

Standing order No. 2 ✓

Subject :- Programme for the practical training of the R.P.S. Probationers (Direct recruits).

In supersession of this office letter No. PHQ-A/Estt-Trg-1-1809 dated 14.9.67, and all previous orders on the subject, the following programme for practical training of the R.P.S. Probationers (Direct Recruits) is prescribed which they will have to undergo after they pass out of the P.T.S. Kishangarh on completion of initial training :-

(a) City Police Station.	3 months
(b) Incharge Rural Police Station.	1 month
(c) With the Prosecuting Inspector	1 month
(d) S.P.'s office.	1½ month
(e) With an experienced Circle Officer	2 months
(f) With an R.A.C. Bn.	2 weeks
(g) C.I.D. & Police Headquarters.	1 month
	<hr/> 10 months

2. Details of the above periods of training will be as follow

(a) City Police Station. The probationer will be attached to a City or town Police Station. During the first half of the month of the training, he will work as Literate Constable and receive training in Head Constable Moharir's duties. He will write the General Diary and all the other Station House registers. During the second half of the month, he will accompany the Officer Incharge of the Police Station in the investigation of cases and learn investigation work.

In the second month of his training the probationer will work as second investigating officer and investigate cases of simple nature made over to him by the officer Incharge and will report to him the result of the investigations. He will also assemble morning parades at the Police Station and drill the Policemen attached to the P.S. and detail them for duty according to the directions of the Officer Incharge and give necessary instructions in respect of their duties. He will report to the Officer Incharge all defects and omissions in the performance of duty by the subordinates.

He will perform night rounds at least twice a week.

In the third month of the training ~~of~~ he will independently work as Officer Incharge of the Police Station.

(b) Incharge Rural Police Station. The probationer will work as Officer Incharge of a rural Police Station. During this period he will have to visit villages as part of his tour programme.

(c) With the Prosecuting Inspector. The probationer will attend court daily and watch trial of cases. He will be instructed by the P.I. in respect of prosecution of cases. He will be required to put up notes on cases decided by Courts for information and orders of the S.P. especially in which irregularities or illegalities have been brought to notice and also in cases which have ended in acquittal or discharge. He will write a précis of the evidence and a summary of his own conclusions. He will also be required to prepare cases for prosecution under the guidance of the P.I.

During this period he will attend all general parades in Police Lines and do night rounds.

(d) S.P.'s office and Police Lines. The probationer will sit in the various branches of the S.P.'s office as directed by the S.P. from time to time. The S.P. will show him as many papers as possible and advise him as to the way they are disposed of. The training of the probationer in office work will include instruction in the method of conducting correspondence, keeping accounts, preparing pension papers, pay bills, grant of driving licences, drafting ~~the~~ of special reports, monthly crime reports, maintenance of crime register, compiling and submitting crime and other returns, writing of the digest register of special report cases and passing orders on the case diaries received. He will be instructed in respect of the working of the District M.O.B. and District Special Branch and submission of various reports and returns in respect of the working of the branches. During this period the S.P. will inspect one Police Station and one P.S.I. office along with the probationer. The probationer will attend general parades in Lines and also attend orderly room proceedings in the Lines and P.Ss. The S.P. will take the probationer to the conferences and meetings etc. He will be required to hold departmental enquiries of simple nature one each under rule 17 and 16 of the Classification Control and Appeal Rules.

He will also be trained in the duties of Reserve Inspector and in office work in the Lines. He should be taught how to maintain the arms and ammunition, clothing and other registers. He will learn how daily duties are distributed in Lines and how relief guards are inspected. He will remain present at the various stages of the annual musketry course. He will be required to distribute the pay of the personnel at the Police Lines.

He will be instructed in the working of the M.T. Section of the District Lines. He will learn how log books and the history of the vehicles are maintained. He will study the working of the Lines mess and the canteen and the activities connected with the welfare of the Police personnel.

(e) With an experienced C.O. The probationer will move all the ~~time~~ time with the Circle Officer and learn his work. He will read general diaries and case diaries, write Digest Register and attend to all correspondence. All this will be done under the supervision of the Circle Officer. He will also visit scenes of heinous offences along with the Circle Officer and see how cases are investigated and supervised. He will visit P.Ss. and O.Ps. with the C.O. and will inspect one P.S., one O.P. and one P.S.I. office under the guidance of the C.O. and later on one P.S., one O.P. and one PSI office independently. The departmental enquiries entrusted to him during the period of his training in the S.P.'s office if not completed already, will be completed during this period.

(f) With the R.A.C. Bn. The probationers on being attached to the RAC Bns. on operational duties, will be acquainted by the Commandant and his assistants with the RAC organisation, discipline, field tactics, disposition and duties of RAC personnel, anti-dacoity problems and measures to fight such problems.

(g) At Police Headquarters and CID. At the Police Headquarters the probationer will study the working of the PHQ and sit with the A.I.G.P.(I) A.I.G.P.(II), A.I.G.P. Traffic, S.P. Central Stores, Accounts Officer and Director, State Police Wireless organisation and will receive instructions from the above officers in respect of the working of the various branches. He will also visit office of the S.P. Railway and acquaint himself with the working of the Railway Police.

In the C.I.D. Crime Branch the probationer will be acquainted with the working of the Crime Branch, Forensic Science Laboratory, M.O.B.,

F.P.B., Photography Section and other Sections of the Branch.

In the CID Special Branch, he will acquaint himself with the working of censorship, political organisation, card indexing, protection and security schemes, working in the Zone Office etc. The probationer will, if possible, be taken by the CID officers with them in their enquiries, security arrangements etc.

3. During the two periods of training viz. (c) with the P.I. and (d) S.P.'s office, the probationer will attend the trial of two cases in Sessions court from beginning to end.

4. In the last month of his training mentioned at (g), the probationer will take the examination prescribed by Government in Appointments Department No.D.4956-Appnts(A)-55 dated 27.6.55.

5. Minimum possible joining time should be availed of by the probationer to join the courses mentioned at (b),(e),(f) and (g) and normally this time should not be more than one day in addition to the journey period.

6. During the period of practical training the probationer will write weekly diaries which will be forwarded through proper channel to the Range D.I.G.P. The S.P. and the Range DIGP will closely supervise his work and guide him as and when necessary.

(Sultan Singh)

Inspector General of Police,
Rajasthan.

Jaipur, dated the 16th June '71.

No. PHQ-A/Estt-Trg-1-61/

3444-4013

To,

All D.I.s.G. of Police, Rajasthan.

All Supdts. of Police, Rajasthan. The aforesaid programme be implemented with immediate effect.

All Comdts. RAC Bns.

The Principal, PTS Kishangarh.

The Asstt. Is.G. of Police (II) & Traffic, Raj; Jaipur.

Office file No. HQ-A/Estt-Trg-4-56/

for Inspector General of Police,
Rajasthan, Jaipur.

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