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PHO-A/K3H/T-C-5-60/2729(31)  
Jaipur  
Dated the 28th May, 1962.

STANDING ORDER NO. 3

Subject:- Programme for the Post - Central Police Training College - Training of I.P.S. Officers (Practical Training in Rajasthan).

On completion of their training at the National Academy of Administration and the Central Police Training College, the I.P.S. Probationers allotted to the State of Rajasthan will undergo further training in the State according to the following programme:-

- |  |     |          |
|--|-----|----------|
| a) Police Training School, Kishangarh          | ... | 1 month  |
| b) Headquarters of the District of Posting     | ... | 1 month  |
| c) Police Station                              | ... | 2 months |
| d) Incharge Rural Police Station               | ... | 2 months |
| e) With Circle Inspr. of Police/Circle Officer | ... | 1 month  |
| f) Prosecution Branch                          | ... | 1 month  |
| g) District Police Office/Reserve Office       | ... | 3 months |
| h) Miscellaneous Offices                       | ... | 1 month  |
| i) Settlement Training                         | ... | 1 month  |

2. Details and sequence of the above periods of training will be as follows:-

a) Police Training School, Kishangarh (1st month)

Here the Probationer will learn the Local and Special Laws and familiarise himself with the history and geography of the State and the special features of the State Administration. A beginning would be made to learn the local language.

b) Headquarters of the District of Posting (2nd month)

This period the Probationer will spend at the District Headquarters under the personal guidance of the Superintendent of Police, who would see that the Probationer was acquainted with all branches of police work, different administrative divisions, Districts and Sub-Divisions, and the geography and history of the District. The Probationer should also call on and be acquainted with all the important officers and other personages of the district with whom he would have to come into contact in his work. He should accompany the Superintendent of Police during this period for supervision and inspection. In other words, this month should be spent in getting to know the district physically and observing how work was done, without actually being entrusted with any responsibility.

c) Police Station (3rd & 4th month)

Here the Probationer should work as a trainee in all branches of the Police Station work under the supervision of the Officer Incharge. One month of this period might profitably be spent in an urban police station. During the period of the Probationer's attachment for training to a police station, the Circle Inspector of Police or the Deputy Superintendent of Police would make it a point to inspect that police station in his presence. This period of two months would be utilised by the probationer to learn every branch and detail of Police work in the field.

P. T. O.

d) Incharge Rural Police Station(5th & 6th month)

These two months will be spent by the Probationer as officer Incharge of a medium sized rural police station. The regular officer Incharge should be moved from the Station during this period, so that the Probationer would in complete charge and would have to take responsibility every work that crops up during this period. During this period when the Probationer would be working as Officer-Incharge of Police Station, the Superintendent of Police should make it a point to inspect that police station.

e) With Circle Insp. of Police/Circle Officer(7th month)

During this period, the Probationer will be posted to Circle and attached to a Circle Inspector of Police/Circle Officer. He would do all the routine work of the Circle Inspector of Police/Circle Officer, accompany the latter in all his tours of inspection or supervision and would for days actually do the Circle Inspector of Police's supervision and inspection work in a part of the Circle independently.

f) Prosecution Branch(8th month)

During 8th month, the trainee-officer will be attached to the Prosecution Branch, when he would remain attached to the Prosecuting Sub-Inspector/Prosecuting Inspector and learn the maintenance of court record, indices, P.R. files, calendars and all other registers and papers. He would also learn the handling of witnesses, marshalling of evidence and attend actual prosecutions in court. He would also personally prosecute at least two simple cases under the guidance of Prosecuting Sub-Inspector/Prosecuting Inspector.

g) District Police Office/Reserve Office(9th, 10th and 11th month)

After completing the aforesaid training, the trainee-officer will be brought back to the District Police Office where he would be posted for three months. During this period, his work will be distributed in the following ways:

Reserve Office and Establishment Branch...	1 month
Accounts work ... ..	3 weeks
Crime Branch work ... ..	3 weeks
English Section & correspondence	2 weeks

During this period, he would accompany the Superintendent of Police on at least two inspections of police stations/circles and as many supervision of cases as possible. He would also be sent out independently to supervise cases, but would write his supervision report only after consulting the Superintendent of Police. Similarly, he would be sent out to inspect Police outposts in the town and smaller police stations. During the attachment to any particular office like the Reserve ~~Sub~~ Office or Accounts Office, he would actually do the work of the Reserve Sub-Inspector or the Reserve Inspector or the Accountant, like maintaining register, issuing clothing, preparing bills etc.

h) Miscellaneous Offices(12th month)

The 12th month of the training would be spent by the trainee-officer in various non-police departments, i.e. attachment to Collectorate, Block Development work, Forest, Revenue, Social Welfare Departments and the Jail Department.

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1) Settlement Training (13th month)

The training will be imparted for one month after 12 months training according to the Schedule of Training to be drawn up by the Settlement Commissioner.

3. While posted at the Headquarters of the District, the trainee-officer will attend morning parade thrice a week and games in the Police Lines thrice a week. He would actually take part in the parades and games and not merely supervise. He would do night rounds four times a month concentrated during the dark night period and attend the Superintendent of Police's orderly room whenever it is held at least once a week. He should also go out with the Superintendent of Police for his inspections and supervisions and should be sent out on independent supervisions and inspections and miscellaneous enquiries.

4. Trainees who do not talk the regional language will continue to learn the language throughout the entire period of training.

5. In the seventh month (during 'e') of this training, the Probationer will take the departmental examination prescribed by the Rajasthan Government in 'the Rules for the Conduct of Departmental Examination of I.P.S. Trainee-Officer, 1960', as notified vide Appointments (A-I) Department Notification No. F.12(19) Appts(c)/53 dated the 6th September 1960 and framed in exercise of the powers conferred by Rule 7 read with Rule 2(b) of the I.P.S. (Pay) Rules 1954. The confirmation of the Probationer will be ordered by Government on completion of two years, subject to the condition that he passes the departmental examination successfully.

6. During this period of 13 months, the trainee-officer will write weekly diaries which he will forward to the Rangd Dy.I.G of Police through proper channel. The Dy.I.G of Police will forward the diaries with his remarks to the Principal of the P.T.S. Kishangarh, who will assess after perusing the diaries whether he is making full use of the opportunity for District Training or any direction need be issued from the I.G of Police. The Dy.I.G of Police will, however, closely supervise his work and guide him as and when necessary.

7. If the above training is completed successfully by the trainee-officer, he will be given independent charge of a Circle or some other post for which he is considered suitable.

8. This supercedes the programme on the aforesaid subject as contained in this Office Standing Order No.7, dated the 17th February 1956.

9. The programme contained in this Standing Order will be applicable from the 1st of October 1962.

*M. Salunke*  
Inspector General of Police,  
Rajasthan, Jaipur.

No. PHQ-A/Estt-Trg-(5) 60/- Jaipur, Dated May 1962.

- Copy forwarded to:-
- All Dy. Insprs. Genl. of Police, Rajasthan
- All Supdts. of Police, Rajasthan
- The Principal, PTS. Kishangarh
- The AIGP (F) Raj. Jaipur.
- The AO. PHQ. Jaipur.

*Branch*  
*M. Salunke*  
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- 4) Field craft to include Map Reading, Section Formation, Fire Orders, Extended Order Drill, Street Lining. 20 marks
  - 5) Riot Drill. 15 marks.
  - 6) Lathi, Baton and Tear gas Drills. 5 marks.
  - 7) Guard Duties. 10 marks
  - 8) P.T. and Physical Efficiency Test. 20 marks

P.T. Table Cards.

- i) Personal performance and capacity to instruct. 5 marks.
- ii) One Mile Race. 5 "

5 minutes and below ( $\frac{1}{2}$  mark to be deducted for every additional 20 seconds). 5 marks.

- iii) Long jump. 2 marks.  
14 ft. and above ( $\frac{1}{4}$  mark to be deducted for every 1 ft. or part thereof less).

- iv) High Jump. 2 marks.  
 $4\frac{1}{2}$  feet and above. 2 marks.

( $\frac{1}{4}$  mark to be deducted for every 3" less)

- v) Performance on obstacle course 3 marks.
- vi) Exercise on wooden horse and mats 3 marks.

**APPENDIX - E**

**DETAILS OF MARKS FOR RECORD AND INTERVIEW OF CONSTABLES (CIVIL POLICE) FOR PROMOTION TO THE RANK OF HD. CONSTABLES (CIVIL POLICE)**

RECORD AND INTERVIEW-	50 marks.
A) Interview. (General and Professional Questions).	20 marks.
B) Record.	30 marks.
i) Education.	5 marks.
ii) Training.	5 marks.
iii) Good and Bad Entries.	10 marks.
iv) Annual remarks.	10 marks.

**Education.**

Higher Secondary and above.	5 marks.
High School/2nd year of Higher Secondary.	4 marks.
Middle.	3 marks.
Literate.	1 mark.

**Training.**

One mark for each of the following total not to exceed more than 5 marks.

- i) First or Second Position in order of merit in Recruits' course.
- ii) Traffic.
- iii) Finger Print.
- iv) Censor-ship.
- v) Watchers' course.
- vi) Tracking.
- vii) First Aid.
- viii) Marks man ship.
- ix) Typing Hindi or English.
- x) Constables Refresher course.

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Good and Bad Entries.

- i) One mark for each C.C. with cash reward.
- ii) 1/2 mark for each C.C. without cash reward.

From the total marks so obtained deduction to be made as under.

- 1 mark for each major punishment.
- 1/2 mark for each minor punishment

except Extra Drill & F.D.

NOTE AFTER THE DEDUCTION, THE BALANCE WILL BE WITHIN A MAXIMUM OF TEN.

10 marks.

Annual Remarks.

APPENDIX. F.

DETAILS OF MARKS FOR RECORD AND INTERVIEW OF HD. CONSTABLES (CIVIL POLICE) FOR PROMOTION TO THE RANK OF SUB-INSPECTORS (CIVIL POLICE)

RECORD AND INTERVIEW.

- |                                       |           |
|---------------------------------------|-----------|
| A) Interview.                         | 50 marks. |
| (General and Professional Questions). | 20 marks. |
| B) Record.                            | 30 marks. |
| i) Education.                         | 5 marks.  |
| ii) Training.                         | 5 marks.  |
| iii) Good and Bad Entries.            | 10 marks. |
| iv) Annual remarks.                   | 10 marks. |

Education.

- |   |          |
|---|----------|
| Higher Secondary and above.               | 5 marks. |
| High School/2nd Year of Higher Secondary. | 4 marks. |
| Middle.                                   | 3 marks. |
| Literate.                                 | 1 mark.  |

Training.

One mark for each of the following total not to exceed and more than 5.

- i) First and Second Position in order of merit in Recruits' course.
- ii) Traffic.
- iii) Finger Print.
- iv) Censor-ship.
- v) Watchers' course.
- vi) Tracking.
- vii) First Aid.
- viii) Marks-man ship.
- ix) Typing Hindi or English.
- x) Constables Refresher course.

Good and Bad Entries.

- i) One mark for each C.C. with cash reward.
  - ii) 1/2 mark for each C.C. without cash reward.
- From the total marks so obtained, deduction to be made as under:-

- 1. Mark for each major punishment.
- 1/2 mark for each minor punishment except Extra Drill and F.D.

NOTE AFTER THE DEDUCTION, THE BALANCE WILL BE WITHIN A MAXIMUM OF TEN.

Annual Remarks.

10 marks.

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APPENDIX -G.

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DETAILS OF MARKS FOR RECORD AND INTERVIEW OF CONSTABLES (ARMED POLICE) FOR PROMOTION TO THE RANK OF HD. CONSTABLES (ARMED POLICE)

Record and Interview. 50 marks.

A) Interview. 20 marks.  
(General and Professional questions). 30 marks.

B) Record. 30 marks.

- i) Education. 5 marks.
- ii) Training. 5 marks.
- iii) Good and Bad Entries. 10 marks.
- iv) Annual remarks. 10 marks.

Education.

- Matric and above. 5 marks.
- Middle. 3 marks.
- Below Middle but literate. 1 mark.

Training.

Marks as given below: total not to exceed 5 marks.

- i) First or Second Position in order of merit in Recruits' course. 1 mark.
- ii) Weapon Training Course of any recognised School or Training. 3 marks.
- iii) Any other recognised courses. 1 mark for each course.

Good and Bad Entries.

- I) One mark for each C.C. with cash reward.
- II) 1/2 mark for each C.C. without cash reward or for cash reward only.

From the total marks so obtained deduction to be made as under:

- 1 mark for each major punishment.
- 1/2 mark for each minor punishment except Extra.

Drill and F.D.

NOTE : AFTER THE DEDUCTION, THE BALANCE WILL BE WITHIN A MAXIMUM OF TEN.

Annual Remarks. 10 marks.

APPENDIX H.

DETAILS OF MARKS FOR RECORD AND INTERVIEW OF HD. CONSTABLE (ARMED POLICE) FOR PROMOTION TO THE RANK OF SUB-INSPECTOR (ARMED POLICE)

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RECORD AND INTERVIEW 50 marks.

A) Interview. 20 marks.  
(General and Professional Questions).

B) Record. 30 marks.

- i) Education. 5 marks.
- ii) Training. 5 marks.
- iii) Good and Bad Entries. 10 marks.
- iv) Annual remarks. 10 marks.

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Education.

Matric and Above. 5 marks.  
 Middle. 3 marks.  
 Below middle but literate. 1 mark.

Training.

Marks. as given below: total not to exceed 5 marks.

- i) First or Second Position in order of merit in Recruits' course 1 mark.
- ii) Weapon Training Course of any recognised School or Training. 3 marks
- iii) Any other recognised courses. 1 mark for each

Good and Bad Entries.

- I) One mark for each C.C. with cash reward.
- II)  $\frac{1}{2}$  mark for each C.C. without cash reward or for cash reward only.

From the total marks so obtained, deduction to be made as under:-

1 mark for each major punishment:

$\frac{1}{2}$  mark for each minor punishment, except Extra Drill and

NOTE: AFTER THE DEDUCTION, THE BALANCE WILL BE WITHIN A MARK OF TEN.

Annual remarks.

10 marks.

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