I. INTRODUCTION

Training is a conscious effort to impart, improve and increase knowledge, skills and to develop attitude and values of an individual in a desired direction. It is a process of developing a person’s effectiveness through carefully selected methods by competent trainers in a suitable learning environment. It should be directed not only towards preparing him for the efficient and effective performance of his duties in an assigned job, but also towards developing his capacity for greater responsibilities.

II. OBJECTIVES OF TRAINING:

(i) The main objectives of training are to impart and enhance the professional knowledge to hone their skills and to cultivate appropriate attitude to serve the community, the following aspects should be kept in view in planning the programme:

   a) The need for moral values and importance of justice and fair play.
   b) Develop and reinforce their commitment to basic values of society.
   c) Harmonizing police roles in the changing political and socio-economic scenario of the society; and
   d) Increase the effectiveness of the police officers and prepare them for taking up the responsibilities to the best of their potential.
   e) Inculcate Community policing, use of modern methods, new practices.

(ii) SPECIAL REQUIREMENTS IN LOWER SCHOOL COURSE:

   After promotion to the rank of Head Constable the officer is assigned with investigation of only minor offences and preparation of Kalandara under Cr PC/other relevant Acts and needs to know about the method of GD writing. He is also required to work as Duty Officer and in charge of malkhana, records, guards, PSO, mess, warrants and summons, JPP, OPs and also I/C LOPs of remote areas. He has to personally maintain records and he should have a better understanding and practice of maintaining the same. He is assigned the job of Beat Officer and is expected to exercise effective control over Constables.

III. TRAINING NEEDS

The training needs of the department are based on assessment of various job requirements, which the police force is required to undertake in its day-to-day functioning. The training needs of Andaman Nicobar Police are based on experiences gained through various incidents and handling of law and order situations. The emphasis should be on ensuring a steady improvement in the performance of the duties and responsibilities by the Andaman Nicobar Police personnel and to achieve the aims and objectives mentioned above, in cooperation with community and support from each section of society.
IV. PROMOTIONAL COURSE

Name of the course - "Lower School Course"

Participants Eligibilities

(1) Constable (Executive) who qualifies the promotion test of Head Constable (Executive) and is in waiting list.

(2) Those Head Constables (Executive) who are already promoted to the post of HC either from Promotion Test or through seniority basis, are eligible for appearing in "Lower School Course"

V. DURATION

Lower School Course ...... 02 Months (Annexure ‘A’)

VI. TRAINING SET-UP

The Training at Police Training School is two-fold i.e. Indoor for gaining professional knowledge and skills and Outdoor for physical fitness, sharpening reflexes inculcating and strengthening of the fibre of discipline and building team spirit.

A. OUTDOOR TRAINING

i) An Inspector of Police designated as Chief Drill Instructor assisted by SI/ASI (Training) will be in charge and responsible for Outdoor Training under the overall supervision of Vice Principal and Principal/PTS.

ii) The Training in Outdoors shall be in accordance with the principles laid down in the Andaman and Nicobar Police Manual/Drill Manual and instructions issued by PHQ from time to time.

iii) In order to ensure effective training and proper supervision over outdoor training, the trainees will be divided into platoons of not more than 30 trainees which will be under the command of a Drill Instructor of the rank of Head Constable. The Platoon Commander will be responsible for the maintenance of discipline and the general conduct of the trainees of his squad. He will also ensure cleanliness of rooms and barracks under occupation by his trainees. Games and sports will form a regular part of outdoor training schedule.

iv) Intensive training shall be imparted in the handling and use of fire arms. The trainees who fail to secure 50% marks in firing will be disqualified. They will be given further intensive musketry training to enable them to qualify the firing test.

v) The trainees of lower school course will carry out short range firing.

vi) The detailed scheme of outdoor training containing syllabus, period and marks has been shown at Annexure ‘B’. 
B. INDOOR TRAINING

i) An Inspector designated, as Chief Law Instructor assisted by ASI/SI (Course Coordinator) will be in charge of Indoor Training under the overall supervision of Vice Principal and Principal/PTS. The Vice Principal/PTS shall allot subjects to the Law Instructors. The lectures/talks shall be delivered by using various instructional/teaching aids. Involvement/participation of trainees by question/answer is the best method of teaching and must be so adopted by the instructors. The lectures will be of a practical nature and will be as per the syllabus for each course.

ii) For better comprehension of duties in a police station and to inculcate awareness of the actual working and problems of the police station, the trainee will be taken to the model police station at the PTS. The scene of important crimes shall be simulated and the trainees will be asked to locate and pick-up clues and traces of evidence and complete investigation of such crimes. The importance of scientific aids to investigation will be duly emphasized and insisted upon at this stage.

The trainees will be given full exposure of the simulated exercises on crime investigation. The importance and necessity of using scientific aids in investigation will be repeatedly and continuously emphasized upon them till it becomes their habit.

iii) The trainees will be given a good understanding of various aspects of security (security of the VIP’s, security of vital installation) areas. The subjects like espionage and counter-espionage, anti-sabotage, terrorism and anti-terrorism measures, their theoretical implications and practical impact on national security as a whole will also be taught.

Explosives of different types are now being used by terrorists and subversive elements more and more to achieve their nefarious designs. The identification and location of explosives and the methods adopted by subversive elements will be an important part of all the courses.

iv) All the trainees will be given a general understanding of the various political parties, their aims and objective, their policies on national integration, regionalism etc. They will also be made aware of the trade union movement in India, the industrial unrest and maintenance of industrial peace. The trainees will also be told about student’s unrest and their modus operandi for giving vent to their anger and emotionally surcharged feelings by indulging in hijacking of buses, violent demonstrations and the like. The handling and controlling of such situations will be suitably explained.

v) The role of police in controlling the Traffic, the enforcement of Traffic Laws etc. will be covered in the training.

vi) In addition, demonstrations, syndicate discussions, tutorial periods, written papers and practical exercises, group discussions, case studies, debate competition, General Knowledge competition, role plays, lectures
by eminent guest speakers on different subjects from various fields, will be arranged from time to time. These methods of instructions will be reflected in detail in the syllabus. However, due emphasis shall be given on an integrated method of teaching. Different aspects of the same topic will be covered comprehensively through demonstrations, guest speakers etc., so as to enable the participants to develop an in-depth understanding of various aspects of diverse situations.

vii) The detailed scheme of Indoor training containing syllabus, period and marks has been shown at Annexure 'C'.

VII. TRAINING METHODOLOGY

Interactive Lecture, Case Study, Group discussions, Practical Exercises, and Simulation of scene of crime, Demonstration, Audio Visual aids and presentation of papers on professional subjects will be used for training purpose.

TRAINING MATERIAL

Printed Material, Power Point, précis, case files, film shows and simulated crime scenes.

VIII. ASSESSMENT AND PROGRESS OF TRAINING

A personal dossier of each trainee shall be maintained by the CLI and CDI separately.

IX. FINAL EXAMINATION

On completion of the training course, the trainees shall be examined by a Board of Examiners to be constituted by the Principal and Vice Principal PTS. The Principal and Vice Principal PTS will also nominate officers from PTS or other place as he desires to set the question papers, evaluate the answer sheets and conduct the outdoor tests.

The Board will consolidate the marks. The pass percentage for the trainees will be 45% in each subject. While declaring the result, the Board may also consider awarding a maximum of 5 grace marks in outdoor/indoor test to such trainees who fail in one subject. When any trainee will be failed in a subject then CLI/ CDI will put up the file to the Board and, that time this 5 marks will be given.

No trainee will earn a increment till such time i.e. till he/she clears the examination in a maximum of 3 chances. A maximum of 3 chances will be given to the trainees; his/her promotion will be cancelled, if he/she fails to qualify the test in 3 chances including the examination conducted after the initial promotional training.
X. MERIT LIST

After final examination those trainees who secure First (Rs.2000) and Second (Rs.1500) position in Indoor subjects, First in outdoor (Rs.2000) (PT/Parade), Best Shooter (Rs.1500) and First (Rs.3000) and Second (Rs.2000) in All Round Best will be granted Commendation Certificates with suitable cash reward by DIG/IG/DGP of Andaman Nicobar Police.

All trainees who complete the course successfully shall be issued a Proficiency Certificate by the Principal/PTS. This Proficiency Certificate will be in the Format as Annexure “D” having details of Marks obtained subject wise/item wise. The copy of Proficiency Certificate will be sent to DYSP Esstt. PHQ for a entry in the Service book of the individuals concerned. The result shall be circulated to all Districts/Units of the Andaman and Nicobar Police.

**DRESS CODE**

<table>
<thead>
<tr>
<th></th>
<th>Physical Training</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>For Male</strong></td>
<td>Teri Cot Half Pant khaki, PT belt, white T-shirt, Brown PT shoes and khaki cotton socks/White Sports shoes with white socks.</td>
</tr>
<tr>
<td><strong>For Female</strong></td>
<td>Teri Cot Full Pant, PT belt, white T-shirt, Brown PT shoes and khaki cotton socks/White Sports shoes with white socks.</td>
</tr>
<tr>
<td><strong>Parade</strong></td>
<td>Cotton Half Pant, White vest, web belt, Black Ammunition shoes, Khaki cotton socks, Beret cap khaki.</td>
</tr>
<tr>
<td><strong>For Female</strong></td>
<td>Cotton Full Pant Khaki, White T-shirt, web belt, Black Ammunition shoes, Khaki cotton socks, Beret cap khaki.</td>
</tr>
<tr>
<td></td>
<td><strong>Indoor classes</strong></td>
</tr>
<tr>
<td><strong>For Male &amp; For Female</strong></td>
<td>Black Pant, White T-shirt, Black Belt, Black shoes, white socks For Male and Female.</td>
</tr>
<tr>
<td></td>
<td><strong>Roll call</strong></td>
</tr>
<tr>
<td><strong>For Male &amp; For Female</strong></td>
<td>Khaki Teri Cot Pant, White T-shirt, PT Belt White Sports shoes with white socks/Brown PT shoes and khaki cotton socks, For Male and Female</td>
</tr>
<tr>
<td></td>
<td><strong>Fatigue</strong></td>
</tr>
<tr>
<td><strong>For Male &amp; For Female</strong></td>
<td>Teri Cot khaki Half Pant, PT belt, white T-shirt, White sports shoes with white socks. Brown PT shoes and khaki cotton socks. For Female - Teri Cot khaki full Pant, PT belt, white T shirt, Brown PT shoe and khaki cotton socks/White Sports shoes with white socks.</td>
</tr>
</tbody>
</table>
LEAVE:

1) Permission leave will be given by the VP PTS after examining reason and as per the requirement of the trainees.
2) No extension should be accepted by the VP PTS ordinarily.
3) All leave period will also be counted as absent in indoor and outdoor attendance.

XI. CAUTION

In order to eliminate an unsuitable trainee from the police force at the stage of his/her training itself any one of the following grounds shall be sufficient for initiation of disciplinary action:

1. More than 14 days continuous unauthorized absence from the outdoor/indoor programmers.
2. Submission of false Medical Certificate from any Doctor for availing leave or light duty or rest.
3. Gross misconduct with the indoor/outdoor instructors or with other trainees/staff.
4. If he/she commits any mischief or any crime involving moral turpitude during training.
5. If any information submitted by the trainees is found to be false.
6. Any other ground which adversely reflects his/her behavior and the trainee is otherwise found unsuitable for police service.
7. 90% attendance in indoor/outdoor periods is compulsory and relaxable by 5% in exceptional circumstances by the Principal/PTS, failing which he/she will be debarred from taking the Final Examination. He/she shall have to further undergo training with the next batch in case the attendance falls below 85% in any case. DIG/IG training, can further relax 5% attendance of the trainees in outdoor/indoor periods. However, in an exceptional case which deserves extraordinary consideration, this condition or any of these cautionary provisions in (Para-XI) may be relaxed by the DGP A&NP.
8. A trainee shall not be allowed to take Final Examination until he/she has successfully undergone a stipulated period of training at Police Training School.
9. No trainee will be accepted/allowed for training at PTS after 10 days of commencement of training except in exceptional circumstances and with the prior approval of the concerned DIG/IG.
10. Married women trainees or women trainees who may have got married during training will not incapacitate themselves on account of pregnancy during training. The training period of the trainees who become temporarily medically unfit while undergoing their
training due to injury/pregnancy will be extended and they will be allowed to complete the training with the next batch.

11. In case of any police personnel who had sustained a physical injury while actually performing Govt. duty and which has resulted in a permanent disablement, he/she could be exempted from outdoor training. Each such case shall be read with para-7 above and examined on its merits. In these cases the seniority shall be protected. No exemption from outdoor training of any sort will be granted except with the prior approval of concerned DIGP/IGP, based on recommendations of a Committee consisting of Principal/PTS and two Dy.SPs including VP/PTS.

12. No representation with regard to any result of the Final Examination will be entertained after 30 days of the declaration of the result.

XII. RELAXATION

The DGP, Andaman and Nicobar Island may relax any of the conditions laid down in this Standing Order as per the requirement. For the matters not specified in this Standing Order, the decision of DGP, A&N Island shall be final.

This Standing Order comes into force with immediate effect.

(Sudhir Yadav, IPS)
Director General of Police
Andaman and Nicobar Islands

Copy to: -
1. IGP.
2. All SPs.
3. All DySPs.
4. SO to DGP.
5. Library/PHQ/PTS,Prothrapur
**ANNEXURE ‘A’**

**SCHEDULE FOR LOWER SCHOOL COURSE**

<table>
<thead>
<tr>
<th></th>
<th>Duration of Course</th>
<th></th>
<th>2 Months (60 days)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Holidays (including Sundays/Sat./Ghs)</td>
<td></td>
<td>12 Days</td>
</tr>
<tr>
<td>B</td>
<td>Final Examination</td>
<td></td>
<td>7 Days</td>
</tr>
<tr>
<td>C</td>
<td>Average No. of working days</td>
<td></td>
<td>41 Days</td>
</tr>
<tr>
<td>D</td>
<td>Daily Number of periods: -</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>I) Indoor</td>
<td></td>
<td>04 Periods</td>
</tr>
<tr>
<td></td>
<td>II) Outdoor</td>
<td></td>
<td>04 Periods</td>
</tr>
<tr>
<td>F</td>
<td>Total No. of Indoor periods</td>
<td></td>
<td>41x4=164 Periods</td>
</tr>
<tr>
<td>G</td>
<td>Total No. of outdoor periods</td>
<td></td>
<td>41x4=164 Periods</td>
</tr>
</tbody>
</table>

***************

- A week will consist of 6 working days.
- There will be 04 Indoor and 04 Outdoor periods two each in the forenoon and two in the afternoon on every working day.
- A period will be of 01 Hours.
### ANNEXURE 'B'

**SYLLABUS FOR OUTDOOR TRAINING OF LOWER SCHOOL COURSE:**

Scheme of Outdoor Subjects, Periods and Maximum Marks.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Outdoor Subjects</th>
<th>Periods</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Physical fitness, Stamina building &amp; strengthening of Arms Physical Endurance - UAC (Un-Armed Combat) (Pull-ups, Push-ups, Shuttle Race &amp; rope climbing)</td>
<td>43</td>
<td>50</td>
</tr>
<tr>
<td>2.</td>
<td><strong>Parade</strong></td>
<td><strong>Period</strong></td>
<td><strong>Marks</strong></td>
</tr>
<tr>
<td></td>
<td>- Squad Drill</td>
<td>44</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td>- Musketry</td>
<td>40</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td>(7.62 SLR, 5.56 INSAS, AKM, .380 Revolver, 9 mm Pistol, 9 mm CM, 9 mm Bareta) - Tear smoke</td>
<td>06</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Guard Mount,</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- C/Control</td>
<td>06</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Field Craft</td>
<td>06</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td><strong>Other Trng.</strong></td>
<td><strong>Period</strong></td>
<td><strong>Marks</strong></td>
</tr>
<tr>
<td></td>
<td>Martial Art &amp; obstacle training (at IRBn HQ)</td>
<td>6</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>Traffic Control</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Disaster Management</td>
<td>6</td>
<td>28</td>
</tr>
<tr>
<td></td>
<td>First Aid</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VIP Sec &amp; BDDS</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td><strong>Firing &amp; Exam</strong></td>
<td><strong>Marks</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- SLR</td>
<td>---</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td>- Carbine</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Pistol</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td><strong>Games</strong></td>
<td>22</td>
<td>---</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>205</strong></td>
<td><strong>200</strong></td>
</tr>
</tbody>
</table>
## Annexure 'C'

### Syllabus for Indoor Training of Lower School Course

Scheme of Indoor Subjects, Periods and Maximum Marks.

<table>
<thead>
<tr>
<th>S.No</th>
<th>Subjects</th>
<th>Periods</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Indian Penal Code</td>
<td>25</td>
<td>100</td>
</tr>
<tr>
<td>2.</td>
<td>Cr.PC and Evidence Act</td>
<td>25</td>
<td>100</td>
</tr>
<tr>
<td>3.</td>
<td>Local and Special Law and ANP Manual</td>
<td>25</td>
<td>100</td>
</tr>
<tr>
<td>4.</td>
<td>Police Science (theory)</td>
<td>25</td>
<td>100</td>
</tr>
<tr>
<td>5.</td>
<td>Police Investigation (Police Practical work)</td>
<td>30</td>
<td>125</td>
</tr>
<tr>
<td>6.</td>
<td>Behavioral Science</td>
<td>14</td>
<td>50</td>
</tr>
<tr>
<td>7.</td>
<td>Know our UT, General Knowledge</td>
<td>20</td>
<td>75</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>164</strong></td>
<td><strong>650</strong></td>
</tr>
</tbody>
</table>

***************
Policing Training School
Prothrapur, Andaman and Nicobar Islands

Training Batch No.

Certificate of Proficiency

(Lower School Course)

Term ending.................................

Certified that Head Constable............................No..................

has passed the prescribed examination and is qualified for the rank of Head Constable.

Details of Subjects:-

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Subject</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Percentage.................................

O.B. No............................PTS

Principal
PTS, Prothrapur,
Andaman and Nicobar Police.
SYLLABUS FOR LOWER SCHOOL COURSE

INDIAN PENAL CODE
(PAPER – 1)

1. Definition: Sec. 22 to 26, 34, 40.
2. General Exceptions: Sec. 76, to 106.
3. Of abetment: Sec. 107 to 109, 114.
4. Criminal conspiracy: Sec. 120 (A), 120 (B).
5. Offences against public tranquility: Sec. 141 to 149, 159 & 160.
6. Of contempt’s of the lawful authority of public servants: Sec 172 to 174, 182, 186, and 188, 189.
7. Of false evidence and offences against public justice: Sec. 191 to 193, 201, and 212, 223.
8. Of offences affecting the public health, safety, convenience decency and morals: Sec. 268, 279, 280, 292, 293, 294
10. Offences against property 376, 377, 378 to 384, 410, 411, 415, 420, 425 to 429, 441 to 448, 452, 454, 457, 504 & 506, 507, 509
11. Of attempts to commit offences: Sec. 511.

*********************************************************

PERIODS : 25
MARKS : 100
TIME : 3 Hrs.
SYLLABUS FOR LOWER SCHOOL COURSE
PAPER - II

(CODE OF CRIMINAL PROCEDURE)

PART-I

(CODE OF CRIMINAL PROCEDURE)

1. Definition, offences and powers: Sec. 1, 2, 36.
2. Arrest of persons: Sec. 41 to 60 (With DK Basu case)
3. Service of Summons Sec. 61 to 69.
4. Warrant of arrest : Sec. 70 to 81.
5. Proclamation and attachment: Sec. 82, 83.
6. Process to compel the production of things: Sec. 91, 93, 100, 102.
7. Security for keeping the peace and for good behaviour: Sec. 106 to 110, 116.
8. Disputes as to immovable property: Sec. 145, 147.
9. Preventive action of police: Sec. 150, 151
10. Information to police and their powers to investigate: Sec. 154 to 173.
11. Enquiries about unnatural death by police or magistrate.. 174 & 176
12. Provisions as to bail and bond: Sec. 436 to 439, 446.

PART-II INDIAN EVIDENCE ACT

Sections: 3, 9, 17, 24 to 27, 32(l), 45 to 51, 118 to 120, 124, 145, 154, 157, 159 to 161
SYLLABUS FOR LOWER SCHOOL COURSE

(LOCAL & SPECIAL LAW, A&N Police Manual)

PAPER – III

PERIODS: 25

MARKS: 100
TIME: 3 hrs.

PART-I (SPECIAL LAWS) (Marks-60)

4. Immoral Traffic (Prevention) Act, 1956: Sec. 2 to 9, 14, 18 and 22.
5. The Prevention of Damage to Public Property Act 1984: Sec. 2, 3, 4, 5
6. The Foreigners Act of 1946. (Relevant Sections)
8. Police Act-1861 - 10, 20, 22, 23, 25, 28 to 31, 34, 42 and 44.
9. Right to Information Act- 2005, (Relevant Sections)
10. Protection of Children from Sexual Offences-2012

PART-II (LOCAL LAWS) (Marks 10)

1) A&N PAT Reg, 1956 - Sec. 7 and 8 with latest amendments if any.
3) A&N Excise Reg., 1876 - Sec. 32 and its latest amendments if any.

PART-III A & N POLICE MANUAL, 1963 (Marks 30)

1) Govt. Servant (Conduct) Rules and Discipline Rules.
2) Leave, Procedure and its Rule
3) Punishments
4) Medical facilities
5) Retirement benefits.
SYLLABUS FOR LOWER SCHOOL COURSE

PAPER-IV

POLICE SCIENCE (THEory)

PERIOD: 25
MARKS: 100
TIME: 3 Hrs.

1. Deviance:
   i) Individual deviance – juvenile delinquency.
   ii) Collective deviance.
      a) Organized crime.
      b) Vice (Gambling, Alcoholism and prostitution)
      c) Organized defiance of authority.
   iii) White Collar Crime
   iv) Drug Addiction, Familiarization with various drug and common narcotics.

2. Criminogenic factors:
   i) Psychological
   ii) Sociological
   iii) Economic
   iv) Political

3. Prevention of Crime:
   a. Patrolling and surveillance.
   b. Budding criminals and First Timers.
   c. Collection of criminal intelligence.
   d. Bad livelihood cases.
   e. Prevention of special types of crime like dacoit and burglary.
   f. Beat Intelligent.

4. Police as a part of the criminal justice system; – inter – organization, Co-ordination and co-operation.

5. Investigation of Offences and Challan:
   A. FIR
   B. General principles of investigation and qualities of good Investigator.
   C. Procedure of investigation: Simple and heinous.
   D. Inspection of scene of crime and collection of clues.
   E. Examination of witnesses, interrogation of suspected persons and statements of confessing accused.
   F. Search, Seizure and arrest.
   G. Identification parade of property and person.
   H. Inquest proceedings with court judgments.
   I. Consultation of crime records; local, district and state.
6. **Prosecution in courts.**

7. **Maintenance of records in Police Stations.**

8. **Computerization of Records and implications.**

10. Death, Homicide, Natural Suicide and Accidental.
11. Injuries and Hurt, Anti-mortem or Post-mortem injuries.
13. Forensic Science in policing, importance of physical clues, handling packing and forwarding them to CFSL experts and their utilization in police work.
14. Ballistics Fire-Arms cartridges bullet, range of fire and explosives and their Establishments
15. Computer application – use of computer in police operations & main features of CCTNS.
Police Investigation

[Police Practical work]

Paper-V

MARKS: 125
Internal Assessment-50
Written Paper-50
Moot Courts-25

PERIOD: 30
TIME: 3 HRS

This paper will consist of three parts. Part I, Part II and Part II.

Part-I

- Method of FIR and NCFIR Writing
- How to maintain Police Records (VCNB, Malkhana Register, Crime Register) etc.
- How to write in General Diary and its importance.
- Procedure for recording Statement U/S 164 Cr.PC.
- Method of petition writing by the Investigation Officer for submission in the Hon’ble court.
- How to record a Statement under Section 27, Evidence Act.
- The trainee will be required to investigate at least 02 heinous and 02 non-heinous cases up to the Charge-Sheet stage.
- The trainees will have to prepare at least 05 Kalandras under Cr.PC, (U/S 109,150,151, and one Challan U/S A&N Gambling Reg., 1951.

- In some of the cases the trainee may be asked to prepare Final Reports in the form of Untraced/Cancelled Reports and, thereafter, may be asked to prepare a Charge-Sheet as if the case was re-opened. The trainee after completion of the investigation and preparation of the charge-sheet will submit the case files to the Public Prosecutors (Vice-Principal) for scrutiny of the file. The Public Prosecutor (Vice-Principal) will then identify the shortcomings and raise his objections, which in turn will be complied with by the trainee. This exercise of investigation will be done both in the class rooms as well as at the Model Police Station. In classes the trainees will also learn various stages of investigation including filling of various Forms and sending of Memos, letters, questionnaire etc. to the concerned
authorities. Marks shall be allotted primarily on the basis of objections, shortcomings noticed by the Public Prosecutor/Vice Principal in the Charge Sheet and how far the trainee was able to remove those shortcomings. While awarding marks, the examiner will also see the work of the trainees in collecting the exhibits, neatly making Pulindas and sealing with sealing wax etc.

Based on their performance in these tasks, the trainees will be assessed internally by the examiner. This will be an internal assessment of the trainee for which 50 marks have been allocated.

The trainee will be required to undertake investigation of the following cases during training:

a) Writing of Case Diaries/Memos/Kalandras.
b) Preparation of Charge Sheet u/s 379 and 356-IPC
c) Preparation of Charge Sheet u/s 324, 326, 307, 304-B & 376. IPC
d) Preparation of Charge Sheet of Road Accident Traffic cases.

For investigation of these cases the trainee will also be required to undertake various other tasks as part of the practical investigation as indicated below:

A **Information to Police**

Each trainee will be handed over a copy of GD entry or a written complaint containing information of a cognizable offence received in the model police station. With this he will also be handed over an assignment to be performed by him. He would proceed to the spot with a ‘Constable’ (a fellow trainee) for investigation.

B **Simulated Crime Scene.**

The trainee will visit simulated crime scenes (4 or 5 or more simulated scenes at a time) and conduct all exercise required to be performed by an IO at the spot. The trainee will also examine the witness(es), if available at the spot. He will get the FIR registered as situation demands. He will take further course of action as calling senior officers, crime team/dog squad/photographer etc. FSL team and search of accused etc. He will prepare memos/letters/forms as necessary.

C. **Exercise at the police station**

When he returns to the model police station (MPS), he would make arrival entry in the police station as is done after returning from the investigation. All the relevant Police Station registers shall be kept in the MPS, unattended, and the trainee will make entries himself in the registers, as relevant from case to case, like Inquest.

D. **Support Staff**

In another situations, he could be handed over an accused (as if supporting staff have arrested him and brought to the police station) and thereafter he could be asked to carry on his investigation from that point. This will also include issue of information sheet, preparing dossiers and applications for remands and drafting report opposing bail applications, release of case property, etc. etc.
E. Exhibits
The simulated scene of crime must have some clues/exhibits, which are to be identified, collected packed/sealed and forwarded to ‘FSL’ for opinion along with requisite forms and also how fill FSL form.

F Preparation of Charge Sheet.
Finally, the trainee would prepare a Charge Sheet, forwarded by Inspector (Indoor Training) acting as SHO, to be scrutinized by the PP/Vice-Principal. He would then be asked to comply with the objections raised (shortcomings in the investigation) by the PP/Vice-Principal and put it before the ‘Court’ for trial. He would also be required to make entries himself in all the registers kept at the model Police Station. The trainee may also be asked to prepare a Supplementary Charge-Sheet (in a heinous case), where the accused was subsequently arrested by him and in which case the ‘initial’ Charge Sheet had already been prepared and filed by another trainee. This will substantially reduce the creation of so many simulated scenes of crimes.

Part-II of the paper will be a regular written paper in the Final Examination which will be of 50 marks. In this paper a trainee will be asked questions on investigation including preparation of Charge-Sheet, Final Report and even asked to fully investigate a Heinous or a Non-Heinous case.

Part-III of this paper will be moot court. The objective of this section would be to acquaint the trainee with various aspects of the court proceedings. The trainee will be exposed to a real time court situation in which there will be a Magistrate, the defence counsel and public prosecutors and the court will hold the regular court proceedings. In the final examination 25 marks will be allocated for the performance of the trainee in the moot court. The trainee will be taught and familiarized on following counts:-

- How to appear in the court?
- How to depose as PW?
- Refreshing of memory before deposing evidence with the help of Police file.
- Examination & Cross examination
- Familiarize with court procedures
- Filing of applications for different purposes
- Issues connected with bail matters, police remands, TIP proceedings etc.

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19
SYLLABUS FOR LOWER SCHOOL COURSE

BEHAVIOURAL SCIENCE

PAPER- VI

PERIOD: 14
MARKS: 50
TIME : 2 Hrs.

Part-I

1. Personnel Management :-

Self developments, leadership and Supervision, Communication skills and soft skills & Control; Role of Head Constable as a supervisor and their changing role in the context of present social order.

Part II

Best Practices in Police

   i) Fundamental of Community Policing.
   ii) Proactive Policing Approach.
   ii) Community Policing Schemes in ANP.
       a) Scheme of Special Police Officer (SPO). 
       b) Protection of Senior Citizen.
       c) Neighborhood Watch Scheme.
       d) Interaction with students
       e) Students Police Cadets
       f) Meetings with Residential Welfare Associations.
       g) Enlisting Co-operation of Private Security Agencies.
       h) Servant Verification.
       i) Help Lines, Post Box, E-mail service, etc.
       j) Crime Watch.
       k) Interaction with NGO’s.
       l) Interaction with Civil Defence/ Home Guard.
       m) How to deal with student/children, women, elderly Person and blind person media persons and violent mob etc.
       n) Role of Police in a democratic, welfare state.

2. Innovative Police initiation

Part III

1. Human Rights:-

   i) The concept of Human rights and their importance in police work.
   ii) International Human Rights Instruments:
- Obligations of the Government and responsibilities of police.
- Their relevance to law enforcement officials (Emphasis of un-instruments on Human Rights dealings specifically with police work)
- (iii) Human Rights and Constitutional Provisions:
- Preamble
- Parts III and IV
- Fundamental rights and duties of citizens.

(i) Legal provisions for protection of human rights in police work with emphasis on provisions in Indian Laws enforceable by the police.

(ii) Departmental instructions and court judgments on the treatment of complainants, victims of crime, witnesses, suspects and arrested persons, department and supreme court's directions on the use of handcuffs.

2. **Violation of Human Rights by police:**

   (i) Custodial crimes.
   (ii) Extra Judicial Executions.
   (iii) Torture and other inhuman treatment of accused/witnesses.
   (iv) **Causes and remedial measures:**
   - Nature and causes of custodial crimes
   - Magnitude and dimensions of problem.
   - Role of SHO and Supervisory Officers in handling such cases.
   - Role of media in reporting such incidents, need to keep media correctly informed.
   - Precaution and procedure for detaining suspects in lock up.
   - Special precautions for dealing with women, suspects and children in Police Station
   - Need for introspection by Police Officers in the context of custodial crimes.

**Role of Police in protection and promotion of human rights:**

(i) Enforcement of Anti-terrorist Laws in disturbed areas with respect for human rights humanitarian law.

(ii) Crimes against women and gender bias prevalent in the society - duties of the police to safeguard women's and children's rights - amendments to IPC, Cr.P.C. and Indian Evidence Act.

(iii) Atrocities against weaker sections of society and role of police in protecting their human rights.

(iv) Police Role in combating bonded labour, child labour & denial of minimum wages.
(v) Human Right concern in duties of Crowd Control & dispersal of unlawful assembly.

3. **Regulation and Monitoring:**
   
   (i) Complaints of violation of Human Rights - mechanism for investigation, inquiry and redressal at police station level.
   
   (ii) Police liability for compensation to victims for violation of Human Rights
   
   (iii) Protection of Human Rights Act, 1993 and the functioning of the National Human Rights Commissions (NHRC).
   
   (iv) Role of Non-Governmental Organisations (NGOs) working for the cause of Human Rights.
   
   Some Typical case studies

4. **Gender Issues:**
   
   a) Difference between gender & Sex and Gender Sensitization in the Internal functioning of Police Organizations
   
   b) Social changes, Women development & Gender Sensitizations
   
   c) Gender and Human Rights.
   
   d) Gender & Criminal Justice System
   
   e) Behavior of Police with Gender perspective.
   
   f) Film on Gender Sensitization

5. **Terrorism-**
   
   a) Groups,
   
   b) Modus Operndi,
   
   c) Collection of intelligence on the activities of terrorists of groups,
   
   d) Do’s/ Don’ts in conducting operations,
   
   e) Prevention, detention and arrest –

6. **VIP Security and Intelligence gathering**
   
   a. What is security and Who is a VIP or Protected person.
   
   b. Security arrangement at important function, meeting, vital installation, important buildings.
   
   c. VIP categories and security challenges before Police.
   
   d. VIP carcade.
   
   e. Introduction to modern security gadgets.
   
   
   g. Anti sabotage check search pattern.
## "KNOW OUR UNION TERRITORY"

**Marks**: 75  
**Period**: 20  
**Time**: 2.5 hrs.

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Topics</th>
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<tbody>
<tr>
<td>1.</td>
<td>History of Andaman &amp; Nicobar Islands and important Historical places – British setup, Penal settlement, Bandhi Basti, Cellular Jail, Viper Island, Ross Island, Balidhan vedi, and Japanese occupation period, war of Aberdeen etc.</td>
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<tr>
<td>2.</td>
<td>Topography of A&amp;N Islands - Structure, Islands, weather condition, location and area and distance from mainland, etc.</td>
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<td>3.</td>
<td>Population – gender wise, District wise and tribal,</td>
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<td>4.</td>
<td>Andaman &amp; Nicobar Administration – Hon’ble LG’s and Administration set up, Structure of Revenue as Districts and Sub-Divisions wise, Names &amp; Functions of other important Departments and Location their Headquarters.</td>
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<tr>
<td>5.</td>
<td>Map Reading, directions and grids, Road map, name of imp. Roads, Junctions, one way roads, Restricted/Prohibited and defense area in Port Blair area, ATR Road, and sea route.</td>
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<td>6.</td>
<td>Important Ports and Jetties and Bus terminals</td>
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<td>7.</td>
<td>Andaman Nicobar Police Organization, Unite wise, strength. Clarification of Districts, SDPO, Police Station, OPs, LOPs, and JPPs. Jurisdiction of Police Station in Port Blair.</td>
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<td>8.</td>
<td>Location of Govt. and private Hospitals at Port Blair &amp; Trauma Centers-</td>
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<td>9.</td>
<td>Tourist Place – Imp. Tourist places, Distance and its importance,</td>
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<td>10.</td>
<td>Major Government Buildings- Rajniwas, Secretariat, Indra Bhawan, Van Sadan, Van Vikas, Defense HQ, Chatham Saw Mill, JNRM College, D BRIT, Netaji Stadium, Air Port, High Court, Name and location of all Banks available in ANI and their ATMs, etc.</td>
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<td>11.</td>
<td>Location of Important Govt. Guest House and Pvt. Hotels</td>
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<td>12.</td>
<td>Crime in ANI – Crime Details of last three years Crime Head wise, and detail of top five PS in crime wise.</td>
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<td>13.</td>
<td>Emergency Services- Fire Brigade and their location, Location of PCR Vans and their functioning, other Ambulance Services.</td>
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<td>14.</td>
<td>Important NGOs – Names, location of Office HQ, relevant field.</td>
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<td>15.</td>
<td>Important Colonies, Areas, Villages and Chowks</td>
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<td>16.</td>
<td>Name and location of vital installation at port Blair – Indian Oil, Air Port, Ports, BSNL, Doordarshan, Patrol Pumps, FCI warehouse,</td>
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<td>17.</td>
<td>Airports and Helipads flights available from mainland</td>
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<td>18.</td>
<td>National Parks and sanctuary in Andaman and Nicobar, Protected animal as per schedule.</td>
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<td>19.</td>
<td>Tribal’s of ANI (Jarawas, Shompens, Ongease, Great Andamanies, Nicobaries, Sentinalies)</td>
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<td>20.</td>
<td>General Knowledge – Current Affairs &amp; General knowledge of India and the World</td>
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<td>21.</td>
<td>Important Police Initiative</td>
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