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No. III/T-VII-30-55/D/ 14949
Dated, 30th December, 1955.

Standing Order No. 66

In supersession of all previous orders and instructions regarding practical training of Probationary Sub-Inspectors, the following orders are issued for being strictly implemented:

- (1) On appointment to a district as Sub-Inspector on probation, the officer will go through a course of practical training for 18 months.
- (2) This course will consist of three periods:-
 - (A) During the first period, the officer will receive training -
 - (1) as Head Constable writer in a Police Station. 1 month.
 - (2) as Head Constable in charge of an important Police outpost. 1 month.
 - (3) as Head Constable in charge of a Police Guard in a City. 1 month.
 - (4) as an understudy to a Prosecuting Inspector. 1 month.
 - (5) in the office of the District Superintendent of Police to study (a) work as a Reader (b) accounts work and (c) all work (including parades) in Police Lines. 2 months.
 - (B) During the second period of six months, the officer will serve as an assistant to a Sub-Inspector of Police in charge of an important Police Station.
 - (C) During the third period of six months, the officer will serve in independent charge of a Police Station registering about 50 cases a year.
- (3) All direct candidates will go through the above course of practical training. Departmental candidates should, however, be exempted from the first period of practical training at (A) above, and should be put in independent charge of Police Station after six months of their joining their appointments in the districts. They should, however, be confirmed at the end of 18 months along with direct candidates.
- (4) About one month prior to the conclusion of this practical training, Superintendents will report, concisely and fully, on the fitness or otherwise of the officer for confirmation. In this respect it is important to mention the officer's definite aptitude and fitness for the Police; the mere fact that during the period of training the officer has committed no default to warrant removal is not sufficient ground for confirmation. The Inspector-General may authorize the extension of an officer's probationary period for six months in special cases.
- (5) The question of extending the period of probation or of confirming, discharging or reverting the officers concerned should be decided invariably before the expiry of the specified period of probation.
- (6) Candidates receive a thorough and careful theoretical training while at the School in nearly all branches of Police work and the object to be borne in mind during the course of practical training is that they should be taught how to apply in a practical way the theory they have learnt in the School.
- (7) Particular care should be exercised in selecting the officers under whose immediate supervision probationary Sub-Inspectors are placed and these officers should clearly be given to understand that they are responsible for the practical education of the probationers under their supervision. Superintendents should lose no opportunity of satisfying themselves that the training of the probationary Sub-Inspectors in their districts is being intelligently carried out and should test the progress they are making from time to time.
- (8) Detailed instructions as regards practical training of probationary Sub-Inspectors are given in the attached appendix and special attention should be paid to see that these instructions are carefully followed by all concerned.

(9) Throughout their practical training, probationary Sub-Inspectors should invariably be addressed, and should subscribe themselves in official correspondence as "Probationary Sub-Inspectors".

(10) If a Superintendent is convinced at any time during the period of practical training that a probationer is unfit for confirmation, he should submit a report, through the Range Deputy Inspector-General, to the Inspector-General at once, instead of waiting till the probationary period expires. The report should not be a mere expression of opinion by the Superintendent but should set forth clearly and specifically the evidence or grounds on which the opinion is based.

(11) Superintendents are expected to pay close attention to these instructions and to bear in mind constantly the spirit in which the training of probationary Sub-Inspectors should be carried out. Upon the ability of otherwise of these officers will depend the efficiency of the department and hence too much care cannot be expended upon their training.

V.G. Kanetkar

(V.G. KANETKAR)
Inspector General of Police,
B.M. Bhatnagar
12/11/56

To
All Superintendents of Police (including AIG Railways, S.P., A.C.B., etc.).
All D.Is. G.P.
The Principal, P.T.S. Kishengarh.

Bsm/
28/12.

No
11.1.56

Course of training of a probationary Sub-Inspector of Police.

S. No.	Where posted.	Duration of whom posted.	General instructions.
1.	Police Station One month (Writer Head Constable).	Sub-Inspector of the Police Station.	Immediately on joining a Police Station, the probationer will ascertain what books and records are maintained in the Police Station, how they should be written up and what returns are to be submitted. The Sub-Inspector must see that the probationer receives proper instructions in this matter. As soon as the probationer has received these instructions, he will himself do the duties of the Writer Head Constable while the Writer Head Constable will be his assistant.
2.	Important Out-post (Head Constable in charge)	One month. Sub-Inspector in charge of the Police Station.	The probationer will perform all the duties of Head Constable in charge of the Out-post, including patrolling of villages, in which connection he will maintain his own patrol book.
3.	Police Chowki in a City.	One month. Sub-Inspector in charge of Police Station.	The probationer will perform all the duties of a Head Constable in charge of a Chowki including night patrols reporting "All's well" etc.
4.	Prosecuting Inspector's Office.	One month. Prosecuting Inspector.	<p>The probationer will under the direct supervision of the Prosecuting Inspector</p> <ol style="list-style-type: none"> (1) study carefully the papers of cases referred to the Prosecuting Inspector. (2) note on such cases and (3) attend the hearing of cases by Magistrates. <p>It will be the duty of the Prosecuting Inspector to see that the probationer gains an insight into the manner in which cases are prepared, learns how to weigh and consider evidence, learns how cases are presented to the Court and generally prepares himself for the duties of an investigating and prosecuting officer.</p>
5.	Superintendent's Office.	Two months. Dy. S.P. Hd. Qrs. or S.P.	<p>(a) Work as a Reader -</p> <ol style="list-style-type: none"> (1) The probationer will study the reports that come in from Police Stations with special reference to crime reports, diaries, final reports, request reports etc. (2) He will study the standing orders of the district. (3) If opportunity offers, he will attend the inspection of subordinate offices by the Superintendent.

P.O.C. (3)

the District, who has any grievance or request to make to the I.G. can attend after

- (b) Accounts work -
- (1) The Probationer will study under the Police Accountant who will see that he gets an insight into accounts, viz. the preparation of travelling allowance bills, the submission of the Day Book, the submission of orders of day bills etc. with special regard to the accounts work in a Police Station.

- (2) He should be trained to write travelling allowance bills for inspection journeys when he is sent to correct the travelling allowance bills and to make out correction bills. On the formation of this course of instruction, he should be required to pass an examination in the practical details of this course and the Accountant Rules and the Railway and Services Rules.

- (3) All work (including papers set at Police Lines -
- (1) The Probationer will be given a grade at least three days a week. This he should be given opportunity of doing the work.
- (2) He will be entrusted by the Reserve Inspector
- (3) How to command an inspection party.
- (4) How to lay out for inspection, keep in
- (5) How to clear and maintain in good state, and
- (6) How to care and inspection of arms kit and accoutrements.

- (7) It will be the duty of the Reserve Inspector to see that the Probationer is able to impart to others the instructions in drill etc. he has received at the Police Training School and especially to fit him to take orders and, network his use as a Police Station Officer.
- (4) The Probationer should attend all orderly rooms held by the Superintendent of Police at the Deputy Superintendent of Police.
- (5) It will be on the same lines as the office must of real during his course.

- (6) The Probationer will study under the Police Accountant who will see that he gets an insight into accounts, viz. the preparation of travelling allowance bills, the submission of the Day Book, the submission of orders of day bills etc. with special regard to the accounts work in a Police Station.

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5. Where posted. Duration Officer under whom posted.

General instructions.

(2) As the probationer advances, he should be deputed to investigate, at first, the simpler and easier cases of crime and unnatural deaths and later, more important cases. He should be required to deal completely with cases handed over to him for investigation, but should be encouraged to seek advice in difficulties and doubts. (3) The probationer while undergoing this course, may be placed in charge of the Police Station during the temporary absence of the senior Sub-Inspector and the second Sub-Inspector, if any.

7. Police Station six months. Independent. (1) During this period, the probationer should be placed in charge of a Police Station registering about 50 to 60 cases a year. This should not be interpreted literally. It is over to the Superintendent to post the probationer to any Police Station the work of which is moderate both in volume and in importance. He may also be posted as 2nd Sub-Inspector at some important urban Police Station in large cities such as Jammu, Jodhpur, Bikaner, Madhav or Kotah. Care should be taken that probationer Sub-Inspectors are not continuously posted in charge of the same Police Station. This is a very important period, as during it the probationer's general abilities, tact and common sense are to be tested with a view to his confirmation in or re-education from the service. His work should, therefore, receive very careful scrutiny from all his superior officers. If mistakes are made, they should be pointed out at once and corrected.

(2) During this period the probationer will increase the working strength of Sub-Inspectors in a district. The Superintendent will arrange, in consultation with the Range Deputy Inspector-General, to revert an officiating Sub-Inspector. In most districts there are such officiating officers. If, however, there is none, the Deputy Inspector-General will create a vacancy in the district by the transfer of a Sub-Inspector elsewhere. Ordinarily the probationer should not be transferred in this connection, as a report about his fitness and confirmation is desirable from the district in which he has been trained.

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