

OFFICE OF THE INSPECTOR GENERAL OF POLICE, RAJASTHAN, JAIPUR.

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DIG. TRG/P.T./76/3146-76

Date: the 2nd Feb. 1976.

STANDING ORDER NO. 3/76 ✓

In supersession to Standing Order No. 3 dated 7/5/1968 the Practical Training Programme of Sub-Inspector of Civil Police during their period of probation is prescribed for a period of 9 months. The Probationer after his initial training at Rajasthan Police Academy shall be put through the Practical Training programme on completion of which his training will be assessed as laid down in this order.

2. The Practical Training Programme shall be divided broadly as under:-

- i) 1½ months attachment at Rural Police Station.
- ii) Next 1½ months attachment ~~at Rural Police~~ with City Police Station.
- iii) Next 1½ months posting to a Rural Police Station. During this period in the last one month the S.H.O. SHALL BE WITHDRAWN.
- iv) Next 1½ months at City Police Station.

In the first three weeks he shall work as Second Officer and in the remaining three weeks as Incharge of City Police Station when the actual incumbant shall be withdrawn.

v) For the next one month, the Probationer shall be attached to

a Circle Office. In this period he shall function as Assistant Reader and Reader. He shall be given insight in the court working and shall be taught inspection of a Police Station as conducted by a Circle Officer.

vi) For next one and half months he shall be attached to the S.P. Office for learning work of Crime Branch (including M.O.B.), Accounts Branch, General Branch, Force Branch, D.S.B. and Police Lines and C.I.A. work. He will also be attached to a P.P. to learn the prosecution work in a Sessions court for some time.

vii) Dy. I.G.P. Range Office for half month. During this period the Probationer shall learn the working of Dy. I.G.P. Range Office

with special reference to S.R. Cases, Crime Court and District Crime, Specialised Crime, heinous Crime. He shall

accompany the Dy. I.G.P. for inspection of a Police Station/ Some period will be utilised for final examination and assessment of Practical Training.

Details of Practical Training Programme of Probationary S.I. are in appendix. Preferably the posting at Rural and City Police Station and subsequent stages would be at the same police station.

Probationary S.I. receives a thorough and careful training in all Police work at the Rajasthan Police Academy and the object of training is to instil self-confidence in him for application of knowledge in practical work and situations. To make Police

work an applied Science the scope of Practical Training assumes much greater significance. In view of this particular care will be exercised in selecting the Officers under whose immediate supervision the Probationary S.I. will receive his Practical Training. Ss.P.s should lose no opportunity to satisfy themselves about the progressive practical training of the Probationary S.I. in their districts should keep constant eye on their work. It should be carefully ensured by the S.P. and C.Os and the selected S.H.Os. that the details of the Practical Training Programme are meticulously and rigidly followed. S.P. of the Distt., and a Dy. I.G.P. of the Range will have option to adjust performance of Inspection, Tours and important visits to scenes of crime during a particular period of training.

5. Weekly working diaries of Probationary S.Is. shall be sent to the respective Ss.P. and Dy. I.G.P. Range through the concerned branch where the Probationary S.I. is attached for practical training. Distt. Ss.P. will forward one copy of weekly working diary to the Principal, R.P.A., who shall forward it monthly with his remarks to the Range Dy. I.G.P.

6. In case of unsatisfactory progress during the probation period the S.P. Distt. will give direction to the Probationary S.I. and Officer under whom he is kept for Training. In exceptional cases where the distt. Ss.P. is satisfied that the probationer is unfit for Police Service due to lack of satisfactory progress and wrong motivation, detailed report will be sent to the Dy. I.G.P. Range with a copy to the Principal R.P.A. Both Principal, R.P.A. and Dy. I.G.P. Range will forward the reports with their remarks to Dy. I.G.P. Training for further processing and obtaining the orders of the I.G.P. regarding removal or otherwise of the Probationary S.I.

7. The question of confirmation or extending the period of probation of the Probationary S.I. should invariably be decided before the expiry of the probation period.

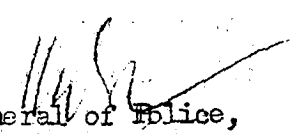
8. During the last phase of attachment in the office of the D.I.G. the probationary S.I. shall be put through an assessment consisting of the following:-

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| 1) Dy. I.G.P. Range.   | Chairman |
| 2) One of the S.Ps of the Range nominated by the I.G.P.            | Member   |
| 3) Principal, R.P.A. or an officer of Addl. S.Ps' rank from R.P.A. | Member   |

The Station House Officers under whom the Probationary S.I. receive and the respective C.Os who supervise the training in these Pol:

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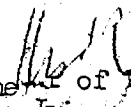
shall be present during the assessment. Board shall also judge the interest and training aptitude of these S.H.Os and C.Os while assessing the young Probationers and this assessment shall be incorporated by the Range D.I.G.P. in the A.C.R's of the respective officers under intimation to the Training Branch in the Police Headquarters.

  
Inspector General of Police,  
Rajasthan, Jaipur.

Copies forwarded to:-

The Addl. I.G. of Police, A.D.D., Rajasthan.  
All Dy. Is. G. of Police, Rajasthan.  
All Superintendents of Police, Rajasthan.  
All Asstt. Is. G. of Police.  
The Principal, R.P.A., Jaipur.  
The Director F.S.L/S.P.W.  
All Commandants R.A.C.Bns.  
All Commandants, Training Schools, Rajasthan.  
The Commandant, RAC & AP Training Centre, Jodhpur.

Encl. 5 (five)

  
Inspector General of Police,  
Rajasthan, Jaipur.

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S.No.	Place of posting	Duration	Officer under whom trained.	SCOPE OF TRAINING
1.	2.	3.	4.	5.
1.	Rural Police Station	1 1/2 months	S.I./C of Rural P.S.	<p>The work at the Police Station will be divided into following broad heads:-</p> <ul style="list-style-type: none"><li>a) Administrative work ... 10 days</li><li>b) Crime Prevention ... 30 days</li><li>c) Crime Investigation ... 5 days</li><li>d) Personnel management ... alongwith (a), (b) and (c). and welfare.</li></ul> <p>a) <u>ADMINISTRATIVE WORK:</u></p> <p>The Probationer shall be taught organisation and administration of P.S. Office. He shall learn modes of correspondence, office routine, distribution of duties, receipt and despatch of Dak, maintenance of various registers and lists and preparation of reports and returns. He shall pay special attention to the Roznamcha, preparation of pay bills, T.A. bills, Medical claims, contingent claims and maintenance of cash book and other account record. He shall inspect the entire premises daily, look to Malkhana, Government property and take its care.</p> <p>b) <u>CRIME PREVENTION:</u></p> <p>The probationer shall be taught analysis of Crime Statistics, preparation of crime and criminals map, M.O.B. work, village patrolling, surveillance of History Sheetters and bad characters, preventive action proceedings, preparation of History Sheets, Absconders personal files and portion of village crime and criminals operating in the area shall be specially made. Besides this the Probationer shall also be told to prepare maps of routes taken by Criminals for commission of crime, retreat from scene of crime, places and persons where different types of criminals seek and get Harbour/aid, as also places and persons through whom stolen property is disposed. Places of Nakabandi, routes of Nakabandi and knowledge of aiders and helpers of Police and Police informers shall also be known and reduced on record. The Probationer should be taught basic principles of criminal intelligence.</p>

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(C) CRIME INVESTIGATION:

The probationer shall study old files of investigation and prepare scrutiny notes. He shall accompany S.H.O. for inspection of scene of occurrences and shall prepare inspection memos, search seizure and arrest memos and shall write case diaries as dictated by the I.O. The S.H.O. shall evince interest in the training of the Probationer and shall see that every type of work goes under the hand of the Probationer and he is allowed to develop self-confidence. To achieve this L.C., H.C. and A.S.I. shall be withdrawn from the respective work after the Probationer has developed knowledge of the work to instil confidence and on the job learning.

(D) PERSONNEL MANAGEMENT & WELFARE:

This work shall be attended by the Probationer along with (a), (b) and (c) above under the direct guidance of S.H.O., A.S.I./H.C. from time to time. Here the Probationer will learn the technique of studying his subordinates, their duty roster and deployment and on the job instruction, as also qualities and methods of men-management.

Due attention shall also be given towards discipline, parade, physical fitness, sanitation and hygiene of staff and area/quarters and above all welfare of the entire staff posted at the Police Station.

A Rapport shall be established with the P.S./S.P. staff to know them, deal with them and to work/play with them to take the best out of them.

2. City Police Station      1½ months      S.I./I/C of City P.S.

(2) The Probationer shall be attached to a city Police Station under an experienced Sub-Inspector/Inspector. He shall be familiarised with the organisation and administration of city Police Station and shall perform the duties of L.C., H.C., A.S.I. in office. He shall be taught office work at city P.S. for a week. For next week he shall deal with crime prevention work of city P.S. In the third week he shall deal with office work as Duty Officer, dealing with Office work, Prevention work and as incharge of patrolling of the P.S. both by day and night.

In the next two weeks the Probationer shall be taught crime investigation of simple cases of theft, burglary, riot, hurt etc. Besides independent investigation of atleast six cases the Probationer shall visit as many new scenes of occurrences as possible under the guidance of the I.O. and shall prepare site inspection memos, memos of searches,

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seizures, arrests and particularly memos of recovery at the instance of the accused.

In the last week the Probationer shall attend courts and watch the Police control on witnesses and learn Prosecution work with special reference to preparation of briefs and scrutiny notes.

During this entire attachment with a city P.S. the probationer shall study and mark cases (untraced, unoccurred) of the past 10 years as possible and prepare a crime and criminal note on the Police Station working of the last Five years. He shall specially learn analysis of crime statistics, concentration of the crime and criminals in a particular area, operation beats of criminals and develop criminal intelligence and plan of crime prevention.

The I/C S.H.O. whether of the rank of S.I. or Inspector shall teach to the Probationer the methods of mob-dispersal, maintenance of law and order, arrangements of V.I.P's Security, Special Police arrangements on meals, fairs, festivals. Probationer shall be initiated to public relation work, police public relationship and shall develop a proper attitude of sympathy, help and understanding towards the public with whom he may come in contact. Special courtesy and decorum is to be ~~in~~ inculcated while dealing with respectable citizens, retired police and other Government Officers, elected representatives and leaders of Public opinion.

3. Rural Police Station 1½ months S.I./I/C of Rural P.S.

3) For the next 1½ months the Probationer shall be posted to a Rural Police Station, preferably the same to which he was attached earlier.

In the first two weeks he shall function as second officer of the P.S. disposing of all work independently under the general guidance of the S.H.O. In this period S.H.O. will try to pass on almost all work to the Probationer so that he develops confidence.

In the remaining four weeks the S.H.O. shall be withdrawn and the Probationer shall work as S.H.O. independently.

4. City Police Station 1½ months S.H.O./I/C of City P.S.

4) For the next 1½ months the Probationer shall be posted to a city P.S., preferably the same to which he was attached earlier.

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In the first three weeks he will work as second officer at the P.S. doing as much work independently as possible under the guidance of S.H.O. It is desirable that the Probationer is made to do everything that the S.H.O. is required to perform while the S.H.O. looks on and allows the Probationer to develop self-confidence.

In the next three weeks the Probationer shall function as independent incharge of P.S. The S.H.O. will be withdrawn during this period.

Office 1 month CIRCLE OFFICER

5) For the next one month the Probationer shall be attached to a Circle Officer.

For the first week he shall function as Asstt. Reader to C.O. and for the next week as Reader to the C.O. The Asstt. Reader and Reader shall be withdrawn respectively during that period.

For the next one week the Probationer shall be given insight in the court working with special reference to Prosecution work, scrutiny of briefs, challan orders, scrutiny of decided cases, preparation of acquittal and discharge notes and preparation of cases for filing appeals/revisions. He shall be given knowledge of actual tendering of evidence under the guidance of a senior prosecutor.

For the next week the Probationer shall be taught inspection of P.S./O.P. and shall accompany the Circle Officer on inspections/Tours/Enquiries to have an understanding what C.O. expects from a S.H.O. in field work/crime work/office work and discipline and administration.

Office 1 1/2 months S.P.

6) During this period the Probationer shall be attached as under:-

i) Crime Branch including M.C.F.	15 days
ii) Account Branch.	3 days
iii) General Branch including Force Branch	3 days
iv) D.S.B.	7 days
v) Police Lines	7 days
vi) C.I.A. and P.F. for Session work	10 days
Total	<u>45 days</u>

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During his attachment in S.P. Office he shall be given an insight in the working of S.P. Office with special reference to the control and guidance given by S.P. Office to a P.S. in matters of administration, staff, discipline, crime work, planning and intelligence work besides special requirements ~~of crime control, detection and intelligence and special arrangements~~ of crime control, criminal intelligence and special arrangements. This shall give an idea to the Probationery as to what is expected of the S.I. at a P.S. from S.P. Office.

age Office Half month

D.I.G.

(1) During this period the Probationer shall be attached to the office for learning/doing following work:-

- i) S.R. cases and crime control on Inter-distt crime specialised crime and heinous crime 7 days
- ii) Inspection of P.S./O.P. 5 days
- iii) Final examination and Assessment of Practical Training. 3 days

Total:- 15 days