

OFFICE OF THE DIRECTOR GENERAL OF POLICE RAJASTHAN JAIPUR
(TRAINING DIRECTORATE)

No. S.2(2)Trg-Force/86/ 8647

Dated, 13.10.88

STANDING ORDER NO.11/88

The Practical Training Programme of Sub-Inspector Civil Police Ex. Army shall be as laid down in this Standing Order. The Practical Training Programme shall be of a duration of 6 months. The probationer after his initial training at Rajasthan Police Academy shall be put through the Practical Training for a prescribed period of 6 months as under :-

2. The Practical Training Programme shall be divided broadly as under :-

- i) One month attachment at Rural Police Station.
- ii) One month attachment at City Police Station.
- iii) One month posting to a Rural Police Station.
During this period the SHO shall be withdrawn.
- iv) One month at a City Police Station.

In the first two weeks he shall work as Second Officer and in the remaining two weeks as Incharge of City Police Station when the actual incumbent shall be withdrawn.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 month, 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.

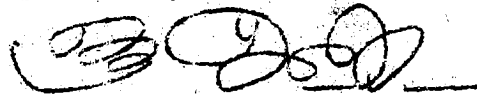
3. The Circle Officer under whose jurisdiction the Probationer S.I. is attached at Rural or City Police Stations respectively shall be responsible for personally supervising their practical training. Distt. Ss.P. will also please ensure that they keep a proper watch over the probationers.
4. The details of Practical Training Programme of Probationer S.I. are shown in the Appendix.
5. The Probationer S.I. receives a through and careful training in all aspects of Police work at the Rajasthan Police Academy and the object of Practical Training is to instill 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 ~~xxx~~ 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 probationer S.Is. shall be sent to the IGP Training by the respective Ss.P. under intimation to the Range D.Is.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 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 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. After the last phase of attachment 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. SP'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 Station shall be present during the assessment. Board shall also judge the interest and training aptitude of these S.H.Os. and C.Os. while assessing the probationer and this shall be incorporated by the Range DY.I.G.P. in the S.C.Rs. of respective officers, under intimation to the Training Branch in the Police Headquarters.



(Dr. G.P. PILANI)

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

Copy forwarded to:-

- 1. The Director General, Anti-Corruption Deptt., Raj., Jaipur.
- 2. All Spl. Inspector General of Police, Raj., Jaipur including Director, R.P.A Jaipur.
- 3. All Dy. Inspector General of Police, Rajasthan including Director, S.C.R.B. Jaipur.
- 4. Director, F.S.L. Jaipur/Police Tele-communication, Jaipur.
- 5. All Supdts. of Police, Rajasthan.
- 6. Asstt. I. G. of Police (I)/(II)/Traffic/Training Raj., Jaipur.
- 7. The Principal, R.P.T.C. Jodhpur.
- 8. All Commandants, RAC Bns. including I.R.Bns/PTSs Kishan Garh /Jodhpur/ Kherwara

for information and necessary action.


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

SCOPE OF TRAINING

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

ADMINISTRATIVE

The Probationer and administration learn modes of correct distribution of duties, Maintenance of Dak, Maintenance lists and preparation He shall pay special preparation of Pay -claims, Contingent Cash Books and other inspect the entire to Malkhana, Govt. care.

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CRIME PREVENTION

The Probationer shall be taught analysis of crime Station

preparation of crime & Criminal Map, MOB work, Village Petroling, ...

action proceedings, preparation of history sheets, Association ...

personal files and lists & maps of village crime and ...

operating in the area shall be specially made. Besides this, the ...

Probationer shall also be told to prepare maps of routes taken by ...

the criminals for commission of crime, retreat from scene of crime, ...

places and persons where different types of criminals seek and get ...

herbours and also places and persons through whom stolen property ...

is disposed. Places of Nakabandi, routes of Nakabandi and knowledge of ...

addresses and helpers of Police and Police informers shall also be known ...

and reduced on record. The Probationers shall be taught basic princi- ...

ples of Criminal Intelligence.

CRIME INVESTIGATION

The Probationer shall study old files of investigation and prepare ...

sewing notes. 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 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 ...

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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/HO FROM time to time. Here the Probationer will learn the technique of studying his subordinated, 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 report shall be established with the PS/OP Staff to know then, deal with them and to work/play with them to take the best out of them.

1. City Police Station. 2. 1 month 3. S.I. Incharge of City P.S. 4. 5.

(4)

(2) The Probationer shall be attached to City Police Station 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.C./H.C./SI 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. and 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 week the Probationer shall be taught crime investigation of simple case of theft, Burglary riot, hurt etc., Besides, independent investigation of atleast three 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 particular memos of recovery at the instance of the accused

In the last week the Probationer shall attend Courts and watch the Police Control of witness and learn Prosecution work with special reference to preparation of briefs and scrutiny notes.

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During this entire attachment with a city P.S. the Probationer shall study as many cases (untraced, un-occurred) of the past 5 years as possible and prepare a crime and criminal note on the Police Station working of the last 3 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 S.I. or Inspector shall teach to the probationer the methods of mob-dispersal, maintenance of law and order, arrangement 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.

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Rural Police Station 1 month S.I. Incharge Rural P.S.

City Police Station 1 month SHO/IG of City P.S.

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3) For the next 1 month the Probationer shall be posted to a Rural Police Station, preferable the same to which he was attached earlier.

In the first week 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/SD so that he develops confidence.

In the remaining three weeks the S.H.O. shall be withdrawn and the probationer shall work as S.H.O. independently.

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

In the first two weeks he will work as 2nd Officer at the P.S. doing as much work independently as possible under the guidance of, SHO. It is desirable that the Probationer is to do everything that the S.H.O. is required to perform while self confidence.

In the next two weeks the Probationer shall function as independent incharge P.S. The SHO will be withdrawn during this period.

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 Circle Officer 1 month Circle Officer 1 month
 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 filling appeals/revisions. He shall be given knowledge of actual tendering of evidence under 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 SHO 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 -10 days
 - ii) Account Branch - 2 days.

S.P. Office 1 month S.P.

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Circle Officer 1 month Circle Officer Circle Officer
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, Secrutiny of decided cases preparation of acquittal and discharge notes and preparation of cases for filling appeals/revisions. He shall be given knowledge of actual tendering of evidence under the guidance of a Senior Prosecutor.

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- S.P. Office 1 month S.P.
- 6) During this period the probationer shall be attached as under:-
- i) Crime Branch including MOB -10 days
 - ii) Account Branch - 2 days.

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- iii) General Branch including Force Branch - 2 days
- iv) D.S.B. - 5 days
- v) Police Lines - 5 days
- vi) S.I.s or Crime Asstt/(SP Office) - 3 days
- vii) P.P. for Sessions work - 3 days

During his attachment in S.P. Office he shall be given an insight in the working of S.P. OFFICE with special reference 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 beside, ~~xxxx~~ special requirements of crime control, criminal intelligence and special arrangements. This shall give an idea to the Probationary as to what is expected to the S.I. at a P.S. from S.P. Office.

CID CB (56)

OFFICE OF THE DIRECTOR GENERAL OF POLICE, RAJASTHAN, JAIPUR

No. CID/CB/PRC(32)/88/7538-82

Date: 19th Nov., 1988

STANDING ORDER No. 12/88

Subject:- NEWS-CUTTING CELL.

In a democracy, the Press has the distinction of being termed as Fourth Estate. The Press plays a leading role in educating the public as well as in forming public opinion on vital matters. A large number of national level, state level, district level and local news papers and periodicals perform a vital role in keeping the public informed about day-to-day happenings. Of late, news pertaining to crime and criminals, law and order incidents/situations etc. are gaining prominence in the Press. News-papers carry comment/criticism of the performance of the police and also highlight the alleged misconduct of policemen. Investigative journalism has also attracted large scale public attention. Hence, police as an agency of service to the people, has to pay proper attention to the news, firstly, to remain updated on current events and secondly, to ensure corrective action by the department, wherever required.

2. Generally, the news and views on Police, can be divided into following categories :-

- (a) Sensational news pertaining to death/rape in police custody; Police brutality; Atrocities on S.C./S.T./Women; where police role/action has been criticised/condemned.
- (b) News-item pertaining to non-registration of F.I.R. or belated action/inaction, by the police, where police role/action has been criticised.
- (c) News relating to use of force/firing by the police, communal riots, caste clashes, where police action/inaction has been subject of criticism.
- (d) Routine news of descriptive nature pertaining to Police role/activity in connection with day-to-day happenings/crime.

3. For processing the news contained in news-papers/periodicals (National/Provincial/Local), at the District level, a Cell captioned 'News-cutting Cell', should be started in the District Special Branch under the direct supervision of the District Superintendent of Police. All news-items, pertaining to the Police role/activities, in the district, should be cut, pasted and put up before the S.P. for his perusal. He should go through all of them and take a conscious decision regarding each news-item, on the same day, whether it should be filed or should be further verified or any legal/administrative, action should be initiated.

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If S.P. is out of Headquarters, then this exercise should be undertaken by the next in-charge. All these news-cuttings should be categorised into above mentioned four categories and kept into Master File for ready reference, which for the sake of convenience could be kept on monthly basis. Photo-copies of these news-cuttings could go into various dossiers pertaining to events, persons, cases etc. Such perusal, examination and processing of news-cuttings, on day-to-day basis, would keep the District S.P. fully informed of news as well as views regarding current events.

4. At the Police Headquarters, "News-cutting Cell" headed by the Asstt. Director Publicity will continue functioning under direct control of I.G. of Police, CID (Crimes), which would ensure action as envisaged in paragraph 2 above, at the State level and submit relevant news-paper cuttings to the concerned branches of the Police Headquarters. The staff of the "News-cutting Cell" presently functioning in CID (Special Branch), would merge with the "News-cutting Cell" in Crime Branch. Thus, at PHQ there would be one unified "News-cutting Cell". The Asstt. Director Publicity would also continue to discharge his usual duties of projecting news and views on police matters and maintaining close contact/liaison with the Press and the Media.

5. It would be the responsibility of the District Superintendent of Police to observe following drill, for dissemination of information to the "News-cutting Cell" at the Police Headquarters :

- (i) Regarding news falling in category (a) and (c), initial information, through quickest means (hot-line/telephone/wireless/T.P.), should be passed. Later, at the earliest, in any case within three days, a detailed report regarding verified facts and action taken, should follow.
- (ii) Regarding news falling in category (b), a detailed report based on verified facts, mentioning action taken, should be sent to concerned Dy. Is.G. of Police Ranges/ Railways, with copy to Police Headquarters within seven days from the date of occurrence.
- (iii) Regarding news falling in category (d), no intimation is required to be sent, except where in certain special circumstances, the District S.P. feels that the matter should attract attention of the Police Headquarters.
- (iv) Where the news is patently false or grossly exaggerated and the District S.P. is sure of his grounds, an official contradiction should be got issued in such cases through local P.R.O.



