

Compendium of Police Orders

2020



West Bengal Police Directorate

West Bengal Police Directorate
Bhabani Bhawan, Alipore,
Kolkata- 700 027

Police Order No. 01 of 2020

Sub : Preparation of Range Approved List (RAL) of Police Office Clerks for promotion/appointment to the post of Upper Division Clerks, Cashier, Accountant, Reader Clerk and Head Clerk.

Consequent upon creation of new Police Districts, Police Commissionerates, Battalions and other units, it has been felt necessary to re-group the districts, police commissionerates, battalions and units for the purpose of preparation of Range Approved List (RAL) of Lower Division Clerks for promotion to the post of Upper Division Clerks and Upper Division Clerks for promotion/appointment to the post of Cashier, Accountant, Reader Clerk and Head Clerk.

2. It is also felt necessary that the districts, police Commissionerate, battalions and units are re-grouped in such a manner that the original inter-se seniority of staff in the erstwhile ranges and offices is maintained in spite of creation of new formations.

3. In view of the above, the following Range Boards are hereby constituted for preparation and maintenance of RAL in supersession of Police Order No.01 of 1996 and/or any other order or orders issued in this respect in the past.

Sl. No.	Range Board	Erstwhile districts/ battalions/units	Present districts/ police commissionerates/ battalions/units
1	Presidency Range	Howrah South 24-Parganas North 24-Parganas	Howrah PC Howrah (Rural) Sundarban PD Baruipur PD Diamond Harbour PD Bidhannagar PC Barrackpore PC Basirhat PD Barasat PD Bongaon PD
2	Murshidabad Range	Nadia Murshidabad	Krishnagar PD Ranaghat PD Murshidabad PD Jangipur PD

Sl. No.	Range Board	Erstwhile districts/ battalions/units	Present districts/ police commissionerates/ battalions/units
3	Burdwan Range	Burdwan Hooghly Birbhum	Asansol-Durgapur PC Purba Bardhaman Chandannagar PC Hooghly (Rural) Birbhum
4	Midnapore Range	Purulia Bankura Medinipur	Purulia Bankura PurbaMedinipur Paschim Medinipur Jhargram Police District
5	Malda Range	Malda Dakshin Dinajpur Uttar Dinajpur	Malda Dakshin Dinajpur Raiganj PD Islampur PD
6	Jalpaiguri Range	Jalpaiguri Coochbehar Darjeeling	Jalpaiguri Alipurduar Coochbehar Siliguri PC Darjeeling Kalimpong
7	Railway Range	Howrah GRP Sealdah GRP Siliguri GRP	Howrah GRP Sealdah GRP Kharagpur GRP Siliguri GRP
8	Armed Police, Barrackpore Range	SAP 1st Bn. SAP 2nd Bn. SAP 3rd Bn. SAP 6th Bn. SAP 8th Bn. SAP 9th Bn.	SAP 1st Bn. SAP 2nd Bn. SAP 3rd Bn. SAP 6th Bn. SAP 8th Bn. SAP 9th Bn. SSF Bn. RAF 3rdBn., Barrackpore
9	Armed Police, Durgapur Range	SAP, 5th Bn. SAP 7th Bn. SAP 11thBn. SAP 13thBn.	SAP 7th Bn. SAP 11thBn. SAP 13thBn. RAF 1stBn., Durgapur STRA Bn., Jhargram

Sl. No.	Range Board	Erstwhile districts/ battalions/units	Present districts/ police commissionerates/ battalions/units
			STRA Bn., Purulia 1stIR BN., Durgapur SIRB, Barjora
10	Armed Police, Raiganj Range	SAP 4th Bn. SAP 10th Bn. SAP 12th Bn.	SAP 4th Bn. SAP 10th Bn. SAP 12th Bn. 2ndIR Bn., Siliguri RAF 2ndBn., DABGRAM
11	Armed Police, EFR Range	EFR 1st Bn. EFR 2nd Bn. EFR 3rd Bn.	EFR 1st Bn. EFR 2nd Bn. EFR 3rd Bn. PTS, Salua
12	DIG, SCRIB	ADG, SCRIB, WB DIG, PCC	SCRIB PCC STF Traffic HQ
13	DIG, IB	DIBs	DIBs SBs of Police Commissionerate
14	DIG, EB	DEBs	DEBs in districts and EBs in Police Commissionerates in respect of ministerial staff under the control of DIG, EB.

4. Separate Gradation Lists shall be maintained in respect of the following offices:
- i. Range DIG/IGP
 - ii. Zonal IGP/ADG
 - iii. Criminal Investigation Department, West Bengal
 - iv. Telecommunications Branch, West Bengal
 - v. DIG, Armed Police, Barrackpore/Durgapur/Siliguri.
 - vi. DIG, Railways
 - vii. West Bengal Police Recruitment Board.
 - viii. Swami Vivekananda State Police Academy, Barrackpore.
 - ix. Counter Insurgency Force, West Bengal.

- x. Intelligence Branch, West Bengal.
 - xi. Enforcement Branch, West Bengal
5. Gradation List so prepared shall be approved by the next higher authority and finally sent to the West Bengal Police Directorate for publication in the West Bengal Police Gazette.

(Virendra)
Director General and Inspector General of Police
West Bengal

West Bengal Police Directorate
Bhabani Bhawan, Alipore,
Kolkata- 700 027

Police Order No. 02 of 2020
Dated the 2nd November, 2020

Sub : Duties and Functions of Traffic Units in West Bengal Police.

It has been felt necessary to issue instructions specifying the role and functions of traffic headquarters, traffic control rooms and traffic units in the Districts/Police Commissionerates for proper functioning and supervision of these units. Therefore, in modification of various instructions issued earlier, the following orders are hereby issued for compliance with immediate effect:

A. Duties and functions of 'District Traffic Headquarters':

1. Supervision of district / City Traffic Control Room.
2. Tasking and supervision of field traffic units.
3. Planning, implementation and documentation of road safety campaigns.
4. Planning and monitoring of road safety strategies.
5. Supervision of investigation of road traffic accident cases, entrusted to traffic wing.
6. Coordinating with local stakeholders – RTOs, MVIs, PWD/NHAI engineers, etc. as well as with District Road Safety Committee.
7. Reporting to Traffic HQ, West Bengal, as necessary.
8. Functioning as District Record Bureau of all crime statistics related to RTAs and traffic prosecutions.
9. Supervision of provisioning and maintenance matters in respect of road traffic furniture.
10. Holding inspections of subordinate units.
11. Planning matters relating to leave of the staff posted in the traffic wing of the Commissionerate / district.
12. Assisting Superintendent of Police/Commissioner of Police in matters relating to leave, training and discipline of all subordinate traffic police personnel in the district / Commissionerate.

Note : Subject to the control of Superintendent of Police / Commissioner of Police and strategic guidance of Traffic HQ, the District Traffic Headquarters shall be headed by an officer of the rank of at least a Deputy Superintendent of Police in the district and Deputy Commissioner of Police in a Commissionerate.

B. Duties and functions of 'Traffic Control Room' in Districts / Cities :

1. Functioning and manning on 24 X 7 under the charge of one Inspector to be known as Officer-in-Charge, Traffic Control Room.
2. Coordinating and documenting all information pertaining to incidents and flow of road traffic, both within and outside the district, with Control Rooms of Traffic HQ and Police HQ.
3. Alerting and coordinating with agencies for first responder action with police and non-police components like Ambulance, Hospital, Road Engineering, Fire Services, Disaster Management Group, Transport Department etc. in case of VIP Movement, Traffic Congestion, Road Traffic Accident.
4. Keeping a continuous watch on the monitors connecting the feeds from various CCTVs installed in the Commissionerates and Districts and Sub-Divisions and maintaining event diary.
5. Keeping continuous watch on TV channels for traffic related news.
6. Collecting other traffic related information like Safe Drive Save Life campaigns, traffic check-posts, prosecution drives, special traffic diversions, etc.
7. Assisting DCP/ACP/Dy. SP in charge of Traffic police in preparation of daily sitreps, daily manpower and traffic furniture deployment reports and fulfilling other reporting obligations related to traffic.
8. Any other duty assigned by supervisory officers from time to time.

C. Duties and functions of 'Traffic Guards':

1. Planning and regulating local traffic movement.
2. Manning and supervising all traffic posts.
3. Deployment and maintenance of road Traffic furniture.
4. Alerting and coordinating action for all road engineering interventions like road signs/signage, road markings, signals, illumination etc.
5. Undertaking road safety campaigns for community like schools/colleges/ bazaar samitis and targeting groups like drivers of ambulances/taxis/ autos/medium and heavy commercial vehicles.
6. Taking up investigation of Road Traffic Accident cases entrusted to traffic wing.

7. Ensuring speedy trial and processing of insurance/ex-gratia to victims in coordination with concerned departments.
8. Launching prosecution in respect of traffic violations under MV Act.
9. Keeping a watch on traffic related news items.
10. Reporting progress on Safe Drive Save Life campaigns, traffic check posts, prosecution drives, special traffic diversions, etc.
11. Fulfilling other reporting obligations related to traffic.
12. Any other duty assigned by superiors.

D. Duties and functions of the 'Highway Traffic Guards':

1. Managing highway traffic challenges like congestion, restriction and diversion as a first responder.
2. Launching prosecutions against traffic violations.
3. Keeping continuous watch on health of road infrastructure and road furniture.
4. Supervision of working of static and mobile watch towers.
5. Conducting road safety awareness programme in establishments falling within 500 meters of the edge of the highways in their jurisdiction.
6. Taking up preliminary investigation into Road Traffic Accidents within 50 meters from the edges of the highways, evacuating victims, arranging immediate medical attention, extricating vehicles and restoring highway traffic.
7. Ensuring speedy trial and disbursement of insurance / ex-gratia to victims in coordination with concerned departments.
8. Acquiring knowledge of vulnerable/black spots on highways and coordinating with engineering departments to ensure their correction and rectification.
9. An other duty assigned by Superintendent of Police/Commissioner of Police from time to time.
10. The revised composition of various Highway Traffic Guards is given in Annexure.

(Virendra)
Director General and Inspector General of Police
West Bengal

Annexure to Police Order 02/2020 dated 02/11/2020

The Government had sanctioned Highway Patrols in some districts to regulate the traffic and guard the highways. Recently, the government has sanctioned additional posts of 10 Inspectors, 22 Sub-Inspectors, 27 Assistant Sub-Inspectors, 166 Constables and 59 Police Drivers for the 17 new and existing Highway Traffic Guards vide memo No 1043-PL/PB/3P-24/19 dated 09/06/2020. Now, to streamline the function of Highway Traffic Guards/ Highway Patrols, it is hereby ordered that the Highway Traffic Guards will function with combined strength and functions of Highway Patrols in the revised jurisdictions as noted below. The Highway Traffic Guards shall be under charge of an Inspector designated as O/C Highway Traffic Guard.

Sl No.	District/City	Name of Highway Traffic Guard	Existing Sanctioned Strength			Sanctioned vide G.O. No. 1043-PL/PB/3P-24/19 dated 09/06/2020			Revised Sanctioned Strength			Jurisdiction					
			Insp	SI	Const	PD	Insp	SI	Const	PD	Insp		SI	Const	PD		
1	Bankura	Bankura HTG	1	4	10	1	2	1	11	4	1	3	5	21	4	Stretch of NH-60 From Bishnupur PS to Mejia PS	
2	Birbhum	Dubrajpur HTG	1	3	10	1	2	2	11	4	1	3	5	21	4	Stretch of NH-60 from Ilambazar PS to Suri PS	
3	Hooghly	Singoor HTG	2	6	15	1	1	0	6	4	1	3	6	21	4	Stretch of NH-2 from Chanditala PS to Gurap PS	
4	Howrah Rural	Uluberia HTG	3	8	21	1	0	0	4	4	1	3	8	21	4	Stretch of NH-6 from Bagnan PS to Panchla PS	
5	Jalpaiguri	Jalpaiguri HTG	2	5	10	1	1	0	11	4	1	3	5	21	4	Stretch of NH-31D from Rajganj PS to Dhupguri PS	
6	Malda	Malda HTG	1	3	10	1	2	2	11	4	1	3	5	21	4	Stretch of NH-34 from Baishnabnagar PS to Gazole PS	
7	Jangipur PD	Suti HTG	1	1	3	10	2	2	11	4	1	3	5	21	4	Stretch of NH-34 from Sagardighi PS to Farakka PS	
8	Murshidabad PD	Baharampur HTG	2	2	3	12	4	1	2	9	2	3	5	21	4	Stretch of NH-34 from Rejinagar PS to Nabagram PS	
9	Krishnanagar PD	Nakashipara HTG	1	3	2	10	3	11	4	1	3	5	21	4	Stretch of NH-34 from Kotwali PS to Kaliganj PS		
10		Tehatta HTG	1	5	10	1	1	2	11	3	1	3	5	21	4	Stretch of SH-11 from Kotwali PS to Karimpur PS	
11	Paschim Medinipur	Garbeta HTG	2	6	15	1	1	1	6	4	1	3	6	21	4	Stretch of NH-60 from Kotwali PS to Garbeta PS	
12		Debra HTG	1	3	3	16	2	5	4	1	3	5	21	4	Stretch of NH-6 from Kotwali (L) PS to Debra PS		
13	Purba Bardhaman	Raina HTG	1	4	4	16	1	5	4	1	4	5	21	4	Stretch of SH-7 from Bardhaman PS to Madhabdighi PS		
14		Saktigarh HTG	1	4	4	16	4	1	5	1	4	5	21	4	Stretch of NH-2 from Jamalpur PS to Galsi PS		
15	Purba Medinipur	Kolaghat HTG	1	3	5	21	4	1	3	5	21	4	Stretch of NH-6 from Kolaghat PS to Panskura PS				
16	Raiganj PD	Raiganj HTG	1	4	10	1	2	1	11	4	1	3	5	21	4	Stretch of NH-34 from Itahar PS to Karandighi PS	
17	Barrackpore PC	Kalyani Expressway TG	8	31	63	191	9	10	22	27	166	59	18	53	90	357	Stretch of SH-1 from Bizpur PS to Nimta PS.