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Sub: Programme for Practical Training of R.P.S. Probationers(Direct Recruitment).
Recruitment.

In supersession of the I.G.P.'s Standing Order No. 2 dated 16th January, 1971, the practical training programme of P.S. probationers(Direct Recruitment) is laid down as under. This shall be applicable with effect from 1st April, 1976.

On completion of the foundational training at the H.C.M. State Institute of Public Administration, R.P.S. Probationers will all report to the Principal, R.P.A., for the initial course. After completion of the initial course at the Academy, the practical training shall be carried out as per instructions of this Standing order.

ABSTRACT OF PRACTICAL TRAINING PROGRAMME OF RPS. PROBATIONERS

(Total Period 11 Months)

- i) One month - Attachment to Rural P.S.
- ii) One month - Attachment to City P.S.
- iii) Two months - Attachment to Rural P.S.

Note - For the first 15 days he will work as ASI and for the next 15 days as Second Officer at the P.S. For the next 30 days he shall work as SHO of the Rural P.S. In the above three stages the respective ASI, Second Officer and the S.H.O. shall be withdrawn to make him work in the respective capacity independently.

- iv) One and a half months - Attachment to City Police Station.

Note - During this period he shall work as Second Officer for the first 15 days when the Second Officer shall be withdrawn. During the next 30 days he shall work as SHO of P.S. when the actual incumbent shall be withdrawn.

- v) Two months - Attachment to S.P. office to learn the work of Lines, Crime Branch including M.O.B. Accounts and other Branches, D.S.B., practical prosecution work and shall also be given an insight in the working of the R.A.C. Battalion.

- vi) Two months - Attachment to Circle Office which shall be away from the Distt. Hdqrs. In this period he shall work as Reader, work as C.O. for half the circle by rotation independently and for the whole circle in the last 15 days independently.

- vii) One month - Attachment to Police Hdqrs.

During this period he shall be attached for 15 days with the Crime Branch, 7 days with Special Branch and the remaining 7 days he shall be shown the working of other branches.

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viii) Half Month

The Probationer shall be attached with the R.P.A. During this period he shall be exposed to Seminars on P.S. working, Circle Office working and other important problems of crimes and criminals, in districts. During this period his entire performance in training shall also be judged and his difficulties and doubts cleared.

4. The above practical training programme is sandwiched between the initial institutional training programme and the subsequent attachment to the R.P.A., which is one of the major recommendations of the Committee on Police Training.

Details of the entire programme are enclosed as per Appendix 'A'.

5. The practical training of a R.P.S. Probationer is preparation for the responsibility of a Circle Officer and on his successful completion of the training will depend how he shapes himself into a good supervisory Police Officer. To attain this objective it is necessary that the District S.P. with whom the probationer is posted for training, should take a personal interest and regard it as one of his primary duties to teach him the various types of Police work, by constant guidance and supervision. A strict, helping and co-operative approach is necessary by the Distt. S.P. to ensure maximum utilisation of time and opportunity of the practical training by the R.P.S. probationer. Any tendency of the part of the subordinate staff and other supervisory staff entrusted with the training of the R.P.S. probationer reflecting casual, easy going approach or spending of time without fruitful gain has to be strongly discouraged and totally eliminated. The probationer has to learn at every step all types of work of his subordinates by doing the same himself without which he cannot develop confidence and requisite aptitude in the Police working ^{and know} difficulties and methodology of Police work at various levels. The main task in every phase of practical training is to instil self-confidence in the RPS probationer so that the quality of his subsequently at the executive and the supervisory levels is of a desired order. The RPS probationer has to be brought home the basic understanding that this period of practical training is intended to equip him with alround knowledge which can be acquired only by his keen intrest, deep insight, and inescapable hard work.

6. District S.P. with whom the R.P.S. probationer is posted for practical training shall be personally responsible to supervise the practical training through his concerned subordinate officers.

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7. Apart from undergoing the detailed training programme, a RPS probationer should spare no opportunity of attending parades in District Police Lines, orderly rooms held by the Distt.S.P. and visit as many scenes of occurrences of complicated crimes as possible. This has to be done over and above his prescribed programme and so adjusted that the bulk of the training programme is invariably carried out besides such casual experience.

At present the RPS probationers before confirmation have to appear for the departmental examination which consists of following papers:-

- i) Law.
- ii) Police work.
- iii) Practical Police method.
- iv) Hindi
- v) Accounts.

This examination does not give proper assessment of the theoretical and practical training imbibed by the probationer and has to be drastically changed.

It is now proposed that the examination should consist of the entire record made by the probationer in his own hand, examination of the instructional and controlling capacity in out door and shall be followed by an interview:-

a) Examination of Record prepared by the probationer.

- 1) Examination of working diaries.
- 2) Examination of record prepared by the candidate during training.
- 3) Examination of P.E., D.E. conducted by the candidate.
- 4) Examination of investigation files.
- 5) Examination of inspections carried out.
- 6) Examination of crime digest, methods adopted for supervision and control by the trainee.

Maximum marks ... 200
 Pass marks ... 75%

b) Out-door Examination - This shall consist of:

- * His knowledge of Lines working.
- 2) P.T., parade, musketry training.
- 3) Stores and equipment, purchase, indent, issue, condemnation, etc.
- 4) Messing of jawans and their welfare.
- 5) Discipline of men.

Maximum marks ... 100
 Pass marks ... 60

c) Interview - Interview shall be conducted to test the candidates' knowledge in the following items:-

- 1) Ability for organisation and administration.
- 2) Ability for planning.
- 3) Mental alertness, physical fitness.
- 4) Capacity to undertake hard work, risks and adventure.
- 5) To judge his MOTIVATION and DEGREE of INVOLVEMENT in Police work.
- 6) His capacity/ability to under take
 - (i) Research
 - (ii) Training of personnel under him

Maximum marks ... 100
 Pass marks ... 60

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Out of a total 400 marks the candidate will be required to obtain minimum 280 marks in the aggregate for being declared successful at the departmental examination.

9. The above departmental examination shall consist of an objective participative interview by a Board consisting of the following:-

- 1) IGP/Addl. I.G.P. - Chairman
- 2) Dy. I.G.P. (Training) - Member
- 3) Any Dy. I.G.P. nominated by the IGP. - Member

The respective Ss.P. where the probationers were trained will attend the interview as observers only. This will give an opportunity to the Board to judge the keenness and interest of the Distt. Ss.P. in training young probationary officers and the opinion of the Board shall form part of the ACR of the Distt. S.P.

10. A RPS probationer during his posting in a district will be considered supernumerary and shall not fill a duty post during the training period. If the progress of the probationer during the practical training is not satisfactory in a particular period he shall be asked to repeat the same and his training period shall be extended so that he is satisfactorily trained before being actually posted to fill a duty post.

11. I.G.P.'s standing order No. 1 dated 25th Aug., 1975, shall govern the preparation of the weekly working diaries as already in force.

[Signature]
Inspector General of Police,
Rajasthan, Jaipur.

No. Dated, Jaipur, March , 1976.

Copies forwarded to the:-

1. Addl. I.G.P., ACD., Rajasthan, Jaipur.
2. All Range DIsG of Police, Rajasthan.
3. Dy. Is. G.P., CID (IB), (CB) & Rlys./RAC/Rules/Roadways
4. AIG (I)/CB/Principal, RPA.
5. Director, FSL/SPW.
6. All Commandants, RAC Bns.
7. All Ss.P. Rajasthan.
8. Comdts. P.T. Ss Kishangarh/Jodhpur/Udaipur
RAC & A.P. Trg. Centre, Jodhpur.
for information and n/action.

Copies also forwarded with compliments to:-

- i) Commissioner for Home Affairs & Secy. to the Govt. of Rajasthan, Jaipur, and
- ii) Special Secretary, Deptt. of Personnel, Govt. of Rajasthan, Jaipur, for information.

[Signature]
Inspector General of Police,
Rajasthan, Jaipur.

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A P P E N D I X - 1

DETAILED PROGRAMME OF PRACTICAL TRAINING OF PROBATIONERS (DIRECT RECRUITS)

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Place of posting	Duration	Officer under whom trained.	Scope of Training.

Rural P.S.	One Month	SI I/C of Rural P.S.	The work at the P.S. will be divided into following ^{broad} board heads:-
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- | | |
|--------------------------------------|-----------------------------|
| a) Administrative work | 10 days |
| b) Crime Prevention | 15 days |
| c) Crime Investigation | 5 days |
| d) Personnel management and welfare. | Alongwith (a), (b) and (c). |

ADMINISTRATIVE WORK

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. He shall learn distribution of duties of staff, rotation of duties of staff and on-the-job training of PS Staff.

CRIME PREVENTION:

The probationer shall be taught analysis of Crime Statistics, preparation of crime and criminals map, M.O.B. work, village patrolling, surveillance of history sheeters and bad characters, preventive action proceedings, preparation of History Sheets, Absconders' personal files and lists and maps 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. He shall specially be taught about crime and criminals in border P.S./areas which have impact on the P.S. Crime/working.

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CRIME INVESTIGATION:

The Probationer shall study old files of investigation and prepare scrutiny notes. He shall accompany SHO 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 SHO 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 ASI shall be withdrawn from the respective work after the Probationer has developed knowledge of the work to instil confidence and on-the-job learning.

PERSONNEL MANAGEMENT AND WELFARE:

This work shall be attended ^{by} the Probationer along with (a), (b) and (c) above under the direct guidance of S.H.O., ASI, 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./O.P. staff to know them, deal with them and to work play with them to take the best out of them.

The Probationer shall be attached to a City P.S. under an experienced Inspector. He shall be familiarised with the Organisation and administration of City P.S. and shall perform duties of L.C., H.C. and A.S.I. and Second Officer in office. During the respective period of this working the respective LC, HC, ASI shall be withdrawn. The Broad division of time shall be as under:-

- (i) First three days to work as L.C.
- (ii) for the next 4 days he will work as H.C.
- (iii) for the next 6 days he will work as ASI.
- (iv) for the next 7 days he will work as Second Officer.
- (v) for the remaining 10 days he will work as Second Officer and will primarily deal ^{with} ordinary investigations and law and order problems relieving the S.H.O. of much of his routine work.

While working as L.C., H.C. and ASI in the respective period, the respective L.C., H.C. and A.S.I. will be relieved of their charge.

While working as ASI and Second Officer the probationer shall be taught to deal Crime Prevention work of City P.S. During this period he shall work as Duty

P.S. One month Inspector (2)
I/C of City
P.S.

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Officer at the P.S. dealing with entire office work, prevention worked and as Incharge patrolling of P.S. both by day and night.

During the period when he works as Second Officer for a period of 7 days in the first instance and 10 days in the second instance he shall be taught crime investigation of simple cases of theft, burglary, riot, hurt etc. Besides independent investigation of at least ten cases the Probationer shall visit as many new scenes of occurrences as possible under the guidance of the SHO and shall prepare memos of site inspection, searches, seizures, arrests and particularly of recovery at the instance of the accused. During this period the Probationer shall also be given an insight in the court working and how the witnesses have to tackled and controlled in court. He shall be taught prosecution work with special reference of preparation of brief and scrutiny notes.

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

The I/C SHO Inspector shall teach the Probationer the methods of mob-dispersal, maintenance of law and order, arrangements of V.I.P. security, special Police arrangements on meals, fairs, festivals. Probationer shall be initiated to 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 inculcated while dealing with respectable citizens, retired police and other Government Officers, elected representatives and leaders of public opinion.

no relation work, police-

P.S. Two months I/C of (3) Rural P.S.

- During this period the Probationer shall learn the following:-
1. (i) Planning of Office Routine (ii) Planning of rotation of duties of staff
(iii) Educating staff on the job (iv) Personnel Administration of staff
(v) Welfare of staff.
 2. (i) Organisation of patrolling and surveillance (law & order-security proceedings)
(ii) Organisation of criminal intelligence.
 3. (i) Collection of crime statistics (ii) Preparation of crime maps
(iii) Preparation of mini M.O.B. cell (iv) Collection of information of inter-P.S. at P.S. Criminals
(v) Preparation of lists of previous convicts and suspects. (vi) Preparation of lists of convicts/under trials with dates of release/hearings

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- (vii) List of routes taken by criminals for
 - (a) Commission of crime.
 - (b) retreat from scene of crime.
 - (c) Reaching harbourers/aiders
 - (d) disposal of property.

- 4. Investigation of pending/new cases.
- 5. Reinvestigation of important old cases.
- 6. Organising O.P. work.
- 7. Inspection of P.S./O.P.--completion of records.

Note: For the first 15 days he will work as ASI/H.C and for the next 15 days as Second Officer at the P.S. For the next 30 days he shall work as SHO of the Rural P.S. In the above three stages the respective ASI, Second Officer and the SHO shall be withdrawn to make him work in the respective capacity independently.

by P.S. One and a SHO I/C of (4) half months. City P.S.

During this period in addition to the work mentioned at the Rural P.S. above, the Probationer shall also learn the following at the City P.S.:-

- (i) To complete record at P.S. as required in ^{sl.} 3 above.
- (ii) Security proceedings - law and order
- (iii) Ambush, search, seizures
- (iv) Criminal intelligence of floating population
- (v) Traffic control
- (vi) Control on cinemas, liquor shops, Bus-stands, Rly. Stn., places of public/criminal gatherings, vice-dens etc.

Note: During this period he shall work as Second Officer for the first 15 days when the Second Officer shall be withdrawn. During the next 30 days he shall work as SHO of P.S. when the actual incumbent shall be withdrawn.

Office, wo months I/C of (5) concerned Br.

The Probationer shall be attached as under:-

- 1) Lines Administration 10 days
- 2) Accounts Branch 3 days
- 3) Gen. Br. & Correspondence 3 days
- 4) Crime Br. MOB & Prosecution 20 days work.
- (5) D.S.B. 7 days
- 6) Miscellaneous 2 days
- 7) RAC/BSF working 7 days
- 8) with SP on tour/inspection 8 days etc. of CO Office.

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During his attachment in S.P. Office the Probationer shall be given insight in the working of various branches of SP Office with special reference to the control and guidance given by SP office to a Circle Officer in administration, staff, discipline, crime control, planning and intelligence work. Crime control, criminal intelligence and special arrangements for law and order shall be particularly taught to the Young Probationer. The Probationer during this period should learn what is primarily expected of a Circle Officer by the SP Office and what are the common failures in the control and administration of a Circle Officer.

Circle Office Two months C.O. (6) During this period the following shall be the distribution of time of his attachment:

- 1. Reader to C.O. - 15 days
- 2. C.O. for half of the Circle - 15 days
- 3. C.O. for next half of the Circle - 15 days
- 4. I/C C.O. for whole Circle - 15 days

The Asstt. Reader shall be withdrawn for 5 days and the Reader for 10 days during his attachment as Asstt. Reader and Reader. When the Probationer shall work as C.O. for half of the Circle, the entire work of that half of the Circle shall be done by the Probationer under guidance of the Circle Officer. In the last 15 days the Circle Officer shall be withdrawn when the Probationer shall function as an independent Circle Officer for a period of 15 days.

The Probationer during this attachment shall be given insight of court working with special reference to examination of prosecution work, scrutiny of briefs, issue of challan orders, scrutiny of decided cases, preparation of acquittal and discharge notes and preparation of cases for filing appeals/revision. He shall be given knowledge of actual tendering of evidence under the guidance of a senior prosecutor.

The Probationer shall also learn inspection of Police Station/O.P. and shall accompany Circle Officer on Inspection/Tour/Enquiry to have an understanding of Circle Officer's function and his control over S.H.Os in field work, crime work, office work. He shall learn administration of the Circle and ways of enforcing discipline over the Circle staff and the Police Station staff.

This period shall primarily be used with the help of the Circle Officer for learning analysis of crime, preparation of schemes of crime control, control on inter-P.S. criminals and arranging sudden patrolling, ambushes and detailed planning of patrolling needs of the Circle.

Q. One month I/C Br. (7)

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

- 1. C.I.D., C.B. ... 15 days
- 2. C.I.D., S.B. ... 7 days
- 3. Other Branches at PHQ ... 7 days

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The respective I/Cs. of the branches at the PHQ shall be made aware of the probationer in the working of the various branches of the PHQ with special reference to the expectation of the PHQ from the office of a Circle Officer and the normal deficiencies observed in the working of the Office with reference to particular branches of the P.H.Q.

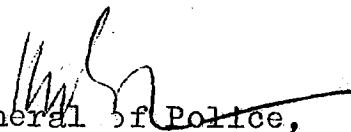
be insight to the young probationer in the working of the PHQ with special reference to the expectation of a Circle Officer and the normal deficiencies observed in the working of the Office with reference to particular branches of the P.H.Q.

15 days Principal, (8)
R.P.A.

This period shall be distributed as under:-

- 1.Seminars on P.S. and Circle working ... 4 days
- 2.Individual assessment and departmental examination. ... 6 days
- 3.Spare ... 5 days

This period shall be utilised by the Probationer for solving difficulties which he may have faced after he was sent for Practical Training for his own benefit as well as for the benefit of his Trainers. He shall easily and actively participate in the Seminars on the working of the P.S. and Circle Office. He shall also be given an opportunity of expressing his experience of Practical Training for the benefit of the Trainers.


Inspector General of Police,
Rajasthan, Jaipur.