



STANDARD OPERATING PROCEDURE
ON
Award of
Best Battalion Trophy

National Disaster Response Force
Government of India

Foreword

O P Singh, IPS
Director General, NDRF



NDRF is to build a safer and disaster resilient India by developing a holistic, proactive, multi-disaster and technology driven strategy for disaster management. It has proved its importance in achieving its vision by highly skilled rescue and relief operations, regular and intensive training and retraining, capacity building & familiarization exercises within the area of responsibility of respective NDRF Bns, carrying out mock drills and joint exercises with the various stakeholders. The Force has performed extremely well in many disasters.

The Force has well trained and multi-skilled personnel to carry out its chartered duties. We need to update ourselves continuously, both in terms of technique and equipage. The competition provides a platform for upgrading the participants' skill, innovation, fitness, camaraderie and precision. Consequently, in order to create healthy competition amongst the Battalions (Bns) of the NDRF, the system of awarding "Best Battalion Trophy" has been introduced. This competition is aimed to generate a sense of competitive spirit and to ameliorate & excel in the field of Operations, Administration, Training and Sports etc. amongst all Bns of the Force. With a view to develop professionalism and to boost up the morale of the Unit personnel, one running "Trophy" for "Best Battalion of NDRF" is awarded.

This SOP contains the comprehensive guidelines for holistic assessment and selection of "Best Battalion" of NDRF and would ensure its transparent and smooth execution. It provides guidance and assigns responsibilities to the Unit Commandants to execute professional actions for preparations in all parameters for which Unit shall be assess.

I am confident that this SOP would prove very useful for all Battalions, Sectors and Trg Branch HQ NDRF to ensure smooth and efficient conduct of "Best Battalion Trophy" Competition. The SOP is a guideline and shall be reviewed periodically, therefore, all users are encouraged to suggest changes to HQ NDRF, New Delhi which would be incorporated into future edition of this SOP.

Contents

1.	Introduction	3
2.	Aim	3
3.	Purpose	3
4.	Scope	3
5.	Responsibilities	3
6.	Methodology	4
7.	Procedure of Inspection	4
8.	Selection of Best Bn at the Sector Level	4
9.	All Sectors Shall Carryout Selection of Best Bn by detailing following BOOs	4
10.	Sectors shall be submitting the nomination of "Best Battalion" of their Sector to the HQ NDRF by 31st August	5
11.	Final Selection at HQ Level	5
12.	Assessment Parameters	5
13.	Misc Instructions	9
14.	Appendix 'A'	10
15.	Appendix 'B'	12

Acronym

No.	ACRONYM	
1.	AOR	Area of Responsibility
2.	BOO	Board of Officers
3.	DG	Director General
4.	DIG	Deputy Inspector General
5.	DGCR	Director General Commendation Roll
6.	MT	Motor Transport
7.	PET	Physical Efficiency Test

STANDARD OPERATING PROCEDURE ON AWARD OF BEST BATTALION TROPHY

1. INTRODUCTION:

In order to create healthy competition amongst the Battalions (Bns) of the NDRF, the system of awarding “Best Battalion Trophy” has been introduced since 2012. Of late, it has been felt necessary that comprehensive guidelines for holistic assessment for the selection of “Best Battalion” should be formulated which should be transparent in its execution & outcome.

2. AIM:

The aim of conducting of “Best Battalion Trophy” is to generate a sense of competitive spirit and to ameliorate & excel in the field of Operations, Administration, Training and Sports etc. amongst all Bns of the Force.

3. PURPOSE:

The purpose of this SOP is to establish the procedure for conducting holistic assessment of the Bns of the NDRF by the duly constituted Board of Officers (BOOs). The SOP shall provide guidance and assigns responsibility for the Unit Commandant to execute professional actions for preparations in all parameters for which Unit shall be assessed.

4. SCOPE:

- To define a “Standard Operating Procedure” for holistic assessment of the Bns of the NDRF.
- The SOP applies to all elements of the Bns who are responsible for preparation and to the inspection team which shall be conducting the holistic assessment.
- The SOP is a guideline and shall be reviewed periodically.



5. RESPONSIBILITIES:

a. Inspection Team:

It shall be the responsibility of the Presiding Officer as well as all the members of the duly constituted BOOs who shall be responsible for conducting holistic assessment of the Bns, to ensure that all aspects of this SOP are adhered to in the letter & spirit.

b. Battalions:

It shall be the responsibility of all the Unit Commandants to prepare their respective Bn for the inspection on all the aspects on which BOOs shall be assessing.

6. METHODOLOGY:

- a. The competition of “Best Battalion Trophy” shall be conducted every year. The period for the purpose of assessment of this competition is w.e.f. 1st February to 31st December.
- b. The Bns shall be competing at two levels for this competition. At first level, Sector shall be selecting best Bn of the Sector. And at the final round, each Bn nominated by the Sectors shall be assessed by the BOOs detailed by HQ NDRF.



7. PROCEDURE OF INSPECTION:

The procedure of inspection for Bns is given in subsequent paras.

LEVEL-I

8. SELECTION OF BEST BN AT HQ LEVEL:

Each Sector shall select one Bn as the best Bn of the Sector and nominate the same for competition for “Best Battalion Trophy” of the NDRF.



9. ALL SECTORS SHALL CARRYOUT SELECTION OF BEST BN BY DETAILING FOLLOWING BOOs:

a. Constitutions of Board of Officers

Presiding Officer : DIG of the Sector

- Members** :
- i. Second-in-Command from one Bn within the Sector.
 - ii. DC from one Bn within the Sector.
 - iii. AC from within the Sector.

10. SECTORS SHALL BE SUBMITTING THE NOMINATION OF “BEST BATTALION” OF THEIR SECTOR TO THE HQ NDRF BY 31ST AUGUST:

LEVEL-II

11. FINAL SELECTION AT HQ LEVEL:

The Director General, NDRF shall nominate “Board of Officers” for inspection of three Bns@ one each from Sectors for final selection. The BOOs shall be submitting the result of inspection by 31st December each year. The composition of the BOOs shall be as under:-

Presiding Officer : DIG (Adm), NDRF

Members : i. Commandant
ii. Dy. Commandant
iii. Assistant Commandant

12. ASSESSMENT PARAMETERS

Total Marks – 1000

a. Inspection Reports: (50 Marks)

The grading awarded to a Bn in the following inspections including audit reports will be given the Marks as noted against each grading:-

Sr. No.	Inspection	Excellent	Very Good	Good	Satisfactory	Poor	Adv. Remarks
1.	DIG	20	15	10	05	-2	-5
2.	AIA/Armourer	05	04	03	02	-2	-5
3.	Tech Insp. of DM Eqpt.	10	08	06	04	-2	-5
4.	Audit & Financial Reports	15	12	10	08	-2	-5

b. Maintenance of Records: (40 Marks)

1.	Training Records	–	10 Marks
2.	Ops Records	–	10 Marks
3.	Admin Records	–	10 Marks
4.	Accounts Records	–	10 Marks

c. Admin & Provisioning:**(120 Marks)**

1.	Quarter Guard & Kote	–	10 Marks
2.	Jawans Living Area	–	10 Marks
3.	Jawans Langar	–	10 Marks
4.	Recreation Room	–	10 Marks
5.	MI Room	–	10 Marks
6.	Family Welfare Centre	–	10 Marks
7.	Store (Cloth/Tentage/Ration/Misc.)	–	20 Marks
8.	Canteen	–	10 Marks
9.	MT	–	10 Marks
10.	Communication	–	10 Marks
11.	DM Equipment Repair Workshop	–	10 Marks

d. Training:**(350 Marks)****i. Equipment Handling:****(75 Marks)**

Each Unit shall handover Nominal Roll of all ranks present in the Unit on the day of competition. 60 randomly selected personnel from various categories i.e. Officers, SOs, ORs, Comn. & Medical shall participate in handling of equipment of CSSR, MFR, CBRN, Boat Handling etc.



1.	Excellent Handling	–	10 Marks
2.	Very Good	–	7 Marks
3.	Good	–	4 Marks
4.	Satisfactory	–	1 Mark
5.	Fail	–	-2 Marks

Marks distributed as above will be subject to maximum of 75 marks.

ii. Physical Efficiency Test: (100 Marks)

60 randomly selected personnel from all categories out of nominal roll of personnel submitted by the Unit shall be selected for PET. Marks will be given as under:-



1.	Excellent Handling	–	8 Marks
2.	Very Good	–	6 Marks
3.	Good	–	4 Marks
4.	Satisfactory	–	2 Marks
5.	Fail	–	-2 Marks

iii. Swimming Test: (75 Marks)

60 randomly selected personnel from all categories out of nominal roll of personnel



submitted by the Unit shall be selected for the swimming test. Scoring pattern will be as mentioned below:-

1.	200 mtrs in 6 minutes	–	10 Marks
2.	200 mtrs in 6-8 minutes	–	7 Marks
3.	200 mtrs in 8-10 minutes	–	4 Marks
4.	200 mtrs in 10-12 minutes	–	1 Mark
5.	200 mtrs in above 12 minutes	–	-2 Marks

iv. Knowledge Test : (100 Marks)

60 randomly selected personnel from all categories out of nominal roll submitted by the Unit shall be selected for the written test on professional subjects. Marking will be done on percentile basis.

e. Operations: (200 Marks)

i. Maintenance of Bn HQs, its Coy location & Ops knowledge of area: (120 Marks)

1.	Maintenance of Bn HQs	–	20 Marks
2.	Maintenance of Coy Location deployed independently	–	20 Marks
3.	Briefing by Commandant and one Coy Cdr located at Bn HQ selected by BOOs	–	20 Marks
4.	Briefing by Coy Cdr located outside the Bn HQ independently	–	10 Marks
5.	Maintenance & formulation of SOPs	–	10 Marks
6.	Inspection of Operational data base	–	10 Marks
7.	Inspection of prepared vulnerability profile of AOR/Hazard Mapping done by unit	–	10 Marks
8.	Inspection of Ops Control Room	–	10 Marks
9.	Collection of various kinds of Maps of AOR	–	10 Marks

ii. Mobilization Drill: (80 Marks)

Mobilization drill of any of the teams available at the Bn HQ shall be checked. Marks will be given as follows:-



aa) Mobilization within 30 minutes – 20 Marks & for any further delay of 10 minutes each case 4 marks will be deducted.

- ab) Carrying of all authorized equipment – 20 Marks & in case of lapses/shortfall (-1) will be deducted for each equipment.
 - ac) Proper PPE of all individuals in a team – 20 Marks & in case of short fall (-1) will be deducted for each item not worn/carried.
 - ad) Establishment of camp at place of mobilization – 20 Marks. Marks will be deducted if camp is not established as per prescribed layout.
- f. Man Management: (100 Marks)**
- i. Discipline: (20 Marks)**
Overstay/AWL/Deserter
 - aa) Up to 20 cases – 20 marks
 - ab) Beyond 20 cases – 1 marks to be deducted for each case
 - ii. Leave-20 Marks.** Proper maintenance of leave record & various kinds of leave availed of by the Unit personnel.
 - iii. Pay & Allowances-20 Marks.** Proper maintenance of record & disbursement of allowances without attracting penalties.
 - iv. Sports-20 Marks.** Team coming 1st, 2nd & 3rd in "Inter Bn Sports Competition" shall be marked with points 5, 3 & 1. Bn scoring maximum 20 marks in lesser number of competitions will get full marks.
 - v. Award of DGCR-20 Marks.** One DGCR shall be marked with 2 marks.
- g. Demonstration of Capabilities: (120 Marks)**
Unit shall demonstrate their capabilities in CSSR, MFR, CBRN, Flood Rescue, High Rise Rescue & Canine Search in period of 30 minutes each. Each capability tested shall be of 20 marks. Points shall be awarded after taking into account skill, presentation & adherence to time schedule.
- h. Innovative/Good Practice in Bn: (20 Marks)**
Any innovation/good practice which has increased efficiency of Bn functioning.

13. MISC INSTRUCTIONS

- a. The score sheet and the summary of marks which are to be prepared by the BOOs, while inspecting the Bns are attached as appendix 'A' and 'B' respectively.
- b. While conducting the holistic assessment for assessing "Best Battalion" by the respective BOOs, if the total marks scored are less than 60% of the aggregate in the final assessment, the "Best Battalion Trophy" shall not be awarded to any Battalion.

- c. In order to discourage Bns to incur unnecessary expenditure on Geru/Chuna/Paint/Flags/Fabulous Foods/Cultural Programme etc., the inspection team shall be taking adverse notice of unwarranted use of such actions.
- d. With a view to develop a competitive spirit and to boost up the morale of the Unit personnel, one running "Trophy" for "Best Battalion of NDRF" shall be awarded. In addition, the Commandant of the "Best Battalion of NDRF" shall be awarded with the Director's General Commendation Roll in recognition to his outstanding leadership qualities.
- e. This SOP is a living document and shall be subjected to periodic review in future on the basis of lessons learnt.

Appendix 'A'

SELECTION OF BEST BN FOR DIRECTOR'S GENERAL TROPHY

Sl. No.	Subject	Total Marks	Marks Obtained			Remarks
1.	Inspection Report	50	Bn	Bn	Bn	
	i. DIG	20				
	ii. AIA/Armourer	05				
	iii. Tech Insp of DM Eqpt.	10				
	iv. Audit & Financial Report	15				
2.	Maintenance of Records	40				
	i. Trg. Records	10				
	ii. Ops Records	10				
	iii. Adm. Records.	10				
	iv. Accounts Records	10				
3.	Admin. & Provision	120				
	i. Quarter Guard & Kote	10				
	ii. Jawans Living Area	10				
	iii. Jawans Langar	10				
	iv. Recreation Room	10				

	v.	MI Room	10				
	vi.	Family Welfare Centre	10				
	vii.	Store (Cloth/Tentage/ Ration/Misc.)	20				
	viii	Canteen	10				
	ix	MT	10				
	x	Communication	10				
	xi	DM Equipment Repair Workshop	10				
4.	Training		350				
	i.	Equipment Handling	75				
	ii	Physical Efficiency Test	100				
	iii	Swimming Test	75				
	iv	Knowledge Test	100				
5.	Operations		200				
	i	Maintenance of Bn HQs, its Coy Location & Ops Knowledge of Area	120				
	ii	Mobilization Drill	80				
6.	Man Management		100				
	i	Discipline	20				
	ii	Leave	20				
	iii	Pay & Allowances	20				
	iv	Sports	20				
	v	Award of DG CR	20				
7.	Demonstration of Capabilities		120				
8.	Innovative & Good Practice in Bn		20				

**SELECTION OF BEST BN FOR THE AWARD OF
DIRECTOR'S GENERAL TROPHY**

(SUMMARY OF MARKS)

Bn	Location	Inspection Report	Maintenance of Records	Adm & Prov.	Trg.	Ops	Man Mgmt.	Demonstration of Capabilities	Innovative & Good Practice in Bn
		Maximum Marks 50	Maximum Marks 40	Maximum Marks 120	Maximum Marks 350	Maximum Marks 200	Maximum Marks 100	Maximum Marks 120	Maximum Marks 20
01 Bn									
02 Bn									
03 Bn									



Design & Print by : kam@kamstudio.net

Directorate General
National Disaster Response Force
Ministry of Home Affairs

9th Floor, Paryavaran Bhawan, CGO Complex,
Lodhi Road, New Delhi-110003
Phone: 24363260 • Fax: 24363261
Website: www.ndrfandcd.gov.in