

परिसर

OFFICE OF THE DIRECTOR GENERAL OF POLICE RAJASTHAN JAIPUR

(TRAINING DIRECTORATE)

No.S.2(2)Trg.Force/36/5509-17 dated 22-7-88

STANDING ORDER NO.8/88

In supersession of I.G.P's Standing Order No.3/76 issued vide No. P.11(1)Trg/P.I/76/3116-76 dated 2.3.76 regarding practical Training Programme of Sub-Inspector of Civil Police and all other orders relating thereto issued from time to time, the Practical Training Programme of Sub-Inspector Civil Police shall be as laid down in this Standing Order. The Practical Training Programme shall be of a duration of 9 months. The probationer after his initial training at Rajasthan Police Academy shall be put through the Practical Training for a prescribed period of 9 months as under :-

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 city Police Station.
 - iii) Next 1½ months posting to a Rural Police Station.
- During this period in the last one month, the SHO shall be withdrawn.

iv) Next 1½ months at a 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Second Officer and in the remaining three weeks as Incharge of City Police Station when the actual incumbant shall be withdrawn.

N.B.:- Municipal Town Police Stations will also be treated as City Police Stations for this purpose.

v) For the next one month, the Probationer shall be attached to a Circle Officer. In this period, he shall function as Assistant Reader & 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 S.I.S. work. He will also be attached to a P.P. to learn the prosecution work in a Sessions Court for some time.

vii) For the remaining half month, he shall be attached to the Office of the Range D.I.G. of Police. During this period the probationer shall learn the working of

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D.I.G.P. Range Office with special reference to S.R. Cases, Crime control and Inter-District Crime, Specialized Crime and heinous Crime. He shall accompany the D.I.G.P. for inspection of a P.S./O.P. Some period shall be utilized for final examination and assessment of Practical Training.

3. The Circle Officer under whose jurisdiction the Probationer S.I. is attached at Rural or City Police Stations respectively shall be responsible for personally supervising their practical training. Distt.Ss.P. will also please ensure that they keep a proper watch over the probationers.

4. The details of Practical Training Programme of Probationer S.I. are shown in the Appendix.

5. The Probationer S.I. receives a thorough and careful training in all aspects of Police work at the Rajasthan Police Academy and the object of Practical Training is to instil self-confidence in him for application of the 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 Officer under whose immediate supervision the Probationer S.I. will receive his Practical Training. Ss.P. should lose no opportunity to satisfy themselves about the progressive Practical Training of the Probationer S.I. in their Districts and 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 District and a Dy.I.G.P. of the Range will have option to adjust performance of Inspection Tours and important visits to scene of crime during a particular period of training.

6. Weekly working diaries of probationers S.Is. shall be sent to the I.G.P. Training by the respective Ss.P. under intimation to the Range D.Is.G.P. concerned. The Ss.P. concerned shall furnish specific comments in regard to performance of the Probationer and his interest to learn the police work.

7. In case of unsatisfactory progress during the probation period, the S.P. District will give direction to the Probationer S.I. and the Officer under whom he is kept for training. In exceptional cases, where the Distt S.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 I.G.P. Training. The Dy.I.G.P. Range will forward

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the report of the District S.P. alongwith his remarks to the I.G.P. Training for further processing and obtaining Orders of the D.G.P. regarding discharge or otherwise of the Probationer Sub-Inspector.

8. The question of confirmation or extending the period of probation of the Probationer S.I should invariably be decided before the expiry of the probation period. In the event of extension of probation period of the Probationer S.I on the basis of assessment made by the Assesment Board, the Probationer shall be required to undergo training as shown at Sl.NO.8 of the Annexure of this Standing Order.

9. A week before the completion of the extended period of training, the D.I.G.P. Range will send his assesment report to the training branch in the Police Headquarters.

10. During the last phase of attachment in the office of the D.I.G.P. Range, the Probationer S.I. shall be put through an assessment by a Board consisting of the following :-

- 1. Dy.I.G. of Police, Range. Chairman
- 2. One of the Ss.P. of the Range nominated by the I.G.P. Training. Member
- 3. Dy.Director or an Asstt. Director (of the Addl.S.P's rank) from R.P.A. nominated by the I.G.P. Training. Member

The Station House Officer under whom the Probationer receives training and the respective C.Os. who supervise the training in these Police Stations shall be present during the assesment. Board shall also judge the interest and training aptitude of these S.H.Os. and C.Os. while assessing the young probationer and this assesment shall be incorporate by the Range D.I.G.P. in the A.C.Rs. of the respective officers under intimation to the Training Branch in the Police Headquarters.

(Dr. G.P. PILLAIA)
Director General-Comp
Inspector General of Police,
Rajasthan, JAIPUR.

T.M.C.
21/7/88

Copy forwarded to:-

- 1. The Director, Anti-Corruption Department, Rajasthan, Jaipur
- 2. All Spl. Inspector General of Police, Raj. Jaipur including Director, R.P.A. Jaipur

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- 3. All Dy. Inspector General of Police, Rajasthan including Director, S.C.R.B. Jaipur
- 4. Directors F.S.L. Jaipur / Telecommunication Jpr.
- 5. All Supts. of Police, Rajasthan.
- 6. Asst. Supts. of Police (I)/(II)/Traffic/Training Rajasthan, Jaipur.
- 7. The Principal R.P.T.C. Jodhpur.
- 8. All Commandants R.A.C. Bns. including I.R. Bns./PTSS Kishangarh/Jodhpur/Kherwara

for information and necessary action.

Encl: Appendix..

Director General-cum-Inspector General of Police, Rajasthan, Jaipur.

(1)

SCOPE OF TRAINING

S.No.	Place of Posting	Duration	Officer under who trained
1.	Rural Police Station.	1½ Months	S.I., Incharge of Rural Police Station

5. The work at the Police Station will be divided into the following broad heads:-

- a) Administrative Work -10 Days
- b) Crime Prevention -30 Days
- c) Crime Investigation - 5 Days
- d) Personnel Management & Welfare - alongwith (a), (b) & (c).

a) ADMINISTRATIVE WORK:

The Probationer shall be taught organization and Administration of P.S. Office. He shall learn modes of correspondence, Office routine, distribution of duties, receipt & despatch of Dak, Maintenance of various registers and lists and preparation of returns & reports. He shall pay special attention to the Roznamcha, preparation of Pay Bills, T.A. Bills, Medical Claims, Contingent claims and maintenance of Cash Books and other account record. He shall inspect the entire premises daily, look to Malkhana, Govt. property and take its care.

b) CRIME PREVENTION:

The Probationer shall be taught analysis of crime Statistics preparation of Crime & Criminals Map, MOB work, Village Patrolling surveillance of history sheeters and bad characters, Preventive action proceedings, preparation of history sheets, Absconders personal files and lists & 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

taken by the 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 aids 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.

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 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, I.C., H.C. and A.S.I. shall be withdrawn from the respective work after the Probationer has developed the knowledge of work to instill confidence and on the job learning.

d) PERSONNEL MANAGEMENT & WELFARE:-

This work shall be attended by the Probationer alongwith (a)(b) & (c) above under the direct guidance of SHO, ASI/HC 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.

(2) The Probationer shall be attached to 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 I.O/H.O/A.S.I. in office. He shall be taught office work of 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 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 case of theft, Burglary, riot, hurt etc. Besides, independent investigation of atleast 6 cases, the probationer shall visit as many new scenes of occurrences as possible under the guidance of the enquiry officer and shall prepare site inspection memos, memos of searches, 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 of witnesses and learn Prosecution work with special reference to preparation of briefs and scrutiny notes.

During the entire attachment with a City P.S., the Probationer

2. City Police Station
1 1/2 Months
S.I. Incharge
of City P.S.

1.-----
2.-----
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4.-----
5.-----

shall study as many 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 5 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 Incharge SHO whether of the rank of SI or Inspector shall teach to the Probationer the methods of mob-dispersal, maintenance of law and order, arrangements of VIP's Security, Special Police arrangements on melas, 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 inculcated while dealing with respectable citizens, retired Police and other Govt. officers, elected representatives and leaders of Public opinion.

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 2nd 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

Rural Police Station

1½ Months. S.I. Incharge Rural P.S.

1.-----2.-----3.-----4.-----5.-----

City Police Station
1 1/2 Months.
S.H.O. I/C
of City P.S.

4) For the next 1 1/2 months the Probationer shall be posted to a City P.S. preferably the same to which he was attached earlier.

In the first three weeks he will work as 2nd 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 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 P.S. The SHO will be withdrawn during this period.

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 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

Circle Office
1 Month
Circle Officer

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 inspection/tours/ enquires to have an understanding what C.O. expects from S.H.O. in field work/crime work/ Office work and discipline and administration.

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

- i) Crime Branch including MOB 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) S.I.s or Crime Asstt. (S.P. Office) 5 days
- vii) P.P. for Sessions work 5 days.

During his attachment in S.P. office he shall be given an insight in the working of S.P. office with special references 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, criminal intelligence and special arrangements. This shall give an idea to the Probationer as to what is expected to the S.I. at a P.S. from S.P. Office.

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

- 6, S.P. Office 1 1/2 Months
- S.P. 1 1/2 Months
- D.I.G.
- 7. DIG Range Office 1/2 Month
- D.I.G.

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1. ----- 2. ----- 3. ----- 4. ----- 5. -----

8. EXTENDED PERIOD OF TRAINING

(A) Rural Police Station 2/3rd Period of the extended period of training. Circle Officer The Sub-Inspector will work as 2nd Officer at a Police Station where he will specifically look after the work in which he was found deficient in addition to other duties.

(B) City Police Station S.P.'s Office 1/5th period of the extended period of training. S.P. During this period, the Probationers shall be attached as under:-
(i) Addl. S.P. Hqrs / C.A.

(ii) Undertaking study of Special Report Cases, Scrutiny of the briefs prepared by the A.P.Ps and giving orders for Challan/ F.R.

(iii) Crime Branch S.P.'s Office- where he will particularly look after work of S.R. Cases, conducting of F.Es and Inspection work of Police Stations, apart from work relating to Distt. Special Branch.

- ii) S.R. Cases and crime control on Inter-Distt. Crime Specialised crime and heinous Crime 7 days.
- iii) Inspection of P.S./O.P. 9 days.
- iiii) Final examination and Assessment of Practical Training 3 days.

Total 15 Days.