

GOVERNMENT OF JAMMU AND KASHMIR
HOME DEPARTMENT
CIVIL SECRETARIAT, J&K

Notification
Jammu, the 27th of January, 2023.

S.O. 55- In exercise of the powers conferred by sub-rule (1) of rule 8 of the Jammu and Kashmir Prosecution Service Recruitment Rules, 2020, the Government hereby notify the 'Training Manual' for the Probationers appointed to the Jammu and Kashmir Prosecution Service forming annexure to this notification.

By Order of the Government of Jammu and Kashmir.

Sd/
(Raj Kumar Goyal) IAS
Financial Commissioner (ACS)
Home Department

No: HOME-Pros/32/2021-01-HOME (CC:22587)

Dated. 27.01.2023

Copy to the:

1. Director General of Police, J&K.
2. Director General, Institute of Management, Public Administration and Rural Development, J&K.
3. Director General of Prosecution, J&K
4. Director Anti Corruption Bureau, J&K.
5. Secretary to the Government, General Administration Department.
6. Secretary to the Government, Department of Law, Justice and Parliamentary Affairs.
7. Director Archives, Archaeology and Museums, J&K.
8. Private Secretary to the Chief Secretary for information of the Chief Secretary
9. Private Secretary to Financial Commissioner (ACS), Home Department.
10. I/c web site.

(Syed Yasir Farooq) JKAS
Deputy Secretary to the Government

27.01.23

Training Manual for Probationers appointed to the J&K Prosecution Service.

1.0 Background:

Recruitment of Prosecuting Officers is conducted by Jammu and Kashmir Public Service Commission through a 3 tier examination process consisting of Preliminary Examination, Mains Examination and Personality Test. Newly appointed Prosecuting Officers require orientation towards their job profile and they need to be acquainted with functioning of Government and clearly understand practices and procedure in vogue by different pillars of Criminal Justice System.

2.0 Objective:

Newly appointed Prosecuting Officers need to have high degree of professional skills to function as Prosecutors in trial Courts for prosecution of Criminal cases. These officers need skills in conventional methods of Criminal trials as well as need orientation in respect of Information Technology tools useful in the field of Criminal trials. Their capacities need up-gradation and they need exposure to fast changing modus-operandi of Criminals mainly due to tremendous advancement in technology.

Main objective of training of these officers will be to orient them towards the job which they will perform during their service period.

3.0 Institution:

The training process shall be conducted by Jammu and Kashmir Institute of Management, Public Administration and Rural Development, at its campuses at Srinagar and Jammu simultaneously.

4.0 Components of Training:

There shall be following two components of training:

- a. Foundation Course
- b. Institutional Training Course

5.0 Duration of Training:

Total duration of training will be for 14 weeks comprising the following modules:

- a. Foundation course = 04 Weeks
- b. Institutional Training Course = 10 Weeks

6.0 Contents of the Training Modules:

A. Foundation Course:

a. Foundation Course shall mark commencement of training of officers. Main objective of this component of training would be:

- i. To instill right attitude and values among officers.
- ii. To sensitize them with importance of self discipline.
- iii. To orient them towards commitment to public service.
- iv. To sensitize them towards rights of citizens in general and victims of crime in particular.
- v. To inculcate sense of responsibility towards public service.
- vi. To stress upon them importance of propriety and conflict of interest.
- vii. To foster a feeling of physical and mental well being, team spirit and creative thinking through the conduct of various extracurricular activities to be organized by IMPA&RD.

b. Foundation course shall also include the following:

To impart knowledge and orient the Probationers towards:

- i. Administrative set-up of the Government and various organizations including that of Criminal Justice System.
- ii. Inter-departmental relationship.
- iii. Socio- economic environment.
- iv. Ethics and values in public governance and personality Development.
- v. Knowledge of Computers and various Web Portal like e-Prosecution, e-Office, e-Courts, e-Forensics etc.
- vi. Office Automation devices.

B. Institutional Training Course:

Institutional training course shall consist of following two components:

- i. Indoor training
- ii. Practical training.

C. Indoor training:

This module shall be for duration of 07 Weeks and will cover the following:

- i. Rule of Law and Criminal Justice System, Public Interest Litigation, Lok Adalats
- ii. Emergence of Disruptive Forces; Communalism, Regionalism, Extremism, Terrorism and the laws enacted to tackle persons involved in such activities.
- iii. Group Discussion and Presentation by the Trainees.
- iv. Administrative Set-up of the Union of India and role of the Central Government in UT Administration, relevant provisions of Constitution of India.
- v. Administrative set-up of Union Territory of J&K.
- vi. Administrative Set-up of the J&K Prosecution Service, Police Department and relationship between different Government Departments in discharging duties as Prosecuting Officers.
- vii. Relationship between various organs of Criminal Justice System i.e. Police, Prosecution, Judiciary, Prison and FSL.

To achieve aforementioned objective, this module shall cover lectures (each of 40 to 50 minutes duration) as indicated below:

S. No.	Subject	No. of Lectures
1.	Duties and responsibilities of Public Prosecutors in Criminal Cases	10
2.	Case filing system and management of record	5
3.	Noting, drafting and pleading	8
4.	Study of Penal and Procedural Laws	12
5.	Special laws viz, <ul style="list-style-type: none"> • Unlawful Activities (P) Act-1967 • Narcotic Drugs and Psychotropic Substances Act-1988 	15

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• Protection of Children from Sexual Offences		
6.	Scrutiny of Challans and Prosecution of cases	15
7.	Examination of witnesses and art of cross examination	20
8.	Critical examination of Judgments and orders passed in criminal cases	10
9.	Drafting of Appeals, Revisions in Criminal cases	12
10.	Cyber Crimes	08
11.	Operation of e-Prosecution Portal	05
12.	Panel discussions and mock courts	30
13.	Forensic Science and its applicability in Criminal cases	08
14.	Computer training	10
15.	Co-ordination between Police and Prosecution, Police Act-1927 and Police Rules-1960	07
16.	J&K Government Employees Conduct Rules, J&K Civil Services (Classification, Control and Appeal) Rules, J&K Civil Service Regulations and Leave Rules	05
17.	GFR/ Duties and Responsibility of DDOs	05
18.	Office Management and Procedures	05
19.	Procedure for conducting Departmental Enquiries	05
20.	Drafting of reply in Writ Petitions/ Contempts/ Status reports before various courts including the Hon'ble High Courts and the Hon'ble Supreme Court	15
21.	Knowledge of Urdu/Hindi language	20
Total Lectures		230

D. Practical Training:

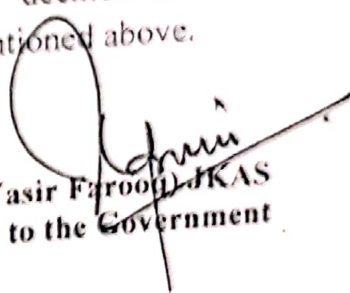
This module shall aim at sensitization and orientation with different agencies by arranging personal visits of Probationers to these offices/ organizations by IMPA&RD.

Duration = 3 weeks.

(i)	Attachment with Prisons Department	02 days
(ii)	Attachment with District Police Office	02 days
(iii)	Attachment with Police Station	04 days
(iv)	Attachment with Office of District Magistrate	01 days
(v)	Attachment with Public Prosecutor, Addl. Public Prosecutor and Assistant Public Prosecutor	03 days each

7.0 Submission of Paper:

Each Probationer, after completion of the above mentioned Training Modules, shall submit a paper (2000 words), within 07 days after conclusion of the Training Sessions, on any of the topics covered during 07 weeks of Indoor Training, to the course coordinator of IMPA&RD, mentioning therein all the details related to the topic, the Probationer has chosen. The paper to be submitted by the Probationer shall also include the latest trends related to the topic and how the Officer will use the knowledge about the subject in efficiently discharging his duties as a Prosecuting Officer. The Probationer shall be deemed to have completed the training only after submission of the paper as mentioned above.


(Syed Yasir Farooq) JKAS
Deputy Secretary to the Government