

OFFICE OF THE INSPECTOR GENERAL OF POLICE RAJASTHAN, JAIPUR.

No. PH(3)DIG. JRG/P.I./76/307-368

Dated, the March, 29 1976

STANDING ORDER NO. 7/76

Sub: Programme of post -N.P.A. Training  
(Practical Training) of I.P.S.  
Probationers in Rajasthan.

In supersession of Standing Order No. 3 of 1971 the Practical Training Programme of I.P.S. Probationers allotted to Rajasthan State is laid down as under. This shall be made applicable w.e.f. 1st April, 1976. On completion of institutional training at the National Academy of Administration, Mussori and the National Police Academy, Hyderabad, the I.P.S. Probationers allotted to Rajasthan State will report to the Principal Rajasthan Police Academy for undergoing Practical Training as under:-

1. Attachment with the R.P.A. for one month:

i) During this period the probationer shall learn local language and dialects, local and special laws and service rules. He shall visit Police Forensic Science Laboratory and acquaint himself in detail with police use of scientific principles to Police work and the role of Forensic Science Laboratory in aid of investigation and other aspects of Police work.

ii) In the afternoons the young probationer shall meet S.I. Probationers (direct recruits) and other trainees attending various promotion cadre courses in seminars, syndicates, and also deliver to them general lectures as per programme laid down by the Principal, R.P.A.

iii) This period shall be utilised for his familiarisation with the State Officers of various ranks at the R.P.A. and outside. He will be initiated to develop a practical approach to implement his theoretical knowledge in actual Police work.

2. Attachment to District for Eight months:

During this period the Probationer shall be posted to a District. The break-up of his Practical Training in the district shall be as under:-

- a) Attachment to a rural P.S. for 1½ months.
- b) Attachment to a City P.S. for 1½ months.
- c) Attachment to a G.O.'s office, away from the Distt. Headquarters, for three months.
- d) Attachment to S.P.'s office for two months.

3. Attachment to Police Headquarters for one and a half month.

4. Re-attachment with the R.P.A. for half a month.

5. Details of each period of attachment are as per Appendix 'A'

6. The Practical Training of an I.P.S. Officer is an initiation of his shaping as a Superintendent of Police and on this successful completion of the training will depend how he shapes as a District Police officer subsequently. To attain this it is necessary that the District S.P., with whom a probationer is posted for training, should take personal interest and regard it as his primary duty to teach him all aspects of Police work

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by constant guidance and supervision. A strict but co-operative and helping approach is required on the part of the District S.P. to make the maximum utilisation of the training period by an I.P.S. probationer and he has also to ensure that the results of the Practical Training are invariably outstanding.

7. A tendency has been noticed in the past that I.P.S. Probationers are not provided opportunity of learning by doing every type of work which they are to supervise later and are allowed to pass training period in a casual manner. This defeats the very purpose of Training. Unless an I.P.S. Probationer goes down the mill, learning at every step all types of work of his Sub-ordinates by doing the same himself, he can not develop insight in the working, difficulties and methodology of Police work at various levels. Such a training has to be thorough and has to be in sufficient details to develop self-confidence of the IPS Probationer so that the quality of his work subsequently at the executive and the supervisory levels is of a high order. It is in the interest of the I.P.S. Probationer himself that he learns what is actually desired in the detailed Training Programme mentioned in Appendix 'A'.

8. The concerned Range Dy. I.G.P. shall be personally responsible to SUPERVISE THE Practical Training of I.P.S. Probationer while he is posted in his Range through the concerned District S.P.

9. Apart from undergoing the detailed training programme, an I.P.S. Probationer should spare no opportunity of attending parades in District Police Lines, orderly rooms held by the Distt. S.P. and visit as many scenes of occurrences of complicated crimes as possible. This has to be done over and above his prescribed programme and so adjusted that the bulk of the training programme is invariably carried out besides such casual experience.

10. At present the I.P.S. Probationers before confirmation have to appear for the Departmental Examination which consists of following papers:-

- i) Law ii) Police work iii) Practical Police Method
- iv) Hindi v) Accounts.

This examination does not give proper assessment of the theoretical and practical training imbibed by the Probationer and has to be drastically changed.

It is now desired that the examination should consist of the entire work made by the Probationer in his own hand, examination of the instructional and controlling capacity in out-door and should be followed by an interview. The broad outline of the examination shall be as under:-

- 1) Examination of working diaries.
- 2) Examination of record prepared by the candidate during training.
- 3) Examination of P.E's. D.E's., conducted by the candidate.
- 4) Examination of Investigation files.
- 5) Examination of Notes of Inspections carried out.
- 6) Examination of crime-digest and methods adopted for supervision and control by the trainee.

Maximum Marks ...200 Pass Marks...75 percent.

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b) Out door examination - This shall consist of his knowledge of:-

1. Lines working
2. P.T., Parade, Musketry Training
3. Stores and equipment, purchase, indent, issue condemnation etc.
4. Messing of Jawans and their welfare
5. Discipline of men.

Maximum Marks ... 100

Pass Marks ... 60 percent

c) Interview - Interview shall be conducted to test the candidates knowledge in the following items:-

1. Ability for organisation and administration.
2. Ability for planning.
3. Mental alertness & physical fitness
4. Capacity to undertake hard work, risks and adventures.
5. To judge his MOTIVATION and Degree of INVOLVEMENT in Police work.
6. His capacity/ability to undertake -  
(i) Research (ii) Training of personnel under him.

Maximum Marks ... 100

Pass Marks ... 60 per cent

out of a total of 400 marks the candidate will be required to obtain minimum 280 marks in the aggregate for being declared successful at the departmental examination.

The Departmental Examination shall consist of an objective participative interview by a Board consisting of the following:-

1. I.G.P. / Addl. I.G.P. ... Chairman
2. Senior Most D.I.G.P. ... Member
3. DIGP(Training) ... Member Secretary

The respective Ss.P. where the Probationers were trained will attend the interview as Observers only. This will give an opportunity to the Board to judge the keenness and interest of the District Ss.P. in training Young Probation-  
Officer and the opinion of the Board shall form part of the ACR of the  
Ss.P.

11. An I.P.S. Probationer during his posting in a district will be considered supernumerary and shall not fill a duty post during the training period.

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If the progress of the probationer during the practical training is not satisfactory in a particular period he shall be asked to repeat the same and his training period shall be extended so that he is satisfactorily trained before being actually posted to fill a duty post.

(Ganesh Singh)

Inspector General of Police,  
Rajasthan, Jaipur.

P11(3)DLG/TRG/P.T./76/ 4307-368

Dated, the March, 29, 1976.

Copies forwarded to the:-

1. Addl. I.G.P., ACD., Rajasthan, Jaipur.
2. All Range Dy. Is.G. of Police, Rajasthan.
3. Dy. Is.G.P. CID. IB., CB & Rlys./RAC/Rules/Roadways.
4. Asstt. I.G. of Police (I)/C.B./Principal, R.P.A. Jaipur.
5. All Superintendents of Police, Rajasthan.
6. Director F.S.L./S.P.W. Jaipur.
7. All Commandants, RAC. Bns. Rajasthan.
8. Commandants, P.T. Ss. Kishangarh/Jodhpur/Udaipur/RAC & AP. Training Centre, Jodhpur.

Inspector General of Police,  
Rajasthan, Jaipur.

Copies also forwarded with compliments to:-

- (i) Commissioner for Home Affairs & Secretary to the Govt. Home Department, Govt. of Rajasthan, Jaipur.
- (ii) Special Secretary, Department of personnel, Govt. of Rajasthan, Jaipur.

for information.

Inspector General of Police,  
Rajasthan, Jaipur.

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ANNEXURE 'A'

Details of Practical Training Programme of I.P.S. Probationers allotted to RAJASTHAN STATE

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<u>S.No.</u>	<u>Place of posting</u>	<u>Duration</u>	<u>Officer under whom trained.</u>	<u>Supervisory Officer.</u>	<u>Scope of Training</u>
1.	2.	3.	4.	5.	6.
1.	R.P.A. Jaipur	One month	Principal, R.P.A.	D.I.G.P. (Training)	I. i) During this period the Probationer shall learn local and special laws and relevant Service Rules. He shall visit F.S.I. and learn application of scientific principles to Practical Police Work with special reference to investigation and preventive aspect of Police Work. He shall also learn under proper guidance local language and dialects. All this training shall be confined to morning hours only up to lunch. ii) In the afternoon Probationer shall meet SI Probationers, RPS Probationers and other trainees at the R.P.A. in Seminar Syndicates and even special lectures as arranged by the Principal, R.P.A. iii) The Officer will be got acquainted with the Police Officers and other departmental Officers and hierarchy of State Administration. The main purpose of this attachment is to develop a practice-oriented attitude for translating his theoretical knowledge gained earlier into practice.
	Rural P.S.	One & half months	i) SI I/C Rural PS.	S.P. Distt.	II. i) The work at the Rural Police Station will be divided as follows:- a) Administrative work 3 days b) Crime Prevention 7 days c) Crime Investigation 7 days d) Independent work as HC at P.S. 4 days e) Second Officer at P.S. 9 days f) SHO at B.S. 15 days

ADMINISTRATIVE WORK :

The Probationer shall be taught organisation and administration of PS Office, He shall learn modes of correspondence, office routine, distribution of duties, receipt and despatch of Dak, maintenance of various

1. reports and returns. He shall pay special attention  
2. to the Roznamcha, preparation of

3. registers and lists and preparation of pay bills, TA bills, Medical  
4. Claims, contingent claims and maintenance of cash-book and other  
5. account record. He shall inspect the entire premises daily, look  
6. to Malkhana, Government property and take its care. He shall learn  
distribution of duties of staff, rotation of duties of staff and  
on-the-job training of P.S. Staff.

CRIME PREVENTION:

The Probationer shall be taught analysis of Crime Statistics, preparation of crime and criminal map, M.O.B. work, village patrolling, surveillance of history sheeters and bad characters, preventive action proceedings, preparation of History Sheets, Absconders personal files and lists and maps of village crime and criminal operating in the area shall be specially made. Besides this the Probationer shall also be told to prepare maps of routes taken by 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 aiders 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. He shall specially be taught about crime and criminals in border PS/areas which have impact on the PS Crime/working.

CRIME INVESTIGATION:

The Probationer shall study old files of investigation and prepare scrutiny notes under guidance. He shall accompany SHO for inspection of scene of occurrences and shall prepare inspection memos, search, seizure and arrest memos and shall write case diaries as dictated by the 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.

During this period the Probationer shall also be given an insight in the court working and how the witnesses have to be tackled and controlled in court. He shall be taught prosecution work with special reference of preparation of brief and scrutiny notes.

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1. 2. 3. 4. 5. 6.

INDEPENDENT WORK AS HC AT PS

SECOND OFFICER AT P.S.

SHO AT P.S.

To instill self-confidence in the Probationer he will be asked to perform jobs of the Literate Constable, H.C., and Second Officer independently after he has learnt their work initially. The SHO at the PS will leave as much work in his hand as possible and in the last 7 days of the attachment he shall remain in his Quarter and shall allow him to function as independent SHO.

PERSONNEL MANAGEMENT AND WELFARE

This work shall be attended by the Probationer alongwith other work at the P.S. throughout his stay at the P.S.

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 P.S.

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.

.S. One and a SI I/C Addl.SP City  
half mont- ii) City PS  
hs:

ii) The Probationer shall be attached to a City P.S. under an experienced Inspector. He shall be familiarised with the Organisation and administration of City P.S. and shall perform duties of L.C., H.C. and A.S.I. and Second Officer in office. During the respective period of this working the respective LC, HC, ASI shall be withdrawn. The broad division of time shall be as under:-

- i) First two days to work as L.C.
- ii) for the next four days to work as HC
- iii) for the next ten days to work as ASI  
(ASI to be withdrawn after 3 days.)
- iv) for the next ten days to work as Second Officer  
(Second Officer to be withdrawn).

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1. 2. 3. 4. 5. 6.

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(ASI to be withdrawn after 3 days.)
- iv) for the next ten days to work as Second Officer  
(Second Officer to be withdrawn).



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1. 2. 3. 4. 5. 6.

v) for the remaining nineteen days to work as SHO (SHO to be withdrawn after four days.)

While working as LC, HC and ASI in the respective period, the respective LC, HC and ASI will be relieved of their charge.

While working as ASI and Second Officer the Probationer shall be taught to deal crime prevention work of City PS. During this period he shall work as Duty Officer at the PS dealing with entire office work, prevention work and an Incharge Patrolling of P.S. both by day and night.

During the period when he works as Second Officer he shall learn crime investigation of simple cases of theft, burglary, riot, hurt etc. Besides independent investigation of at least five cases the Probationer shall visit as many new scenes of occurrence as possible under the guidance of the SHO and shall prepare memos of site inspection, searches, seizures, arrests and particularly of recovery at the instance of the accused.

During this entire attachment with a city P.S. the Probationer shall study as many cases (untraced, unoccurred) of the past 10 years as possible and prepare a crime and criminal note on the P.S. working of the last ten years. He shall specially learn analysis of crime statistics, concentration of crime and ~~statistics, concentration of crime and~~ criminals in a particular area, operation beats of criminals and develop criminal intelligence and plan of crime prevention.

The I/C SHO Inspector shall teach to the Probationer the methods of mob-dispersal, maintenance of law and order, arrangements of V.I.P. 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 Government Officers, elected representatives and leaders of public opinion.

Besides what the Probationer has learnt at the Rural Police Station he shall also learn the following at the City P.S.:-

- i) To complete record at P.S.
- ii) Security proceedings - law and order

- iii) Ambush, search, seizures
- iv) Criminal intelligence of floating population
- v) Traffic control
- vi) Control on cinemas, liquor shops, Bus-stands, Rlys. Stn., places of public/criminals gatherings, vice-dens.etc.

C.O. Office 3 months C.O.

S.P.

III. During this period the following broad distribution shall be made:-

- i) Asstt. Reader 2 days.
- ii) Reader to C.O. 5 days.
- iii) C.O. for half of the Circle 30 days.
- iv) C.O. for next half of the circle. 30 days.
- v) C.O. for full Circle 23 days.

The Asstt. Reader and Reader shall be withdrawn at the earliest after the Probationer shows confidence. When the Probationer shall work as C.O. for half of the Circle the entire work of that half of the Circle shall be done by the Probationer independently under guidance of the Circle Officer. When the Probationer works as C.O. for the full Circle the Circle Officer shall be withdrawn after three days.

The Probationer during this attachment shall be given insight of court working with special reference to examination of prosecution work, scrutiny of briefs, issue of challan orders, scrutiny of decided cases, preparation of acquittal and discharge notes and preparation of cases for filing appeals/revision. He shall be given knowledge of actual tendering of evidence under the guidance of a senior prosecutor.

The Probationer shall also learn inspection of Police Station/O.P. and shall accompany Circle Officer on Inspection/Tour/Enquiry to have an understanding of Circle Officer's function and his control over SHOs in field work, crime work, office work. He shall learn administration of the Circle and ways of enforcing discipline over the Circle staff and the Police Station staff.

This period shall primarily be used with the help of the Circle Officer for learning, analysis of crime, preparation of

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schemes of crime control, control on inter-P.S. criminals and arranging sudden patrolling, ambushes and detailed planning of patrolling needs of the Circle.

S.P. Office. Two months S.P. district Range DIGP IV. The Probationer shall be attached as under:-

- 1) Lines Administration 10 days
- 2) Accounts Branch 3 days
- 3) Gen. Br. & Correspondence 3 days
- 4) Crime Br. MOB & Prosecution work 20 day
- 5) D.S.B. 7 days
- 6) Miscellaneous 2 days
- 7) RAC/BSF working 7 days
- 8) with SP on tour/inspection etc. 8 days of C.O. Office.

During his attachment in S.P. Office the Probationer shall be given insight in the working of various branches of SP. Office with special reference to the control and guidance given by SP Office to a Circle Officer in administration, staff, discipline, crime control, planning and intelligence work. Crime control, criminal intelligence and special arrangements for law and order shall be particularly taught to the Young Probationer. The Probationer during this period should learn what is primarily expected of a Circle Officer by the S.P. Office and what are the common failures in the control and administration of a Circle Officer.

H.Q.

1/2 months

I/C of concerned Branch.

DIGP. Trg.

- V. During this period the Probationer shall be attached as under:
- i) CID GB including FPB/MOB/FSL-15 days
  - ii) CID SB including Zone Office & Interrogation Centre. - 10 days
  - iii) Force Branch - 4 days
  - iv) Accounts Branch - 4 days
  - v) Central Stores - 4 days
  - vi) 'A' Branch - 2 days
  - vii) Traffic Branch - 2 days
  - viii) Training Branch - 4 days

The respective I/CS of the branches at the PHQ shall give insight to the young Probationer in the working of the various branches of the PHQ with special reference to the expectation of the PHQ from the office of a Circle Officer and the normal deficiencies observed in the working of Circle Office and Distt. Office with reference to particular branches of the P.H.Q.

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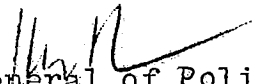
VI. Rajasthan 15 days  
Police Academy.

Principal DIGP (TRAINING)  
Rajasthan  
Police  
Academy.

VI. This period shall be distributed as under :-

- i) Seminar - problems on Rural PS working -2 days .
- ii) Seminar - problems on City PS working -3 days
- iii) Seminar - problems on different aspects of crime prevention. -5 days
- iv) Individual assessment and departmental examination. -5 days

This period shall also be utilised by the Probationer for solving difficulties which he may have faced after he was sent for Practical Training for his own benefit as well as for the benefit of his trainers. He shall easily and actively participate in the Seminars on the working of the P.S. and Circle Office. He shall also be given an opportunity of expressing his experience of Practical Training for the benefit of the Trainers.

  
Inspector General of Police,  
Rajasthan, Jaipur.

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