

STANDING ORDER NO. 13/76

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To

All Superintendents of Police,
Rajasthan.

Sub: On-the-job Training of Probationary Constables (C.P.) and their Career Planning.

By now you must have received Standing Order No. 12/76 dated 22.4.76 laying down practical training programme of probationary Constable (C.P.) for a period of three months. For the present, we have reduced the initial training period of probationary constables from 9 to 6 months, which we shall restore as soon as we are able to tide over the back-log of recruits and the expected rush of recruitment due to further expansion following implementation of the third phase of the re-organisation Scheme of the Rajasthan Police.

After basic and practical trainings, a period of 15 months shall be available to a probationary Constable before his confirmation becomes due. It is proposed that during this period of 15 months (12 months in case of restoration of initial training period of 9 months) the probationary Constable should be exposed to on-the-job training at Police Stations and various offices in the District. Details of on-the-job training extending to a period of 15 months (12 months) are enclosed as per appendix 'A'.

3. Before the completion of the probationary period which is 3 years under the Rajasthan Police Subordinate Service Rules, the Constable will be considered for confirmation or extension of the probationary period. In case of extension, he shall be required to repeat such of the period(s) of practical or on-the-job training as may be considered appropriate by the Distt. S.P., looking to the deficiency in a particular sphere during either period.

4. In case of unsatisfactory progress during practical or on-the-job training programme, at PSS, the supervisory officer, as indicated in the respective appendices of practical training period and on-the-job training period, will send a report to his Circle

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Officer, with a copy to the Distt.S.P., who will specially scrutinise such reports to decide about the retention of the person concerned in service or extension in the period of probation well in time. The question of confirmation or extending the period of probation should invariably be decided before the expiry of the probation period.

5. The scope of on-the-job training of probationary Constables assumes greater importance in view of its implementation for the first time. Special care has to be exercised by the Distt.S.P. in selecting urban and rural P.Ss and also H.Cs/ASIs/SIs under whom the probationary constables shall receive on-the-job training. Circle Officers shall be made personally responsible to ensure that on-the-job training programme is intelligently and meticulously carried out. Addl.Ss.P. and Distt.Ss.P., during their inspection/visits to Police Stations and O.Ps shall pay special attention towards on-the-job training of constabulary.

6. Fortnightly working diaries of probationary constables shall continue to be sent to the respective in-charge and supervisory officers as shown in the detailed programme.

7. Before the confirmation of probationary constable in the 24th month of service, probationary constable shall be put through an objective assessment by a Board consisting of the following:-

- (a) Distt.S.P. ... Chairman
- (b) One C.O. from outside ... Member
the Distt. nominated
by the Range Dy.I.G.
- (c) Crime Asstt. Dist. ... Member

The Assessment Board besides assessing the training of the probationary constable shall also form opinion about the interest of training capability and aptitude of the H.C./ASI/SI/SHO under whom the Constable received training and such opinion shall form part of the ACR of the respective rank.

8. A copy of the job description of Constables and Duties of Supervisory Officers as envisaged in the proposed Rajasthan Police Regulations marked as appendix 'B' is further enclosed to give you an insight as to what is required to be achieved by a properly

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ained Constable and which are the special spheres in which training is to be specially result oriented. In this connection I would like to lay special emphasis on the preparation and maintenance of the note book of Constables which every Constable will be required to maintain during ^{his} posting at a P.S. or O.P. and its proper checking by Supervisory Officers.

9. After confirmation in service, Constables of Civil Police shall be posted according to a definite scheme of career planning so that feed - back to the rank of H.C.(C.P.) is made qualitatively more sound and broad-based. The following rotation on job is recommended:-

- a) Urban/Rural Police Station ...1 year.
- b) Lines/Circle office/SP Office ...1 year.
- c) Important city/rural Police Stations to work as L.C. and officiate as H.C. in leave vacancy. ...1 year.

10. Thus after two years of probation and three years of planned rotation on jobs which will provide a Constable basic institutional training, practical field training, on-the-job training and job rotational experience, it shall be possible to look forward to a constabulary, which is well experienced, practice-and-result oriented and suitable to meet the demands of higher jobs, in case of quick expansion of Police Force.

It is suggested that the Distt. Ss.P. and other appointing authorities shall devote sufficient time which this important matter requires to plan practical training of probationary constables adequately. As the number involved shall be substantial, particularly in bigger districts, it is left to the discretion of the Distt. Ss.P. to vary the order of lay out of on-the-job programme and rotation-on-jobs so that every batch undergoes the entire syllabus of practical training and on-the-job experience and is also posted to different job-patterns indicated in the job rotation programme. To achieve this, changing and adapting the order of particular periods according to availability of space, training facilities and other factors could be kept in view.

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12. It is suggested that every probationary Constable, in y District may please be put through on-the-job training program immediately and any difficulties that you may encounter, be referred to the Dy.I.G.P.(Training)at the PHQ for guidance and solution. For such of the confirmed Constables,who have not undergone any practical training earlier, it is suggested that on-the-job training should be prescribed for them and their postings be made according to the scheme of job rotations as mentioned above.

Please acknowledge receipt.

Encls. Appendix A & B

(Ganesh Singh)
Inspector General of Police,
Rajasthan, Jaipur.

No. P11(31)DIG.TRG/75/5617-75

Dtd., the April, 22, 1976

Copies forwarded to the:-

1. Addl. I.G.P., ACD., Rajasthan, Jaipur.
2. All Range Dy. Is.G. of Police, Rajasthan.
3. Dy. Is.G.P. CID. IB., CB & Rlys./RAC/Rules/Roadways.
4. Asstt. I.G. of Police (I)/C.B./Principal, R.P.A. Jaipur.
5. All Superintendent of Police, Rajasthan.
6. Director F.S.L./S.P.W. Jaipur.
7. All Commandants, RAC. Bns. Rajasthan.
8. Commandants, P.T. Ss. Kishangarh/Jodhpur/Udaipur/
RAC & AP. Training Centre, Jodhpur.
9. All Additional Supdt. of Police, Rajasthan.
10. All Circle Officer Rajasthan.

(Ganesh Singh)
Inspector General of Police
Rajasthan, Jaipur.

21/4/

A P P E N D I X 'A'

PERIOD: 15 Months
12 Months

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DETAILS OF ON-THE-JOB TRAINING OF PROBATIONARY CONSTABLE(C.P.)

SECOND PHASE

Place of posting	Duration	Officer under whom trained.	Supervisory Officer.	Scope of training
Rural P.S.	4 Months (2)	S.I.	C.O.	For learning all duties of a Constable by doing ^{and} observing the same being done.
S.P.Office	2 Months	S.I.	Crime Asstt.	Learning collection and collation of data, statistics, crime maps, criminal's maps, graphs and charts, patrol-beats-Preparation of reports.M.O.B. - Use of. Absconders/P.O's registers. Methods of surveillance of History sheeters, Bad characters and floating population. Development of Criminal Intelligence.
3. D.S.B.	2 Months	HC/ASI	S.I.	a)D.S.B.Office ... 3 weeks b)Field duty ... 1 month c)D.S.B.office ... 1 week for learning all D.S.B.work, in office and field ad ways of collecting ordinary intelligence and learning V.I.P.security duties.
Urban P.S.	4 Months (3)	A.S.I.	S.H.O.	a)Urban P.S.working ... 1 month b)Urban O.P.working ... 2 months c)Urban P.S. - planning of patrolling, surveillance and O.P. work ad Ordinary ... 1 month enquiries.
Rural P.S.	3 Months	S.I.	S.H.O.	To do all work of a Constable independently at P.S./O.P. under close supervision of S.I. and guidance of SHO.

- In case the time available being 12 months, the periods in Sl.No.1 and 4 will be reduced to the figures shown in brackets.

A P P E N D I X 'A'

PERIOD: 15 Months
12 Months

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DETAILS OF ON-THE-JOB TRAINING OF PROBATIONARY CONSTABLE(C.P.)

SECOND PHASE

Place of posting	Duration	Officer under whom trained.	Supervisory Officer.	Scope of training
Rural P.S.	4 Months (2)	S.I.	C.O.	For learning all duties of a Constable by doing ^{and} observing the same being done.
S.P. Office	2 Months	S.I.	Crime Asstt.	Learning collection and collation of data, statistics, crime maps, criminal's maps, graphs and charts, patrol-beats-Preparation of reports.M.O.B. - Use of. Absconders/P.O's registers. Methods of surveillance of History sheeters, Bad characters and floating population. Development of Criminal Intelligence.
D.S.B.	2 Months	HC/ASI	S.I.	a)D.S.B.Office ... 3 weeks b)Field duty ... 1 month c)D.S.B.office ... 1 week for learning all D.S.B.work, in office and field and ways of collecting ordinary intelligence and learning V.I.P.security duties.
Urban P.S.	4 Months (3)	A.S.I.	S.H.O.	a)Urban P.S.working ... 1 month b)Urban O.P.working ... 2 months c)Urban P.S. - planning of patrolling, surveillance and O.P. work and Ordinary enquiries ... 1 month
Rural P.S.	3 Months	S.I.	S.H.O.	To do all work of a Constable independently at P.S./O.P.under close supervision of S.I. and guidance of SHO.

Note:- In case the time available being 12 months, the periods in Sl.No.1 and 4 will be reduced to the figures shown in brackets.

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Rule 14-Chapter 'III' Prevention of Crime -
(Vol. II) Administrative Methods.

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Responsibility of an Urban or Town Beat Constable.

A constable on urban or town beat duty whether attached to the Police Station or Urban out post is broadly responsible within his beat for ^{as} preserving order, preventing offences or apprehending offenders and ensuring the convenience, protection and safety of the citizen and his property. In particular he should:-

(i) deal with any fight, assault or affray including the use of obscene or abusive language, wordy quarrels near street taps, market places, cinemas, public parks, bus stands etc.

(ii) take into custody any person who may be drunk and disorderly, or otherwise incapable of looking after himself.

(iii) make a note of any crime committed, to send information of the occurrence to the Police Station and take such action to guard the scene and arrest the offender, if known and give such help as may be called for;

(iv) clear the road or pavement of obstructions caused by crowds, vendors or vehicles;

(v) attend to any traffic accident, clear the scene of on-lookers and maintain it intact, inform the Police Station, render aid if necessary and take particulars of the parties and vehicles involved and of any eye-witnesses available;

(vi) keep a lookout, especially at night, for any unusual lights, men lurking in the shadow suspicious noises or signs like open doors, tempered locks or broken window panes in the buildings and premises, on his beat and take such action as may be called for;

(vii) prevent the commission of mischief, nuisance or other crime in his beat;

(viii) report the occurrence of such hazards as fires, burst mains, fallen electric wires and buildings and wells or main-holes in a dangerous condition, take steps to keep the area clear, divert traffic and render such help as is necessary.

(ix) conduct the aged, the blind and children through busy traffic (especially at the time schedules open and close in the case of children).

(x) keep an eye on brothels, sarais, dharamshallas, notorious shops, open dens, hotels, restaurants, and the houses of noted or known receivers of stolen property and on the resorts of gamblers, smugglers and other bad characters, nothing to enter such places;

(xi) report the presence and the activities of vagrants and suspicious characters.

(xii) make enquiries by day about known bad character residents of his beat and look them up by day and night.

(xiii) visit isolated courts or other public offices by night.

(xiv) visit vacant houses or premises or those temporarily left unoccupied to ensure their safety.

(xv) keep a look out for suspicious persons verify sarafa and kabari bazars.

(xvi) Gather information about his beat, which a constable on rural beat is required to do.

Rule - 15. Note book of constables - contents of -

Each constable whether posted at a P.S. or an O.P. shall maintain a note book in R.P. Form No..... which shall consist of three parts:-

First part will contain information of general nature, giving full particulars relating to his beat and the joining area viz:-

(A) TOPOGRAPHY :-

1. Names of villages, hamlets or mohallas according to their importance in category 'A' 'B' and 'C'.
2. Rivers, rivulets, ghats, canals, dams, barrages, embankments etc.
4. Important places of worship.

(B) GENERAL :-

4. Hotels, Sarais, Dharamshallas, Waiting rooms etc.
5. Fairs, Mats and Bazars.
6. Vital installations.
7. Banks.
8. Arms, Ammunition and Explosives Dealers.
9. Drug shops.

(C) 10. Names of leading persons including Panchas, Pradhans, Pramukhs, Municipal councillors, M.L.As., M.Ps. and other public representatives and village officials.

(D) 11. Public Utility services - viz :-

- (a) Dispensaries, of all systems of medicines, Doctors, Vaidyas, Hakims, Nurses Daies etc.
- (b) Posts and Telegraphs offices, P.C.Os.
- (c) Educational Institutions.
- (d) Railway Stations, Bus and Taxi stands, Ferry Ghat and Bus Routes.
- (e) Petrol Pumps and depots.

(E) 12. Names of receivers of stolen property.

13. Names of ex-convicts.

14. Names of habitual offenders.

15. Names of Bad characters/goondas.

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16. Names of smugglers.

17. Names of History Sheetters.

18. Names of surveillance.

19. Place of resort of loose and disorderly characters such as gambling houses, opium dens, liquor shops, brothels etc.

(F) 20. Any other information which the officer in charge P.S. considers useful for the Constable to know.

21. Special features of the Beat mentioning useful information from Police Point of view.

Part II of the note book shall contain specific instructions conveyed to the constable by the officer in charge of the P.S. which normally may be with full particulars about the following:-

1. Wanted criminals and suspects.

2. Out of view, ex convicts, history sheetters surveillies, bad characters.

3. Names of proclaimed offenders.

4. Names of Military deserters.

5. Unidentified dead bodies.

List of stolen property.

7. Missing persons.

8. Stray Cattle.

9. Rewards offered for arrest of offenders and intelligence leading to the detection of crime.

In part 'III' of the note book the constable will make note from time to time of the particulars of duty performed including specific duty performed on the basis of command certificate. He should mention cases detected, arrests made, clues obtained in cases, bad characters looked up, persons arrested on suspicion, any thing unusual or suspicious found or seen.

On return from Beat duty he will produce the note book before the officer incharge of the P.S. or the Incharge O.P. as the case may be, who shall question the constable on any point requiring clarification, enter report in the G.D./O.P. Diary. The incharge O.P. will take necessary action on points as are within his competence and for other important points requiring immediate action shall be entered in the O.P. diary as also note book of the constable, if need be, to the P.S. for action at that end.

At Police Station may include the registration of cases, the writing of History Sheets, sending enquiry slips or bad character rolls etc.

After perusal, the note book shall be signed by the officer in charge P.S./Incharge O.P. and his remarks, if any, entered in it. At the close of the month, the officer in charge P.S./Incharge O.P. will enter a brief consolidated note of the performance of the constable for the month.

Note books of the Constables posted at Rural out post will be checked by the officer in charge of the P.S. when he visits the O.P. and when the constable comes to the P.S. in course of his duty. However, it shall be so arranged that the note book of each constables is checked by the officer in charge of the P.S. once in every month and remarks entered.

Note Books of constables should be kept in the P.S./O.P. in the charge of the Head Moharrir/I/c. of O.P. It shall be handed over to the constable when he goes out on duty and received back on his return.

Any loss of note book should be promptly reported responsibility fixed for the loss and action taken against defaulter.

Chapter 'II' Volume 'II' STATION HOUSE STAFF - DUTIES OF

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Rule - 8 - Duties of a Constable left in charge of Police Station:-

A constable left in charge of station on receipt of a complaint or information about commission of crime shall not prepare and submit the first information report. He shall enter an abstract of the complaint or information in the general diary and report the fact to the officer in charge of the station, sending the complaint or informant with a note of the case to him. If the information relates to the occurrence of heinous crime, he shall send immediate information to the Circle Officer and if the facts of the case, as may occur in dacoity, murder, etc; require the immediate apprehension of the accused, he shall take all possible steps to effect arrest.

Rule - 9 - Duties of a Constable -

A constable attached to a Police Station and Out Post may be required:-

(a) to promptly serve every summons and obey and execute every warrant or other order lawfully issued to him by competent authority.

(b) to the best of his ability to obtain intelligence concerning the commission of cognizable offences or designs to commit such offences;

(c) to lay such information and to take such other steps, consistent with law and with the orders of his superiors, as shall be best calculated to bring offenders to justice;

(d) to prevent the commission of offences;

(e) to prevent to the best of his ability the commission of public nuisances;

(f) to apprehend without unreasonable delay all persons whom he is legally authorised to apprehend and for whose apprehension there is sufficient reason;

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(g) to aid another Police Officers when called on by him or in case of need in the discharge of his duty, in such ways as would be lawful and reasonable on the part of the officer

(h) to keep himself fully acquainted with all the powers, functions and duties imposed upon him by any law or rule in force and to exercise and discharge them accordingly.

(i) to keep the knowledge about foreigners of various nationalities and pursuit visiting or staying in his beat.

(j) to escort and guard arrested persons and prisoners.

(k) to patrol dangerous roads or other area where the prevention or detection of crime necessitates it.

(l) to maintain peace and protect life and property of the citizens.

(m) to report all cases in which Public Property has been damaged.

(n) to check men under surveillance and bad characters, both local and out side, make enquiries about their doings and conduct since they were last checked.

(o) to watch specially dangerous criminals or gangs requiring surveillance.

(p) to acquire a thorough knowledge of the area of his beat and every one living in it and be always readily available to give help whenever any legitimate assistance is needed.

(q) to take charge of stray or abandoned children, or unclaimed property and report their discovery to the P.S.

(r) to perform such Police duties as he may be ordered by Head Constables and their superior officers to perform.

(s) to exercise generally such powers as are conferred on him by the Police Act, 1861 and the Criminal Procedure Code.

(t) to accompany the investigation officer when deployed on duty.

Rules 10. Inspection before Proceeding on duty -

All officers and men leaving the police station/out post on duty shall appear before the officer in charge of the police station/out post, who shall satisfy himself that they are correctly turned out well equipped and understand the duties allotted to them.

In this effect shall be made in the General Diary/Out Post diary by the officer I/c.

e. Command Certificate.

Whenever a member of constabulary is deputed on duty necessitating his leaving the headquarters of the P.S./O.P. a command certificate in R.P. Form shall be given to him by the officer in charge P.S./Incharge O.P. and if he is literate he shall endorse on it the action taken on the orders given to him.

Entires in respect of departure and return giving brief details shall be made in the G.D./O.P.

MAINTENANCE OF NOTE BOOK

Rule - 14. A Head Constable, whether posted at Police Station or Out Post shall be required to maintain a Note Book, in which he will enter a full account of his day to day doings in his charge or any special duty. His note book shall also contain an account of the duty done and places visited by him. Information picked up concerning crime and criminals and other matters of importance to a police officer shall be entered in it. In case he is entrusted with investigation of any case or any enquiry u/s 174 Cr.P.C. he shall mention in the notebook the information which the A.S.Is. and above are required to mention in their work diaries.

A Head Constable posted in urban or town out post shall daily put his note book before the officer in charge of the P.S. for information and use after verification of the contents at his level.

The Note Book of the Head Constable posted at Rural Out Post shall be checked by the officer in charge when he visits the O.P. and when the Head Constable comes to the Police Station on duty. However it should be arranged that it is checked at least once a month. All useful information shall be noted by the officer in charge and entered in the concerned registers of the police station or otherwise utilised after verification either by himself or by the Second Officer/A.S.I in the manner he may consider necessary.

Whenever the note book of a Head Constable is checked, entry will be made in the relevant columns of the note book (RP Form...) and the facts of the checking and verification made will be entered in the general diary of the Police Station.

When HC or Constable will find that their books are systematically checked and an interest taken ~~and an interest taken~~ in their work by the superior officers they are likely to ~~now~~ show greater keenness and thoroughness, especially when they find that misleading or incorrect entries or purfunctory work is likely to render them liable to punishment.

SUPERVISORY DUTIES (S.I.)

Chapter III Volume II

Rule 15 Note books of the Constables posted at Rural out post will be checked by the officer in charge of the P.S. when he visits the O.P. and when the Constable comes to the P.S. in course of his duty. However, it shall be so arranged that the note book of each constables is checked by the officer in charge of the P.S. once in every month and remarks entered.

It shall be the duty of the officer in charge of P.S. to occasionally check and verify the reports of the beat constables in Part III of the Note Book. This would go along way in checking mal practices. All useful information collected by the beat constable and mentioned in Part III of this Note Book should be consolidated and entered in the concerned record of the P.S. after such check and verification by the officer in charge of the P.S. either by himself or through second officer or A.S.I. as he may consider necessary.

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Remarks entered by the officer in charge P.S./ in charge O.P. in Part III of the Note Book will be utilized by the Inspecting officer for assessing the work of the constable.

Entries in part 'I' and 'II' will be made by the officer in charge of the P.S. or under his direction by the Head Moharrir. Entries in part III will be made by the Constable himself and in case he is unable to write, by his immediate superior viz. head constable or ASI or the Head Moharrir at his instance and signed by him.

le-18 Duties of the supervising officer in relation to Beat:- It is the immediate responsibility of officer in charge P.S./In charge to ensure that beat are properly worked. Supervision of rural beat is not merely a matter of checking the constable at his place of duty or verifying the work the beat constable reports having performed. It is his first duty to carefully instruct the beat constable in his duties and responsibility before he is marched on beat and to question him closely on his return to the station regarding the work performed and the information obtained by him. Such questioning should not be a mere formality but should be intended not only to clarify particular points in the constable's report but also to impress on him the importance of attention to details and to check any tendency to take his duty casually. The Circle Officer and the Supdt. of Police visiting or inspecting a P.S./O.P. should ensure that beats are being regularly served and checked. The facts of having done so should be embodied in the inspection note together with the instructions, if any, given to the officer I/c of the PS/I/c O.P.