

179

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OFFICE OF THE INSPECTOR GENERAL OF POLICE RAJASTHAN, JAIPUR.

No. P.11(30)Police - Force/Alloc/72/ 401 O Dated 4-6- 73

STANDING ORDER NO. 473.

For imparting trainings in Finger Print Science and M.O.B. working to the various members of the Force the following syllabi are hereby prescribed. The trainings in Finger Print Science will be imparted and arranged at Bureau Headquarters and at Range Headquarters by the Director, Finger Print Bureau and trainings in M.O.B. working will be arranged by the Manager, State M.O.B. at Jaipur:-

	<u>DURATION OF THE COURSE.</u>
1. Supervisory Course in Finger Print working for Prosecuting Insps. & Prosecuting Sub Inspectors. ..	2 Weeks.
2. Finger Print Proficiency Course for Head Constables and Constables. ..	2 Months.
3. Finger Printing Course for Head Concls. and Constables other than those attached to Prosecution Branch.. ..	2 Weeks.
4. Finger Print Searcher's Course. ..	6 Months.
5. Finger Print Experts Course. ..	3 Years.
6. M.O.B. Training .. ..	15 days.

As and when the aforesaid course are arranged by the Director, Finger Print Bureau and the Manager, State MCB Jaipur prior approval of the undersigned will be obtained.

(SULTAN SINGH)  
Inspector General of Police,  
Raj., Jaipur.

Copy forwarded to the:-

1. All Dy. Insps. G.P. Rajasthan.
2. All Supdts. of Police, Rajasthan.
3. All Commandants R.A.C. Bns.
4. Principal, V.T.C. Kishangarh.
5. Accounts Officer, PHQ
6. Asstt. I. G. P. Hqrs. Jaipur / Sr. A. O., PHQ. Jaipur.
7. Addl. S.P. C/Stores, All Zone Officers, Raj.
8. All Group Incharge Force Branch. PHQ.
9. Director, FSI/ Director, FPR/ Manager M.O.B.

For Insp. Genl. of Police, Raj.  
JAIPUR.

SYLLABUS FOR SUPERVISORY COURSE IN FINGER PRINT WORKING  
FOR PROSECUTING INSPECTORS AND PROSECUTING SUB INSPRS.

60  
270

1ST WEEK:

Object and general application of the finger print system; Important definitions; Patterns; Method of taking finger prints; Order of taking finger prints; How classification formula is obtained. How better prints can be obtained; Entry of details on slips; Points to be noted in preparing slips; Submission of slips for Search; Finger Print slips returned by Bureaux. Method of proving previous conviction; Method of proving of identity of accused. Persons whose finger print slips are to be taken on Record, Slips where ~~may~~ to be sent for record. Finger Prints for Record to be taken before a Magistrate or Gazetted Officers; Responsibility of Proficients taking finger prints; Testing of slip; Result of appeal; Thana Finger Print Register and issue of information sheets; Report of deaths of Finger Print Ex-convicts; Reports of death in Jail; Periodical elimination of slips.

IIInd. Week:

Reports regarding escaped convicts and absconders; Absence of bad characters ; Noting of classification No. of slips on all references; Action to be taken on badly prepared slips; Registers maintained by proficientes; Duties of Proficients; Duties of Prosecuting Inspectors. Finger Prints at Scenes of Crime and their utility; How identity is established; Partial identification; Evidence in Court. Photography in Finger Prints. Examination of fresh impressions in Courts; Examination in- Chief of Experts and Cross examination.

Note:-

In addition to above each candidate will prepare one slip for search and one for record and will fill-in the entries in these slips.

After completion of the training the candidate will be examined in theory and practical which will be of 100 marks each Pass marks shall be 60%. The result will be declared as soon as it is ready. The certificates will be issued to the Successful candidates.

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SYLLABUS FOR FINGER PRINT PROFICIENCY COURSE FOR HEAD CONSTABLES  
AND CONSTABLES

181  
e70

1st. Week:

Object of the Finger Print System; General applications of the system; What is Finger print and uses of Finger Prints.

2nd. Week:

Definitions of Unidentified person; Traced person; convicted and reconvicted persons etc. Method of taking finger prints including preparation of appliances. Inking of fingers, entries to be made on slips and points to be noted in preparing slips; Who is Proficient; Responsibility of Proficient in taking finger prints; Duties of Proficient and duties of Prosecuting Inspector with regard to Finger Prints.

3rd. Week:-

System of working: (A) Finger Prints:-

Persons whose finger prints are to be taken for search; Submission of slips for search; Action on Finger Print slip returned by Bureau; Persons whose finger prints are to be taken for Record; Order for taking finger prints for Record; Procedure regarding slips of persons passing quickly out of custody; before whom the finger prints for Record should be taken; Testing of slips; When the Finger Print slips should be sent to Bureau for Record; How to fold the slips; General care of appliances;

4th Week:

System of working: (b) Maintenance of Records; Information regarding result of appeal of convicts whose slips have been forwarded for record; Information of persons whose finger prints have been taken for Record to be sent to Police Station concerned; Death reports of Finger Printed convicts; Reports of death in Jail of finger printed convicts; Reports regarding escaped convicts and absconders; Noting of classification number of slips in all references; Registers maintained by proficient; Unidentified register; General finger print register; Index to General finger print Register; Thanawar Finger Print Register; Invoice book; Register of information sheets for Police Stations, File book of quarterly death reports; File book of annual reports whose finger prints

are recommended for elimination from Records of the Bureau ; File book of notifications and orders.

5th Week:-

Knowledge about working in Bureau:

How to scrutinise finger print slips; Classification and testing of finger print slips received for record; Dealing of badly taken prints; What are ridges and creases; Division of impressions, fixed points in impressions, Delta and Core, Symbols used; Primary classification, Practical training in taking finger prints.

6th Week:

System of working in P.I. Office:

Practical training in the P.I.'s office. An Expert will accompany the trainees to P.I.'s office to impart training in office working and maintainance of Record. Visit to Jail.

7th Week:

1. List for forms and registers to be used by the Distt. Police.
2. Periodical reports and returns to be submitted to the Bureau.
3. Orders regarding retention and destruction of Register and record in the District offices.
4. List of finger print Bureaux in India.
5. Practical training in taking finger prints.
6. Preparation of Search slips and Record slips.

8th Week:-

1. Practical training in taking finger prints.
2. Preparation of search slips and record slips.
3. Finger Prints of dead bodies.
4. Examination.

Note:-

In addition to above each candidate will take finger prints of atleast one person daily.

After completion of this course the candidates will be examined in theory and practical both which will be of 100 marks each. Result will be declared as soon as it is ready and certificates will be issued to the successful candidates. Pass marks will be 60%.

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182  
e70

**SYLLABUS FOR FINGER PRINTING COURSE FOR HEAD CONSTABLES AND  
CONSTABLES OTHER THAN THOSE ATTACHED TO PROSECUTION  
BRANCH.**

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**Ist. Week:**

What is finger print and uses of finger prints;  
Method of taking finger prints; Preparation of  
appliances for taking finger prints; General care  
of appliances. Inking the fingers; Order in which  
finger prints are taken and why this order has been  
fixed. Slight idea of obtaining classification  
formula.

**IInd. Week:**

Persons whose finger prints are to be taken  
for search; Persons whose finger prints should not  
be taken; Submission of slips for Search; No. of  
slips to be prepared for search and where to be sent  
for search. List of Bureaux in India; Finger Prints  
of dead bodies; Issue of information sheets regarding  
persons whose finger prints have been taken for record.  
Thana Finger Print Register. Death reports of Finger  
Printed persons; Reports regarding escaped convicts  
and absconders; absence of bad characters. Noting of  
Classification No. of slips in all references. Action  
on slips of persons traced from the Bureaux. Practical  
training in taking finger prints.

**Note:-**

( In addition to above each candidate will take finger  
prints of atleast one person daily on finger print form  
and will fillin the entries of the search slips.).  
After completion of this course the candidates will  
be examined in theory and practical both of which will  
be of 50 marks each. Result will be declared as soon  
as it is ready. Certificates will be issued to the  
Successful candidates. Pass marks will be 30 in each  
paper.

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163  
C70

**SYLLABUS FOR FINGER PRINT SEARCHERS' COURSE**

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**1ST WEEK AND  
2nd MONTHS.**

Definition of finger prints, Ridges and  
Creases characteristics of ridges: How to  
take finger prints ( Theoretical and Practi-  
cal). Finger Print Patterns; Classification  
of Finger Print slips; Comparison of finger  
Prints; How search is done.

**3rd and 4th  
Months.**

The candidates will do practical work in  
the Bureau. Dispose of slips received for  
Record and Search viz. acceptance, Classi-  
fication, testing preparation of Name Index  
Cards; Recording of slips and Search of slips  
on the Record.

**5th and 6th  
Months.**

Making entries in T.R., M.O.B. Notings,  
Removing of Record duplicates and Death  
Slips, misc. notings and Search of five  
slips daily.

After completion of the course the Candidate  
will be examined in theory and practical both  
which will be of 100 marks each. Pass marks will  
be 60%. This course will be open for Head const.  
and those S.Is. who could not sit in Finger Print  
Experts' Examination to be held by the All  
India Board at Calcutta due to academic  
qualifications or for some other reasons. This  
is a course for candidates regarding Departmental  
promotions in the Finger Print Bureau only.

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1ST YEAR

1. Introductory - Papillary ridge - formation and structure of the ridges - characteristics of the ridges.
2. History of finger print identification.
3. How to take finger prints ( theoretical and Practical).
4. Taking finger prints of the dead bodies.
5. Finger Print patterns.
6. Classification ( theory ) ( Practical starting from 10 slips in an hour to 30 slips in two hours).
7. Other system of classification ( theoretical).
8. Latent finger prints ( theoretical and practical)
9. Finger Prints at the scene of crime.
10. Photography of finger prints.
11. Lifting of finger prints ( theoretical and practical)
12. Comparison of finger prints ( theoretical and Practical lesson with 100 case books of documents and latent prints).
13. Mathematics in finger print ( theory of Probability as applied to finger print Science.
14. New Method of evaluation of ridge characteristics.
15. Forgery of finger prints.
16. Evidence in Courts.
17. Single print classification.
18. Registration and reference noting of the slips received.

II. 2nd. Year.

Students are employed in practical ( Scrutiny of Finger Print slips, Acceptance, Classification, Testing, Preparation of Nominal Index Cards, Action on absconder slips; Recording of Finger Print Record slips; Search work.

III. 3rd, Year

Alongwith the works noted in paragraph II, Students are taught new developments in Finger Print Science if there is any viva voce training is also given to them and finally Moot courts are held for them, so that they

may not feel any difficulty in deposing in Courts as Expert witness.

IV. During the three years course practical training is imparted in scene of Crime Inspection for locating chance finger prints,; Their identification and recording.

V. Photography in recording finger prints found under different circumstances and on various types of surfaces is also demonstrated during the three years Course.

The book with the title Finger, Palm and Sole prints by Shri Salil Kumar Chatterjee is followed as Test book:-

Besides this, the following books are recommended for the study to the students as Reference books:-

- 1. Battāey - Single Finger prints.
- 2. Bridges - Practical finger printing.
- 3. Chapal - Manual of finger printing.
- 4. Cherril - Finger Print in Scotland yard.
- 5. Henry - Classification and uses of Finger prints.
- 6. Scott. Finger Print Mechanics.
- 7. Wilder and Wentworth - Personal Identification.
- 8. H.C. Bose - Finger Print comparison.
- 9. Sir Francis Galton. - Finger Print.
- 10. -do- - Decipherment of blurred prints.
- 11. Any other book and literature of finger print Science.

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LECTURE

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21st.

22nd

23rd.

24th

25th



185  
e70

SYLLABUS FOR M.O.B. TRAINING.

**LECTURES:**

Courts	1st Lecture	-	Concept of M.O.B.
ining is	2nd. "	-	Organisational Set up of M.O.Bx. in Rajasthan and their relations with other States and C.B.I. and I.C.P.O.
lacating	3rd. "	-	Scope of M.O.B.
on and	4th "	-	Various points of M.O.
nd under	5th "	-	System on which M.O.B. functions and its advantages.
es of	6th "	-	Functions of M.O.Bx. in the State and their mutual relationship.
hree years	7th "	-	M.O.B. offences and their importance.
	8th "	-	Classification of the M.O.B. offences.
Sole prints	9th "	-	-do-
:-	10th "	-	Items of stolen property/recovered property and their records, how to be kept.
ommended fo	11th "	-	Wanted persons and their catageries and how their record is to be maintained.
	12th "	-	Functions of the State Central M.O.B. and the registers and cards to be maintained there.
	13th "	-	-do-
	14th "	-	Records to be maintained at the Distt. M.O.Bx.
ints.	15th "	-	Functions of the District M.O.Bx. and how informations are to be collected.
	16th "	-	Filng system in the M.O.Bx. and the heads under which files are to be opened.
	17th "	-	Examination of Record with reference to case or reference received.
	18th "	-	Recordsto be maintained in the Police Stations concerning M.O.B.
	19th "	-	Duties of S.H.O.s. with reference to M.O.Bx.
	20th "	-	Relation of M.O.Bx with other sections of the State C.I.D.
ience.	21st. "	-	Duties of G.O. Ss.P. and DIS.G for M.O.B.
	22nd "	-	Police portrait and its utility.
	23rd. "	-	Description roll how to be completed.
	24th "	-	M.O.B. as Scientific Aid to the detection of Crime.
	25th "	-	Visiting the scene of occurance.

Continued....P.2.

- 26th Lecture - Practical verification of persons on
- 27th ,, - Photographs how to be taken and how to  
Recorded and their use.
- 28th ,, - Undetected cases and their recording  
M.O.Bs.
- 29th ,, - Reports and returns prescribed for M;  
and their compilations.
- 30th ,, - General discussion.

PRACTICAL WORKING:-

1. Description taking - Atleast 10 persons to be described  
Course.
2. Forms to be filled up - Atleast 7 forms of Form 10 are  
filled up in the course after v  
Scene of occurrence.
3. Registers to be filled  
up. - All
4. Cards to be completed - All
5. Giving suggestions  
from Records.. - Atleast 5 cases.
6. Record keeping in  
M.O.Bx. - ~~xxxx~~ for 10 persons atleast.

Note:- This course will be completed from 10-00 AM to 1.  
each day in 15 days. After 2 P.M. they will be given practical  
training in Finger Print Bureau from 2-P.M. to 4 P.M. and from  
4 P.M. ~~start~~ to 5 P.M. they will attend photography section for  
practical training in photography.