Bureau of Police Research and Development  
Ministry of Home Affairs  
Govt. of India

*‘Promoting Good Practices and Standards’*



## DOCUMENT INFORMATION

|                        |                                            |
|------------------------|--------------------------------------------|
| <b>Project</b>         | Establishment of SP Office in New District |
| <b>Project No</b>      | <b>02/MM:04</b>                            |
| <b>Project Leader</b>  | Md. Shakeel Akhtar, IPS (Retd.)            |
| <b>Project Members</b> | -                                          |
| <b>Version No.</b>     | 3                                          |
| <b>Approved on</b>     | 16.03.2017                                 |

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## 2. DOCUMENT HISTORY

### Document Source

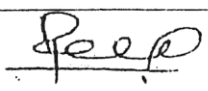
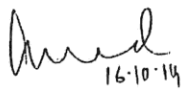
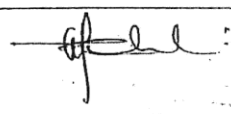
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### Revision history

| Version Number | Date       | Summary of changes                                          | Revision marks |
|----------------|------------|-------------------------------------------------------------|----------------|
| 3              | 22.12.2016 | To arrive at uniform type design of District Police Office. |                |

### Approvals

The following people have approved this document.

| Name                        | Function                | Date of Approval | Signature                                                                                         |
|-----------------------------|-------------------------|------------------|---------------------------------------------------------------------------------------------------|
| Shri Md. Shakeel Akhter IPS | ADGP / CMD<br>/ TNPHCL  | 16.10.2014       |              |
| Shri Prem Virsingh, IPS     | SP, CM<br>Security      | 16.10.2014       |              |
| Shri Sultan Ahmad           | SP, BPR&D,<br>New Delhi | 16.10.2014       | <br>16.10.14 |
| Shri J.M. Bhalani           | Architect,<br>GSPHC     | 16.10.2014       |              |
| Shri M. Kumar               | CE / TNPHCL             | 16.10.2014       |              |

### Distribution

This document has been distributed to,

| Name                        | Function             |
|-----------------------------|----------------------|
| Shri Md. Shakeel Akhter IPS | ADGP / CMD / TNPHCL  |
| Shri Prem Virsingh, IPS     | SP, CM Security      |
| Shri Sultan Ahmad           | SP, BPR&D, New Delhi |
| Shri J.M. Bhalani           | Architect, GSPHC     |
| Shri M. Kumar               | CE / TNPHCL          |

### Subsequent Distribution for observations and suggestions

| Name                          | Function           |
|-------------------------------|--------------------|
| Shri Rajeev Rai Bhatnagar IPS | DG, NCB, New Delhi |
| Dr. S.L. Thaosen, IPS         | ADGP (AJK), Bhopal |

### 3. Introduction:

State Police Housing Corporations are formulated with a view of constructing all the buildings pertaining to Police Department. One among them is the construction of "**District Police Office**". Even though the requirement of a District Police Office is more or less same in all states, it is observed that uniform type design is not adopted everywhere. Hence a sub-group was formed under MM: 04 on 04.07.2014 to submit the report along with financial implication to establish Superintendent of Police office in new Districts.

## **4. Overview**

### **4.1 Project title**

Establishment of Superintendent of Police office in new districts.

### **4.2 Vision**

To create proper infrastructure like District Police Office complex and Armed Reserve Administrative building whenever new District is announced by the Government. Proper infrastructure with required facilities for the officers, staff and men provide conducive atmosphere and better working condition.

### **4.3 Project Objective**

To finalize the type design building of District Police Office, considering the current needs of space and other requirements for continual improvements in facilities.

## 5. The Project

### 5.1 Purpose of the Project:

To construct a centralised District Police Office accommodating all the units under the control of the Superintendent of Police.

### 5.2 Sponsor

Ministry of Home Affairs / State Government

### 5.3 Financial Benefits

Having different officers at different places will incur more finance either in construction or hiring on rent. Hence the centralised District Police Office with all branches within one complex will be economical and highly functional.

## **6. Situational Assessment and Problem Statement**

District Police Office lack required space and infrastructure. There is no standard design for the District Police Office accommodating all units working under him. This is big impediment in the effective functioning of Superintendent of Police of the District.

## **7. Critical Assumptions and Constraints**

Data from different District Police Offices in different States were collected and arrived at this proposal for construction of new District Police Office.

## **8. Implementation Strategy**

### **8.1 Implementation Strategy**

- ❖ The type design enclosed may be circulated to all states and depending on the nature funding; States can implement this design while constructing new District Police Offices / City Police Offices.

### **8.2 Deliverables**

Uniform type design for District Police Office

### **8.3 Stakeholders**

Police Department

### **8.4 Related Projects**

Other Police buildings

### **8.5 Work Plan**

As explained in 6.1

## **Project Proposal**

# **Establishment of Superintendent of Police office in new Districts**



**Preamble:**

The objective of this study is to arrive at a uniform type design for the construction of Superintendent of Police office in new Districts. This is because; at present there is no uniformity in the construction of District Police Office in Districts, States and in the Country. In some places the District Police Offices are constructed very magnificently in large areas while in some places it is constructed in small size and not fitting to the stature of the District Superintendent of Police. Further there are no sufficient places to accommodate all branches of offices. The District Police offices now constructed have no adequate security arrangements, no media briefing room, no conference room to conduct regular meetings and similar lack of facilities.

From the above, it is pertinent that it is required to have a standard type design building for Superintendent of Police in new Districts.

***Formation and Recommendation of the Committee:***

For achieving the objective of evaluation of a uniform type design for the construction of Superintendent of Police office in new Districts, it was found essential to form a committee.

Accordingly a committee has been formed with Shri Md. Shakeel Akther IPS, ADGP / Chairman and Managing Director, TNPHC, Shri Ramashastry IPS, Inspector General of Police, NIA, Shri Prem Virsingh IPS, Superintendent of Police, Gujarat, Shri Sultan Ahmad, Superintendent of Police, BPR&D. The committee had series of meetings and finalized the type design building as follows.

1. At least 2.5 acres of land is required for the construction of District Police Office.
2. The building with an approximate area of 50,000 + sq. ft with stilt + 3 floors is required to accommodate all the branches of offices.
3. Building to accommodate Superintendent of Police chamber (620 sq.ft. approx), camp assistant / PA (365 sq.ft. approx), Conference room (792 sq.ft. approx), media briefing room (430

sq.ft. approx), Pantry service (1180 sq.ft. approx) and visitors hall (365 sq.ft. approx).

4. Separate office for Special Branch CID (2255 sq.ft. approx), Dy. Superintendent of Police (168 sq.ft. approx) and other officers, room for ministerial staff of Superintendent of Police (2150 sq.ft. approx).

5. Office room for ADSP (168 sq.ft. approx) and their staff (257 sq.ft. approx).

6. Office room for DSP of various branches (168 sq.ft. approx).

7. Apart from this there will be a store room (1160 sq.ft. approx) for storing the uniform articles, reception hall (430 sq.ft. approx), media briefing room (430 sq.ft. approx), photo section (405 sq.ft. approx), library (430 sq.ft. approx), canteen facilities (450 sq.ft. approx), communication room (421 sq.ft. approx) and room for CCTNS project (855 sq.ft. approx), Finger Print Bureau (430 sq.ft. approx), control room (430 sq.ft. approx), counseling room (396 sq.ft. approx), crèche (655 sq.ft. approx), Service and maintenance unit (881 sq.ft. approx), tapal dispatch (430 sq.ft. approx), training hall (689

sq.ft. approx), Multipurpose hall (881 sq.ft. approx), public holding area (1295 sq.ft. approx), Gym. (860 sq.ft. approx) and other facilities.

### Security Features

For security purpose, security perimeter is required around the boundary. The entry and exist system should be provided with proper sentry room with reception area and intercom facilities. For office staff a separate entry with bio metric entry system should be provided. CCTV should be installed at important places. Boom barrier should be provided at entry point to regulate vehicles movement. Morcha should be installed at roof top and near the main gate.

### Tentative cost details

|    |                                                                                                                                                                                                  |                |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| 1. | The approximate cost of construction of District Police Office including all development works, payment to other Department, lift, Genset, etc., <b>based on Tamil Nadu PWD Plinth area rate</b> | ₹ 13.52 crores |
| 2. | The approximate cost of construction of District Police Office including all development works, payment to other Department, lift, Genset, etc., <b>based on CPWD Plinth area rate</b>           | ₹ 24.05 crores |

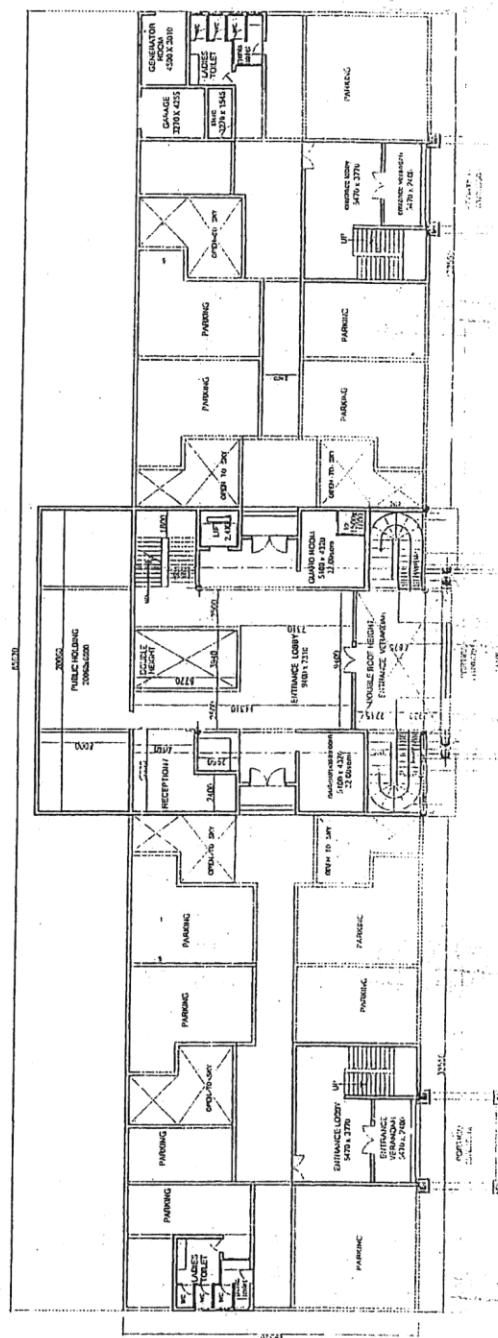
### ***Conclusion***

One of the members Shri Ramashastry has suggested that a guest house should be included in the District Police Office area campus. However, considering the security matter and availability of circuit house / Police officers guest house in all Districts, inclusion of a guest house inside the District Police Office campus was not considered.

Further it was suggested that a new District Police Office should be accommodated with District Armed Reserve office in 6 acres of land having administrative building, parade ground, playground and other connected services.

The proposal is submitted for the approval of the Government.

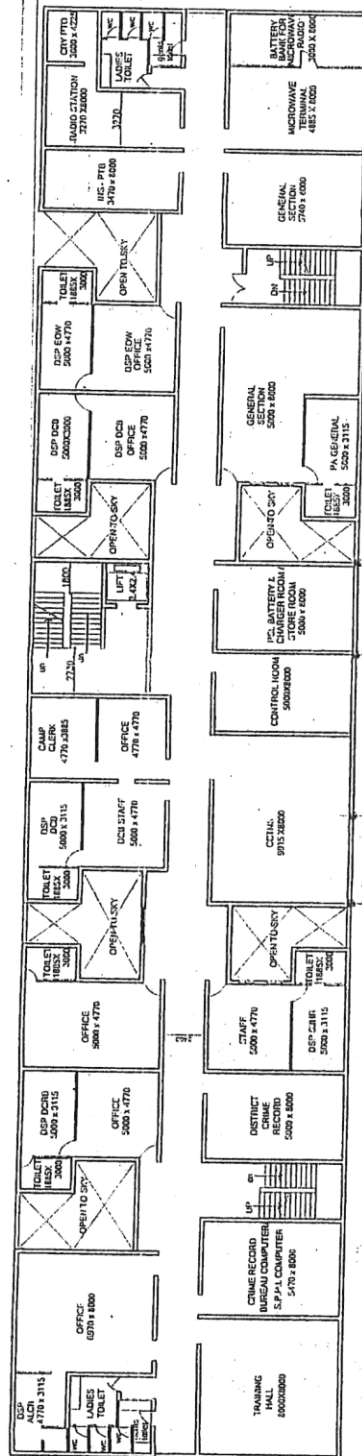




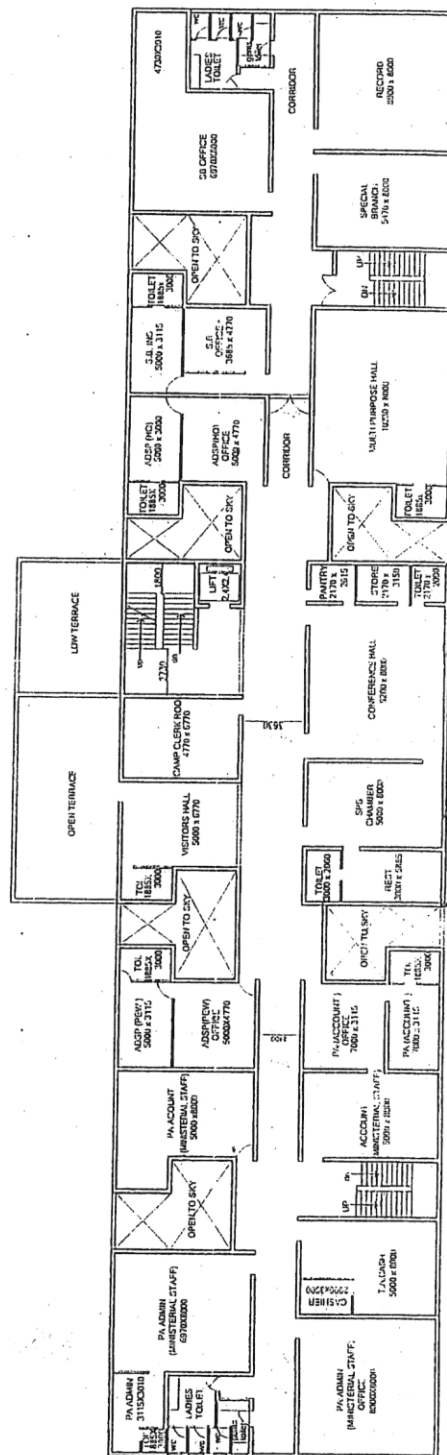
|                             | sq. ft.  |        | sq. ft.    |
|-----------------------------|----------|--------|------------|
| #                           | 682.46   | #      | 57,355.56* |
| 1                           | 133.85   |        |            |
| 2                           | 1,034.85 |        |            |
| 3                           | 1,480.22 |        |            |
| 4                           | 1,480.22 |        |            |
| 5                           | 146.23   |        |            |
| TOTAL                       | 5,735.56 |        |            |
| STAIRS, OTHER AREA          | =        | 52.42  |            |
| FIRST FLOOR                 | =        | 94.27  |            |
| SECOND FLOOR                | =        |        |            |
| THIRD FLOOR                 | =        |        |            |
| TERRACE FLOOR               | =        |        |            |
| PARKING (FULL AREA)         | =        | 42.23  |            |
| PARTICULAR AREA (HALL AREA) | =        | 122.56 |            |
| MEAU ROOM FULL AREA         | =        |        |            |

SCHEMATIC DRAWING  
ELECTRIC POWER OFFICE WITH  
COMMUNITY COMPLEX





THIRD FLOOR PLAN



SECOND FLOOR PLAN

SCHEMATIC DRAWING  
DISTRICT POLICE OFFICE WITH

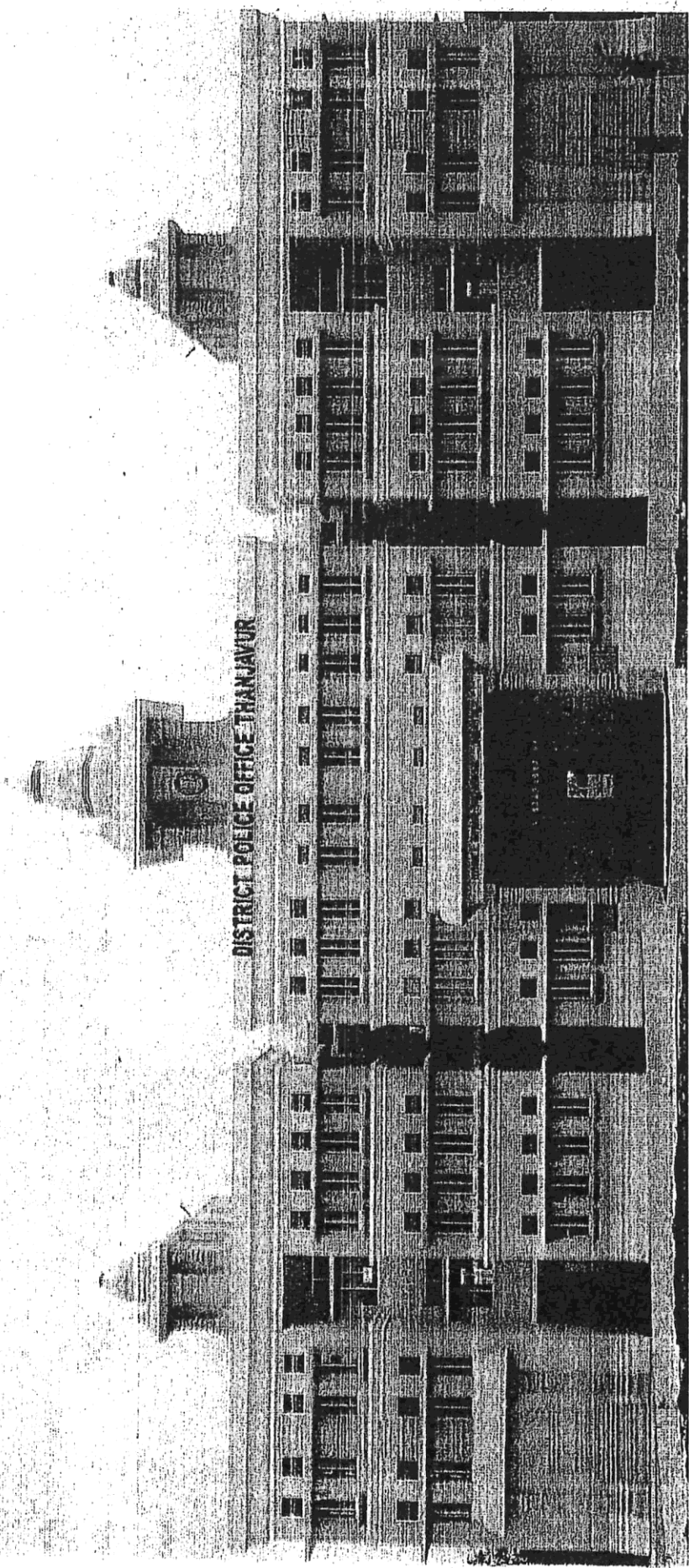
## APPENDIX

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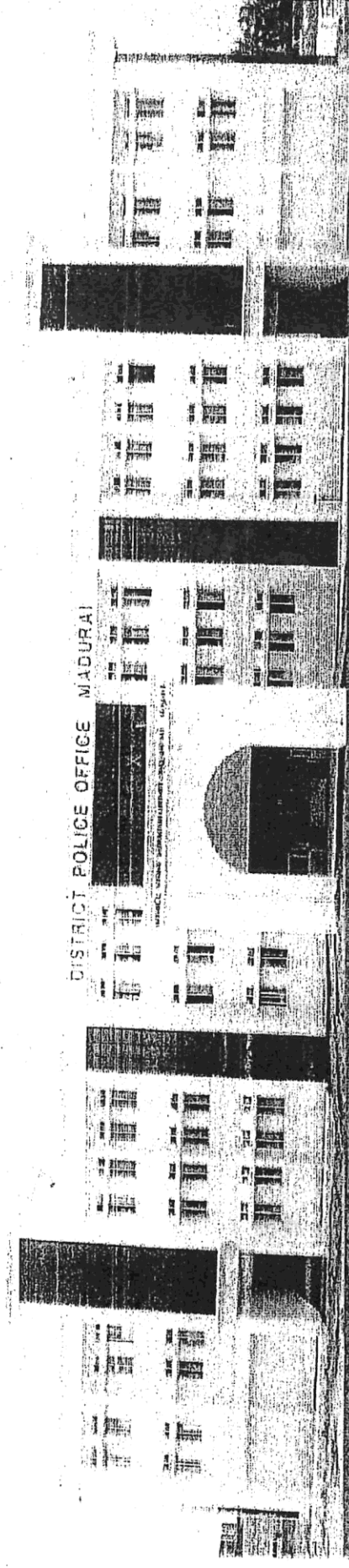








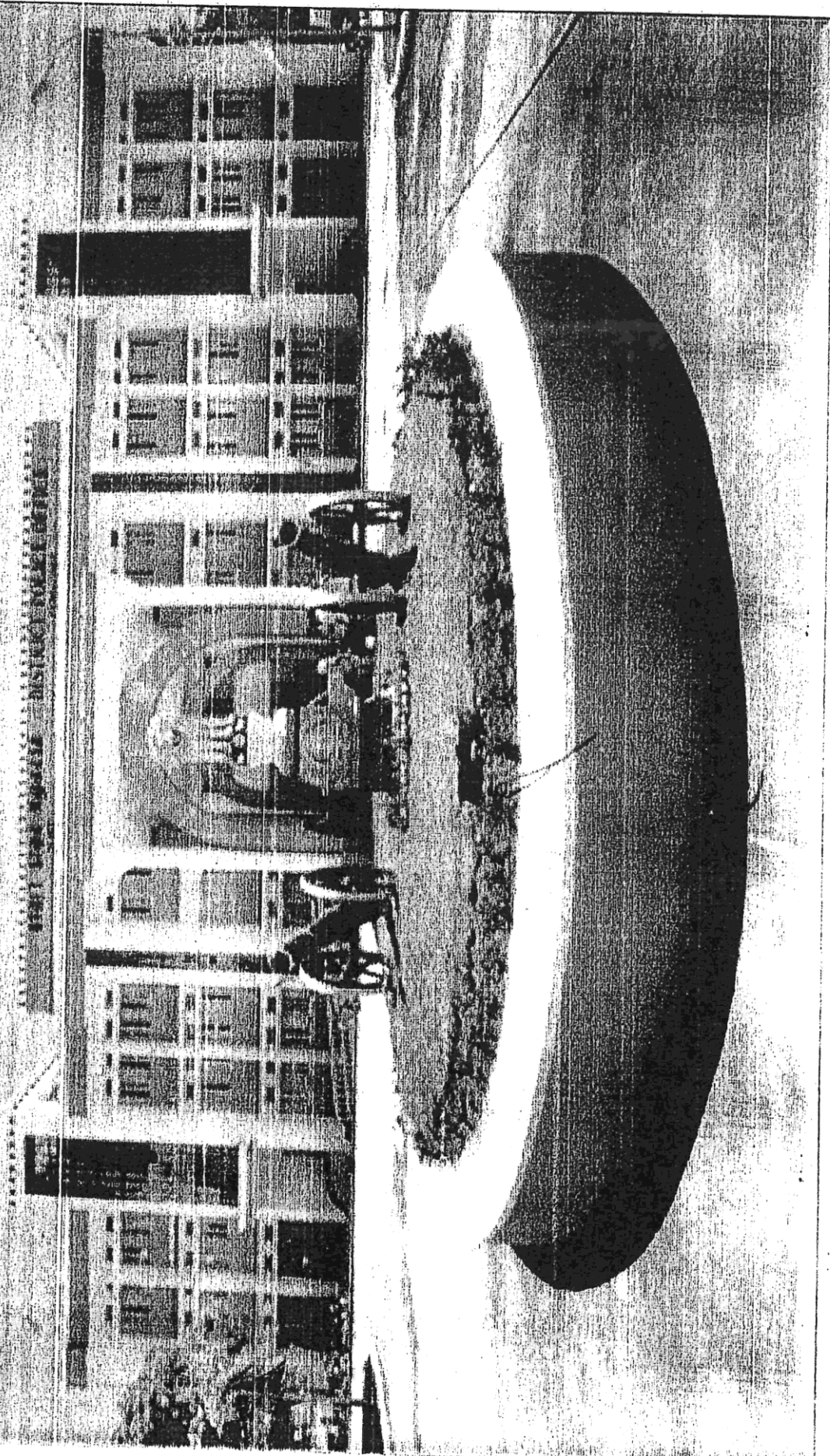




காவல் கண்காணிப்பாளர் அலுவலகம்  
மதுரை மாநகரம்



# DPO - CUDDALORE





**Suggestive Planning Notes for SP Office by PSO (Building) BPR&D, New Delhi**

1. The building of SP Office shall be planned with various rooms on Ground Floor and upper floors.
2. The parking may be provided in parking lots or along the boundary wall as per the site planning and availability of the land.
3. While planning the building, the cut outs/internal courtyards provided for light and ventilation of the habitable rooms shall be of regular shape so that the rooms are also in regular shape without any wastage of Area. This shall enable for proper furniture layout in the rooms.
4. The attached toilet shall be provided with SP room only.
5. Efforts shall be made to plan toilets above the toilets for ease of construction and laying the service pipe lines.
6. The shaft of toilets shall be approachable on Ground Floor for maintenance purpose.
7. All rooms shall be planned with direct entry instead of indirect approach until otherwise required.
8. The stores shall be provided towards the rear of the building on less important location with easy access.

