STANDING ORDER NO. HRD/21/2022

POSTING OF HEAD CONSTABLES/CONSTABLES IN POLICE STATIONS TO LEARN POLICE PRACTICAL WORK

1. INTRODUCTION

It has been observed that an ASI is a full-fledged Investigating Officer who is required to conduct all types of investigations and enquiries. Most of these officers either do not possess any knowledge of Police Station working or have inadequate knowledge, as a result of which, they lack confidence and overall police work suffers. The main reason behind this is that at Constable level, they usually avoid working as Daily Diary Writer or working with Investigating Officers. Instead, they prefer to go for Beat/General duty.

Similarly, after promotion to the rank of Head Constable, they avoid working as Duty Officer, Investigating Officer or to be associated with senior Investigating Officers. Instead, they prefer the duties of general nature in the Police Station like pickets etc. Barring a few exceptions, they can not attend to any police problem independently, which reflects adversely on their overall work when they get promoted to the rank of ASI.

As per Standing Order No.HRD/19/2022, mandatory every newly inducted Constable must be posted in the field Units/Distts.(Police Stations) to know the basic police working. After 6 years of service, their aptitude/skill will be assessed to post them further in a Frontline or Support Unit according to their aptitude/expertise and skill. However, to the maximum extent possible, efforts will be made to ensure that all men are groomed to have field experience of Crime and L & O handling and dealing with citizens. While posted in Police Stations, it is for the SHOs concerned to groom and utilize them for different tasks that are required to be done at a Police Station, which includes assistance in investigation of Crime, patrolling, working as Daily Diary Writer, posting in the Malkhana and all other fields of the Police Station work. If the SHOs and other supervisory officers pay due attention for shaping up of these Constables at Police Station level, when they become Head Constables, they can again be further groomed and trained for all police duties. It is primarily because of lack of proper supervision over the

career development of the Constables and Head Constables at the Police Station level that we are unable to get good, confident and well trained ASIs who can handle investigations, enquiries etc. independently.

In order to build up trained police officers/men, Constables and Head Constables should be groomed from the initial stage and they should be made to perform the following duties while posted in Police Stations:-

2. <u>Constables</u>

1. He should work as Assistant Daily Diary writer for two months to learn the use and significance of the Daily Diary Register and to make entries in these registers under the supervision of the Duty Officer.

2. He should be attached with senior Investigating Officers for six months to assist in writing work.

3. He should be attached with MHC (R) for one month to familiarize with the police record, VRK, practical work on computer in respect of recording, collection and dissemination of information related to PS record.

4. He should be attached with MHC (M) for 15 days to learn the work relating to safe custody, release, Court production and disposal of case property.

5. He should be attached with Incharge/V-B to learn the process of service and execution of summons & warrants and liaison with Court Staff, Prosecution Branch and Naib Courts.

6. He should learn the use of modern technology i.e. computer, photography and forensic science/medicine etc.

7. Use of mobile Apps, Internet, Cyber Crime, E beat book.

8. He should be attached with the hospital inquiry, nature of injuries, reflection of injuries in MLC, finalization of MLC results should be part of hospital and mortuary visits and also dealing with inquests.

9. He should learn the important judgments pertaining to IPC, Cr.P.C & Evidence, how to prepare a charge sheet, entry of FIR, collection of Evidences and recording of statements u/s 161 Cr.P.C on computer, filling of FSL/CFSL forms etc.

10. Their ID for CCTNS be generated so that disposal of cases, complaints, charge sheet (drafted) etc. be reflected in their ID.

11. Junior Investigation Officer concept should be implemented. Const. be given name/designation as JIO or Assistant Investigator.

12. He should be given to prepare 25 untraced & 25 charge sheets.

3. Head Constables

1. He should work in the Record Room and the Malkhana in order to gain knowledge about the maintenance of PS records and receipts & disposal of case properties (Register No. 19).

2. He should be attached with senior IOs and Inspr./Investigation to learn investigation of all types of cases and assist in writing work. He should learn writing of CDs in investigation.

3. He should act as Incharge "Beat" in P.S. and supervise the beat constables associated with him.

4. He should work as Duty Officer for two months.

5. After initial learning, he should be assigned enquires in the complaints.

6. He should be given investigation of light cases i.e. theft cases including M.V. theft, pick pocketing, Arms Act, Excise Act etc. under the close supervision of Inspector Investigation and senior SIs.

7. He should perform patrolling and checking of pickets under the supervision of senior officers.

8. In order to develop interest in the use of modern scientific techniques in investigation, he should be exposed to lifting of Finger Prints/Foot Prints from the scene of crime analysis of call data records, use of computer knowledge about Forensic Science/ medicine etc.

9. He should appear in court with the IO's for remand, custody etc. and acquaint himself with the functioning of the Prosecution Branch pertaining to the District and to learn how the cases are processed within the courts, scrutiny of charge sheets, acquittal

reports and attendance in courts and also learn how witnesses are examined and cross examined.

10. If posted in rural Police Stations, he should be attached with area Tehsildar for one week to gain knowledge about land & revenue issues and land records.

11. HCs must investigate 40 files in one year and outcome be forwarded to Court of Investigation (whatsoever untraced/ cancelled/Final report of Challan). These FIR No. be mentioned in his ACR.

4. The lower subordinates (Exe.) are required to be exposed to investigation process from the constabulary level. Earlier the Constables used to work as "Taftishis" with experienced IOs and by the time, they got promotion, they were capable of handling the investigation of the cases independently. This system is required to be re-introduced to ensure good pool of IOs to meet ever increasing tasks of investigation. There are many well educated and graduate Constables in the force capable of becoming good investigating officers, if given proper exposure and training. There may also be non-graduate Constables/Head Constables who are keen to develop investigation skills and such Constables/Head Constables must be encouraged to work as "Taftishis".

5. Cyber crime and economic crime has gained currency recently. In most cases, the local police seems to be clueless about the investigation of cyber crime cases, bank frauds, share related cases etc. With changing crime scenario, knowledge of computer is necessary. Efforts are also being made to make the crime data, information regarding criminals/ gangs etc. available on the sites exclusively meant for police. Feeding crime data and retrieving data would be required to be done at Police Station level in future. Computer courses should be made mandatory for all police personnel during training. Refresher courses should also be organized from time to time to make the police personnel aware and familiar with the latest progress/advancements in the field of IT and computer.

6. **SUPERSESSION CLAUSE**

This Standing Order supersedes the previous Standing Order No. 09/2009 issued vide No.13755-905/Record Branch/PHQ dated 21.07.2009.

7. **DISCLAIMER**

It is made clear that this Standing Order is exclusively for internal smooth functioning of Police Department.

Rakesh Asthana

(RAKESH ASTHANA)
COMMISSIONER OF POLICE:
DELHI.

06.06.2022

No. 41551-41700 /Record Branch/PHQ dated Delhi, the 06/06/2022.

Copy forwarded to:-

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2. All Joint Commissioners of Police, Delhi including Jt. Director, Delhi Police Academy, Delhi/New Delhi.
3. All Additional Commissioners of Police, Delhi.
4. OSD to C.P., Delhi.
5. All Deputy Commissioners of Police, Districts/Units including PHQ, C.P. Sectt., FRRO and Deputy Director/Delhi Police Academy, Delhi/New Delhi.
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