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**POLICE ORDERS
OF
WEST BENGAL POLICE
[1950 - 2013]**



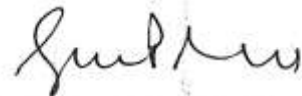
WEST BENGAL POLICE DIRECTORATE
2014

PREFACE

It has been felt necessary to have a compilation of the Police Orders issued over the years for ready reference of the police officers in the field formations. Such an effort was made earlier in the year 2004 and some of the Orders had been compiled in a booklet form. However, Police Orders of the recent years also need to be included in the compilation. I am happy that the Police Orders from the year 1950 to 2013 have been compiled and are being published now.

Police Orders have been issued to supplement the Rules and procedures relating to various aspects of policing and police administration. A thorough reading of the orders issued over the years gives us a panoramic idea as to how the oldest police system in India has transformed itself into a modern police force. These orders also give an idea of how our predecessors managed the force and filled in the vacuum in the procedures to administer the police. I am hopeful that this compilation will be of great help for the officers at field level as well as in other formations of the West Bengal Police.

I also put on record the sincere effort of the team of officers and men at the Police Directorate who took pain in bringing out this Compilation.



(G. M. P. Reddy) - 12.3.2014.

Director General & Inspector General of Police,
West Bengal

YEAR WISE INDEX OF POLICE ORDERS

SL. No.	YEAR	POLICE ORDERS SERIAL NUMBERS	PAGES
1	1950	Police Order No. 01 to 25	01 – 14
2	1951	Police Order No. 01 to 35	15 – 40
3	1952	Police Order No. 01 to 08	41 – 46
4	1953	Police Order No. 01 to 15	47 – 57
5	1954	Police Order No. 01 to 31	58 – 79
6	1955	Police Order No. 01 to 17	80 – 96
7	1956	Police Order No. 01 to 32	97 – 116
8	1957	Police Order No. 01 to 19	117 – 132
9	1958	Police Order No. 01 to 12	133 – 138
10	1959	Police Order No. 01 to 12	139 – 146
11	1960	Police Order No. 01 to 03	147 – 148
12	1961	Police Order No. 01 to 05	149 – 151
13	1962	Police Order No. 01 to 09	152 – 162
14	1963	Police Order No. 01 to 10	163 – 169
15	1964	Police Order No. 01 to 09	170 – 177
16	1965	Police Order No. 01 to 08	178 – 184
17	1966	Police Order No. 01 to 07	185 – 188
18	1967	Police Order No. 01 to 01	189 – 189
19	1968	Police Order No. 01 to 08	190 – 194
20	1969	Police Order No. 01 to 04	195 – 198
21	1970	Police Order No. 01 to 07	199 – 204
22	1973	Police Order No. 01 to 04	205 – 207
23	1974	Police Order No. 01 to 04	208 – 209
24	1975	Police Order No. 01 to 05	210 – 211
25	1976	Police Order No. 01 to 19	212 – 226
26	1977	Police Order No. 01 to 11	227 – 234
27	1978	Police Order No. 01 to 02	235 – 235
28	1979	Police Order No. 01 to 05	236 – 240
29	1980	Police Order No. 01 to 04	241 – 242
30	1981	Police Order No. 01 to 01	243 – 243
31	1982	Police Order No. 01 to 01	244 – 244
32	1983	Police Order No. 01 to 05	245 – 247
33	1984	Police Order No. 01 to 04	248 – 251
34	1986	Police Order No. 01 to 01	252 – 252
35	1987	Police Order No. 01, 03 & 04	253 – 255
36	1990	Police Order No. 10 to 11	256 – 257
37	1991	Police Order No. 02	258 – 258
38	1993	Police Order No. 01 to 07	259 – 263
39	1994	Police Order No. 01 to 02	264 – 265
40	1995	Police Order No. 01 to 01	266 – 266
41	1996	Police Order No. 01, 03-04, 06-07	267 – 270
42	1997	Police Order No. 01 to 05	271 – 274
43	1998	Police Order No. 01 to 03	275 – 276
44	1999	Police Order No. 01 to 03	277 – 280

SL. No.	YEAR	POLICE ORDERS SERIAL NUMBERS	PAGES
45	2000	Police Order No. 01 to 01	281 – 281
46	2001	Police Order No. 01 to 02	282 – 283
47	2002	Police Order No. 01 to 02	284 – 284
48	2003	Police Order No. 01 to 04	285 – 288
49	2004	Police Order No. 01 to 18	289 – 308
50	2005	Police Order No. 01 to 10	309 – 334
51	2006	Police Order No. 01 to 05	335 – 338
52	2007	Police Order No. 01 to 02	339 – 340
53	2008	Police Order No. 01 to 02	341 – 341
54	2009	Police Order No. 01-04, 06 to 17	342 – 357
55	2010	Police Order No. 01 to 16	358 – 376
56	2011	Police Order No. 01 to 26	377 – 405
57	2012	Police Order No. 01 to 21	406 – 423
58	2013	Police Order No. 01 to 08	424 – 434

LIST OF MISSING POLICE ORDERS

SL. No.	YEAR	POLICE ORDERS SERIAL NUMBERS	
1	1971	Police Orders	Not Available
2	1972	Police Orders	Not Available
3	1982	Police Orders 02 & 03	Not Available
4	1985	Police Orders	Not Available
5	1987	Police Order No. 02	Not Available
6	1988	Police Orders	Not Available
7	1989	Police Orders	Not Available
8	1990	Police Orders No. 01 to 09	Not Available
9	1991	Police Order No. 01	Not Available
10	1992	Police Orders	Not Available
11	1994	Police Orders No. 03 & 04	Not Available
12	1996	Police Orders No. 02 & 05	Not Available
13	2009	Police Order No. 05	Not Available

SUBJECT WISE INDEX		
SL. NO.	SUBJECT	POLICE ORDER NO. AND YEAR
1.	ANNUAL CONFIDENTIAL REPORT	
	Assessment Report on Constables	02 of 1974
	C.C. Rolls of Officiating SP/Addl. SP	04 of 1950
	PAR of Inspectors, Dy. SP & Addl. SP of DIB	13 of 2011, 14 of 2011
	Writing of C.C. Rolls	01 of 1974
2.	ARMED POLICE	
	Change of Nomenclature in Districts	02 of 1952
	Commando Company	04 of 2005, 05 of 2009
	Control and Deployment on Deputation to District	15 of 1951, 15 of 1955, 02 of 1964, 11 of 1976
	Counter Insurgency Force	10 of 2010
	District Commando Force in LWE District	11 of 2010
	Drill Competitions	14 of 1951, 07 of 1952, 07 of 1963, 01 of 1967
	Reorganisation of Armed Police & Town Police	06 of 1965
	Requisition for Armed Police	20 of 1956, 01 of 1969, 03 of 1969, 02 of 1976
	Special Striking Force	11 of 2009
	STRACO	13 of 2009
	Training Manual for District Armed Police	11 of 2012
	3.	ARMS & AMMUNITIONS
Central Store of Arms & Ammunitions		01 of 1979, 04 of 1979
Inspection by AIA		03 of 2003
Loss & Recovery of Unlicensed Arms/Explosives		01 of 1954, 01 of 1964
Publication in respect of Loss of Arms/Explosives		08 of 1953
Safe Custody Arms		15 of 1956, 02 of 1984
4.	CRIME & POLICE STATION RECORDS	
	All Arrest Register	01 of 1986
	Best Kept Police Station	28 of 1954
	Coastal Police Station Records	04 of 2012
	Control of Crime - Records for	13 of 1950, 01 of 1959
	Convicts under EC Act- Police Registered	01 of 1968
	Court Offices - Statistics	05 of 1955, 18 of 1956
	Criminal History	05 of 1970, 06 of 1970
	Criminal released from Jail Custody	01 of 1970
	Finger Print Form	10 of 1963
	Finger Printing of the accused	01 of 1958, 04 of 1984
	F.I.R. - Supply of Free Copy to the Informant / Complainant	22 of 1950
	General Diary - Instructions on the Alleged Misconduct of Superior Officers	05 of 1952
	Goondaism	15 of 1954, 17 of 1954, 20 of 1954
	Integrated Police Forms	06 of 1996, 07 of 1996
	Intimation to Finger Print Bureau on arrest	29 of 1954
	LWE Cases Classification	08 of 2010
	Malkhana & Process Register	23 of 1954
	Missing Person Register	05 of 1979
	Monthly Certificate of Court Officers	08 of 1962

	Monthly D.O. from Officer-in-Charge	04 of 1958
	Non-F.I.R. Register – Entry of Cases	08 of 1952
	Police Station statistics	04 of 1961, 05 of 1976
	Preventive Detection Act. - Action under	06 of 1963, 04 of 1968
	Process Register – Consigning into Magistrate Record Room	02 of 1960, 05 of 1961
	Records of suspect of smuggling across border	03 of 1966
	Roughs - Register	02 of 1966
	Rowdyism - Action against	04 of 1962, 06 of 1968
	Seizure of Personal Property	03 of 2011
	Thana Crime Tracking Software (TCTS)	07 of 2005
	Theft Cases and previous conviction - Account of	22 of 1956
	Village Resistance Group - Register	19 of 1954
	Warrants - Pending List	03 of 1970
5.	DISCIPLINE & PROCEEDINGS	
	Completion of Proceeding before superannuation	14 of 2010
	Dearness Allowance while on Suspension	28A of 1951
	Leave during pendency of proceeding	30 of 1956
	Leave during reduction of Pay - Grant of	17 of 1956
	Leave during suspension - Prohibition	16 of 1956
	Minor Punishment - Procedure for	02 of 1953, 04 of 1963
	Orderly Room by Superintendent of Police	31 of 1954
	Outsiders in Police Barracks - Prohibition of	02 of 1955
	Principles for suspension	10 of 1953, 13 of 1954
	Punishment Drill & Sentry Duty	15 of 1953, 03 of 1973
	Reduction of Pay - Orders of	08 of 1964
	Saluting and Granting by Police Officers	31 of 1951
	Standard of Discipline & Dress	10 of 1954
	Suspension of Subordinate Police Officers	28 of 1951
	Vigilance Commission - Action at the instant of	02 of 1970
6.	DUTIES & FUNCTIONS	
	ASI for Investigation - Employment of	04 of 2010
	Coastal Police Station - Salient Duties of	06 of 2012
	Constables Mess in Police Lines - Rules for	06 of 1955
	Control of Police attached to WBPD	06 of 2013
	'Dafa' Guards	09 of 1953
	Delegation power to ASI in charge of Out Post	02 of 2005
	DIG, Armed Police	01 of 1987
	DIG, CID to study the Monthly D.Os of SsP	05 of 1975
	DIG, Home Guard	05 of 1977
	DIG, Telecommunication	01 of 1983
	Display of National Flag	27 of 1954
	DTS Barrackpore - Control over	01 of 1966, 01 of 1975
	Duties IGP (O) & IGP (A), DIG (O) & DIG (Mod), ADG (Trg.)	04 of 2004, 12 of 2004, 17 of 2004, 05 of 2006
	Duty Officer of a Police Station	03 of 1984
	Dy. SP (D&T)	06 of 1977
	Educated Constables - Employment of	18 of 1954
	Goondaism	15 of 1954, 17 of 1954, 20 of 1954
	Inspector as Officer-in-Charge	02 of 1968, 15 of 2012
	Investigation Wings in Urban Police Station	05 of 2010
	Knowledge of Cycling	08 of 1968

	Law & Order over Railway Tracks	02 of 1975
	Licence Holder to Drive Police Vehicle	01 of 2001
	Miscellaneous Duties of Police	13 of 1955
	No-Dacoity Campaign- Discontinuance	01 of 1955, 03 of 1968
	Officer on Compulsory Waiting - Duties of	07 of 2010
	Orderlies in the Residence of Superior Police Officers	03 of 1955
	Organisation Branch under SO (Adm.)	03 of 2006
	Patrols/ Rounds by Superior Police Officers	04 of 1954
	Police Station & Posts - Proper Functioning	09 of 1954
	Preventive Detection Act. - Action under	06 of 1963
	Rowdyism - Action against	04 of 1962
	Rum Canteens - Rules for	08 of 1956
	Supervision by C.I. regarding Sick at Station	03 of 1953
	Technical Crew - Duties & Responsibilities of	05 of 2012
	Ten Commandments for the Police	30 of 1951
	Town Beats & Fixed Posts	11 of 1954
	Town Police - Duty hours of	17 of 1957
	Town Police Inspector	02 of 1954, 32 of 1956
	Trial Monitoring	17 of 2012
	Women Police Station - Functions of	03 of 2012
7.	EQUIPMENTS	
	Purchase of Stores	20 of 1951
	Undesirable Persons - Prohibition of Purchase or Sale of Goods	06 of 1952
8.	GENERAL ADMINISTRATION	
	Bifurcation of Kona Express Traffic Guard	04 of 2013
	Books, Acts and other Publications for Police Offices, Court & C.I. Office	33 of 1951, 07 of 1953, 01 of 1956, 21 of 1956, 28 of 1956
	Cash Allowance	03 of 1980
	Cash Book - Checking of	10 of 1957, 04 of 1959, 08 of 1963,
	Cash chests - Safe custody of	19 of 1950
	Computer Section	11 of 1977
	Condonation of Physical Measurement under EC	02 of 2007
	Crime Meetings	18 of 1976
	Deputation to Units Outside West Bengal	03 of 2013
	Display of National Flag	27 of 1954
	District/ Battalion Orders	01 of 1980
	Donation from Public	11 of 1956
	Donation of vehicle from Private Source	05 of 2013
	Drawing and Disbursing officers - Specimen Signatures	07 of 1950
	Duties of ASsP Bidhannagar & Barasat	03 of 2004
	Financial & Administrative Work of Jhargram Police District	02 of 2010
	Gardens, Fences, Appearance & Cleanness of Office, Best kept Police Station	07 of 1951, 08 of 1954, 28 of 1954, 03 of 1959
	House Rent - Payment of	07 of 1958, 05 of 1968
	Inspectors (UB) - Creation of Posts	11 of 2004
	Investigation Wings in Urban Police Station	05 of 2010
	Jurisdiction of Addl. SsP in Hooghly District	17 of 2009
	Jurisdiction of Addl. SsP in Purba Medinipur District	15 of 2009

	Jurisdiction of Divisions under Asansol-Durgapur	19 of 2011
	Jurisdiction of Divisions under Howrah City	18 of 2011
	Loss of papers	10 of 1956
	Manual for supervision of Police Commissionerates	13 of 2012
	Ministerial Staff - Requirement of	01 of 1981
	Monthly Return of Force/ 'B' Statement	07 of 1977, 08 of 1977
	Nodal Officer- coordination with BPR&D relating to Women Police	20 of 2012
	Office Accommodation	09 of 2004
	Organisation Branch under SO (Adm.)	03 of 2006
	Photo Identity Card for Pensioners	06 of 2011
	Police Buildings - Construction of	04 of 1956, 09 of 1957
	Police Gazette of Howrah & Asansol-Durgapur	15 of 2011
	Police PBX - Functioning of	09 of 1977
	Police Reforms	07 of 2004
	Puja Celebration	03 of 1958
	Purchase by Land by Police Officers	06 of 1964
	Quarterly Conference	01 of 1961
	Railway Warrant - Physical Verification of	05 of 1954
	Recovery Register/ Recovery of Hospital diet charges	12 of 1956, 03B of 1964
	Regional Command Centre & Trg. Centre of CIF - Relocation	01 of 2011, 01 of 2012
	Register for Good Work done	29 of 1956, 04 of 1957
	Reorganisation of Armed Police & Town Police	06 of 1965
	Reorganisation of CID	17 of 1976, 04 of 1980
	Representation of WBP in Courts	02 of 1983
	Reward Register at offices of CI & SDPO	19 of 1956
	Shifting of HQ of Addl. SsP (Rural & Industrial), South 24 Pgs.	01 of 2003, 01 of 2004
	Sikh Gurudwara - Rules to Enter	03 of 1950
	Submitting Memorial to Higher Authority	03 of 1957
	Syllabus & Qualifying Marks for post of Constable	02 of 2011
	Traffic Guard Asansol-Durgapur	21 of 2011
	Traffic Guard for Howrah District	11 of 2011, 12 of 2011
	Traffic Guard Howrah City	20 of 2011, 22 of 2011
	West Bengal Police Fund Rules	07 of 1957
	Women Grievance Cell- Reorginsation	10 of 2005
9.	INSPECTION	
	Annual Inspection - Distribution of	03 of 2005
	Arms Inspection by AIA	03 of 2003
	Inspection of P.S. headed by Inspectors	05 of 1976
	Inspection of Police Station by C.I.	09 of 1964
	Kit Inspection	08 of 1955, 06 of 1956
	Surprise Visit	24 of 1954, 03 of 1997
	T.O.Ps. and B.O.Ps - Delegation of Powers to Dy. S.P.	06 of 1950, 06 of 1962, 03 of 1963
10.	INVESTIGATION & SUPERVISION	
	Amendment to CrPC and Evidence Act.	02 of 1956
	Arrest	27 of 1956, 25 of 2011, 06 of 2005, 09 of 2011, 04 of 2011
	ASI for Investigation - Employment of	04 of 2010

	Border S.R.Cases	01 of 1951
	CID Controlled Cases	10 of 1976
	Cyber Forensic Laboratory	16 of 2010
	D.K. Basu vs State of West Bengal	03 of 1998, 10 of 2011
	Evidence under Section 512, Cr. P.C - Recording of	17 of 1951
	Explosive Substances Act - Sanction for Prosecution	08 of 1950, 30 of 1954
	Information given to Police Post	15 of 1957
	Intimation to C.I.D by Court Officers	01 of 1953
	Intimation to Finger Print Bureau on arrest	29 of 1954
	LWE Cases	08 of 2010
	Missing Person Cases - Investigation of	05 of 1979, 01 of 1984, 09 of 2010, 07 of 2011
	NIA Act. - Schedule offences	14 of 2009
	PCR Act & SC/ST (POA) Act Cases	26 of 2011
	Police Dogs - Requisition of	11 of 1957, 14 of 1957, 10 of 1959
	Proclaimed Offenders - action under Section 174A IPC	19 of 2012
	Progress Report	02 of 1978, 05 of 2011
	Prompt action in Investigating Cases	09 of 1958
	Prosecution of Cattle Trespass Cases	12 of 1957
	Recording of F.I.R.	04 of 1977
	Seizure of Personal Property	03 of 2011
	Sending Exhibits to FSL/ Wearing apparels of victims	02 of 1958, 04 of 1969
	Special Investigation Pool in District	16 of 1976
	Special Reports of Crime	01 of 1952, 14 of 1953, 04 of 1955, 09 of 1956, 03 of 1974
	Summon to prosecution witnesses	01 of 1965
	Supervision and Testing of Cases	21 of 1950, 21 of 1954, 24 of 1954
	Supervision Notes in Dacoity Cases	16 of 1950
	Supervision of Homicide & Attempts of Murder Cases	03 of 1954
	Supervision of Motor Accident Cases	12 of 1953, 31 of 1956, 03 of 1965
	Test Identification Parade	08 of 1958
	Trial Monitoring	17 of 2012
	UAPA Cases	15 of 2010
	Unnatural Death Cases & Surathal of Dead bodies	10 of 1958, 01 of 1984
11.	POLICE VEHICLES & CONVEYANCES	
	Accidents	04 of 1951
	Advisory to the Drivers	22 of 1951, 06 of 1953, 16 of 1957, 18 of 1957, 09 of 1959, 02 of 1969, 04 of 1973
	Daily Checking	24 of 1950
	Disposal of Condemned Vehicles	02 of 1951
	Distribution of Police Vehicles	13 of 1957
	Donation of vehicle from Private Source	05 of 2013
	Licence Holder to Drive Police Vehicle	01 of 2001
	Motor Driving Course	05 of 1983
	Police Bi-Cycles	11 of 1950, 06 of 1951
	Riot Control Vehicles	05 of 1997
12.	POWERS & PRIVILEGES	
	Delegation of Finance & Admin Powers	02 of 1999
	Demi-Official Correspondence	08 of 1951, 12 of 1951, 14 of 1954

	Derogatory references to Sepoys, Darogas etc.	05 of 1958
	Interview with IGP	14 of 1955
	Powers of Members of DSPE (CBI)	07 of 1959, 01 of 1962, 04 of 1965
	Status of Head Clerk	04 of 1997
	Travel of Police officers by Tram Car, Buses	09 of 1951, 23 of 1956
13.	PRISONERS	
	Classification of Prisoners	04 of 1970
	Guarding of UTPs	05 of 2005
	Juvenile Prisoners – Segregation in Lock-up	35 of 1951
14.	PROMOTION	
	Benefit of Continuous Service	04 of 1983
	Criterion for Selection - Naik to HC and HC to ArSI	23 of 1950, 13 of 1951
	Departmental Examination of Sub-Inspectors	29 of 1951
	Drill Certificate/ Drill Test for Inspectors	12 of 1955, 08 of 1957, 06 of 1959
	Literacy Test	05 of 1959
	Major Punishment & Promotion	01 of 2005, 09 of 2005
	Promotion of Armed Police & Wireless personal	02 of 1957
	Promotion of Executive Staff at Police Directorate	02 of 1962
	RAL of ASI	02 of 1987, 05 of 1993, 02 of 1994
	RAL of Clerk	01 of 1996
	RAL of Constables/HC	03 of 1983, 10 of 1990, 11 of 1990, 02 of 1993, 03 of 1993, 04 of 1993, 01 of 1994, 01 of 1997
	Range Board for Promotion to ASI/HC	01 of 1993, 02 of 2012
	Rank - Unpaid Rank of Lance Naik.	23 of 1951
15.	PUBLIC GRIEVANCES & R.T.I.	
	100 Dial Help Line	14 of 2004, 16 of 2004
	Care of Old people in Urban Areas	06 of 2009
	Complaints Register at Headquarters & Sub-Division/ Public Grievances	07 of 1954, 01 of 1999, 10 of 2004
	Information about patient or dead in Hospital	06 of 1958
	Prompt Investigation of Complaints	12 of 1954
	Relation between Public & Police	03 of 1961, 04 of 1964, 07 of 1976
	SPIO & Appellate authority under RTI	12 of 2010, 13 of 2010, 08 of 2012, 09 of 2012, 08 of 2013
	State Police Control Room & DCR for arrest	02 of 1998, 02 of 2006
	Use of Telephones for Public	10 of 1955
16.	REWARDS	
	AIP Duty Meet 2011	01 of 1995, 07 of 2012
	Best Investigating Officer	12 of 2012
	Reward for Best Preventive Work	05 of 1957
	Reward Register at offices of CI & SDPO	19 of 1956

17.	SERVICE RECORDS	
	CL Account and Character Sheet of Constables on Transfer	01 of 1950, 08 of 1965
	Date of Birth - Check Against Interpolation	03 of 1952, 04 of 1952
	Entry of Data while undergoing Spl. Training	12 of 2009
	Family Particulars - Declaration of	11 of 1953
	Police Personnel Management System (PPMS)	02 of 2002
	Record of Training	21 of 1951
	Service & Leave Record of IPS & WBPS Officers	04 of 1996, 01 of 2010
18.	SPECIAL POLICE UNITS	
	Anti-Hijacking & Immigration Check Post	19 of 1976
	Central Finger Print Bureau	12 of 1959, 07 of 1970
	Coastal Police Station	04 of 2012, 05 of 2012, 06 of 2012
	Commando Company	04 of 2005, 05 of 2009
	Counter Insurgency & Anti-Terrorism School	07 of 2013
	Counter Insurgency Force	10 of 2010
	Cyber Forensic Laboratory	16 of 2010
	Detective Training School, Barrackpore	07 of 1955, 09 of 1955
	Disaster Response Force/ Disaster Management Group	16 of 2009, 24 of 2011, 01 of 2013
	District Commando Force in LWE District	11 of 2010
	RAF in GRP Districts & Commissionerates - Creation of	21 of 2012
	Rapid Action Force	01 of 1998, 03 of 1999, 01 of 2000
	Regional Dog squad at Jalpaiguri, WBP Dog Squad	05 of 1964, 03 of 1975, 14 of 1976
	Special Police Officers Force	03 of 1976
	Special Striking Force	11 of 2009
	STRACO	13 of 2009
	Stud Farm, PTC	15 of 1976
	Women Grievance Cell- Reorginsation	10 of 2005
Women Police Station	03 of 2012	
19.	TRAFFIC	
	Motor Vehicle Section of Traffic Police	05 of 1953
	Traffic Guard for Howrah District	11 of 2011, 12 of 2011
	Traffic Guard Howrah City	20 of 2011, 22 of 2011
	Traffic Guard Asansol-Durgapur	21 of 2011
	Bifurcation of Kona Express Traffic Guard	04 of 2013
20.	TRAINING	
	AIP Duty Meet	07 of 1993
	Attendance during Training	07 of 1966
	Course on Promotion from A.S.I. to S.I.	24 of 1951
	D.T.S Barrackpore - Establishment.	07 of 1955, 09 of 1955
	Discussion Classes by C.I./ Training by SDPOs	07 of 1956, 03 of 1977
	Drill & Revolver Shooting Competition	07 of 1963, 01 of 1967
	Drill Certificate Course	02 of 1965
	Firing Practice for Trainees	04 of 2009
	Handling of Automatic Weapons	10 of 2009
	In-service Training	01 of 2006
	Judo & Karate Introduction	09 of 1976, 13 of 1976, 10 of 1977
	Less Lethal Munitions Training	09 of 2009
	Mobilization Contingent	13 of 1953, 03 of 1962, 12 of 1976, 13 of 2004
	Model Police Institution - Training of Subordinates in	06 of 1954
Motor Driving Course	05 of 1983	
Police Station Management Course	18 of 2004, 08 of 2009	

	Preservation of answer papers at P.T.C.	06 of 1966, 03 of 1973, 04 of 2006
	Probationary Sub-Inspectors - Monthly Exam.	26 of 1951, 07 of 1964, 02 of 1977
	Quota for Trainees in DTS, Barrackpore	06 of 1957
	Refresher Course for Dog Squad	08 of 1976
	Riot Drill Training	07 of 2009
	Summary Note on Training	03 of 2010
	Syllabus of Sub-Inspectors in P.T.C.	04 of 1966, 08 of 2005, 01 of 2009, 03 of 2009
	Training at CDTS, Kolkata	01 of 1968
	Training in Counter Insurgency Tactics	17 of 2011
	Training Manual for District Armed Police	11 of 2012
	Training of Constable in District	07 of 1968, 01 of 1977
	Training of officers in the DTS	03 of 1960, 09 of 1962, 02 of 1963, 05 of 1963, 03A of 1964, 02 of 1973, 01 of 1991, 06 of 1993
	Training of Officiating Sub-Inspectors	05 of 1956
	VIP Security & Mob Dispersal Course	02 of 1997
	Wall Climbing Module	02 of 2009
	Wireless Telegraphy - Training of Police Officers in	25 of 1956
21.	TRANSFER	
	Periodical Transfer at Passport Check Post	13 of 1956
	Periodical Transfer of Wireless Personal	14 of 1956, 05 of 1965, 05 of 1966
	Transfer between IB/EB and Ranges	02 of 1961, 07 of 1962
	Principle & Procedure for Transfer	09 of 1963, 02 of 1980, 15 of 2004
	Comparison of Transfer Policy of Wireless & Executive Staff	01 of 2007
	Transfer of Police Driver	02 of 2008
	Posting of Staff of Jhargram Police District	06 of 2010
22.	UNIFORM	
	Beret Caps - Instructions on Wearing/ Badge	10 of 1950, 14 of 1950
	Brass Number - Wearing	20 of 1950
	Clothing Articles for Riding Instructors/ Sowars in PTC	01 of 2008
	Dress on Parades	03 of 1956
	Forage Cap - Wearing by DySP	25 of 1950, 03 of 1951
	Kakhi Drill Caps - Abolition of	32 of 1951
	Khaki Tie for Inspectors	10 of 1951
	Kit for Driver Constables	17 of 1950, 25 of 1951, 11 of 1958, 01 of 1963
	Scale of Issue - Leather Polish, Metal Polish and Blanco	09 of 1950
	Shirts, Shorts and Slacks to A.S.Is. & Others	11 of 1951, 16 of 1954, 19 of 1957
	Shorts to Recruits - Issue of	18 of 1951
	To be Worn on Duty	05 of 1951, 02 of 1979
	Uniform for Staff of Police Commissionerates	14 of 2012, 16 of 2012
	Use of Slacks and Full Sleeved Shirts	16 of 1951
	Walking out Dress for Recruit Constables	27 of 1951
	WBPS Badge	02 of 2004
	Web Belt For IPS Officer	04 of 1974
23.	WELFARE	
	Canteens in Police Lines	19 of 1951, 12 of 1958
	Cash Allowance in lieu of Cook Food	03 of 1980
	Condonation of Physical Measurement under EC	02 of 2007

	Digha Police Holiday Home & PIB	01 of 2002, 02 of 2003, 04 of 2003, 05 of 2004, 08 of 2011, 02 of 2013
	District Sports & Puja Funds	25 of 1954, 01 of 1982, 02 of 2001, 16 of 2011, 23 of 2011
	Family Rations to Police Officers while Under Training	18 of 1950
	Games & Sports	17 of 1955
	General Provident Fund - Final Payment	15 of 1950, 04 of 1953
	Govt. Quarters - Allotment & Vacation of	26 of 1954, 01 of 1978
	Govt. Quarters - Occupying by Pensioners	01 of 1960
	Group Personal Accident Policy for HG/NVF etc.	18 of 2012
	Life Saving	06 of 1976
	Medical Examination of Subordinate Police Force	34 of 1951, 22 of 1954, 08 of 1959, 01 of 1973
	Medical Insurance for Police	08 of 2004
	Mess - Rules for	06 of 1955
	Orderly Room by Superintendent of Police	31 of 1954
	Photo Identity Card for Pensioners	06 of 2011
	Police Hospitals - Supply of Dietary	11 of 1955
	Provisional Pension	03 of 1996
	Puja Celebration	03 of 1958, 01 of 1976
	Review at age of 50/55 yrs	04 of 1976
	Rum Canteens - Rules for	08 of 1956, 05 of 1962, 04 of 1975
	Stress Management in Police Force	10 of 2012
	Syllabus & Qualifying Marks for post of Constable under EC	02 of 2011
	Treatment of Police Patients Suffering from Tuberculosis	05 of 1950, 12 of 1950
	Unofficial Fund	11 of 1959, 03 of 1987
	West Bengal Police Fund Rules	07 of 1957
24.	WIRELESS & OTHER COMMUNICATION	
	PBX- Functioning & Maintenance	09 of 1977, 03 of 1979
	Phonetic Alphabets - Use of	26 of 1956
	Police Wireless System - Use	02 of 1950
	Post copy of Wireless Message	24 of 1956
	Theory and Procedure of Wireless Telegraphy	25 of 1956
	Use by Survey parties	01 of 1957
	Use for Message relating to Anti-smuggling	16 of 1955

INDEX OF POLICE ORDERS 1950-2013

Sl. No.	Police Order No. & Year	Subject	Date	File No.
1950				
1	Police Order No. 1 of 1950 (Republished) (P.O. No. 1 of 1940)	Casual leave accounts and character sheets of constables when they are transferred.	27 th January '50	A 84-50
2	Police Order No. 2 of 1950	Instruction for the use of Police Warless System	3 rd February'50	W. 429-49
3	Police Order No. 3 of 1950	Rules to be observed by Police officers while entering a Sikh Gurdwara	3 rd March'50	R. 356-50
4	Police Order No. 4 of 1950	Maintenance of C.C. Rolls	17 th March'50	
5	Police Order No. 5 of 1950	Treatment of Police patients suffering from Tuberculosis	24 th March'50	Bt. 163-49
6	Police Order No. 6 of 1950	Delegation of powers of inspection of T.O.Ps. and B.O.Ps. to Dy. S.P.	7 th April'50	R. 336-50
7	Police Order No. 7 of 1950	Specimen signatures of drawing and disbursing officers	12 th May'50	Bt. 189-50
8	Police Order No. 8 of 1950	Delay in submitting cases under the Explosive substances Act to Government for sanction of prosecution	19 th May'50	R. 618-50
9	Police Order No. 9 of 1950	Scale for the issue of leather polish, metal polish and blanco	2 nd June'50	M 1871-49
10	Police Order No. 10 of 1950	Instructions on wearing of beret caps	9 th June'50	M 666-50
11	Police Order No. 11 of 1950	Measures for the prevention of theft of Police bicycles	9 th June'50	T 693-50
12	Police Order No. 12 of 1950	Treatment of Police patients suffering from Tuberculosis	30 th June'50	Bt. 685-50
13	Police Order No. 13 of 1950	Instructions regarding control of crime	7 th July'50	C. 1416-50
14	Police Order No. 14 of 1950	Badge for beret caps	14 th July'50	M 1082-50
15	Police Order No. 15 of 1950	Final payment of General provident Fund balances	14 th July'50	Bt. 261-50
16	Police Order No. 16 of 1950	Submission of Supervision notes in dacoity cases	11 th Aug'50	C. 1611-50
17	Police Order No. 17 of 1950	Kit for Driver Constables	Aug'50	M. 1318-50
18	Police Order No. 18 of 1950	Supply of family rations to Police officers while under training in the PTC, IB and C.I.D.	25 th Aug'50	Bt. 758-50
19	Police Order No. 19 of 1950	Safe custody of cash chests	1 st Sep'50	B 215-49
20	Police Order No. 20 of 1950	Wearing of brass number	15 th Sep'50	M 1207-50
21	Police Order No. 21 of 1950	Supervision and testing of cases	22 nd Sep'50	R. 1768-50
22	Police Order No. 22 of 1950	Supply of a free copy of the F.I.R. to the informant of complainant	29 th Sep'50	R. 1921-50
23	Police Order No. 23 of 1950	Criterion for selection of Naiks for promotion as HCs and HCs for promotion as Armed SIs	29 th Sep'50	A 254-50
24	Police Order No. 24 of 1950	Daily checking of Police vehicles	6 th Oct'50	T. 1270-50
25	Police Order No. 25 of 1950	Wearing of forage cap by Deputy Superintendents of Police	8 th Dec'50	M. 277-43
1951				
1	Police Order No. 1 of 1951	Instructions regarding preparation and submission of border S.R.Cases	19 th January'51	C 61-51
2	Police Order No. 2 of 1951	Instructions regarding disposal of condemned police vehicles	26 th Jan'51	T 1356-50
3	Police Order No. 3 of 1951	Wearing of forage cap by Deputy Superintendent of Police	26 th Jan'51	M 1430-50
4	Police Order No. 4 of 1951	Accidents to police vehicles	2 nd Feb'51	T 263-51
5	Police Order No. 5 of 1951	Uniform to be worn on duty	16 th Feb'51	M 364-51
6	Police Order No. 6 of 1951	Instructions for the care and maintenance of Police bicycles	16 th Feb'51	Bt. 282-50
7	Police Order No. 7 of 1951	General improvement in the appearance of the offices by setting up gardens and fences	16 th Feb'51	B 381-51
8	Police Order No. 8 of 1951	Mode of address in demi-official correspondence	23 rd Feb'51	M 365-51

9	Police Order No. 9 of 1951	Free travel of Police officers and men by tram car on duty	23 rd Feb'51	M 365-51
10	Police Order No. 10 of 1951	Khaki tie for Inspectors of the West Bengal Police	23 rd Feb'51	M 345-51
11	Police Order No. 11 of 1951	Enhanced scale for the issue of shirts, shorts and slacks to A.S.Is., H.Cs, Naiks and Constables	9 th March'51	M 579-51
12	Police Order No. 12 of 1951 Corrigendum to Police Order No. 8 of 1951.	Corrigendum to Police Order No. 8 of 1951.	30 th March, 51	A 371-51
13	Police Order No. 13 of 1951	Amendment to Police Order No. 23 of 1950	6 th April'51	A 202-51
14	Police Order No. 14 of 1951	Drill Competitions for the Armed Police Forces, West Bengal	13 th April'51	F 383-51
15	Police Order No. 15 of 1951	Control and deployment of detachments from the provincial Armed Reserves on deputation to districts	13 th April'51	F 927-51
16	Police Order No. 16 of 1951	Instructions for the use of slacks and full sleeved shirts	27 th April'51	M 909-51
17	Police Order No. 17 of 1951	Recording of evidence under section 512, Cr. P.C.	27 th April'51	GI 244-51
18	Police Order No. 18 of 1951	Issue of shorts to recruits	4 th May'51	M 817-50
19	Police Order No. 19 of 1951	Schemes for the running of canteens in Police Lines	11 th May'51	M 346-51
20	Police Order No. 20 of 1951	Purchase of stores towards the end of the financial year	11 th May'51	M 980-51
21	Police Order No. 21 of 1951	Record of training in Armourer's course in Service Books	18 th May'51	F 554-51
22	Police Order No. 22 of 1951	Rules of the Road	22 nd June'51	T 1270-50
23	Police Order No. 23 of 1951	Creation of an unpaid rank of Lance Naik	22 nd June'51	F 913-51
24	Police Order No. 24 of 1951	Course of training for Assistant Sub-Inspectors promoted to the rank of SI for the first time	29 th June'51	F 353-51
25	Police Order No. 25 of 1951	Kit for Driver Constables	24 th Aug'51	M 1318-50
26	Police Order No. 26 of 1951	Introduction of monthly examination of probationary Sub-Inspectors	7 th Sep'51	A 1478-51
27	Police Order No. 27 of 1951	Walking out dress for recruit constables	12 th Oct'51	M 1414-51
28	Police Order No. 28 of 1951	Suspension of subordinate Police officers and men	12 th Oct'51	A 1565-51
	Police Order No. 28A of 1951	Dearness allowance while on suspension	26 th Oct'51	A 1951-51
29	Police Order No. 29 of 1951	Departmental Examination of Sub-Inspectors	19 th Oct'51	A 31-51
30	Police Order No. 30 of 1951	Ten Commandments for the Police	19 th Oct'51	F 1884-51
31	Police Order No. 31 of 1951	Correct methods of saluting and greeting by Police officers	26 th Oct'51	R 1760-51
32	Police Order No. 32 of 1951	Abolition of Kakhi drill caps	9 th Nov'51	M 277-51
33	Police Order No. 33 of 1951	Standard list of books, Acts and other publications for Police Offices, Court Offices and Circle Inspector' Offices	9 th Nov'51	Bt. 1416-51
34	Police Order No. 34 of 1951	Periodical medical examination of subordinate police force	9 th Nov'51	Bt.1683-50
35	Police Order No. 35 of 1951	Segregation of juvenile prisoners in court and thana lock-ups	28 th Dec'51	R 1126-51
1952				
1	Police Order No. 1 of 1952	Submission of special reports of Crime		
2	Police Order No. 2 of 1952	Change of nomenclature of Police for the Armed Branch in districts		
3	Police Order No. 3 of 1952	Check against interpolation of the date of birth in Service Books		
4	Police Order No. 4 of 1952	Addendum to Police Order No. 3 of 1952.		
5	Police Order No. 5 of 1952	Instructions prohibiting elaborate entries in the General Diary alleging misconduct on the part of superior officers of police and other departments		
6	Police Order No. 6 of 1952	Prohibition of purchase of goods from or sale to undesirable persons		
7	Police Order No. 7 of 1952	Drill Competitions for the Armed Police Forces of West Bengal		
8	Police Order No. 8 of 1952	Entry of appropriate cases in the Non F.I.R. Register		
1953				
1	Police Order No. 1 of 1953	Intimation by Court officers to C.I.D officers concerned of entries made in the order sheets relating to remand / adjournment of bail application etc. in cases controlled or investigated by the C.I.D officers	6 th March'53	R. 571-53
2	Police Order No. 2 of 1953	Procedure to be followed while awarding a minor punishment	20 th March'53	A 626-53

3	Police Order No. 3 of 1953	Violation of rule (Rule 822 of P.R.B., vol,1943) regarding "Sick at Station"	20 th March'53	A 949-50
4	Police Order No. 4 of 1953	Final payment of General provident Fund balances	3 rd April'53	Bt. 127-53(P)
5	Police Order No. 5 of 1953	Standing orders for the working of the office of the Motor Vehicles section of Traffic Police in the districts of 24 parganas, Howrah, Hooghly and Burdwan	3 rd April'53	F 32-53
6	Police Order No. 6 of 1953	Instructions about driving of Police Vehicles	10 th April'53	T 300-53
7	Police Order No. 7 of 1953	Standard list of books, Acts and other publications for Police offices, Court offices and Circle Inspectors' offices	17 th April'53	Bt. 582-53
8	Police Order No. 8 of 1953	Submission of draft paragraphs for publication in the "Criminal Intelligence Gazette" in respect of losses/recoveries of arms ammunition/explosives	1 st May'53	R 779-53
9	Police Order No. 9 of 1953	Standing instructions for "Dafa" guards	22 nd May'53	R 1164-53
10	Police Order No. 10 of 1953	Principles to be followed in ordering suspension	5 th June'53	A 1126-53
11	Police Order No. 11 of 1953	Declaration of family particulars by Police officers of and below the rank of Inspectors	5 th June'53	A 1123-53
12	Police Order No. 12 of 1953	Instructions regarding supervision and check by superior officers on the investigation of motor accident case	26 th June'53	C 978-53
13	Police Order No. 13 of 1953	Mobilization Contingents	4 th Sep'53	F 410-53
14	Police Order No. 14 of 1953	Submission of Special Reports of Crime	11 th Sep'53	R 601-52
15	Police Order No. 15 of 1953	Punishment drill and sentry duty	2 nd Oct'53	R 1476-53
1954				
1	Police Order No. 1 of 1954	Method of dealing with the loss or recovery unlicensed arms, ammunition and explosives	8 th Jan'54	F 1982-53
2	Police Order No. 2 of 1954	Standing Order for the Duties and Functions of the Town Police Inspectors.		F 1982-53
3	Police Order No. 3 of 1954	Supervision of offences committed under Sections 304, 304/147, 302/511 and 307 I.P.C.		R 336-54
4	Police Order No. 4 of 1954	Performance of day patrols/rounds by superior Police Officers		F 600-54
5	Police Order No. 5 of 1954	Physical verification of Railway warrant books with the book balance		Bt. 16-54
6	Police Order No. 6 of 1954	Training of subordinate Police officer and men in model Police Institutions		R 972-54
7	Police Order No. 7 of 1954	Maintenance of Complaints Register in Headquarters and Sub-divisional Police offices		R 972-54
8	Police Order No. 8 of 1954	Cleanliness and tidiness in Police offices and barracks		R 975-54
9	Police Order No. 9 of 1954	Proper functioning of Police stations and posts		R 971-54
10	Police Order No. 10 of 1954	Improvement in the standard of discipline and dress of officers and men		R 973-54
11	Police Order No. 11 of 1954	Proper functioning of town-beats and establishment of fixed Police Posts		R 994-54
12	Police Order No. 12 of 1954	Proper attention to be paid by Police to public with regard to prompt investigation of their complaint of disturbances or arrest of offenders		R 995-54
13	Police Order No. 13 of 1954	Principles to be followed in ordering suspension		A 1126-53
14	Police Order No. 14 of 1954	Mode of address in demi-official correspondence		A 368-54
15	Police Order No. 15 of 1954	GOONDAISM		C 1352-54
16	Police Order No. 16 of 1954	Scales of Khaki Shirts and Shorts/Slacks for Assistant Sub-Inspectors, Head Constables, Naik and Constables (including driver Constables).		
17	Police Order No. 17 of 1954	GOONDAISM		C 1532-54
18	Police Order No. 18 of 1954	Employment of educated Constables		F 996-54
19	Police Order No. 19 of 1954	Register for the village Resistance Group		F 1193-54
20	Police Order No. 20 of 1954	GOONDAISM		C 1532-54
21	Police Order No. 21 of 1954	Supervision and testing of cases.		R 1768-50
22	Police Order No. 22 of 1954	Periodical medical examination of Subordinate Police Force		Bt. 397-54
23	Police Order No. 23 of 1954	Maintenance of separate registers for the pending items of Malkhana and process Registers		R 1869-54
24	Police Order No. 24 of 1954	Scrutiny of personal and case diaries by superior officers during surprise visits to Police Posts		R 2072-54
25	Police Order No. 25 of 1954	Rules for District Sports and Puja Funds		Bt. 1056-54

26	Police Order No. 26 of 1954	Vacation of Government quarters occupied by Police officers at their places of posting when they are transferred elsewhere		B 1408-54
27	Police Order No. 27 of 1954	Display of national Flag over all Thana Buildings and other important Police Buildings on National days		M 181-54
28	Police Order No. 28 of 1954	Rules for the competition of "Best Kept Police stations and Districts of West Bengal".		Bt. 5131-53
29	Police Order No. 29 of 1954	Intimation to be given to the Finger Print Bureau concerned when a person whose finger print is on record or has already been prepared for search or an absconder is arrested, surrenders or is no longer required for some other reasons		R 2027-54
30	Police Order No. 30 of 1954	Instructions regarding investigation, preparation and submission of proposal for prosecution under the Explosive Substances Act (Act VI of 1908)		C 2135-54
31	Police Order No. 31 of 1954	Regular holding of orderly room by Superintendent of Police		R 2373-54
1955				
1	Police Order No. 1 of 1955	Discontinuance of the system of the zonal distribution of the officers and men of Police stations in connection with No-Dacoity Campaign		F 2390-54
2	Police Order No. 2 of 1955	Prohibition of the stay of outsiders in Police barracks		F 5-55
3	Police Order No. 3 of 1955	Instructions about reception of telephone calls by orderlies in the residences of superior Police officers in their absence		TL 106-55
4	Police Order No. 4 of 1955	Submission of special reports of Crime		R 368-55
5	Police Order No. 5 of 1955	Preparation of statistics in court offices		R 2269-54
6	Police Order No. 6 of 1955	Rules for Constables' Mess in the Police Lines		Bt.1676-54
7	Police Order No. 7 of 1955	Establishment of a Detective Training School at Barrackpore		F 390-55
8	Police Order No. 8 of 1955	Display of Kits for Kit Inspection		R 2491-54
9	Police Order No. 9 of 1955	Detective Training School at Barrackpore		F 390-55
10	Police Order No. 10 of 1955	Using Police telephones for the benefit of the members of the public in emergencies		TI 1084-55
11	Police Order No. 11 of 1955	Supply of dietary articles to Police Hospitals		BT. 1440-55
12	Police Order No. 12 of 1955	Possession of drill certificates by Constables and Naiks of the Armed Branch before promotion to the rank of Naik and Head Constable		F 2105-54
13	Police Order No. 13 of 1955	List of miscellaneous duties of which the Police, under the orders of the State Government, have been wholly or partially relieved		R 1169-55
14	Police Order No. 14 of 1955	Correct procedure of seeking interviews with the Inspector General of Police by the Superior Police Officers		A 2079-55
15	Police Order No. 15 of 1955	Instruction regarding control and deployment detachment of State Armed However		F 1096-55
16	Police Order No. 16 of 1955	Instructions for the use of West Bengal Police Wireless system for transmission of message relating to anti-smuggling		W 2026-55
17	Police Order No. 17 of 1955	Encouragement of games and sports among the Police Force		Bt. 1568-55
1956				
1	Police Order No. 1 of 1956	Standard list of books, Acts and other publications for Police officers, Court offices and Circle Inspectors offices	20 th January'56	Bt. 86-56
2	Police Order No. 2 of 1956	Instructions regarding Cr. P.C. Amendment Act. 1955 (Act 26 of 1955) which will affect the day to day work of Police	20 th January'56	R 2163-55
3	Police Order No. 3 of 1956	Dress of Superior Police officers on Ordinary Parades	20 th January'56	M 1688-55
4	Police Order No. 4 of 1956	Departmental construction of Police Buildings	16 th March'56	B 1817-54
5	Police Order No. 5 of 1956	Training of Offg. S.I.'s A.S.I.s whose names are borne at the top of the Approved list and A.S.I.s who are empowered to investigate	16 th March'56	F 1428-56
6	Police Order No. 6 of 1956	Display of Kits for kit inspection	23 rd March'56	R 2491-54
7	Police Order No. 7 of 1956	Holding of discussion classes for the thana staff by the Circle Inspectors	6 th April'56	F 2053-55
8	Police Order No. 8 of 1956	Rules for running Rum Canteens in Police Lines	18 th May'56	Bt. 1296-55
9	Police Order No. 9 of 1956	Supervision of Special Report cases by superior officers	1 st June'56	R 1279-56

10	Police Order No. 10 of 1956	Procedure to deal with loss of papers in Police offices, Police stations, Courts etc.	8 th June'56	Bt. 68-56
11	Police Order No. 11 of 1956	Raising donations from firms or members of the public for holding social functions, sports and games	8 th June'56	Bt. 271-54
12	Police Order No. 12 of 1956	Recovery Register	15 th June'56	Bt. 822-56
13	Police Order No. 13 of 1956	Periodical transfers of subordinate police officers at the passport check posts on indo-pak Borders	15 th June'56	F 1542-56
14	Police Order No. 14 of 1956	Periodical transfer of Wireless personnel	29 th June'56	A 6-56
15	Police Order No. 15 of 1956	Discontinuance at the system of Sentry duty in the Anti dacoity patrol camps and safe custody of Arms and Ammunition there when not in use	29 th June'56	F 2389-54
16	Police Order No. 16 of 1956	Prohibition of leave during suspension	6 th July'56	A 674-56
17	Police Order No. 17 of 1956	Grant of leave during reduction of pay	6 th July'56	A 909-56
18	Police Order No. 18 of 1956	Preparation of statistics in Court offices	20 th July'56	
19	Police Order No. 19 of 1956	Maintenance of Rewards Register in the offices of the S.D.P.O.'s and C.I.'s	20 th July'56	R 635-65
20	Police Order No. 20 of 1956	Requisition of Armed Police parties and use of firearms by the Police Force	10 th Aug'56	F 2234-55
21	Police Order No. 21 of 1956	Standard list of books, Acts and other publications for Police offices, Court offices and Circle Inspector's offices	10 th Aug'56	R 1772-65
22	Police Order No. 22 of 1956	Keeping account of theft cases compromised in Court and previous convictions, if any of the accused	24 th Aug'56	C 2151-56
23	Police Order No. 23 of 1956	Travel of Police officers and men by public buses on duty	31 st Aug'56	M 1459-56
24	Police Order No. 24 of 1956	Prohibition of sending post copy of wireless message as a routine	14 th Sep'56	W 2069-56
25	Police Order No. 25 of 1956	Theory and Procedure of Wireless Telegraphy and Radio Telephony-Training of Police officers in-	21 st Sep'56	W 2146-55
26	Police Order No. 26 of 1956	Use of phonetic alphabets in Wireless Telegraphy and Radio Telephony	28 th Sep'56	W 2176-55
27	Police Order No. 27 of 1956	Arrest of persons employed in public utility Transport Services	5 th Oct'56	C 2547-56
28	Police Order No. 28 of 1956	Standard list of books, Acts and other publications for Police officers, Court offices and Circle Inspector's offices	26 th Oct'56	Bt. 120-55 Pt.
29	Police Order No. 29 of 1956	Separate register in the offices of the Circle Inspectors for recording instances of good work done by subordinate Police officers and men	7 th Dec'56	R 2004-54
30	Police Order No. 30 of 1956	Leave during pendency of departmental proceeding	28 th Dec'56	A 2868-56
31	Police Order No. 31 of 1956	Supervision and check by superior officers on the investigation of motor accident cases.	28 th Dec'56	C 978-53
32	Police Order No. 32 of 1956	Standing order for the duties and functions of the Town Police Inspectors	28 th Dec'56	F 1982-53
1957				
1	Police Order No. 1 of 1957	Instructions for the use of West Bengal Police Wireless system for transmitting messages originated by Survey parties		
2	Police Order No. 2 of 1957	Principle for promotion of officers and men of the unarmed branch of the Brigade as well as Wireless		
3	Police Order No. 3 of 1957	Limitation in submitting memorials to higher authorities period of		
4	Police Order No. 4 of 1957	Maintenance of "Register of Good work" in the offices of the S.D.P.O.'s and C.I.'s .		
5	Police Order No. 5 of 1957	Rules for the grant of rewards for best preventive work		
6	Police Order No. 6 of 1957	Allotment of quota for trainees in the Detective Training School Barrackpore		
7	Police Order No. 7 of 1957	WEST BENGAL POLICE FUND RULES		
8	Police Order No. 8 of 1957	Question whether a constable can officiate in the rank of Naik and a Naik in the rank of Head Constable without a Drill Certificate		
9	Police Order No. 9 of 1957	Departmental construction of Police buildings		
10	Police Order No. 10 of 1957	Checking of cash book by superior officers		
11	Police Order No. 11 of 1957	Requisition of the services of Police Dogs		

12	Police Order No. 12 of 1957	Instructions regarding prosecution of cattle trespass cases by the Police		
13	Police Order No. 13 of 1957	Distribution of Police Vehicles		
14	Police Order No. 14 of 1957	Requisition of the services of Police Dogs		
15	Police Order No. 15 of 1957	Action on the information given to Police Posts or to Police officers outside Police Posts		
16	Police Order No. 16 of 1957	Rules about drivers of Police Vehicles		
17	Police Order No. 17 of 1957	Duty hours and shifts of the Town Police		
18	Police Order No. 18 of 1957	Rules about driving of Police vehicles		
19	Police Order No. 19 of 1957	Shirts for the Head Constables, Naiks and Constables		
1958				
1	Police Order No. 1 of 1958	Finger printing of accused persons in compoundable theft cases	10 th Jan'58	
2	Police Order No. 2 of 1958	sending and taking back of exhibits sent to the Forensic Science Laboratory, West Bengal	10 th Jan'58	
3	Police Order No. 3 of 1958	Instructions on the Puja Celebrations	31 st Jan'58	
4	Police Order No. 4 of 1958	Prevention of Crime-Monthly D.O's from Officers-in-charge	14 th March'58	
5	Police Order No. 5 of 1958	Discontinuations of derogatory references to Sepoys, darogas, etc, in official and private references	13 th June'58	
6	Police Order No. 6 of 1958	Communication of information about patients seriously ill or dead in hospitals through the Police help	20 th June'58	
7	Police Order No. 7 of 1958	Payment of house rent to the subordinate officers and men	22 nd Aug'58	
8	Police Order No. 8 of 1958	Action to be taken by the Police in connection with Test Identification Parades held by Magistrates or Panch witnesses	29 th Aug'58	
9	Police Order No. 9 of 1958	Quick movement and prompt action by Police officers in investigating cases reported to the Police stations	29 th Aug'58	
10	Police Order No. 10 of 1958	Prompt holding of Surathal of dead bodies	5 th Sep'58	
11	Police Order No. 11 of 1958	Uniform for Driver Constables and Driver Head Constables	19 th Sep'58	
12	Police Order No. 12 of 1958	Scheme for running of Canteens in Police Lines	10 th Oct'58	
1959				
1	Police Order No. 1 of 1959	Prevention of crime	13 th Feb'59	
2	Police Order No. 2 of 1959	Enforcement of the West Bengal Rice and Paddy Price Control Order, 1959	13 th Feb'59	
3	Police Order No. 3 of 1959	Maintenance of cleanliness in Police buildings	5 th June'59	
4	Police Order No. 4 of 1959	Cash balance certificate inclusion of A Rolls received from other districts	5 th June'59	
5	Police Order No. 5 of 1959	Literacy test for promotion to the rank of Head Constable	12 th June'59	
6	Police Order No. 6 of 1959	Test of Inspectors, both permanent and officiating in drill	12 th June'59	
7	Police Order No. 7 of 1959	Powers of officer-in-charge of a Police station in West Bengal on a member of the Delhi Special Police Establishment of and above the rank of Sub-Inspector	24 th July'59	
8	Police Order No. 8 of 1959	Periodical medical examination of subordinate police force	28 th Aug'59	
9	Police Order No. 9 of 1959	Rules about drivers of Police vehicles	9 th Oct'59	
10	Police Order No. 10 of 1959	Standard form for requisitioning the service of Police dogs	30 th Oct'59	
11	Police Order No. 11 of 1959	Maintenance of accounts of unofficial funds	27 th Nov'59	
12	Police Order No. 12 of 1959	Establishment of Central Finger-Print Bureau	25 th Dec'59	
1960				
1	Police Order No. 1 of 1960	Pension of officers occupying quarters to be sanctioned only after written consent letter for recovery from their pension		
2	Police Order No. 2 of 1960	Consigning of Process Registers to Magistrate's Record Room for disposal		
3	Police Order No. 3 of 1960	Training of officers in the D.TS		
1961				
1	Police Order No. 1 of 1961	Discussion of subjects of administrative interest, welfare of the force etc. in the quarterly conferences		Bt. 1910-60
2	Police Order No. 2 of 1961	Procedure for transfer of personnel between Central Organisations (e.g. I.B, E.B, etc.) and Ranges		A 222-61

3	Police Order No. 3 of 1961	Maintenance of best of relationship between the Police and the public		F 557-61
4	Police Order No. 4 of 1961	Maintenance of station statistics of crime in B.P. Forms Nos. 71 at Police stations and other police offices		C 1811-60
5	Police Order No. 5 of 1961	Consignment of process Registers		R 2796-59
1962				
1	Police Order No. 1 of 1962	Powers of officer-in-charge of a Police station in West Bengal on a member of the Delhi Special Police Establishment of and above the rank of Sub-Inspector.	16 th March'62	
2	Police Order No. 2 of 1962	Principle for promotion of officers and men of the unarmed branch of the Brigade and Wireless as well as for the executive staff posted to Police Directorate		A 909-61
3	Police Order No. 3 of 1962	Mobilization Contingents	1 st June'62	
4	Police Order No. 4 of 1962	Planned action against rowdyism	20 th July'62	
5	Police Order No. 5 of 1962	Rules of running Rum Canteens in Police Lines		Bt. 391-62
6	Police Order No. 6 of 1962	Power of Inspection of T.O.Ps and B.O.Ps		R 1514-62
7	Police Order No. 7 of 1962	Procedure for Transfer of Personnel between Central Organisations and Ranges.		A 1248-62
8	Police Order No. 8 of 1962	Court Officers' monthly certificates regarding the upkeep of the Registers maintained by them.		
9	Police Order No. 9 of 1962	Training of officers in the D.T.S		A 9024-60
1963				
1	Police Order No. 1 of 1963	Uniform of Driver Constables and Driver Head Constables		
2	Police Order No. 2 of 1963	Detective training school at Barrackpore		
3	Police Order No. 3 of 1963	Inspection of TOPs and BOPs		
4	Police Order No. 4 of 1963	Procedure for awarding minor punishments		
5	Police Order No. 5 of 1963	Training of Officers in D.T.S.		
6	Police Order No. 6 of 1963	Action under the Preventive Detention Act. (Act IV of 1950), for maintaining Public order)		
7	Police Order No. 7 of 1963	Fixation of period for Drill Competitions and Inter-District Revolver Shooting Competition		
8	Police Order No. 8 of 1963	Checking of Cash Book by Superior officers		
9	Police Order No. 9 of 1963	Principle and procedure to guide transfer and posting of Constables		
10	Police Order No. 10 of 1963	Standardization of Finger Print Form		
1964				
1	Police Order No. 1 of 1964	Method of dealing with loss or recovery of unlicensed arms, ammunition and explosives	17 th Jan'64	R 2540-63
2	Police Order No. 2 of 1964	Control and deployment of detachments from the State Armed Police (1 st and 2 nd Battalions) on deputation to districts.	13 th March'64	F 1614-63
3	Police Order No. 3A of 1964	Training of officers in the D.T.S.	13 th March'64	A 2982-63
	Police Order No. 3B of 1964	Recovery of hospital diet charges from the officers of and above the rank of Sub-Inspector of Police treated in police Hospitals	1 st May'64	F 2667-62
4	Police Order No. 4 of 1964	Police Public Relations	4 th Sep'64	R 760-64
5	Police Order No. 5 of 1964	Establishment of Regional Dog Squad at Jalpaiguri		F 2667-62
6	Police Order No. 6 of 1964	Permission for purchase of land by Police Officers	18 th Sep'64	A 1357-64
7	Police Order No. 7 of 1964	Training of Probationary Sub-Inspector	6 th Nov'64	F 1954-64
8	Addendum to Police Order No. 8 of 1964	Obsrvance of Provision of Regulation 872 of P.R.B. Vol 1 while passing orders in Departmental Proceeding reg: reduction in pay		A 458-64
9	Police Order No. 9 of 1964	Inspection of Police Stations by Circle Inspectors		MF 1714-64
1965				
1	Police Order No. 1 of 1965	Power of Magistrates to issue summons to prosecution without in warrant cases instituted on Police Report.		
2	Police Order No. 2 of 1965	Medical examination of Constables / Naiks prior to sending them for Drill Certificate Course		
3	Police Order No. 3 of 1965	Instructions to Police officers in dealing with serious traffic-accidents		
4	Police Order No. 4 of 1965	Powers of officer-in-charge of a Police station in West Bengal on a member of the Delhi Special Police Establishment of and above the rank of Sub-Inspector.		
5	Police Order No. 5 of 1965	Periodical transfer of wireless personnel		

6	Police Order No. 6 of 1965	Re-organisation of the Armed Police and the Town Police		
7	Police Order No. 7 of 1965	Question of consideration the cases of Sub-Inspectors who are on temporary transfer to other ranges or units for Detective Training School or Central Detective Training School Training		
8	Police Order No. 8 of 1965	Casual leave accounts and character sheets of constables when they are transferred		
1966				
1	Police Order No. 1 of 1966	The Detective Training School Barrackpore-Authority for exercising control over		
2	Police Order No. 2 of 1966	Planned action against rowdism-Regisater of Roughts		
3	Police Order No. 3 of 1966	Keeping records of persons who are suspected or convicted in cases of smuggling across Indo-Pakistan Border		
4	Police Order No. 4 of 1966	Inclusion of certain Acts in the syllabus of Sub-Inspectors in the P.T.C., Barrackpore		
5	Police Order No. 5 of 1966	Periodical transfer of Wireless personnel		
6	Police Order No. 6 of 1966	Preservation of answer papers of different examinations of trainees and in-service departmental examinations conducted at the Police Training College		
7	Police Order No. 7 of 1966	Regular attendance of classes by officers during training at the P.TC/D.T.S., Barrackpore		
1967				
1	Police Order No. 1 of 1967	Drill competition for the Armed Police Force West Bengal	6th Oct'67	F 1037-64
1968				
1	Police Order No. 1 of 1968	Making the convicts under the Essential Commodities Act. 1955 "Police Registered"		
	Police Order No. 1 of 1968	Payment of capitation fee for the trainees of the West Bengal Police for undergoing training at the C.D.T.S, Calcutta		
2	Police Order No. 2 of 1968	Duties of an Inspector of Police posted to a Police station as officer-in-charge		
3	Police Order No. 3 of 1968	Discontinuance of the system of Zonal distribution of the officers and men of police stations in connection with "No dacoity campaign"		
4	Police Order No. 4 of 1968	Initiating cases under the Preventive Detention Act. 1950 for food offences		
	Government Order No. XIII of 1968	Delegation of power to the Inspector General of Police to sanction motorcycle advance. The following is published for information and guidance		
5	Police Order No. 5 of 1968	Sanction of actual rent for residential accommodation to the Officers of the West Bengal Police from Inspector to Constable-Safeguards against over payment		
6	Police Order No. 6 of 1968	Planned action against rowdyism		
7	Police Order No. 7 of 1968	Training of Constables in the districts after passing out from the Police Training College, Barrackpore		
8	Police Order No. 8 of 1968	Knowledge of cycling on the part of Police personnel		
1969				
	GOVERNMENT OFRDER NO. III of 1969	Introduction of Jungle Boots for the Rly Police and Jungle Boots and Jungle Hats for the S.A.P. Bns		
1	Police Order No. 1 of 1969	Requisition for State Reserve Force from Districts	1st May'69	
2	Police Order No. 2 of 1969	Rules regarding drivers of Police vehicles	2nd May'69	
3	Police Order No. 3 of 1969	Requisition for State Reserve Force from Districts	5th Sep'69	
4	Police Order No. 4 of 1969	Preservation of wearing approvals of victims for examination in cases of homicide,rape,assault, accident etc.	21st Nov'69	
1970				
1	Police Order No. 1 of 1970	Enquiries about criminals released on bail from jail custody		
2	Police Order No. 2 of 1970	Disciplinary action against subordinate Police personnel initiated at the instance of the Vigilance Commission.		
3	Police Order No. 3 of 1970	Pending warrants Maintenance of list at Police Stations and Circle Inspectors office		

4	Police Order No. 4 of 1970	Note in respect of arrested persons by the arresting or forwarding Police Officers about status for classification of prisoners		
5	Police Order No. 5 of 1970	Maintenance of criminal histories in the Criminal Intelligence Bureau, CID, West Bengal as per Appendix XXXII. Police Regulations, Bengal, Vol-II		
6	Police Order No. 6 of 1970	Writing of Criminal history in BP Form No. 211.		
7	Police Order No. 7 of 1970	Establishment of Central Finger Print Bureau		
1971				
Not Available				
1972				
Not Available				
1973				
1	Police Order No. 1 of 1973	Yearly Medical Examination of Subordinate Police officers and men		
2	Police Order No. 2 of 1973	Training of officers in the Detective Training School		
3	Police Order No. 3 of 1973	Awarding of Punishment drill and other minor punishment		
	Police Order No. 3 of 1973	Instruction about preservation of answer scripts		
4	Police Order No. 4 of 1973	No Police vehicle to be driven by a Police driver more than 70 miles at a stretch		
1974				
1	Police Order No. 1 of 1974	Writing of Confidential Character Rolls		
2	Police Order No. 2 of 1974	Instruction for recording assessment reports on Constables		
3	Police Order No. 3 of 1974	Instruction about treating cases of thefts and losses of explosives in rail transit as Special Report Cases		
4	Police Order No. 4 of 1974	Colour of web belt of IPS Officer's		
1975				
1	Police Order No. 1 of 1975	Control over D.T.S, Barrackpore		
2	Police Order No. 2 of 1975	Maintenance of Law and Order over Railway Tracks		
3	Police Order No. 3 of 1975	Control of West Bengal Police Dog squad		
4	Police Order No. 4 of 1975	Rum Canteen		
5	Police Order No. 5 of 1975	To study the monthly D.Os of S.Ps and D.I.G, CID in matters relating to crime and investigation		
1976				
1	Police Order No. 1 of 1976	Performance of Kali Puja and other religious functions by the Subordinate Police Officers and men	W.B.P.D. 25-2-76	
2	Police Order No. 2 of 1976	Requisition of force from State Reserves for deployment in districts	24 th Feb'76	
3	Police Order No. 3 of 1976	The West Bengal Special Police Officers Force	4 th March'76	
4	Police Order No. 4 of 1976	Review of cases of Police Officers and men on attainment of 50/55 years of age	19 th April'76	
5	Police Order No. 5 of 1976	Inspection of the P.S and maintenance of crime indices where Inspectors are officers-in-charge of P.S.S	22 nd April'76	
6	Police Order No. 6 of 1976	LIFE SAVING	23 rd April'76	
7	Police Order No. 7 of 1976	POLICE PUBLIC RELATIONS	15 th May'76	
8	Police Order No. 8 of 1976	Refresher Course for W.B.P. Dog Squad	24 th May'76	
9	Police Order No. 9 of 1976	Introduction of Judo and Karate in West Bengal Police	12 th June'76	
10	Police Order No. 10 of 1976	CID Controlled Cases-Handling over of case records promptly by the districts Police Officers	7 th July'76	
11	Police Order No. 11 of 1976	Instruction regarding control and deployment of detachments from the State Armed Police on deputation in districts	14 th July'76	
12	Police Order No. 12 of 1976	Mobilisation Training Camps	21 st July'76	
13	Police Order No. 13 of 1976	Judo Training for the West Bengal Police	27 th Sep'76	
14	Police Order No. 14 of 1976	Rules for running the P.T.C. Kennel and also different WBP Dog Squads	9 th Oct'76	
15	Police Order No. 15 of 1976	Rules for West Bengal Stud farm, Police Training College, Barrackpore	11 th Oct'76	
16	Police Order No. 16 of 1976	Special Investigating Pool in the district	28 th Oct'76	
17	Police Order No. 17 of 1976	Reorganization of C.I.D, West Bengal, 1976	15 th Nov'76	
18	Police Order No. 18 of 1976	Holding of regular Crime meeting by the officers of the West Bengal Police	30 th Nov'76	

19	Police Order No. 19 of 1976	Unification of command of anti-hijacking. Immigration check posts & other Police Units	22 nd Dec'76	
1977				
1	Police Order No. 1 of 1977	Practical Training of Constable		Org 661-76
2	Police Order No. 2 of 1977	Practical Training of Proby. Sub-Inspr.(Unarmed Branch)		Org 661-76
3	Police Order No. 3 of 1977	Training of SIs and ASIs by SDPOs holding charge of Sub-divisions		Org 661-76
4	Police Order No. 4 of 1977	Recording of FIR by the Officer-in-charge of Police Station		LO/C-61/77
5	Police Order No. 5 of 1977	Duties and functions of DIG, Home Guards, West Bengal		Org 156-77
6	Police Order No. 6 of 1977	Duties and functions of the Deputy Superintendent of Police (Discipline & Training)		
7	Police Order No. 7 of 1977	Monthly return of force	5 th Aug'77	
8	Police Order No. 8 of 1977	Submission of monthly 'B' Statement	12 th Aug'77	
9	Police Order No. 9 of 1977	Scope of improvement in the functioning of the Police PBX and Control Rooms in districts and in different Units	19 th Aug'77	
10	Police Order No.10 of 1977	Judo Training for the West Bengal Police	26 th Aug'77	
11	Police Order No.11 of 1977	Control over computer section of West Bengal Police	16 th Sep'77	
1978				
1	Police Order No. 1 of 1978	Allotment of Government flats	10 th March'78	Fin/B 153-77
2	Police Order No.2 of 1978	Detailed information about suspects in progress reports of S.R. Cases	13 th Oct'78	LO/C 1986-78
1979				
1	Police Order No. 1 of 1979	Maintenance of Central Stores of Arms and Ammunition at Barrackpore	23 rd Feb'79	
2	Police Order No.2 of 1979	Wearing of Uniforms by the Police officers	13 th July'79	
3	Police Order No.3 of 1979	Proper functioning and maintenance of P.B.Xs	3 rd Aug'79	
4	Police Order No.4 of 1979	Maintenance of Central Stores of Arms and Ammunition at Barrackpore	7 th Dec'79	
5	Police Order No.5 of 1979	Maintenance of "Missing Persons Register" at Police Stations and at the District Headquarters and guide lines for dealing with missing information		
1980				
1	Police Order No. 1 of 1980	Issue of District/Battalions Orders relating to Police Personnel	15 th Feb'80	Per/A 780-79
2	Police Order No. 2 of 1980	Frequent and Mid-term transfer of Police personnel restrictions on	22 nd Feb'80	Per/A 780-79
3	Police Order No. 3 of 1980	Drawal of Cash allowance in lieu of cooked food to Police Personnel of and below the rank of Sub-Inspector/Sergeant deployed for duty for more than eight hours a day at a stretch	22 nd Feb'80	Fin/Aud 462-79
4	Police Order No. 4 of 1980	Re-organization of CID, West Bengal	5 th Sep'80	Org/609-76
1981				
1	Police Order No. 1 of 1981	Procedure to be followed in connection with the recruitment of ministerial staff (excluding stenographers) in the regional offices and District Offices		
1982				
1	Police Order No. 1 of 1982	Rules for District Sports and Puja Funds		
1983				
1	Police Order No. 1 of 1983	Duties of D.I.G Tele-communication, West Bengal	4 th March'83	Per (A) 344-81
2	Police Order No. 2 of 1983	Effective representation of West Bengal Police in all Civil, Criminal or constitutional matters in the Hon'ble High Court at Calcutta	27 th may'83	Adm (HC) 74-83
3	Police Order No. 3 of 1983	Tagging of SAP Bns with ranges for promotion of Constables to the rank of H.Cs (U.B)	26 th Aug'83	Per/A 610-82
4	Police Order No. 4 of 1983	Granting benefit for 18 years continuous and satisfactory service under WBS (ROPA) Rules, 1981	9 th Sep'83	Per/A 198-83
5	Police Order No. 5 of 1983	Training of Constables of the West Bengal Police in Motor Driving Course at D.G's M.T.Pool, Barrackpore	9 th Dec'83	Per/A 248-83 (Pt.)
1984				
1	Police Order no. 1 of 1984	Identification of Dead Bodies in unnatural Death Cases and its Investigation and Working of the Missing Persons Squad	6 th Jan'84	Adm/C 1270-83
2	Police Order no. 2 of 1984	Ensuring the security of Rifles & Revolvers issued to the Policemen	9 th March'84	Eq/Arm- 7-84

3	Police Order no. 3 of 1984	Responsibilities of the Duty Officer placed in temporary charge of a Police Station		
4	Police Order no. 4 of 1984	Persons whose finger prints are to be taken for search	6 th April'84	Adm/10/ C 430-84
1985				
Not Available				
1986				
1	Police Order no. 1 of 1986	Keeping a full physical description of arrested accused persons in "All Arrests Register"		
1987				
1	Police Order no. 1 of 1987	Allocation of duties amongst 3 (three) Dy. Insp. Genl. of Police, Armed Police		
2	Police Order no. 2 of 1987	Scope of promotion of ASIs to the rank of SIs (U.P)		
3	Police Order no. 4 of 1987	Contribution to Police Welfare scheme		
1988				
Not Available				
1989				
Not Available				
1990				
1	Police Order No. 10 of 1990	Preparation of R.A.L. of Constables for promotion to the Rank of A.S.I.		
2	Police Order No. 11 of 1990	Preparation of R.A.L. of Constables for promotion to the Rank of Head Constable (Unarmed Branch)		
1991				
1	Police Order No. 2 of 1991	Principal D.T.S., WB Barrackpore is authorised to sign the appointment certificate of directly recruited SIs of both Armed & Unarmed Branches		
1992				
Not Available				
1993				
1	Police Order No. 1 of 1993	Inclusion of PTC Range into A.P. Brigade BKpore Range for promotion of HCs(AB) to the rank of SI(AB)		
2	Police Order No. 2 of 1993	Preparation of R.A.L. of Constables for promotion to the Rank of Head Constable (Unarmed Branch)		
3	Police Order No. 3 of 1993	Preparation of R.A.L. of HCs (AB) for promotion to the Rank of Ar. SI		
4	Police Order No. 4 of 1993	Preparation of R.A.L. of Constables for promotion to the Rank of A.S.I.		
5	Police Order No. 5 of 1993	Preparation of R.A.L. of A.S.I.s for promotion to the rank of S.I. (U.B)		
6	Police Order No. 6 of 1993	Training of officers in the Detective Training School		
7	Police Order No. 7 of 1993	All India Police Duty Meet is held annually in October/ November promoting professional skills		
1994				
1	Police Order No. 1 of 1994	Preparation of R.A.L. of Constables for promotion to the Rank of A.S.I	26.07.1994	Per/A 314-90
2	Police Order No. 2 of 1994	Preparation of R.A.L. of ASIs for promotion to the Rank of S.I. (U.B)	26.07.1994	Per/A 314-90
3	Police Order No. 3 of 1994	Voluntary contribution for creation a National Police Memorial at Delhi	Order N/A	Wel/Sports 218-93
4	Police Order No. 4 of 1994	Voluntary contribution for All India Police Sports Fund	Order N/A	Wel/Sports 218-93
1995				
1	Police Order No. 1 of 1995	Rewards to be awarded to Gold/Silver/Bronze Medal winners at National Level Meet.	22.03.1995	Wel/Sports 227-94
1996				
1	Police Order No. 1 of 1996	Preparation of R.A.L. of Police office Clerks for promotion/appointment to the rank of U.D. Clerks, Cashier, Accountant and Reader Clerk		Per/A 114-95 (Pt.)
2	Police Order No. 2 of 1996	Orders of the DGP to all regarding not to send any information/report direct to Govt.	Order N/A	Per/GA I
3	Police Order No. 3 of 1996	Compulsory payment of provisional pension to every retired employee up to the rank of Dy. S.P. by the S.P./CO/Head of the unit.		Wel/Pen 33/96
4	Police Order No. 4 of 1996	Maintenance of Service Records of IPS Officers.		Per/GA I 92-96
5	Police Order No. 5 of 1996	Formation of Judicial Committee in the matter of purchase/selection of technical gadgets/clothing & accoutrements etc.	18.12.1996	EQ/Mod 139-95

6	Police Order No. 6 of 1996	Introduction of Integrated Police Forms designed by the National Crime Records Bureau	26.12.1996	Adm/C 29-90
7	Police Order No. 7 of 1996	Introduction of Integrated Police Forms (viz. FIR 2nd charge sheet/Final Report)	26.12.1996	Adm/C 29-90
1997				
1	Police Order No. 1 of 1997	Preparation of R.A.L. of Constables for promotion to the rank of H.C. (UB)	24.04.1997	Per/A 314-90
2	Police Order No. 2 of 1997	1) Training of Personal Security Guard of VIP, VVIP, Ministers 2) Mob disposal Course (CRPF)	05.05.1997	Per/A 38-97
3	Police Order No. 3 of 1997	Instruction regarding visit by senior officers to Police stations and other local units		Adm 680-97
4	Police Order No. 4 of 1997	Interpretation regarding the Status of Head Clerks in Police officers	16.10.1997	Per/A 106-95
5	Police Order No. 5 of 1997	Allotment of six Riot Control vehicles and two vehicles fitted with Water Cannon purchased under Modernisation scheme		EQ/T 8/94
1998				
1	Police Order No. 1 of 1998	Rapid Action Task Force will be known as R.A.F of WB Police	20.04.1998	Org 175-95
2	Police Order No. 2 of 1998	Orders of DGP, Pursuant to directions of the Hon'ble Supreme Court in CRL Misc. petition 4201 of 1997 and writ petition (CRL No. 534 of 1996) D.K. Basu -Vs- State of West Bengal and others para XI	20.07.1998	Adm/C 97-98 Custody memo file
3	Police Order No. 3 of 1998	Supreme Court case between D.K. Basu Vs. State of West Bengal + Ashok Kr. Johari Vs State of WB- designation tags	23.10.1998	Adm/C 506-97
1999				
1	Police Order No. 1 of 1999	Public Grievance and Assistance office	18.02.1999	Adm/C 92-99
2	Police Order No. 2 of 1999	Delegation of Financial & Administrative Powers	05.03.1999	Fin/Aud 421-98
3	Police Order No. 3 of 1999	Creation of 3 Companies of Rapid Action Force in the West Bengal Police	31 st Aug'99	Org 508/1(44) Org 175-97
2000				
1	Police Order No 01 of 2000	Revision of P.O. No. 3 of 1999 in respect of selection and posting of RAF officers and men.	20 th Oct'2000	Org 854/1(44) Org 175-97
2001				
1	Police Order No 01 of 2001	Proposal for permitting Police Personnel with Driving Licence to drive the Police vehicle	16.06.2001	Per/A 145-2000
2	Police Order No 02 of 2001	Revising of subscription for West Bengal Police Sports Fund- ref P.O. No. 25 of 1954		Wel/Sports 317-2001
2002				
1	Police Order No 01 of 2002	Booking of of rooms at Dight.		Fin/B 52-2002/64 Fin /B
2	Police Order No 02 of 2002	The Computerised "Police Personnel Management System"- it gives only one running serial number		
2003				
1	Police Order No 01 of 2003	Shifting of the headquarters of Addl SP (Rural Zone) and Addl. SP (Industrial Zone) under South 24 Parganas Dist. to Baruipur and Behala respectively	25.02.2003	Org 269-2002
2	Police Order No 02 of 2003	Booking of Suites of Police Inspection Bungalow and Police Holiday Home at Digha.		Fin/B 52-2002
3	Police Order No 03 of 2003	Annual Inspection of Arms by the AIA.	24.04.2003	EQ/Arm 6-97 221-98
4	Standing Order No. 4 of 2003	Amendments to the rules for the occupation of Digha Police Holiday Home at Digha, Dist.- Purba Medinipur	18.09.2003	Fin/B Fin/B 52-2002
2004				
1	Police Order No. 1 of 2004	In cancellation of Police order No. 1 of 2003	7 th April'04	Org 541 (90) Org 269-2002
2	Police Order No. 2 of 2004	Use of "WBPS" in Badges to be worn by Dy SPs of WB Police Service.	22.04.2004	EQ/CL-179-2002
3	Police Order No. 3 of 2004	Allocation of duty of ASP of Bidhananagar& ASP of Barasat	19 th May 2004	Org 271-02
4	Standing Order No. 4 of 2004	Duties of I.G.P. (Adm.) P.H.Q.	28.05.2004	IPS Cell
5	Police Order No. 5 of 2004	Rent of Police Inspection Bungalow, at Digha, in Purba Medinipur	07.06.2004	Fin/B 52-2002

6	Police Order No. 6 of 2004	Formation of Spl. Security Units (SSU), for Proximate Security of the Chief Minister, West Bengal.	02.06.2004	Estt. 57-2004
7	Police Order No. 7 of 2004	Padmanabhaiah Committee on Police reforms	10.06.2004	Adm/C 365/2001
8	Police Order No. 8 of 2004	Medical treatment for the Police personnel and their families -Medical Insurance	14.07.2004	Welfare 213/2004
9	Police Order No. 9 of 2004	Office Accommodation	16 th July'04	Estt 62/2004
10	Police Order No. 10 of 2004	Handling of Public Grievances	19.08.2004	Adm/C 15/2004
11	Police Order No. 11 of 2004	Creation of 40 posts of Inspectors of Police (Unarmed Branch)	07.09.2004	Org 116/04
12	Standing Order No. 12 of 2004	Duties of ADG, Training, West Bengal	12.07.2004	IPS Cell 76-2004
13	Standing Order No. 13 of 2004	Annual Mobilization Contingents	22.09.2004	Adm/C 358/04
14	Police Order No. 14 of 2004	Dial-100	14.10.2004	EQ/TL 145-04
15	Police Order No. 15 of 2004	Transfer policy guidelines in respect of subordinate Police officers	19.10.2004	Per/A 160/04
16	Police Order No. 16 of 2004	100 DIAL HELP LINE FACILITY	10.11.2004	EQ/TL 145-04
17	Standing Order No. 17 of 2004	Duties of IGP (O), DIG(O) and DIG (Mod)	02.11.2004	IPS Cell 76-04
18	Police Order No. 18 of 2004.	Integrated training in Model Police station at PTC Barrackpore	08.12.2004	Org 163-04
2005				
1	Police Order No. 1 of 2005	Major punishment- Promotion	25.01.2005	Per/A 48-99
2	Police Order No. 2 of 2005	Delegation of power to the Asstt. Sub-Inspector in charge of Police out post	31.01.2005	Org 14-05
3	Police Order No. 3 of 2005	Distribution of Annual Inspection	16.02.2005	Adm/C 128-05
4	Police Order No. 4 of 2005	Instructions for the functioning of Commando Company	08.03.2005	Org 159-02 Part-I
5	Police Order No. 5 of 2005	Security arrangements for guarding of under trial prisoners	05.04.2005	Org 14-05
6	Police Order No. 6 of 2005	Dealing with juveniles in conflict with the law and children needing care and protection-role of Police.	07.04.2005	Adm/C 193-05
7	Police Order No. 07 of 2005	Thana Crime Tracking Software	03.05.2005	Org 14-05
8	Police Order No. 8 of 2005	Introduction of Integrated Modular Approach to training on the basis of Revised Approved Syllabus of SIs(UB).	20.05.2005	Org 2-02 Part-II
9	Police Order No. 09 of 2005	Partial modification of Police Order No- 1/2005 - five(5) marks will be deducted for every Major Punishment in the event of Promotion (SI both UB & AB)	24.05.2005	Per/A 49-99
10	Police Order No. 10 of 2005	Reorganization of crime against Women's Grievance Cell operational in the districts of West Bengal	27.05.2005	Adm/C 231-05
2006				
1	Police Order No.1 of 2006	In-Service Training WB Police Personnel	09.03.2006	Per/GA I 218-05
2	Police Order No.2 of 2006	Control Room at CID	07.09.2006	Adm/HRC 259-06
3	Standing Order No. 3 of 2006	Organisation Branch will be looked after by Special Officer (Administration)		Per/GA I 270-90(Pt.)
4	Police Order No. 4 of 2006	Preservation & destruction of Answer scripts at PTC, Barrackpore and other subsidiary training centres of West Bengal Police	06.11.2006	Org 115-02 (Pt.-I)
5	Standing Order No. 5 of 2006	Duties of IGP(O) and IGP(A)	21.12.2006	IPS Cell 157-2003 (Part-I)
2007				
1	Police Order No. 1 of 2007	Transfer policy in respect of Wireless Personnel		Per GAII 58-2007
2	Police Order No. 2 of 2007	Condonation limit in respect of physical measurement for employment to the post of 'Constable' under exempted category.	09.02.2007	Spl/Emp 27-2007
2008				
1	Police Order No 01 of 2008	Entitlement of Clothing articles of Riding Instructions/sowers in Police Training College of West Bengal Police for the purpose of Riding / Training and participating in Equestrian Meets.	26.02.2008	EQ/CL 98-2000
2	Police order No.2 of 2008	Transfers of Police Drivers within Zones, Ranges & Units of West Bengal Police		Per/A 81-07
2009				
1	Police Order No. 1 of 2009	Training curriculum in Police Training College, Barrackpore.		Per/A 7-07

2	Police Order No. 2 of 2009	Introduction of Wall Climbing Module in the basic training of Recruit Constable, Cadets & Dy. SP (UT).		Per/A 7-07
3	Police Order No. 3 of 2009	Regarding Revision of Physical Training Syllabus		Per/A 7-07
4	Police Order No 4 of 2009	Augmentation of firing practice for the Trainees		Per/A 7-07
5	Police Order No 5 of 2009	Instruction for the functioning of Commando Coy	Order N/A	Org 159-02
6	Police Order No. 06 of 09	Instruction to the Police of Urban and Semi-Urban areas to keep in touch with the old couples living alone etc.	29.05.2009	Adm/C 310-09
7	Police Order No 7 of 2009	Riot Drill Training	10.06.2009	Per/A 07-07
8	Police Order No 8 of 2009	Police Station Management Course.	10.06.2009	Per/A 07-07
9	Police Order No 9 of 2009	Less Lethal munitions training course.	10.06.2009	Per/A 07-07
10	Police Order No 10 of 2009	Training on Handling of Automatic Weapons.	10.06.2009	Per/A 07-07
11	Police Order No. 11 of 2009	AFFILIATION OF SPECIAL STRIKING FORCE(SSF) 1ST BN. BARRACKPORE		Org 153-08
12	Police Order No. 12 of 2009	Service Book entry & maintenance of data base of personnel who have undergone Spl. trg. programmes		Per 256-09
13	Police Order No.13 of 2009	Formation of Specially Trained Armed Company (STRACO)		Org 24-09
14	Police Order No. 14 of 2009	National Investigation Agency Act, 2008 - scheduled Offence- reg.		Adm/C 462-09
15	Police Order No. 15 of 09	Change of Jurisdiction of Additional Superintendents of Police of PurbaMedinipur	23 rd Nov'09	Org 272-02
16	Police Order No. 16 of 2009	Setting up of State Search & Rescue Team as Disaster Response Force.	08.12.2009	Per/GA I 50-09
17	Police Order No.17 of 2009	Redistribution of jurisdiction of Hooghly District	18 th Dec'09	Org 68-2000
2010				
1	Police Order No. 1 of 2010	Leave records of the IPS Officers including WBPS Officers (Non-IPS) in West Bengal Police		IPS Cell 170-07
2	Police Order No.02 of 2010	Financial, administrative works of Jhargram Police Dist.	05.04.2010	Org. 18/10
3	Police Order No. 03 of 2010	Summary note of Police Officers on their return from Trainings/ Courses/ Seminars/ Workshops	16 th April '10	IPS Cell 08-10 (Pt. II)
4	Police Order No. 04of 2010	ASIs not to investigate offences exclusively triable by the court of sessions	28 th April,10	Adm/C 280-07
5	Police Order No. 05of 2010	Separation of investigation wing in 20 urban Police Stations of W.B. Police	29 th April'10	Org 71-10
6	Police Order No.06of 2010	Posting of staff (Executive and Ministerial) in Jhargram Police District	19 th May'10	Org 18-10
7	Police Order No.7of 2010	Duties and responsibilities of an Officer on Compulsory Waiting (OCW) in West Bengal Police Directorate	21 st May'10	IPS Cell 103-10
8	Police Order No.8of 2010	Classification of cases as LWE	08 th June'10	Org 78-10
9	Police Order No.9 of 2010	Police order in respect of Missing Children Tracking Portal (MCTP)	09 th Aug'10	Adm/C 226-07
10	Police Order No 10 of 2010	CIF (Counter Insurgency Force)	21 st Sep'10	Org 53-10
11	Police Order No.11 of 2010	District Commando Force for LWE affected district.	15 th Sep'10	Org 61-06
12	Police Order 12 of 2010	Right to Information Act, 2005 - S.P.I.O.	21 st Sep'10	Adm/C 25-08
13	Police Order 13 of 2010	Right to Information Act, 2005 - Appellate Authority	21 st Sep'10	Adm/C 25-08
14	Police Order No. 14 of 2010	Completion of proceeding before superannuation & continuingly proceeding after superannuation of employees	20 th Oct'10	Adm/D 225-06
15	Police Order No.15 of 2010	Unlawful Activities (prevention) Act 1967	23.11.2010	Adm/C 263-10
16	Police Order. 16 of 2010	Cyber Forensic Laboratory	21 st Dec'10	Eq/Mod 129-09 (Pt.)
2011				
1	Police Order No.01 of 2011	Shifting of Regional Command & Training Centre of CIF to Chharrah, Purulia.	05 th Jan'11	FIN/B 413-10
2	Police Order No. 2 of 2011	Syllabus and qualifying marks of written examination and interview in respect of employment to the post of 'Constable/ Rifleman/ Recruit Rifleman' under exempted category	01 st March'11	Spl/Emp-46-11
3	Police Order No. 3 of 2011	Seizure of properties from possession of arrested persons (both in FIR/Non FIR prosecution cases), maintenance of its records and its disposal.	07 th March'11	Adm/C 225-11
4	Police Order No. 4 of 2011	Arrests before submitting Charge Sheet.	12 th April'11	Adm/C 352-11
5	Police Order No.05 of 2011	Format for writing Progress Reports for Special Report Cases.	03 rd May'11	Adm/C 100-11

6	Police Order No. 6 of 2011	Issuance of Laminated Photo Cards to all staff (both Executive and Ministerial) of WBPD after their retirement	18 th May'11	WEL/CARD-74/05
7	Police Order No. 7 of 2011	SOP for Investigation of Missing person cases	20 th June'11	Adm/C 226-07
8	Police Order No. 8 of 2011	Modification of Rules and charges of Holiday Home & Inspection Bungalow at Digha, Purba Medinipur	29 th June'11	Fin/B 52-2002
9	Police Order No. 9 of 2011	Dealing with Juveniles	01 st July'11	Adm/C 511-11
10	Police Order No.10 of 2011	D.K. Basu Vs State of WB. Reg. arrest or detention to prevent custodial violence (11 points)	05 th July'11	Adm/Hrc 357-07 (Part-II)
11	Police Order No. 11 of 2011	Approval of 6(six) Traffic Guards and 13(thirteen) Sub Traffic Guards in Town Zone of Howrah District	20 th July'11	Org 104-10
12	Police Order No. 12 of 2011	Approval of 2(two) Traffic Guards and 4(four) Sub Traffic Guards in Rural Zone of Howrah District	20 th July'11	Org 104-10
13	Police Order No.13 of 2011	Remarks/PAR of Inspr.DIB, Dy SP DIB and Addl. SP DIB should be noted through DIG IB/ Zonal IG IB to PD	03 rd Aug'11	Org 110-10
14	Police Order No.14 of 2011	Remarks/ACR of Inspr.DIB, Dy SP DIB and Addl. SP DIB should be noted through DIG IB/ Zonal IG IB to PD	03 rd Aug'11	Org 110-10
15	Police Order No.15 of 2011	Publication of Howrah Police Gazette and Asansol-Durgapur Police Gazette.	30.08.2011	Org 132-11 (Pt.III)
16	Police Order No. 16 of 2011	Enhancement of subscription towards W.B.P. Sports Fund	09 th Sep'11	Welfare 196-11
17	Police Order No. 17 of 2011	Training in Counter Insurgency Tactics for all ranks of directly recruited officers of West Bengal Police	13 th Sep'11	Per/GAI 243-11
18	Police Order No. 18 of 2011	Jurisdiction of Two Divisions under Howrah Police Commissionerate	22 nd Sep'11	Org 131-01 (Part III)
19	Police Order No. 19 of 2011	Jurisdiction of Three Divisions under Asansol-Durgapur Police Commissionerate	22 nd Sep'11	Org 131-01 (Part III)
20	Police Order No. 20 of 2011	Approval of 6 Traffic Guards and 13 Sub-Traffic Guards under 3 Traffic Zones within Howrah Police Commissionerate	22 nd Sep'11	Org 131-01 (Part III)
21	Police Order No. 21 of 2011	Approval of 11 Traffic Guards and 23 Sub-Traffic Guards under 4 Traffic Zones within Asansol-Durgapur Police Commissionerate	22 nd Sep'11	Org 131-01 (Part III)
22	Police Order No. 22 of 2011	Modification of area of 3 Zones 6 Traffic guards and 13 Sub-Traffic Guard vide P.O. No. 20/11 dtd 22.09.11	22 nd Nov'11	Org 131/01 (Pt. III)
23	Police Order No. 23 of 2011	Rules for the West Bengal Police Sports Fund	13 th Dec'11	Wel/Sports 196-11
24	Police Order No. 24 of 2011	Disaster Management Group.	14.12.2011	Per/GA 50-09
25	Police Order No. 25 of 2011	Study Classes at P.S. regarding Arrest & Use of Non-lethal weapons	21.12.2011	ADM/C-790/10
26	Police Order No. 26 of 2011	Treating of cases registered under PCR Act. 1955 and S.C./S.T. (POA) Act 1989 as Special Reportcases	31 st Dec'11	Adm/C 395-08 (Pt.)
2012				
1	Police Order No. 1 of 2012	Re-location of Regional Command centre and Training centre of CIF, WB at Salua, PaschimMedinipur	20 th Jan'12	Fin/B 413-10
2	Police Order No. 02 of 2012	Range Board for promotion to the rank of ASI (Unarmed Branch/Armed Branch)	13 th March'12	Per/A 146-12
3	Police Order No. 03 of 2012	Functions of Women Police Stations.	28 th March'12	Org 84-11
4	Police Order No. 04 of 2012	Coastal Police Stations Records	12.04.2012	IGP(cs)/12
5	Police Order No. 05 of 2012	Duties & Responsibilities of Technical Crew	12.04.2012	IGP(cs)/12
6	Police Order No. 06 of 2012	Salient Duties of Coastal Police Stations	12.04.2012	IGP(cs)/12
7	Police Order No. 07 of 2012	55 th API Duty Meet – 2011 (Reward for Bronze) Medalists.	17 th Apr'12	Wel/DM 296/11
8	Police Order No. 8 of 2012	Right to Information Act '05 - S.P.I.O.	19 th April'12	Adm/C 25/08
9	Police Order No. 9 of 2012	Right to Information Act '05 - Appellate Authority	19 th April'12	Adm/C 25/08
10	Police Order No. 10 of 2012	Recommendation to deal with stress management amongst Police Force	27 th Apr'12	Wel/CMO 113-12
11	Police Order No. 11 of 2012	Order for Armed Police Force in SAP Bns./IR Bn./EFR Bns./SSF Bns.	02.05.2012	Org 119-12
12	Police Order No. 12 of 2012	Best Investigating Officers	02.05.2012	Org 120-12
13	Police Order No. 13 of 2012	Manual/regulation for newly commissionerate	02.05.2012	Org 121-12
14	Police Order No. 14 of 2012	Uniform for staff of Commissionates of West Bengal Police up to the rank of Inspector	15.06.2012	Eq/CL 94-12

15	Police Order No. 15 of 2012	Duties & responsibilities in r/o on Inspector of Police posted as officer-in-charge of a Police Station	20.06.2012	Adm/SC 15-12
16	Police Order No. 16 of 2012	Uniform for staff of Commissionerate of West Bengal Police up to the rank of Inspector (Continuation of P.O. No. 14 of 2012)	02.07.2012	Eq/CL 94-12
17	Police Order No. 17 of 2012	Instructions to the court officers for the purpose of more effective trial monitoring of Criminal cases		Adm/SC (ROPA) 8-2012 (Part)
18	Police Order No. 18 of 2012	Introduction of Tailor made group personal Accident policy for HGs, NVFs, Civil volunteers and menial working in or with West Bengal Police		Wel/MI 184-12
19	Police Order No. 19 of 2012	Circulation of Instruction Containing provision of see 174A IPC, 1860	17 th Sep'12	Org 239-12
20	Police Order No. 20 of 2012	Nodal officer to Co-ordinate with and arrest the BPR & D Central committee and to address issued related to Women in Police		Adm/C 567-12
21	Police Order No. 21 of 2012	Creation of RAF Component in District GRPs and Commissionerates of West Bengal Police form their existing resourses		Dy SP DGP's CR
2013				
1	Police Order No. 1 of 2013	Comprehensive for Disaster Management Group, W.B. Police	18.01.2013	Org 64-11
2	Police Order No. 2 of 2013	Digha Police Holiday Home	01 st Feb'13	Fin/B
3	Police Order No. 3 of 2013	Deputation to units outside WB - Nodal officer Spl. IGP (HQ) to consolidate list of departmental		Per/A 131-09
4	Police Order No. 4 of 2013	Bifurcation of Kona Expressway Sub-Traffic Guard into Kona Sub-Traffic Guard and Unsani Sub-Traffic Guard in Town Zone of Howrah Dist.	21 st June'13	Org 104-10
5	Police Order No. 5 of 2013	Donation of Vehicle from private source	01 st July'13	Eq/T 70-09
6	Police Order No. 6 of 2013	Control, Supervision of the all police staff (in the rank of Inspector and down ward) attached to WBPD by the Dy. SP in-charge of Control Room of WBPD	18 th Aug'13	658(6)/CR
7	Police Order No. 7 of 2013	Counter Insurgency and Anti-Terrorism School of W.B	13 th Sep'13	Fin/B 252-10 (Pt. III)
8	Police Order No. 8 of 2013	Right to Information Act '05 - SPIO, SCRB, WB	17.09.2013	Adm/C-25/2008

POLICE ORDERS— 1950

Police Order No. 01 of 1950 *(Republished P.O. No. 1 of 1940)*

Sub:-Preparation and issue of Casual Leave Accounts and Character Sheets of Constables when they are transferred.

Police Order No. 10 of 1937 is hereby cancelled and the following instructions are issued for guidance:-

The Inspector-General directs that for every constable who is serving in a district other than in a D.I.B. or in the Police Lines, the Reserve officer shall prepare a sheet giving the following information:-

- a) The number of days of casual leave already enjoyed by the constable during the year and the amount of casual leave due.
- b) i) The total number of major and minor punishments awarded to him with details of those awarded during the preceding 12 months.
ii) The total number of rewards and commendations granted to him.

2. These sheets should be placed in some sort of a cover such as the half of a file cover to prevent the sheets from getting dirty or torn or creased. Each Circle Inspector shall be supplied with a sheet for each constable serving within his circle and in the cases of Court Inspectors for Constables serving under them in the court and this sheet shall be transferred to the new circle or court whenever a constable is transferred. When a constable proceeds on leave this record shall be sent to the Lines from where it will be reissued to the Circle or Court Inspector concerned on the return of the constable from leave.

By order
G.C.DUTTA
Asstt. Insp. Genl. of Police

(Also see Police Order No. 08 of 1965)

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Police Order No. 02 of 1950

Sub:- Instruction for the use of Police Wireless System.

A. Police wireless system is primarily intended for use in times of emergency when all ordinary means of communication have failed. The Posts and Telegraphs Department have, as a very special case, permitted the transmission in normal times of messages of strictly Law and Order nature and only such non-law and order messages which are so urgent as to require in more speedy transmission than is provided by the ordinary telegraphic service. Instructions on the above lines have been issued from time to time for the guidance of all concerned but it has been noticed that a considerable amount of non-law and order messages which could conveniently be sent by ordinary means of communication are being transmitted over the Police Wireless system. This not only violates the terms of license granted by the Posts and Telegraphs Department for the Police Wireless System, but also results in congestion in the Police Wireless grid and consequent delay in the clearance of law and order and really urgent messages. This defeats the very object for which Police Wireless grid has been established and may result in serious difficulties in times of emergency. It is therefore essential that suitable steps should be taken to eliminate the transmission of non-law & order

messages which are not urgent. To achieve this end, co-operation is required from all departments of Government and necessary instructions are being issued to them through Home (Police) Department. It is, however, felt that unless the messages received from other departments of Government for transmission over Police Wireless System are properly checked at stations of origin this irregular practice cannot be stopped. It is, therefore, requested that the following instructions should be strictly followed in all Wireless Stations in the province under the control of the Superintendent of Police, Wireless, except the Headquarters Station at Calcutta for which separate instructions will be issued:-

Out-going messages

- 1) No message originated by other departments of Government should be received direct in the Wireless Station.
- 2) All messages should be received only by the senior Police officer who will scrutinize them and if he is satisfied that the messages are eligible for transmission by Police Wireless will endorse them and send them on the Operator-in-charge of the Wireless Station for transmission.
- 3) A message which is not accepted for transmission should be returned to the originator immediately and if possible through the very messenger who brought it.
- 4) Messages originated by (1) Commissioners of Divisions, District Magistrates and their Additional Civil Supplies officers of district rank and jail superintendents and 2) Sub-divisional officers including sub-divisional Civil supplies officers should not be so returned without a reference to the 1) Superintendent of Police or his Additional or in their absence the Police officer in charge of the district and 2) Sub-divisional Police officer or Circle Inspector respectively.
- 5) Messages should not ordinarily be received over telephone from other departments of Government for transmission. If in exceptional cases of urgency the originator proposes to relay the message over the telephone the senior police officer present only should receive it and confirm it by giving a ring back. In no case messages should be received by the Wireless Operators direct.

In-coming messages

- 1) All in-coming messages on receipt will be handed over by the Operator-in-charge to the senior police officer present who will after primary scrutiny arrange for their delivery to the addresses. It is to be clearly understood that the operator in charge of the Wireless Station is responsible only for receiving and transmitting messages and not for their collection or delivery.
- 2) If after scrutiny a message is found to be of a type not acceptable for transmitting by Police wireless its delivery should not be withheld but a report should forthwith be sent to the Superintendent of Police, Wireless, through this District Superintendent of Police enclosing a copy of the message.
The Superintendent of Police wireless receipt of that report will request the Superintendent of Police of the District from which it originated to make an enquiry and to send a report fixing responsibility for transmission of such a message.
- 3) Collection of in-coming messages maintenance to other departments of Government is the responsibility of the respective departments. In all places previous arrangements should be made with other departments of Government for periodical collection of in-coming messages from the wireless station by their own men. Where telephone facilities exist intimation may be sent over the phone to the addresses by the senior Police officer for the collection of a message if it is in need of immediate delivery.

B. For the sake of smooth functioning of the Police Wireless grid the importance of the strict observance of the above instruction cannot be overemphasized. All District Superintendent of Police are hereby requested to take steps for the immediate implementation of all these instructions. For each wireless station these duties should be allocated specifically on a senior police officer preferably not below the rank of Sub-Inspector, so that there may not be any difficulties in fixing responsibility for non-observance of any of the above instructions. At most district headquarters it may be possible to entrust an officer not below the rank of a Deputy Superintendent of Police with this duty.

C. Superintendents of Police should immediately make out an allocation chart of police officer for various Wireless Stations in their district and send a copy of these instructions to the officers concerned who should read the instructions very carefully and implemented them in letter and spirit Names and designation of the officers selected the Superintendents of Police should be intimated to the Superintendent of Police, Wireless direct for record in his office.

D. The Superintendent of Police, Wireless will prepare clear instructions for the guidance of the Operators-in-charge of all Wireless Stations regarding their duties and responsibilities to the implementation of the above instruction and send a copy thereof to all Wireless Stations through the District Superintendents of Police.

By order
G.C.DUTTA
Asstt. Insp. Genl. of Police

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Police Order No. 03 of 1950

Sub:- Rules to be observed by Police officers while entering a Sikh Gurdwara.

The following rules should be observed by all Police officers while entering a Sikh Gurdwara:-

No one should enter Gurdwara with cigars or tobacco even in one's pockets or with one's shoes on (c) or bare headed. No one should handle the Holy volume of Shri Guru Grant Sahib disrespectfully.

By order
G.C.DUTTA
Asstt. Insp. Genl. of Police

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Police Order No. 04 of 1950

Sub:- Maintenance of C.C. Rolls.

In continuation of Police Order No. 2 of 1949 it should be noted for guidance that the C.C. Rolls of officiating Superintendents/Additional Superintendents of Police whose permanent rank is Inspector should be kept by the Deputy Inspector General of Police under whom the officer is actually employed.

By order
B.G.MUKHARJI
Asstt. Insp. Genl. of Police

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Police Order No. 05 of 1950

Sub:-Treatment of Police patients suffering from Tuberculosis.

Attention of all officers is invited to the instruction published in the Police Gazette from time to time regarding the treatment of Police personnel suffering from T.B. The last notice was published in para 43 of the West Bengal Police Gazette dated 09.01.1948. The total number of beds reserved for West Bengal Police in different sanatoriums and hospitals sometimes fall short of the number of Police patients are perforce kept in waiting list to take their turn when reserved beds become vacant. A number of cases have come to notice where men attacked with T.B. had been granted long leave as they could not be provided with beds. It is not desirable that low- paid police personnel should be left to their poor resources for the treatment of a deadly and costly disease like T.B. Police personnel attacked with leave but all possible treatment should be arranged for them in the Police hospitals till any reserved bed is available or till the Civil surgeons certificates that the case has passed the stage of possible recovery.

By order
B.G.MUKHARJI
Asstt. Inspr. Genl. of Police

(Also see Police Order No. 12 of 1950)

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Police Order No. 06 of 1950

Sub:- Delegation of powers of inspection of T.O.Ps. and B.O.Ps. to Dy. S.P.

It has been ordered by the Inspector-General that the inspections of T.O.P.s and B.O.P.s in a district may be delegated to the Deputy Superintendents of Police/Sub Divisional Police Officers posted at headquarters/sub-divisions by the Superintendent of Police.

By order
B.G.MUKHARJI
Asstt. Inspr. Genl. of Police

(Also see Police Order No. 06 of 1962)

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Police Order No. 07 of 1950

Sub:- Specimen signatures of drawing and disbursing officers.

All Drawing and Disbursing and Controlling officers of the West Bengal Police who are required to present their current bills at the counter of the office of the Accountant-General, West Bengal in Calcutta for payment are requested to send their specimen signatures in triplicate to this Directorate for attestation and onward transmission to the Accountant-General for record in that office. Whenever there is any change in personnel, signatures of the new incumbents should, immediately they take over charge, be sent to this Directorate for transmission to the Accountant-General after due attestation.

In the absence of such specimen signatures duly attested by this Directorate the Accountant-General will not in future pass bills presented at his counter.

By order
B.G.MUKHARJI
Asstt. Inspr. Genl. of Police

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Police Order No. 08 of 1950

Sub:- Delay in submitting cases under the Explosive substances Act to Government for sanction of prosecution.

Police Order No. 3 of 1949 is reproduced below with certain modifications for general information and guidance:-

It has been noticed that cases under the explosive substances Act are in ordinarily delayed. To effect an improvement the Inspector- General orders that investigating officers must promptly send the exhibits to the Inspector of Explosive and the Chemical Examiner and shall apply for the sanction of Government with the least possible delay. The following particulars should invariably be furnished while forwarding cases to Government for sanction of prosecution under the above Actviz., :-

- i) The date of occurrence of the alleged offence:
- ii) The date on which the exhibits were sent to the Inspector or Explosives:
- iii) The date when the report of the Inspector of Explosives was received : and
- iv) The date when the Police authorities applied to the District Magistrates for moving Government for sanction

Superior officers are enjoined to see that these orders are strictly followed.

By order
B.G.MUKHARJI
Asstt. Inspr. Genl. of Police

(Also see Police Order No. 30 of 1954)

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Police Order No. 09 of 1950

Sub:- Scale for the issue of leather polish, metal polish and blanco.

At present there is no authority scale for the supply of leather polish, metal polish and blanco to constables and head constables with the result that different scales are followed in different districts and units. As it is essential that there should be uniformity of scale for the issue of these articles to prevent misuse and abuse for the sake of economy the following scales have been fixed:-

Articles	Scale
1. Leather black polish	:- 229.2 grams per head per year in the Armed Branch.
Ditto	:- 52.8 grams per head per year in the Unarmed Branch.
2. Metal Polish	:- 2 oz per head per year in the Armed and Unarmed Branches.
3. Blanco	:- 6 cakes (4 ½ oz each) per head per year inthe A.P. Battalions and I.A.R.F.
Ditto	:- 4 cakes (4 ½ oz each) per head per year in the other Armed Forces.

These scales should be treated as the maxima and Superintendent of Police, Commandants etc. are quite at liberty to reduce the scales if they think necessary according to local conditions.

The expenditure on this account should be kept to the minimum as far as practicable and should be limited to the respective budget grants.

By order
B.G.MUKHARJI
Asstt. Inspr. Genl. of Police

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Police Order No. 10 of 1950

Sub:- Instructions on wearing of beret caps.

The following instructions on the wearing of beret caps by the West Bengal Police are published for the guidance of all concerned:-

The sweat band should not be parallel to the ground but it should be worn at an inclination of 15° to $22^{\circ} 30'$ according to the size and shape of the head. The sweat band should be placed one inch above the left eyebrow and about $\frac{3}{4}$ inch above the right eyebrow. The slack of beret should be pulled down flatly to the right and slightly forward, so as to shade the right eye.

The cap-badge should be fixed slightly behind the centre of the left eye. i.e. one side of the circle of the badge should be directly above the eye pupil and the other side should be further away.

Four photographs showing the correct wearing of beret caps are published below:-



- N.B.:- 1. Single piece beret caps are not likely to be issued to the West Bengal Police in near future.
2. The above instructions should be clearly explained to all head constables, naiks and constables. Officers should see that men under their control wear the beret caps correctly.

By order
**B.C.MUKHARJI, Registrar,
West Bengal Police Directorate**

(Also see Police Order No. 14 of 1950)

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Police Order No. 11 of 1950

Sub:- Measures for the prevention of theft of Police bicycles.

As theft of bicycles has of late become a common occurrence the Inspector- General has been pleased to order that all Police bicycles should be provided with chain and lock substantially strong should be securely locked with sufficiently strong chain and lock by Police personnel whenever and whatever they park the bicycle the cost of a bicycle will be realised from the delinquent police personnel if it is stolen as a result of his negligence.

The above instructions will apply *mutatis mutandis* to police motor cycles.

By order
**B.C.MUKHARJI, Registrar,
West Bengal Police Directorate**

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Police Order No. 12 of 1950

Sub:- Treatment of Police patients suffering from Tuberculosis.

In continuation of Police Order No. 5 of 1950 the following is published for general information and guidance:-

No. H/R/2T-2-50/3151 dated Calcutta the 25th May 1950

Memorandum from- The Government of West Bengal, Directorate of Health Services (Medical Relief Branch)

To- The Civil Surgeon

It has been observed that the total number of beds reserved for West Bengal Police personnel in different sanitariums and hospitals often fall short of the number of Police patients suffering from Tuberculosis. As a result thereof the patients are perforce kept in waiting list to take their turn when reserved beds become vacant and they are consequently left to their poor resources for the treatment of a deadly and costly disease like Tuberculosis. It has been decided in consultation with the Inspector General of Police that police personnel attacked with Tuberculosis should not be ordinarily granted leave but all possible treatment should be arranged for them in the Police hospitals till any reserved bed is availed or till it is certified by you that the case has passed the stage of possible recovery.

The Inspector-General of Police will make necessary provision for treatment in Police hospital of Police personnel suffering from Tuberculosis.

Memo No. H/R/2T-12-50/3151/1 dated Calcutta the 25th /26th May 1950.

By order
**B.C.MUKHARJI, Registrar,
West Bengal Police Directorate**

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Police Order No. 13 of 1950

Sub:- Instructions regarding control of crime.

Recently the Special Superintendent, C.I.D West Bengal looked into two police stations of district and the following defects were noticed by him:-

- a) Village crime Note Books are not properly maintained and not carefully checked by superior officers. This important register is hardly made use of in the matter of crime control.
- b) History sheets of criminals are not timely opened as a result the criminals are free to operate with impunity.
- c) Surveillance work is badly neglected.
- d) Action under preventive sections e.g. 109 and 110, Cr. P.C and B.C.L.A Act. are hopelessly inadequate.
- e) Active criminals are not correctly spotted out as a result patrol posts are most cases ineffective.

The Inspector-General is inclined to thank that the same state of affairs exists in most of the police-stations. He would like to impose on all superior officers that if they want to keep crime under control they must improve this state of affairs and make full and sufficient use of the preventive sections.

It is for the Superintendents of Police concerned to chalk out their own line of action in any affected area according to the local conditions but the Inspector-General desires to make it clear that dacoity position must improve and must not be allowed to go out of control on any plea.

The Range Deputy Inspector-General should see that action on the above lines is taken by their Superintendents of Police and the Inspector-General shall be grateful if they make it a point to look into this during their inspections and visits to districts.

By order
**B.C.MUKHARJI, Registrar,
West Bengal Police Directorate**

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Police Order No. 14 of 1950

Sub:- Badge for beret caps.

Police order No. 10 of 1950 contains instructions about fixing badges on beret caps but in the absence of any instruction about the size of the badges for beret caps, badges of ordinary size are being worn. It has now been decided that beds for beret caps should be 1 5/8 inches in height except that Gurkhas and Garhwalis would continue to wear crossed kukri badge of the existing size.

Note 1.- Badges for beret caps required during 1950-51 should be obtained from the approved contractor for 1950-51 Messrs. F.C. Lewis (Tailors) 38A, Park Mansions, Park Street, Calcutta at the following rates:-

Brass badge- As. 6-6 each

Silver plated badge- As. 10 each

Note 2.- A sealed sample of badge for beret cap will be sent to each indenting officer shortly.

By order
**B.C.MUKHARJI, Registrar,
West Bengal Police Directorate**

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Police Order No. 15 of 1950

Sub:- Final payment of General provident Fund balances.

It has been noticed that cases of final payment of G.P. Fund balances of Police personnel who have quitted service on discharge, dismissal or retirement or have died do not received proper care and interest from local officers. While it is the duty of local officers to take initiative, it has been generally found that the cases are not taken up even after the subscribers or their dependents have submitted several petitions for the payment of the money. In most cases, this is the only saving on which the subscribers or their dependents can fall back upon and it is therefore imperative that all possible endeavors should be made to enable the subscribers or their dependents to receive the money as quickly as possible. The Inspector- General hereby directs that local officers should always take personal interest in these matters and see that G.P. Fund balances are paid with the least unavoidable delay, if any.

By order
**B.C.MUKHARJI, Registrar,
West Bengal Police Directorate**

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Police Order No. 16 of 1950

Sub:- Submission of supervision notes in dacoity cases.

The Inspector General has noticed that the quality of special reports has steadily deteriorated. Superintendents and Additional Superintendents of Police are supposed to take keen interest in all cases but especially they are expected to sponsor in all stages, the case which they themselves have supervised. Supervision notes are scrappy to a degree and in most cases not even supplied. A first supervision note should be more or less comprehensive and no Progress Report in that report should be necessary at all as it must in the nature of things be redundant to a good supervision note. Once a case has been supervised the Superintendent of Police or the Additional Superintendent of Police seems to lose interest and scarcely ever nowadays is any kind of suggestion or comment made in any subsequent report. The word "Supervision" is to be taken in its literal meaning which is not "a hurried visit to the spot for statistical purposes".

Second reports are always too long and invariably contain almost similar facts as noted in the F.I.R. except that they are in narrative form instead of in direct speech. Comment need only be made when a divergence from the facts as narrated in the F.I.R. comes to light in investigation.

By order
**B.C.MUKHARJI, Registrar,
West Bengal Police Directorate**

(Also see Police Order No. 21 of 1950)

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Police Order No. 17 of 1950

Sub:- Kit for Driver Constables.

The driver constables of the West Bengal Police should henceforth be issued with the following items of kit:-

Armed Branch

1. Khaki Beret.....2
2. Khaki shifts..... 2
3. Webbing belt.... 1
4. Khaki drill slacks... 2 pairs
5. Shoes black leather with cotton laces...1 pair
6. W.B.A.P. badge for beret cap...1
7. W.B.A.P Battalion shoulder letters..1 pair
8. Brass number ..1

Unarmed Branch

- Maroon beret.....2
- Khaki Shirts 2
- Black leather belt (new design for constable) 1
- Khaki drill slacks..... 2 pairs
- Shoes, black leather with cotton laces.....1 pair
- W.B.P. badge for beretcap.....1
- W.B.P. shoulder letters.....1
- Brass number.....1

The slacks and shoes should last at least one year.

Note- 1) Indent for khaki drill slacks should be sent to the Principal, Police Training College, Barrackpore.

2) Black shoes similar to the quality and design of brown shoes for W/T Operators should be obtained from M/S Cooper Allen & Co., Kanpur at a price not exceeding Rs. 12-6 per pair vide item No. 23 of the list published in para 455 of the Police Gazette, dated 07.04.1950.

By order

**B.C.MUKHARJI, Registrar,
West Bengal Police Directorate**

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Police Order No. 18 of 1950

Sub:- Supply of family rations to Police officers separated from their family while under training in the police training college intelligence branch and C.I.D.

Instances have come to notice that family rations of Inspectors, Sub-Inspectors and Sergeants separated from their family by reason of their deputation to the Police Training College, Intelligence Branch and C.I.D for a course of training have been discontinued by the Superintendents of Police of the districts where they have left their family. Although supply of family rations is not admissible to such officers when separated from their family by reason of their temporary transfer exceeding four months the rule has been relaxed by Government in the case of officer under training in the Police Training College, Intelligence Branch and C.I.D, by allowing family ration concessions for so long as they will remain under training, vide para 510 of the West Bengal Police Gazette dated 22.09.1949. All concerned should follow these instructions carefully in future to avoid unnecessary hardship to these officers and their family members.

By order

**B.C.MUKHARJI, Registrar,
West Bengal Police Directorate**

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Police Order No. 19 of 1950

Sub:- Safe custody of cash chests.

The provision in rule 1134(b) P.R.B. Vol.-I 1943 that cash chests shall be fastened or placed in a position of security in the treasury was made because police offices are generally situated close to the treasury was made because police officers are generally situated close to the treasury. In places where the magazine or the D.I.B office is situated close to the police office the cash chests will be equally secure in the magazine or the D.I.B. office whereas this will save unnecessary loss of working hours on the

part of our Head Clerks for having to make journeys twice daily to the treasury and back. In exercise of the powers delegated to the Inspector-General under rule 1135 P.R.B. Vol. I 1943 the Inspector-General in consultation with all Deputy-Inspector General hereby lays down the following instructions in partial deviation from rule 1134(b) P.R.B. Vol. I 1943:-

- 1) Where the police office is situated close to the treasury the cash chest should be embedded in the treasury building provided there are police guards.
- 2) Where cash transactions are made by imperial Bank situated close to police office the cash chest should be embedded in the bank building provided there are police guards.
- 3) In districts where conditions laid down in (1) and (2) are not fulfilled cash chest may be embedded in the magazine or the D.I.B. office whichever is nearer to police office provided there are police guards.
- 4) In districts where none of the conditions 1,2,3 are fulfilled a reference should be made to this Directorate for a decision about safe custody of the cash chest.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

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Police Order No. 20 of 1950

Sub:- Wearing of brass number.

A new mode of wearing brass numbers on both sides of the lapels was introduced in Government Order No. XVIII of 1950. It is however found that unless the lapels stiff and ironed properly, men wearing brass numbers in this way do not look smart. It has therefore been decided to revert to the old practice of wearing brass number on the right breast pocket as laid down in regulation 965 Police Regulations Bengal Vol. I 1943. The brass numbers will however, continue to be of the new type as indicated in note III in Government Order No. XVIII of 1950. Although according to this modified instruction the requirement of brass numbers will be reduced by half the indent already submitted to the selected contractor for 1950-51 at the rate of two brass numbers for each man need not be curtailed so that one set of brass numbers may always be available in the event of loss of breakage of the number issued to men.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

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Police Order No. 21 of 1950

The following is published for general information and guidance in continuation of Police Order No. 16 of 1950 published in the West Bengal Police Gazette dated 11.05.1950:-

Sub:- Supervision and testing of cases.

Supervision by officers of and above the rank of Circle Inspector of Investigations of heinous cases has been found to be superficial and perfunctory. The Inspector General of Police lays the following broad lines in which the supervision of cases should be made and hopes that the work of the officers in this respect will be more thorough and effective in future.

2. **Supervision** of a case means **proceeding to the spot as soon as possible** (subject to Regulation 56(b) Police Regulations Bengal Volume I) **examining witnesses laying down and arranging to have followed up lines of enquiry, scrutinizing the evidence and lastly seeing that the case is properly prosecuted in a court.** Supervision extends from the time a supervising officer goes to the spot until the case is finally disposed of. The general principles of supervision laid down in Regulations 54-66 Police Regulations, Bengal, volume I, should be carefully studied.

3. In the case of Circle Inspectors a marked tendency to show a large number of cases supervised and thus to swell the returns has been noticed. The object aimed at is to obtain from Inspectors real supervision and not merely that superficial supervision which takes the form of going to spot giving *mamuli* instructions and then paying no further attention to the case. Supervision be of any use, must not only be real and continuous until satisfactory conclusion arrived at, but it also be applied to those cases which require the assistance and control of an experienced officer and not to unimportant cases now being included. In future, Circle Inspectors, while bearing in mind always their responsibility for the prevention a detection of crime in their circles as defined in Chapter V of Police Regulations Bengal Volume I, will direct their energies in the matter of supervision to the more serious and important crimes or outbreak, occurring within their charges and for this purpose the class of cases which a Superintendent of Police is required to supervise (vide Regulation 53 Police Regulation Bengal Volume I) may be taken as a general guide. The same remarks apply to testing of cases by Circle Inspector. "Testing" after the conclusion of investigation is to be discontinued unless there is reason to believe that such investigation has not been properly conducted. Henceforth testing an investigation shall be held to mean ascertaining by personal enquiry during the progress of such investigation that there is nothing wrong. In their monthly summery of work the Circle Inspectors shall note the number of days spent in supervising and the result of such cases, whether convicted, returned in final form or pending investigation or trial.

4. Now, that the number of superior officer has been augmented and almost every subdivision of importance has a Sub-divisional Police Officer, the Inspector-General desires that every important case should be supervised by a superior officer and the instructions issued above regarding supervision apply also to them *mutatis mutandis*.

5. Deputy Inspectors-General of Police are requested to pay particular attention to this subject when inspecting districts and to report for the Inspector-General's information in a separate paragraph, whether these instructions are being attended to.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

(Republished as P.O. 21 of 1954, Also see P.O. 09 of 1956)

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Police Order No. 22 of 1950

Sub:- Supply of a free copy of the F.I.R. to the informant or complainant.

It has been decided by Government that a copy of the first information report recorded under section 154 Cr. P.C. should be given free of cost to the informant or complainant. All officers in charge of police stations are accordingly directed that henceforth they should prepare an extra carbon copy of the F.I.R. in plain paper in addition to the number of copies to be made in accordance with rule 246 (a) of Police Regulations Bengal Volume I 1943 and make over the copy free of cost to the complainant or informant who shall acknowledge receipt on the copy of the F.I.R. to be kept at the police station.

This procedure should be followed in modification of rule 246(a) of Police Regulations, Bengal Volume-I, 1943 which is being amended to incorporate the present order.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

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Police Order No. 23 of 1950

Sub:- Criterion for selection of Naiks for promotion as Head Constables and Head Constables for promotion as Armed Sub-Inspectors.

Through knowledge of drill should be a criterion for selecting Naiks for promotion as Head Constables and Head Constables for promotion as Armed Sub-Inspector, but this is not the only or even the most important citation for the selection. To earn promotion a Naik or Head Constable should be able to prove that he is able to control his men under difficult circumstances and that given a task he has got the intelligence to carry it out efficiently. In order that this quality may be tested a Head Constable should be placed in charge of a section which should contain specified constables; similarly a Sub-Inspector should be placed in charge of a platoon with the specified number of sections. If a constable is slack that should be taken to indicate that the Head Constable in charge of the section or for the matter of that the Sub-Inspector in charge of the platoon does not exercise effective control over the unit. Nowadays in the districts an Armed Sub-Inspector has little or no responsibility. He is a responsible officer and he should be entrusted with specified duties and an annual report on specific points should be recorded by Superintendent of Police or his Additional regarding every Head Constable including officiating ones in the respective service books. Their claims for promotion should be determined on the basis of the manner in which they discharge their duties and not merely by the fact that they are smart on parade.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

(Also see Police Orders No. 13 of 1951 & 10 of 1954)

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Police Order No. 24 of 1950

Sub:- Daily checking of Police vehicles before they are put into service.

The following items should be invariably checked up daily before any vehicle starts from station Garage notes made in the Garage Register:-

1. Check petrol. Do not drive on low petrol.
2. Check up radiator. Fill up with clean water.
3. Check up tyre pressure.
4. Check up brakes.
5. Check up engine oil. Fill up with clean oil, if necessary.
6. Check up all lights.
7. Check up all wheel nuts loose nuts may cause accident on the road.
8. Check up horn.
9. Check up battery. Distilled water should be used, if necessary.

10. Do not drive with your foot on the clutch pedal. Clutch riding causes extensive damage to the vehicle resulting in burnt out clutch and damaged thrust bearing.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

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Police Order No. 25 of 1950

Sub:- Wearing of forage cap by Deputy Superintendents of Police.

Although Indian Police Officers alone are authorised to wear khaki forage cap of Khaki material with a khaki peak (vide para 638 of the Police Gazette dated 24.09.1943, reproduced below) Deputy Superintendents of Police have often been noticed to wear forage of this pattern to which they are not entitled. The Inspector General hereby directs that all Deputy Superintendents of Police should henceforth wear the forage cap prescribed for them in Regulation 927 Police Regulations, Bengal Volume I, 1943.

[Reproduced]

(Para 638 of the Police Gazette, dated 24.09.1943)

Government have permitted the Indian Police officers of the Bengal Police to use bush shirts and Khaki forage caps when wearing "Informal Working Dress". Permission is also granted to Deputy Superintendents of Police to use bush shirts on similar occasions.

Bush Shirt. – Khaki; inside opened; pleat at centre of back, the pleat closed about 4 inches from the centre of the collar; fixed pleats at waist on each side of back seam; slit at back; false waist belt to fasten with a white metal buckle; four buttons down front; two bag pockets with plain flaps; two pleated breast pockets with three pointed flaps; full sleeves.

Forage cap. - Khaki material with a Khaki peak; Indian Police badge is bronze at the front; chin strap to be fastened with two small bronze I.P. buttons.

Approved sample may be seen in the office of the Inspector-General.

By order
B.C.MUKHARJI, Registrar
West Bengal Police Directorate

(Also see Police Order No. 3 of 1951)

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POLICE ORDERS— 1951

Police Order No. 01 of 1951

Sub:- Instructions regarding preparation and submission of border S.R.Cases.

In order to have a thorough check over all border incident cases the Inspector-General directs that all such cases should be treated as border SRs. These reports should be separated from the ordinary special Reports by a separate serial number as for example—"Border S.R.No. of 1951".

Such S.Rs. should be entered in a separate Special Report Register and submitted to the Assistant Inspector- General (in duplicate) Deputy Inspector-General Range, District Magistrate, Deputy Inspector- General, Criminal Investigation Department and the Deputy Inspector General, Intelligence Branch, West Bengal.

This order will come into force with immediate effect.

By order

B.C.MUKHARJI, Registrar
West Bengal Police Directorate

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Police Order No. 02 of 1951

Sub:- Instructions regarding disposal of condemned police vehicles.

Instances have come to the notice where condemned police vehicles have been sold by auction at a very low price. The Maintenance Superintendent Home (Transport) Department should be requested by the Superintendent of Police concerned to incorporate in his note, recommending the condemnation of a vehicle a "reserve price" for the purpose of sale of the car by auction. The reserved price suggested by the Maintenance Superintendent should be recorded in the proceedings of the Committee convened to condemn police vehicles in accordance with para 9 of Appx. LIII-A, P.R.B., Vol-II 1943. Advertisement for sale should be inserted in one issue of the Sunday Statesman.

By order

B.C.MUKHARJI, Registrar
West Bengal Police Directorate

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Police Order No. 03 of 1951

Sub:- Wearing of forage cap by Deputy Superintendent of Police.

In continuation of Police Order No. 25 of 1950 it is notified that Deputy Superintendents of Police acting in the senior scale of the I.P.S and all I.P.S officers should continue to wear khaki forage cap of khaki material with a khaki peak.

By order

B.C.MUKHARJI, Registrar
West Bengal Police Directorate

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Police Order No. 04 of 1951

Sub:- Accidents to police vehicles.

In almost all cases of accidents to police vehicles large sums of money are spent to repair the damage. In a few cases police vehicles got damaged beyond repairs and had to be condemned. Apart from this colossal waste of Government money police work suffers badly due to a large number of vehicles remaining off the road. It is therefore essential to take adequate steps to ensure that the drivers drive their vehicles with due care and caution.

2. This may be achieved by i) instructing drivers properly and ii) taking disciplinary action against drivers at fault.

3. Drivers should be instructed on the simple rules of the road viz., not to overtake at a turning slow down at corners not to overtake a vehicle when there is traffic from opposite side etc. most of the accidents can be traced to the mania of overtaking or driving at a highly speed. Except in an operational emergency there should be no attempt by drivers of Police trucks to overtake light vehicles by speeding up.

4. Prompt and effective disciplinary action should be taken against drivers found guilty of rash and negligent driving. Transfer to ordinary duties may be an adequate punishment in many cases for if a constable is withdrawn from the driver's duty and is transferred to ordinary duties for even a fortnight it will mean a loss of Rs. 15 in industrial areas and Rs. 10 outside, while the loss will be greater if the period is extended to a month or more. In every case of accident in which a Police vehicle is involved, a Gazetted Police officer shall hold an immediate enquiry in addition to the usual police investigations which may or may not result in prosecutions. In any case, the police drivers should not be allowed to drive again until he is completely exonerated by the departmental enquiry and recommended for resumption of duties of a driver.

5. All Police drivers shall be warned about this Police Order.

By order
B.C.MUKHARJI, Registrar
West Bengal Police Directorate

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Police Order No. 05 of 1951

Sub:- Uniform to be worn on duty.

The Inspector-General directs all Superior officers to see that officers and men do not move about improperly dressed, in half uniform or in half mufti. When moving in uniform in the open they must always put on a head dress.

By order
B.C.MUKHARJI, Registrar
West Bengal Police Directorate

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Police Order No. 06 of 1951

The following is published for general information and guidance:-

Sub:- Instructions for the care and maintenance of police bi-cycles.

In order to ensure proper and smooth working of bi-cycles the following instructions will be found most helpful in keeping in the standard required and also in minimizing expenditure:-

1) Each bicycle will be issued with a pocket book in which all defects will be entered by the officer-in-charge of the bicycle or if in case of the bicycle being in the charge of a bicycle orderly, the officer-in-charge of the section or branch under which the bicycle orderly is posted.

2) The pocket book will then be put up by the officer concerned to his superior officer as soon as possible and obtain repair or purchase orders. On receipt of orders, the bicycle should be sent to a reliable firm of bicycle dealers for such repairs.

3) All repairs or replacements carried out will be entered in the pocket book which should be ruled according to the proforma given below.

4) It is essential that these pocket books are kept up to date as it will, if properly maintained, give a clear picture of the history of the bicycle from the time it is purchased up to date of condemnation.

5) When a bicycle has become unserviceable through fair wear and tear, a certificate or report should be obtained from reliable bicycle dealers who should opine whether the bicycle can be further used or is unserviceable for further use.

Such certificates or reports will be attached to the proceedings of committees of condemnation boards and forwarded with the findings of the committees through the usual channel.

Daily maintenance.

6) The officer or orderly under whose charge the bicycle is placed will be personally responsible for the condition and up keep of the bicycle and will carry out the following task each day before using the bicycle:-

a) Check all working parts for looseness, cracks or breakages.

b) Tighten up all loose nuts and bolts by aid of the wrench set supplied with the bicycle.

c) Check both tyres for proper air pressure, cracks, nails or any other foreign matter which may be stuck to the tyre and likely to cause damage.

d) Check tensions of chain which should be slightly slack.

e) Check free wheel, remove any dust or other foreign matter likely to interface with the smooth running and oil through the oil hole at side.

f) Check brakes for proper adjustments. If not acting properly set, bicycle mechanic to adjust.

g) Check both wheel axle hubs for loose nuts, clean and oil through oil hole, if necessary.

h) Check both pedals and crank for any looseness, clean and oil through proper oil hole.

i) Check both mudguards, bell, frame, lamp, etc., for general looseness or defects and wipe down with clean cloth. Water should not be used for washing down cycle except tyres, if necessary as rust to the working parts is likely to occur.

Note:- Weekly bicycle inspections should be held regularly and all pocket books together with tools and accessories should be produced for inspection in proper order.

Specimen

Date	Nature of defects	Estimated cost of repair or replacement			Purchase order	Actual cost after repairs			Remarks
		Rs.	as	p.		Rs.	as	p.	
01.01.1951	Front tyre purchased	4	0	0	Repair (Sd.) S.P.	0	8	0	Found punctuated in two places
15.01.1951	One break block worn out	1	0	0	Purchase (Sd.) S.P.	1	0	0	Repaired on..... Bill sent to police office on.....

N.B.- The above instructions will apply *mutatis mutandis* to Police motor cycles.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

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Police Order No. 07 of 1951

Sub:- General improvement in the appearance of the offices by setting up gardens and fences.

The Inspector-General desires Superintendents of Police of all districts to take steps to effect general improvement in the appearance of the offices by setting up gardens and fences enlisting the help of officers and men working in the compound in their spare time.

By order
B.C.MUKHARJI, Registrar
West Bengal Police Directorate

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Police Order No. 08 of 1951

Sub:- Mode of address in demi-official correspondence.

In suppression of Police Order No. 2 of 1940 the Inspector General directs that the word "Sri" "Janab" or "Mr" should generally be prefixed to the name of a Hindu, Muslim or European officer respectively addressed in the following cases:-

- i) By all officers of one rank to an officer in a senior rank (e.g. Deputy Inspectors-General to Inspector-General, Superintendents of Police to Deputy Inspectors-General and Assistant and Deputy Superintendent of Police to Superintendents of Police) and
- ii) By an officiating Superintendent of Police to a Superintendent of Police.

2. Officers of the same substantive rank need not usually use the prefix "Sri" "Janab" or "Mr" when corresponding with each other.

By order
B.C.MUKHARJI, Registrar
West Bengal Police Directorate

(Amended vide Police Orders No. 12 of 1951 & No. 14 of 1954)

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Police Order No. 09 of 1951

Sub:- Free travel of Police officers and men by tram car on duty.

In republishing the following instructions the Inspector General directs that the instructions should be meticulously followed by all ranks benefited by this privilege of free travel by tram car on duty and rigorously enforced by superior officers. Any breach of these instructions should be sternly dealt with and offenders awarded deterrent punishment.

(Para 714 of Police Gazette dated 08.12.1933)

The following instructions are published for the information and guidance of members of the Bengal Police when traveling on tram cars in the town and suburbs of Calcutta:-

- 1) Any member of the Bengal Police in uniform may travel free on tram cars of the Calcutta Tramways Company (1st class in the case of Inspectors, Sergeants and Sub-Inspectors and 2nd class in the case of other subordinate ranks).
- 2) As a rule not more than 6 subordinate ranks should travel on one car.
- 3) If any tram car is crowded no member of the Police force should board it.
- 4) If any tramway conductor refuses to allow an officer in uniform to board a car on the ground that the car is overcrowded the conductors decision must be accepted without hesitation by the Police officer concerned.
- 5) No Police officers or men in mufti (excepting those in possession of tram passes) shall travel on any car without paying the legal fare.
- 6) Police officers and men who endeavour to travel on tram cars free on the production of badges, number plates, detective warrants or the like be severely dealt with.

By order

B.C.MUKHARJI, Registrar
West Bengal Police Directorate

=====

Police Order No. 10 of 1951

Sub:- Khaki tie for Inspectors of the West Bengal Police.

The Inspector General has approved a sample khaki tie for Inspectors of the West Bengal Police. These ties are obtainable from Messrs. J.S. Law & Co., 7, Swallow Lane, Calcutta at Rs. 2-8 each plus sales tax.

A sample of this tie duly approved by the Assistant Inspector-General of Police has been kept with this firm. Approved samples are also being sent to all districts. No Inspector should wear tie of any other shade or pattern. This notice is in continuation of this Directorate memorandum No. 1201(30) M., dated 29th January 1951.

By order

B.C.MUKHARJI, Registrar
West Bengal Police Directorate

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Police Order No. 11 of 1951

Sub:- Enhanced scale for the issue of shirts, shorts and slacks to A.S.Is., H.Cs, Naiks and Constables.

According to the existing scale each Assistant Sub-Inspector, Head Constable, Naiks and Constables of the armed and unarmed branches is issued with two khaki half sleeved shirts and two khaki shorts. It has been decided to enhance the scale as follows:-

Assistant Sub-Inspectors, Head Constables and Constables of the unarmed branch-		
Khaki half sleeved shirt	...	4
Khaki Shorts	...	4
Head Constables, Naiks and Constables of the armed branch-		
Khaki half sleeved shirts	...	3
Khaki full sleeved shirts	...	1
Khaki shorts	...	3
Khaki slacks	...	1

This enhanced scale should be given effect to immediately by issuing extra shirts, shorts and slacks due to each according to this scale.

The minimum period for which each of these articles is required to last has been fixed as follows:-

Shirts- One year in place of six months.

Shorts- 18 months in place of one year.

Slacks- 18 months in place of one year.

By order
B.C.MUKHARJI, Registrar
West Bengal Police Directorate

(Also see Police Order No. 16 of 1954)

=====

Police Order No. 12 of 1951

Corrigendum to Police Order No. 8 of 1951.

Delete paragraph 2 of the Police Order.

By order
B.C.MUKHARJI, Registrar
West Bengal Police Directorate

(Also see Police Order No. 14 of 1954)

=====

Police Order No. 13 of 1951

Amendment to Police Order No. 23 of 1950.

Add "of the Armed Branch" after "every Hd. Constable including offg. Ones" in the penultimate sentence i.e. in the 26th line of the Police Order.

By order
B.C.MUKHARJI, Registrar
West Bengal Police Directorate

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Police Order No. 14 of 1951

The following rules for the Drill Competitions for the West Bengal Police are published for general information and guidance in suppression of the Cumming Inter District Challenge Shield Competition and the rules made therefor as published in para. 91 of the Bengal Police Gazette, dated 13.01.1939.

Sub:- Drill Competitions for the Armed Police Forces of West Bengal.

1. It has been decided to run three Drill Competitions on the lines of old Cumming Inter District Challenge Shield competition. Details of these competitions are given below.

2. The three Drill competitions will be as follows:-
 - a) **Inter District Challenge Cup known as Sukumar Gupta Memorial Cup.**- This Competitions is only open to district emergency forces which will include Sub-divisional Emergency Forces, Range Reserves Forces and Crime Patrol Forces. Each district shall, however, be allowed only one chance, i.e., one team to be selected by the Superintendent of Police which will represent the Armed Branch of the district in the competition. The winning team will be awarded the Challenge Cup.
 - b) **Inter Battalion Challenge Cup known as DharmadasBhattacharji Memorial Cup.**- This competition will be restricted to the Special Armed Police Units, namely, the Armed Police Battalions, the Industrial Area Reserve Force and the Eastern Frontier Rifles. Each unit shall be allowed to put up one team. The winning team will be awarded this Challenge Cup.
 - c) **State Challenge Shield known as KironSankar Memorial Shield.**- This will be a competition between the best district team and the best unit team.
3. The examination of the competing teams shall be held in February each year and the Inspector-General will hold his examination of the winning teams of each Range for the award of the Sukumar Gupta Cup and of the best unit team and the best district team for the awarded of KironSankar Memorial Shield, as soon as possible after the Range and Brigade results are known. The award of the DharmadasBhattacharji Memorial Cup to the best unit team will also be announced by the Inspector-General at the same time.
4. The competitions are intended to cover the full course of training of the Special Armed Forces and the Armed Police units and may include ceremonial, any movement of platoon or squad drill, riot drill and physical training according to the current manuals of instruction in force for the West Bengal Police. Marks shall be allotted as shown below:-

	Marks
a) Steadiness on parade and general turn-out	20
b) Riot Drill	10
c) Drill as a platoon	10
d) Extended order drill	10
e) Musketry position drill and muscle exercise	10
f) Physical training	10
g) Capability of officers-	
i) Inspector and Surgeant or Sub-Inspector	15
ii) Head Constables	10
iii) Naiks	5
Total	100

5. The winning team in each competition shall retain the respective trophy until it is won by another team.
6. The preliminary test in each Range shall be held by the Deputy Inspector General concerned who will select the best team in his Range and report the result to the Inspector-General. The Deputy Inspector-General, Armed Forces, will similarly hold the test of the teams of his Brigade, select the best and report the result to the Inspector-General. As soon as these results are received, the Inspector-General will hold the final examination. As the personnel of the District Emergency Forces as also of the Brigade are liable for guard, escort or other duties, it is necessary that the final test in each Range and the Brigade should be held by the Inspector-General as soon as possible after a Deputy Inspector-General declares his best team.

7. Composition of the teams for the various districts and units to be put up on the parade is given below:-

		Inspr	S.I / Sgt	H.C.	Naik	Const.
1.	24-Parganas	1	1	8	8	100
2.	Murshidabad	1	1	4	4	50
3.	Nadia	1	1	4	4	45
4.	Bankura	1	1	4	4	48
5.	Birbhum	1	1	4	4	48
6.	Burdwan	1	1	4	4	50
7.	Howrah	1	2	10	10	120
8.	Hooghly	1	1	5	6	70
9.	Midnapore	1	1	5	6	60
10.	Darjeeling	1	1	4	4	50
11.	Jalpaiguri	1	1	6	6	70
12.	West Dinajpur	1	1	4	4	50
13.	Malda	1	1	3	3	40
14.	Cooch Behar	1	1	4	4	50
15.	1 st Armed Police Battalion	2	6	12	6	198
	2 nd Armed Police Battalion	2	6	12	6	198
	3 rd Armed Police Battalion	2	6	12	6	198
	Industrial Area Reserve Force	1	4	8	4	180
				J.C.O.	N.C.O.	Sepay.
	Easter Frontier Rifles	--	--	7	18	180

Two marks will be deducted for each officer/man under the specified number who is not present.

8. The name of the winning team of every competition shall be inscribed on the respective trophies.
9. The names of the officers and men of the winning teams shall be entered in a special register to be maintained in the Police Directorate for each of the Competitions.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

(Also see Police Orders No. 07 of 1952, 07 of 1963 & 01 of 1967)

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Police Order No. 15 of 1951

The following is published for general information and guidance:-

Sub:- Instructions regarding control and deployment of detachments from the provincial Armed Reserves on deputation to districts.

1. In suppression of Memo No. 182(3) APF dated 26.01.1949 from the Deputy Inspector General of Police, Armed Forces to Deputy Inspectors General, Northern and Central Ranges and units under the Deputy Inspector General, Armed Forces except Eastern Frontier Rifles, the following instructions are issued regulating the discipline and deployment of the Armed Police Battalions and the industrial Area Reserve Force on deputation to districts:-

2. Detachments from the provisional Armed Reserves requisitioned according to memo No. 1558(3) APF dated 26.05.1950 from the Deputy Inspector-General of Police, Armed Forces to all Range Deputy Inspector General may be deputed to districts to help the local police to deal with local disturbances border troubles or to relieve treasury, magazine and other sanctioned guards so that the S.A.F. men so released may be utilised for other purposes.
3. The detachment will on arrival report to an officer of the district police as specified in the requisition from or in the movement order and shall after reporting to such officer (who should not be below the rank of officer-in-charge of a police stations come directly under his control. The latter officer will issue clear instructions in the enclosed form to the officer-in-charge of the detachment on the following points :-
 - i) Duties the men will be called upon to perform. It is most important that the officers or N.C.Os in charge of or on duty with the detachments are properly briefed.
 - ii) The area or areas where they are to work.
 - iii) The officer or officers of the district Police under whose orders they will work or who are authorised to employ them on duties or in areas other than those mentioned in i) and ii) above.
 - iv) The officer or officers of the district Police to whom the officers and N.C.Os of the detachment should report any difficulties experienced by the personnel of the detachment regarding their accommodation transport, food etc.

It shall not be open to any officer or personnel of the detachment to question any legal orders passed by the District Authorities. The Superintendent of Police to whose district the detachment is sent will exercise full disciplinary authority over the personnel of the detachment in accordance with rule 859, Police Regulations, Bengal, Volume I. The detachment must regard itself as a part of the force of the district and should look to the officers of the district police for redress of their local difficulties during the period they remain on deputation to the district. District officers should also on their part remember that the officers and men of the detachment have in most cases to work in new places and with officers who are not known to them and should, therefore, take steps to ensure that they get acquainted with their new surroundings as quickly possible. The officers of the detachment would be entitled to the same courtesy as officers of the same rank of the District Police.

4. The duties of much detachments shall be to the purposes for which they are requisitioned and the men shall not be utilised for doing routine duties, such as normal escorting of ordinary prisoners, traffic duty, personal guards, routine town patrol and normal town duties investigation work and routine searches etc. Any changes in the nature of duties or in the area where the men are to operate vide clauses i) and ii) of paragraph 3 above should be promptly intimated to the Commandant by the Superintendent of Police of the district so that the former may a) take steps to ensure that men are properly equipped for such duties and b) know the place or places where reliefs are to be sent.
5. The Superintendent of Police will be responsible for the conduct and discipline of the detachment deputed to him. He shall also arrange for supervision of their duties by his own officers or by officers or by officers deputed with the detachment. He shall also be responsible for looking after the health and welfare of the detachment. It is to be expected that the Superintendent of Police will look after them with greater care and attention than he would pay to his own men. After all they are his guests.
6. In detailing officers and men from the detachment for duties as noted in paragraphs 2 and 4 above men should be kept in compact bodies to allow effective supervision by their N.C.Os. under the officer-in-charge of the detachment.
7. The Battalion Commandant will be responsible for sending out the detachments properly equipped and clothed with supply of rations for a period not exceeding a

fortnight. Their deployment, however, shall be the responsibility of the Superintendent of Police who will also arrange for their accommodation and regular supply of rations when the period of deputation exceeds a fortnight.

8. Commandants or Assistant Commandants intending to visit their detachment should sent timely intimation to the Superintendent of Police of the district so that the latter or his representative (of suitable rank), who may be directly dealing with the detachment, may accompany such officers during their visits. The Commandant will satisfy himself from the local officers how the detachment on deputation had worked. He shall not entertain any complaint against the orders of the district officers have looked after the detachment. If he comes across any gross negligence or defect, he shall discuss it with the Superintendent of Police and try to arrive at a satisfactory solution of any of the problems which he may consider the Superintendent of Police should attend to. If the two officers cannot agree on any particular point they shall write out a joint memorandum and send it to the Deputy Inspector General of Police Range with a copy to the Deputy Inspector General of Police, Armed Forces.

Form in which instructions are to be given to detachments from the provincial Armed Reserves by officers of the district where they are deputed.

- 1) The nature of duty the detachment will be called upon to perform.....
- 2) The area or areas of operation.....
- 3) The officer or officers of the District Police who are authorised to make changes in 1) and 2) above.....
- 4) The officer or officers of the district police to whom the officer-in-charge of the detachment or the N.C.Os. should refer for redress of difficulties.....
- 5) Any other special instructions.....

Received one copy.

Name.....
Rank.....
Unit.....
Name.....
Designation.....
District.....

.....
Signature of O/C detachment

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

(Also see Police Order 15 of 1955 & 02 of 1964)

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Police Order No. 16 of 1951

Sub:- Instructions for the use of slacks and full sleeved shirts.

It has been decided to issue one slack and one full sleeved shirt to be worn with anklets and boots by the N.C.Os. and men of the armed forces. The Inspector-General has been pleased to issue the following orders for the use of slacks and full sleeved shirts:-

- 1) Slacks may be worn-
 - i) On ceremonial occasions when the wearing of slacks is specifically prescribed;
 - ii) For duty at night.
 - iii) For duty in jungly and marshy areas;

- iv) On any other occasion when the Superintendent of Police for special reasons e.g. when firing may have to be resorted to from lying position etc. considers the wearing of slacks necessary.
- 2) Full-sleeved shirts may be worn:-
 - i) On all occasions as a short sleeved shirt with the sleeves rolled up;
 - ii) For duty at night;
 - iii) For duty at day time in cold weather when a greatcoat is worn.

N.B.- As only one slack and one full sleeved shirt will be issued to the armed forces the Superintendent of Police or the Commandant concerned will issue specific orders when on any particular occasion he wants his armed men to be dressed with these kits.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

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Police Order No. 17 of 1951

Sub:- Recording of evidence under section 512, Cr. P.C.

The Inspector-General of Police has observed that recording of evidence under section 512 Cr. P.C. has become a routine matter in spite of provisions of Regulation 475 Police Regulations, Bengal Volume-I, 1943. In future evidence under section 512, Cr. P.C., should not ordinarily be recorded without an express order from the Superintendent of Police in specially important cases. The time thus saved should be utilised in trying cases to ease the congestion in courts.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

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Police Order No. 18 of 1951

Sub:- Issue of shorts to recruits.

Henceforth recruits at the time of their dispatch to the Police Training College should be issued with 4 pairs of shorts instead of 3 pairs as laid down in rule 958, Police Regulation Bengal Vol.- I, 1943.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

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Police Order No. 19 of 1951

The following is published for general information and guidance:-

Sub:- Schemes for the running of canteens in Police Lines.

Object

The object of starting canteens in Police Lines is to ensure supply of fresh and nutritious food, tea and soft drink and sundry articles to Police personnel at cheap rates.

Rules

1. The canteen should be housed in the building allotted specifically for the purpose. It should be kept neat and clean tastefully decorated to make it pleasing to the eyes and have facilities for indoor games. In short conditions should be made such that it may attract men in their spare hours.
2. The canteen should be run by a committee of 7 members of whom Reserve Inspector and Superintendent of Police Commandant should be ex-officio Secretary and President. At least one member from each rank should be elected annually.
3. Police officers and men should as far as possible manage all work in the canteen. For the washing of dirty cups and saucers some menials may if so decided by the committee be kept.
4. There should be a canteen Fund (raised from subscriptions from the officers and men using the canteen). The rates of subscription may be annually fixed and would naturally depend on the state of the Fund.
5. Profits of the canteen should be utilised to help the force in providing amenities for them including gratuitous relief to distressed Police officers and men and their family members.
6. The Medical officer in charge of Police Hospital should frame rules of sanitation and hygiene, inspect the canteen at least once a week and see that rules are being observed.
7. Superior Police officers will take personnel interest and inspect the canteen as often as possible.
8. There should be a Visitor's Note Book where inspecting officers should record their comments and instructions. Reserve Inspector should make it a point to examine the visitor's Note Book and take steps to act upon the instructions promptly.
9. Customers will be allowed to put in their complaint in the complaint Book which the Reserve Inspector will scrutinize at least twice a week. Complaints of serious nature should be brought to the notice of the Superintendent of Police/Commandant immediately.
10. Tidiness, cleanliness and respectability of the canteen are to be maintained. No loose talk or rowdiness will be allowed. Detailed rules of behaviors and manners inside the canteen should be framed by the Superintendent of Police/Commandant and hung up in a prominent place. Any person guilty of infringement of these rules will be severely dealt with.
11. Prices of all commodities sold from the canteen will be fixed by the canteen Board every month after consulting the local market rates. The prices should be lower than the market prices. The price list should be hung up in a prominent place.
12. All sales will be on cash against cash memo. A cash coupon system may be introduced for the facility of customers.
13. Proper accounts should be kept of all sales and purchases. There should be usual stock book and daily sales register which should be examined by the Reserve Inspector daily. Sale proceeds should be made over to the Reserve Inspector daily. A canteen account may be opened in a local reliable bank and all cash money above the permanent advance of rupees 50/- should be deposited in the bank.
14. The accounts should be audited six monthly by the Superintendent of Police/Commandant with the help of the Head Clerk or Accountant.
15. The canteen committee shall meet once a month and the minutes of the meeting shall hold recorded.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

(Also see Police Order no. 12 of 1958)

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Police Order No. 20 of 1951

Sub:- Purchase of stores towards the end of the financial year.

In view of the complications involved in purchasing stores towards the fag end of the financial year the Inspector-General has ordered that no purchase should be made after the 15th March of each year. The order should be strictly followed .

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

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Police Order No. 21 of 1951

Sub:- Record of training in Armourer's course in Service Books.

(Reference:- Regulation 921 of P.R.B Vol.—I, 1943)

All training courses-basic as well as refresher - undergone by Constable and Head Constable Armourers together with results obtained by them in any examination held for the purpose should be duly recorded in their respective Service Books.

This will facilitate in the judging of requirements of number of trainees and in selection of actual personal.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

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CORRIGENDUM

In last para of Police Order No. 21 of 1951, published in the West Bengal Police Gazette dated 18.05.1951 please read “personnel” in place of “personal”.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

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Police Order No. 22 of 1951

Sub:- Advisory to Police Drivers

১৯৫১ খ্রীষ্টাব্দর পুলিশআদেশনং ২২
গাড়ী চালনা বিষয়-উপ-দশাবলী

কা-জ বাহির হইবার পূর্ব চালকগনক নিম্নলিখিত বিষয় ভাল করিয়া -দখিয়া লই-ত হই-ব :-

- ১) জল- -রডি-মটার ভর্তি আ-ছ কিনা এবং ঠান্ডা রাখার জন্য -য সব কলকজা আছে সেগুলিতে কোন ছিদ্র আছে কিনা ;
 - ২) -ত-লর -ল-ভল ঠিক আ-ছ কিনা;
 - ৩) প্রচুর -প-ট্রাল আ-ছ কিনা এবং -কান ছিদ্র আ-ছ কিনা ;
 - ৪) গাড়ীর বাতিগুলি ভাল অবস্থায় আ-ছ কিনা ;
 - ৫) টায়ার-র চাপ ঠিক আ-ছ কিনা ;এবং
 - ৬) গাড়ীটি -মাটামুটি মজবুত আ-ছ কিনা এবংউহার -কান অংশ ঠিকঠাক করিয়া লইবার দরকার আ-ছ কিনা ।
- সাধারণতঃযতদূর যাতায়াত করি-ত হয়, তাহার অপক্ষা -বশী দূর যাতায়াত করি-ত হই-ল চালকগনকে নিম্নলিখিত বিষয়গুলির উপরও বি-শয়লক্ষ্য রাখি-ত হই-ব:-
- ১) ইঞ্জিনে তেল দিবার (লুব্রিকেশন)কলকজা ঠিকভাবে কাজ করে কিনা এবং ‘গেজ’ বা ‘টেল টেলের’ চাপ ঠিকমত দেখা যায় কিনা ;
 - ২) স্টিয়ারিং ঠিক আ-ছ কিনা এবংঘুরাই-ল ঠিকভা-ব কাজ কর কিনা ;

৩) ব্রেক ঠিক এবং কাজের উপযুক্ত আছে কিনা।

কাজ হইত ফিরিয়া আসিয়া চালকগন-ক তৎক্ষণাৎ নিম্নলিখিত বিষয় রি-পাট করিত হইবে :-

১) ক) -কানক্ষতি হইয়াছে কিনা ভাঙ্গাচুরা গিয়াছে কিনা, গাড়ীর কোন অংশ বা সাজসজ্জা হারাইয়া গিয়াছে কিনা গাড়ী ঠিকঠাক করা বা -মরামতকরা প্র-যাজন কিনা, কলকজার এমন -কান -দাষ আ-ছ কিনা যাহারপ্রতিদৃষ্টি -দওয়া দরকার, টায়ার ফাটিয়া বা নষ্টহইয়া গিয়া-ছ কিনা।
খ) জনসাধার-নর -কান সম্পত্তির ক্ষতি হইয়া-ছ কিনা এবং -য দুর্ঘটনার সহিত কোন ব্যক্তি গাড়ী বা সম্পত্তি সংশ্লিষ্ট -সরূপ -কানদুর্ঘটনা ঘটয়া-ছ কিনা।

২) চালকগন-ক জ্বালানী -তল (ফু-য়াল) এবং জলপূনরায় ভর্তি করিত হইবে।

৩) গাড়ীটি পরিক্ষার করিত হইবে, পরীক্ষা করিত হইবে, গাড়ীর কলকজায় -তল দি-তহইবেএবং এই দি-নর রক্ষনা-বক্ষন কার্যকরিত হইবে। -য -দাষ সারিব্যবহার ক্ষমতা চাল-কর নাই তাহা -দরী না করিয়া রি-পাট করিত হইবে।

পথনিয়ম- অন্যযাহাঁরা রাস্তা ব্যবহার ক-রন তাঁহা-দর প্রতিকর্তব্য। - অন্যযাহাঁরা রাস্তা ব্যবহার ক-রন তাঁহা-দর সহিতপাল্লা দিয়া কখনই -কান -মাটির গাড়ী চালানউচিতন-হ। অন্য -কানচাল-কর অসতর্কতার বা অভদ্রতার প্রতি-শোধ লইবার জন্য -কানরূপ -চষ্টা করা উচিতন-হ। -মাটিরগাড়ীরচাল-কর ম-ন রাখা উচিত -য পথিকরা -কান দি-ক বা কিভা-ব চলি-বন তাহা ঠিক জানা তাহার প-ক্ষ অসম্ভব। -য সব শিশুহঁতাৎ -দৌড়াইয়া রাস্তার উপ-রআসিয়া পড়ি-ত পা-র এবং -য সব -লাকহঁতাৎ আশ্রয়স্থল বা ফুটপাথ হই-ত নামি-ত পা-র তাহা-দর সম্পর্ক তাহাঁর সতর্ক থাকা উচিত।

বন্ধ, অশক্ত বা অক্ষমলোকেরা ইতস্ততঃ করিতে পা-রন বলিয়া ধরিয়া লই-ত হইবে।

সকলসম-য় বি-শেষতঃবর্ষারদি-ন পথিক এবং সাই-কল আ-রাহী-দর জন্য রাস্তার প্রচুর জায়গা রাখিয়া গাড়ী চালাই-ত হইবে।

পশু-দর পাশকাটাইয়া যাইবার সময় উহা-দর নিকট হই-ত যতটা দূ-রথাকা সম্ভব ততদূ-র থাকি-ত হইবে। পশু-দর খুব নিক-ট হর্নবাজাই-বন না, বাজাই-ল উহারা ভয় পাই-ত পা-র।

রাস্তার -য ধার দিয়া গাড়ীরচালক গাড়ী চালান -সইধার দিয়া তাঁহারমু-খামুখি পথিক বা পশুআসি-ত পা-র। -সরূপ অবস্থার জন্য চালক-ক সবসমই প্রস্তুত থাকি-ত হইবে।

-য গাড়ী থামিয়া আ-ছ -সরূপ গাড়ীর পাশকাটাইয়া যাইবার সময় অথবা অন্য -য বাধার জন্য পথিক বা যাতায়াত কারী গাড়ী প্রস্তুতি স্পষ্টকরিয়া -দখি-ত পাওয়া যায় না -সরূপ বাবা অতিক্রম করিবারসময় বিশেষ সতর্ক হই-ত হইবে।

যখন সাম-নর গাড়ী -ঘাড়া প্রভৃতি চলা বন্ধকরিয়া -দওয়া হয়তখন রাস্তার -য পাশ দিয়া গাড়ী চালান উচিত ন-হ -সইপা-শ ঢুকিয়া অন্য গাড়ী প্রভৃতির প-ক্ষবাধা সৃষ্টি করা -কানও চাল-কর উচিত ন-হ।

গাড়ীরদরজা খুলি-ল রাস্তার বা ফুটপা-ত -কান -লা-কর অসুবিধা বা বিপদ ঘটি-ব কিনা তাহা ভালকরিয়া -দখিয়া শুনিয়া চাল-কর দরজা -খালা উচিত।

রাস্তার -য পাশ দিয়া তাঁহার গাড়ী চালান উচিতন-হ, -সই পাশ হই-ত গাড়ী-ত উঠিবার সময় বা -সইপা-শ গাড়ী হই-ত নামিবার সময় তাঁহা-ক বি-শেষসতর্ক থাকি-ত হইবে।

-বাবাই গাড়ীর মাল যদি গাড়ীর বাহি-র থা-ক, তাহা হই-ল মা-লর -য অংশ বাহির হইয়া থা-ক তাহার -শষভা-গ দি-নর -বলা লাল নিশান এবং রাস্তিতে লাল বাতি দি-ল অন্য গাড়ী প্রভৃতির সুবিধা হইবে।

8. They should apply their breaks early and firmly but never savagely.

9. They should never drive so fast that they cannot pull up within the range of their own vision.

10. They should avoid as far as possible driving a strange or inefficient vehicle of a fast speed.

11. They should dip or dim their head lights as necessary but should never switch them off altogether when driving at night.

12. They should themselves be good judges of speed.

13. They should be able to anticipate most of others people's movement.

14. They should avoid braking on a corner, except in an emergency and they should only do so when it is absolutely necessary.

15. They should not change gear on a corner but should do so in plenty of time before getting there.

16. They should adjust the speed of their vehicles before reaching a corner so that they can accelerate slightly when turning.

They should never approach street or road intersections at high speed.

17. They should remember not to neglect their driving mirror but to accord it the importance of third eye.

18. They should never allow their attention to stray from the road.

19. They should never drive with one hand only on the wheel, except of course when carrying out normal driving operations such as gear changing or hand signaling.

20. They should avoid keeping a foot on the clutch pedal, except when having to use it.

21. They should never make adjustment to their vehicles whilst traveling but should stop driving in order to do so.

22. They should not conform to proceed on signals from unauthorized persons but should wait until they can see whether it is safe to proceed for themselves.
23. They should never ignore stop or caution signals. Whoever gives them for it is better to conform to an unnecessary signal than to run the risk of being involved in an accident.
24. They should avoid driving at speed on slippery roads, remembering that on a slippery road surface brakes are often of little service in a sudden emergency.
25. They should not drive on the crown of the road but should keep well into the proper side of the road, especially on bends and when taking corners.
26. When stopping at automatic traffic signals at crossing controlled by a Police officer or at "halt" signs, they should observe and not overrun the stopping places marked on the roadway.
27. The wide screen should always be kept clear and the wind screen wiper and head lights inspected from time to time.
28. They should remember to keep a safe distance from the vehicle ahead when the road surface is slipping allowing three to six car lengths for every 10 m.p.h.
29. They should make a practice of defensive driving, that is driving so that they are prepared for any emergency under prevailing conditions. They should be ready and able to anticipate the mistakes of other at all times.
30. Finally they should never act at any time in such a manner as to put other road users in fear or peril through their own neglect, carelessness or thoughtlessness.

By order
**B.C.MUKHARJI, Registrar,
West Bengal Police Directorate**

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Police Order No. 23 of 1951

Sub:- Creation of an unpaid rank of Lance Naik.

It has been decided to create an unpaid rank of Lance Naik in the West Bengal Police. Constables on approved list for promotion as paid Naiks should be tried on as many occasions as possible to test their ability to work as commanders of small police parties consisting of constables only. In an emergency, when large numbers of small units of police force have to be utilized a Superintendent of Police, if he needs more N.C.Os may temporarily appoint such men as unpaid "Lance Naiks" and put them in charge of the constables. When sending out on actual duty the Lance Naiks should be issued with one bar detachable chevrons which should however be taken back as soon as the men return to their headquarters from duty.

For the purpose of punishment travelling allowance etc., the lance naiks should be treated as constables. The fact that a constable has acted as Lance Naik should be entered in his Service Book.

By order
**B.C.MUKHARJI, Registrar,
West Bengal Police Directorate**

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Police Order No. 24 of 1951

Sub:- Course of training for Assistant Sub-Inspectors promoted to the rank of Sub-Inspector for the first time.

The conference of the Deputy Inspectors General with the Inspector General of Police held in November 1950 decided the principle of laying down a training curriculum for the Assistant Sub-Inspectors promoted to the rank of Sub-Inspector for the first time. The following course of training prepared in consultation with the Principal, Police Training College and the Deputy Inspector General of Police, C.I.D. has accordingly been prescribed for the above purpose. The course should be put through at the Model Police station of the district under the supervision of the Superintendent and the Deputy Superintendent of Police.

Syllabus for the Training Course of newly promoted Sub-Inspectors for three weeks.

FIRST WEEK

- I. Investigation- i) General Methods and ii) Modus operandi method
 - i) General Methods-
 - A. General equipment of the I.O. examination of the scene of crime; inspection of the person of the victim accused etc. Importance of search for alamsats left behind by culprits art of interrogation.
 - B. Methods of search, preservation, packing of alamsats and their despatch to experts:-
 - 1) Blood stains on a) immovable objects b) on suspected persons or animals c) on damp objects d) friable objects e) clothing footwear, headgear, bare soil hard substance etc.
 - 2) Seminal stains 3) Hair 4) Fibre 5) Dust
 - 6) Exhibits in poisoning cases.
- N.B.- Notes about the different stages of the passage of all materials for examination should be kept and preserved so that evidence on these points may be adduced if called for.*
- C. Preservation of footprints under different conditions: methods of taking casts of sunken footprints with a) Crude resin b) Potter's clay c) stearin powder d) Plaster of Paris etc. Manner of taking tracings of surface prints.
 - ii) Modus operandi method of investigation- Its importance and usefulness-attribution of particular crime to particular criminal-methods of classification of crimes and criminals by modus operandi system-study of the tricks and dodges of criminals.
 - iii) Staging of a case of murder demonstrating important points of A.B. and C. The investigation is to be done by the "trainees" by teams under supervision of C.I.

SECOND WEEK

General aid of science in the detection of crimes- Elementary Ideas.

- 1) Uses of Blood Groups in Police work.
- 2) Importance of photography-immense value as a visual of facts-more impressive than the ordinary verbal description-when to be employed.
- 3) Scientific examination of hair, fibre and dust affords data to be of confirmative value to the evidence already gathered by the I.O. Identification of fibres etc. plays important part in offences viz., murder, bestiality, cattle maiming thefts of animals, motoring offences and sexual offences.
- 4) Ultra-violet rays valuable agent in locating seminal and other stains, examination of days fabrics, waxes, glass and glass particles inks, papers, water marks, erasures secret writing etc.
- 5) Infra Red-for deciphering obliterated charred and illegible documents distinguishing between different kind of colored inks, pencils and pigments, revealing minute details of structure of hair etc. latent bruises under the skin.
- 6) X' Ray-usefulness of photography by means of X' Ray.

- 7) Use of Microscope in criminal investigation examination of fired cartridge cases bullets etc in cases involving firearms.
- 8) General lecture as how to get assistance of experts for the abovementioned aids.
- 9) Staging of a case of unnatural death of a suspicious nature (injuries on body but symptoms of poisoning present). Investigation by teams.

THIRD WEEK

1. P.R.B Chapter VI Rules 294,295,296,297 Appendix XVIII and XIX.Chapter IX Rules 611,612,628,632,633,635,636,638,639,640,641,643 and 657.
2. Maintenance of Crime Map and Crime Index.
3. Utilization of sections 106,107,144,145,109,and 110 Cr. P.C.
4. General lectures on the importance of living decently and dressing smartly conduct towards public, conduct towards subordinates under him.
N.B- A change from the idea that a Police man is not merely to function negatively that is to enforce the "don'ts" of the laws of the land but should also be of assistance directly or indirectly on the positive life of our people.
- 5 The idea of "Do it Now".
6. The idea of forensic ballistics-external and internal.
7. Staging and investigation of a burglary case. Investigation by team.
8. Visit to C.I.D. Calcutta for 2 or 3 days for attending practical demonstrations of the scientific methods. The visit should be arranged in direct consultation with the D.I.G., C.I.D.

HOURS FOR TRAINING

Drill- half an hour P.T. 1 and 1/2 an hour drill (morning).

Classes- 09.30 to 11.30 (morning). 13.00 to 15.00 (afternoon).

Games- In the afternoon.

Note- The fact that an Assistant Sub-Inspector has gone through the training course and the aptitude he showed for learning should be recorded in his Service Book.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

(Also see Police Order 06 of 1954 & 05 of 1956)

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Police Order No. 25 of 1951

Sub:- Kit for Driver Constables.

In partial modification of the scale laid down in Police Order No. 17 of 1950 the following revised scale is now fixed for the issue of shirts, slacks and shorts to driver constables:-

	Number	Life in Months
1. Khaki half sleeved shirts	3	9
2. Khaki Slacks	2	18
3. Khaki Shorts	1	18

This revised scale should be given effect to immediately.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

(Also see Police Order No. 16 of 1954)

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Police Order No. 26 of 1951

Sub:- Introduction of monthly examination of probationary Sub-Inspectors.

Probationary Sub-Inspector while undergoing practical training in the districts in accordance with rule 791 P.R.B. Vol. I, 1943 shall sit for an examination in each month on the subject in which they receive training in the preceding month. Questions shall be set and the papers valued by the Superintendent of Police or any other officer selected by him. Result of such monthly examination which should be preserved will be taken into account while considering their fitness for confirmation. 50 percent should be the pass marks.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

Corrigendum to Police Order No. 26 of 1951

Please substitute "Directly recruited probationary Sub-Inspectors" for "probationary Sub-Inspectors" in the 1st line of P.O. no. 26 of 1951.

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Police Order No. 27 of 1951

Sub:- Walking out dress for recruit constables.

In order to increase the self respect of our constables the Inspector-General has prescribed the following items of walking-out dress for the constables in Training School to be purchased at their own cost:-

Articles	Scales
1. Navy blue drill fatigue cap with red piping	1
2. White twill shirts	2
3. Navy blue drill shorts	2
4. White cotton socks (thick quality)	1 Pair
5. White canvas rubber soled	1 Pair

The Principal Police Training College will manage purchase fabrication and supply of the articles to the recruits according to the scale fixed. The cost will be subsequently realized by him from the recruit in four monthly installments before the pay is disbursed.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

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Police Order No. 28 of 1951

Sub:- Suspension of subordinate Police officers and men.

It has been noticed that Superintendents of Police have not always observed the provisions of Police Regulations Bengal rule 880 (a) Volume-I regarding suspension of subordinate officers and have often placed officers and men under suspension in undeserving cases and have given subsistence allowance less than the maximum provided under the rule without adequate reasons. This has caused great hardship to Police officers and men placed under suspension which has sometimes been for long periods.

It is hereby ordered that in all cases of suspension the Superintendents shall forthwith report the full facts of the case with a copy of the charges framed to the Deputy Inspector General of Police for scrutiny in accordance with the above quoted rule and general principles. Deputy Inspectors General of Police for scrutiny in accordance with the above quoted rule and general principles. Deputy Inspectors General in their turn

will exercise their judgment in asking the Superintendents of Police concerned to cancel or amend such orders when thought desirable.

By order
**B.C.MUKHARJI, Registrar,
West Bengal Police Directorate**

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Police Order No. 28A of 1951

Sub:- Dearness allowance while on suspension.

The following is published in continuation of Police Order No. 28 of 1951:-

Instances have come to the notice of the Inspector-General of Police where officers and men placed under suspension were not granted full dearness allowance although there is no bar in granting such allowance in full in accordance with clause (e) of Government Order No. 1330F dated 30th June 1949.

In view of the present day increased cost of living the authorities concerned are directed to see that dearness allowance is not reduced in any case of suspension except for special reasons. [1951-51]

.....
*Published in para 779 of the West Bengal Police Gazette dated 16.06.1950.

By order
**B.C.MUKHARJI, Registrar,
West Bengal Police Directorate**

(Also see Police Order No. 10 of 1953)

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Police Order No. 29 of 1951

Sub:- Departmental Examination of Sub-Inspectors.

In accordance with rule 806(b) of Police Regulations, Bengal Volume I 1943 as amended by correction slip published in para 687 of the West Bengal Police Gazette dated 27.05.1949 a Sub-Inspector is allowed 4 chances only to appear in the Departmental Examination in any particular subject and is eligible to draw traveling allowance in the first two chances, vide rule 120 of the West Bengal Service Rules, Part-II. In order to ensure proper check about the failure of an officer a note should be recorded in his Service Book.

The recent results Departmental Examination show that the show that the officers made little effort to prepare for the examination. No officer should sit for the examination without through preparation. In case any officer fails to secure less than 25 per cent marks in each subject traveling allowance for the journey to attend the examination will be disallowed.

By order
**B.C.MUKHARJI, Registrar,
West Bengal Police Directorate**

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Police Order No. 30 of 1951

The following Commandments issued by the Inspector General are published for general information and guidance:-

Sub:- Tem Commandments for the Police.

1. Work in a missionary spirit to help your fellow human being.
2. Treat your subordinates as you would like your superior to treat you. Be fair and just to them. Have no favorites.
3. Smart and clean dress is the first step to discipline. Wear and respect your uniform if you want others to do so.
4. Discipline your habits, movements and thoughts.
5. Keep yourself fit by drill and physical training.
6. Behave politely and courteously but firmly with the public.
7. Never be a bully, do not display bad temper or use abusive language.
8. Live plainly cleanly and within your means.
9. Be straight forward in dealing with the people and people will love you. Do not seek cheap popularity.
10. Example is better than precept. Do what you want others to do.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

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Police Order No. 31 of 1951

Sub:- Instructions regarding the correct methods of saluting and greeting by Police officers.

The Inspector-General has noticed with great annoyance non-observation and sometimes gross violation of provisions of rule 728 of Police Regulation Bengal Volume-I and section-1 of chapter-V of the Manual of Drill for the West Bengal Police regarding salutes and paying compliments. All Police officers and men must be fully conversant with the provisions, observe and enforce them. Salute is a method of greeting a superior and not a servile act. It is an outward sign of inward spirit of discipline and respect for superiors. The general tone and feeling in a service are indicated as much by the manner in which the men salute and the officers return the salute as by any other action.

The salient points to remember are:-

- i) Officers will receive and return the salute with the courtesy it deserves.
- ii) Superior officers will be saluted at all times whether in uniform or in plain clothes.
- iii) When two or more officers are together the senior only whether in uniform or not will return the salutes.
- iv) When salutes are likely to pass unnoticed by the senior, another officer will return them.
- v) When in uniform but without head-dress the officers and men will come to attention smartly and then pay compliments to superior officers.
- vi) Every superior officer must always be paid the respect due to his rank.
- vii) When any superior officer is not in uniform but his status can be guessed from other circumstances he shall be given necessary salute or complements. The attendance of a police constable in orderly uniform generally indicates the presence of a gazetted Police officer of and above the rank of Deputy Superintendent of Police and should make others alert to spot the officer and pay

him due compliments. No harm is done by showing a little respect to a wrong person on the other hand absence of courtesy is strongly resented by everybody entitled to respect.

- viii) When in mufti compliments should be paid by coming to attention or greeting in the Indian or European style.
- ix) When officers and men are on street duty specially detailed for protection or control of traffic along a route by which a superior officer or a high personage is to pass, the officers and men must come smartly to attention when they spot the vehicle or even when they suspect that the officer or the personage may be in a particular vehicle. Failure to pay compliments indicates slackness and lack of vigilance.
- x) No officers and men on street duty shall stand in a group in the street and gossip nor shall they sit down anywhere.
- xi) Police officer of all ranks should be fully conversant with the badges of rank and uniform of superior officers of West Bengal and Calcutta Police.
- xii) Officers of all ranks on meeting a lady should greet her with a salute or appropriate compliments.
- xiii) Officers in uniform whether with or without head dress often commit mistakes in paying compliments to Indian ladies and gentlemen by raising two hands and joining them together to say "Namaskar" or "Namaste". When with dress they should smartly salute because that is the only form of greeting that an officer in uniform can extend. When without headdress they will stand to attention and may bow a little and say "Namaste" or "Namaskar" or appropriate equivalents.

Superior officers noticing violations shall immediately pull up the defaulters and shall send a report to the Superintendent of Police, Commandant of the unit concerned. By allowing slackness to pass unnoticed superior officers on their own part permitting indiscipline and slackness.

N.B.- These orders shall be explained at every parade and roll call so as to make the subordinate ranks fully conversant with them.

By order
**B.C.MUKHARJI, Registrar,
West Bengal Police Directorate**

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Police Order No. 32 of 1951

Sub:- Abolition of Khaki drill cap.

Attention of all Superintendents of Police and Commandants is drawn to the instructions published to sub-para 14 of para. 455 of the West Bengal Police Gazette dated 07.04.1950 and para 259 dt 25.08.1950 abolishing the use of Khaki drill caps (except for recruits). All such caps should be withdrawn immediately if not already done and kept at District Headquarters for issue to recruits only as and when necessary.

By order
**B.C.MUKHARJI, Registrar,
West Bengal Police Directorate**

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Police Order No. 33 of 1951

Sub:- Standard list of books, Acts and other publications for Police Offices, Court Offices and Circle Inspector' Offices.

The following standard list has been approved by the Inspector-General. Purchase of books, Acts and other publications outside this list is forbidden without prior approval of the Inspector-General.

LIST OF BOOKS.

I – For Police Offices.

A – Government Publications.

(1) Accounts Books –

1. Audit Code,
2. Bengal Audit Manual,
3. Bengal Financial Rules.
4. Civil Account Code,
5. Civil Service Regulations,
6. Compassionate Gratuity Fund Rules,
7. Compilation of Medical Attendance Rules,
8. General Provident Fund Rules,
9. Treasury Rules,
10. West Bengal Service Rules, Parts I and II.

(2) Other Publications –

1. Annual Report on the Administration of Criminal Justice in West Bengal.
2. Annual Police Administration Report of West Bengal Police.
3. Annual Police Administration Report of Calcutta Police.
4. Associations recognized by Government, List of.-
5. Bengal Arms Act Manual, 1924,
6. Bengal Chowkidari Manual, 1940,
7. Bengal Union Board Manual, 1936 Volumes I and II,
8. Bengal Government Servants' (Political Conduct) Rules, 1932,
9. Bengal Excise Manual,
10. Bengal Highway Code,
11. Bengal Subordinate Services (Discipline and Appeal) Rules, 1936.
12. Bengal Forms Manual,
13. Blandy Gordon Committee Report for Unarmed Police,
14. Census of India,
15. Circle Inspector's pamphlet,
16. Code of Physical Fitness for subordinate police force by Lt.-Col. A. C. Chatterji, Director of Public Health.
17. Constitutions of India.
18. Constables Manual (Instructions of constables in their duties).
19. Criminal Classes operating in Bengali – F. C. Daly.
20. Criminal Tribes Manual.
21. Distribution of Police Vehicles,
22. District Gazetteer.
23. Eastern Frontier Rifles Regulations,
24. * Famine Manual, 1915,
25. Footprints – G. W. Gayer.
26. Government Servants' Conduct Rules, 1939
27. History of service of Gazetted Officers,
28. Indian Aircraft Manual,

29. Inspection Manual,
30. Instructions Manual, 1940 (regarding Civil Suits).
31. Instructions for maintaining on restoring orders by the Eastern Frontier Rifles,
32. Instructions for the preparation of Annual Police Administration Report,
33. Investigation Officers' Manual
34. Manual of Drill for Bengal Police, Volumes I and II,
35. Manual of Distances in Bengal.
36. Manual of pays of provincial and subordinate services, 1937
37. Modus Operandi – II, N. Sircar.
38. Notes on the Procedure to be followed by officers investigating unnatural death cases – A. J. Kennedy.
39. Notes on Patrols by A. D. Gordon.
40. Periodical Reports and Returns due to and from the Office of the Inspector-General of Police, list of --,
41. * Police Commission Report, 1902-03
42. Police Regulations, Bengal, Volumes I-III
43. Police Stations, List of –
44. Police Training College Manual, 1936
45. Priced Vocabulary of Ordnance Stores.
46. Proscribed Publications, List of –
47. Procedure regarding prosecution in false cases – S.C. Ghatak,
48. Report of the Chowkidari Enquiry Committee, 1938-40,
49. Riots Manual,
50. Rules of the Road (P.O. 22 of 1951).
51. Rules for Premature Retirement on proportionate pension,
52. Rules for the supply and use of Stationery Stores,
53. * Twynam Gordon Report for Armed Police (Temporary),
54. * Twynam Ray Report for Central and District Intelligence Branches.
55. Union Boards in Bengal, List of –
56. West Bengal Services (Revision of Pay) Rules, 1950,

(3) Acts –

- (i) Criminal Procedure Code Act V of 1898
- (ii) Evidence Act I of 1872,
- (iii) Indian Penal Code Act XLV of 1860,
- (iv) Police Act V of 1861
- (v) All other Central and State Acts and Rules having function of the Police as laid down in Appendix VIII, Police Regulations, Bengal, Volume II, which is being brought up to date.

B – Non Government Publications

(1) *Law Books –*

- (i) Code of Criminal Procedure by B.B. Mitra
- (ii) Law of Crime by Ratanlal,
- (iii) Law of Evidence by S. C. Sircar,
- (iv) Police Hand Book by S. K. Lahiri revised by S.G. Taylor, I.P.

(2) *Books on Criminology –*

- (i) Criminal Investigation by Dr. Hansgross,
- (ii) Criminology and Penology by Gillin,
- (iii) Forensic Chemistry and Scientific Criminal Investigation by A. Lucas,

(3) *Medical Jurisprudence –*

- (i) Medical Jurisprudence by Tylor

(4) *Dictionaries-*

- (i) Bengali to Bengali- Chalantika
- (ii) English to Bengali- A T Dev

- (iii) English to English - Oxford Concise
- (5) Brudshaw-
 - (i) Newman's Latest Bradshaw
- (6) Journals-
 - (i) Bengal Police Magazine
 - (ii) International Criminal Police Review
 - (iii) Police Journals
- (7) Gradation list of-
 - (i) Clerks
 - (ii) Gazetted Police officers
 - (iii) Subordinate Police officers
 - (iv) Civil List published by Government

II-(a) For Sadar Court office

1. Bengal Arms Act Manual 1924
2. Criminal Law Journal
3. Criminal Procedure Code Act IV of 1898
4. Code of Criminal Procedure by B.B.Mitra
5. Dictionary-English to Bengali only
6. Evidence Act 1 of 1872
7. Indian Penal Code Act XLV of 1860
8. Law of Evidence by S.C.Sircar
9. Law of Crimes by Ratanlal
10. Police Act V of 1861
11. Police Regulation, Bengali Volumes I-III
12. Police Stations List of (including other provinces)
13. Procedure regarding prosecution in false cases by S.C. Ghatak
14. All other Central and State Acts and Rules having function of the Police as laid down in Appendix VIII. Police Regulations, Bengal Volume II which is being brought up to date.

(b) For Sub-divisional Office

1. Criminal Court Hand Book Part-II N.D. Basu
2. Criminal Procedure Code Act. V of 1898
3. Dictionary – one only
4. Evidence Act I of 1872
5. Indian Penal Code Act XLV of 1860
6. Police Act. V of 1861
7. All other Central and State Acts and Rules having function of the Police as laid down in Appendix VIII. Police Regulation Bengal Volume II which is being brought up to date.

III- For Circle Inspector's Office

1. Bengal Arms Act Manual 1924
2. Bengal Chowkidari manual 1940
3. Bengal Government Servants (Political Conduct) Rules 1932
4. Bengal Union Board Manual 1936, Volumes I and II
5. Circle Inspector's Pamphlet
6. Constables Manual (Instructions of constables in their duties)
7. Criminal Classes operating in Bengal- F.C. Daly
8. Criminal Procedure Code Act V of 1898
9. Criminal Tribes Manual
10. Dictionary-one only

11. Evidence Act. I of 1872
12. Government Servants Conduct Rules 1939
13. Indian Penal Code Act XLV of 1860
14. Manual of Drill for Bengal Police, Volumes I and II
15. Modus Operandi- H.N. Sircar
16. Notes on patrols by A.D. Gordon
17. Notes on the procedure to be followed by officers investigating unnatural death cases- A.J. Kennedy.
18. Police Act V of 1861
19. Police Regulations Bengal Volumes I-III
20. Police Stations in West Bengal List of
21. Proscribed Publications List of –
22. Riots Manual
23. Union Boards in Bengal List of –
24. All other Central and State Acts and Rules having function of the Police as laid down in Appendix VIII. Police Regulation Bengal Volume II which is being brought up to date.

* The serials marked with asterisk need not be replaced if not in stock.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

(Also see Police Orders No. 07 of 1953, 01 & 21 of 1956)

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Police Order No. 34 of 1951

Sub:- Periodical medical examination of subordinate police force.

In order to maintain physical fitness of the force the following scheme of periodical medical examination of the entire police force has been approved by the Inspector-General in consultation with the Director of Health Services:-

- i) Daily sick parade in the morning for each unit and those sick should be referred to the Medical Officer in charge of the Police Hospital.
- ii) Periodical medical examination. This will include the following:-
 - a) Six monthly medical examination for S.A.F and men at Headquarters and once a year during mobilization for the others.
 - b) Medical examination for any new arrival
 - c) Any one reporting sick to be examined twice-once for his sickness and then for his fitness of resuming duties.

Those covered by (b) and (c) need not be examined in (a) for the period.

2. The medical examination is to be conducted by the Medical officer in charge of Police Hospitals. In case of 24 Parganas District Police either the Police Surgeon Calcutta or the medical officer in charge of Brigade Hospital Barrackpore may take charge of this work In the case of Darjeeling District Police either the Assistant Surgeon or one of the Sub-Assistant Surgeons attached to the Victoria Hospital may do the work. According to the Director of Health Services this does not involve appointment of any additional medical staff or any extra expenses. It is requested that the scheme should be given effect to immediately.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

(Also see Police Order No. 22 of 1954)

=====

Police Order No. 35 of 1951

Sub:- Segregation of Juvenile prisoners in court and thana lock-ups.

Rule 92 of the Bengal Jail Code provides that juvenile prisoners should be strictly segregated in the jails from adult prisoners, but this principle of segregation is not in practice observed when the juvenile prisoners are taken to the court for trial. During court hours, in absence of separate arrangements for them in the court, juvenile prisoners are kept in the same lock-up with adult prisoners. With a view to ensuring segregation of juvenile prisoners from other prisoners to guard against further contamination, the Inspector-General directs that juveniles should ordinarily be kept segregated in the female lock-ups which are hardly ever used. When this is not possible due to the presence of female under trial prisoners, the juveniles should be kept in the office room of the court under proper guard. Steps should be taken by all police officers concerned to ensure such segregation in future and they should be strictly particular about implementing these orders.

The same remarks apply *mutatis mutandis* in respect of the custody of juvenile prisoners in the police stations.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

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POLICE ORDERS— 1952

Police Order No. 01 of 1952

Sub:- Submission of Special Reports of Crime.

In view of the changed conditions, quite a number of modifications have been considered necessary in the procedure for the submission of Special Reports particularly in cases involving losses, thefts and recoveries of arms, ammunitions or explosives, all communal cases and cases in which Pakistan nationals are involved. The existing Appendix XV of the Police Regulations, Bengal Volume II, 1943 will, therefore, shortly be revised. Superintendents of Police are ordered in supersession of all previous orders, to submit Special Reports of Crime according to the annexed revised appendix instead of the existing Appendix XV. This has already been approved of by Government who will soon issue formal orders.

Note.- If any Deputy Inspector-General or Superintendent of Police has any suggestions to offer, he is requested to communicate his views in writing to the Assistant Inspector-General of Police by 31.03.1952.

Appendix XV (Regulation 246, 253 and 1116) Special Reports of Crime

1. The officer who receives the first information of any serious offence or accident shall send intimation by the means shown in column 3 of the schedule-
 - a) To the Range Deputy Inspector-General of police, the District Magistrate and the officers shown in columns 4 to 6;
 - b) To the Superintendent, the Sub-divisional Police Officer (if any), the Inspector and the Officer-in-charge of the police station.
2. Such intimation shall include a list of all the officers to whom it has been sent.
3. Subject to the remarks in column 7 of the schedule, the Superintendent shall send Special Reports in all cases to the officers mentioned in columns 4 to 6, to the Range Deputy Inspector-General and the District Magistrate, in accordance with the provision of Regulation 1116 and the footnotes appended to the schedule.

Schedule

Sl. No.	Class of case	First intimation	To be reported to-			Remarks
1	2	3	4	5	6	7
1	Dacoity making preparation to commit dacoity assembling for the purpose of committing dacoity	F.I.R. by Express Delivery Post	Deputy Inspector General, Criminal Investigation Department	Deputy Inspector General Intelligence Branch only as in Column 7	Case which bear a Political or politico communal significance and/or explosives are used recovered or stolen should in addition be reported by telegram to the Deputy Inspector General Intelligence Branch First Reports only unless subsequent reports are called for.
2	Mail robbery, robbery in which fire arms or explosives are used and conspiracy to commit such offences	Ditto..	Ditto	
3	House robbery and burglary and theft cases in which property of considerable value has been stolen and in which professional criminals are suspected to have been concerned	Ditto..	Ditto...	Deputy Inspector General Intelligence Branch to be informed by telegram if arms, ammunitions or explosives are used recovered or stolen first reports only	No special report unless the Superintendent considers that there are special features which will interest the Deputy Inspector General.

4	Important cases of loss theft or recovery of arms ammunitions explosives (Bombs, dynamic cordite fuses, detonators etc.) and also of large numbers of empty cartridge cases and such cases which rank as matters of public interest or indicate that rules for the custody of arms and ammunition and explosives either in the possession of regiments or individuals or during transit by rail or otherwise are defective and should be amended (vide I.B. Circular No. 1 of 1935) cases in which attempts are made to smuggle arms and ammunition and explosives into West Bengal by land sea or air and cases under the explosives Substances Act, 1908.	Telegram	Deputy Inspector General Intelligence Branch
5	Cases of counterfeiting (other than copper coins by quick silvering) stamps or notes uttering or being in possession of counter felt coins stamps or notes and any large percentage of false coins. Also conspiracy to commit such offences.	F.I.R by Express Letter	Deputy Inspector General Criminal Investigation Departmental	In cases of uttering counter felt coin or notes Superintendents shall send special reports only If the utter appears to have connection with professional coiners or forgers. When special reports are not submitted in cases in connection with counter felt notes a short history of the case shall be forwarded to the Criminal Investigation Departmental after the conclusion of the enquiry.
6	a) Professional swindling and (b) conspiracy to commit the same	Ditto ...	Ditto...	In cases of swindling other than those specified in (a) and (b) a copy of the first information report need only be sent to Deputy Inspector General Criminal Investigation Department.
7	Occasional drugging	Ditto..	Ditto...	Cases which bear political or politico communal significance which Pakistan nationals are involved or suspected should in addition to Submitted to the Deputy Inspector General Intelligence Branch by Express Letter
8	matter also conspiracy commit murder	Ditto..	Ditto...	Deputy Inspector General Intelligence Branch only as in column 7	...	
9	Gang cases under sections 400 and 401 of the Indian Penal Code and cases under sections 169 and 110 of the code of Criminal Procedure against gangs or five or more persons reasonable suspected of committing dacoity	F.I.R Post	Deputy Inspector General Intelligence Branch only as in column 7	Deputy Inspector General Intelligence Branch (by express letter) only in cases in which the accused are suspected or known to be members of political organization or indulging in anti-union activities.	..	A copy of the judgment to be sent to the Criminal Investigation in duplicate along with the final report.
10	Escape from Police Custody	Telegram	Deputy Inspector General, Criminal Investigation Department if the escaped	Deputy Inspector General Intelligence Branch if the prisoner is an important member of a political

			prisoner is a notorious professional inter-district or inter-state criminal	organization or is arrested in an important political case.		
11	Defalcation or loss of Government money bullion or other valuables, stamps opium or ganja belonging in the custody of the Police Department	Ditto..	Inspector General	Action should be taken under paragraph 10,11, and 12 of the Bengal Audit Manual
12	Serious riot due to religious political or communal causes or of inter provincial or inter racial nature	Ditto	Deputy Inspector General Intelligence Branch	Ditto...
13	Cases of firing on mobs or individuals by the police and causing death or serious injury to a members of the public by accidental firing by the Police	Ditto	Ditto..	A copy of the First Report only should be sent to the Deputy Inspector General Intelligence Branch if it is in connection with some political movements and subsequent copies if so desired.
14	Important industrial strikes	Ditto..	...	Deputy Inspector General, Intelligence Branch	Ditto..	Copies of reports to be sent also to the Labour Commissioner, West Bengal Direct
15	Important cases in which non Indian are concerned	Express letter	Deputy Inspector General Criminal Investigation Department	Inspector General in cases where non Indian are victims (in duplicate)	Copies of reports will be sent to Deputy Inspector General Intelligence Branch in cases of political significance
16	Cases of assault of Police officers on duty	Telegram	Deputy Inspector General, Intelligence Branch if officer of the department are victims or if there is any political significance	Inspector General in cases of serious assault due to political causes of assault resulting in death	Telegram to be followed without delay by special reports. Assaults of slight or technical nature are not to be specially reported
17	Cases regarding which immediate information should be given to the Inspector General or in which special assistance is urgently required as also in large scale political, industrial or agrarian unrest involving or likely to involve disturbances incidents likely to lead to serious communal troubles etc.	Ditto..	...	Deputy Inspector General Intelligence branch	Inspector General
18	Cases of insurance or bank frauds	F.I.R by post	Deputy Inspector General Criminal Investigation Department
19	i) Collisions between trains	Express Letter
	ii) Serious accidents i.e. in which many lives are lost or many persons injured or in which	Telegram	Deputy Inspector General	Inspector General	...

	much damage is done to the permanent way or rolling stock and traffic is suspended for a considerable time			Intelligence Branch if sabotage is suspected		
20	i) Derailment or attempted derailment of train by obstruction placed on the permanent way or otherwise	Express letter
	ii) Ditto (in serious cases only)	Ditto..	Inspector General	...
	iii) Ditto (In cases which bear a political significance)	Ditto..	...	Deputy Inspector General, Intelligence Branch (in duplicate)	Ditto..	...
21	Important incidents on the border and East Bengal concerning the two countries e.g. riots, bring by police attack by Pakistan nationals serious damage to properties etc (Ordinary crime against property viz. dacoities and robberies etc. are not to be included in border S.Rs)	Telegram	Deputy Inspector General Intelligence Branch	Inspector General (in duplicate)	Special report on border incidents should be submitted even if nationals, properties or rights of the State of West Bengal are effected in happenings in places in east Bengal very close to the border

Note:- 1. All reports of S. R. Cases must be sent to District Magistrate and Range Deputy-Inspector General of Police.

2. Where there is a Police Wireless Station, the first intimations should be sent by radiogram in cases where reports are due to sent by telegram.

3. Border special reports should be given a separate serial number and entered in a separate Special Report Register. e.g., Border S.R. No. of 1951

4. In any case relating to a serious explosion, a report shall be sent by the Superintendent to the Chief Inspector of Explosives by telegram, stating whether his services are required in connection with the investigation or enquiry. Officers-in-charge of Police stations, therefore, shall see that pending the Superintendent's orders, all wreckage and debris shall remain untouched. If it is decided that the Chief Inspector of Explosives shall hold an investigation, everything shall be left as it is until his arrival.

5. One special report need be submitted in respect of several cases if they are the result of the same cause and form the same chain of incidents in the same police station although a separate case has to be started for each such incident. A joint progress report may also be submitted incorporating result of investigation in all the cases together.

By order

**B.C.MUKHARJI, Registrar,
West Bengal Police Directorate**

(Also see Police Order No. 14 of 1953 & 04 of 1955)

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Police Order No. 02 of 1952

Sub:- Change of nomenclature of Police for the Armed Branch in districts.

It is published for general information and guidance that the use of the term "Special Armed Force" should be discontinued and the Police Force in the Armed Branch of Districts shall henceforth be named as "District Armed Police".

By order

**P.S. MAJUMDER, Registrar,
West Bengal Police Directorate**

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Police Order No. 03 of 1952

Sub:- Check against interpolation of the date of birth in Service Books.

Instances have come to notice where the dates of birth noted in figure in the Service Books of subordinate police officer have been interpolated. As such it has since been decided that the date of birth should henceforth be incorporated in the Service Books of the Police personnel both in figures as well as in words in order to guard against malpractices in the district. Special care should be taken by the Superintendents of Police concerned when signing the first page of service Books to see that the above procedure is strictly followed.

By order
**P.S. MAJUMDER, Registrar,
West Bengal Police Directorate**

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Police Order No. 04 of 1952

Addendum to Police Order No. 3 of 1952.- After the words “against malpractices in district” add the following :-

(e.g. when the date of birth is 1st May 1932 it should be written in words as follows: The first day of May one thousand nine hundred and thirty two.)

By order
**B.C.MUKHARJI, Registrar,
West Bengal Police Directorate**

=====

Police Order No. 05 of 1952

Sub:-Instructions prohibiting elaborate entries in the General Diary alleging misconduct on the part of superior officers of police and other departments.

It has been brought to notice of the Inspector-General that police officer in charge of police persons had made elaborate entries in the General alleging misconduct towards the police on part of Circle officer, Sub Divisional officers superior officers of police and other department. This practice is most undesirable and is prohibited by this order. The proper method for police officers of subordinate ranks to ventilate their grievances against a superior officer is by reporting to their departmental superiors.

Any violation of this order shall be severally dealt with.

By order
**B.C.MUKHARJI, Registrar,
West Bengal Police Directorate**

=====

Police Order No. 06 of 1952

Sub:- Prohibition of purchase of goods from or sale to undesirable persons who have antisocial activities.

It has been brought to the notice of the Inspector General that police officers sometimes purchase goods from undesirable persons who have anti-social activities. Such a deal should be considered as amounting to an act of corruption. The Inspector General has therefore, ordered that purchase of goods from or sale to undeniable persons by police officers should be strictly forbidden and anyone making such a deal in contravention of this order shall make oneself liable to disciplinary action.

By order
**B.C.MUKHARJI, Registrar,
West Bengal Police Directorate**

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Police Order No. 07 of 1952

Sub:- Drill Competitions for the Armed Police Forces of West Bengal.

The following shall be substituted for para 3 of Police order No. 14 of 1951 prescribing rules for the Drill competitions for the West Bengal Police Force published in Police Gazette dated the 13th April 1951 :-

Rule 3- The examination of the competing teams shall be held in the month to be noticed by the Inspector General in consultation with the Deputy Inspector General concerned. Usually a fortnight's notice will be given by the respective Deputy Inspector General to the Superintendents of Police and the Commandants as the case may be for holding the examination so that normal leave escorts etc. are not interfered with and the normal standard of each unit can be more accurately judged. The Inspector General will hold his examinations of the winning teams of each range for the award of the Sukumar Gupta Cup and of the best unit team and the best district team for the award of Kiron Sankar Memorial Shield as soon as possible after the range and Brigade results are known. The award of the Dharmadas Bhattacharji Memorial Cup to the best team will also be announced by the Inspector-General at the same time.

By order

**B.C.MUKHARJI, Registrar,
West Bengal Police Directorate**

(Also see Police Order No.07 of 1963)

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Police Order No. 08 of 1952

Sub:- Entry of appropriate cases in the Non F.I.R. Register.

All arrests under sections 54 Cr. P.C. except in specific cases should be entered in the Non F.I.R. Register (Kept in B.P. Form No. 33) under the provision of regulation 254(a) of the Police Regulations Bengal Vol.- I 1943.

The Inspector-General orders that all cases envisaged in regulation 254(a) i.e. cases in which no. F.I.R. is necessary, are invariably entered in the above mentioned register and superior officers should pay particular attentions to ensure that all appropriate cases are correctly entered.

By order

**B.C.MUKHARJI, Registrar,
West Bengal Police Directorate**

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POLICE ORDERS— 1953

Police Order No. 01 of 1953

The following is reproduced below for information and guidance:-

Police Order No. 2 of 1945

Sub:- Intimation by Court officers to C.I.D officers concerned of entries made in the order sheets relating to remand adjournment bail application etc. in cases controlled or investigated by the latter (C.I.D officers).

In order that C.I.D officers controlling or conducting investigations in districts may be kept informed of the orders passed in court whether during the investigation stage or after the filing of charge sheet it is hereby ordered that the court officer shall forward to the C.I.D officer concerned an extract of each entry as it is made in the order sheet relating to remand adjournment test identification parade, bail application or any other matter of which the C.I.D. officer should be informed. The exact must invariably be sent on the same day as the order is passed.

2. Superintendents of Police may extend the application of this order in their districts to other classes of officers (e.g. District Intelligence Branch or District Enforcement Branch officers) and to other charges of cases.

3. The desirability of retaining the order or of extending it to universal application will be reviewed after it has been enforced for some months. Superintendents of Police are therefore requested to watch the working of the order while it is in force.

4. This order shall have immediate effect.

N.B. All superior Police officers are requested to see that the above is strictly followed by all court officers.

By order

**B.C.MUKHARJI, Registrar,
West Bengal Police Directorate**

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Police Order No. 02 of 1953

Sub:- Procedure to be followed while awarding a minor punishment.

No minor punishment shall be inflicted on a police officer including a constable without obtaining an explanation from the delinquent. When verbal explanations are taken a note incorporating the gist of such explanation shall be put on record.

By order

**B.C.MUKHARJI, Registrar,
West Bengal Police Directorate**

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Police Order No. 03 of 1953

The following is republished for information and guidance:-

Police Order No. 2 of 1944

Sub:- Violation of rule 1008A of the Police Regulations, Bengal Vol-I, 1943 regarding "Sick at Station".

It has been brought to the notice of the Inspector-General that the P.R.B rule 1008A is not strictly followed in some districts. Circle Inspectors are reminded that it is a part of

their duty to see that this rule is not abused. Once a month each Circle Inspector shall select one of his police stations and tabulate from the general diaries the duties performed by each member of the staff for the whole month day by day.

In this way a check is kept on this point and on whether all are getting a fair share of work of all kinds. The Inspector's tabulation should go to the Superintendent of Police personally. He can ask any particular Additional Superintendent of Police to take necessary action.

In this connection attention is drawn to para 554 of the Police Gazette dated 17.03.1939 reproduced in para 654 of the West Bengal Police Gazette dated 19.05.1950.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

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Police Order No. 04 of 1953

The following is republished for information and guidance:-
Police Order No. 15 of 1950

Sub:- Final payment of General provident Fund balances.

It has been noticed that cases of final payment of G.P. Fund balances of Police personnel who have quitted service on discharge, dismissal or retirement or have died do not received proper care and interest from local officers. While it is the duty of local officers to take initiative, it has been generally found that the cases are not taken up even after the subscribers or their dependents have submitted several petitions for the payment of the money. In most cases, this is the only saving on which the subscribers or their dependents can fall back upon and it is therefore imperative that all possible endeavors should be made to enable the subscribers or their dependents to receive the money as quickly as possible. The Inspector General hereby directs that local officers should always take personal interest in these matters and see that G.P.Fund balances are paid with the least unavoidable delay, if any.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

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Police Order No. 05 of 1953

Sub:- Standing orders for the working of the office of the Motor Vehicles section of Traffic Police in the districts of 24 Parganas, Howrah, Hooghly and Burdwan.

1. The office should be composed of the following staff specifically sanctioned therefore in the new set up :-

Name of district	Asstt. Sub-Inspector	Constable
24 Parganas	02	04
Howrah	02	04
Hooghly	01	02
Burdwan	01	02

2. The section shall maintain all records relating to operation and enforcement of Motor vehicles Act/Rules and deal with matters connected with the prosecution of Motor Vehicles Act./Rules Cases.
3. The following shall be the general duties of the staff :-
 - a) To deal with the whole correspondence regarding Motor Vehicles, Motor Accident cases, Monthly and Quarterly Statements, Accident case Register Registration Books of the District Police Vehicles.
 - b) To maintain a Motor Vehicles Case Register.
 - c) To obtain orders for prosecution.
 - d) To put up records before Magistrate for day to day orders and to maintain a daily diary of Motor Vehicles Act. Cases.
 - e) To send results of Motor Vehicles Act cases to the Police Stations concerned.
 - f) To obtain names and addresses of the owners from Registering Authorities of various places.
 - g) To issue notices under section 88, Motor Vehicles Act. for obtaining names and address of drivers from owners and to arrange for prosecution of owners in cases of their failure.
 - h) To receive summons and to serve them.
 - i) To receive notices from other districts and arrange their service and return.
 - j) Miscellaneous correspondence regarding Routes, Route permits etc.
 - k) Other miscellaneous work in this connection.
 - l) To supply up-to-date information about Motor Vehicles prosecutions to offices and to act as a liaison agency between the Trial Court and the Police Stations.
 - m) To do any other duties imposed by the Superintendent of Police in connection with motor Vehicles Act/ Rules cases and violation of municipal and other local laws by motor and other vehicles.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

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Police Order No. 06 of 1953

Sub:- Instructions about driving of Police Vehicles.

Each Police vehicle has been provided with a driver who along in authorized to drive the same. It has, however been noticed that superior officers and other unauthorized driver drive such vehicle in spite of the authorised driver being available. Recently the Police vehicle while being driven by a superior Police officer met with a serious accident resulting in the death of the orderly constable accompanying the officer and serious damaged to the vehicle. All officers are hereby warned that in no case a Police vehicle should be driven by anyone other than the Police driver attached to the vehicle. If under any special circumstances, a vehicle is driven by a Police officer other than the authorized driver, the officer driving it must assume full responsibility for any accident and damage which may occur and prepared to pay for damages.

2. If any vehicle is involved in any accident the driver has to submit an accident report in the form prescribed in clause 2(vii) of Appendix LIIIA, Police Regulations, Bengal Vol- II, 1943. On the basis of such reports suitable entries under the signature of a gazetted officer shall be made in a separate page of the service books of drivers to show their record of driving and their pronounces or otherwise to accidents.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

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Police Order No. 07 of 1953

Sub:- Standard list of books, Acts and other publications for Police offices, Court offices and Circle Inspectors' offices.

The Inspector General has been pleased to approve the supply of "Criminal Laws in India and Pakistan- Volume II by Shri P.C. Sircar" for use in all Court offices. This publication may be added to lists II (a) and II (b) in Police Order No. 33 of 1951, as serials Nos. 15 and 8, respectively.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

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Police Order No. 08 of 1953

Sub:- Submission of draft paragraphs for publication in the "Criminal Intelligence Gazette" in respect of losses/recoveries of arms/ammunition/explosives.

Several instances have come to notice of non-compliance with instruction issued from time to time by the D.I.G, I.B., C.I.D., West Bengal in regard to the submission of draft notices for publication in the Criminal Intelligence Gazette in respect of losses/recoveries of arms, ammunition and explosives as enjoined in the I.B. Circular No. 1 of 1935 a copy of which was sent to all districts of West Bengal and also published in para 239 of the Bengal Police Gazette dated 08.02.1935.

2. The object of publishing losses/recoveries of arms, ammunition etc. is likely to be defeated if incidents are not published promptly. In cases where the Arms Expert's opinion is necessary delays can be obviated if the officer carrying the arms etc. to the expert is directed to obtain the latter's opinion immediately on the points necessary for publication in the Criminal Intelligence Gazette. If all the information is not readily available the report should be sent within the prescribed period with as much information as is known to the reporting officer. Delay in obtaining the views of an expert will not be accepted as an excuse for delay in submission of the report.
3. Draft notices for publication in the Criminal Intelligence Gazette should invariably be written in ink (never in pencil) with proper names in block letters and submitted within three days of the date of occurrence to the Special Assistant, I.B., in D.I.G, I.B., C.I.D. West Bengal's Form no. 45 (specimen appended hereto) with a copy to S.P. (or Addl. S.P. in the case of 24 Parganas) District Intelligence Branch office. The latter is directed to see that these instructions are strictly followed by the thana officers.
4. Suitable action should be taken against officers responsible for breaches of these instructions.

FORM No. 45

Notice for publication in the Criminal Intelligence Gazette.

Theft/Recovery of Arms and Ammunition.

- a) Theft-Owner's name
Recovery- Form whom
- b) Weapon Ammunition
- c) Description
- d) Bore
- e) Number
- f) Maker's name
- g) Marks of identification and condition of weapon
- h) Place of occurrence

- i) Date of occurrence
- j) Case reference
- k) Remarks, if any.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

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Police Order No. 09 of 1953

Sub:- Standing instructions for “Dafa” guards.

The following instructions are issued to supplement the orders contained in P.R.B. Rules 237 (e) and (f), Volume I for the information and guidance of all officers:-

In Police stations outposts and temporary police camps where an armed sentry is mounted for 24 hours the constable who is due to relieve the sentry shall be available in uniform to come to the assistance of the sentry in case of emergency or alarm. While coming to render such assistance he shall promptly arm himself with a rifle/musket and ammunition. In the day time the third man detailed for sentry duty may remain absent with permission during the hours he is off duty but at night he shall be available to turn out with a fire-arm and ammunition but he may do so without wearing any uniform. Besides the constables detailed for sentry duty, other Police officers and men present shall arm themselves promptly and shall assist the constables on sentry duty.

These orders will be followed uniformly in all districts and all local orders regarding Dafa and Sentry duties should be treated as cancelled.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

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Police Order No. 10 of 1953

Sub:- Principles to be followed in ordering suspension.

In continuation of Police Order No. 28/51 the principles to be followed in ordering suspension further elucidated.

Instances have come to notice of Inspector General of Police in which Government servants required to answer charges in courts of law or in departmental enquiries had to remain under suspension for inordinately long periods. The procedure prescribed for conducting departmental proceeding is elaborate and makes some delay in their disposal inevitable. While Inspector General is anxious that departmental proceedings should be disposed of speedily he is equally keen to ensure that a Government servant should not be placed under suspension for a long period. The practice of keeping Government servants under prolonged suspension is not in the interest of the public service. Some of the disadvantages of this practice are noted below:-

- i) Under the rules the vacancy caused by the suspension of a Government servant cannot be filled substantively with the result that no stable arrangement can be made for the disposal of work.
- ii) Prolonged suspension of a Government servant even if followed by dismissal or removal entails considerable financial loss to Government as he receives subsistence allowance until final orders are passed in the proceedings.

- iii) Where the suspended Government servant is finally acquitted of the charge against him, his prolonged suspension causes needless harassment to him. The stigma attached to suspension is not wholly removed even if the Government servant is finally exonerated. To the public he appears as something of an ex-convict with the result that his utility to Government is reduced if not for his whole service at least for some years.
- iv) If a Government servant is under suspension for a long time, he begins to receive sympathy which in most cases considering the nature of the offence he does not deserve and sometimes happens that the authority passing final orders is consciously or unconsciously influenced by this sympathy and awards a lenient punishment. The net result is the continued association with the public service of a person who is not really fit to be retained in the public service.

2. While the prolonged suspension of a Government servant is undesirable it is often difficult for the competent authority while placing him under suspension to anticipate whether or not the period of his suspension would be prolonged. There have also been cases in which Government servants were suspended as a matter of routine when proceeding against them were ordered without regard to the nature of the charges against them and the evidence available to support the charges. With a view to ensure that suspension is ordered only in cases where it is fully justified the Inspector General of Police orders that the following principles should be followed while taking a decision to suspend a Government servant:-

I. Cases in which a Government servant facing trial in a Criminal court-

i) If a Government servant is being prosecuted on a criminal charge, he should be placed under suspension if he has been refused bail by the court and has been committed to prison.

ii) In cases of criminal prosecution a Government servant should be suspended if the charge against him is such that on being found guilty of it he is likely to be sentenced to a term of imprisonment or on which he would be dismissed or removed from service in a departmental enquiry. In such cases however the order of suspension need not be passed in every case immediately after cognizance has been taken. In suitable cases it may be passed after charges have been framed.

3. The Inspector General of Police desires that these instructions should be carefully followed in future.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

(Cancelled vide Police Order No.13 of 1954)

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Police Order No. 11 of 1953

Sub:- Declaration of family particulars by Police officers of and below the rank of Inspectors.

To enable Superintendents of Police/Commandants to take up welfare work amongst and to plan postings etc., of Police officers and men a declaration on the following points shall be obtained and properly field in Service Books:-

- 1. Name of officer.....
- 2. Rank
- 3. Married or unmarried
- Date of marriage

4. Names of children and years of birth (married officers shall report addition to their family immediately after the birth of a child)
5. Names of other dependent next to kin
.....
.....
.....
.....

N.B.- Any change in the declaration due to marriage birth or death shall be duly notified.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

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Police Order No. 12 of 1953

Sub:- Instructions regarding supervision and check by superior officers on the investigation of motor accident case.

In order to have a more effective check on all kinds of motor accident cases the Inspector General directs that the following procedure should be followed by all concerned:-

- 1) As soon as a motor accident case is reported to the Police station the officer-in-charge is required under the rules to make an entry in the General Diary and to fill up the Motor Accident Case Report from (B. P. Form No. 34) containing the informant's information . Simultaneously with this action the officer-in-charge should submit a preliminary report to the Superintendent of Police containing the following information :-
 - 1) The serial number of Accident Report Cases.
 - 2) Place, date and time of occurrence.
 - 3) The name and address of the informant or complainant and the accused if any.
 - 4) The number/numbers of the vehicle/vehicles involved.
 - 5) The name of the officer detailed to investigate the case.
 - 6) Brief history of the case.

The fact that such a report has been sent to the Superintendent of Police should be noted in the margin of the relevant General Diary entry. This will enables the Circle Inspector to know that a report has been submitted to the Superintendent of Police.

- 2) In the Superintendent of Police's office a Register should be maintained on the lines of Bengal Form No. 4695. A copy of the sample form is enclosed herewith. On receipt of the preliminary report in the Superintendent of Police's office, columns 1,2,3,4,5 and 8 should be filled up. After the enquiry is over, the Investigating officer should send the investigation report in B.P. Form No. 34 as required under the rules through his Circle Inspector. On receipt of the investigation report columns 6,7,9 and 10 should be filled up. This report should then be put up before the Superintendent of Police who will pass final orders regarding the disposal of the case which should be noted in column 11.
If any cognizable case is instituted the final result of the case will be noted after the trail in column 12.
- 3) Once a week the dealing clerk shall put up this register before the Superintendent of Police or the Additional Superintendent of Police who will then be able to notice in which cases investigation reports have not been received.
- 4) The Circle Inspector also should maintain a similar Register in his office and for this he may either get a copy of the preliminary report which the officer-in-charge will submit to the Superintendent of Police or may extract the particulars from the

General Diary. The investigation report in B.P. Form No. 34 will of course pass through the Circle Inspector when he will have the opportunity to fill up the other columns in his Register. The final order of the Superintendent of Police will be communicated to the thana through the Circle Inspector.

A map showing accidents of various types in which motor vehicles are involved shall be maintained in Superintendent of Police's and Sub-divisional Police officer's offices.

Bengal Form No. 4695

MOTOR VEHICLE ACCIDENT CASE REGISTER												
Date of entry and serial number	Name and address of informant or complainant and accused if any,	Date time and place of occurrence	Vehicle No./Nos	Brief History of the case	Driver's name	Registered owner's name	Name of Investigating officer	Date and time of police officer's arrival at the spot	Date of submission of report by the Investigating officer	Superintendent of Police or Additional Superintendent of Police's order	Result of the case if any	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

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Police Order No. 13 of 1953

Sub:- Mobilization Contingents.

The attention of all Superintendents of Police and Range Deputy Inspector General of Police is drawn to rule 663 of the Police Regulations, Bengal, Volume 1 regarding mobilization contingents and they are requested to hold the programme on the scale shown in the following statements. They are requested to note the changes made in the present list and to correct the districts lists accordingly:-

This supersedes Police Order No. 6 of 1941

Investigating Centre and Town Police staff	Force to be deputed					Section	Half Company	Company			
	Inspector	Sub-Inspector	Assistant Sub-Inspector	Head Constable	Constable						
District Bankura											
Bankura Town Police		1		2	17		1	I			
Onda Police station			1		4						
Chatna Police station					4						
Sonamukhi Town Police				1	7						
Bankura Police station	1	1	2		5						
Borjora Police station					3						
Gangajalghati Police station					3						
Mejhia Police station					3						
Saltora Police station					3						
Bishnupur Town Police				1	11					3	I
Bishnupur Police station		1	2		4						
Simlapal Police station					3						
Kotulpur Police station					3						
Patrassayer Police station					3						
Khatra Police station					3						
Taldangra Police station			1		3						
Raipur Police station			1		4						
Ranibandh Police station					3						
Indpur Police station					3						
Joypur Police station			1		3		4	II			
Indus Police station					3						
Sonamukhi Police station					2						
District Total	1	3	8	4	97						

Investigating Centre and Town Police staff	Force to be deputed					Section	Half Company	Company
	Inspector	Sub-Inspector	Assistant Sub-Inspector	Head Constable	Constable			
District Birbhum								
Suri Police station	1	2	1		4	I	I	I
Suri town outpost				1	6			
Mohammad Bazaar Police station					3			
Rajnagar Police station					3			
Dubrajpur Police station			1		3			
Khoyrasol Police station					3			
Rampurhat Police station		1	1		4			
Rampurhat town outpost				1	4			
Bolpur Police station		1			3			
Bolpur town outpost				1	4			
Illambazar Police station					3	II	I ^{1/2}	
Nanoor Police station					3			
Labhpur Police station					3			
Sainthia Police station			1		3			
Mayareswar Police station		1	1		3			
Nalhati Police station		1	1		3			
Murarai Police station			1		3			
District Total	1	6	7	3	58			

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

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Police Order No. 14 of 1953

Sub:- Submission of Special Reports of Crime.

The following correction to Police Order No. 1 of 1952 is published for general information and guidance:-

In column (2) of serial No. 8 of the schedule read "Cases of murder. Also conspiracy to commit murder", for existing entries.

All murder cases shall be treated as Special Report cases.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

(Also see Police Order No. 3 of 1954)

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Police Order No. 15 of 1953

Sub:- Punishment drill and sentry duty.

The following instructions are issued in clarification the provisions of Regulations 878(d) of Police Regulations Bengal Vol-I, 1943 for the information and guidance of all officers:-

Constables stationed at outlying police stations outposts and temporary police camps where punishment drill cannot be locally carried out shall be awarded extra sentry duty for a period not exceeding two hours a day in lieu of punishment drill in addition to their normal duties. In district and sub-divisional headquarters the existing system of punishment drill shall continue.

The principle to be followed in awarding punishments is that no one shall be sent out of the place of posting at Government expense depleting the unit and causing dislocation of work for the purpose of execution of such punishment orders.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

(Modified vide Police Order No. 04 of 1963)

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POLICE ORDERS— 1954

Police Order No. 01 of 1954

Sub:- Method of dealing with the loss or recovery of unlicensed arms, ammunition and explosives.

I.B. CIRCULAR NO. 4/53

PART I

Collection of intelligence in respect of arms used in the commission of crimes is an important feature of I.B./D.I.B work. As it is also incumbent on Intelligence Bureau posted with up-to-date figures regarding the loss, theft and recovery of arms, ammunition and explosives **it is essential that the loss, theft or recovery of all arms, ammunition (including spent ammunition) and explosives must be reported to the I.B. immediately. Similarly every case in which arms, ammunition or explosives are used is to be reported to this department as also every case in which arms, though they may not be used, are known to be carried by persons and utilized for purposes of intimidation.** These reports should be submitted even if the available details of the weapon, ammunition or explosives are not sufficient to make out a paragraph for the *Criminal Intelligence Gazette*. It is of primary importance that all such cases without exception should be immediately conveyed to the Intelligence Branch over the Wireless/Phone or by Telegram giving all available details- supplementing it later on with the complete particulars as they are received.

I. Smooth bore arms and ammunition.

In the case of the loss, theft or recovery of smooth bore guns and ammunition, the report should take the form of a paragraph for insertion in the *Criminal Intelligence Gazette* containing full information under the following heads and should be communicated in D.I.G. I.B, C.I.D Form No. 45 which is reproduced below. No special Report is necessary in such cases.

NOTICE FOR PUBLICATION IN THE CRIMINAL INTELLIGENCE GAZETTE

Theft/Recovery of Arms and Ammunition.

- a) Theft - Owner's name
- Recovery—From whom
- b) Weapon/Ammunition
- c) Description
- d) Bore
- e) Number
- f) Maker's name
- g) Marks of identification and condition of weapon
- h) Place of occurrence
- i) Date of occurrence
- j) Case reference.....
- k) Remarks

No

dated

Forwarded to –

1. The Special Assistant, I.B. C.I.D. 13, Lord Sinha Road, Calcutta, for favour of publication in the *Criminal Intelligence Gazette*.
2. The Superintendent of Police, D.I.B.....
..... for information.

Police station

II. Other arms, ammunition and Explosives

When, however, the loss, theft or recovery of arms, ammunition and explosives comes within the following categories, Special Reports should be furnished and in addition, a notice for publication in the Criminal Intelligence Gazette (in D.I.G, I.B, C.I.D Form No.45) should be sent at least within three days after the occurrence:-

- 1) Cases of the loss, theft or recovery of arms, ammunition and explosives capable of being used for military purposes viz.,:-
 - a) Machine guns, light automatics, grenades and articles of Air Force armaments.
 - b) Rifles, revolvers and pistols, Government or private.
 - c) Barrels and bolts of .303 weapons.
 - d) Ammunition for cannon, machine guns and high velocity rifles.
 - e) High explosives, whether in bulk or in made-up charges including fuses and detonators.
- 2) Cases of thefts and losses of smooth-bore guns and ammunition **but only when such thefts are suspected to be the work of subversive organizations or are of politico-communal significance.**
- 3) Cases in which the loss or thefts of arms, ammunition or explosives rank as matter of public interest or indicate that standing rules for the custody of arms, ammunition and explosives either in possession of regiments or individuals or during transit by rail or otherwise are defective and should be amended.
- 4) Cases in which attempts are made to smuggle arms, ammunition or explosives into West Bengal by land, sea or air.
- 5) Cases of important seizures of unlicensed arms, ammunition or explosives.

III. Need for complete and prompt notices for inclusion in the "Criminal Intelligence Gazette"

To obviate delays in the publication of notices in the Criminal Intelligence Gazette the Inspector-General of Police had directed that officers should henceforth send such paragraphs direct to the Special Assistant, Intelligence Branch within three days of each occurrence with a copy to the Superintendent of Police and not through the Superintendent of Police. These draft notices should be written in ink only and not in pencil with proper names in block letters.

When furnishing the notice for publication in the Criminal Intelligence Gazette in Form No. 45, particular care should be taken to give detailed particulars against the following items in addition to the other information wanted:-

*For arms:-*i) Weapon (whether gun, rifle, pistol or revolver).

ii) Description –

- a) In the case of guns or rifles - whether double or single barreled, breech or muzzle-loading, private or Government property.
- b) In the case of revolvers, the number of chambers and in the case of pistols the magazine capacity.
- c) In the case of Military weapons, name and number of the Corps they are on charge.

For ammunitions- 1) Number of rounds

2) Bore

3) Maker's name

4) Marks

For explosives- 1) Quantity

2) Maker's name

3) Marks

The need for prompt reporting of losses, thefts and recoveries of arms, ammunition and explosives has already been stressed but past experience shows that in spite of repeated instructions on the subject, delays of anything from a week to six months occur in the supply of identifiable particulars of the weapons or ammunition for publication in the Criminal Intelligence Gazette. The purpose of publishing such theft

and recoveries in the Criminal Intelligence Gazette is frustrated if losses and recoveries are not promptly reported. One reason frequently given for delay is the time taken by the Arms Expert to furnish an opinion. In order to obviate this cause of delay in cases in which the Expert requires time to furnish an opinion on other points (e.g. whether the weapon was used at the time of the occurrence etc.) the officer conveying the arms to the Expert should be directed to obtain the latter's opinion immediately on the points necessary for publication in the Criminal Intelligence Gazette.

IV. Country-made Arms and Ammunition

As the manufacture and use of country made fire arms is on the increase in West Bengal it is necessary that every effort should be made to ascertain the source of manufacture and the organization responsible for such manufacture. It is, therefore, of the utmost importance that when such weapons come to light, the cases should be thoroughly investigated and vigorous steps taken to trace the origin of such arms. **Special reports of such cases should invariably be sent to the Intelligence Branch.**

Whenever such weapons are recovered, they should be photograph alongside a ruler or tape measure to show dimension and copy of the photograph, post card size, sent to the Intelligence Branch for record. In all such cases, it is also necessary to have the Arms Expert's opinion on the weapon and this should be furnished as early as possible.

V. Explosives- Cases involving explosives or find of bombs or explosive substances.

The following instruction relate to the action to be taken on the recovery of bombs and explosive substances as distinct from crackers.

The booklet entitled 'Instructions for dealing with substances or objects suspected of being explosive' is under revision and the up-to-date instructions on the subject will be supplied in due course. The Chief Inspector of Explosives, India reported once that cases had come to notice in which exhibits containing explosive substances were sent by Police officers *by post*. As the practice is fraught with serious danger and is in contravention of the Postal Act, Superintendents of Police are advised to read the "Instructions" carefully and follow them closely. The Chief Inspector of Explosives also pointed out that cases were brought to his notice in which gun powder and other explosives in large quantities (one case there was one *maund* of gun powder) he has been sent for examination through constables, by passenger trains. This practice is also frugal with danger and is in contravention of the rule contained in Red Tariff No. 16. When explosives of in large quantities are recovered in any case, it will suffice if a small quantity of each explosive taken as sample be forwarded to the Chemical Examiner. The rest should be kept in a separate locked room isolated from other buildings and copy of the Police Report should be forwarded to the Inspector of Explosives.

In all cases of theft/loss of arms, ammunitions and explosives where such consignments are despatched by rail, a point for investigation should be whether the relevant provisions of the Red Tariff Rules were duly observed by the authorities concerned and also whether the Railway staff were in any way guilty of negligence. This is necessary so that such cases can be brought to the notice the Inspector General of Police and Government for such remedial action as may be consideration necessary.

The address of the Inspector of Explosives, East Circle, is 8, Esplanade East, Calcutta, and requests for opinion should be addressed to him and *not* to the Chief Inspector of Explosives, New Delhi.

VI. Authority to whom arms, ammunition and explosives should be sent for examination

- a) Weapons and ammunition recovered which require routine examination should be sent to the Arms Expert, Anderson House, Calcutta.
- b) *Exploded bombs*- Suspected remnants other articles particularly those bearing stain and deposits as a result of the explosion and collected from the place of occurrence together with a brief note of the circumstances of the incident and the damage caused should be sent to the Inspector of Explosives.
- c) *Unexploded bombs*- Inspector of Explosives to be informed who will render every available technical assistance in dealing with them.
- d) *Service bombs and shells*- Inspector of Explosives may seek assistance from the Inspecting Ordnance Officer at the nearest Ammunition Depot. Should this officer be unable to identify the exhibit he will send it to the Superintendent of Development (Ammunition), Kirkee. In all Court cases the Inspector of Explosives will testify when necessary. Requests for examination of service bombs and shells to the Inspecting Ordnance Officer at the nearest Ammunition Depot should go through the Inspector of Explosives and not from the Police direct.
- e) *Technical opinion on the identification of weapons and bullets*-Chief Superintendent of Development (Ammunition), Kirkee. This however must not be interpreted to mean that the Arms Expert is not to be consulted. Correspondence should only be addressed to Kirkee in technical matters (e.g. with regard to the type of origin of a weapon which has not previously come to notice) which cannot be explained by the Arms Expert.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

(Also see Police Order No. 01 of 1964)

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Police Order No.02 of 1954

Sub:- Standing Order for the Duties and Functions of the Town Police Inspectors.

1. The Town Police Inspector will be in-charge of town and traffic Police within his jurisdiction and will be responsible for the supervision, control and general efficiency of all the town and traffic Police working under him.
2. He shall deploy the staff under him with due consideration to the incidence of road accidents, crime, presence of crowd and bad characters etc., in the town area and will instruct his officers and men to work in full co-operation with the thana police stationed within his jurisdiction.
3. He shall go out to check the work of policemen on duty in the town area at peak as well as irregular hours at least twice every day. He will perform night rounds and lead night patrol at least twice a week in the town.
4. He will organize frequent block raids in consultation with the Officers-in-charge of the thanas, surprise drives for checking of motor and other vehicles, registration tokens and driving licenses of vehicles etc., and will take measures to prevent rash driving and submit reports to the Superintendent of Police.
5. He will approach the Superintendent of Police in advance with programmes of such surprise drives for the arrangement of mobile Courts in different places of the main thoroughfares to make these drives as much effective as desirable.

6. He shall arrange frequent mobile traffic patrol as a part of routine work to enforce M.V. Act and rules and will devise ways and means to achieve better road knowledge amongst drivers and observance of proper road courtesies by them. He shall also see that road signs and other traffic devices for controlling traffic are put up at proper places.
7. He shall regulate whenever necessary with the orders from Superintendent of Police processions, assemblies and meetings and deal with strikes and disturbance in the town area.
8. He will attend the Ministers and high officials of both Central and State Governments and important personages during their visits and tours in the town as directed by the Superintendent of Police.
9. He will supervise all road accident cases and see that prosecutions under the M.V.Act are launched expeditiously.
10. He will pay visit to each T.O.P. once a week and will see that the buildings are kept clean, registers are properly written and orders and instructions are clearly understood and implicitly followed.
11. He will hold weekly lecture parades for both Head Constables and Constables.
12. He will attend muster parades, occasional roll calls at night and monthly kit inspection and will be present during the attendance of the town staff at the orderly room before the Superintendent of Police or Deputy Superintendent of Police.
13. He will inspect all the T.O.P.s thoroughly once a year and render all assistance possible to his subordinates and rectify their minor faults by advice and guidance. He should endeavor to gain the confidence and respect of his subordinates. He should in particular keep a watch on the work of junior and inexperienced officers and men and try to train them in the right direction and on the acquisition of local knowledge.
14. He will arrange and supervise specialized training of traffic staff, by officers and men under him, already trained in the regular traffic control course in Calcutta.
15. He will hold regular inspection of arms and ammunition of the town staff and will be held responsible for the care and custody of the same and maintenance of proper accounts pertaining thereto.
16. He may move Head Constables and Constables from one T.O.P. to another for patrol or other emergent purposes, as necessary.
17. He must be entirely without reserve towards his superior Police officer in charge of Traffic and Town work and keep him informed of all matters connected with his work.
18. He will keep a diary in B.P. Form No. 18, a copy of which will be sent daily to the Superintendent of Police. The diary will contain information not only regarding Police matters, but also information regarding all events of public interest occurring in his jurisdiction.
19. He will personally read in full general diaries of all T.O.P.s (immediately on their receipt) and monthly diaries of the town and traffic Sub-Inspectors and Sergeants and after commenting or passing orders on each subject and taking action on them will file them in his office.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

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Police Order No. 03 of 1954

Sub:- Supervision of offences committed under Sections 304, 304/147, 302/511 and 307 I.P.C.

As a result of the observance of the Police Order No. 14 of 1953 which prescribes that all murder cases should be treated as Special Report cases an issue was raised as to whether offences committed under sections 304, 304/147, 302/511 and 307 I.P.C. should also be specially reported.

After reviewing the matter the Inspector-General has ordered that the offences committed under the aforesaid sections of the Indian Penal Code are not strictly murder cases and as such are not to be specially reported. Investigation of such cases should however be supervised by Gazetted Officers.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

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Police Order No. 04 of 1954

Sub:- Performance of day patrols/rounds by superior Police Officers.

Instructions were issued in para 190 of the West Bengal Police Gazette dated 22.02.1952 about the performance of night patrols and rounds by Superintendents of Police and Additional Superintendent of Police. The Inspector General has observed that proper attention should also be paid by superior officers to checking of day duties of officers and men. As during the day, police officers and men have to work in full view of the public, it is very important for the superior officers to see how everyone performs. The Inspector General has ordered that superior officers should go out during the busy hours of the day and particularly in the town areas where officers and constables are out on patrol and traffic duty. Merely moving about in a car should be avoided. Superior officers should occasionally observe the state of traffic, should hear public complaints in different areas and should collect information of importance from the Police point of view.

All superior officers of and below the rank of Superintendent of Police are requested to include brief notes on the day rounds performed by them in their monthly tour diaries.

By order
P.S.MAJUMDER, Registrar,
West Bengal Police Directorate

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Police Order No. 05 of 1954

Sub:- Physical verification of Railway warrant books with the book balance.

It has been brought to the notice of the Inspector-General that in some districts the stocks of Railway Warrants are not physically verified in Police officers with the stock register. Appendix III of Police Regulation Bengal, 1943 Volume-II lays down rules for the custody issue and use of warrants. The rules are comprehensive and provide sufficient safeguards against misuse. It has particularly been stressed in paragraph 7 (b) of this Appendix that warrants shall be treated as cash. As such physical verification of stock of warrants with the book balance is essential and obligatory. In

clarification of Appendix III Police Regulation Bengal 1943 Volume II it is therefore directed that the stock of warrants should invariably be verified in the Police office with the book balance by the gazetted officer in charge of accounts and a note this effect recorded in the stock book.

By order
P.S.MAJUMDER, Registrar,
West Bengal Police Directorate

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Police Order No. 06 of 1954

Sub:- Training of subordinate Police officer and men in model Police Institutions.

It is well known that a well trained man is much better than a half-trained or an ill trained man. The Inspector-General therefore directs all Superintendents of Police to bear this important point in mind and improve the training of their officers and men before putting them on regular duties.

Training does not stop at school or college where they are only given a very preliminary and brief training just to make them suitable enough to take up Police work; but the real training begins through the Superintendents of Police of the districts. They should see that all men are properly put through the training which should be organized properly put through the training which should be organized properly and planned by them. The first thing that is necessary to turn out good constables and cadets is to put the recruits received in the district from the school under the charge of an officer specially earmarked for them. A suitable Police officer should be selected in the Sadar police station or selected town outpost to take these constables and cadets under his charge. These training centers should develop into model institutions with well trained staff of officers and men in each district. In the beginning such constables and cadets should not be sent out all by themselves but with suitable constables and raw men in the practical performance of duties. It needs no emphasis to reiterate that much would depend on the selection of the trainers who should be keen young and aspirant.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

(Also see Police Order No. 05 of 1956)

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Police Order No. 07 of 1954

Sub:- Maintenance of Complaints Register in Headquarters and Sub-divisional Police offices.

A Register of Complaints shall be maintained in each Headquarters and Sub-divisional Police office wherein all complaints received from the members of the public shall be entered. These complaints shall be promptly enquired into, the results there of noted in the register and the complainants informed of the steps taken.

All letters received from the members of the public shall be replied to promptly and adequate check shall be maintained to safeguard against omissions. Reminders shall never be made over to the office but the clerk concerned shall be called in to produce the relevant papers.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

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Police Order No. 08 of 1954

Sub:- Cleanliness and tidiness in Police offices and barracks.

The Inspector-General directs that all attention should be given to make every Police office and barrack a picture of efficiency and cleanliness. The office should have no loose and torn papers scattered all over the office room or compound and no files or registers should remain scattered on the tables. All books and registers should be kept properly arranged in the racks and almirahs, well dusted and clean. A particular officer should be made responsible for the cleanliness and tidiness of each office or barrack. None should be allowed to spit or throw burnt cigarette or bidi ends anywhere in any premises. Provision of empty cigarette tins or some such receptacles should be provided for throwing burnt ash and ends of smoked bits. Suitable steps should therefore, be taken to ensure all round cleanliness in Police offices and barracks.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

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Police Order No. 09 of 1954

Sub:- Proper functioning of Police stations and posts.

The reputation of the Police depends on the proper functioning of the Police stations and posts. Efficient functioning on the other hand can only be achieved and sustained if the tendency to improve can be kept up and any sign of stagnation eliminated at the very outset. The Inspector General therefore directs that all efforts should be made to eliminate defects in the force wherever found. With this object in view supervising officers should never overlook the defects noticed by them and should on the spot explain to the officers and men the defects found and how these are to be rectified and send on a report to the Superintendent of Police of the district. All supervising officers shall pay surprise visits to police stations and posts and hold surprise inspections which should include surprise check of malkhana property cash accounts investigation of cases wiring of personal diaries and other important police duties.

As human nature is prone to slacken off, defects not noticed or not pointed out by the supervising officer himself fails in his duties if he fails to point out a defect noticed by him. His failure may be interpreted as ignorance and may result in loss of respect in the eyes of his subordinates. Pointing out of minor defects will obviate the necessity of awarding punishments and will convince the subordinates about the alertness of supervising officers. This alertness will be reflected on the subordinates who will in their turn be alert themselves.

All supervising officers should also occasionally arrange for "test" complainants to find out how the officers behave in the police stations.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

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Police Order No. 10 of 1954

Sub:- Improvement in the standard of discipline and dress of officers and men.

Discipline is best maintained by making a particular officer responsible for a number of officers and men and by putting as many officer and men in every post on parade as possible. Provisions of Police Order No. 23 of 1950 should be extended to the Unarmed Branch also so that Sub-Inspectors and Assistant Sub-Inspectors are able to take section drill in thanas. The Inspector General therefore, directs that all available officers and men in every police post should be made to fall in uniform inspected and drilled for a few minutes. Circle Inspectors during their inspections must see if the officer-in-charge and others officers can march about with their men in the police station and other police posts and give necessary words of command. As thana and town constables have to work constantly before the public eye they should be even smarter than the Armed Branch constables. They must not be allowed to sit down after opening their headgears and belts or become slack while walking about. A sentry must not sit down or rest with the musket under his chin.

Officers responsible for the maintenance of discipline should also see that those subordinate to them are clean and properly dressed when on duty as enjoined in Regulation 953 of the Police Regulations Bengal Volume I 1943. The dress of the officers and men walking about in the streets must be neat. They shall not be appearing in public in dirty or torn cloths or in half mufti and half uniform. The dress for working in the streets of our towns must be as good as the dress in which the officers and men appear in the muster parades of the Superintendent of Police.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

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Police Order No. 11 of 1954

Sub:- Proper functioning of town-beats and establishment of fixed Police Posts.

The strength of the Town Police has been substantially augmented in the New Set-up the scale for each beat also increased to 6 constables in place of 4 constables that existed before. This augmentation was proposed and sanctioned to cope with the increased density of population expansion of urban areas and greater incidents of crime in these areas.

In order to derive the full value of the increased man-power the working of the town police has to be properly systematized with a well laid-out plan for the prevention of town crime. Every town beat for which six constables have been sanctioned shall have two constables by day and four by night on patrol according to the chart published in para 627 of the West Bengal Police Gazette dated 11.05.1951. A number of fixed posts shall be set up in suitable places and members of the public notified that they can receive prompt police help. If possible such fixed posts shall be established near some houses which have got telephones and arrangements should be made with the owners to give the police facilities for their use in cases of urgent necessity. Attempts should also be made to build up police Boxes with the help of municipalities. No beat shall remain unmanned and every attempt shall be made to fill up all vacancies in the towns.

The group of six constables for each beat shall be kept attached to a particular beat for at least 6 months at a stretch so that they get to know the locality and the local inhabitants and their habits. Constables on patrol duty shall be sufficiently alert to

take notice of all happenings in their vicinity and catch petty offenders. While on beat duty they should be always ready to help aged and infirm persons women and children to cross roads in safety and in other ways when called upon to do so.

A set of possible questions which are generally put to town and traffic Police constables during their turn of duty shall be prepared and the constables should be trained how to answer such question.

Supervision of the patrol that is being actually performed by the Police in every beat cannot be strongly emphasized. The lines of patrol should be properly laid out under the instruction of the superior officers. The latter should frequently go out incognito and unobtrusively to check up effectively how the town Staff is actually justifying their existence whether they are patrolling with vigour and earnestness in lanes and by-lanes or merely loitering on the important thoroughfares, if not, sitting or slipping in obscure corners.

By order
**B.C.MUKHARJI, Registrar,
West Bengal Police Directorate**

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Police Order No. 12 of 1954

Sub:- Proper attention to be paid by Police to public with regard to prompt investigation of their complaint of disturbances or arrest of offenders.

The Inspector-General directs that every police station or post must have at least an intelligent constable who can receive and promptly attend to the members of the public visiting the post on business. The constable should when left in charge of a police station or post in the absence of Sub-Inspectors and Assistant Sub-Inspectors be able to arrange for immediate police investigation as far as practicable in cognizable cases and for police help when it is sought for quelling disturbances or arrest of offenders. In police posts having telephones, arrangements for receiving telephone calls should exist throughout the day and night.

The investigating officers must abstain from causing unnecessary harassment to the public as enjoined in Regulation 260 of the Police Regulations, Bengal, Volume I, 1953. All cognizable cases reported must be investigated on the spot with the least possible delay unless of course the investigation is refused. The complainant shall be informed duly about the final result of the investigation. Witnesses shall as far as possible be examined in their residences. They shall not be as a rule made to travel long distances to wait long hours or in any way harassed even for supervision by superior officers.

By order
**B.C.MUKHARJI, Registrar,
West Bengal Police Directorate**

(Also see Police Order No. 09 of 1958)

=====

Police Order No. 13 of 1954

Sub:- Principles to be followed in ordering suspension.

The Police order No. 10 of 1953 should be treated as cancelled as ordered by Government.

By order
**B.C.MUKHARJI, Registrar,
West Bengal Police Directorate**

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Police Order No. 14 of 1954

Sub:- Mode of address in demi-official correspondence.

In supersession of Police Order No. 8 of 1951 as amended by Police Order No. 12 of 1951 the Inspector General directs that the word "Shri" should generally be prefixed to the name of an officer irrespective of caste, creed or religion (vide Government Order No. XXVI of 1952) addressed in the following cases:-

- i) By all officers of one rank to an officer in a senior rank (e.g. Deputy Inspectors General to Inspector General, Superintendents of Police to Deputy Inspectors General and Assistant and Deputy Superintendents of Police to Superintendents of Police) and
- ii) By an officiating Superintendent of Police to a Superintendent of Police of 15 years service or of Selection Grade.
- iii)

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

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Police Order No. 15 of 1954

Sub:- Goondaism.

1. You must stop goondaism in your jurisdiction. Prepare history-sheets of all goondas in your area and keep the lists up-to-date.
2. You must not encourage goondaism or let it grow by callous inaction or referring parties to court.
3. All cases of goondaism reported to police stations must be immediately investigated and action started under section 107 or 110 Cr. P.C. In suitable cases P.D. Act may be used also.
4. Restore respect for law by taking cognizance of all cognizable infringements specially those committed in front of Police officers and Constables in uniform.
5. Man all your beats and keep the Constables alert.
6. Pay surprise visits by day and night to Police posts and watch your officers and men function particularly in busy places.
7. Hold periodical meetings in different localities invite criticism and complaints if any, against the Police. Take notice of the complaints and remove them early.
8. Get rid of ineffective and undesirable officers and men who may be conniving at or supporting goondaism.

H.N.SIRCAR
Inspector-General of Police
West Bengal

(Also see Police Order No. 17& 20 of 1954 and 04 of 1962)

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Police Order No. 16 of 1954

Sub:- Scales of Khaki Shirts and Shorts/Slacks for Assistant Sub-Inspectors, Head Constables, Naik and Constables (including driver Constables).

In Government Order No. XXI of 1954 the scales of Khaki shirts and shorts/slacks have been revised by Government for Assistant Sub-Inspector, Head Constables, Naiks and Constables (including driver Constables). These revised scales differ from the scales fixed by the Inspector General in Police Order No. 11 of 1951 and 25 of 1951. As the scales fixed in these Police Orders have worked satisfactorily, the Inspector

General has been pleased to direct that the abovementioned Police Orders should continue to be followed in issuing these items of kits.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

(Also see Police Order No. 11 of 1958)

=====

Police Order No. 17 of 1954

Sub:- Goondaism.

In continuation of the instructions contained in Police Order No. 15 of 1954 published in the West Bengal Police Gazette dated 16.07.1954 the following is added as serial 9 of the Police order.

“9. Offences under section 294 of the I.P.C. are cognizable and police have powers to arrest without warrant.”

H.N.SIRCAR
Inspector-General of Police
West Bengal

(Also see Police Order No. 20 of 1954 & 04 of 1962)

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Police Order No. 18 of 1954

Sub:- Employment of educated Constables.

It has come to the notice of the Inspector General that some police officers in the districts are in the habit of using the term “E.K.C.” to signify English knowing constables. It is impressed upon all concerned that there is no such rank as E.K.C. in the West Bengal Police and the term shall not be used in any correspondence or official papers.

2. It is further ordered that only constables who are put on the Approved list of Constables fit to become Assistant Sub-Inspectors shall be allowed to work in Sheresta for a few hours a day, but they must continue to do outdoor work as well.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

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Police Order No. 19 of 1954

Sub:- Register for the village Resistance Group.

The Inspector General has ordered that registers for village Resistance Groups should invariably be maintained at all parent police-stations. With a view to maintain uniformity in all the districts the following form is hereby prescribed for the register in question. The form will not be printed but the columns shown therein should be drawn out in blank books of suitable size and thickness:-

Register of village Resistance Groups.

1. Police station
2. Name of the village where the headquarters of the Group is situated.

3. Name of the Group.
4. Registered No. of the Group.
5. Name of the officer forming the group.

Serial No.	Name of Members	Father's name	Home address	Age	Occupation	Whether trained in the N.V.F. Training Centre and if so date of training	Date of issue of arm badges	Date of discharge	Whether issued with seized or confiscated guns and if so particulars thereof	Whether in receipt of cash allowances or any other equipment	Brief particulars of rewards earned	Amount spent for the group from the discretionary grant during the year 195 - 5	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14

N.B.- The captain of a group should be indicated in the remarks column.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

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Police Order No. 20 of 1954

Sub:- Goondaism.

Our drive against goondaism is being highly appreciated by the members of the public and in many instances active help is being given to us. The fund of goodwill which has now been created must not be lost by any indiscriminate or motivated arrests. As laid down in Police Order No. 15 of 1954 Superintendents of Police must have lists of Goondas prepared and give their approval to the Police officers before the actual arrest is made. Where prior approval is not possible, Superintendents of Police should get immediate information of the arrests outside the approved list and should keep an up-to-date statics of all actions taken after the drive against goondaism was lunched.

H.N.SIRCAR
Inspector-General of Police
West Bengal

(Also see Police Order No. 04 of 1962)

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Police Order No. 21 of 1954

[Republished Police Order No. 21 of 1950]

The following is published for general information and guidance in continuation of Police Order No. 16 of 1950 published in the West Bengal Police Gazette dated 11.05.1950:-

Sub:- Supervision and testing of cases.

Supervision by officers of and above the rank of Circle Inspector of Investigations of heinous cases has been found to be superficial and perfunctory. The Inspector General of Police lays the following broad lines in which the supervision of cases should be made and hopes that the work of the officers in this respect will be more thorough and effective in future.

2. **Supervision** of a case means **proceeding to the spot as soon as possible** (subject to Regulation 56(b)Police Regulations Bengal Volume I) **examining witnesses laying down and arranging to have followed up lines of enquiry, scrutinizing the evidence and lastly seeing that the case is properly prosecuted in a court.**

Supervision extends from the time a supervising officer goes to the spot until the case is finally disposed of. The general principles of supervision laid down in Regulations 54-66 Police Regulations, Bengal, volume I, should be carefully studied.

3. In the case of Circle Inspectors a marked tendency to show a large number of cases supervised and thus to swell the returns has been noticed. The object aimed at is to obtain from Inspectors real supervision and not merely that superficial supervision which takes the form of going to spot giving *mamuli* instructions and then paying no further attention to the case. Supervision be of any use, must not only be real and continuous until satisfactory conclusion arrived at, but it also be applied to those cases which require the assistance and control of an experienced officer and not to unimportant cases now being included. In future, Circle Inspectors, while bearing in mind always their responsibility for the prevention a detection of crime in their circles as defined in Chapter V of Police Regulations Bengal Volume I, will direct their energies in the matter of supervision to the more serious and important crimes or outbreak, occurring within their charges and for this purpose the class of cases which a Superintendent of Police is required to supervise (vide Regulation 53 Police Regulation Bengal Volume I) may be taken as a general guide. The same remarks apply to testing of cases by Circle Inspector. "Testing" after the conclusion of investigation is to be discontinued unless there is reason to believe that such investigation has not been properly conducted. Henceforth testing an investigation shall be held to mean ascertaining by personal enquiry during the progress of such investigation that there is nothing wrong. In their monthly summery of work the Circle Inspectors shall note the number of days spent in supervising and the result of such cases, whether convicted, returned in final form or pending investigation or trial.

4. Now, that the number of superior officer has been augmented and almost every subdivision of importance has a Sub-divisional Police Officer, the Inspector-General desires that every important case should be supervised by a superior officer and the instructions issued above regarding supervision apply also to them *mutatis mutandis*.

5. Deputy Inspectors-General of Police are requested to pay particular attention to this subject when inspecting districts and to report for the Inspector-General's information in a separate paragraph, whether these instructions are being attended to.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

(Also see Police Order No. 09 of 1956)

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Police Order No. 22 of 1954

Sub:- Periodical medical examination of Subordinate Police Force.

In partial modification of Police Order No. 34 of 1951 the Inspector General directs that periodical medical examination of the entire Police force should be conducted up to the rank of Sub-Inspector and that instead of six monthly medical examination for the S.A.F. the examination will be held only once a year.

A medical checkup card as per specimen form given below should be introduced for proper record of medical history of each individual person. The loose sheet form should be placed in the Service Book to be detached and sent to the Medical officer at the time of medical examination for recording the result of examination with dated initial of the Medical officer on the space provided for the purpose.

Specimen form of medical check-up card.

Name
Date of birth
Rank
District

Serial No.	Date of examination	Result of examination (only diseases detected are to be noted)	Signature of Medical officer
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Note:- Arrangement is being made to print the medical checkup card forms for distribution to all districts and units.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

(Also see Police Order No.01 of 1973)

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Police Order No. 23 of 1954

Sub:- Maintenance of separate registers for the pending items of Malkhana and process Registers.

Under the existing rule all outstanding items of previous years are required to be brought forward in red ink in the new Malkhana Register to be opened in the beginning of each year. This procedure amounts to rewriting every time pending items of previous years. With a view to reducing the unnecessary clerical work involved in the existing procedure the Inspector General has ordered that henceforth a separate register for red ink entries of the pending items of Malkhana Register shall be maintained and at the end of each year only the pending items of that particular year shall be entered in this register below the entries of previous years. As soon as a property is disposed of the pending items shall be struck off in the Pending Register.

The same procedure shall also apply for keeping record of pending processes in courts.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

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Police Order No. 24 of 1954

Sub:- Scrutiny of personal and case diaries by superior officers during surprise visits to Police Posts.

As numerous complaints of non-submission of personal diaries and case diaries by officers including Circle Inspectors, Sub-Inspectors and Assistant Sub-Inspectors being received and as proceedings have still got to be ordered against defaulting officers, supervision and control of superior officers appear to be casual and slack.

Superintendents of Police, Additional Superintendents of Police, Sub-divisional Police officers, Assistant Superintendents of Police and Deputy Superintendents of Police while paying surprise visits to Police Posts shall invariably check general diaries personal diaries and case diaries of pending cases and shall certify in the Inspection Register of having done so with the result of the scrutiny and the last entry of the diaries shall be initiated with date and time.

When any officer is absent in mofussil and his papers are not available to the gazette officer he should note the same in the Inspection Register so that next Gazetted officer visiting the post may specially check the diaries of the officers absent on the previous occasion.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

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Police Order No. 25 of 1954

The following is published for general information and guidance:-

Sub:- Rules for the District Sports and Puja Funds.

- I. *Object of the Funds*- With the sanction of the Inspector-General of Police, Superintendents of Police/Commandants/Principal, Police Training College may create Sports and Puja Funds to meet the expenditure on Sports and Puja.
- II. *Management of the Funds*- The funds shall be administered by a general Committee comprising of the following officers and men. The Committee shall be known as Sports and Puja Fund Committee.
 - i) President- Superintendent of Police (ex-officio)
 - ii) Secretary- Deputy Superintendent/Assistant Superintendent of Police (ex-officio).
 - iii) Treasurer and Accountant- Head Clerk, Police Office (ex-officio)
 - iv) Members- to be selected every year, the manner of election to be laid down by the President- a) Reserve Inspector (ex-officio) b) One Inspector c) Two Sub-Inspectors d) Two Assistant Sub-Inspectors e) Two Head Constables (Armed Branch and Unarmed Branch) f) Four constables (2 Armed Branch and 2 Unarmed Branch) and g) One Clerk.

Six of them shall form a quorum.

The General Committee shall appoint Sub-committees for the working of each fund. The duties of each of the Sub-Committees shall be to look into the working of the particular fund concerned, to report to the General Committee from time to time, to maintain detailed accounts and to prepare a Statement of Accounts to be placed before the General Committee. In the case of Sports Fund the statement shall be prepared at the end of the year and in case of Puja Fund, the same shall be prepared within 45 days after the Puja function is over.

Subscription realised for Sports and Puja Funds shall be spent on Sports and Puja and in no circumstances the surplus money of the Sports Fund shall be transferred to the Puja Fund but the surplus money of the Puja Fund may be transferred to the Sports Fund at the end of the year.

- III. *Membership*- Membership to the Fund is voluntary and open to all serving members in the Police Department in the Districts/Units.
- IV. *Subscription*-For the Sports Fund, subscription at the following monthly rates shall be realised from the executive and clerical staff. The subscriptions shall be realized in advance half yearly i.e. from the pay of February drawn in March and from the pay of August drawn in September:-

	District	Battalion
	Rs. a. p	Rs. a. p
S.P.	3 0 0	3 0 0
Addl. S.P.	2 0 0	2 0 0
Dy. S.P./A.S.P.	1 0 0	1 0 0

Inspector	0	8	0	0	8	0
Sub-Inspector	0	4	0	0	6	0
A.S.I./H.C	0	2	0	0	4	0
Constable	0	1	0	0	2	0
U.D.Clerk	0	4	0	0	4	0
L.D. Clerk	0	2	0	0	2	0

There shall be no fixed monthly rate of subscription for the Puja Fund but when it is decided by the general committee to hold Puja in any year, voluntary subscription may be raised from the members of the force and clerical staff, but the rate of subscription in a year shall not exceed the following maxima. In no district or unit, more than two pujas shall be held in a year. Prior permission of Government shall have to be obtained if the puja is held in government owned or controlled land or on compounds of government buildings:-

	Rs.	a.
S.P. / Addl. S.P.	10	0
Dy. S.P./A.S.P.	5	0
Inspector	3	8
Sub-Inspector	2	8
A.S.I./H.C	1	8
Naik / Constable	1	0
U.D.Clerk	2	8
L.D. Clerk	1	8

- V. *Committee Meetings*-The President shall hold meetings of the Committee as and when necessary. In urgent cases the President may call for emergent meeting. The minutes of the meeting shall be recorded in a bound book which shall be kept by Secretary.
- VI. *Realisation of Subscription* – a) On the pay days of March and September the respective Officers-in-charge of all Units and Accountant or Cashier of Police office shall realize subscription for the Sports Fund from the members granting receipts to the individual member and shall send the money direct to the Treasurer with a list of officers and men (in duplicate) who have subscribed. The Secretary shall be responsible for the regular collection of subscription every half year. He shall be assisted by one Sub-Inspector of the Reserve office in this respect.
- b) Subscription for the Puja Fund shall be realised in the same manner prior to the function as decided by the General Committee.
- VII. *Maintenance of Accounts*- a) For proper maintenance of the accounts of the Funds the following registers and books shall be kept by the Treasurer and Accountant:-
- i) Cash Book
 - ii) Receipt cheque
 - iii) Pay cheque
 - iv) Guard file for keeping vouchers

b)The Treasurer on receipt of the money from the Units shall write out receipt cheque in duplicate in the printed form one receipt cheque shall be written out for the entire subscription received from a Unit.

The treasurer shall then present the receipt cheque with the list before the Secretary who shall sign the receipt cheque and both copies of the list. One copy of the list and a copy of Receipt cheque shall be returned to the unit and the other copy of the list shall be kept by the Treasurer in a separate guard file giving cross-reference of Receipt cheque and Voucher No. on it.

Similarly all expenditure from the Fund shall find entry in the pay cheque and all papers containing payment orders shall be kept by the Treasurer in a separate

guard file giving cross-reference of pay cheque and voucher No. on it. Pay cheque shall be signed by the secretary.

A cash book shall be maintained on the lines of the Police office Cash Book in which all receipts and payments shall be entered date by date and checked by the Secretary on the day following the day of transaction. The President shall check the Cash Book once a month preferably during the first week of the month.

The Treasurer shall keep a sum not exceeding Rs. 300 in hand in the Sports Fund and the sum plus money shall be deposited in the Imperial Bank or in the Post office where an account shall be opened in the name of the President. Surplus money of the Puja Fund shall be forthwith deposited the Imperial Bank or in the Post office under separate account.

The President and the Secretary shall also verify the cash in hand by actual counting at least once a month.

VIII. *Preservation and destruction of Record*- All vouchers pay and receipt cheques shall be preserved for three years after audit.

The Cash Book shall be preserved for five years.

IX. *Audit of the Fund Accounts*- The accounts will be audited once a year by Centre Audit Team as referred to in rule 11 (b) of the West Bengal Police Relief and Welfare (Amenities) Fund.

X. *Remuneration of Office-bearers*- Remuneration to be paid to the Treasurer and any other office bearer shall be fixed by the General Committee.

By order

**B.C.MUKHARJI, Registrar,
West Bengal Police Directorate**

(Also see Police Order No. 03 of 1958, 01 of 1982& 02 of 2001)

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Police Order No. 26 of 1954

Sub:- Vacation of Government quarters occupied by Police officers at their places of posting when they are transferred elsewhere.

Instances have come to the notice of the Inspector General where family quarters either owned or leased by Government have not been vacated by Police officers long after their transfer from the post to which the quarters are attached. The Inspector General here by directs that in future such quarters must be vacated within a week at the most.

By order

**B.C.MUKHARJI, Registrar,
West Bengal Police Directorate**

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Police Order No. 27 of 1954

Sub:- Display of National Flag over all Thana Buildings and other important Police Buildings on National days- Independence Day (August 15), Mahatma Gandhi's Birthday (October 2), Republic Day (January 26) and on any other particular day of National rejoicing.

Instructions about the display of National Flag over Government offices on special occasion, their standard size and source of purchase have been published in paras. 66 and 258 of the West Bengal Police Gazette dated the 18th January 1952 and 5th September 1952 respectively and Government Order No. IV of 1953. According to these instructions National Flags of standard type should be flown on all Thana Buildings and other important Police Buildings on National days but instances have come to notice of the Inspector General when National Flags were not flown on Thana Buildings

or if flown the flags were not of the standard type and size. The Inspector General hereby directs that on all National days National flags of the standard type and size should invariably be flown on all such buildings in flag posts which should also be supplied. All Superintendents of Police should therefore arrange to obtain their requirement of National flags of the standard type and size from the Superintendent, Ordnance Clothing Factory, Shajahanpur and distribute the flags to all such buildings for being flown on National days; in doing so, flag posts must not be overlooked.

Note:- Cost of National flags and flag posts is debitable to “C.C.” grant.

By order
**B.C.MUKHARJI, Registrar,
West Bengal Police Directorate**

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Police Order No. 28 of 1954

Sub:- Rules for the competition of “Best Kept Police stations and Districts of West Bengal”.

To improve the physical appearance of our police station and offices of the Superintendents of Police including the lands attached to them and also to provide incentive to the cultivation of the pleasant hobby of gardening amongst the Police officers of the State, the Inspector General of Police, West Bengal directs that there should be an annual competition for -

- a) The best kept garden and office in the police stations of each district (including Railway Police direct) and
- b) The best kept district
 - i) In each Range and
 - ii) In the State

The Police offices, Reserve Lines the best kept police stations and one other police station or unit selected at random by the Deputy Inspector General of Police shall be inspected together for a decision about the best kept district in the Range.

2. The subjects for scrutiny for the competition will be as follows:-

- i) The proper and tidy maintenance of the thana buildings and Superintendent of Police’s office building.
- ii) Arrangement and proper maintenance of furniture and general cleanliness.
- iii) Orderly arrangement of papers and files.
- iv) Existance of fencing walls or cattle resisting hedges round the lands and boundary pillars.
- v) Ornamental or vegetable garden and tidy maintenance of the land.

2. Full marks for the competition will be 100-40 for office and 60 for gardens. Amount of money spent for the maintenance of buildings, renewing and buying of furniture etc, shall be considered by the judge before marks are awarded.

Note- 1) Where no land attached to a Superintendent of Police’s office exists they may have potted plants to serve the purpose of gardens.

2) For those thanas which have no lands attached to the buildings the distribution of full marks will be as follows:-

- a) 40 for office and
 - b) 60 for barracks and kitchen of the men and other buildings of the Police station.
4. For this competition the year will start from 1st of April and end on 31st March.
5. Prizes-

- a) For the best kept thana of a district a shield and a cash prize of Rs. 75 will be awarded. The shield will be a running trophy. The cash prize of Rs. 75 shall be divided equitably between the thana staff according to the distribution orders made by the Superintendent of Police whose decision shall be final.
- b) For the best kept district in the Range the prize would also be a shield a little bigger in size and suitably designed. This will also be a running trophy.
- c) For the best kept district in the State, the prize will be a shield best of all. This will also be a running trophy.
6. To prevent the competition from turning into a special annual show during Superintendent of Police's annual inspections the thanas of a district should be inspected thrice during the competition year by officers of and above the rank of Deputy Superintendent of Police, but at least once by the Superintendent of Police or an Additional Superintendent of Police. These inspections should be spread over so that the first inspection is made during the period April-July the second during August-November and the third during December-March. During these inspections marks should be allotted according to the scale laid down in para 3 of the rules and at the conclusion of the third inspection an average struck up. The thana which scores the highest average marks will be adjudged the best in the district.
7. The names of the winning thanas shall be forwarded to the Deputy Inspector General of Police not later than the 31st of January who will go round scrutinize and select the best district in the Range.
8. By the 15th of February the name of the best kept district which the Range Deputy Inspector General of Police shall select in course of his visits to the district headquarters on various occasions of the year will be forwarded to the Inspector General of Police. Mark sheets should also be submitted along with the names. The selection of the best kept district in the State from among the Range prize winners shall be made by the Inspector General of Police.
9. The different units of the Armed Police Brigade are also eligible to take part in the competition I (b) for which purpose the Brigade will be treated as a Range. West Bengal Police Wireless Headquarters will be treated as one unit of the Armed Police Brigade for the purpose of competition 1 (b) and will be inspected by the Deputy Inspector General of Police, Armed Forces West Bengal, along with the Brigade units.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

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Police Order No. 29 of 1954

Sub:- Intimation to be given to the Finger Print Bureau concerned when a person whose finger print is on record or has already been prepared for search or an absconder is arrested, surrenders or is no longer required for some other reasons.

In one district an under trial prisoner was detained in the jail custody as the prisoner according to a previous intimation was also wanted in connection with another case in another district. The prisoner was unnecessarily detained for some days as the court officer of the latter district did not intimate the Finger Print Bureau that the person had already been discharged in the case in his district. In this connection a reference is invited to Regulation 512, P.R.B. 1943, Volume I which lays down that escape, abscondence, etc. in certain cases are to be immediately reported to the Finger Print Bureau concerned. The utility of this is that if the wanted person be arrested somewhere else and his finger print be sent to the Bureau immediate information may be sent that the person is wanted in connection with the former case also. Similarly it is essential that if a person previously wanted for a case is no longer required for that

case for any reason (i.e. case withdrawn in absentia etc.) the position should be reported to the Bureau although this point has not been specifically mentioned in that regulation.

The Inspector General has therefore ordered that when a person whose finger print slip is on record or an under trail prisoner whose finger print slip has already been prepared for search or an absconder is arrested surrenders or is no longer required for some other reasons the court / Police Station officer shall immediately inform all the Bureau concerned.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

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Police Order No. 30 of 1954

Sub:- Instructions regarding investigation, preparation and submission of proposal for prosecution under the Explosive Substances Act (Act VI of 1908).

In suppression of all orders and circulars on the subject issued from this Directorate from time to time, the following is published for general information and guidance:-

1. There have been instances of inordinate delay in moving the Government for sanction of prosecution and in a few such cases in consideration of the harassment and anxiety which the accused persons must have undergone during the period, the Government refused to accord sanction. It is therefore, ordered that these must be dealt with, utmost expedition. Cases under the Explosives Substances Act must not be treated as mere routine matters to be dealt with by some clerk or subordinate officers. The Superintendents of Police shall apply their minds and carefully scrutinize the evidence and shall not merely depend on the Public Prosecutor's opinion. Utmost care shall be taken when sending up such proposals to see that the instructions contained herein have been fully complied with. The Government have decided that proposals for sanction of prosecution should be sent by the Superintendents of Police to the Secretary to the Government of West Bengal, Home (Political) Department, through the Range Deputy Inspector-General of Police and the Inspector- General of Police and not through the District Magistrate and the Divisional Commissioner who may, however, be furnished with copies of the proposal.
2. The proposal for sanction must contain the following information :-
 - i) The name, father's name and full address of the accused persons should be clearly noted and spelt in a uniform way, Discrepancy in the spelling of the name of the accused is liable to be challenged in a court of law which will mean a further delay. In this connection the standardized spelling of personal given in Appendix IX of P.R.B. Volume 11, 1943 should be followed.
 - ii) The memo of evidence against each accused person.
 - iii) The opinion of Public Prosecutor in which there must be specific mention of the section of law under which the offence alleged has been committed. Where the section of law contains sub-clauses as in section 4, the particular sub-clause to be applied to the case should also be mentioned as the specific section has got to be noted in the order of sanction.
 - iv) The date of occurrence, the date on which exhibits were sent to the Inspector of Explosives and the date when the report of the latter was received and the date of submission of the proposal to the Range Deputy Inspector General.
3. Application for sanction must reach the Police Directorate within a fortnight of the receipt of the opinion of the Inspector of Explosives, who should receive materials

for examination within seven days of the seizure. Charge sheet shall not be submitted before sanction has been received. When a sanction for prosecution under the Act is given by Government withdrawal of such cases shall invariably be made after obtaining orders from Government through the Police Directorate.

4. Officers conducting search for an offence under the Explosive Substances Act or/and making seizure of exhibits shall bear in mind that in absence of any special procedure in these respects embodied in the Special Act, the ordinary laws and rules relating to search and seizure as laid down in the Criminal Procedure Code and in the Police Regulations shall apply.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

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Police Order No. 31 of 1954

Sub:- Regular holding of Orderly Room by Superintendent of Police.

Complaints have been made that applications for appearing before the orderly room of the Superintendent of Police are often withheld by the Reserve Inspector or other subordinate officers and those wanting to appear before the Superintendent of Police are promptly sent out to various places so that they cannot bring their grievances to the notice of the Superintendent of Police.

The attention of the Superintendents of Police is invited to regulation 893. Police Regulations Bengal 1943 Volume I and it is ordered that orderly rooms must be held regularly. Every Superintendent of Police must make it quite clear that on Monday after the muster parade any officer or man can appear before him without giving any previous intimation of his intention of so doing when the Superintendent of Police should have his orderly room register (Part II) available to him to write down all the complaints immediately after the dismissal of the parade. Any member of the Police Force who is not attending the parade may also appear before the Superintendent of Police on this occasion without going through the proper channel.

In the absence of the Superintendent of Police from headquarters of the district the next Gazetted officer should hold orderly rooms on the fixed days of the week but obtain the orders of the Superintendent of Police later on in those cases where he cannot pass any independent orders.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

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POLICE ORDERS- 1955

Police Order No. 01 of 1955

Sub:- Discontinuance of the system of the zonal distribution of the officers and men of Police stations in connection with No-Dacoity Campaign.

The system of zonal distribution of duties and patrols of the officers and men of police stations followed in certain districts in respect of No-dacoity campaign work has failed to produce the desired result. It has been noticed on the other hand that it causes an acute shortage of officers and men in the Police Stations consequent to which cases reported to the police stations suffer to a great extent for want of proper attention.

The Inspector General has accordingly ordered that the Zonal system which is followed in some police stations at present should be discontinued forthwith. The officers and men must do their normal thana work and should also go out on patrols when necessary without remaining absent from the police stations for a considerable length of time. Patrolling shall however be arranged in the best effective way by making it by surprise and on the active criminals by deputing officers and men for the night which will obviate the necessity of keeping the staff out for a long time. The list of active criminals should be grouped in convenient areas so that the surveillees in one group may be all looked up by one patrol party out for duty for the night.

By order
**B.C.MUKHARJI, Registrar,
West Bengal Police Directorate**

(Modified via Police Order No.03 of 1968)

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Police Order No. 02 of 1955

Sub:- Prohibition of the stay of outsiders in Police barracks.

It has come to the notice of the Inspector-General of Police that outsiders stay in some police barracks more or less permanently with their relations who are police men. The Inspector General orders that stay of outsiders in police barracks should be strictly prohibited. Exceptions may be made only with the written permission of the officer-in-charge in case of near relations who may have come to see a member of the force for a very limited period say 2/3 days. Names of such outsiders who are permitted to stay should find entry in a register to be maintained for the purpose. This should contain his name and address his relationship the purpose for which he has come and the duration of his stay.

By order
**B.C.MUKHARJI, Registrar,
West Bengal Police Directorate**

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Police Order No. 03 of 1955

Sub:- Instructions about reception of telephone calls by orderlies in the residences of superior Police officers in their absence.

In the residence of Police officers where there are telephones, orderlies generally attend the telephone calls before the officers respond. It is essential that the orderlies should have good manners and should be properly trained to receive them. Orderlies should know the designation of all superior Police officers and some high officials of other departments so that when a call comes from such an officer he may at once know who is calling and may inform his officer the designation of the officer calling, without entering into any unnecessary conversation. There have been instances recently where high officials of other departments could not speak to certain superior Police officers because the orderly or the P.B.X operator refused to wake up the officer or put the call through. Even trunk calls which are invariably on emergent business are not differently treated. There has been an instance where an orderly told the Inspector General in reply to a trunk call that the officer was having his meal and would phone up later - little did the orderly realize that the call was not ordinary one. All this could happen because the orderlies and the PBX operators were not properly trained and briefed. They must be polite and civil and must be intelligent enough to distinguish between urgent and ordinary calls. When the officer is not at home, the orderly should be able to inform the caller where the officer is and tell him the telephone number if there be any through which the officer called may be contacted. If the present whereabouts of the officer are not known to the orderly or if the officer is out of the station, he should note down the telephone number and name of the caller in a book to be maintained for the purpose and put up the book to the officer immediately on his return. When an outsider wants to speak to the officer, the orderly should never be rude to him but should politely ascertain the particulars of the caller and inform his officer promptly requesting the caller to hold on. If the officer is unable to attend to the call immediately for some reason or other the orderly should tell the caller politely that the officer is busy and would phone him up latter instead of making the caller hold on till the officer is free to attend to the call. The P.B.X. operators and the orderlies must not feel shy to call the officer wanted even out of bed and that at any time during day and night. Trunk and other emergent calls must be attended to by the officer called very promptly. The orderly and the P.B.X operator should behave in such a manner as to prove that they are eager to readily serve the public and not show an attitude which convey that they are doing a favour.

Guidance Notes published in the Telephone Directory of West Bengal Police should be studied by all users of Police telephones.

By order

**B.C.MUKHARJI, Registrar,
West Bengal Police Directorate**

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Police Order No. 04 of 1955

Sub:- Submission of special reports of Crime.

The following correction to Police Order No. 1 of 1952 is published for general information and guidance:-

In serial 14 of the Schedule read the following for existing entries in Columns (2) and (7) respectively :-

Column 2
Industrial Strike

Column 7

All strikes whether peaceful or otherwise should be specially reported. In case of peaceful strikes only the first and last reports should be submitted and only very interesting or important developments if any, in between should be reported. In case of strikes regular special reports should be submitted fortnightly unless there are very important happenings in the meantime calling for emergent measures, such as, firing or lathi charge by the Police.

Copies of reports are to be sent also to the Labour Commissioner, direct.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

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Police Order No. 05 of 1955

Sub:- Preparation of statistics in court offices.

The Inspector-General has ordered that court police offices should prepare and maintain statistics in the form shown below in 5 parts.

The statistics from Part I to IV shall be kept as a record of cases conducted by each prosecuting officer including the public prosecutors. The Prosecuting officers shall themselves fill up forms in Parts I and II in respect of their work at the end of each fortnight. The A.S.I. usually in charge of keeping accounts of Sessions and Appeal cases shall similarly fill up these forms in respect of the work of the Public Prosecutors and Assistant Public Prosecutors and shall maintain figures in parts III and IV. The G.R. officer shall maintain figures in Part V. At the close of the half year these figures to get the half yearly statistics which are to be prepared and submitted along with half yearly returns.

A copy of these statistics shall be kept in the Court offices for perusal of the Inspecting officers or for use of the Superintendent of Police / Deputy Inspector General of Police as and when required. In this connection the Inspector-General has prohibited that other or up-to-date statistics must not be prepared for the purpose of inspections only.

FORM Part I

Name of prosecution officer	C.S. received		Convicted		Acquitted		Withdrawn compound ed or otherwise disposed of		Pending		Section of law								
	Case	Person	Case	Person	Case	Person	Case	Person	Case	Person	395 to 399 and 402, I.P.C.			392 to 394 I.P.C			449 to 452 and 454 to 460, I.P.C		
1	2	3	4	5	6	7	8	9	10	11	No. of C.S.	Committed	Discharged	No. of C.S.	Convicted	Acquitted	No. of C.S.	Convicted	Acquitted
											12	13	14	15	16	17	18	19	20

Section of law																									
379 to 382 I.P.C.			411 to 414 I.P.C.			143, 147, 148, I.P.C.			304,307,308 I.P.C.			302,303 I.P.C.			354,363, to 369 and 376 I.P.C.					Arms Act cases			Other Acts and sections		
No. of C.S.	Convicted	Acquitted	No. of C.S.	Convicted	Acquitted	No. of C.S.	Convicted	Acquitted	No. of C.S.	Committed	Discharge	No. of C.S.	Committed	Discharge	No. of C.S.	Convicted	Committed	Acquitted	Discharge	No. of C.S.	Convicted	Acquitted	No. of C.S.	Convicted	Acquitted
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46

Part II

Name of prosecuting officer	B.C.L.A Act IV of 1942						109 Cr. P.C.						110 Cr. P.C.												
	No. of prosecutions		Convicted		Acquitted		No. of prosecutions		Convicted		Acquitted		No. of prosecutions		Convicted		Acquitted								
	Case	Person	Case	Person	Case	Person	Case	Person	Case	Person	Case	Person	Case	Person	Case	Person	Case	Person							

Part III

Name of P.P.	No. of cases pending from the previous half year		No. of cases committed during the half year		No. of cases disposed of during the year						Number of cases remained pending at the close of the half year		Remarks a) Average period between commitment and trial. b) Longest such period c) No. of cases in which 4 months elapsed											
					Convicted		Acquitted		Otherwise disposed of															
	Case	Person	Case	Person	Case	Person	Case	Person	Case	Person	Case	Person												

Part IV Appeal Cases

Name of P.P.	Number of cases appealed	Number of cases decided			Pending	Remarks
		Sentence upheld	Sentence Modified	Sentence set aside		
1	2	3	4	5	6	7

Part V
Remand statements excluding Sessions Cases

District	Name of Magistrate	Total number of cases received during the half year	Number of total charge sheet disposed of during the half year		Details showing number of cases disposed of							Total number of dates fixed for hearing subsequent to the receipt of charge sheet	Average number of dates fixed for hearing per case	Average time elapsing between submission of charge sheet and examination of first witness	Average number of days elapsing between submission of C.S. and passing of final judgment	Remarks (Note should kept here of remands granted due to non appearance of police-officers as witness).	
			Convicted	Acquitted	First hearing	1 st Remand	2 nd Remand	3 rd Remand	4 th Remand	5 th Remand	6 th or more Remands						

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

(Modified vide Police Order No.18 of 1956)

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Police Order No. 06 of 1955

Sub:- Rules for Constables Mess in the Police Lines.

1) With the sanction of the Superintendent of Police one or more messes can be run within the Police Lines. Each mess shall ordinarily consist of not less than twenty five and not more than fifty members. Head Constables, Naiks and Constables shall be eligible to become members of the mess, but none will be treated as a member of a mess until he has paid an advance Rs. 18 or Rs. 20 as. may be fixed by the Superintendent of Police which should approximately cover one month's messing charge. The advance shall be repayable after deduction of all dues when a member quits the mess. If the member quits before the close of the month and claims refund of the advance his meal charges should be calculated at a fixed rate say 5 as. per meal or so, based on the monthly average which hardly varies.

N.B.- Superintendent of Police may sanction the running of a mess with less than 25 members.

2) To look into the proper working of the mess there shall be one Mess Manager for each mess. The Mess Manager shall be elected by the members of the mess on the second day of each month and shall hold office for a period commencing from the pay day to the pay day of the next month and shall not be eligible for re-election within the next six months. Along with the selection of Mess Manager a panel of assistants not exceeding six shall also be selected to help the Mess Manager in the day-to-day work. One of these assistants by rotation shall assist the Mess Manager for a period of seven days.

In addition to the Mess Manager and the panel assistants there shall be a Mess Committee for the mess with one N.C.O. and three Constables shall be elected on the second day of each quarter and shall function for a term of three months. Mess Committee members shall be those who take their meals regularly at a mess.

The Mess Manager for the month shall be exempted from parade and other police duties.

If an elected Mess Manager is unable to function as such for reasons of sickness or otherwise the Mess Committee will appoint a temporary Manager from among the Committee Members who shall hold office till the next monthly election is held or till the Mess Manager rejoins.

3) It shall be obligatory on the part of every member of the mess to pay up on the pay day his previous months dues. The Mess Manager shall not feed any defaulter except those whose pay has been withheld provided the member concerned obtains a certificate from the R.O. in writing to that effect.

4) Along with the previous month's dues each member shall be required to pay not less than 2 as and not more than 4 as only per month as may be fixed by the Superintendent of Police to build up a Mess Fund and all utensils, furniture etc. of a mess shall be purchased from this fund.

5) A member shall be entitled to rebate in respect of meals not taken by him at the mess provided he gives timely intimation to the Mess Manager concerned. It shall be duty of the Mess Manager to enquire from the R.I.'s office about a member who is found absent without notice from the previous meal. The rate of rebate shall be calculated at the close of the month.

6) Only near relations of the members shall be eligible for taking meals in a mess for a period usually not exceeding 3 days with the prior permission of the R.I. N.C.O.'s and Constables not being members of the mess on payment of guest charge between 6 and 7 as per meal as may be fixed by the Superintendent of Police/Additional Superintendent of Police. The payment shall be made to the Mess Manager before the meal is taken.

7) Every mess shall appoint its own paid cook and servant. Members of the constabulary shall not be employed either as a cook or as menial in the mess.

8) On the pay day the R.I. shall depute one or more Subedars as may be required to help the Mess Manager in realizing from each members mess dues (including subscription at the rate fixed in para 4 above). The Mess Manager shall be ready with a statement showing amount payable by each member and the Subedar shall put his initial on the statement against the name of the member paying his dues.

9) Money realized on the pay day or any other day by the Mess Manager shall be deposited with the R.I. The R.I. shall keep in hand sums not exceeding one week's expenditure required to run each mess and deposited the surplus money in the Post Office Savings bank where an account shall be opened in the name of the R.I. (official designation). Out of the money kept by the R.I. in hand to meet the expenditure of each mess for the week, the Mess Manager shall take advance according to the limits fixed in para. 10(v) below on any one occasion. Before a fresh advance is taken the Mess Manager shall satisfy the R.I. that money previously advanced has been fully spent. Proper account shall be kept by the R.I. for each mess where transaction of all money deposited to him shall be shown. The Additional Superintendent of Police/Deputy Superintendent of Police shall check this amount every month.

- 10) The duties of the Mess Manager shall be as follows:-
- i) To go to the market with the mess servant for daily marketing.
 - ii) To take the advice of the Mess Committee on the general management of the mess and selection of menu.
 - iii) To look to the mess establishment and pay the mess cook, servant etc. regularly.
 - iv) To collect previous month's dues from the members and guest charge from guest and to deposit the entire amount with the R.I.
 - v) To take advance from the R.I. not exceeding Rs. 4 per head per week for day-to-day expenses of the mess.
 - vi) To maintain a register showing day-to-day meal and non-meal entries against each member.
 - vii) To maintain proper account of the money spent supported by vouchers.
 - viii) To prepare monthly meal charge accounts and have them passed by the mess Committee on the 2nd day of each month and to publish the accounts by hanging on the Mess Notice Board.
 - ix) To notify amongst the members the entries in the meal Register two days before the closing of the monthly accounts, so that they may be able to check and satisfy themselves about the entries.
 - x) To keep an account of the mess utensils, furniture and other properties of the mess.
 - xi) To see that the drains and mess premises are always kept in a neat and clean condition.
 - xii) To bring any matter to the notice of the R.I. or the Mess Committee as may be considered necessary or directed by them.

The Mess Manager shall be assisted by the panel of assistants for proper performance of the duties enumerated above.

- 11) The duties of the Mess Committee shall be as follows:-
- i) To aid and advise the Manager on the general management of the mess.
 - ii) To suggest the menu and the standard of cooking.
 - iii) To look to the discipline of the mess.
 - iv) To check the daily marketing and the accounts.
 - v) To hold monthly meeting to pass the monthly account and meal charge.
 - vi) To help the Manager in realizing the dues from the members.
 - vii) To look to such other matter as may be directed by the R.I. or as may be authorized by the members.
- 12) The members of the mess shall observe the following:-
- i) They shall co-operate with the Manager and shall behave gently and politely.
 - ii) They shall not abuse the mess staff.
 - iii) They shall not shout, quarrel or show temper in the dining hall.
 - iv) They shall not interfere in the day-to-day management of the mess.
 - v) They shall not cause any damage to the mess property.
 - vi) They shall lodge complaints, if any, with the Mess Committee which shall, if necessary, bring the matter to the notice of the R.I.
 - vii) They shall give timely intimation to the Mess Manager of their absence from the Mess or any meal.
- 13) The R.I. shall be responsible for the day-to-day administration of each mess. He shall be assisted by the Platoon Subedars. The monthly Mess Committee meetings to pass the accounts shall be presided over by the R.I.
- 14) Superintendent of Police/Additional Superintendent of Police shall be at the head of the mess administration. Major and important issues shall be referred to him for decision.
- 15) Any infringement or violation of the mess rules or mess manners as laid down above shall render a member liable for disciplinary action.

16) There shall be a Complaint Book in each mess which shall be available to the members for recording complaints if any. The Complaint Book shall be inspected by the R.I. once a week and by the Superintendent of Police /Additional Superintendent of Police once a month. Steps should be taken to remove genuine complaints.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

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Police Order No. 07 of 1955

Sub:- Establishment of a Detective Training School at Barrackpore.

Government have sanctioned the establishment of a Detective Training School at Barrackpore for the training of Sub-Inspectors of the Investigation Branch of both the West Bengal Police and Calcutta Police. Twenty Five officers (20 from the West Bengal Police and 5 from the Calcutta Police) will be trained in each term of 6 months course. The school will start on 1st July 1955.

The Principal, Police Training College will also be the principal of this school.

The trainees of the West Bengal Police will be deputed according to the following allotments:-

Central Range	4
Northern Range	5
Western Range	7
C.I.D.	4
	<hr/>
	20

The trainees will be selected by the Deputy Inspectors General concerned from among the competent Sub-Inspectors of the Investigating Branch with at least 5 years service in the case of directly recruited officers and 3 years in the case of departmentally promoted officers with effect from their dates of promotion.

No training reserve posts have been sanctioned for this purpose and the trainee Sub-Inspectors should be shown on deputation and should get their pay and allowances from the parent district/unit concerned.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

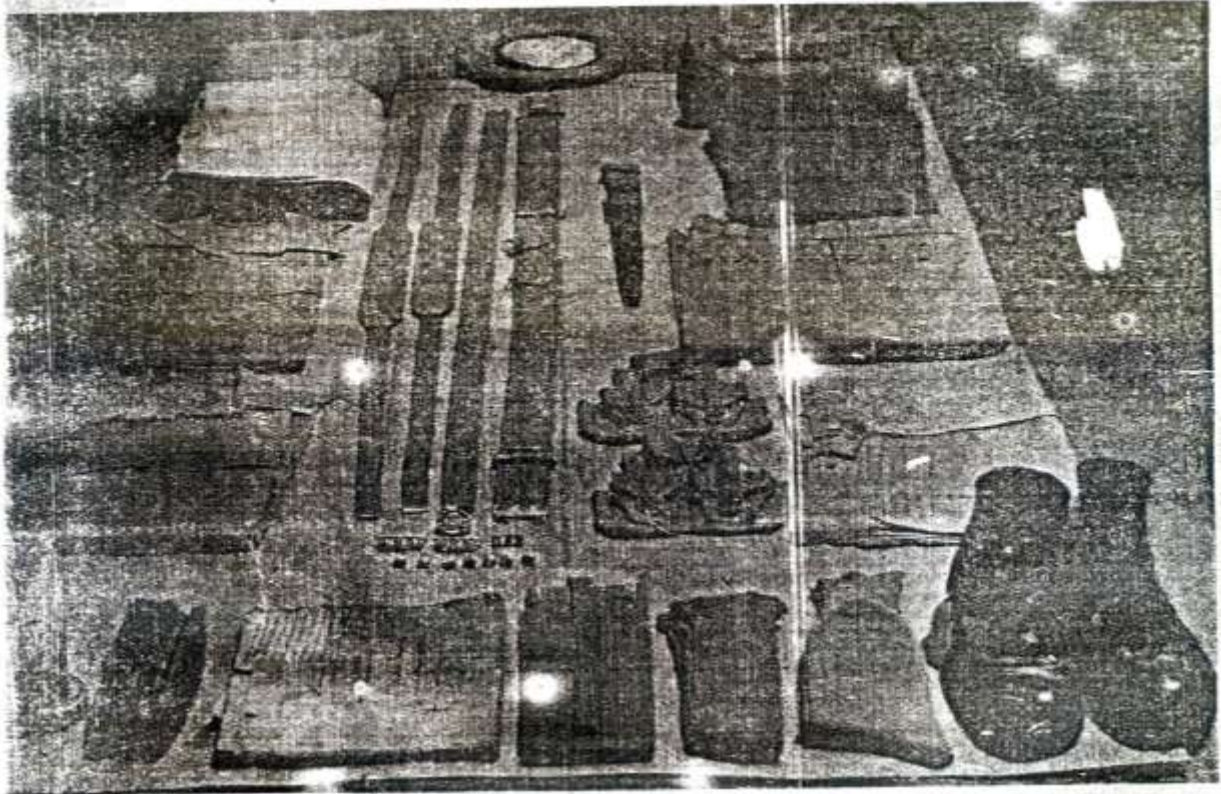
(Also see Police Orders No. 9 of 1955& 06 of 1957)

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Police Order No. 08 of 1955

Sub:- Display of kits for kit Inspection.

Plan showing how different items of kits should be placed on the Ground-Sheet or Durree during inspection of kits.



The Inspector-General of Police has been pleased order that at kit inspections different items of kit generally issued to Head Constables and Constables of the Armed Branch shall be arranged strictly in accordance with the plan shown above. Assistant Sub-Inspectors, Head Constables and Constables of the Unarmed Branch should also display their kit according to this plan with the modification that in places allotted for the items which are not issued to them they should place parallel items without disturbing the general layout of the plan.

Steps have been taken to incorporate the plan in the Drill Manual under revision. Meanwhile all concerned are directed to follow this plan for display of kits at kit inspections.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

(Modified vide Police Order No. 06 of 1956)

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Police Order No. 09 of 1955

Sub:- Detective Training School at Barrackpore.

In continuation of Police Order No. 7 of 1955 published in the West Bengal Police Gazette dated 13.5.1955 the following further orders of the Inspector General are published for guidance:-

- 1) The Deputy Inspectors General will see that each district of their Ranges is represented in the quota of trainees allotted to them.
- 2) Officer beyond the age of 45 should not be selected as far as possible.
- 3) A test should be held by the principal of the Detective Training School every fortnight and the officer trainees who fail in 3 successive tests should be sent back to the district as being found unsuitable for further training.
- 4) The overall control of the Detective Training School shall vest with the Deputy Inspector General of Police, C.I.D., West Bengal.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

(Also see Police Orders No. 02 /1963, 01 /1966, 02 /1963, 3A /1964, 01 /1966& 01/1975)

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Police Order No. 10 of 1955

Sub:- Using Police telephones for the benefit of the members of the public in emergencies.

The Inspector-General notices with regret that when a member of the public approached the officer-in-charge of a police station with the request to allow the use of thana telephone of obtaining information from a hospital about a person in imminent danger of life, the request was not entertained in the absence of specific orders allowing the use of Government telephone by the public. The Inspector General directs that when a member of the public comes to a police station for using the thana telephone in emergencies this or similar nature the police officer on duty shall ascertain facts and after being satisfied that the use of the thana telephone is essential he should find out himself the required information by telephone instead of allowing others to use the telephone. In cases where a public telephone, post offices or other places can be conveniently used request for the use of thana telephone should not be ordinarily entertained.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

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Police Order No. 11 of 1955

Sub:- Supply of dietary articles to Police Hospitals.

The following procedure is laid down for supply of dietary articles to Police hospitals and their acceptance:-

- A. Selection of contractors – In February each year open tenders should be invited and received by the Superintendent of Police for the supply of dietary articles for a period of one year beginning from April. In Police hospitals where the consumption is heavy the tender should be split up into different groups. Where consumption is not heavy the maximum number of groups should be two 1) Milk and milk products

and 2) other dietary articles (including fish, egg, meat, etc.) The group 2) may again be split up into sub-groups: 1) Fish, meat, egg etc and 2) other dietary articles (excluding milk and milk products which should form a separate group). Tender should be properly sealed and super scribed "Tender for the supply of dietary articles to Police Hospital..... 19" and addressed to the Superintendent of Police by name. All tenders shall submit along with their tenders income tax and sale tax clearance certificates. As usual earnest money shall be deposited at the following rates:-

	Rs.
Up to Rs. 2000 ..	50
From Rs. 2001 to Rs. 5000 ..	100
From Rs. 5001 to Rs. 10000 ..	200
Above Rs. 10000 ..	200 + Rs. 100 for every Rs. 5000 or fraction thereof above Rs. 10000.

The earnest money is to be deposited by the tenderer in the local Treasury or the Reserve Bank of India under the head "P-Deposit and advance (Province) part II Deposit not bearing interest other deposit Account-Civil Deposit-Revenue deposit" in favour of the Superintendent of Police and the relevant challan is to be submitted along with the tender.

The selection of tenders shall be made by a committee consisting of the Superintendent of Police, the civil Surgeon (or an officer authorized by him) and the Sub-Assistant Surgeon in charge of the Police Hospital. All tenders received by the Superintendent of Police shall be opened before the committee. The lowest tender should, as a rule, be accepted. Higher rates may however be accepted in exceptional cases to ensure supply of better quality of articles but reasons for such acceptance should invariably be recorded. Local contractors should be preferred to others when the terms of supply are the same. While accepting tenders for dietary articles for the Police Hospitals the rates accepted for the Sadar Hospital of that district should invariably be consulted so that in no case the rates of the Police Hospital are higher than the rates of the Sadar Hospital of the same district. If in exceptional cases higher rates have to be accepted the reasons should be recorded. Formal contract should be entered into with the successful tenderer who should furnish security deposit which should not ordinarily be less than five percent of the total value of the contract. The terms of the contract must be precise and definite. A form of the contract deed is published below.

- B. Requisition of daily requirement of dietary articles and their acceptance- The diet of patients is regulated by the diet scales laid down by the Civil Surgeon viz., full diet, half diet, spoon diet, Milk diet etc. The rates of diet allowance which vary from district to district are fixed by Government every year and notified to all concerned. The notified rate of the district shall be circulated to each police post by the Superintendent of Police. For T.B. patients treated in Police Hospitals who need special diets a special diet allowance of Rs. 3 per head per diem has been fixed by Government for all districts. The cost of diet shall not ordinarily exceed the sanctioned rate of diet allowance. If in special cases the Medical officer-in-charge of the Police Hospital considers it necessary to prescribe special articles of diet or special quantities of articles of ordinary diet for proper treatment of the patients the sanctioned rate of diet allowance may be exceeded but the average cost of diet worked out for the whole month should not generally exceed the sanctioned rate of diet allowance.

The Medical officer-in-charge shall ordinarily prescribe diets for patients one day in advance and record them on their bed head tickets. A diet requisition sheet (in B.P. Form No. 197) will then be prepared by the diet sarkar from the bed head tickets. From the diet requisition sheet the quantities of different articles required for the

following day shall be worked out by the diet sarkar in the prescribed Memo form in duplicate and after having it duly checked and signed by the Medical officer-in-charge the Diet Sarkar shall make over the carbon copy to the contractor not later than 5 p.m. of the day previous to the date for which the articles are required.

The contractor will be responsible for the prompt supply of dietary articles of good quality as per requisition. The articles shall be brought to hospital by the contractor at 6 a.m. in the morning and at 4 p.m. in the afternoon (the time of supply may be changed by the Sub-Assistant Surgeon) and shall be weighed or counted as the case may be in the presence of an examine by a committee consisting of the Sub-Assistant Surgeon and the orderly officer (not below the rank of Sub-Inspector). The R.I. will join this committee at least once a week.

Deficiency in the supply if any shall forthwith be made good by the contractor and when any articles is rejected by the committee, it shall forthwith be replaced by the contractor by corresponding articles of approved quality within the time to be fixed by the committee failing which the committee may arrange such articles to be obtained from other sources at the risk, account and cost of the constructor and any expenditure so incurred over and above the contract rates shall be paid by the contractor. Other gazette Police officers will occasionally and as often as possible, scrutinize the supply of articles of diet and make it a point to see that the quality of the food is good.

At the end of each month an abstract of cost of diet supplied by the contractor shall be prepared by the Diet Sarkar and after being checked and certified by the Sub-Assistant Surgeon and passed by the Civil Surgeon or the Medical Officer-in-charge of the Sadar Hospital shall be forwarded to the Superintendent of Police's office where a bill shall be prepared and the amount drawn from the Treasury for payment to the contractor.

(Diet Contract Deed from for dietary articles supplied to Police Hospitals)

The Articles of Agreement made this _____ day of one thousand nine hundred and _____ of No. _____ between of No _____ and _____ business in co-partnership at No. _____ hereinafter called the "Contractors" (which term shall unless excluded by or repugnant to the context be deemed to include their respective heirs executions administrators representatives and permitted assigns) of the ONE PART and the Governor of the State of West Bengal (here in after referred to as the "Governor" which expression shall unless excluded by or repugnant to context be deemed to include his successor in office and assign) of the other part.

Witnesseth and it is hereby agreed as follows :-

1. That the Contractors shall according to and in compliance with the indents as may from time to time be placed by the Superintendent of Police district (here in after for the sake of brevity referred to as the "Superintendent") supply to the said Superintendent or such officer as may be authorized by him in that behalf to receive the same such dietary articles or other commodities mentioned in the indents for use in the said _____ according to the rates mentioned in the schedule here under written from time to time for the period of commencing from _____ day of _____ one thousand nine hundred and _____.
2. All supplies shall be delivered at the premises of the _____ and the Contractors shall not be entitled to charge any sum for the transport of the said goods to the said _____ and for such delivery thereof.
3. The Contractors shall simultaneously with the execution of this agreement deposit the sum of Rs. _____ in a Postal Savings Bank Account opened in a post office within the State of West Bengal in the Name of the Superintendent of Police and shall duly make over the pass Book for the said savings Bank Account to the

Superintendent for the due fulfillment of the terms conditions and covenants on the part of the constructors herein contained. The said security will be forfeited to the Government if the constructors fail to observe and perform any of the terms conditions and covenants on their part herein contained. On the due fulfillment observance and performance of terms conditions and covenants by the contractors said security deposit shall be repaid or returned to the contractors within six months after the due fulfillment observance and performance by the Contractors of the terms conditions and convents herein on the part of the Contractors contained.

4. The contractors shall not be entailed to assign or sublet the rights and benefits under this contract either in part or in whole.
5. During the subsistence of this contract the contractors shall maintain an office or a place of business in _____ where all notices and other papers required to be served or sent to the contractors shall be served or sent.
6. If the Contractors shall fail or neglect to observe and perform the terms conditions and convents herein on their part contained or be found guilty of misconduct or repeated unsatisfactory supply of articles (the decision of the Supdt. in that respect being final and binding) it shall be lawful for the Supdt. by giving the Contractors one week's notice in writing to terminate this contract and/or otherwise take such action as is considered suitable besides the forfeiture of the security deposit and the contractors shall not be entitled to claim any damages whatsoever due to or arising out of such termination of the contract.
7. The goods and articles to be supplied on indents at the rates specified in the schedule must be all weighed or counted as the case may be in the presence of any officer, stewed or representative authorized by the Superintendent articles of diet shall be brought to the hospital by the Contractors at _____ in the morning and at _____ in the evening. Any deficiency in the supply shall forthwith be made good by the contractors and when any articles is rejected the same shall forthwith be replaced by corresponding articles of approved quality within the time to be fixed by the Officer receiving the supplies failing which the Supdt. may direct such supplies to be obtained or such goods to be purchased as the case may be forthwith from other parties at the risk, costs and account of the Contractors.
8. In the event of failure to supply and deliver stores indented for to the satisfaction of the Superintendent in time, it shall be deemed that the contractors are unable to supply them and the articles will be obtained from other sources at the risk, account and costs of the Contractor without reference to the Contractors and any expenditure so incurred over and above the contract rates shall be paid by the Contractors without prejudice to the right of the Superintendent to cancel the contract when he thinks fit. Such excess expenditure shall be recovered from any money due to the Contractors or from the said security deposit.
9. Every article supplied by the Contractors shall be of the best procurable description or quality or brand and where any goods or articles are to be supplied according to samples, they must not be inferior to the samples in any way. The decision of the Superintendent on any question arising regarding the quality or description or brand of the articles will be final and binding upon the parties.
10. Rejected articles must be removed within 24 hours from the receipt of written or verbal notice for such removal or they will be removed at the risk of the contractors.
11. The Contractors shall monthly submit bills for the supply for the month before the 12th of the month succeeding the month during which the supply is made.
12. All perishable articles such as butter, eggs, fish, mutton or meat, etc, must be fresh and sound.

Eggs.- All must be fowl's eggs of (if not, otherwise specifically ordered) average size and weight. They must not float on water but must readily sink.

Mustard Oil- Must be absolutely pure. It must stand to the analytical tests by the Public Health Laboratory.

Fruits- Fruits supplied must be perfectly ripe, fresh ad sound.

Vegetables (including potatoes) must be all fresh, sound and unrotten.

Butter- Butter from cow's milk should be supplied. It must stand to the test by the Public Health Laboratory.

Ghee- It must be buffalo ghee and free from adulteration. It must also stand the test of analysis by the Public Health Laboratory.

THE SCHEDULE ABOVE REFERRED TO

(Schedule of rates)

In witness whereof the parties to these presents have hereunto act and subscribed their respective hands and scales the day, month and year first above written.

Signed Sealed and Delivered by
The contractors in the presence of

Signed for and behalf of the Governor of
the State of West Bengal by in the
presence of

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

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Police Order No. 12 of 1955

Sub:- Possession of drill certificates by Constables and Naiks of the Armed Branch before promotion to the rank of Naik and Head Constable.

At present the possession of a drill certificate (obtained under Regulation 793, P.R.B.) is not a compulsory condition for the promotion of a Constable of the Armed Branch to the rank of Naik. This has led to various complications such as the question of removal from the approved lists names of officiating Naiks who subsequently fail in drill classes, or the re-fixing of positions in the approved lists in respect of the officiating Naiks who are down in the lists but pass out successfully while some officiating Naiks above them get plucked. To put right many irregularities and grievances the Inspector General has ordered that no Constable of the Armed Branch should be appointed a Naik without a drill certificate. The certificate should be a valid one i.e. obtained not more than 3 years previously.

Similarly as laid down in the Regulation 745 (b) P.R.B. no one should be made a Head Constable in the Armed Branch without a valid drill certificate unless specially exempted by the Deputy Inspector General. It has, however, been noticed that this rule has not been always followed with the result that there are now a large number of officiating Head Constables without drill training which has led to an anomalous state of affairs. The Inspector General accordingly directs that the provisions of the rule should be strictly followed in future.

The existing officiating Naiks and Head Constables should now be trained in drill in batches. Thereafter each district and unit should have some drill trained Constables to meet the expected demands for promotion. As a drill certificate remains valid for 3 years only the number of drill trained Constables should be so regulated that they may normally get promotion within that period. Otherwise the training of a large number of Constables in drill exceeding the probable vacancies will mean wastage of man power. Any officiating Head Constable sent for training under clause (a) of Regulation 793 shall have to be reverted to the lower rank of Naik while there will not be such

reversion during their refresher course under clause (g). Officiating Naiks will continue to remain as officiating Naiks during the training under both of these clauses.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

(Also see Police Order No. 08 of 1957)

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Police Order No. 13 of 1955

Sub:- List of miscellaneous duties of which the Police, under the orders of the State Government, have been wholly or partially relieved.

In view of the changed condition in the administrative set up of the State, Government have been pleased to relieve the Police wholly of the duties enumerated in items IV and VI (b)- Pertaining to Agriculture Department and Medical and Public Health Department respectively of Appendix VII- Part II of P.R.B. Volume II, 1943 The Inspector-General therefore directs that the local Police should not undertake to do work of which they have been wholly relieved.

Formal amendment of Appendix VII of P.R.B. Volume II, 1943 will issue in due course.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

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Police Order No. 14 of 1955

Sub:- Correct procedure of seeking interviews with the Inspector-General of Police by the Superior Police Officers.

It has been noticed by the Inspector-General that superior officers sometimes come and see the Inspector-General informally and without any previous appointment for the express purpose of making representation to him with regard to some orders in personal matters communicated to them officially. It becomes difficult for the Inspector-General to discuss any orders without the relevant papers. If an officer wants to make a representation officially on any personal matter like transfer, he should make a specific request to the Inspector-General for such an interview through proper channel. Interviews fixing the date and time would be communicated to the officer seeking interview.

This order, however, does not affect the standing instructions regarding calling at the office the Inspector-General of Police by the officers and above the rank of Assistant and Deputy Superintendent of Police passing through or in Calcutta on leave or on transfer or on duty.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

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Police Order No. 15 of 1955

Sub:- Instruction regarding control and deployment of detachments from the State Armed Reserve on deputation to districts.

In continuation of the instruction obtained in Police Order No. 15 of 1951 published in the West Bengal Police Gazette dated 13.04.1951, the following further instructions are published for the guidance of all concerned:-

1. Deputy Inspector General of Police should be able to work within their Ranges with their own reserves and by reducing constant use of Armed Police.
2. All requisition for deputation from Armed Police Battalions and Industrial Area Reserve Force should be examined by Range Deputy-Inspector General of Police and Deputy-Inspector General of Police, Armed Forces.
3. The procedure for requisition of force from the State Reserve as instructed in memorandum No. 1558(3) A.P.F., dated 26th May 1950 from the Deputy Inspector-General of Police, Armed Forces to all Range Deputy-Inspectors General of Police should be scrupulously followed.
4. Deputations from the State Reserve should be of a temporary nature and should cease after the emergency for which requisition was made is over. Prior approval for retention of the detachment beyond the period originally asked for shall invariably be obtained in each case by the requisitioning officer from the Deputy Inspector-General of Police, Armed Forces.
5. In cases of emergency when requisition for force in the prescribed form is not possible, the Superintendents of Police and Deputy Inspectors-General of Police may requisition deputation from the State Reserve over telephone. But all telephone requisitions for force must be recorded at either end in a log book that they may not escape proper watch by the Deputy Inspectors-General Police concerned.

By order
**B.C.MUKHARJI, Registrar,
West Bengal Police Directorate**

(Also see Police Order No. 02 of 1964)

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Police Order No. 16 of 1955

Sub:- Instructions for the use of West Bengal Police Wireless system for transmission of message relating to anti-smuggling.

Government of India have permitted the Collectorate of Central Excise and Land Customs, Calcutta to use Police Wireless network for transmission of urgent message relating to anti smuggling work. It is hereby ordered that only such messages relating to commission or prevention of smuggling as are so urgent that their transmission over the normal P & T channel will not serve the purpose may be accepted for transmission over the Police wireless. As there is no messenger system for delivery of wireless messages to the recipient the Central Excise and land Customs Department will make their own arrangements for collection of messages from the wireless stations.

This order will be in force till 31st December 1955 unless extended by specific order from this Directorate.

By order
**B.C.MUKHARJI, Registrar,
West Bengal Police Directorate**

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Police Order No. 17 of 1955

Sub:- Encouragement of games and sports among the Police Force.

The Inspector-General desires that as an integral part of a healthy Police organization games and sports should be strongly encouraged among the members of the Police Force. This not only provides healthy recreation to officers and men when they are off duty but also helps to promote good will and lot of friendliness between the police and the public. Success will to a large extent depend upon the amount of interest taken by the Superintendents of Police/ Commandants who should supply sporting gear to each Police post. If there is a play ground football may be supplied or else Volley ball, a badminton set and tenniquoit may be made available to each Police Post. Police stations may be allowed to form clubs with the neighbors so that the boys and gentlemen of the locality could come and participate in the games when the police posts could not raise the payers.

A Police Posts and the players posted there will come to be regarded as good neighbors and friends in friend in every respect. There may be a local sports body or a club which co-ordinates sports competitions and tournaments in the locality. There is an objection to our Police officers joining such outside bodies or clubs and use their good influence to make clubs more healthy and orderly. This will create a fund of goodwill between the Police and the public. In the beginning clubs with rivalries should be avoided by the Police officers.

2.In each district/unit there is sports fund raised by subscription from the members of the Force as laid down in Police Order No. 25 of 1954. In addition each district/unit is getting an athletic grant from Government under rule 1167, P.R.B., Vol I. In future this athletic grant will be replaced by a slightly higher sports grant to be allotted by the Inspector General. The amount of sports of the sports grant will vary from Rs. 300 to Rs. 500 according to the strength of different districts/units. This will not meet even a fraction of the expenditure on the supply of sporting gear to Police Posts and Superintendents of Police/Commandants will have to meet the bulk of the expenditure from their district/unit sports grant raised by subscriptions from the members of the force. If Superintendents of Police/Commandants will take active interest in this matter funds will not be wanting to finance the cost of sporting gear for supply to different Police Posts.

3.The Inspector General hopes that under the good leadership of Superintendents of Police/Commandants healthy sports and games will come to occupy a prominent place in the Police organization not only as a healthy recreation bat also as an instrument to promote goodwill and friendliness between the Police and the public.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

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POLICE ORDERS- 1956

Police Order No. 01 of 1956

Sub:- Standard list of books, Acts and other publications for Police officers, Court offices and Circle Inspectors offices.

The Inspector General has been pleased to approve the supply of Criminal Court Hand Book Part I (6th edition 1953) by N.D. Basu for use in all court officers. This book may be inserted as serials Nos. 16 and 9 of lists II(a) and II (b) respectively in the P.O. No. 33 of 1951 published in the West Bengal Police Gazette dated the 9th November 1951.

By order
**B.C.MUKHARJI, Registrar,
West Bengal Police Directorate**

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Police Order No. 02 of 1956

Sub:- Instructions regarding implementation of the revised provisions of certain sections of the Criminal Procedure Code (Act V of 1898) as amended by the Cr. P.C. Amendment Act, 1955 (Act 26 of 1955) which will affect the Police officers most in their day to day work.

The Government of India decided to amend the Criminal Procedure Code (Act V of 1898) with a view to making the system of judicial administration speedier, less expensive and less cumbersome. Important changes have been made keeping in view the maxim "justice delayed is justice denied". The amendment was treated as a non-party measure and a joint select Committee of the two Houses of parliament gave their very best considerations to the proposed Bill which was ultimately brought on the Statute Book for giving effect to judicial reforms.

The Police machinery in every country is the most important organ for proper and effective functioning of criminal justice. So it is essential that the Police officers, especially those who are working in the investigations cadre shall be fully conversant with the changes so that they may play their part in the implementations of the provisions contained therein.

Amendment of the following sections in the Act having come into force on the 1st January 1956 affects our investigating officers in their day to day work. The Inspector-General therefore desires that all concerned shall carefully read the following notes and take action accordingly.

- 1) Section 103- The words " at his request" at the end of sub-sections 3 and 4 have been omitted. The effect is that the occupant of the place searched or some person in his behalf shall be furnished with a copy of the search list.
- 2) Section 117- For sub-section (2) the following shall be inserted :-
"Such inquiry shall be made as nearly as possible in the manure herein after prescribed for conducting trails and recording evidence in summons cases"
The effect is that inquiry into proceedings under sections 109, 110, 107 and 108 will be conducted as trails in summons cases. So prosecution must be ready with witnesses and even for their cross examination at the first appearance.
- 3) Section 160- With the added proviso Police officer's power to require attendance of witnesses is restricted to the extent that no minor under the age of fifteen years or

women shall be required to attend at any place other than the place in which such minor or woman resides.

- 4) Section 162- Hitherto the accused was only entitled to refer to any recorded statement of a prosecution witness for the purpose of contradicting such witness under the provisions of section 145 Indian Evidence Act. Under the amended proviso the prosecutions may when a witness proves unexpectedly adverse to its interest i.e. when a witness turns hostile within the meaning of section 154. Indian Evidence Act, contradict such witness with reference to his recorded statement in the manner provided by section 145 Indian Evidence of hostile witness is not worthless. Either side (Prosecution and Defence) may rely upon the evidence of such a witness so far as it affects both parties favourably or unfavourably. The need of careful recording of statements is all the more envisaged by the amended provision.
- 5) Section 173- Major changes have been introduced in this section entailing additional duties on the officer-in-charge of the police station. Existing sub-section 4 which was inserted by an amendment in 1923 and under the provisions of which the accused is entitled to get a copy of the report under section 173 on payment is substituted by two sub clauses. The first sub clause (4) provides that after forwarding the charge sheet the office-in-charge shall before the commencement of the inquiry or trial furnish or cause to be furnished to the accused, free of cost, copy of the following documents :-
 - i) Charge Sheet
 - ii) First Information Report
 - iii) All other documents on which the prosecution proposes to rely during inquiry or trial.
 - iv) Statements of all witnesses recorded under sub-section 3 of section 161 whom the prosecution proposes to examine during inquiry or trial.
 - v) Confession and statements recorded under section 164.

The second sub-clause (5) gives an option to the Police officer to exclude only that portion of the statement recorded under section 161 (3) which in his opinion is not relevant to the subject matter of the inquiry or trail or whose disclosure to the accused is not essential in the interests of justice and is inexpedient in the public interests. A report stating reasons for excluding such part of the statement shall be made to the Magistrate who shall decide the propriety or otherwise of the action of the Police officer and if he so directs a copy of the part so excluded or such portions thereof as he thinks proper, shall be furnished to the accused.

The amended provisions of this section read with sub section (3) of section 161 which was added in 1945 in order to abolish the practice of recording joint statements which are incapable of use as the statement of any individual witness will lead to the conclusion that statements of all witnesses whom the prosecution proposes to examine in the case shall be separately recorded and that accused shall get a copy thereof in whatever form be it in the first person or in the hand person it is ordered. Our investigating officers must keep this in view while investigating cases and comments inferences, hypotheses and observations shall not be incorporated in statements. Under the amended section 342A any person accused of an offence before a criminal court shall be a competent witness for the defence and may give evidence on earth in disproof of the charges made against him or any person charged together with him at the same trial. Investigating officer should therefore faithfully record the statements of not only the witnesses but also of the accused person.

- 6) In order to make the proceeding in court in every inquiry or trail as expeditious as possible sections 207, 251 and 344 are amended and new sections 207A, 251A and a sub clause to section 344 have been added.

- i) Section 207A speaks about a special procedure to be adopted in proceedings instituted on Police report. The committal proceedings in such cases (Sessions triable cases) have been reduced to a minimum. Generally witness to the actual commission of the offence alleged only will be examined before the committing court. But the accused shall be supplied with copies of all documents referred to in section 173 as usual before the commencement of the inquiry.
- ii) Section 251A provides another special procedure to be adopted in warrant cases instituted on Police report. The charge shall be framed upon consideration of all the documents referred to in section 173 examination of the accused and after hearing the parties without examination of any witness for the prosecution. If the accused pleads guilty he shall be convicted thereon. In case the accused refuses to plead or does not plead or claims to be tried and the Magistrate fixes a date for examination of witnesses on behalf of the prosecution the witness shall be produced for examination and cross-examination on the date so fixed.
- iii) Section 344- The added sub section (1) provides that the proceedings in every enquiry or trial shall be continued generally from day to day when the examination of witnesses has once begun.
- 7) Section 497- The added sub section (3A) provides that if in any case triable by a Magistrate the trial of a person accused of any non-bailable offence and in custody is not concluded within a period of sixty days from the first date fixed for taking evidence in the case such person shall be released on bail, if he is in custody during the whole of the said period.

The investigating officers should therefore make an all out effort to ensure attendance of witnesses in court on the date fixed for taking evidence. It is needless to emphasize that they themselves should also attend in their turn.

This Police order has been issued after consulting the Superintendent and Remembrance of Legal Affairs, Government of West Bengal.

By order
**B.C.MUKHARJI, Registrar,
West Bengal Police Directorate**

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Police Order No. 03 of 1956

Sub:- Dress of Superior Police officers on Ordinary Parades.

In modification of Police Order No. 4 of 1949 (published in the West Bengal Police Gazette dated 30.12.1949) the Inspector General has been pleased to direct that henceforth the following uniform should be put on by superior Police officers while attending parades in the lines :-

- A) Hot weather- Peak cap, shirt, shorts, ankle puttis, hoesetops, ankle boots, Sam Brown belt.
- B) Gold weather- Peak cap, Jacket, tie, shorts, hoesetops, ankle putties, ankle boots, Sam Browne bolt.

By order
**B.C.MUKHARJI, Registrar,
West Bengal Police Directorate**

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Police Order No. 04 of 1956

Sub:- Departmental construction of Police Buildings.

Detailed rules governing the departmental construction of police buildings are laid down in Appendix X of the Bengal Audit Manual. This appendix printed in booklet form has already been distributed to all Gazetted officers. For ready reference this appendix is attached herewith (Annexure I). They should study the rules and be thoroughly conversant with them. For their guidance the broad working principles about calling of tenders and their selection are noted below. All Superintendents of Police/Commandants should follow these principles strictly whenever any work, whether original or repairs is executed departmentally through the agency of contractors.

1. List of contractors (registered)- A list of registered building contractors should be mentioned in the form of a manuscript register duty page numbered. At last one page should be set apart for each contractor showing therein the buildings and repair works for which he has been given contracts and a note as to the manner in which the work has been carried out. Further notes should be added if any defects in construction are discovered subsequently.
2. Preparation of plans and estimate etc- In the case of Police buildings of standard types which are generally constructed departmentally the bills of quantities and the standard type plans already exist. When a particular building is to be constructed the contractors should be asked to see the plan in the office of the Superintendent of Police/Commandant and the bills of quantities should be supplied to the contractors along with the tender notice. Where no bills of quantities exist, the Executive Engineer of the works and Buildings Department or the District Engineer may be requested to assist in the preparation of such bills of quantities which should be circulated amongst the contractors along with the tender notice. The contractors will return the bills of quantities noting their rates against each item and striking out the total so that by comparing the totals of the different tenders the lowest tender may be easily known. In no case tenders should be invited without proper bills of quantities. A sample bill of quantities is enclosed (Annexure 2).
3. Issue of tender notice- Sealed tenders should be invited from all registered contractors when it is decided to execute a work departmentally. The tender notice should be drawn up according to the sample tender notice enclosed (Annexure 3). In the case of local contractors the tender notice should be delivered through a peon book in which their receipt should be obtained. In the case of outside contractors the tender notice should be sent by registered post.
4. Time of notice- A time period (not less than 15 days) should be specified in the tender notice within which the contractors should be asked to submit their tenders.
5. Opening of tenders- When the last date of submitting tenders expires the tenders should be opened by the Superintendent of Police/Commandant in the presence of the contractors who may like to attend or send his representative. After opening the tenders Superintendent of Police/Commandant shall initial every page and rate quoted. A comparative statement of the tenders should thereafter be drawn up in the office of the Superintendent of Police/Commandant.
6. Consideration of tenders- All the tenders received together with the plans and the comparative statement duly signed by the Superintendent of police/Commandant should be sent either to the Executive Engineer or District Engineer for scrutiny and selection of a contractor for the work. In case the Executive Engineer does not select the contractors whose tenders are lower than the tender selected the reasons should be recorded by the Executive Engineer/District Engineer. The Superintendent of Police/Commandant should issue work order on the contractor selected by the Executive Engineer/ District Engineer and an agreement should be drawn up and signed by the selected contractor and the Superintendent of police/Commandant The

agreement form should be as per specimen form published in para 800 of the Police Gazette dated 28th April 1914 and republished below (Annexure 4).

7. Checking of work and payment- A measurement book on the lines of the P.W.D. form No. 6 shall be maintained for the purpose of checking each departmental work as it progresses from day to day. For each work the Superintendent of Police/Commandant shall appoint in writing an officer-in-charge of the work. Recording of day-to-day work in the measurement book shall be made by the officer-in-charge of the work in his own hand. A progress report should be submitted monthly to the Range Deputy Inspector General. These monthly progress reports shall contain reference in the connected measurement book. Payment shall ordinarily be made after completion of the entire work and the Superintendent of Police/Commandant has satisfied himself by having the works checked either by the Executive Engineer or District Engineer. If the contractor requires money for the execution of the work "payment on account" may be made by the Superintendent of Police/Commandant according to his discretion up to 90 percent of the contractors bill for a completed item of work after the same has been duly checked and passed 1) by the District Engineer or a local works and Buildings Department officer in the case of work costing over Rs. 5000 and 2) by the Superintendent of Police/Commandant in case of works costing up to Rs. 5000 as provided in Appendix X of Bengal Audit Manual (Annexure I). A completion certificate should be obtained either from Executive Engineer or District Engineer in the case of works of costing above Rs. 5000 and 2) from the Superintendent of Police/Commandant in the case of works costing up to Rs. 5000 and forwarded to the Accountant General, West Bengal together with the contractors accepted estimate and the final bill. No payment for such works should be made before the completion certificate has been obtained in the above manner

ANNEXURE I

APPENDIX X OF BENGAL AUDIT MANUAL

A) Rules for petty Construction and work in the Police Department up to Rs. 5000.

As soon as sanction of the Deputy Inspector General of Police is received to any Petty Constructions, the whole amount sanctioned is entered by the Police office in the register of special contingencies. It is not to be drawn at once unless absolutely required for immediate disbursement. Only such sums as are needed from time to time should be drawn from the treasury against the special appropriation of separate contingent bills signed by the Superintendent of Police on which the number and date of the authorizing letter should be invariably cited.

2. In the case of work executed departmentally i.e. when no contracting agency is employed advances may be drawn in Abstract contingent bill and payees receipt for the amount spent out of the advances drawn in any month together with a detailed bill showing the quantity of materials and labour rate and cost working up to the total amount (vide Accountant General Bengal circular No. 130 T.M/T.A.D. dated 5th march 1912) should be furnished to the Accountant General at the close of that month and the unexpended balance refunded into the treasury either in cash or by deduction from the next bill. A muster roll showing the names of labourers in attendance each day and the amount paid to each individual shall be maintained.

(vide rule 1548A of Police Regulations, Bengal Volume I as inserted by correction slip No. 31 dated 31st December 1928.)

The Treasury officer will not cash any bill for petty contraction, unless it is accompanied by a certificate signed by the Superintendent of Police that detailed bills and sub vouchers for all bills drawn an amount of the particular project to which the bill relates during the preceding months have been sent to the Accountant General and quoting the number and date of the forwarding letter.

(Vide circular No. 127 T.M/T.A.D. dated 14th February 1912)

3. In the case of works executed through contractors competitive estimates of cost should be called for in order to secure the most favorable terms (vide rule 1548 of Police Regulations Bengal Volume I as amended by correction slip No. 36 dated the 31st March 1929). The number and date of order accepting the lowest tender should be noted prominently on all bills in which payments for contractors are drawn. Advances are strictly prohibited but payment may be made in installments for work actually done on the building e.g. the contractor may be paid for the value of the work done on the foundations as soon as they are completed and later on for the walls the woodwork and so on. But to pay for materials before they have been actually utilized in the construction and form part of the building is practically to give an advance a procedure which is definitely forbidden in.....(incomplete).

(Also see Police Order 09 of 1957)

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Police Order No. 05 of 1956

Sub:- Training of Offg. S.I.s, A.S.I.s whose names are borne at the top of the Approved list and A.S.I.s who are empowered to investigate.

The conference held by the Inspector-General on 09.01.1956 decided inter alia that with a view to improving their professional efficiency the offg. S.Is A.S.I.s whose names are borne at the top of the Approved list and A.S.Is who are empowered to investigate should be trained for six weeks in the syllabus given below :-

I) Mental Training

- A) Law and Procedure
- B) Topography and General Knowledge
- C) Scientific aids to investigation
- D) General methods of investigation
- E) Plans and sketches
- F) Use of crime records, maps, police publications, statistics, graphs, charts, photography
- G) Police Communication
 - a) Telephones and wireless
 - b) R.T.
 - c) Telegraph
 - d) Vehicles
- H) Power of observation
- I) Prevention of crime
- J) Reporting- the written word
- K) Relations with the public and the press
- L) Co-operation with other departments (Demonstrations in the C.I.) and F.S.L. visits to courts to watch summons warrants and committal procedure and a trial by jury visit to the jail and museum at the F.S.L. and C.I.D)
- M) General instructions regarding promptness, neatness, smartness, physical fitness and duties of an O/C.

II) Physical Training

- A) P.T. on all days excepting Thursdays and Sundays for half-an-hour
- B) Games in the afternoon.

There should be only one training centre in a district to be selected by the Range and the Genl. of Police for the entire range and the Supdt. of Police of that district should be in charge of the training centre. The trainees should be deputed from the districts in convenient batches. There will be no training reserve posts for this purpose and the

trainees should continue to hold the posts from which they have been sent as well as their quarters etc.

The above orders are issued in continuation of Police Order No. 24 of 1951 and Police Order No. 6 of 1954.

By order
**P.S.MAJUMDER, Registrar,
West Bengal Police Directorate**

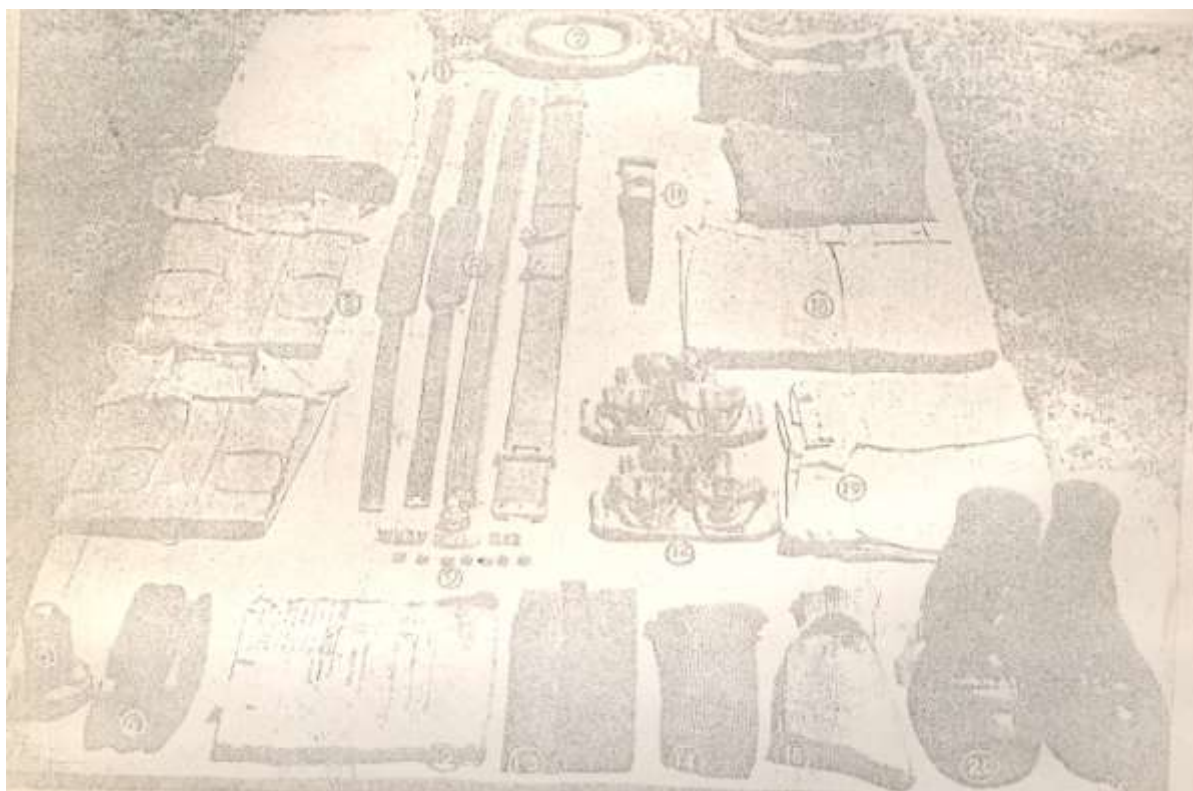
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Police Order No. 06 of 1956

Sub:- Display of Kits for kit inspection.

Police order no.8 of 1955 is hereby substituted by the following order :-

Plan showing how different items of kits should be placed on the Ground-Sheet or Durree during inspection of kits.



The Inspector General of Police has been pleased to order that a kit inspection of different items of kits generally issued to Head Constables or Constables of the Armed Branch should be arranged strictly in accordance with the plan shown above. Assistant Sub-Inspectors Head Constables and Constables of the Unarmed Branch should also display their kits according to this plan with the modification that in places allotted for the items which are not issued to them they should place parallel items without disturbing the general layout of the plan. Steps have been taken to incorporate the plan in the Drill Manual under revision. Meanwhile all concerned are directed to follow this plan for display of kits at kit inspections.

N.B.- Spare copies of the above order should be cut out and pasted up for a permanent notice in each Police post.

By order
**P.S.MAJUMDER, Registrar,
West Bengal Police Directorate**

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Police Order No. 07 of 1956

Sub:- Holding of discussion classes for the thana staff by the Circle Inspectors.

In the conference held by the Inspector-General with the Deputy Inspectors General of Police on 19th January 1956 it was decided inter alia that the Circle Inspectors should hold periodical discussion classes with the thana staff. It is hereby ordered that such discussion classes shall be held in every police station once a quarter. In addition to discussion on crime the Circle Inspectors shall explain the contents of important publications in the police and criminal gazettes. Police Orders Government Orders and special Police publications like the Indian Police Journal and other interesting crime journals which may be useful to the Investigating officers. Notes about the classes held should be kept in the thana inspection remarks book by the Circle Inspectors Superior Police officers will please check upon the implementation of this order and watch the progress made by talking with the staff on their visits. Superintendents of Police in the quarterly conference are expected to brief the Circle Inspector on the general lines on which the discussion classes should be held to get the best result.

By order
P.S.MAJUMDER, Registrar,
West Bengal Police Directorate

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Police Order No. 08 of 1956

Sub:- Rules for running Rum Canteens in Police Lines.

1. The Rum canteen should be housed in the building allotted specifically for the purpose. It should be kept neat and clean, tastefully decorated to make it pleasing to the eyes.
2. The canteen should be run by a Committee of 5 members of whom R.I. and S.P./Commandant should be ex officio Secretary and President. At least one member from each of the ranks of havildar Clerk, Naik and Constable should be elected on the first Monday of April each year on the votes by show of hands of members of each rank present in Headquarters and attending the meeting. If the first Monday is a holiday next working day should be selected. The candidate standing for election should be proposed and seconded at the meeting. Voting in the above prescribed manner will take place when there are more than one candidate for each seat. S.P./Commandant will act as the presiding officer.
3. Police officer and men should as far as possible manage all works in the canteen. For washing of dirty glasses and plates, menials may if so decided by the committee be kept on payment of remuneration from the profit of the canteen.
4. There should be a Canteen Fund account to which all sale-proceeds should be deposited at periodical intervals. In no case cash in hand should be allowed to exceed Rs. 50.
5. Superior Police officer will take personal interest and inspect the canteen as often as possible.
6. There should be a visitor's note book where inspecting officers should record their comments and instructions. R.I. should make it a point to examine the visitor's note book and take steps to act upon the instructions promptly.
7. Customers will be allowed to put in their complaint in the complaint book which the R.I. will scrutinize at least twice a week. Complaint of serious nature should be brought to the notice of the S.P./Commandant immediately.
8. A license should be obtained from the Excise Department through the West Bengal Police Directorate in the name of the S.P./Commandant whenever a Rum canteen is opened in the Police Lines. The terms of the License should be strictly observed.

Rum should be sold on cash payment to only the Gurkhas and Garhwalis of the Armed Police Force below the rank of S.I. (excepting bugle boys) in standard measurement glasses at annas three per ounce and no one will be allowed to take more than two ounces a day. No one will be allowed to take Rum outside the canteen or make his quota available for consumption by others. The canteen will remain open on three fixed days of the week and for certain fixed hours to be notified and there should be no sale of Rum on the remaining days. There should no sale of rum on the last working day of the month for closing of accounts. If any last working day of the month synchronises with any of the days fixed for the sale of Rum, the canteen will remain open on the day following. On special festive occasions the force may be allowed to draw extra quota on application to the S.P./Commandant. Each time Rum is purchased, purchase license is required to be obtained from the Superintendent of Excise of the district concerned. Purchase of Rum should be so regulated that the canteen may not be left without Rum for any day. All fresh purchases of Rum should be made after obtaining purchase order of the S.P./Commandant to be recorded on the purchase order book. Sale of Rum mixed with water is prohibited. For daily sale the Rum should be taken out from the original barrel to a small drum with stop cock arrangement the drum being sealed by an officer not below the rank of Dy. SP/Asstt. Commdt. to prevent the Rum being diluted with water before sale. In the absence of the Dy. S.P./Assistant Commandant the sealing of drum may be done by an Inspector. Physical verification of the stock should be conducted by an officer not below the rank of Dy. S.P./Assistant Commandant at least once a month and a certificate recorded in the stock book. The R.I. under overall supervision of an officer not below the rank of Dy. S.P./Assistant Commandant to be specially deputed by the S.P./Commandant will be in charge of the canteen.

9. The orderly officer of the day (Armed S.I.) assisted by a N.C.O. to be specially deputed by the R.I. will remain in charge of maintaining order and discipline at the time of the sale and distribution of Rum. R.I. will select a number of Constables/sepoy for sale and distribution of Rum and no constable/sepoy should be put on this job for more than a period of 3 months at a stretch. In the daily sales register the name number and rank of each purchaser should be entered at the time of sale of Rum noting the quantity issued and its sale price.
10. A regular and up-to-date account of all receipt and issues of Rum should be maintained as prescribed in the Rule of the license. Those should be usual Stock Book committee Book and Daily Sales Register which should be examined by the R.I. as often as possible. Sale-proceeds should be made over to the R.I. immediately after the day's sale.
11. A canteen Fund account should be opened in a total reliable Bank in which all cash money should be deposited. The accounts of the canteen should be kept like Government accounts and audited six monthly by the S.I./Commandant with the help of the Head Clerk or Accountant and annually by the central audit team.
12. Only legitimate expenses required for running the canteen are to be incurred by the S.P./Commandant from the Rum Fund account. All profits accruing after meeting the legitimate expenses for running the canteen should be deposited to the West Bengal Police Relief and Welfare (Amenities) Fund every six month.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

(Also see Police Order No. 05 of 1962& 04 of 1975)

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Police Order No. 09 of 1956

Sub:- Supervision of Special Report cases by superior officers.

As there are instances of delay in supervising Special Report cases by superior officers, the Inspector General directs in continuation of Police Order No. 21 of 1950 that Superior officers when they delay supervising cases should note in the supervision notes why they could not do it earlier.

By order
**B.C.MUKHARJI, Registrar,
West Bengal Police Directorate**

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Police Order No. 10 of 1956

Sub:- Procedure to deal with loss of papers in Police offices, Police stations, Courts etc.

Instances of loss of papers in S.P.s offices have become much too frequent. There are innumerable instances where loss of the paper was reported to explain away the delay in its disposal. The Inspector General has viewed this with great annoyance and has ordered that in the next report of loss of paper in S.Ps office the clerk to whose section the paper is traced shall be proceeded against and dismissed for causing the loss. He has also ordered that similar punishments shall be awarded in police stations and courts and that in the annual confidential report of an officer-in-charge of a post regarding control and power of enforcing discipline the number of missing papers and punishments in his charge shall be stated.

By order
**B.C.MUKHARJI, Registrar,
West Bengal Police Directorate**

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Police Order No. 11 of 1956

Sub:- Raising donations from firms or members of the public for holding social functions, sports and games.

Instances have come to notice where on the occasion of social functions impressive booklets were printed to show programmes and pages were devoted to advertisements obtained from various firms or interests with regard to their merchandise or services rendered. Seeking advertisements for a magazine duly authorized is understandable but seeking advertisements for programme booklets of social functions in order to collect money is irregular. The practice of accepting donations from members of the public for holding sports games etc has been prohibited by Government Orders. Funds are available in the districts for running sports and games according to Police Order No. 25 of 1954.

The Inspector-General directs that in future no donation in any shape should be raised from firms or members of the public to pay for the expenses of social functions, theatrical performances or for holding sports and games. Reasonable expenses will be paid from the Relief and Welfare Fund.

By order
**B.C.MUKHARJI, Registrar,
West Bengal Police Directorate**

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Police Order No. 12 of 1956

Sub:- Recovery Register.

According to Regulation 1245 of Police Regulations Bengal 1943 Volume-I a register of recoveries is required to be maintained at Police offices in B.P. Form No. 237 in which all miscellaneous recoveries due from officers and men are entered. For each recovery the column 5 of the form is also required to be initialed by the officer who signs the bill in which recovery is made. Whenever any police personnel is transferred out of the district/unit the recoveries outstanding against him are entered in Last Pay Certificate in Bengal form No. 2508 and the fact that necessary entry has been made in the L.P.C. is made in the "remarks" column of the recovery register. It has been noticed that such entries in the "remarks" column of the recovery register are not initialed by a Gazetted officer. The result is that the responsibility cannot be fixed in the case of non recovery of outstanding dues in the new district/unit where the police personnel is transferred because in the event of the L.P.C. being not traced after a lapse of time it cannot be definitely proved if the outstanding recoveries were entered in the L.P.C. or not.

The Inspector-General directs that henceforth such entries in the "remarks" column of the recovery register should invariably be initialed by a gazette officer so that in case of non-recovery of the dues for this reason there may not be any difficulty to fix responsibility and realize the irrecoverable amount from the person or persons responsible.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

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Police Order No. 13 of 1956

Sub:- Periodical transfers of subordinate police officers at the passport check posts on Indo-Pak Borders.

With reference to Regulation 836, Police Regulations Bengal, volume I, 1943 the Inspector-General orders that the period of posting for all ranks of subordinate police officers at the passport check posts (Indian Immigration Check Posts) on Indo-Pak Borders should be one year only.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

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Police Order No. 14 of 1956

Sub:- Periodical transfer of Wireless personnel.

Ordinarily no officer of the Wireless below the rank of Inspector shall remain at one station for more than three years except for very special reasons to be recorded in the district order book. The general principle of posting for three years shall not apply to the stations noted below where the duration of posting has been otherwise shown against each. Deviation if any should be on very special grounds which should be recorded in the District Order Book:-

Name of station	District	Duration of Posting to the station
Tapan	West Dinajpur	1 year
Kusmundi	Ditto	Do
Hemtabad	Ditto	Do
Kumarganj	Ditto	Do
Itahar	Ditto	Do
Bamengola	Malda	Do
Habibpur	Ditto	6 months
Gorubathan	Darjeeling	Do
Phansidewa	Ditto	Do
Kalchini	Jalpaiguri	Do
Joygaon	Ditto	Do
Chamurchi	Ditto	Do
Rangamati	Ditto	Do
Setai	Cooch Behar	1 year
Sitalkuchi	Ditto	Do
Sarupnagar	24 Parganas	Do
Behari Khal	Ditto	2 months (Superior A.S.O.) 1 month (Operator)
Ghatal	Midnapore	1 year
Nandigram	Ditto	Do
Charnnrendrapur	Murshidabad	6 months
Charkotibari	Ditto	Do
Chartarapur	Ditto	Do
Chardewanpur	Ditto	Do

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

(Modified vide Police Order No. 05 of 1965)

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Police Order No. 15 of 1956

Sub:- Discontinuance at the system of Sentry duty in the Anti-Dacoity Patrol Camps and safe custody of Arms and Ammunition there when not in use.

It has come to the notice of the Inspector General that in certain Anti-Dacoity Patrol Camps a section of the staff is detailed for sentry duty. This is considered unnecessary. The Inspector-General has ordered that the system of posting sentries in these camps should be discontinued and men released thereby should be utilized on patrol duty.

2. Necessary protective arrangements should however be made in the camps in respect of arms not in use. The firearms should be secured with some strong post in the camp with a suitable iron chain about 3 feet long and a tumbler lock- the chain passing through the trigger guards of the weapons.

3. Ammunitions when not in use should be secured in a box supplied to each camp carefully locked and fastened with the same strong post with an iron chain passing through the hook attached to the box.

4. Boxes chains and locks of the approved model should be purchased from the selected contractors at approved rates. Further communication on this will follow.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

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Police Order No. 16 of 1956

Sub:- Prohibition of leave during suspension.

It has come to the notice of the Inspector-General that officers while under suspension have been granted leave by the controlling officers against the provision of rule 74 of W.B.S.R Part-I read with rule 833 P.R.B. Vol.-I, 1943. This procedure being irregular the Inspector-General has accordingly ordered that no leave may be granted to a Government servant while under suspension. In exceptional and special circumstances permission may however be accorded to an officer under suspension at the discretion of the component authority to be away from Headquarters or Lines for the shortest possible period consistent with the exigency of the circumstances in each case. In this connection attention is also invited to rules 880 and 881, P.R.B. Vol.-I, 1943.

By order
**B.C.MUKHARJI, Registrar,
West Bengal Police Directorate**

(Also see Police Order No. 30 of 1956)

=====

Police Order No. 17 of 1956

Sub:- Grant of leave during reduction of pay.

It has come to the notice of the Inspector-General of Police that a Police officer whose pay is under reduction for a specific period as a measure of punishment has been granted leave. This has resulted in helping the delinquent to circumvent the order of reduction of pay by getting the benefit of average pay during leave. This is contrary to the intention of an order of reducing and as such is irregular. The Inspector-General has therefore ordered that the punishing authority in accordance with Regulation 872 of P.R.B., Vol-I, 1943 should clearly indicate in the order that the period of reducing of pay/rank should be actually spent in duty. This period shall be treated as exclusive of any term of leave that might have to be granted during this period on account of unavoidable circumstances.

By order
**B.C.MUKHARJI, Registrar,
West Bengal Police Directorate**

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Police Order No. 18 of 1956

Sub:- Preparation of statistics in Court offices.

The Inspector-General has ordered a revision of the form in Parts I, II and IV prescribed under Police Order No. 5 of 1955 for the preparation of statistics in Court offices so as to include information about the pending cases as well. The revised form as approved by the Inspector-General is published below for information and guidance.

(Parts I to IV not available)

PART V
Remand statements excluding Sessions Cases

District	Name of Magistrate	Total number of cases received during the half year	Number of total charge sheet disposed of during the half year		Details showing number of cases disposed of							Total number of dates fixed for hearing subsequent to the receipt of charge sheet	Average number of dates fixed for hearing per case	Average time elapsing between submission of charge sheet and examination of first witness	Average number of days elapsing between submission of C.S. and passing of final judgment	Remarks (Note should kept here of remands granted due to non appearance of police-officers as witness).	
			Convicted	Acquitted	First hearing	1 st Remand	2 nd Remand	3 rd Remand	4 th Remand	5 th Remand	6 th or more Remands						

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

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Police Order No. 19 of 1956

Sub:- Maintenance of Rewards Register in the offices of the S.D.P.O.s and C.I.s.

Instances have occurred where final orders of the Superintendent of Police on the recommendation of the Sub divisional Police officer or Circle Inspector are not communicated to them and naturally the officers whose cases have been recommended remain in the dark about the same. Instances have also occurred when reward statements remain unattended for months together when they are forwarded by sub divisional Police officer and Circle Inspector with the final Memo of cases and officers and men apply in orderly Rooms of officers years after to state their grievances of good work not being appreciated though forwarded by local officers.

Although these instances are all due to bad work in Headquarters yet it is felt that there should be some method of check on the fate of report and recommendations forwarded by the Circle Inspector and Sub Divisional Police officers at their own level so that they may enquire about pending cases in course of their fortnightly D.O.s or other enquiries at Headquarters. This will reduce the chances of unnecessary delays at Headquarters and will also enable the sub divisional Police officer or Circle Inspector to check up on the pending claims or representations in orderly Rooms on this matter. It will also be a good index in the hands of the sub divisional Police officer and Circle Inspector for assessing the merit of their officers. A comparison of the Reward Register with the punishment Register will indicate the quality of performance of officers working under the charges of Sub divisional Police officers and Circle Inspectors.

In consideration of all these aspects the Inspector General directs that henceforth a Reward Register in the following proforma should be maintained in the offices of the sub divisional Police officers and Circle Inspectors:-

Serial No.	Name and rank of officer together with place of posting	A brief account of the good work done with date	Recommendation of the C.I./S.D.P. O.	Nature of reward granted	D.O. No. with date	Remarks
1	2	3	4	5	6	7

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

(Also see Police Order No. 04 of 1957)

=====

Police Order No. 20 of 1956

Sub:- Requisition of Armed Police parties and use of firearms by the Police Force.

The Inspector General has to draw attention to the orders explained in his memo No. 5273(2) C dated 26.4.1951 regarding employment of Armed Police and use of firearms during riots and disturbances. The matter was discussed at the last annual conference of the Deputy Inspectors-General with Inspector-General and it was felt that the superior Police officers yet deal with deputation of forces in a casual and routine manner without going into the correct needs of the actual circumstances.

It is again ordered that Armed Force should not be taken out when it is not essential. Instructions about employment of armed parties and firearms by the Police laid down in Police Regulations Bengal rules 145-147 shall be strictly followed.

The Inspector General takes this occasion to mention that the Superior officers should read Police Order No. 15 of 1951 and Police Order No. 15 of 1955 in this connection to refresh their memory about instructions connected with deputation of and requisition for Armed Police Forces.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

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Police Order No. 21 of 1956

Sub:- Standard list of books, Acts and other publications for Police offices, Court offices and Circle Inspectors offices.

The Inspector General has been pleased to approve the supply of annotated publication on Criminal Procedure Code (as amended by Act 26 of 1955) by Messrs. S.C. Sircar & Sons, Ltd. 1C, College Square, Calcutta-12 for use in all Court offices until some more authoritative publication comes out. Price of the book is Rs. 22. The publication substitutes the publication mentioned in serial No. 4 of list II(a) of Police Order No. 33 of 1951.

For use in Police Stations, the Inspector General has approved the supply of the bare Act on Criminal Procedure Code (as amended by Act 26 of 1955) published by Eastern Book Co. Lalbagan Road, Lucknow. Price of the book is Rs. 3.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

(Also see Police Order No. 28 of 1956)

=====

Police Order No. 22 of 1956

Sub:- Keeping account of theft cases compromised in Court and previous convictions, if any, of the accused.

Under the provisions of section 345(2) Cr. P.C, as amended by Act XXVI of 1955, an offence punishable under section 379 or 381 I.P.C. where the value of property stolen does not exceed Rs. 250. He has been made compoundable by the owner of the property stolen, with the permission of the Court before which any prosecution for such offence is pending. Evidently, this will tend to affect crime seriously as the culprits in the few cases they are caught and sent up will compromise and are likely to remain out to prey upon the public.

The Inspector General directs that henceforth Superintendents of Police shall keep account of theft cases compounded in Court and previous convictions, if any of the accused. Finger Print slip of the accused of such cases should also be sent to the Finger Print Bureau for record along with the Classification Formula, if his Finger Print Slip is believed to be already on record in the Bureau. For this purpose whenever a compoundable theft case ends in charge sheet the Court officer shall take the measurements (including finger impressions) of the accused under section 4 of the Identification of Prisoners Act. (XXXIII of 1920). After the acquittal of the accused under section 345(6), Cr. P.C. the Court officer shall obtain the orders of the Court where necessary under section 7 of Act. XXXIII of 1920 for preserving the records of measurements (including finger impressions) taken and communicate the same to the Finger Print Bureau.

By order
**B.C.MUKHARJI, Registrar,
West Bengal Police Directorate**

(Also see Police Order No. 01 of 1958)

=====

Police Order No. 23 of 1956

Sub:- Travel of Police officers and men by public buses on duty.

All Police officers and men below the rank of Inspector are entitled when making journeys on duty by public bus to use bus warrants on which tickets are issued for such journeys vide rule 94 P.R.B., Vol I. For journeys for which use of bus warrant is not admissible or at places where the system of bus warrants has not been introduced, legitimate fare should always be paid by the Police officers and men travelling by buses. It has however been noticed that Police officers and men not infrequently travel by buses without any bus warrant or without paying the legitimate fare. There are also instances where they have been found to occupy the seat by the right side of the driver of the bus. Both these practices are highly irregular and objectionable and should discontinue forthwith.

If any conductor refuses to allow a Police personnel to board a bus on the ground that the bus is overcrowded the conductor's decision should be accepted without hesitation. While travelling in buses Police personnel should always behave politely with fellow passengers. If necessary they should not hesitate to offer their seats to other passengers particularly to the old and infirm ladies and children when no other seats are available. In short, their behavior should be such as would endear the Police to the members of the public.

By order
**B.C.MUKHARJI, Registrar,
West Bengal Police Directorate**

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Police Order No. 24 of 1956

Sub:- Prohibition of sending post copy of wireless message as a routine.

It is noticed that the post copy of W/T message sent as a routine. In many cases the post arrives by post after all action has been taken on the original message. The Inspector General hereby directs that henceforth no post copy should be sent in respect of Wireless messages which are written at both ends and action is started immediately. In case of any doubt or mutilation the addresses may ask for a repetition of the message.

By order
**B.C.MUKHARJI, Registrar,
West Bengal Police Directorate**

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Police Order No. 25 of 1956

Sub:- Theory and Procedure of Wireless Telegraphy and Radio Telephony-Training of Police officers.

- 1) Communication on the Wireless in the West Bengal Police is done in two ways 1) By Wireless Telegraph and 1) By Wireless Telephone. These are commonly known as Radio Telegraphy and Radio Telephone respectively. All Radio Telegraph stations in the State and the fixed Radio Telephone stations industrial areas are manned by full trained wireless personnel. The other radio telephone stations, i.e. those in the border police stations and outposts and in the mobile vans are operated by the local Police officers.
- 2) All Police officers should receive some lessons and practice for working with Radio Telephone sets and should also be trained to know the simple basic principles of the Wireless including the phonetics and maintenance of sets, batteries masts and aerials etc.
- 3) The Principal Police Training College has included Wireless Telegraphy and Radio Telephony in the syllabus of all ranks of trainees undergoing training in the Police Training College and has made necessary arrangements for practical training. The course includes visits in the Wireless Telegraphy headquarters. All ranks of trainees will have to pass a test after the course is taken. The pass standard will be 40 percent in the theory and 50 percent in practice.
- 4) Officers (Including Inspectors, Sub-Inspectors and Assistant Sub-Inspectors) who do not know the use of Radio Telephony but are likely to work in areas where Radio Telephony is in use shall be brought to Wireless headquarters from different districts and units for training in Radio Telephony according to a programme to be drawn up by Superintendent of Police, Wireless. Practical demonstrations and exercises will be given greater emphasis in the course than the oral lessons on theory. The Course should begin on Mondays and end on Saturdays for every batch. A few selected constables may also be included.

By order
**B.C.MUKHARJI, Registrar,
West Bengal Police Directorate**

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Police Order No. 26 of 1956

Sub:- Use of phonetic alphabets in Wireless Telegraphy and Radio Telephony.

The existing phonetic alphabets as published in para 715 of Police Gazette dated 21.12.1951 are replaced by those laid down in Chapter I of "Radio Procedure for Police Services". For ready reference the alphabets are published below and they will henceforth be used for spelling out during communications on the Radio Telephones and Telephones:-

Phonetic Alphabet

A	ABLE	N	NAN
B	BAKER	O	OBOE
C	CHARLIE	P	PETER
D	DOG	Q	QUEEN
E	EASY	R	ROGER
F	FOX	S	SUGAR
G	GEORGE	T	TARE
H	HOW	U	UNCLE
I	ITEM	V	VICTOR
J	JIG	W	WILLIAM
K	KING	X	X-RAY
L	LOVE	Y	YOKE
M	MIKE	Z	ZEBRA

Numerical

1	WUN	6	SIX
2	TOO	7	SEVEN
3	THUH-REE	8	ATE
4	FO-WER	9	NINER
5	FI-YIV	0	ZERO

An example of how a word should be spelt is given:-

Chief - I spell - Charlie How Item Easy Fox- If repetition is considered necessary or asked for - Repeat Charlie How Item Easy Fox. Do not say Charlie for C, How for H, etc.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

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Police Order No. 27 of 1956

Sub:- Arrest of persons employed in public utility Transport Services.

The employees of the public Utility Transport Services (which include State Bus Service) being liable to arrest for breaches of the law like any other members of the community, it is the duty of the employing authorities to relieve immediately from duty any man whose presence is required by the Police to answer a criminal charge.

In such cases however a notice of arrest shall be given at once the Police to the employing authority or their local representative to which the person arrested belongs. When the immediate arrest of persons employed in a public utility service would cause risk and inconvenience to the public then the investigating officer shall make arrangements to prevent escape and apply to the proper quarters to have the accused

relieved. In cases where immediate arrest can be made without risk or inconvenience to the public, notice of the arrest shall at once be sent to the employing authority of the accused or their local representative to enable them to arrange for his duties. In no case, the Driver or Conductor of a public bus should be arrested without due notice to the employer.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

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Police Order No. 28 of 1956

Sub:- Standard list of books, Acts and other publications for Police officers, Court offices and Circle Inspector's offices.

In modification of para.2 of Police Order No. 21 of 1956 the Inspector-General has approved the supply of the Code of Criminal Procedure by L.S.Shastri published by Law Book Co., Allahabad for use in the Police stations. Price of the book is Rs. 5. Those police stations for which the bare Act on Criminal Procedure Code published by Eastern Book Co. has already been supplied should not however be provided with Shastri's book in addition.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

=====

Police Order No. 29 of 1956

Sub:- Maintenance of a separate register in the offices of the Circle Inspectors for recording instances of good work done by subordinate Police officers and men.

In order that all instances of good work done by officers and men (including the Circle Inspectors) irrespective of whether any reward has been granted or not are available in a separate and concise for the ready reference, the Inspector General directs that henceforth the Circle Inspectors shall maintain a separate register in the prescribed form appended below.

The register should be maintained in manuscript form till the supply of printed forms is available from the press and Forms Manager.

Registrar of good work

Sl. No.	Name and rank of officer together with place of posting	A brief account of good work done with date	Nature of reward if any	D.O. No.with date	Remarks
1	2	3	4	5	6

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

(Modified vide Police Order No. 04 of 1957)

=====

Police Order No. 30 of 1956

Sub:- Leave during pendency of departmental proceeding.

Granting of leave to suspended officers against whom proceedings are pending are prohibited under Police Order No. 16 of 1956. Under rule 833 P.R.B. Vol. I, 1943 officer against whom charges are under enquiry which may result in dismissal or removal from services should not also be granted leave. In other proceedings where officers were not placed under suspension leave was rather liberally granted and this resulted in delays in disposals of proceedings. The Inspector-General therefore directs that except in exceptional cases, no officer against whom departmental proceedings is pending and who has not been suspended should be allowed to proceed on leave.

By order
**B.C.MUKHARJI, Registrar,
West Bengal Police Directorate**

=====

Police Order No. 31 of 1956

Sub:- Instructions regarding supervision and check by superior officers on the investigation of motor accident cases.

POLICE ORDER NO. 12 OF 1953

Para-4

Add: As the last sentence of the para -

The Circle Inspector is to supervise investigation of all important motor accident cases in which First Information Reports are started.

By order
**B.C.MUKHARJI, Registrar,
West Bengal Police Directorate**

=====

Police Order No. 32 of 1956

Sub:- Standing order for the duties and functions of the Town Police Inspectors.

POLICE ORDER NO. 02 OF 1954

Para-9

Add: At the end of the para.

The Supervision shall not be in the field of investigation of accident cases in which First Information Reports are started as that constitutes the task of the Circle Inspector. The Town Inspector's attention should rather be focused from the angle of prevention, i.e. a close study of the causes leading to the accidents measures for prevention of accidents and to planned from this study.

By order
**B.C.MUKHARJI, Registrar,
West Bengal Police Directorate**

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POLICE ORDERS- 1957

Police Order No. 01 of 1957

Sub:- Instructions for the use of West Bengal Police Wireless system for transmitting messages originated by Survey parties engaged on the work of demarcating the Indian boundary in West Bengal and Assam.

The Government of India have permitted as a special case the use of the "Police Wireless network" for transmission of urgent messages, in cases of actual or apprehended emergency originated by Survey parties engaged on the work of demarcating the Indian boundary in West Bengal and Assam for a period of six months with effect from 1st December 1956. It is hereby ordered that such messages may be accepted for transmission over the West Bengal Police Wireless during the aforesaid period.

This order will be in force till 31st May 1957 unless extended by specific order from this Directorate.

By order
**B.C.MUKHARJI, Registrar,
West Bengal Police Directorate**

(Also see Police Order No. 06 of 1958)

=====

Police Order No. 02 of 1957

Sub:- Principle for promotion of officers and men of the unarmed branch of the Brigade as well as Wireless.

The question of promotion of Sub-Inspectors Assistant Sub-Inspectors, Head Constables and Constables of the unarmed Branch attached to any unit of the Brigade including Police Training College or the Wireless shall be considered in the districts and Range concerned wherefrom they had joined the Brigade or the wireless on transfer as if they continue to hold lien in the districts which ceased due to their postings to Brigade or Wireless.

The Superintendent of Police, Wireless/Commandant/Principle Police Training College sponsoring candidates serving in the wireless or Brigade should attend the conference of the district or Range concerned.

By order
**B.C.MUKHARJI, Registrar,
West Bengal Police Directorate**

(Also see Police Order No. 02 of 1962)

=====

Police Order No. 03 of 1957

Sub:- Limitation in submitting memorials to higher authorities period of.

Instances have come to notice where memorials have been submitted to higher authorities after a considerable lapse of time, even years after. There is a provision in the P.R.B that petitions of appeal must be submitted within 37 days. This is laid down in Reg. 888 P.R.B. Vol I. There is no particular provision with regard to the submission of memorials indeed but it is necessary in the interest of all concerned that this should be submitted within a reasonable time on the analogy of time limit prescribed for appeals; otherwise long lapse of time may complicate seriously matters of pay, accounts, seniority and gradation, in case a decision favorable to the memorialist is made. On the other hand this may also encourage irresponsible petitioning on an off - change of getting favorable orders. The opportunities for submitting memorials have

been allowed only to safeguard genuine interests and for examination of sound points of fact or circumstances which might have been overlooked by the authorities below. As such, if it is possible to frame an appeal against the original order within 6 weeks or so there is no reason why it should not be possible to frame a memorial to point out sound points within a reasonable period of the same length. Utmost relaxation is yet proposed to be conceded in this regard; it is hereby ordered that no memorial if not submitted within six months from the date of disposal of appeals will be accepted for consideration, except in very extraordinary cases where there may be reasons for failure to comply with this order of very satisfactory nature, as required in rule 888(e)(xiii), P.R.B., Vol. I.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

=====

Police Order No. 04 of 1957

Sub:- Maintenance of "Register of Good work" in the offices of the S.D.P.O.s and C.I.s .

In suppression of P.O. Nos. 19 and 29 of 1956 it is hereby ordered that instances of good work done by officers of and below the rank of Inspector shall be recorded in a Register as described below.

This will not only show the performance of officers and men in an area but ensure a follow up of the reports and recommendations forwarded by the Circle Inspectors and sub divisional Police officers on the work of officers and men serving under them to the Superintendent of Police. This register will also enable them and the successors in office to enquire about the pending cases, during their fortnightly D.O.'s visit to Headquarters or otherwise.

The ' Register of Good Work' should be maintained in the office of the sub divisional Police officers and Circle Inspectors in the following form in manuscript form till the supply of printed form is available from the press and forms Manager:-

Register of Good Work

Serial No.	Name and rank of officer and man together with place of posting	A brief account of work done with date	Recommendation of the C.I./S.D.P.O. for reward if any,	Nature of reward if any,	D.O. No. with date	Remarks

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

=====

Police Order No. 05 of 1957

Sub:- Rules for the grant of rewards for best preventive work.

1. To provide an incentive for better preventive work and to promote a spirit of health competition the Inspector General of Police, West Bengal has been pleased to direct that on the result of each year's preventive work each Superintendent of Police should grant three rewards of Rs. 150, Rs. 100 and Rs. 50 out of his annual rewards grant to the officer-in-charge of his district and that each Range Deputy Inspector General of Police should grant three similar rewards to the Circle Inspectors General of Police should grant three similar rewards to the Circle Inspector of his Range to be paid out of the annual reward grants of the Superintendent of Police to whose district the officers winning the competition belong.
2. For the purpose of these rewards the two Railway Police Districts will be treated as separate districts.
3. To qualify for the competition each officer must have to his credit one successful proceedings under section 110, Cr.P.C., 6 such proceedings under section 109, Cr.P.C. and 12 such proceedings under section 3 or 4, Bengal Criminal Law Amendment Act or under section 2 or 3, Howrah offences Act and a minimum of 96 night and 96 day patrols in a year.
[N.B.- In the case of Government Railway Police Districts, however each officer must have to his credit 12 successful proceedings under section 109 Cr.P.C. and 24 such proceedings under section 3 or 4, Bengal Criminal Law Amendment Act.]
4. Full marks for the competition will be 100. Of the full marks, 20 will be for proceedings under section 110 Cr.P.C., 20 for proceedings under section 109, Cr.P.C., 20 for Proceedings under section 3 or 4, Bengal Criminal Law Amendment Act or under section 2 or 3, Howrah Offences Act and 40 for all other sorts of preventive work including patrols and arrests. In awarding marks due consideration should be given to the collection of intelligence leading to arrest of foreign criminals and recovery of arms and/or ammunitions successful proceedings under section 107, Cr.P.C. or the Preventive Detention Act or the West Bengal Security Act against rowdy elements and formation of effective Resistance Groups and their tactical training and test thereof.
Due consideration should also be given not only to the number of cases but also to the number of persons convicted or bound down in any of the preventive proceedings. For example, more credit should be given to an officer having 2 successful Bad Livelihood cases against 9 persons than one having 3 such cases against 3 persons only. Similarly in the case of Residence Groups not only the number of the active parties, but the total number of effective members thereof should be taken into account. Again in the instances of collection of intelligence leading to arrests and seizures, due weight should be given to the number of persons arrested and the quantity of arms and ammunitions and stolen properties recovered. In other words in every sphere both the number of cases, parties or instances and the persons or articles concerned should be taken into consideration.
[N.B.- In case of the Government Railway Police Districts, however of the full marks 30 will be for proceedings under section 109, Cr.P.C. 30 for proceeding under section 3 or 4, Bengal Criminal Law Amendment Act and 40 for all other preventive work.]
5. In the case of Circle Inspectors it will not be necessary for the officer to have instituted the proceedings personally, but he must have given positive assistance to his subordinates and taken an active interest in the matter of prevention of crime by actual patrols and arrests whenever possible and the total of preventive proceedings under section 109, Cr.P.C. in his circle.
6. After the close of each calendar year, officer-in-charge should apply in the form given below through their Circle Inspectors to the Superintendent of Police with details to qualify for the prize. The application should reach the Superintendent of Police not later than the 30th June of the following year when it is expected most of the proceedings started during the year have been finally disposed of. The

Superintendent of Police will then constitute a committee to judge the applications. This committee should be presided over by the Superintendent of Police and ordinarily include all the superior officers and the Court and Circle Inspectors in the district. In a big district (say, for example 24 Parganas) where such a Committee may be unwieldy the Superintendent of Police may form a smaller committee with the prior approval of the Range Deputy Inspector General of Police. It is suggested that the claims be scrutinized and decided at a quarterly conference of the Superintendents of Police which is usually attended by all superior Police officers, the Circle and Court Inspectors.

7. After the close of each calendar year all Circle Inspectors should apply in the form given below to the Superintendent of Police of the district giving details which qualify for the prize. The Superintendent of Police will after due scrutiny forward these applications to the Range Deputy-Inspector General of Police with his recommendation which should reach the Deputy Inspector General not later than the 31st July of the following year. The Deputy Inspector General will then constitute a committee to judge the applications. The committee should be prescribed over by the Deputy Inspector General and ordinarily include all the Superintendents of Police of his Range. Circle Inspectors should submit their claims for rewards so as to reach the Superintendents of Police by 30th June. The claims may be scrutinized and decided at the conference of the Range Deputy Inspector General with their Superintendents of Police.
8. Names of the officers granted rewards will be published in the West Bengal Police Gazette and entries to that effect will be recorded in the confidential Report Book of the officer.
9. The competition should begin on the result of preventive works during the year 1957.

Form of Application

name and rank of the O/C or C/I with place of position District and Range	Number of successful proceedings under section 110 Cr. P.C.		Number of successful proceedings under section 109, Cr. P.C.		Number of successful proceedings under section 3 or 4 BCLA Act or under section 2 or 3 Howrah offences Act.		Number of successful proceedings under section 107, Cr. P.C. against rowdy elements		Number of successful proceedings under the P.D. Act.		Number of successful Proceedings under the West Bengal Security Act.	
	Cases	Persons	Cases	Persons	Cases	Persons	Cases	Persons	Cases	Persons	Cases	Persons
1	2	3	4	5	6	7	8	9	10	11	12	13

Instances of collections of intelligence leading to arrest of foreign criminals	Instances of collections of intelligence leading to recovery of arms and/or ammunitions	Number of effective Resistance Groups formed with the total number of members thereof	Number of times tactical training to Resistance Groups imparted along with the member of trainees concerned	Number of times tactical knowledge of Resistance Groups tested along with the number of members concerned	Number of night patrols performed	Number of day patrols performed	Number of arrest during patrols ending in conviction in specific cases or in successful proceedings under any of the preventive sections	In the case of C.I.'s a note on the positive assistance rendered or active part taken in the matter of arrests and/or successful preventive proceeding or in the case of O/Cs remarks of Circle Inspector certifying that the entries are correct.	Number of nature of rewards earned	Punishment if any, for bad work	Remarks of the Superintendent of Police in the case of CI's only	Final orders of the committer
14	15	16	17	18	19	20	21	22	23	24	25	26

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

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Police Order No. 06 of 1957

Subject:- Allotment of quota for trainees in the Detective Training School Barrackpore.

In partial modification of Police Order No. 7 of 1955 the Inspector General has after review revised the quota of trainees of West Bengal Police for each batch in the Detective Training School as follows:-

Central Range	- 4
Northern Range	- 5
Western Range	- 6
C.I.D. (including I.B.)	<u>- 5</u>
	20

The Central Enforcement Branch and the Wireless as well as the Unarmed Branch officers of the Brigade including the Police Training College should also come within the scope of Detective Training School training. The officers posted in these organizations should for that purpose be considered in the parent Ranges (i.e. the Range from where they came on transfer to these organizations). The Deputy Inspector General of the Range concerned will consider the cases of such officers in making selection against his quota for training in the Detective Training School.

The same procedure shall also apply in the case of the officers who are on deputation to various organizations outside the West Bengal Police, viz, their cases shall receive the consideration of the Deputy Inspector General of the parent Range from which they came on deputation.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

(Also see Police Order No. 07 of 1965)

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Police Order No. 07 of 1957

Sub:- West Bengal Police Band Fund Rules.

There shall be two classes of bands in the West Bengal Police viz.-

- 1) Ordinary Band (Pipe)
- 2) Special Band (Pipe and Brass)

Police bands will be generally maintained departmentally from private funds except a few special bands owned or subsidized by Government. The Eastern Frontier Rules Band, the Darjeeling District Police Band and the Police Training College Band fall under this latter category.

The following are the departmental bands:-

- 1) Ordinary Bands-
 - 1) Murshidabad
 - 2) 24 Parganas
 - 3) Nadia
 - 4) Birbhum
 - 5) Midnapore
 - 6) Howrah
 - 7) Purulia
 - 8) Cooch Behar
 - 9) West Dinajpur
 - 10) Burdwan
 - 11) Jalpaiguri
 - 12) Malda
 - 13) 2nd Armed Police Battalion
 - 14) Industrial Area Reserve Force

2) Special Bands-

- 1) 1st Armed Police Battalion
- 2) 3rd Armed Police Battalion
- 3) Hooghly

N.B- The Band of Bankura does not come under the purview of this rule as the Superintendent of Police, Bankura, manages the band within his own resources with the patronage of the District Magistrate, Bankura who is the president of the Bankura District Police Band Committee.

2. The strength of bands will be as follows:-

1) Ordinary Band-

- 1 Pipe Major (Havildar or Naik)
- 4 Pipes (Constables)
- 3 Side drums (Constable)
- 1 Trenor drum (Constables)
- 1 Base drum (Constables)

2) Special Band-

- 1 Band Master (Subedar or Havildar)
- 1 Assistant Band Master (Naik)
- 2 Trumpets, 1st (Constable)
- 2 Trumpets, 2nd (Constable)
- 2 Clarionets 1st (Constables)
- 2 Clarionets 2nd (Constable)
- 1 Trumbone (Constable)
- 1 Base drum (Constable)
- 2 Ephonim (Constable)
- 1 Big drum (Constable)
- 2 Side drums (Constable)
- 1 Trenor drum (Constable)
- 1 Cymbol (Constable)

No band either ordinary or special should have a larger strength without the specific approval of the Inspector-General. If any band already possesses a large strength it should be regularized by obtaining the approval of the Inspector-General. This however does not apply to E.F.R, Band and P.T.C, Band, the existing strength of which will not be disturbed.

3. The Superintendent of Police/Commandant is empowered to hire out the band for which fees shall be charged at Rs. 50 per hour for special band and Rs. 25 per hour for ordinary band. The rate of fee may be increased or decreased at the discretion of the S.P./Commandant according to local conditions. The services of the band shall not be offered where the dignity of the force is likely to suffer. Playing along a public road with a wedding procession is an illustration in point.
4. All Police officers of and above the rank of Dy. S.P. shall contribute voluntary donation to the Band fund at the following rates:-

	Rs.(per month)
Inspector General	5
Deputy Inspector General	3
S.Ps/Addl. SPs	2
A.S.P.s/Dy. S.P.s	1

5. Remuneration shall be paid to the bandsmen in addition to their normal pay and allowances at the following rates:-

	Rs.(per month)
1) Ordinary Band-	
Pipe Major (Havildar and Naik)	5
Bandsmen (Constables)	1
2) Special Band (except E.F.R)-	
Band Master (If a Subedar)	30
(If a Havildar)	20

Assistant Band Master (Naik)	3
Bandsmen (Constables)	2
3) E.F.R, Band-	
Band Master (Jamader)	30
Havildars	7
Naiks	3
Lance Naiks and Sepoys	2 (each)

The remuneration will ordinarily be paid monthly if earnings of the band so permit but in no case the total amount paid in the shape of remuneration in a year should exceed half the total amount of earnings during that year.

6. The following scales of expenditure may be incurred by S.P.s/Commandants for normal replacements of band equipments but expenditure in excess of these scales will require prior approval of the Inspector-General:-

1) Ordinary Band- Rs. 100 per year

2) Special band- Rs. 1200 per year

In the case of E.F.R. Band and P.T.C Band the existing system of obtaining sanction of the Inspector General for purchase of replacement equipments in each case will continue.

7. In each district/unit a band fund account will be opened with the local branch of the State Bank of India to which fees realized by playing bands, donations from Police officers and Government subsidy if any are to be credited. All payments are to be made by withdrawal from the Bank Account. On no account cash in hand should be utilized for the purpose. Whenever the credit balance in the Band fund account exceeds the amount required for expenditure on remuneration and cost of normal replacement of band instruments for the year, the surplus money should be transferred to the West Bengal Police Relief and Welfare (Amenities) Fund.

8. A proper cash book pay cheques and receipt cheques should be maintained for all receipts and payments by the same person who maintains the cash book of West Bengal Police Relief and Welfare (Amenities) Fund, Stock Book, Committee Book and Purchase Order Books should be maintained by the R.I.

9. The Inspector General may at his discretion order the abolition of any band or degrade a Special Band into an Ordinary Band if the circumstances so warrant.

By order

**B.C.MUKHARJI, Registrar,
West Bengal Police Directorate**

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Police Order No. 08 of 1957

Sub:- Question whether a constable can officiate in the rank of Naik and a Naik in the rank of Head Constable without a Drill Certificate.

In continuation of the instructions embodied in Police order No. 12 of 1955 it is circulated for general information that exemption from possessing drill certificates may be allowed in favour of only over aged officiating Naiks provided they have really achieved a high standard of efficiency in drill at least equivalent to one possessing a drill certificate. Such un-passed Naiks should not however be considered fit for promotion to the rank of Head Constable even in an officiating capacity.

It is also hereby clarifies that the word "appointment" used in Police Order 12 of 1955 includes officiating appointments as well.

By order

**B.C.MUKHARJI, Registrar,
West Bengal Police Directorate**

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Police Order No. 09 of 1957

Sub:- Departmental construction of Police buildings.

Add the following as sub para to Rule I- "List of Contractors (registered)" in the P.O. No. 4 of 1956 published in the West Bengal Police Gazette, dated 16.03.1956:-

"The Name of the contractor who fails to quote for four successive works should be removed from the approved list".

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

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Police Order No. 10 of 1957

Sub:- Checking of cash book by superior officers.

According to rule 1138(c) of P.R.B., Vol I 1943 the cash book duly completed should be placed daily before the Superintendent of Police or Additional Superintendent of Police or Assistant Superintendent of Police or Deputy Superintendent of Police for a thorough check. In view of this, the Gazetted officer entrusted with the checking of cash book must check the cash book the same day. In districts where the checking of cash book is entrusted to some other officer, the Superintendent of Police is to examine and initial it at least once a month as laid down in rule 1138(d) of P.R.B., Vol I, 1954. In view of many irregularities in accounts that have come to notice the matter was discussed in the D.I.G's conference with the I.G. in May 1957 and it was decided that the Superintendent of Police where he does not deal with the daily accounts shall check the cash book at least once a week. The Inspector General directs that the above decision of the conference should be strictly followed by all concerned.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

(Also see Police Order No. 06 of 1958& 08 of 1963)

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Police Order No. 11 of 1957

Sub:- Requisition of the services of Police Dogs.

Police Dogs by their extraordinarily developed power of distinguishing sent can trace the path taken by a culprit and ultimately by following the path to the culprit. It is very necessary that the services of the dogs should be requisition and brought on the scene of occurrence with the least possible delay before the scent disappears completely. If an Investigating officer finds any articles footprints or palm prints left behind by a culprit he should immediately send a requisition by the quickest possible means (including telephone radiogram) to the Principal, Police Training College to send a police dog to the scene. The requisition shall mention the quickest route. The result of the work done by the dog shall be duly incorporated in the case diary. The handler who takes the dog to the place of occurrence shall also write out a report of the work done. Principal, Police Training College, will maintain a register of the work done by the Police dog in the following form:-

Serial No.	Particulars of P.O	Date and time of receipt of requisition	Brief facts of the case with case reference etc., Articles, footprints, palm prints left behind by the culprit on which dog may work	Order on the requisition	Date and time of arrival of local police at the spot	Date and time of arrival of the Police dog at the spot	Name of Police Dog and handler	Special feature of the job done	Results	Remarks- Court Observation, if any,
1	2	3	4	5	6	7	8	9	10	11

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

(Also see Police Order No. 14 of 1957 & 05 of 1964)

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Police Order No. 12 of 1957

Sub:- Instructions regarding prosecution of cattle trespass cases by the Police.

Government have noted with concern, how food crops are seriously damaged in the countryside by ownerless cattle let loose by irresponsible owners. In fact, extensive damage by trespassing cattle has seriously hampered in many areas people's efforts to increase food production on which great emphasis is required to be laid in the present stage of our planning economy.

As the existing provisions in the Cattle Trespass Act, 1871 regarding punishment were considered to be rather lenient, the act has recently been amended raising the amount of fine to Rs. 200 and making offences under section 24 of the Act cognizable so that the provisions might prove deterrent enough.

In spite of the amendment, little improvement of the situation has been observed. On the contrary reports of serious damages caused to crops by trespassing cattle continue to be received from different areas. Evidently the evil will continue unchecked unless deterrent punishments are awarded in cases of conviction.

The Inspector-General directs that in every case of prosecution under this Act, the prosecuting Police officers should invite the attention of the Court to the recent amendments and press for deterrent punishment.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

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Police Order No. 13 of 1957

Sub:- Distribution of Police Vehicles.

In suppression of previous orders regarding distribution of Police vehicles the following orders are issued. The Inspector-General of Police directs that these orders should be implemented forthwith:-

1) Sanctioned Strength -- In G.O. No. XXXIX of 1954 published in the West Bengal Police Gazette dated 29.10.1954 the overall requirement of vehicles of the West Bengal Police has been fixed at 307. The present strength of Police vehicles is 294 out of which 105 and 189 are pre-partition and post-partition vehicles respectively. Details are shown below:-

	Pre-partition	Post-partition	Total
Command car	3	..	3
5 Ton	..	3	3
3 Ton	44	27	71
D.W.C.	29	41	70
Static Wagon	2	3	5
Jeep	4	37	41
Land Rover	..	13	13
Pickup Van	2	14	16
15 C.W.T.	21	30	51
Car	..	5	5
Prison Van	..	6	6
Wireless Van	..	10	10
Total	105	189	294

Thirteen vehicles are still to be purchased to fill up the total quota of 307. Government have already been moved to sanction purchase of 7 vehicles during 1957-58. Six more vehicles will be purchased during 1958-59.

2) General Principles -- a) A Vehicle should be at the place and must invariably be employed for performance of duties for which it has been sanctioned.

b) If the DIG's require any vehicle they should obtain it on requisition from the Superintendent of Police of the district/I.G's pool where the D.I.G's Headquarters is located.

c) Thana vehicles must be at the thana. If any of these get "off road" temporarily replacement should immediately be made available by the Superintendent of Police from the district headquarters. If the "off road" vehicle requires only minor repairs, these should be attended to locally as quickly as possible. If major repairs are called for the vehicle should be dispatched to the I.G.'s pool at Barrackpore which will be under the general control of the D.I.G., Armed Forces to be exercised through CO, SAP Bn. II who will either have it attended to at the pool workshop or at the state Transport workshop at Belgharia in accordance with the nature of repairs required. Vehicles of the Northern Range may with advantage have major repairs done at the State Transport Workshop at Cooch Behar. Replacements will however be asked for from the I.G's pool from all districts if it is considered that repairs will take more than a fortnight in case of Central and Western Ranges and a month in case of Northern Range. Whenever a replacement is sent it should from part of the district quota of the vehicle and the district vehicle after repair should be taken into I.G's Pool. Cards in respect of each vehicle should move along with the vehicle.

d) The Inspector General of Police expects all concerned to look after the maintenance of vehicles properly and to exercise utmost economy in their use.

3) Distribution -- The Appendix enclosed shows the detailed disposition of the vehicles. Some districts have actually more vehicles than are sanctioned for them and others may have less. The vehicles in excess should be returned to the I.G's Pool and shortage filled up as early as possible from the I.G's Pool. Only light vehicles should be given to the thanas as far as practicable. Those thanas which have more than one vehicle must have at least one light vehicle.

The distribution shown herein will be published in the form of a Government Order as soon as the quota of Purulia and Islampur has been sanctioned by Government.

4) Inspector General's Pool -- The Brigade M.T.Pool is abolished forthwith. All vehicles other than those specifically allotted to different units of the Brigade will merge in I.G's Pool which will be the only Pool of vehicles for the West Bengal Police. Deputy Inspector General Armed Force, will control this pool to be exercised through C.O., A.P. Bn. II.

APPENDIX
Revised statement showing distribution of vehicles

Serial No.	Districts/Units	Sanctioned in G.O.	Extra allotment from I.G's Pool	For Police Station	Prison Van	Wireless Van	Total	Remarks
1	2	3	4	5	6	7	8	9
1	Bankura	4					4	
2	Birbhum	4 i)					4	i)One for Rampurhat and Bolpur area
3	Burdwan	21	2 ii)				23	ii)Two vehicle allotted from I.G's Pool for Kanksa and Faridpur Police stations
	a)Sadar Headquarters	7	i) Kotwali ii) Asansol	1 1				
	b) Asansol Lines	4	iii) Kulti iv)Jamuria v) Raiganj vi)Ondal vii)Barabani viii)Hirapur ix)Salanpur x)Chittaranjan xi)Faridpur xii)Kanksa	1 1 1 1 1 1 1 1 1 1				
4	Hooghly	20	1 iii)				21	iii)One vehicle allotted from I.G's Pool for Chandernagore
	a)Sadar Headquarters	8	i)Chinsurah ii)Mogra	1 1				
	b)Serampore Lines	4	iii)Serampore iv)Uttarpara	1 1	1	2		
	c)Chandrenagore		v)Bhadreswar vi)Chandernaogre	1 1				
5	Howrah	25			4	2	25	
	a)Sadar Headquarters	10	i)Howrah ii)Shibpur iii)Bantra iv)Golabari v)Mallpanchgora vi)Bally	2 2 1 2 1 1				
6	Midnapore	15			1		15	
	a)Sadar Headquarters	8						
	b)Kharagpur	2	i)Kharagpur	1				
	c)Tamluk Subdivision Headquarters	2						
	d)Contai Subdivision Headquarters	1						
7	24 Parganas	57					57	
	a)Sadar Headquarters	10	i)Tollygunj ii) Behala iii)Metiabruz iv)Budge Budge v)Mahestala	3(2 R.T.) 2(1R.T.) 2(1R.T.) 1(R.T.) 1(R.T.)				
	b)Barrackpore Subdivision Headquarters	5	vi)Dum Dum vii)Khardah viii)Tittagar ix)Barrackpore x)Jagatdal xi)Naihati xii)Bizpur xiii)Noapara xiv)Baranagar	3(1R.T.) 3(1R.T.) 2 2(1R.T.) 2(1R.T.) 1 1 1 2	1	2		
	c)Tollygunj Lines	4						
	d)Bongaon Subdivision Headquarters	2	i)Habra					
	e)Basirhat subdivision Headquarters	2						
	f)Diamond Harbour subdivision	1						

	Headquarters						
	g)D.I.B.	1					
8	Murshidabad	7				7	
	a)Sadar Headquarters	6					
	b)Jangipara Subdivision Headquarters	1					
9	Nadia	9	i)Sadar	1			9
	a)Sadar Headquarters	4	ii)Santipur	1	1		
	b)Ranaghat Subdivision Headquarters	1	iii)Ranaghat	1			
10	Malda	5	i)English Bazar				5
11	Jalpaiguri	14	i)Sadar				16
	a)Sadar	5	ii)Mainaguri	1			
			iii)Dhupguri	1			
			iv)Metaiali	1			
			v)Nagrakata	1			
			vi)Mal	1			
	b)Alipur Duar Subdivision Headquarters	1	vii)Alipur Duar	1			
			viii)Kumargram	1			
			ix)Madarihat	1			
			x)Kalchini	1			
12	Darjeeling	10					10
	a)Sadar Headquarters	5					
	b)Silliguri subdivision Headquarters	1	i)Silliguri	1			
			ii)Kharibari	1			
	c)Kalimpong subdivision Headquarters	1	iii)Phanshidewa	1			
13	West Dinajpur	6	1				8
	a)Sadar Headquarters	4					
	b)Raiganj subdivision	1					
	c)Islampur subdivision Headquarters	2					
14	Cooch Behar	5					5
15	GRP Sealdah	1	1				2
16	IB, West Bengal	3					3
17	EFR, Salua	9					9
18	Wireless Headquarters	5			4		9
19	PTC Barrackpore	7					7
	a)For training	2					
	b)Ambulance for Brigade	2					
	c)For PTC	2					
	d)For Police Dog		1(pick up)				
20	CID, West Bengal	1					1
21	I.A.R.F	3					3
22	Purulia		2				2
23	1 st A.P. BN	3					3
24	2 nd AP BN	3					3
25	3 rd A.P. BN	3					3
26	I.G's Pool	40					40
							When 18 more vehicles are purchased the strength of the Pool will be 53

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

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Police Order No. 14 of 1957

Sub:- Requisition of the services of Police Dogs.

In continuation of P.O. No. 11 of 1957 the following is published for general information and guidance:-

- 1) No alamat should be touched or removed when an Investigating Officer is awaiting the arrival of the Police dog.
- 2) Tracking is based on a good picking up of the scent of an individual so, requisitions for the Police dog should be sent in cases where some definite scent of the culprit is found at or near the scene. Such scent can be found in alamat s e.g. shoes, kerchiefs, footprints, any other articles or weapons etc. left behind by the culprits.
- 3) So, requisitions for Police dogs should be sent at the earliest opportunity and all precautions should be taken to see that none of the humanly preventive causes can affect the scent till the arrival of the Police Dog.
- 4) It should also be remembered that a dog cannot track to order but only when its instincts are roused and this can always be done by securing its interest and never by nagging or bullying.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

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Police Order No. 15 of 1957

Sub:- Action on the information given to Police Posts or to Police officers outside Police Posts.

1. Informations given to Police posts and action to be taken:- When members of the public come to a police station or a police post to seek Police assistance, they usually come in a distressed and agitated state owing to some loss or hurt and should receive immediate and sympathetic attention. They shall not be referred or directed to go to some other Police post on the ground that the place of occurrence falls in the jurisdictions of that post. The information as given shall be immediately recorded and the duty officer after taking preliminary action shall arrange to send the informant/complainant if necessary accompanied by a constable, to the proper authority for further action.

2. Informations given to Police officers outside Police posts:- A Police officer on patrol and traffic duty receiving an information shall at once note down the name and address of the informant and a gist of the information in the note book which he must always carry with him. If no immediate action is required to be taken on the information and the presence of the informant is not necessary, the Police officer immediately on return from duty shall hand over the note book to the duty officer for making relevant entries in the General Diary and other actions, if any. No informant unless his presence is required for immediate action shall be asked to accompany the Police officer or directed to go elsewhere for recording the information.

3. Police officers must remember that they are required to render all possible and quick help to the members of the public and not to harass them by dilatory tactics by passing the responsibility of action to someone else.

4. In every reported cognizable case, the investigating officer must inform the complainant by post the result of investigation.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

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Police Order No. 16 of 1957

Sub:- Rules about drivers of Police Vehicles.

1. Allotment.- Drivers are allotted at the ratio of 1:5 per vehicle and the total number of drivers should not exceed this ratio.

2. Selection.- a) In each district the Superintendent of Police will maintain an approved list of constables having a valid motor driving licence of both heavy and light vehicles who are considered fit for driving Police vehicles. Only such person who possess satisfactory knowledge of motor mechanism, Traffic Signal Rules and maintenance of vehicles and can drive both heavy and light vehicles on congested roads in town areas as well as on the kutchra roads in rural areas will be eligible for inclusion of their names in the approved list. All vacancies will be filled up according to the approved list.

b) In the case of Armed Police Brigade a centralised approved list of such constable belonging to all the units under the Deputy Inspector General of Police, Armed Forces (excluding EFR), will be maintained by the Commandant in charge of the M.T. Pool and no separate approved list will be maintained by the units individually. All vacancies occurring in the units and the Central M.T.Pool will be filled from this approved list. Districts may also apply to the Commandant in charge of the M.T.Pool at Barrackpore to provide drivers from his approved list, if available.

3. Allowance.- a) Constables who are posted as drivers of Police vehicles are entitled to draw driving allowance. The posts of driver constables are not substantive appointments but are posts in the cadre of ordinary constables carrying special pay. A driver constable can, therefore, be posted back to general duties by the Superintendent of Police/Commandant whenever the exigency of service requires in the same manner as a constable of the Armed Branch, who also draws special pay can be transferred as a constable of the unarmed Branch carrying no special pay. He will have no right of appeal against such transfers. The driving allowance will cease as soon as a person is transferred from driving duty to general duty.

b) When the number of drivers exceeds the ratio of 1:5 per vehicle on road as a result of some vehicles going off road, the junior most drivers in the approved list will cease to draw driving allowance. If particular vehicle becomes off-road due to the negligence of its driver, his name shall be removed from the approved list. No driver will cease to draw driving allowance if a vehicle is off-road for a very short period not exceeding a week.

c) In the case of the drivers borne on the list of the M.T.Pool at the Armed Police Headquarters at Barrackpore, they will not cease to draw driving allowance if they are employed in the M.T.Workshop provided the total number of drivers does not exceed the ratio of 1:5 per vehicles on charge of the Brigade M.T.Pool.

d) If a vehicle belonging to any unit under the Deputy Inspector General of Police, Armed Forces goes off-road the surplus driver will be posted back to the M.T.Pool when the overall position of drivers will be adjusted according to the provisions of clause (c) above.

4. Transfers.- Police vehicles are kept in different places P.R.B Rule 836 should be followed and a driver kept in a particular post for 2 years at a stretch. This will ensure continuity in a place and periodical change of stations.

5. Driver Head Constables.- a) Persons who have served satisfactorily for at least 5 years as Driver Constables will be eligible for having their names included in the approved list of Driver Head Constables where sanction for such appointment exists. The approved list will be maintained by the Superintendent of Police of the District of the Commandant in charge of the M.T.Pool at Armed Police Headquarters, Barrackpore under whom there are sanctioned posts of Driver Head Constables. The rules applicable to the promotion of constables of the Unarmed Branch to the rank of Head Constables of the Unarmed Branch will also be applicable in the case of promotion of Driver Constables to the rank of Driver Head Constables.

b) The conditions mentioned in rule 3(a) applicable to Driver Constables will also be applicable in the case of Driver Head Constables.

By order

**B.C.MUKHARJI, Registrar,
West Bengal Police Directorate**

(Also see Police Order No. 18 /1957, 09/1959 & 02 /1969)

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Police Order No. 17 of 1957

Sub:- Duty hours and shifts of the Town Police.

In modification of the Duty chart for the Town Police, published in para 627 of the West Bengal Police Gazette dated 11.05.1951 a revised duty chart drawn up in consultation with the Range Deputy Inspector General of Police is published below for general information.

The Principal idea of the present chart remains the same as discussed in the preamble of the Inspector General's D.O. letter No. 301(3)/I.G. dated 07.03.1951 published earlier notification. But duty hours and shifts have been revised with a view to utilizing the best services of the man power at disposal with the minimum number of shifts allowing each person of the beat proper rest after the strain of his duty. Each man will generally have to perform 8 hours duty on an average a day in 2 shifts-excepting for one day out of nine he has to do an extra hour. This has been inescapable for convenient distribution of duties. The night shifts have been drawn out for an unbroken stretch of 6 hours (23.00 hrs. to 05.00 hrs.) for obvious reasons and have been allocated to those men who have just performed a comparatively light duty of 2 hours in the day with an unbroken spell of 4 hours rest in the midday.

The Inspector General desires that this duty chart should henceforth be followed as a Model Duty Chart by all concerned. Variations would be permissible only in cases where local conditions really justify, which should again be as slight as possible keeping the general principle undisturbed:-

Names of men	Hours of duties					
	07-09	09-12	12-16	16-19	19-23	23-50
A	X					N
B		X				N
C			X		X	R
D	X					N
E				X		N
F		X		X		R
G	X					N
H		X				N
K			X		X	R

N.B.-

X- Turn of duty

N- Night duty

R- Night Rest

A to K- Names of Constables.

Duty will be allotted in the cyclic order i.e. "A" taking the place of "B" on the next day and so on.

By order

**B.C.MUKHARJI, Registrar,
West Bengal Police Directorate**

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Police Order No. 18 of 1957

Sub:- Rules about driving of Police vehicles.

Amendment to Police Order No. 16 of 1957.

Substitute the following for the 1st para of the rule published therein.

I. Allotment- Drivers are allotted at the rate of 1.5 per vehicle and the total number of drivers should not exceed this rate.

II. Also read “rate of 1.5 per vehicle” for “at the ratio of 1:5 per vehicle” occurring the para 3(b) and 3(c).

By order

**B.C.MUKHARJI, Registrar,
West Bengal Police Directorate**

(Also see Police Order No. 09 of 1959)

=====

Police Order No. 19 of 1957

Sub:- Shirts for the Head Constables, Naiks and Constables.

In Government order No. LXII of 1956 one Khaki full sleeved shirt and three Khaki half sleeved shirts are prescribed for each Head Constable, Naik and Constable of both the Armed and Unarmed Branches. In modification of all previous orders on this subject it is notified for general information and guidance that henceforth the full sleeved shirt should be made up of khaki drill and should be worn in winter months and on inspection parades and ceremonial occasion. The half sleeved shirts should be of khaki cellular.

The existing khaki drill half sleeved shirts should however be issued and used till they are worn out.

By order

**B.C.MUKHARJI, Registrar,
West Bengal Police Directorate**

=====

POLICE ORDERS— 1958

Police Order No. 01 of 1958

Sub:- Finger printing of accused persons in compoundable theft cases.

In continuation of Police Order No. 22/56 which inter alia enjoins finger printing of persons accused of compoundable theft cases, instances have come to notice of refusal to give finger prints by such accused persons after submission of charge sheets. The Inspector General therefore directs that finger print slips of persons arrested in compoundable theft cases should be taken as soon as they are sent to Court without waiting for submission of charge sheet or conviction.

By order
**B.C.MUKHARJI, Registrar,
West Bengal Police Directorate**

=====

Police Order No. 02 of 1958

Sub:- Instructions regarding sending and taking back of exhibits sent to the Forensic Science Laboratory, West Bengal by the Police for examination.

Instances have been brought to the notice of the Inspector-General where exhibits forwarded to the Forensic Science Laboratory, West Bengal for examination weresometimes found incomplete. These were also not taken back by the police officers concerned even when the result of examinations was known to them. The Inspector General therefore desires that under no circumstances incomplete exhibits should be forwarded to the Director, Forensic Science Laboratory, West Bengal for examination. Adequate steps should also be taken to see that these are taken back as soon as the examination is complete.

By order
**B.C.MUKHARJI, Registrar,
West Bengal Police Directorate**

=====

Police Order No. 03 of 1958

Sub:- Instructions on the Puja Celebrations.

Attention is invited to P.O. No. 25 of 1954 regarding Rules for the District Sports and Puja Fund wherein it is restricted that in no district or unit, more than two Pujas shall be held in a year. Instances have come to the notice of the Inspector General that in some districts/units the Puja celebration is spread over to a number of days involving unnecessary expenditure. The Inspector General accordingly desires that the celebrations should on principle be carried on a moderate scale and for a day only excepting the actual religious rites or performance which might require a period more than one day.

By order
**B.C.MUKHARJI, Registrar,
West Bengal Police Directorate**

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Police Order No. 04 of 1958

Sub:- Prevention of Crime-Monthly D.O's from Officers-in-charge.

Crime prevention is not accidental nor can the method be rigid or inelastic. Every Police officer has a big role to play in the matter of prevention of crime. It has to be done in a planned way according to the situation topography of the area affected, nature of the crime, nature of public support etc. The most important thing however is that the officers of the police stations primarily responsible for the prevention of crime must be alive to their responsibilities and must play their role very effectively. In spite of various orders, during my inspections of Police stations officers are seldom found to know what role they have to play and what plans they have. Every officer must realize that prevention of crime is more important than detection. They must act according to plan and know the way in which assistance can be expected from the public. The officer in charge of a police station is the most important officer in crime prevention and superior officers must know what role he is playing in combating crime. Henceforth the officer-in-charge of each police station will submit on the second day of every month a small report (not more than a page of foolscap size) to his Circle Inspector incorporating the preventive measures which are being followed in the police station and with what result.

2. The officer-in-charge must take his Circle Inspector in full confidence and must not hesitate to write any difficulties he may have in implementing any of the plans which the officer-in-charge may have. He must however remember that he cannot get much extra departmental assistance for combating his crime and he shall have to fall back on his own thana recourses. What is really needed is that every officer must give a thought to crime prevention plan out his actions and execute them properly. Every plan needs a little bit of recording of notes and the monthly D.O's which are now ordered will be the record of the action taken at the police station. Inspecting officers will thus be in a position to see what action is being taken in the police station.

3. The Circle Inspector on receipt of these monthly D.O's from his officers-in-charge shall send a small report to the Superintendent of Police of the preventive action being taken in his Circle.

By order

**B.C.MUKHARJI, Registrar,
West Bengal Police Directorate**

(Also see Police Order No. 01 of 1959)

=====

Police Order No. 05 of 1958

Sub:- Discontinuations of derogatory references to Sepoys, Darogas, etc, inofficial and private references.

The more we show respect to our Police officers in our official rules and regulations and in public they would command greater respect. The members of the public would also learn to respect our Police constables who are sometimes treated with slight. Addressing a constable as "Sepoy" is not very complimentary, rather it lowers him in the examination of all in the presence of whom he is so called. A discussion on the above subject was proposed by the Inspector General, West Bengal.

In terms of the decision of the Conference of the Inspectors General of Police held in New Delhi in January 1958, the Inspector General desires that henceforth the constables should be addressed as "Aap" or its equivalent and a collection of officers and other ranks should be addressed "Police Officers" or "Police Afsran" or "Policemen" and not as "Police officers and Jawans". When referring to a particular individual the term constable or Head Constable should be used.

By order

**B.C.MUKHARJI, Registrar,
West Bengal Police Directorate**

=====

Police Order No. 06 of 1958

Sub:- Communication of information about patients seriously ill or dead in hospitals through the Police help.

The Inspector-General directs that police stations, police camps and outposts etc, should help the members of the public by communicating urgent information about patients seriously ill or dead in hospitals to their relatives (or in the absence of relatives to their near friends) by using the police wireless telephones and messengers as far as practicable. This will go a long way in improving police public relations.

In this connection attention is also invited to P.O. No. 01 of 1957 and Police Directorate Circular No. 369(31)W/W2525-56 dated 20.02.1957 regarding the use of police telephones and police wireless grid respectively for transmission of messages for the benefit of the members of the public in emergencies.

[Copy of circular No. 369(31)/W/W2525-56 from the Assistant Inspector General to the Deputy Inspector General of Police, the Superintendent of Police the Commandant the Principal, Police Training College, Barrackpore]

Sub: Use of Police Wireless grid for transmission of messages of humanitarian nature for the benefit of the members of the public in emergencies.

The Inspector-General notices with regret that recently an officer of a Tea Estate was seriously ill and required urgent medical attention. The Manager of the Tea Estate wanted this message to be conveyed by the Police Wireless to their Branch office for sending a doctor down immediately as there was no other means of communication. The officer-in-charge of the W.T. Station however refused to transmit the message as it did not concern law and order. The Inspector-General directs that when a member of the public comes to a W.T. Station for transmission of messages of grave emergencies of this or similar nature and when no other normal facilities of communication viz., Telephone and Telegraph are available within a reasonable distance the officer-in-charge of the W.T. Station on duty shall ascertain facts and after being satisfied that the use of the Wireless grid is essential and unavoidable he will use his discretion in really deserving cases in allowing the message to be transmitted over the W.T. It may be brought to the notice of all concerned that the Wireless grid should be used for transmitting messages of this nature only in exceptional and unavoidable cases.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

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Police Order No. 07 of 1958

Sub:- Payment of house rent to the subordinate officers and men.

Henceforth house rents up to the maximum limit sanctioned for each rank should be paid directly to the officers and men on submission of house rent bills duly certified by the occupiers and their superior officers. Each house rent bill should be supported by the actual rent receipt showing the payment of the rent by the officer to his landlord for the month for which the rent is claimed by the officer from Government. In other words the officer will first pay the rent to his landlord and then claim the prescribed amount from his S.P./Commandant etc. The rent receipt furnished by the landlord should be retained by S.Ps/Commandants etc. in their records. All payments of rents to the officers should be made in the prescribed manner. Revenue Stamps on the receipts for amount exceeding Rs. 20 should be furnished by the officers concerned.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

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Police Order No. 08 of 1958

Sub:- Instructions regarding action to be taken by the Police in connection with Test Identification Parades held by Magistrates or Panch witnesses.

It has been decided by the Supreme Court in a case of Bombay State versus Ram Kishan Mohan Lal Sharma and other as reported in 56 Cr. L.J. 196 and A.I.R. 1955 (S.C) 104 that the Police Officers would certainly arrange the Test Identification Parade would call the persons who are going to be mixed up with the accused in the course of the parade and would also call the Panch witnesses who are to conduct the parade. That being done the Police officers must completely obliterate themselves and the identification should be left under the exclusive direction and supervision of the Panch witnesses.

In the light of the above observation it is notified for the guidance of all Police officers that they may arrange the parade by producing witnesses to identify and also persons to be mixed up with the suspects before the Magistrate or witnesses conducting the parade and produce relevant papers to them but under no circumstances shall they be present in or near the place where and when such parade are being held.

By order
**B.C.MUKHARJI, Registrar,
West Bengal Police Directorate**

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Police Order No. 09 of 1958

Sub:- Instructions regarding quick movement and prompt action by Police officers in investigating cases reported to the Police stations.

In spite of instructions issued in P.O 12 of 1954 amongst other complaints against the Police one which is frequent is that the Police do not turn up quickly enough at the scene of occurrence after the information is given to them. Very often this complaint is found to be quite genuine. Officers on arrival at the scene put up excuses and often say that as they have no vehicles they had to walk. It is not possible to provide every police unit with vehicles. Only a few important police stations could be provided with vehicles and quite often some of them go out of order due to bad handling and lack of proper care and maintenance. Even these few vehicles are meant for use in urgent and important work and not for ordinary day to day work. It should be remembered that even in the richest countries of the world majority of Police officers use their legs, cycles or public vehicles for bulk of the work. What is really needed is that willingness to go out instantly and to judge correctly how soon one should be on the scene. The Inspector-General therefore, desires that in the absence of Police vehicles as officer in urgent cases should hire taxis where available [in terms of note under para 432*(17) of the Bengal Audit Manual] or else should use the quickest possible means of transport and should keep in mind the maxim "Do be prompt to respond and do not try to defend yourself at the cost of others".

Note- Under this rule the Inspector-General can sanction actual expenses incurred on the hire of motor cars and other conveyances by Police officers on urgent official business subject to the condition that such cases are certified to be really emergent.

By order
**B.C.MUKHARJI, Registrar,
West Bengal Police Directorate**

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Police Order No. 10 of 1958

The following is published for general information and guidance:-

Sub:- Prompt holding of Surathal of dead bodies.

It has been noticed that investigation and detection of murder cases are seriously handicapped for not holding Surathal at night even when strong lights are available locally. The delay causes decomposition and subsequent loss of material evidence in delayed post-mortem.

The Inspector General therefore directs that the Surathal of all dead bodies found in a suspicious state should be made immediately at all hours of the day and night. If the dead body is found at night, Surthal should be held immediately with strong lights available locally without waiting for daybreak. Petromax lights are easily procurable. The Police officer going to the spot in such cases should also equip himself with a good torchlight.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

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Police Order No. 11 of 1958

Sub:- Uniform for Driver Constables and Driver Head Constables.

In continuation of Government Order No. XXI of 1954, Police Order No. 16 of 1954 and para 645 of West Bengal Police Gazette dated the 14th December 1956 the following revised scale of uniform for Driver Constables and Driver Head Constables is published for general information and guidance:-

1. Armed Branch including A.P. Battalions and I.A.R.F

Article	Scale	Life
Badge (black) for beret cap	1	Indefinite period, Brass for Distt. A.F.
Belt webbing	1	4 years
Box kit	1	Indefinite period
Chevron (for Head Constable only)	1	2 years
Shoes, black with cotton laces	1 pair	1 year
Canvas kit bag	1	6 years
Cardigan jacket	1	3 years
Khaki half sleeved shirts	2	9 months
Khaki full sleeved shirts	2	Ditto
Webbing haversack	1	4 years
Khaki beret cap	2	2 years
Mosquito net	1	3 years
Slacks, khaki drill	3 pairs	18 months
Khaki drill shorts	1 pair	Ditto
Socks, cotton	2 pairs	1 year
Black shoulder letters, 1 st , 2 nd and 3 rd A.P. Battalion for Battalions and W.B.A.P. for I.A.R.F. and Distt. A.F.	2	Indefinite period. Brass for Distt. A.F.
Number, Black	1	Indefinite period. Brass for Distt. A.F. Number to be preceded by a letter indicating the District/Unit.
Buttons	According to requirement	Indefinite period

II. Unarmed Branch

Badge (brass) for beret cap	1	Indefinite period
Belt leather (black) new design	1	4 years
Box kit	1	Indefinite period
Chevron (for Head Constables)	1	2 years
Shoes, black with cotton laces	1 pair	1 year
Canvas kit bag	1	6 years
Cardigan Jacket	1	3 years
Khaki half sleeved shirts	2	9 months
Khaki full sleeves shirts	2	Ditto
Haversack, Khaki	1	2 years
* Scarlet beret cap	2	Ditto
Mosquito net	1	3 years
Slacks khaki drill	3 pairs	18 months
Khaki drill shorts	1 pair	Ditto
Socks, cotton	2 pairs	1 year
Letter WBP	2	Indefinite period
+Number, Brass new type	1	Ditto
Buttons	According to Requirement	Ditto

Note-i) * Sikh Constables and Head Constables will continue to wear pagrees instead of beret caps.
ii) + Number to be proceed by a letter indicating the District/unit.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

(Also see Police Order No.01 of 1963)

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Police Order No. 12 of 1958

Sub:- Scheme for running of Canteens in Police Lines.

In partial modification of para 13 of the P.O. No. 19 of 1951 the Inspector-General has ordered that the permanent advance of Rs. 50 in respect of canteen funds may be increased according to necessity up to Rs. 100.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

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POLICE ORDERS— 1959

Police Order No. 01 of 1959

Sub:- Prevention of crime.

In continuation of P.O. No. 4 1958 published in the West Bengal Police Gazette dated 14.01.1958 the following instructions are published for general information and guidance:-

Police Order No. 4 of 1958 was issued to give the initiative to the office-in-charge of a Police station to control crime within his jurisdiction. He after all ought to know his elaka much better than anyone else and should be in a better position to control crime there. After all he is responsible for keeping peace in his jurisdiction and although his method of work may be supervised by the superior officers, the discretion should be left unfettered as far as possible and he should devise the best means of controlling his elaka but superior officers may discuss the plan with the officer-in-charge and revise the same after explaining to the officer-in-charge the defects noticed. The advance patrol charged is useless and are seldom adhered to and should be discontinued. The officer-in-charge should be able to tell every night where the patrol should go or if the officer-in-charge is not there to direct the patrol party he should leave instructions with the officer-in-charge where the patrol should go. The officer-in-charge should also plan out his action against crime in his jurisdiction and see how far his plan succeeds in controlling crime. Every thana officer must understand that the best way of combating crime is for him to know exactly what recourses are available to him. He has the resistance groups the rural police and a few constables at his disposal for the purpose. The areas where the resistance groups are active and are doing their work properly may be left entirely to the groups. The areas where the chaukidars and dafadars are taking interest in the prevention of crime, can also be left to the rural police. The officer-in-charge should look after weakest spots in his areas where the resistance groups are not functioning, the rural police is not functioning properly and where crime is rampant or where a large number of active criminals reside. By narrowing down the area to be guarded by the police and with the assistance of the resistance group and rural police our preventive action can be properly organized. The areas where the resistance groups are really functioning should receive that much of attention from the officer-in-charge as to ensure that the resistance groups are kept alive and active . Most of the contacts with resistance groups except for surprise checks should be done during the day in the bright fortnight.

The monthly D.O's of O/C's should be more precise. They should begin with a summary of what they had done in the previous month what the next dark fortnight is going to be and what are their plans for that period that is they should state what areas they are going to pay attention to what bad characters they are going to look after with names of the agencies i.e. resistance groups, rural police and thana police. This programme of action will enable the O/C's to take a proper stock of the situation and his supervising officers to see how their O/C's have applied their mind to the most important works that is, the prevention of crime.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

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Police Order No. 02 of 1959

Sub:- Enforcement of the West Bengal Rice and Paddy Price Control Order, 1959.

The enforcement of the West Bengal Rice and Paddy Price Control Order 1959 promulgated under section 3 of the Essential Commodities Act. 1955 (Act X of 1955) must be given top priority and every police officer without exception must see that the order is strictly enforced. In order to do so they must use all their intelligence but the following actions are suggested as first step to control prices of rice:-

- 1) Every police officer must collect information of all infringements of the order and take the information to the officer-in-charge of the Police station.
- 2) The officer-in-charge must act promptly on the information collected and see that the offenders are immediately arrested under any provisions of sections 7,8,9 and 10 of the Essential Commodities Act. 1955.
- 3) The officer-in-charge must make a list of all important rice merchants and rice markets and see that rice is sold at or below the controlled price. He must arrange for surprise visits by police officers to the important markets and also arrange for test purchases.
- 4) The names and addresses of all big purchases in these rice markets shall be collected together with the destination of each consignment and the names and addresses of the consignees and the mode of transport. The officer-in-charge of the area where a consignment is sent shall be duly notified to verify if the consignment was duly received and entered in the books.
- 5) If information of any large-scale hoarding is received in places other than the licensed premises such stocks shall immediately be seized. If any information of large scale hoarding in licensed premises is received immediate arrangements shall be made for the requisitioning of the stock by the Magistrate.
- 6) Arrests and prompt punishments of a few important rice merchants will soon bring the markets to normalcy. Police officers who succeed in bringing the big merchants to book shall be very suitably rewarded.

By order
**B.C.MUKHARJI, Registrar,
West Bengal Police Directorate**

=====

Police Order No. 03 of 1959

Sub:- Maintenance of cleanliness in Police buildings.

The Inspector-General has ordered that no spittoons shall be kept anywhere in any police buildings as these spittoons not only look ugly but they also become source for spreading of various sorts of infection to the inhabitants.

Waste paper baskets and small receptacles for throwing cigarette and bidi ends may be kept in convenient spots in the barracks but the officers must see that the remnants are not scattered outside the receptacles.

By order
**B.C.MUKHARJI, Registrar,
West Bengal Police Directorate**

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Police Order No. 04 of 1959

Sub:- Cash balance certificate inclusion of "A" Rolls received from other districts.

In course of his inspection of a district, the Inspector-General noticed that all the "A" Rolls which have shown pending in the cash balance certificates were not received back from other offices in spite of reminders including D.O.s issued to them. It appears that the districts which receive money from other districts for disbursements

locally do not keep a close watch on the progress of disbursements as no list is at present maintained to show which of the A. Rolls of other districts are pending. With a view to keep a check on the work done by the receiving district the Inspector-General directs that the pending "A" Rolls received from other districts/units should also be shown in the monthly cash balance certificate under the separate head- "A" Rolls received from other districts.

By order
**B.C.MUKHARJI, Registrar,
West Bengal Police Directorate**

=====

Police Order No. 05 of 1959

Sub:- Literacy test for promotion to the rank of Head Constable.

Head Constables should have knowledge in English good enough to express themselves properly in drawing up reports of occurrences and enquiries under taken. It is, therefore ordered that a candidate aspiring promotion to the rank of Head Constable should undergo a language test in English in addition to any other qualifying test that might be in force for the time being. This will however not be applicable to the constable whose names are already borne on the Approved list for promotion to the rank of Naik and to the Naiks whose names are already borne on the Approved List for promotion to the rank of Head Constable. But they will be required to pass the language test for promotion to the next higher rank. No further literacy test will however be necessary for promotion of (1) Head Constables to the rank of Sub-Inspector and (2) of Sub Inspector to the rank of Inspector provided they had passed the test at the earlier stage.

This procedure will apply *mutatis mutandis* to both Armed and Unarmed Branches.

By order
**B.C.MUKHARJI, Registrar,
West Bengal Police Directorate**

=====

Police Order No. 06 of 1959

Sub:- Test of Inspectors, both permanent and officiating in drill.

In a recent parade of the district Police, which was attended by the Inspector General the performance of Circle Inspectors was found to be highly unsatisfactory. They did not even appear to have any practice in giving command for simple squad drill with the result that they present a very sad appearance before their subordinates.

Drill is a very important aspect of police discipline. It helps to develop leadership which in turn enables an officer to handle the manpower under his command more effectively.

The Inspector-General directs that as in the case of departmental Deputy Superintendents of Police the Inspectors both permanent and officiating will have to pass a test in drill. The officiating Inspectors will have to be tested and certified by the Deputy Inspector General of Police as passed before their names are included in the Provincial Approved Lists and are recommended for continuance to officiate beyond three years.

The aforesaid orders of the Inspector-General shall apply also in cases of the officers posted in I.B., C.I.D, and Enforcement Branch unless exempted by special orders.

By order
**B.C.MUKHARJI, Registrar,
West Bengal Police Directorate**

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Police Order No. 07 of 1959

Sub:- Orders regarding powers of officer-in-charge of a Police station in WestBengal on a member of the Delhi Special Police Establishment of and above the rank of Sub-Inspector.

Office of the Inspector General of Police, West Bengal
Writers' Buildings, Calcutta

No. 6470R dated 14th July 1959
ORDER

Whereas under Government of India, Ministry of Home Affairs, order No. 56/6/46-Police dated the 1st October 1946 made under Sub-section (I) of section 5 of the Delhi Special Police Establishment Act, 1946 (Act XXV of 1916) the powers and jurisdiction of the members of the Delhi Special Police Establishment extend to the area within the general police district, the administration of the police throughout which is vested in the Inspector General of Police, West Bengal, that is to say,

the whole of West Bengal except the area comprised in the town of Calcutta as defined in section 3 of the Calcutta Police Act, 1866 (Ben Act. IV of 1866) and the suburbs of the town of Calcutta as defined by notification under section 1 of the Calcutta Suburban Police Act, 1866 (Ben. Act. II of 1866),

for the investigation of the offences or the classes of offences specified in Government of India Ministry of Home Affairs notification No. 7/5/55-AVD, dated the 6th November 1956 as amended from time to time issued under section 3 of the first named Act;

And whereas under sub-section (2) of the said section 5, a member of the said police establishment while discharging the functions of a police officer within the said area is to be deemed to be a member of the police force of the said area and be vested with the powers, functions and privileges and be subject to the liabilities of a police officer belonging to the police force of the said area.

Now, therefore, in exercise of the powers conferred by section 4 of the Police Act, 1861, (Act. V of 1861) the Inspector-General of Police, West Bengal hereby directs that whenever a member of the Delhi Special Police Establishment of or above the rank of Sub-Inspector investigates, at any place within the said area, any offence specified in Government of India, Ministry of Home Affairs notification No. 7/5/55-AVD, dated the 6th November 1956 as amended from time to time issued under section 3 of the Delhi Special Police Establishment Act, 1946 he shall be deemed to be an officer-in-charge of the police station within the limits of which such place is situated and shall also be deemed to be attached to such police station.

HN SIRCAR
Inspector-General of Police
West Bengal

(Modified vide Police Order No. 01 of 1962 & 04 of 1965)

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Police Order No. 08 of 1959

Sub:- Periodical medical examination of subordinate police force.

Under regulation 1030(e) P.R.B., 1943 when a member of the subordinate police force is admitted to hospital for treatment relevant particulars about his stay in hospital, disease etc. are recorded in his Medical History Sheet (B.P. Form No. 196).

The periodical medical examination of subordinate police force introduced in P.O.s 34 of 1951 and 22 of 1954 is at present recorded in a separate Medical Check-up Card. On reviewing the matter the Inspector-General orders that the periodical medical check-up should conveniently be noted in the Medical History Sheet (B.P. Form No. 196) and that the separate Medical Checkup Card need not henceforth be used for this purpose.

By order
**B.C.MUKHARJI, Registrar,
West Bengal Police Directorate**

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Police Order No.09 of 1959

Sub:- Rules about drivers of Police vehicles.

The following amendment is made to the last sentence of para 3(b) of Police Order 16 of 1957:-

No driver will cease to draw driving allowance if a vehicle is off-road for period not exceeding a month.

By order
**B.C.MUKHARJI, Registrar,
West Bengal Police Directorate**

=====

Police Order No. 10 of 1959

Sub:- Standard form for requisitioning the service of Police dogs.

The Principal, Police Training College often gets requisitions for the Police dogs simultaneously from different officers and in the absence of some essential particulars cannot decide which calls should get priorities.

A standard form is accordingly prescribed below for the information of all concerned which should be used by all officers for requisitioning the service of the dogs in future. As the requisitions are generally sent in message form (Telephone or wireless) the requisitioning officers need not repeat the form in the messages but furnish the information seriatim with reference to paras only of the form.

Form

1. Name of P.S case No./Sec. date, time and place of occurrence
2. Nature of alamats:
 - a) Articles handled by the criminal and if kept properly covered
 - b) Articles left by the criminal and if kept properly covered
 - c) Foot prints, palm prints or blood of the criminal if traced
 - d) Articles if handled by anybody else or in any other way tempered
3. To note about the weather condition- If there were rain, storm, frost of fog etc. after the occurrence
4. Shortest route to the place of occurrence.
5. Arrangement made if any for the conveyance.

By order
**B.C.MUKHARJI, Registrar,
West Bengal Police Directorate**

(Also see Police Order No. 05 of 1964)

=====

Police Order No. 11 of 1959

Sub:- Maintenance of accounts of unofficial funds.

As many unofficial funds are being maintained by the West Bengal Police, the Inspector-General of Police has ordered that no one Assistant/officer should be in charge of all the funds and that separate arrangements for deposit and maintenance of accounts by different officers and assistants should be arranged as a preventive measure against defalcation.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

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Police Order No. 12 of 1959

Sub:- Establishment of Central Finger-Print Bureau.

It is notified for general information that the Central Finger Print Bureau under the aegis of the Intelligence Bureau, Ministry of Home Affairs, Government of India has been established and located at 30, Gorachand Road, Calcutta-14. At present its operation is confined to the collection and classification of finger print slips received from the States.

In order to enable it to build its initial records all Superintendents of Police shall ensure that Court officers prepare and send finger-print (record) slips of all persons-male or female adult or young-convicted of any of the offences mentioned in the schedule below to the Director, Central Finger Print Bureau, Calcutta, through the Director of State F.P. Bureau. This order supplements and does not supersede the provisions of Police Regulations West Bengal on finger print matters. It envisages that a copy of finger-print slip of these persons shall be prepared and sent for record in the State Bureau also.

Finger print slips of the following persons juvenile or adult, male, female and eunuchs will be recorded at the Central F.P. Bureau :-

Schedule

- 1) All persons convicted of offences under chapters XII and XVII, I.P.C, which are punishable with R.I. for a term of one year or more.
- 2) All persons convicted of any offences under chapter VI, I.P.C or of sabotage and subversive activities against State.
- 3) All persons convicted of offences under sections 170,302 and 304 (murder for gain) 328,338,465 and 477A,489A to 489D, I.P.C
- 4) All person convicted under the Arms, Opium and State Excise acts who are suspected to be smugglers in arms, opium or dangerous drugs as defined in the Dangerous Drugs Act (Act II of 1930) or entailing enhanced punishment on reconviction.
- 5) All persons convicted of smuggling gold, currency, and valuable articles under Foreign Exchange Regulation (Act VII of 1947)
- 6) All persons ordered to execute bonds under sections 109 and 110 Cr. P.C (for offences against property only).
- 7) All traffickers in women and children who are convicted under sections 363 to 373 I.P.C.
- 8) All persons convicted under section 5 of Act LXXIV of 1950 for unlawful possession of telegraph stores.
- 9) All persons convicted under section 3 of Ordnance XIX of 1944 for unlawful possession of Railway stores.

- 10) All professional criminals and persons of dangerous character extended from any area under any State Act.
- 11) All foreigners extended under Foreigners Act. XXXI of 1946
- 12) All approvers in gang, dacoity and criminal conspiracy cases.
- 13) All persons suspected of being professional itinerant criminals and persons of notoriously criminal reputation who habitually absent themselves from their homes and are believed to travel to other States for the purpose of committing crime and who have been arrested by police and whose finger prints have been taken even if they are acquitted, provided that in case of acquittal, permission for record of finger prints is obtained from the court under section 7 of Act XXXIII of 1920.
- 14) All persons convicted for attempt or abetment (section 511 or 109/114 I.P.C) and criminal conspiracy (section 120B, I.P.C) for offences mentioned in this schedule.
- 15) All Indian nationals convicted outside India of any offence for which finger prints have been received at the State Bureau from those countries.
- 16) All international criminals and absconders whose finger prints are sent to the State Bureau from countries outside India.
- 17) All persons convicted under Explosive Substances Act (Act VI of 1908)
- 18) All persons convicted under the Official Secrets Act (Act XIX of 1923)
- 19) All persons convicted under sections 101,126, and 128 of the Indian Railway Act (Act IX of 1890)
- 20) Any other person whose finger prints are ordered to be maintained by the Government of India from time to time, subject to the provisions of the Identification of Prisoners Act (Act XXXIII of 1920)

Note.- The taking of finger prints of persons who are local men and convicted of offences of trivial nature will be subject to the discretion of the S.P. of the District concerned.

The following procedure is prescribed for transmission of F.P. slips for record in the Central Finger Print Bureau:-

Procedure

- 1) As the central F.P. Bureau will have no direct connection with the district police all finger print slip for record at the central F.P. Bureau shall be sent through the State Bureau where these F.P. Slips shall be checked to ensure correctness of the entries and clarity and order of the impression before transmission to the central F.P.B.
- 2) One set of F.P. slip of all persons convicted of any offence mentioned in the schedule shall be prepared for record in the C.F.P.B subject to the provisions of Identification of prisoners (Act XXXIII of 1920) by the Court officers of the District in addition to the number of sets required for the State Bureau and other Bureau X.
- 3) All F.P. slips of persons for recording at the C.F.P.B shall be sent under triplicate Despatch cheque through the State Bureau.
- 4) In no case F.P. Slips of more than ten persons should be sent under a Despatch cheque.
- 5) All F.P. Slips returned for rectification of defects should be resubmitted expeditiously to the C.F.P.B through the State Bureau under fresh Despatch Cheque bearing a reference of the original D.C.
- 6) The F.P. slips of persons convicted for the first time and F.P. slips of persons traced by the C.F.P.B. when convicted should be sent under separate Despatch cheque with the words "ordinary" or "Traced" as the case may be noted at the top.
- 7) F.P. slips of international criminals convicted or deported in and out of India under offences enumerated in the Schedule should be sent under cover of separate triplicate Despatch cheque which should be marked "International Criminals" at the top.
- 8) All intimations regarding absconders shall be sent immediately to the C.F.P.B. under triplicate Despatch cheques along with F.P. slips and if available F.P. formulae of the State Bureau and of the Central Bureau with particulars of the case in which

they are wanted and the office to which the intimation of arrest is to be given (in block letters) in addition to the provision of Regulation 512 P.R.B.

9) In sending F.P. slips of persons traced by C.F.P.B the formulae supplied by the C.F.P.B on the search slip should be noted on the record F.P. slips.

10) The State Bureau on receipt of the duplicate Despatch cheques with classification formulae of the F.P. slips recorded in the C.F.P.B shall file one copy at the Bureau and send the other copy to the District office.

11) The extra copy of F.P. slip of interstate, international auto thieves, hotel thieves, poisoners, forgers of currency, cheats and coiners should be taken for the "Single Print Record" of the C.F.P.B. and should be accompanied with a short-note on the *modus-operandi*.

Note.- The existing procedure of sending duplicate F.P. slips for search and record to different F.P. Bureaux as provided in Police Regulations 494 and 506 shall continue not withstanding what has been prescribed in this order.

By order
B.C.MUKHARJI, Registrar,
West Bengal Police Directorate

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POLICE ORDERS— 1960

Police Order No. 01 of 1960

The following is published for general information and guidance:-

Sub:- Pension of officers occupying quarters provided by Government to be sanctioned only after written consent letter is furnished by such officers for recovery from their pension.

1. Instances has come to the notice of the Inspector-General of Police that some officers have continued to occupy quarters provided by Government even officer their retirement and they have failed to pay the usual rent to Government. In some cases, legal action had to be taken against them for ejection and recovery of rent. As it creates lot of troubles and gives rise to unnecessary complications it is ordered that the officer who would continue occupations of such quarters for circumstances beyond their control must give written undertaking to vacate by a certain date not exceeding one month and agree to pay usual rent his rank for the entire period of such occupations. He may be permitted by the competent authority to stay on up to a month as mentioned above subject to his furnishing such written undertaking and also on his giving written consent in the proforma (enclosed) for recovery of rent from his pension which may be sanctioned after he quits Government service on superannuation or otherwise.
2. Further it is ordered that in future pension to Police officers and men occupying Government quarters will be sanctioned only after the local officers have furnished certificate to the effect that the officers or men concerned have vacated the Government quarters which they may be occupying (either with or without permission). The local officers should therefore furnish certificate in each and every case that the Government servants, for whom pension papers are submitted to Police Directorate is not occupying Government quarters/requisitioned houses or has been occupying Government quarters/requisitioned houses and has complied with the conditions set forth in this circular and has furnished letter of consent for recovery from his pension or gratuity any dues on account of his continuance in Government quarters beyond the date of his retirement or has vacated Government quarters beyond the date of his retirement or has vacated Government quarters/requisitioned houses that he was occupying.

Letter of consent for recovery from pension.

I do hereby declare that I have no objection to the recovery from my pension of the amount to the extent to which my financial responsibility for continued occupation of Government quarters even after the date of retirement may be established.

Dated-

Signature
Post held or Rank

By order
**B.C. Mukharji, Special officer,
West Bengal Police Directorate**

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Police Order No. 02 of 1960

Sub:- Consigning of Process Registers to Magistrate's Record Room for disposal.

Column (4) of serial No. 11 of Appendix XIII (5) of P.R.B Volume II., 1943 enjoins that "Register of processes [B.F. Form No. (I)] should be sent to the Magistrate's record room for disposal.

As this provision of the P.R.B militates rule 394 of the criminal rules and orders of High Court on the subject the Inspector General directs that henceforth the Court offices should not send the "Register of Processes " to the Magistrate's record room for disposal. The "Process Register" is now being kept in two parts – one is current year's volume and the other is for all red ink entries, i.e. those which relate to processes brought forward as pending from previous years. The current volume may be preserved till the unexpected processes are brought forward in red ink volume while the red ink volume may be kept permanently in court offices.

By order
**B.C. Mukharji, Special officer,
West Bengal Police Directorate**

(Modified vide Police Order No. 05 of 1961)

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Police Order No. 03 of 1960

Sub:- Training of officers in the D.TS.

In order to be eligible for promotion to the rank of Inspector a Sub-Inspector of the investigating cadre is required to pass the departmental examination and also to qualify himself from the Detective Training School, Barrackpore or the Central Detective Training School, Calcutta. If a departmentally passed Sub-Inspector is not considered fit for training in the Detective Training School, it therefore amounts to disqualifying him for or retarding his promotion to higher rank. Similarly, if a junior officer is sent to the Detective Training School for training in preference to a senior officer it amounts to either disqualifying the latter for promotion to higher rank or retarding his promotion. Decisions not to send such officers for training should therefore be taken only on sufficient grounds to be recorded in writing in each case.

The Inspector-General directs that henceforth selection of candidates for training in the Detective Training Schools should be made in a Range Conference of respective Deputy Inspectors General. A list of candidates selected for such training should be maintained in the office of the Deputy Inspector General and a copy thereof forwarded to the Police Directorate. In the same list, officers not found suitable for training in the Detective Training School in spite of their eligibility and consequently superseded by their juniors should also be shown stating specially the reasons for such supersession.

By order
**B.C. Mukharji, Special officer,
West Bengal Police Directorate**

(Modified vide Police Order No. 09 of 1962)

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POLICE ORDERS— 1961

Police Order No. 01 of 1961

Sub:- Discussion of subjects of administrative interest, welfare of the force etc. in the quarterly conferences.

The Inspector-General orders that the agenda of the Quarterly Conferences held by the Superintendent of Police under Regulation 124(a) of P.R.B, 1943 should include apart from crime matters, other subjects of administrative interest welfare of the force add difficulties experienced by members of the force in the matter of accommodation payment of dues, supply of kits facilities for medical treatment in rural areas etc. The officers should be encouraged to study local problems and to consult their subordinate officers in order to present a picture of the problems faced by them before the Conference. Where such problems are capable of local solution Superintendents of Police should take prompt action to settle them while on other cases he should bring them to the notice of the Range D.I.G. who may approach the Police Directorate, if necessary.

By order
**B.C. Mukharji, Special officer,
West Bengal Police Directorate**

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Police Order No. 02 of 1961

Sub:- Procedure for transfer of personnel between Central Organisations (e.g. I.B., E.B., etc.) and Ranges.

It is hereby ordered that in all cases of transfer of officers to the central organizations e.g. I.B., C.I.D., E.B., Brigade etc. from outside and vice-versa, all the D.I.G.s concerned should be invariably consulted before issuing final orders.

The same procedure will also apply in the case of inter-Range transfers.

By order
**B.C. Mukharji, Special officer,
West Bengal Police Directorate**

(Cancelled vide Police Order No. 07 of 1962)

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Police Order No. 03 of 1961

Sub:- Police and the Public.

Although instructions have been issued from time to time for the maintenance of best of relationship between the Police and the public this order is being issued to serve as a constant reminder to the basic conception of police work, namely, service to the people.

It must be realized by every members of the Police Force, whatever his rank may be and wherever he may be posted that the Police Force is a wing of the Government of the people and its personnel are specifically selected from the people, trained at their cost, entrusted by them with duly defined powers for carrying out certain duties and paid from the public exchequer. The Police today are an integral part of the civic life and have been given necessary facilities and powers to be able to work in a disciplined manner so as to be of real service to the people. Policemen are citizens of the State but

in uniform and although their duty is primarily concerned with the prevention of crime and detection of criminals and the maintenance of law and order, it extends today also to render such other services needed by the people as are within their ability and competence. Normally a member of the public who comes to the Policemen suffers from a sense of grievance-perhaps he has lost some property or some person or has suffered otherwise and is in distress and therefore needs sympathy first and foremost. The Policemen will be able to realize his predicament if he hears him and places himself in his position. It thus becomes incumbent on every policeman to be sympathetic and courteous in his dealings with members of the public with whom he comes in contact. Courtesy costs nothing but pays rich and enduring dividends. Patients hearing sympathetic and polite response are essential if real service to the people is to be rendered. It does not cost anything to use expressions such as 'Sir', 'Please', 'Thank you'. 'What can I do for you?' and so on but they create a congenial atmosphere round one who uses them. If on the other hand a member of the public receives no sympathy but is treated with discourtesy, the policeman concerned violates the policeman's code of conduct. Even if a policeman is unable to render any effective assistance when asked for due to reasons beyond his control, he must remember that he has no right to be discourteous or curt in his behaviors. Good manners and spirit of service help foster the growth of the much desired public co-operation while discourtesy and bad behavior act as a stumbling block against it. The Inspector-General therefore enjoins it on every policeman to imbue himself with spirit of service to the people and points out that the policeman guilty of misbehavior with the public shall only merit disapprobation and departmental action.

This order shall be posted at prominent places in every police station outpost and office to remind everyone of the Police Force that it is meant to be followed in letter and spirit.

By order
**B.C. Mukharji, Special officer,
West Bengal Police Directorate**

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Police Order No. 04 of 1961

Sub: - Maintenance of station statistics of crime in B.P. Forms Nos. 71 at Police stations and other police offices.

It has come to the notice of the Inspector General that the station statistics of crime are not being properly maintained either at police stations or in other Police offices, namely, Police office, Circle Inspector's office etc. The study of crime statistics is a very important pre-requisite for looking after crime in one's jurisdiction which cannot apparently be done unless the statistics are maintained properly all times. Attention of all officers is drawn to Rule 1111 of the Police Regulations volume I 1943 where detailed instructions regarding the preparation and maintenance of statistics of crime have been laid down and the Inspector General directs that the rule should be scrupulously followed and that superior officers in course of their visit and inspection of police stations and other offices should ensure that the statistics are maintained as enjoined in this rule.

Attention of all inspection officers is also particularly drawn to clause (b) of the rule and the Inspector General directs that the provisions therein should be rigidly observed.

By order
**B.C. Mukharji, Special officer,
West Bengal Police Directorate**

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Police Order No. 05 of 1961

Sub: - Consignment of process Registers.

In supersession of Police order No. 2 of 1960 it is brought to the notice of all concerned that according to High Court Criminal Rules and orders the Registers of processes are to be maintained for 3 years only. The suggested procedure of maintaining the process Register in two parts and that red ink volume thereof is to be maintained permanently runs counter to the provision of criminal Rules and orders.

The Inspector-General therefore directs that the procedure of keeping the process Register in two parts should be discontinued with immediate effect. The processes shall have an annual serial number and shall be maintained as enjoined in Regulation 471 (C) of P.R.B Vol I 1943. The Registers of Processes shall be preserved in the Courts of Districts and sub-divisional Magistrates (i.e. in the court Police offices) for 3 years only.

By order
**B.C. Mukharji, Special officer,
West Bengal Police Directorate**

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POLICE ORDERS— 1962

Police Order No. 01 of 1962

In supersession of Police Order No. 7 of 1959 the following is published for general information and guidance:-

Sub: - Orders regarding powers of officer-in-charge of a Police station in West Bengal on a member of the Delhi Special Police Establishment of and above the rank of Sub-Inspector.

**Office of the Inspr.-Genl. of Police, West Bengal,
Writers' Buildings, Calcutta.**

No. 1817R dated 27th February 1962.

ORDER

Whereas under Government of India, Ministry of Home Affairs order no. 56/6/46-Police dated the 1st October 1946 made under sub-section (1) of section 5 of the Delhi Special Police Establishment Act, 1946 (Act XXV of 1946) the powers and jurisdiction of the members of the Delhi Special Police Establishment extend to the area within the general police-district, the administration of the police throughout which is vested in the Inspector General of Police, West Bengal, that is to say

the whole of West Bengal, except the area comprised in the town of Calcutta as defined in section 3 of the Calcutta Police Act, 1866 (Ben. Act IV of 1866) and the suburbs of the town of Calcutta as defined by notification under section 1 of the Calcutta Suburban Police Act, 1866 (Ben. Act II of 1866),

for the investigation of the offences or the classes of offences specified in Government of India, Ministry of Home Affairs, notification No, 25/07/60-AVD, dated the 21st January 1961 (copy annexed) as amended from time to time and applicable to West Bengal, issued under section 3 of the first named Act;

And whereas under sub section (2) of the said section 5, a member of the said police establishment while discharging the functions of a police officer within the said area is to be deemed to be a member of the Police force of the said area and be vested with the powers, functions and privileges and be subject to the liabilities of a police officer belonging to the police force of the said area;

Now, therefore, in exercise of the powers conferred by section 4 of the Police Act, 1861 (Act V of 1861) the Inspector-General of Police, West Bengal hereby directs that whenever a member of the Delhi Special Police Establishment of or above the rank of Sub-Inspector Investigates at any place within the said area any offence specified in Government of India, Ministry of Home Affairs, notification No. 25/7/60-AVD dated the 21st January 1961 as amended from time to time and applicable to West Bengal issued under section 3 of the Delhi Special Police Establishment Act, 1946, he shall be deemed to be an officer-in-charge of the police station within the limits of which such place is situated and shall also be deemed to be attached to such police station.

**H.S.GHOSH CHAUDHURI,
Inspector –General of Police, West Bengal**

No. 25/7/60-AVD dated New Delhi, the 21st January 1961

Notification by- The Government of India Ministry of Home Affairs

In exercise of the powers conferred by sub section (1) of section 5 of the Delhi Special Police Establishment Act, 1946 (25 of 1946) and in suppressions of all previous notifications on the subject the Central Government hereby extends the powers and jurisdiction of members of the

Delhi Special Police Establishment to the States of Andhra Pradesh, Assam, Bihar, Gujarat, Kerala, Madhya Pradesh, Madras, Maharashtra, Mysore, Orissa, Punjab, Rajasthan, Uttar Pradesh and West Bengal for the investigation of offence specified in the schedule annexed hereto.

Schedule

- a) Offences punishable under sections 161,162,163,164,165,165A,168,182,231,232,233,234,235,236,237,238,239,240,241,242, 243, 244,245, 246,247,248,249,250,251,252,253,254,255,256,257,258,259,260,261,262, 263, 263A,379,380,381,382,384,385,386,387,388,389,403,406,407,408,409,411,412,413, 414, 417, 418, 419, 420, 465,467,468,471,477A,489A,489B, 489C, 489D and 489E of the Indian Penal Code , 1860 (XLV of 1860).
- b) Offences punishable under the Prevention of Corruption Act, 1947 (II of 1947)
- c) Offences punishable under the Imports and Exports (Control) Act. 1947 (XVII of 1947)
- d) Offences punishable under the Foreign Exchange Regulations Act, 1947 (VII of 1947)
- e) Offences punishable under section 52 of the Indian Post Offices Act. 1898 (VI of 1898)
- f) Offences punishable under sections 63,68,116,538,539,540,541,542,628,629, and 630 of the Companies Act 1956 (I of 1956).
- g) Offences punishable under sections 104 and 105 of the Insurance Act. 1938 (IV of 1938)
- h) Offences punishable under the Indian Official Secrets Act, 1923 (XIX of 1923)
- i) Offences punishable under sections 7 and 8 of the Essential Commodities Act., 1955 (X of 1955) and conspiracies in relation thereto or in connection therewith.
- j) Offences punishable under section 24(I)(iii) of the Industries (Development and Regulation) Act. 1951 (LXV of 1951) and conspiracies in relation thereto or in connection therewith.
- k) Offences punishable under items 26,72,74,75,76,76A, 76B,77,78, 79,80 and 81 of the schedule to section 167 of the Sea Customs Act. 1878 (VIII of 1878)
- l) Offences punishable under section 5 and 7 of the Land Customs Act. 1924 (XIX of 1924)
- m) Offences punishable under the Indian Wireless and Telegraphy Act. 1933 (17 of 1933)
- n) Offences punishable under the Telegraph Wires (Unlawful possession) Act, 1950 (74 of 1950)
- o) Offences punishable under the Railway Stores (unlawful possession) Act. 1955 (51 of 1955)
- p) Attempts, abetments and conspiracies in relation to or in connection with the offences mentioned in clauses (a) to (h) and clauses (k) to (o) and any other offences committed in the course of the same transaction arising out of the same facts.

By order
**B.C. Mukharji, Special officer,
West Bengal Police Directorate**

(Modified vide Police Order No. 04 of 1965)

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Police Order No. 02 of 1962

Sub: - Principle for promotion of officers and men of the unarmed branch of the Brigade and Wireless as well as for the executive staff posted to Police Directorate.

1. In pursuance of the decision contained in para 1 under the head "General" of the minutes of the conference of the Deputy Inspectors-General with the Inspector-General held from the 23rd to the 26th May 1960 and the 14th June 1960, P.O. No. 2 of 1957 published in the "West Bengal Police Gazette", dated 25th January 1957, is hereby cancelled.
2. For the purpose of consideration for different approved lists of the executive staff posted to Police Directorate and also the Unarmed Wing of the Armed Police Brigade, Barrackpore and Wireless these branches should henceforward be respectively considered as units under the Central Range.

By order
**B.C. Mukharji, Special officer,
West Bengal Police Directorate**

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Police Order No. 03 of 1962

Sub:- Mobilization Contingents.

In partial modification of Police Order No. 13 of 1953 regarding Mobilization Contingents the following revised statement for the district of Howrah is published for the information and necessary action of all concerned.

The existing statement may be corrected accordingly.

District Howrah

Investigating centre and Town Police staff	Force to be deputed					Section	Half Coy.	Company
	Inspr.	S.I.	A.S.I.	H.C	Const			
Domjur P.S	**	1	**	**	**	3	4	I
Sankrail P.S	**	1	**	**	**	3		
Bantra P.S	**	**	1	**	**	4		
Jagacha P.S	**	**	1	**	**	3		
	**	**	**	**	**			
Howrah P.S	1	**	2	**	**	7		
Shibpur P.S	**	**	2	**	**	5		
Golabari P.S	**	2	**	**	**	6		
Jagatballavpur P.S	**	1	**	**	**	3		
	**	**	**	**	**			
Amta P.S	**	1	1	**	**	5	3	II
Udaynarayanpur P.S	**	**	1	**	**	3		
Shaympur P.S	**	**	1	**	**	4		
Panchla P.S	**	1	**	**	**	3		
Uluberia P.S	**	1	1	**	**	5		
	**	**	**	**	**			
Bouria P.S	**	**	**	**	**	3		
Bagnan P.S	**	1	**	**	**	3		
Bally P.S	**	**	2	**	**	6		
Malipanchghora P.S	**	**	2	**	**	6		
Total	1	9	17	**	**	72		

By order

**B.C. Mukharji, Special officer,
West Bengal Police Directorate**

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Police Order No. 04 of 1962

Sub:- Planned action against rowdyism.

1. With rapid industrialization and sharp rise of urban population all over West Bengal, rowdyism is very likely to increase unless the problem is tackled in a planned way. To deal with the problem in an effective manner the following orders are issued in suppression of Police Order Nos. 15 of 1954, 17 of 1954, 20 of 1954 and other previous orders on the subject issued from time to time.
2. Rowdyism may take various forms extending from teasing of school and college girls to snatching and robbery. The main forms of rowdyism are:-
 - a) Passing of incident remarks to ladies, school and college girls.
 - b) Intimidation of law-abiding people by acts of violence or by show of force or by abusive language.
 - c) Forcible collection of subscriptions.
 - d) Taking sides in petty quarrels between landlords and tenants or between tenants and tenants and threatening people of the opposite party.
 - e) Disorderly conduct.
 - f) Rioting
 - g) Snatching and robbery

3. Rowdies can be dealt with effectively only when there is proper collection of intelligence and anti-social elements feel that the police with the help of the law-abiding public are determined to take prompt and effective action against them and genuine complains against them will not be ignored. It is, therefore, essential that the police must have very strong support of the public. Many people suffering at the hands of bullies do not come to police station to lodge complaints against them. The reason is that many such complaints being non-cognizable in nature the complaints are referred to Court. Although this is technically correct, the police should interfere and make enquiries if the information discloses that there is likelihood of breach of the peace. Prompt enquiry and action taken to prevent breach of the peace not only earn goodwill of the people but very often prevent small incidents exploding into big riots. In future, when a complaint is lodged at police station and it is found on questioning and complainant that there is apprehension of breach of the peace, prompt local enquiries should be immediately done even through the complaint may be non-cognizable in nature.

4. It is of utmost importance that before any enquiry is made the complaint should be clearly recorded in the General Diary indicating date, time and place of occurrence of the incident. The possible motive of the person complained against should also be recorded. The officer making the entry in the General Diary should question the informant on the above points before making the entry. A sample entry is noted below:-

“Gopen Roy of No. 6, Ramkrishnapore Ghat Road, came to the P.S and reported that this morning at about 8 a.m. While he was passing along Kalikumar Mukherjee Lane, one Naren Singh alias Makhan residing at 8, Kalikumar Mukherjee Lane accosted him on the road and demanded Rs. 5 for drinks. On his refusal to give the money Makhan became furious abused him filthily and threatened him with dire consequences. Gopen further reported that Makhan is also in the habit of extorting money in the form of loan which he never repays and indulge in various forms of black mailing”

The result of enquiry should also be briefly noted in the General Dairy with reference to the previous entry in the General Diary. The entry should be very clear and should indicate the correct facts as ascertained on enquiries. The enquiring officer should be very cautious and must examine disinterested persons so that no innocent person is harassed.

When a request is made (as is something done) that the name of the complainant should not be disclosed special steps should be taken to ensure that the name of the complainant is not divulged in any way in course of the enquiries.

The assistance of the members of the Special Constabulary and of Resistance Groups may also be sought in obtaining information about rowdies and their anti-social activities.

5. A register entitled “Register of Roughts” which may in common parlance be described as Roughts Register should be maintained in every town and industrial police station and in other areas where there is a concentration of anti-social elements. The Register of Roughts should be regarded as an addendum to Part III and IV of Village Crime Note Book. This should be a confidential document as laid down in Regulation 391(a) of P.R.B, Vol. I. If the Superintendent of Police desires it may be maintained in other police stations also. The register should be maintained in the following proforma:-

..... Police station
district
 Date of opening
 Date of closing with the name of the officer passing the order

1. Name of the rough with aliases, if any:
2. Age (Approximate year of birth):

3. Descriptive roll with physical peculiarities and photo, if any:
4. Father's Name:
5. Address:
6. Profession or occupation, if any, of the subject with brief particulars:
7. Probable resorts and haunts:
8. F.P. Formula (where possible)
9. Associates with addresses:
10. Near relations with their addresses:
11. Short biography:
12. Running history:

N.B.- In the running history all the criminal activities of the subject including reasonable suspicion of his complicity in cases and or complaints against him with case numbers if any, and results of the cases etc. should be mentioned in separate paragraphs which should be numbered chronologically. Against each entry in the running history there should be reference of the G.D. entries case diaries source reports, mass petitions, petty cases etc, as the case may be.

The register will have three parts viz., "A" "B" and "C". Each part viz, "A", "B", and "C" should be maintained in separate volumes. A few pages should be allotted for every person whose name is recorded in part "A" and part "B". As for part "C" one or two pages for each person may be allotted.

Part "A" will contain names and particulars of "confirmed roughs" who are residents of the police station concerned part "B" will contain the names and particulars of "confirmed roughs" who are not residents of the police station but operate within the jurisdiction of the police station. Names of homeless "confirmed roughs" will be entered in Part "B". Part "C" will contain names and particulars of those who are "novices" in the line. In other words the names of budding goondas will be entered in part "C". They may be either residents or non-residents of the police station concerned.

Name of persons who have ample records of the types of rowdyism mentioned earlier should be entered in the register part "A" or part "B" after the records have been checked by the Circle Inspector. As for part "C" when there are more than two instances of rowdyism of any person his name should be entered in part "C". If anyone has a very bad reputation in the locality as a bully his name should be entered in part "C" of the register although there may not be any concrete instance of rowdyism against him. It is very essential that when a name is entered in the rough register part "C" on the ground of very bad reputation a thorough enquiry should be made by an officer not below the rank of a Sub-Inspector before the entry is made. If possible the Officer-in-charge himself should make the enquiry.

An Assistant Sub-Inspector should be specially deputed in writing by the Officer-in-charge to maintain the "Register of Roughs" under the personal supervision of the Officer-in-charge.

6. Officer-in-charge of police stations should in course of their daily scrutiny of General Diary entries and Non-F.I.R or petty case Registers satisfy themselves that relevant notes from the General Diary entries, Non-F.I.R and Petty Case Registers have been made in the "Roughs" Register" against the rowdies concerned. Before the dispatch of the copy of the General Diary to the Circle Inspector, note should be recorded against the relevant entries showing if these have been entered in the "Roughs Register". In course of their visits to the police-stations Circle Inspectors should go through the Petty Case Registers and Roughs' Register and satisfy themselves that necessary entries have been properly made. Such checking should be done at least one a month by the Circle Inspectors and as a token of their checking they should initial with dates in the last page of the Roughs' Register.

7. When the activities of a non-resident rough come to notice, the Officer-in-charge of the police-station concerned should not only see that necessary entries are made in Part "B" of the Roughs' Register but ensure that the information is sent promptly to the Officer-in-charge of the police-station concerned where the rough resides so that necessary entries are made in Part "A" of the Roughs' Register of the other police-station.

8. When the Part "C" roughs' indulge frequently in rowdy and anti-social acts their names should be transferred from Part "C" to Part "A" or Part "B", as the case may be, of the Roughs' Register. When there is no entry against a Part "C" rough for full one year from the date of entry of his name in the register his name may be struck off from the register by the Officer-in-charge of the police-station concerned in consultation with the Circle Inspector.

No name should be struck off from Part "A" or Part "B" of the Roughs' Register without the order in writing of the Superintendent of Police or the Additional Superintendent of Police. In such cases Circle Inspectors should send their recommendations to Superintendent of Police or Additional Superintendent of Police through the S.D.P.O., if any.

9. The Circle Inspectors will have in their offices full lists of the names of roughs with their address which are on record in the different Roughs' Registers of the police-stations under them. The lists should be thanawise and maintained separately for each type of register. The Circle Inspectors should once a quarter check up their own lists with the rough register under them. They will initiate action, where necessary, under the P. D. Act.

10. Under the existing laws a rough can be dealt with in the following ways.

- (i) Prosecution in specific cases, like robbery, rioting, grievous hurt, etc,
- (ii) Prosecution in the appropriate cases for obscene acts and songs. Under section 294, I.P.C. (This is a cognizable offence.)
- (iii) Prosecution for riotous and indecent behaviour under sections 34(6) and 34(7) of the Police Act (Act V of 1861), where this section is applicable or any other Act which may be locally applicable.
- (iv) Action under section 108(C) , Cr PC
- (v) Action under section 107, Cr PC
- (vi) Action under section 110(f), Cr. PC
- (vii) Action under the P. D. Act

Action under the West Bengal Security Act may also be taken in appropriate cases.

11. List of persons bound down under section 106 or under section 118, Cr PC, should be maintained at the police-station with the names of sureties. The list should be maintained with the following columns:-

1. Sl. No.:
2. Name and address of the complainant:
3. Gist of the complaint with date and place of occurrence:
4. Names and addresses of the persons "with aliases" bound down:
5. Period for which bound down:
6. Order of Magistrate with date:
7. Names and addresses of the sureties:
8. Remarks:

Information regarding order passed under section 106 or under section 118, Cr. P.C., should be furnished immediately by the Court Inspector or Court Sub-Inspector to the Officer-in-charge of the police-stations where the persons bound down ordinarily reside.

If during the period, a person is bound down, there are complaints against him an immediate enquiry should be made and if on enquiry the complaints are found to be true the court should be moved for taking action against the person and the sureties.

12 All Sub-Inspector of police-stations should be in touch with the various Clubs and Institutions in their areas. They should cultivate the habit of developing friendly relation with as many law abiding citizens of the locality as possible. This is the best way of collecting correct information. If information is received that any particular Tea Stall, Restaurant, Eating House or Bar is the resort of rowdies and other types of anti-social elements, the Officer-in-charge should verify the information and if found correct he should warn the proprietor / keeper of the Tea Stall, Restaurant, etc.

13. As far as possible roughs and rowdies should be arrested “ in the act”. In other words, attempt should be made to arrest the roughs and rowdies when they indulge in some specific act of rowdyism. Every effort, therefore, should be made to reach the place of occurrence without the least possible delay. Where wireless vans are available, they may be utilized by contacting the Control Room, Careful watch will result in “red-handed arrests”.

When “novices” are arrested, guardians should be sent for. If the guardians undertake to look after their wards, further action need not be taken and an application may be filed in the court for discharge of the arrested persons. If, however, there is a very bad case, appropriate action under the law should be taken.

14. It is very necessary that all Constables, Head Constables, Assistant Sub-Inspectors and Sub-Inspectors posted to thanas and T.O.Ps should know the roughs by face. If a recent photograph of a rough is available, the same should be shown frequently to all officers and men.

If any information relating to rowdyism is collected by officers of the District Enforcement Branch or by any officer other than of a police-station, that should promptly be passed on to the Officer-in-charge of the police-station concerned. There should be complete understanding among the officers of the different branches of the Police Department so that there is perfect team work.

It is not necessary to detail any particular officer for collection of intelligence about roughs. This is one of the primary duties of every police officer.

Cases involving rowdyism should ordinarily be investigated by thana officer. In special cases the investigation may be done by a Pool Officer or by an officer of the District Enforcement Branch.

15. There is a special type of rowdyism with which we come across in Railway districts only. We quite often read in the news papers about cases in which railway employees were assaulted by rowdy passengers or the movement of trains was obstructed as a crude method of voicing the grievances of passengers. While every citizen has the right to voice his grievances, nobody is permitted by our Constitution to take the law in his own hands or to indulge in illegal activities. Though these incidents of lawlessness occur in the jurisdiction of the Railway police, the miscreants are mostly residents of areas administered by the thana police of districts. As these people are either daily passengers or local miscreants, it should not be difficult for the Officer-in-charge in co-operation with their counterparts of the Railway police to find out the ring leaders. The information of disturbances of the above nature in the nearby railway police area should be entered in the General Diary of the neighboring district police-station Officers-in-charge of the District Police should try to find out the names of the ring leaders. One it is possible to spot out the ring leaders, history sheets should be opened, their names entered in the appropriate “Roughs’ Register” and if facts justify, action under the P.D. Act should be taken.

Another type of rowdyism which is very much on the increase in the town and industrial area generally occurs after an accident is caused by lorry or other motor vehicle. This type of rowdyism should receive special attention. It should be the endeavour of every Officer-in-charge of the police-station to try to find out the miscreants and the ring leaders with a view to taking preventive action.

16. It is repeated that in dealing with complaints all officers should be particularly careful so that innocent persons are not harassed. The stress should always be on the quality of work. Arrests should always be selective so that the fear of arrest does not disappear from the minds of roughs and rowdies.

U. MUKHARJI, Insp.-Genl.

By order
**B.C. MUKHARJI, Special officer,
West Bengal Police Directorate**

(Also see Police Order No. 02 of 1966 & 06 of 1968)

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Police Order No. 05 of 1962

Sub:- Rules of running Rum Canteens in Police Lines.

In partial modification of para 8 of Police order No. 8 of 1956 the Inspector-General has fixed the price of Rum at 18 naye paise per ounce.

By order
**B.C. MUKHARJI, Special officer,
West Bengal Police Directorate**

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Police Order No. 06 of 1962

Sub:- Power of Inspection of T.O.Ps and B.O.Ps.

In supersession of P.O. No. 6 of 1950 the Inspector-General has been pleased to order that in view of the importance of B.O.Ps and T.O.Ps in the present context inspection of such posts in a district should be made by the Superintendent of Police himself or by the Additional Superintendent of Police where there is one in accordance with regulation 47(e) of P.R.B Vol. I, 1943. This order however does not exclude the routine inspections and visits of the T.O.Ps and B.O.Ps by the Dy. S.Ps/S.D.P.Os posted at headquarters/subdivisions as provided in regulation 46(d) of P.R.B Vol I, 1943. .

By order
**B.C. MUKHARJI, Special officer,
West Bengal Police Directorate**

(Also see Police Order No. 03 of 1963 & 03 of 2005)

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Police Order No. 07 of 1962

Sub: Procedure for Transfer of Personnel between Central Organisations (e.g. I.B., E.B., etc) and Ranges.

The Police Order No. 2 of 1961 is hereby cancelled.

By order
**B.C. MUKHARJI, Special officer,
West Bengal Police Directorate**

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Police Order No. 08 of 1962

As the re-introduction of the provisions of Police Order No. 12 of 1937 has been keenly felt for proper upkeep of the registers maintained in Court Offices, the Police Order, in its entirety with necessary changes of the references to Police Regulations, Bengal Rules, 1927, is reproduced below for compliance by all concerned:-

Sub : Court Officer's monthly certificates regarding the upkeep of the Registers maintained by them.

In order to reduce the number of errors and omissions in Court Registers that are usually detected by Inspectors, in future the officers responsible for the upkeep of the different registers shall submit on the 1st Sunday of each month, at headquarters to the Court Inspector and at sub-divisions where there are no Court Inspectors to Circle Inspectors, answers to the following queries, certifying to their correctness:-

General Register

1. Is the issue of any Final Memo pending?
2. Have cases pending enquiry over 14 days been entered in red ink?
3. Have foreigners and persons belonging to other districts who are not identified been underlined in red ink?
4. Have preliminary orders been properly entered in column 15?
5. Have remands been properly noted and those over 3 entered in red ink?
6. Have the cases been entered in Khatian after Magistrate's final order has been passed?
7. Have the letters "C" and "R" been written in red ink against cases of cattle theft and theft on the railway respectively?
8. Has P.R.T/565 been written in cases in which orders under section 565, Criminal Procedure Code, have been passed?
9. Has "P. C." been written in red ink when person has got Previous Convictions?

Hajat Register.

1. Have the names of prisoners been properly brought forward?
2. Have the names brought forward been properly accounted for in cases of those released from Jail or custody?
3. Have the initials of Magistrates, Jailor and escorting constables been taken in the Register?

Process Register.

1. Are any processes issued during the month pending for a long time? If so, why?
2. Have pending lists of unexecuted warrants been properly prepared and sent to the Superintendent of Police?

Unidentified Register.

1. How many Verification Rolls are pending and why?
2. Has the Finger Print Bureau been informed of any discrepancies between the convictions reported by it and those reported on local verification?
3. Have traced case statements been submitted?
4. Have Verification Rolls been issued to places of Previous Convictions of persons who remained unidentified?
5. Have DespatchCheque numbers been noted in column 9?
6. Have notes been kept in appropriate column that Conviction Rolls have been sent to the native district of the convict?
7. Has the Finger Print Bureau been informed of reversals of convictions of persons whose Finger Prints are on record?

Malkhana Register

1. Is any property pending over a month after disposal of the case, if so, why?
2. Have the Magistrate's orders been obtained in all cases before the property was returned?
3. Have the dates of disposal of cases and return of properties been noted in relevant columns?
4. Have numbers of Receipt Vouchers been noted, and signatures taken, in all cases where properties have been disposed of?
5. Have the Nos. and dates of Receipt cheques been noted in all cases where necessary?
6. Have the numbers and dates of Treasury vouchers been noted in cases in which money has been credited to Treasury on account of sale proceeds or otherwise?
7. Have receipts been taken from the Bench Clerk for papers or articles exhibited in court and kept in the Court's custody?
8. Has all action in accordance with Appendix XIV, Police Regulations, Bengal, Volume I, relating to the deposit of arms in the Malkhana been taken?

Section Register.

1. Have final Memos. been issued in all cases?
2. Have all cases been entered in the Khatian?
3. Have results of Sessions cases been entered in the General Register?

Appeal Register.

1. Mention any cases in which notices of appeal have not been received in due time.
2. Have appeal memos been issued?
3. Have all necessary corrections been made in (a) the General Register, (b) the Khatian and (c) the Conviction and Index Registers?
4. Have General Register references been noted in all cases where necessary?

Conviction Register

1. Have the names of all persons been entered in Conviction Register (as required under rule 5 of Police Regulations, Bengal, Volume I).
2. Have all names been indexed?
3. Have extracts been sent to districts concerned?
4. Have names of unidentified persons been entered in red ink?
5. Have Police Registered References been noted in the appropriate column?
6. Have the results of appeals been noted in remarks column?

Jail Parade Register and Police Registered slips.

1. Have all orders of Police Registered been carried out? If not, why not?
2. Have Finger Print slips of all men made Police Registered been prepared and have all Police Registered Slips of men made Police registered sent to Jail authorities?
3. Have Police Registered slips of persons due for release been obtained from the Jail authorities and in due time?

Register of Non-General Register Cases.

1. Has any entry been made in this Register during the month? Are any Magistrate's orders pending?
2. Have all due notices of the disposed of cases been sent to the local Police?
3. Are any cases pending unnecessarily and if so, why?

Receipt and Despatch Register.

1. Are pending lists properly prepared?
2. Are any papers pending unnecessarily and if so, with whom and why?

Previous month's statement.

Have all matters shown pending in the previous month been carried out since? The Court or Circle Inspector shall examine the reports and if there is anything unsatisfactory he shall visit the Court Office and have it put right.

At his own inspection of the Court he will check and see that correct reports have been submitted.

The reports will not be sent to the Superintendent of Police unless there is anything that needs his attention.

Each Sub-Inspector or Assistant Sub-Inspector of Literate Constable in charge of register shall submit his own certificate. Inspectors shall take severe notice of any incorrect certificate submitted.

By order

**B.C.MUKHARJI, Special Officer,
West Bengal Police Directorate**

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Police Order No. 09 of 1962

Sub:- Training of officers in the D.T.S.

In order to be eligible for promotion to the of Inspector a Sub-Inspector of the investigating cadre is required to pass the Departmental Examination and also to qualify himself from the D.T.S. Barrackpore or the C.D.T.S, Calcutta. In actual practice the existing system of selection of officers for D.T.S training as laid down in Police Order No. 3 of 1960 was not found satisfactory in as ,much as an officer's ability to assume superior responsibilities is prejudged thereby and he is liable to be shut out for promotion for all time to come. It has accordingly been decided that henceforward all Sub-Inspectors who have passed the Departmental Examinations completely should be given an opportunity to qualify themselves by undergoing a course of training at the D.T.S Barrackpore. Normally a Sub-Inspector will get only one chance to qualify himself at the D.T.S.

2.For training at the C.D.T.S Calcutta promising Sub-Inspectors (of lower age groups) will have a flair for detection and have passed Departmental Examinations completely would be preferred. If however this type of officers is not available Inspector General of Police should nominate Sub-Inspectors according to the aforesaid principle for selection of trainees for the D.T.S, Barrackpore.

3. This supersedes Police Order No. 3 of 1960.

**U. Mukharji
Inspector General of Police
West Bengal**

By order

**B.C.MUKHARJI, Special Officer,
West Bengal Police Directorate**

(Modified vide Police Order No. 05 of 1963)

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POLICE ORDERS— 1963

Police Order No. 01 of 1963

Sub:- Uniform of Driver Constables and Driver Head Constables.

In partial modification of Police order No. 11 of 1958 the Inspector General has ordered that Driver Constables and Driver Head Constables of the Unarmed branch also should be issued with Beret Caps with immediate effect instead of scarlet beret caps.

By order
**B.C.MUKHARJI, Special Officer,
West Bengal Police Directorate**

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Police Order No. 02 of 1963

Sub:- Detective training school at Barrackpore.

In continuation of Police Order 9 of 1955 published in the “West Bengal Police Gazetteer”, dated 2nd September 1955 the provision as contained in para 3 with regard to the return of officer trainees being found unsuitable for further training for failure in 3 successive fortnightly tests of the police order is hereby deleted.

By order
**B.C.MUKHARJI, Special Officer,
West Bengal Police Directorate**

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Police Order No. 03 of 1963

Sub:- Inspection of TOPs and BOPs.

Reorganization of the Border Out-posts in this State has raised the question of amendment of Police Order No. 6 of 1962 which was previously issued on the subject. In those districts where all the BOPs has been taken over by the Armed Police Brigade inspection of Border out-posts should be undertaken by the Commandants who will be responsible for ensuring that the Border Out-posts function efficiently.

The Superintendents of Police and his gazetted officers (including Inspectors) may and should visit the BOPs freely and recorded their comments and suggestions. The District officers at the same time will communicate their comments and suggestions will communicate their comments and suggestions direct to the officers of corresponding rank in the Armed Police Battalion concerned controlling the BOPs of the area e.g., S.P./Addl. S.P. to Commandant, S.D.P.O/Dy. S.P. to Asst. Commandant Inspector to Company Commander and so on. Arrangements should be made to ensure proper liaison and co operation between district officers (from S.P. to O/C, P.S) and battalion officers (from Commandant to Platoon Commander) at the appropriate level. The relations between the District Police and Armed Police Battalion should be somewhat similar to that existing between the district police on the one hand and GRP on the other. In those districts where the BOPs have not been completely taken over by the armed Police Brigade the Superintendent of Police and his officers will continue to function as per Police Order 6 of 1962.

By order
**B.C.MUKHARJI, Special Officer,
West Bengal Police Directorate**

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Police Order No. 04 of 1963

Sub:- Procedure for awarding minor punishments.

The Inspector-General has considered the form of punishment usually awarded to the constables as provided under regulation 857 P.R.B: Vol I. In this connection he has further considered the directions contained in regulation 878(d), P.R.B Vol I, and Police order No. 15 of 1953. After consideration all factors, the following order is issued in clarification of the provisions under regulation 857 P.R.B Vol I and 878(d) of P.R.B, Vol I:-

- i) While punishment drill should not be abolished altogether this form of punishment should be generally discouraged and sparingly used particularly in the case of the Constables of the Unarmed Branch.
- ii) Normally for minor defaults a censure or a reprimand to the delinquent by the punishing authority of the unit in orderly Room should suffice. Such censure or reprimand should be recorded in the Service Book of the delinquent.
- iii) Punishment drill may be awarded only when (a) a previous warning has failed to achieve result and (b) when the punishing authority of the unit feels that physical punishment is more likely to achieve result.
- iv) Ordinarily extra sentry duty or extra night patrol may not be awarded as an alternative to punishment drill.

2. Every case should be judged on its merit and the punishing authority should use his discretion as to what form of punishment should be awarded bearing in mind that minor punishment is primarily intended to be as corrective.

3. The points mentioned above are intended to be a guide for using discretion properly in such matters.

4. This supersedes Police Order No. 15 of 1953 which is hereby cancelled.

By order
**B.C.MUKHARJI, Special Officer,
West Bengal Police Directorate**

(Also see Police Order No. 03 of 1973)

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Police Order No. 05 of 1963

Sub:- Training of Officers in the D.T.S.

Officer to be eligible for promotion to the rank Inspector, a Sub-Inspector of the investigating cadre is required to pass the Departmental Examination and also to qualify himself from the D.T.S., Barrackpore or the C.D.T.S., Calcutta. In actual practice the existing system of selection of officers for D.T.S., training as laid down in Police Order No. 3 of 1960, was not found satisfactory in as much officer's ability to assume superior responsibility is prejudged thereby and he is liable to be shut out for promotion for all time to come. It has, accordingly, been decided that henceforward every Sub-Inspector who has passed the Departmental examinations completely should be given an opportunity to qualify himself by undergoing a course of at the D.T.S., Barrackpore strictly according to his seniority in the Gradation List of Sub-Inspectors in the Range. Normally, a Sub-Inspector gets only one chance to qualify himself at the D.T.S., and if any particular Sub-Inspector declines to avail of the opportunity for reasons considered inadequate by the Deputy Inspector General of Police, he will forfeit further chances of being selected for training at the D.T.S.

2. For training at the C.D.T.S., Calcutta promising Sub-Inspectors (of lower age groups) who have a flair for detection and have passed Departmental Examination completely, would be preferred. If, however, this type of officers is not available, Deputy Inspector General of Police should nominate Sub-Inspectors according to the aforesaid principle for selection of trainees for the D.T.S, Barrackpore.

3. This supersedes Police Order No. 9 of 1962 and Police Order No. 3 of 1960.

By order
**B.C.MUKHARJI, Special Officer,
West Bengal Police Directorate**

(Also see Police Orders No. 3A of 1964 & 02 of 1973)

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Police Order No. 06 of 1963

Sub:- Action under the Preventive Detention Act. (Act IV of 1950), for maintaining Public order).

Instructions on the subject have been issued separately in a confidential pamphlet to all Superintendents of Police for distribution to all Circle Inspectors and Officer-in-charge of Police Stations.

By order
**B.C.MUKHARJI, Special Officer,
West Bengal Police Directorate**

(Also see Police Order No. 04 of 1968)

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Police Order No. 07 of 1963

Sub:- Fixation of period for Drill Competitions and Inter-District Revolver Shooting Competition.

Police Order No. 7 of 1952 regarding holding of the Drill Competitions for the Armed Police Forces of West Bengal is hereby cancelled.

The examination of the competing teams shall henceforward continue to be held in the month of February each year as was laid down in rule 3 of Police Order 14 of 1951.

By order
**B.C.MUKHARJI, Special Officer,
West Bengal Police Directorate**

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Police Order No. 08 of 1963

Sub:- Checking of Cash Book by Superior officers .

The attention of all Gazetted officers is drawn to the provisions of Regulations 1138 and 1149 P.R.B, Vol.-I regarding the maintenance of each book and accounts of expenditure.

2. In all districts where the post of Addl. S.P. is sanctioned the cash book duly completed shall be put up daily to the Addl. S.P. who will be put in charge of the cash book. He will check the cash book according to the instructions contained in the Regulation 1138 (c) of P.R.B Vol I. As however the S.P. is responsible to the State Government for the proper maintenance of cash book he shall examine and initial it at least once a month as enjoined in Regulation 1138 (d) of P.R.B., Vol I.

3. The S.P. may either personally submit the cash balance certificate himself or authorize the Addl. S.P. to do so.
4. During the absence of the Addl. S.P. in charge of cash book on tour the cash book will be checked by an officer not below the rank of Dy. S.P.. The Addl. S.P. in charge of the cash book should on return from tour satisfy himself that the cash book was properly maintained during his absence and the cash is intact.
5. In those districts where the post of Addl. S.P. is not sanctioned the S.P. may put a Dy. S.P. in charge of the cash book according to Regulation 1138(C) of P.R.B, Vol I and the cash book duly completed should be placed daily before him for a thorough check. The Dy. S.P. entrusted with the checking of cash book must check the cash book the same day. During the temporary absence of the Dy. S.P. from Headquarters the cash balance may be verified and entries in the cash book initialed by any other Gazetted officer present at Headquarters. The Dy. S.P. on return shall compare the entries with the pay and receipt cheque and initial the daily balance in accordance with Regulations 1138 (d), P.R.B, Vol. I.
6. The S.P. in such districts (where no Addl. S.P. is posted) shall check the cash book at least once a week. The cash balance certificate should also be submitted by him.
7. As the S.P. is in overall charge of the district the progress of expenditure should be checked by him once a month so that expenditure under any particular head is not progressing so rapidly that it may ultimately lead to excess vide Regulation 1149 (vii) of the P.R.B, Vol I.
8. The order applies to all special units, e.g. Battalions, Wireless etc.
9. This supersedes Police Order No. 10 of 1957.

U. Mukharji
Inspector General of Police,
West Bengal.

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Police Order No. 09 of 1963

Sub:- Principle and procedure to guide transfer and posting of Constables.

1. The following instructions are issued for guidance of officers on matters relating to posting and transfer of Police Constables:-

I. Transfer of Constables within the district.

2. Planning for routine transfers should be taken up in October and transfer orders issued before the end of November so that everyone can be in a position to move during December.
3. Constables posted to a Police Station, Court or Reserve Office are expected to remain there for not less than 2 years and not more than 3 years. In G.R.P.Ss the period should not ordinarily exceed two years.
4. For the purpose of this order, a constable who will complete two years and 6 months by the 31st of December shall be deemed to have completed 3 years.
5. A Constable whose name is entered in the leave register may not be transferred if it is felt that the leave is likely to be granted within the next three months.
6. If a Constable due for transfer is likely to officiate as Assistant Sub-Inspector or Head Constable in the near future (say within the next months), his transfer may be deferred.

7. If a Constable is due for transfer and if an enquiry is pending against him, his transfer may be deferred till the enquiry is finally disposed of, unless such transfer is necessary for administrative reason.

8. A Constable will not remain at an Out-post namely, Town Outpost or rural Outpost, for more than 2 years. For purpose of this Rule, a Constables who will complete 1 year 6 months by the end of 31st December shall be deemed to have completed 2 years. A Constable will not remain in a G.R.P. Platform Post for more than 18 months. In some cases they may be transferred after they have completed one year at a platform post.

9. A Constable should not be posted to the Police Circle in which his native village or town is situated or he or his near relatives have houses or other immovable properties. In 24-Parganas district a Constable should not be posted to the zone where he has got his house. That is to say a resident of North Zone may be posted to South Zone and vice versa.

II. Transfer of Constables from the Police Training College to the Districts.

10. There is no objection to Constables being posted to the districts from where they have been recruited. Where this is not possible due to absence of vacancies or other reasons, Constables should as far as practicable, be posted to districts near their home districts. In the bigger districts like 24-Parganas, Midnapore, Murshidabad, Burdwan, West Dinajpur etc. there would be no objection to a Constable being posted to his home district.

Note:- For the purpose of this order, the following districts will be considered as districts neighboring home districts in the case of residents of Bihar and U.P. who have no homes in West Bengal:-

Purulia, Bankura, Birbhum, Burdwan, Midnapore, Murshidabad, Malda, West Dinajpur, Jalpaiguri and Darjeeling.

III. Guidelines to be followed in posting Recruit Constables allotted to a district after passing out from the Police Training College.

11. The Recruit Constables should ordinarily be posted to the king. Constables who are residents of Darjeeling

12. Before posting recruits who are sent to districts after passing out from the police training college, the Superintendent of Police or the Additional Superintendent of Police should personally see the recruits, talk to them, go through their service sheets regarding educational qualifications etc. and post them to the Armed Branch or Unarmed Branch according to their suitability bearing in mind the provision of paragraphs 9 and 11 above.

13. Constables who do not speak or understand the local language should ordinarily be posted to the Districts Armed Police.

IV. Transfer of Constables from one district to another.

14. Normally a constable will not be transferred from one district to another. A number of transfers will, however, be inevitable because the rules contained in the following paragraphs regarding transfer of Constables to and from the G.R.P. districts, Intelligence Branch, C.I.D., Central Enforcement Branch etc. Sometimes transfers from a district may also have to be ordered for administrative reasons.

15. Constables should not ordinarily remain in G.R.P. districts for more than 7 years. On or before the 15th October each year the Superintendent of Police, G.R.P. will send to the Range D.I.G. a list of all such Constables who will complete 7 years by the end of that year with the name of the Police Station or Unit where the Constable is posted (date of his joining there), his date of birth, length of service, names of district or

districts where he may have served in the past, educational qualifications, Home district etc. If his name is borne of any approved list that should be mentioned.

16. In the Sealdah G.R.P. district every constable will be expected to put in two years of service in N.F.Rly. Zone.

17. Ordinarily, the period of stay in I.B. will be 7 (seven) years. The period may, in special cases, be extended by D.I.G, I.B. by order specifying the period of retention. This applies *mutatis mutandis* to posting in the D.I.B., C.I.D., D.E.B., C.E.B. and other special units. Watcher Constables who are found efficient may be allowed to stay in the I.B., or D.I.B., C.I.D., C.E.B. and D.E.B. as long as their retention is considered essential in the interest of public service. Constables of IB/DIB/CID/CEB/DEB who may be more than 54 years of age on the 31st December may be retained, if they are otherwise considered suitable even they have completed more than seven years of service in Unit, on that date.

Note:- For the purpose of rules 15 and 17 a Constable who have done more than six years on the 31st of December shall be deemed to have completed seven years and thus become due for transfer.

18. When Constables are transferred out of a district an endeavor should be made, as far as practicable, back to the district from where they came on neighboring their home district.

U. Mukharji
Inspector General of Police,
West Bengal.

(Also see Police Order No. 15 of 2004)

=====

Police Order No. 10 of 1963

Sub:- Standardization of Finger Print Form.

The intelligence Bureau (Ministry of Home Affairs), Government of India, has with the concurrence of Deputy Inspector-General of Police C.I.Ds and with the approval of the Inspector General of Police, West Bengal standardized the Finger Print Form for adoption by all States in India.

A sample of the finger print form is reproduced below.

The new finger print slips are being printed and will be available for use by the district police due course. The finger print slips now in use should be discontinued after the new finger print slips are available for searching and recording purpose.

INDIAN UNION STATE

(Form No.....)

FINGER PRINT RECORD SLIP

Classification No.

.....
(Right Hand Rolled Prints)
Thumb Index Middle Ring Little
.....

.....
.....

Fold

(Left Hand Rolled Prints)
Thumb

Index

Fold
Middle

Ring

Fold
Little

.....
.....
Fold

.....
Plain Prints of Index, Middle, Ring and Little finger taken simultaneously.

.....
Left

Right

.....
Signature of Magistrate /Gazetted Officer/Officer, in verification of the fact that the impression above were taken before him that they are the impressions of the convict named on the reverse;

Date:

Signature and Rank of Officer

Result of search ref: Traced/Untraced
Impressions taken by.....Rank.....
Tested by..... Rank.....

Date..... Name of F.P.B.
Date..... Place..... District.
Date..... Place..... District.

Classified by.....
Tested by
Index by
Recorded by

Thumbs
Left
Date.....
Date.....
Date
Date

Simultaneously
Right

D.S. No. P.R. No. Bureau No. Male/Identified/ Duplicate slip sent to: 1) C.F.P.B
Female Unidentified 2)3)4)

.....
1. Full name with aliases Age- Village- District-
(in block letters)

2. Father or husband's name with aliases.....Religion- Police station- State-

.....
Serial Name under District. Court. C.B. Case No. Date of Section Sentence Jail and Police-station Identifying Remarks
No. which convicted Court case No. conviction Admission Case No. and Officer
No. date

1.....2.....3.....4.....5.....6.....7.....8.....9.....10.....11.....12...

1
2
3
4
5
6
7
8
9

.....
Certified that the impression, personal details and convictions are correctly taken and recorded.

.....
Certified that the impression have been tested by testing officer, personal details re-verified and the convictions compared with police, jail and judicial records.

Signature in full and rank of officer preparing the slip.

Signature in full of prosecuting officer/Sub Inspector.

District-

Date-

District-

Date-

By order
B.C.MUKHARJI, Special Officer,
West Bengal Police Directorate

=====

POLICE ORDERS– 1964

Police Order No. 01 of 1964

Sub:- Method of dealing with loss or recovery of unlicensed arms, ammunition and explosives.

In partial modification of the instructions contained in Police Order No.1 of 1954 published in the “West Bengal Police Gazette”, dated 08.01.1954 the following is added after the last sentence of part I of the Police order:-

“A copy of report of all cases of loss, theft or recovery of all arms and ammunition must as well be simultaneously submitted to the C.I.D.”

By order
**B.C.MUKHARJI, Special Officer,
West Bengal Police Directorate**

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Police Order No. 02 of 1964

The following is published for general information and guidance in suppression of P.O. Nos. 15 of 1951 and 15 of 1955.

Sub:- Instructions regarding control and deployment of detachments from the State Armed Police (1st and 2nd Battalions) on deputation to districts.

1. Detachments from the State Armed Police (1st and 2nd Battalions) requisitioned according to Memo No. 1558 (3) A.P.F dated 26.05.50 from the Deputy Inspector General of Police, Armed Police, to all Range Deputy Inspector General may be deputed to districts to help the local police to deal with local disturbances or to relieve treasury, magazine and other sanctioned guards so that the District Armed Police men so released may be utilized for other purposes.
2. (a) The detachment will on arrival, report to an officer of the District police as specified in the requisition form or in the Movement order and shall after reporting to such officer (who should not be below the rank of Officer-in-charge of police station) come directly under his control. The latter officer will issue clear instructions in the enclosed form to the officer-in-charge of the detachment on the following points:
 - i) Duties the men will be called upon to perform. It is most important that the officers or NCOs in charge of or on duty with the detachments are properly briefed.
 - ii) The area or areas where they are to work.
 - iii) The officer or officers of the District Police under whose orders they will work or who are authorized to employ them on duties or in areas other than those mentioned in (i) and (ii) above.
 - iv) The officer or officers of the Districts Police to whom the officers and N.C.Os of the detachment should report any difficulties experienced by the personnel of the detachment regarding their accommodation, transport, food etc.
- (b) In this connection the instructions contained in Chapter IX of the Drill Manual 1961 particularly sections I and II should be seen. The code word IIMAC should be known to all officers.
- (c) It shall not be open to any officer or personnel of the detachment to question any legal orders passed by the District Authorities. The Superintendent of police to

whose district the detachment is sent will exercise full disciplinary authority over the personnel of the detachment in accordance with rule 859 Police Regulations, Bengal, Volume I. The detachment must regard itself as a part of the force of the district Police for redress of their local difficulties during the period they remain on deputation to the district. District officers should also on their part, remember that the officers and men of the detachment have in most cases to work in view places and with officers who are not known to them and should therefore take steps to ensure that they get acquainted with their new surrounding as quickly as possible. The officers of the detachment would be entitled to the same courtesy as officers of corresponding rank of the District Police.

3. The duties of such detachments shall be confined to the purposes for which they are requisitioned and the men shall not be utilized for doing routine duties, such as normal escorting of ordinary prisoners, traffic duty, personal guards, routine town patrol and normal town duties, investigation work and routine searches etc. Any changes in the nature of duties or in the area where the men are to operate vide clauses (i) and (ii) of paragraph 2 above should be promptly intimated to the Commandant by the Superintendent of Police of the district so that the former may (a) take steps to ensure that the men are properly equipped for such duties and (b) know the place or places where relief are to be sent.
4. The Superintendent of Police will be responsible for the conduct and discipline of the detachment deputed to his district. He shall also arrange for supervision of their duties by his own officers or by officers deputed with the detachment. He shall also be responsible for looking after the health and welfare of the detachment.
5. In detailing officers and men from the detachment for duties as noted in paragraph 1 and 3 above men should be kept in compact bodies to allow effective supervision by their supervision officers.
6. The Battalions Commandants will be responsible for sending out the detachments properly equipped and clothed with supply of rations or a period not exceeding a fortnight. Their deployment however shall be the responsibility of the Superintendent of Police who will also arrange for their accommodation and assist them in obtaining supply of rations when the period of deputation exceeds a fortnight.
7. Commandants or Assistant Commandants intending to visit their detachments should send timely intimation to the Superintendent of police of the district so that the latter or his representative (or suitable rank) who may be directly dealing with the detachment, may accompany such officers during their visits. The commandant will satisfy himself from the local officers how the detachment on deputation had worked. If he comes across any gross negligence or defect he shall discuss it with the Superintendent of Police and try to arrive at a satisfactory solution. If the two officers cannot agree on any particular points, they shall write out a joint memorandum and send it to the Range Deputy Inspector General of Police with a copy to the Deputy Inspector General of Police, Armed Police.
8. Deputy Inspector General of Police should be able to work within their Ranges with their own reserves so that the calls on the State Reserve are reduced to the minimum.
9. All requisitions for deputation from State Armed Police (1st and 2nd Battalion) should be examined by Range Deputy Inspector General of Police who will send his recommendations to Assistant Inspector General of Police (for orders of the Inspector General) and at the same time send a copy to the Deputy Inspector General of Police, Armed Police.
10. The procedure for requisition of force from the State Reserve as instructed in memorandum No. 1558 (3) A.P.F. dated 26th May 1950 from the Deputy Inspector General of Police, Armed Police to all range Deputy Inspectors General of Police should be followed.

11. Such deputations should be of a temporary nature and should cease after the emergency for which requisition was made is over. Approval for retention of the detachment beyond the period, originally asked for shall invariably be obtained in each case by the requisitioning officer prior to the expiry of the term sanctioned earlier from the Inspector General of Police.
12. In case of emergency when submission of requisition for force in the prescribed form is not practicable the Superintendents of Police and Deputy Inspectors General of Police may requisition deputation from the State Reserve over telephone or wireless. But all such telephonic or radiographic requisitions for force should be recorded at either end in log book and later on should be followed by a proper requisition in the prescribed form.

Elucidation

The expression N.C.O. stands for Non-Commissioned officer and includes a Head Constables and Naik.

Form in which instructions are to be given to detachments from the Reserves by officers of the district where they are deputed.

- 1) The nature of duty the detachment will be called upon to perform.....
- 2) The area or areas of operation.....
- 3) The officer or officers of the District Police who are authorized to make changes in 1) and 2) above.....
- 4) The officer or officers of the District Police to whom the officer-in-charge of the detachments of the N.C.Os should refer for redress of difficulties.....
- 5) Any other special instructions.....

Received one copy.

Name:

Rank:

Unit:

Name:

Designation:

District:

Signature of O/C detachment.

By order

**B.C.MUKHARJI, Special Officer,
West Bengal Police Directorate**

(Also see Police Order No.01 of 1969, 02 & 11 of 1976)

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Addendum to Police Order No. 02 of 1964

Please insert the following lines at the end of para 5 of Police Order 2/64:-

“ The strength of such sub-units should not normally, be less than a half section, namely, 1 N.C.O. and 6 Constables.”

By order

**B.C.MUKHARJI, Special Officer,
West Bengal Police Directorate**

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Police Order No. 3A of 1964

Sub:- Training of officers in the D.T.S.

Since Police Order No. 5 of 1963 enjoins sending up departmentally passed Sub-Inspectors for Detective Training School training strictly according to seniority clause (2) of Police Order No. 9 of 1955 which stipulates that officers beyond the age of 45 years should not be selected as far as possible is hereby deleted.

By order
**B.C.MUKHARJI, Special Officer,
West Bengal Police Directorate**

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Police Order No. 3B of 1964

Sub:- Recovery of hospital diet charges from the officers of and above the rank of Sub-Inspector of Police treated in police Hospitals.

Constables, Naiks, Head Constables and Assistant Sub-Inspector of Police are entitled to free diet while under treatment in Police Hospitals but the diet charges are recoverable from officers of and above the rank of Sub-Inspector of Police at the following rates for their treatment in Police Hospitals:-

Sub-Inspector at the rate of Rs. 1.00 per diem
Inspector at the rate of Rs. 1.50 nP per diem
Deputy Superintendent of Police at the rate of Rs. 2.50 nP per diem.

2. With a view to enabling the Accountant-General, West Bengal to watch and check up the recoveries of diet charges from the officers of and above the rank of Sub-Inspector of Police treated in Police Hospitals, it is hereby ordered that the Deputy Inspector General, Superintendents of Police, Commandants, and Principal, Police Training College should furnish a monthly statement to the Accountant-General, West Bengal in the proforma given below.

3. The statement should be furnished by the 14th of every month direct to the Accountant-General, West Bengal even it is a "Nil" or "No charge" statement.

(Proforma not available)

By order
**B.C.MUKHARJI, Special Officer,
West Bengal Police Directorate**

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Police Order No. 04 of 1964

Sub:- Police Public Relations.

The West Bengal Police have been trying for the last few years to foster a spirit of cordiality and understanding between the Police and the members of the public. While such efforts have been successful to some extent, instances of unsatisfactory relation are not rare even now. The police commission, West Bengal during their enquiries came to the finding that the main reasons for such unsatisfactory relation are as follows:-

- 1) Overbearing attitude of policemen towards members of the public.
- 2) A non-co-operative attitude, manifested in the reluctance to receive complaints, indifference towards the convenience of witnesses and other members of the public.

- 3) A widespread belief that appropriate action is not taken against goondas and other anti-social elements of society
- 4) A belief that police officers are often influenced and their work interfered with by persons of importance in society.
- 5) Fear of development in investigation of cases and consequent inconvenience and harassment.
- 6) Fear of reprisals by criminals and other bad characters against whom they may depose or lodge information.
- 7) The absence of good liaison agency between the police and the public and.
- 8) Superior officers are often believed to shield and support erring subordinates by denying or covering up the latter's misbehavior.

The Inspector-General directs that all members of the West Bengal Police should behave and act in such a manner as is likely to ensure that there may be no occasion in future of any complaint of the above nature. They must establish by their conduct and performance, that they are "Public Servants" in the truest sense of the term. People generally approach the police for help in distress or in difficulties and it is essential therefore, that they should be promptly attended to and all reasonable efforts should be made to allay their grievances. The officers and men should be courteous in their dealings and must not under any circumstances try to show off by arrogant conduct. They may associate with the members of the public in matters, like sports, games, festivities or social activities to enlist public good-will and support but they should also maintain an attitude of aloofness and detachment so that no one can take advantage of the familiarity or interfere with judicious discharge of their official duties. Too much hobnobbing with the public should be discouraged as police may have to undertake unpleasant duties in respect of persons socially known to them. Superior officers should, generally, listen to complaints against their subordinates and take action as warranted and should not leave any scope for misunderstanding in public mind that they are glossing over the delinquencies of their subordinates or shielding their misdeeds. Every member of the force should remember that by serving the people honestly, conscientiously and diligently, they would uphold their individual reputation and enhance the prestige of the Police Organisation.

U. Mukharji
Inspector-General of Police
West Bengal.

Republished from para 748 of the "West Bengal Police Gazette" dated 24.07.1964.

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Police Order No. 05 of 1964

Sub:- Establishment of Regional Dog Squad at Jalpaiguri.

In accordance with the decision of the Conference held by the Deputy Inspector General of Police with the Inspector-General during September 1962 a Regional Dog Squad has been set up at Jalpaiguri with two dogs and two handlers from 05.06.1964. The squad is in charge of a Sub-Inspector.

All the investing officers of the district of Jalpaiguri Range will send their requisitions for the services of the Police Dogs to the Superintendent of Police, Jalpaiguri, who is made administratively responsible for the maintenance of the squad under the Deputy Inspector-General of Police, Jalpaiguri Range. Requisition should be made in the forms indicated in Police Order Nos. 11 of 1957 and 10 of 1959.

By order
BC.MUKHARJI, Special Officer,
West Bengal Police Directorate

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Police Order No. 06 of 1964

Sub:- Permission for purchase of land by Police Officers.

In view of the provisions made under rule 15 of the West Bengal Government Servants Conduct Rules 1959 (published in para 837 of the "West Bengal Police Gazette", dated 14.08.1959), Police Order No. 1 of 1948 is hereby cancelled.

In this connection attention of all officers and men is particularly drawn to the provisions made under rule 15(2) of the West Bengal Government Servants Conduct Rules, 1959, reproduced below:-

"Rule 15(2) of the West Bengal Government Servants" conduct Rules 1959- No Government servant shall except with the previous knowledge of the appointing authority:-

a) Acquire or dispose of any immovable property by lease, mortgage, purchase, sale, gift or otherwise either in his own name or in the name of any member of his family nor shall he permit any member of his family to do so.

b) Enter into any transaction concerning any moveable property exceeding one thousand rupees in value, whether by way of purchase, sale or otherwise nor shall he permit any member of his family to do so:

Provided that in either case, any such transaction conducted otherwise than through a regular or reputed dealer shall require the previous sanction of the appointing authority".

By order
**B.C.MUKHARJI, Special Officer,
West Bengal Police Directorate**

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Police Order No. 07 of 1964

Sub:- Training of Probationary Sub-Inspector.

The training programme for the probationary Sub-Inspectors is outlined in Reg. 791 of P.R.B., Vol-1. 1943. Although the training programme is fairly comprehensive, the existing system of supervision of training of probationary Sub-Inspectors by the superior officers is far from satisfactory. The Inspector General of Police accordingly directs that much greater attention should be applied in drawing up the details of the training programme and much greater interest evinced in the inculcation of the details by individual trainees. A training record should also be built up for each probationer and the entire course of training should be under the direct supervision of the Superintendent of Police, in Midnapore, 24 parganas (South) Barasat and Asansol, the Superintendent of Police may delegate this function of supervision to the Additional Superintendent of the Police concerned.

The training record should start from the day a probationer joins the district. Weekly reports as in the enclosed proforma should be sent and these should be submitted to the Superintendent of Police/Additional Superintendent police through Deputy Superintendent of Police/Inspector concerned who should record his comments if any, the Inspector concerned should also submit a monthly progress report in the enclosed proforma of the training undergone by the probationers together with his assessment of the progress made by the probationers. These weekly reports of the probationers and the monthly assessment reports of the Inspectors should be scrutinized by the Deputy Superintendent of Police and then submitted with comments where necessary

to the Superintendent of Police, as the case may be and the latter should record his observations or specific instructions, if any, on these periodical progress reports. The range Deputy Inspector General may call for the training record files of the probationers when they visit a district or interview a trainee officer. It should be helpful if the Deputy Inspectors General record their comments particularly on the arrangements and scope of training organized in the district and progress of training achieved by the trainees.

Before a probationer is confirmed the entire training file should be scrutinized by the Superintendent of Police in order to decide if the probationary period of the officer should be extended and if the probationer should undergo further training in any particular branch.

Weekly progress report of Probationary Sub-Inspector.

1. Name of the probationer:
2. Name of the office where attached:
3. Date of joining the office:
4. Date of departure from the office:
5. Report for the period from
6. Here state-
 - i) the work on which he has been engaged during the week;
 - ii) What he has learned;
 - iii) Any difficulties encountered and whether or not they have been surmounted; and
 - iv) Any other matter appertaining to his training which he desires to report or which the Inspector requires.

Signature of the Probationer

7. Comments of the Inspector:
8. Remarks of the Deputy Superintendent of Police:
9. Observations of the Superintendent of Police/Additional Superintendent of Police:

Progress Report of Probationary Sub-Inspectors for the month of 19

1. Name of the Probationary:
2. Name of the office where attached:
3. Date of joining and leaving the office:
4. Work done by the probationer during the month under report:
5. Assessment of the work of the probationer:

Signature of the Inspector

6. Remarks of the Deputy Superintendent of Police:
7. Observations of the Superintendent of Police/Additional Superintendent of Police:

By order
**B.C.MUKHARJI, Special Officer,
West Bengal Police Directorate**

(Also see Police Order No. 02 of 1977

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Police Order No. 08 of 1964

Sub:- Observance of Provision of Regulation 872 of P.R.B. Vol-1 while passing orders in Departmental Proceeding reg. - reduction in pay.

It has come to the notice of the Inspector General that in some instances the orders of reduction in pay (Passed in the final orders in the proceeding or in the Appellate Orders) are not quite regular. According to Regulation 872 of P.R.B. Vol.-I the pay should be reduced to a particular stage in the time scale for a specified period and the financial loss involved should be correctly calculated and stated in the order.

All officers are directed to ensure that the provision of the P.R.B. rule 872 are strictly observed in passing final orders Appellate orders in Departmental Proceeding.

By order
**B.C.MUKHARJI, Special Officer,
West Bengal Police Directorate**

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Police Order No. 09 of 1964

Sub :- Inspection of Police Stations by Circle Inspectors.

In modification of the instructions contained in Regulation 47(j) and (k) of Police Regulation, Bengal Volume I, 1943, vide C.S. No. 2, dated 30-06-52, the Inspector-General directs that a Circle Inspector shall thoroughly inspect every police-station in his circle at least once a year even where a Sub-Divisional Police Officer is posted. Similarly, the Circle Inspector shall also inspect the Court Office, if any in his circle at least once a year unless the officer in charge of the Court Office is an Inspector himself.

These orders should hold good even in Subdivisions where a Sub divisional Police Officer is posted. In such case, it should be so arranged that one of the officers inspects the police-station/unit during the first half year while the other does it in the second half year.

By order
**B.C.MUKHARJI, Special Officer,
West Bengal Police Directorate**

(Also see Police Order No. 03 of 2005)

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POLICE ORDERS— 1965

Police Order No. 01 of 1965

The following is published for general information and guidance:-

Sub : Power of Magistrates to issue summons to prosecution witness in warrant cases instituted on Police Report.

A question has recently been raised in certain districts whether under the provision of the amended Cr. P.C., trial court has been relieved from the statutory obligation of issuing summons to witnesses for the prosecution in cases instituted on Police Report. Obviously, this due to a misreading of the provision of section 251A(7) of Cr.P.C. which lays down that 'The Magistrate shall proceed to take all such evidence as may be produced in support of the prosecution'. An impression has, of late gained currency in certain quarters that the responsibility of ensuring the attendance of prosecution witness in a trial court now solely devolves upon the police.

The matter was placed before the Legal Remembrancer, West Bengal, for his opinion. A copy of the instruction received from him in this regard is annexed for general information and guidance.

As will appear, the Legal Remembrance has observed that it is no longer possible for the police (due to provision for supply of copies of documents etc. to accused persons as per section 173(4) Cr.P.C.) to mention the date fixed for trial in the bonds taken by them u/s 170(2) Cr.P.C. in Form XXVI which are required to be forwarded by the O.C. or the Investigating officer to the trial court together with the charge sheet. Therefore, after court has fixed a date for trial, a notice got to be served or processes issued to the witnesses intimating them the date on which they are required to attend Court. Such notice or process has got to be issued by the Magistrate trying the case.

It should, however, be remembered that the provision for obtaining bonds for appearance on call from Court as per section 170(2) Cr.P.C. is obligatory on the police and should be strictly complied with.

In view of the changed conditions the bond in Form No. XXVI u/s 170(2) Cr.P.C. may be taken in the following form to avoid contusion.

In future bonds may be taken from witnesses in the following form :--

I, son of of do hereby bind myself to attend at in the court when called upon to do so to give evidence in the matter of a charge against the accused person or persons in connection with P.S. case No. dated..... u/s In case of making default herein, I bind myself to forfeit to the government of India the sum of Rs.

The bond should be taken in duplicate. A copy of the bond should be attached with the case diaries which is to be sent along with the charge sheet.

Copy of letter No. 629-C dated 01/02/63 from the Legal Remembrancer, West Bengal.

With reference to your Memo no. 144-JG dated 14/01/63, I am to state that the form prescribed shows that the date and the time of appearance have to be stated, it is no longer possible for the Police to fix dates of trial and so it would be quite in order to mention in the bond that the witness should appear when called up to do so. It follows that when the Court fixed the date of trial a notice has to be served on the

witness or he is to be summoned. Section 68(2) permits process to be served by the Police. Obviously it is not intended that the police should serve processes in complaint cases. Section 540 Cr.P.C also, gives unfettered discretion to Magistrate. Magistrate should not be given general instructions or even the impression that the issue of processes in Police Cases is not contemplated by law.

(This was circulated to all Ss.P., Range D.Is.G. and DIG, CID under W.B.P. Directorate Memo no.7485(21)R Dated 29/05/63).

By order
**B.C.MUKHARJI, Special Officer,
West Bengal Police Directorate**

=====

Police Order No. 02 of 1965

Sub :- Medical examination of Constables / Naiks prior to sending them for Drill Certificate Course.

It has come to the notice of the Inspector-General that some of the Constables sent for undergoing the Drill Certificate course are returned to their district on ground of ill health. To avoid such was take of training facilities, the Inspector-General directs that no. Constables/ Naiks who are medically unfit shall be selected for undergoing the Drill Certificate Course.

Such trainees should be medically examined at the respective Police Hospitals before they are sent for the Drill Course and a certificate :-

- (i) General fitness for outdoor duties.
- (ii) If he can take up Drill, P.T. and outdoor games.
- (iii) If condition of his limbs, heart and lungs is good enough for undergoing the Drill Certificate Course.

By order
**B.C.MUKHARJI, Special Officer,
West Bengal Police Directorate**

=====

Police Order No. 03 of 1965

Sub :- Instructions to Police officers in dealing with serious traffic-accidents.

Serious traffic accidents involving fatal injuries to persons are often followed by mob violence and burning of the offending vehicles. Instances have come to notice where police officers have failed to take effective measures to prevent such lawlessness. In order to avoid such situation it is impeditive that prompt and quick action be taken immediately on receipt of information about such accidents. As a general guide, the following sequence of measures to be adopted are laid down:-

- a) Any Police officer or Constable who notices such accident shall immediately inform the nearest Police outpost or the nearest Police Station by the quickest means of communication.
- b) The Police outpost or the Police Station on receipt of the information will inform the District Control Room or their superior police officer (where there is no control room) immediately and will simultaneously send an officer with necessary force to the place of incident.

c) The District Control Room on receipt of the information will divert the nearest R.T. Van (where there is one) to the place of incident and will also arrange for diversion of traffic, if necessary. The Control Room will also inform the Superintendent of Police/Additional Superintendent of Police/Sub-Divisional Police officer/Circle Inspector whoever may be available on telephone.

d) The first Police officer who reaches the place of incident should arrange to remove the injured person to the nearest Hospital. If necessary he will use the R.T. Van or any other Police vehicle that may be available for this purpose. It is necessary that the injured should be removed from the place of incident as quickly as possible. All Police officers should know that it is not for the police to declare an injured person dead unless the injured person has been examined by a qualified Medical Practitioner. Sometimes a badly injured person may look like dead but there may be chance of his survival if he is taken to the Hospital without delay. For the safety of human life as well as for maintenance of law and order, it is stressed once again that quick removal of the injured to the nearest Hospital is extremely important.

e) The Police officer present at the spot will also arrange for removal of the offending vehicle to the nearest Police post.

f) If a crowd collects, additional police force must be sent from the nearest police post or police station and the district control room informed about reinforcements when necessary.

g) If the crowd becomes rowdy and is bent on mischief firm and adequate steps should be taken to prevent breach of peace and for protection of life and property.

h) The District Control Room, as soon as it gets information, will send an interim report to the Inspector- General's Control Room at Writers' Buildings. It is appreciated that details of the incident may not be available initially when the situation is being tackled by the local police officer but that should not prevent the District Control Room or the Sub-divisional Police officer/Circle Inspector, informing the Police control room in brief about the incident. The Wireless Headquarters at Tollygunge should also remain alert and any information of a serious traffic accident involving fatal or very serious casualties should be communicated to the Control Room of Inspector General of Police without delay.

2. These instructions should be followed by all concerned. The Superintendents of Police, 24 Parganas, Howrah, Hooghly, Burdwan and Darjeeling will specially brief all ranks about these instructions so that fatal traffic accidents in Industrial Areas or busy towns may not later develop into serious breaches of law and order.

U. Mukharji
Inspector General of Police,
West Bengal.

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Police Order No. 04 of 1965

In supersession of Police order No. 1 of 1962 the following is published for general information and guidance:-

Sub :- Orders regarding powers of officer-in-charge of a Police station in West Bengal on a member of the Delhi Special Police Establishment of and above the rank of Sub-Inspector.

ORDER

No. 4089 R

25th March 1965

Whereas under Government of India, Ministry of Home Affairs Order No. 56/6/46-Police dated the 1st October 1946 made under sub-section (I) of section 5 of the Delhi Special Police establishment Act, 1946 (Act XXV of 1946), the powers and jurisdiction of the members of the Delhi Special Police Establishment extend to the area with the general police-district, the administration of the police throughout which is vested in the Inspector-General of Police, West Bengal that is to say-

the whole of West Bengal, except the area comprised in the town of Calcutta as defined in section 3 of the Calcutta Police Act, 1866 (Bengal Act IV of 1866) and the suburbs of the town of Calcutta as defined by notification under section I of the Calcutta Suburban Police Act, 1866 (Bengal Act II of 1866),

for the investigation of the offences or the classes of offences specified in Government of India Ministry of Home Affairs notification No. 25/12/62-ADV-I dated the 18th Feb (copy annexed) as amended from time to time and applicable to West Bengal, issued under section 3 of the first named act;

And whereas under sub-section (2) of the said section 5, a member of the said police establishment while discharging the function of a police officer within the said area is to be deemed to be a member of the police force of the said area and be vested with the powers, functions and privileges and be subject to the liabilities of a police officer belonging to the police force of the said area;

Now, therefore, in exercise of the powers conferred by section 4 of the Police Act, 1861 (Act V of 1861) the Inspector-General of Police West Bengal hereby directs that whenever a member of the Delhi Special Police Establishment of or above the rank of Sub-Inspector investigates at any place within the said area, any offence specified in Government of India, Ministry of Home Affairs, notification No. 25/12/62-ADV-I dated 18th Feb 1963 as amended from time to time and applicable to West Bengal issued under section 3 of the Delhi Special Police Establishment Act, 1946, he shall be deemed to be an officer-in-charge of the police station within the limits of which such place is situated and shall also be deemed to be attached to such police station.

U. Mukharji
Inspector General of Police,
West Bengal.

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Police Order No. 05 of 1965

Sub :- Periodical transfer of wireless personnel.

Police order No. 14 of 1956 is modified as follows:-

Ordinarily no officer of the wireless below the rank of Inspector shall remain at one station for more than three years except for very special reasons to be recorded in the District order Book.

The general principle of posting for 3 years shall not apply to the stations noted below, where the duration of posting has been otherwise shown against each. Deviation, if any, should be on very special grounds which should be recorded in the District Order Book:-

Name of station	District	Duration of posting to the station
Tapan	West Dinajpur	1 year
Kumarganj	Ditto	1 year
Karandighi	Ditto	1 year
Goalpokhur	Ditto	1 year
Chopra	Ditto	1 year
Bamangola	Malda	1 year
Habibpur	Ditto	1 year
Khabra	Ditto	1 year
Joygaon	Jalpaiguri	1 year
Chamurchi	Ditto	1 year
Rangamati	Ditto	1 year
Buxa	Ditto	1 year
Setai	Cooch Behar	1 year
Sitalkuchi	Ditto	1 year
Sandeshkhali	24 Parganas	1 year
Salua	Midnapore	1 year
Samsherganj	Murshidabad	2months (Supervision)
Beharikhal	24 Parganas	1 month (operator)

By order
B.C. Mukharji
Special officer (Regulation),
West Bengal Police Directorate

(Modified vide Police Order No. 05 of 1966)

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Police Order No. 06 of 1965

Sub :- Re-organisation of the Armed Police and the Town Police.

A. Armed Police:

In order to ensure proper supervision and utilization of the man power, it is hereby ordered that the District Armed Police should be re-organsied on section and platoon basis on the lines of the State Armed Police Battalions. The strength of a section should be more or less 2 NCOs (1 H.C. and 1 Naik) and 12 Constables. Constables by name should be attached to a particular section say section 'A' and a particular H.C. say 'X' be placed in charge of the section assisted by Naik "X". The NCOs will be responsible keeping the men under their charge at a reasonable standard of efficiency and also for their discipline and conduct. Deployment on section basis may not always be possible but if the men are deployed on any particular duty without the NCO the H.C in charge of the section would be expected to ensure that the men have been properly briefed to perform their duties according to existing rules or standing orders keep a track of them and see that the men are relieved in time. He should know all his Constables by name and also keep himself informed as to which of them live in the barracks or the H.C. will be judged by the actual performance of the men under him and his ability to promote informed as to which of them live in the barracks or their duties.

2. Likewise a platoon will comprise of 3 or 4 sections. A Sub-Inspector will be responsible for keeping his sections and the sections and the section commanders at a responsible level of efficiency and he responsible for their discipline and conduct. His capabilities should similarly be judged by the standard of performance of the platoon under him.

B. Town Police

1. The same principle may be extended to the town police where the H.C should be expected to exercise close supervision over the work and conduct of the specified group of constables placed under him. The T.O.P. area should be divided into zones among the H.C.s each one with 10/12 Constables being made responsible for the prevention of crime in the particular zone. Each H.C. should be in charge of a particular zone for a specified period, say 3/6 months to find out how effective he is. The efficiency of the H.C. will be judged by his capacity in the prevention of crime in his zone and supervision over his men.

2. The Town S.I. will be answerable for the prevention of crime in the T.O.P. area and the work and conduct of the H.Cs and Consts. in his charge. He is expected to know his area very closely and his men very intimately. His efficiency will also be judged by the quality of his supervision over his men and the state of crime in his jurisdiction.

3. There has to be systematic and prompt scrutiny of the F.I.Rs regarding the occurrence of crime in a town. The Inspector General expects the A.S.P./Dy. S.P. in charge of the town police to attend to his work. When the F.I.R shows the beat in which crime occurs the following course of scrutiny followed by prompt action should invariably be the pattern of internal action in every case:-

a) Whether there was any patrol in the beat on the night of occurrence:

b) If so, why the patrol party failed to intercept the criminals. A thorough check should be made as to whether and how soon after the occurrence the constables reached the scene of crime how far was the place from the place where the constables were actually at the time of the commission of the crime and whether it was possible for them to know about the occurrence.

c) If may be possible that there was no patrol at all on that particular night. The A.S.P./ Dy. S.P. and the Circle Inspector should then consider whether it is necessary to arrange patrols in the light of actual incidence of crime.

4. Our police officers and men are expected to use their intelligence and imagination in the prevention of crime and apprehension of offenders.

U. Mukharji
Inspector General of Police,
West Bengal.

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Police Order No. 07 of 1965

Sub :- Question of consideration the cases of Sub-Inspectors who are on temporary transfer to other ranges or units for Detective Training School or Central Detective Training School Training.

Cases of nominations for inclusion of names of Sub-Inspectors in the provisional list and the State Approved list are considered by the parent range or unit when officers are on temporary transfer to other range or unit.

Police order 6 of 1957 lays down the procedure for considering the cases of Sub-Inspectors who are on deputation or on transfer to Central Enforcement Branch, Wireless, Brigade and Police training College for training in Detective Training School or Central Detective Training School.

It has come to notice that sometimes officers who are on temporary transfer to other Ranges or Units are neither considered by the Parent Range nor by the Range where they are physically posted at the appropriate time. In order that such cases may not be overlooked henceforward cases of Sub-Inspectors who are on temporary transfer to other Ranges or Units should be considered for training in the Detective Training

School or Central Detective Training School by the parent Range according to their seniority in the Gradation List.

U. Mukharji
Inspector General of Police,
West Bengal.

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Police Order No. 08 of 1965

Sub :- Preparation and issue of casual leave accounts and character sheets of constables when they are transferred.

In supersession of the Police Order No. 1 of 1950 the following instructions are issued for information and guidance:-

The Inspector-General directs that for every constable who is serving in a district other than in a D.I.B or in the Police Lines the Reserve officer shall prepare a sheet giving the following information:-

- a) The number of days casual leave already enjoyed by the constable during the year and the amount of casual leave due.
- b) i) The total number of major and minor punishments awarded to him with details of those awarded during the preceding 12 months.
ii) The total number of rewards and commendations granted to him.

2. These sheets should be placed in some sort of a cover such as the half of a file cover, to prevent the sheets from getting dirty or torn or creased. Each S.D.P.O or Circle Inspector shall be supplied with a sheet for each constable serving within his subdivision/Circle and in the cases of Court Inspectors for constables serving under them in the court and this sheet shall be transferred to the new Subdivision /Circle or Court whenever a constable is transferred. When a constable proceeds on leave this record shall be sent to the lines from where it will be reissued or a fresh sheet issued to the S.D.P.O. or Circle or Court Inspector concerned on the return of the constable from leave.

3. The Circle Inspector/the Court Inspector and the Sub divisional Police officer concerned should keep the character sheets up-to-date by noting punishments and rewards received by the constables during their tenure of service under such officers.

By order
B.C. Mukharji
Special officer (Regulation),
West Bengal Police Directorate

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POLICE ORDERS- 1966

Police Order No. 01 of 1966

Sub :- The Detective Training School Barrackpore-Authority for exercising control over.

In modification of para 4 of Police order No. 9 of 1955 published in "West Bengal Police Gazette" dated 02.09.1955 the Inspector General orders that the overall control of the Detective Training School, Barrackpore shall hence forwarded vest with the Deputy Inspector General of Police, Training.

By order
B.C. Mazumdar
Dy. Inspr. Genl. of Police, Headquarters
West Bengal

(Also see Police Order No. 01 of 1975)

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Police Order No. 02 of 1966

Sub :- Planned action against Rowdyism-Register of Roughts.

Amendment to P.O No. 4 of 1962 published in the "West Bengal Police Gazette" dated 20.07.62.

Substitute the following paragraph 5:-

5. A register entitled "Register of Roughts" which may in common parlance be described as Roughts Register should be maintained in every town and industrial police station and in other areas where there is a concentration of anti-social elements. The Register of Roughts should be regarded as an addendum to part III and IV of village Crime Note Book. This should be a confidential document as laid down in Regulation 391(a) of P.R.P Vol I. If the Superintendent of Police desires it may be maintained in other Police stations also. The Register should be maintained in the following proforma:-

..... Police station

.....District

Date of opening

Date of closing with the name of the officer passing the order

1. Modus operandi:
2. Name of the rough with aliases, if any:
3. Age (Approximate year of birth):
4. Descriptive roll with physical peculiarities and photo, if any:
5. Father's name:
6. Address:
7. Profession or occupation, if any of the subject with brief particulars:
8. Probable resorts and haunts:
9. F.P. Formula (where possible):
10. Associate with addresses:
11. Near relations with their addresses:
12. Short biography:
13. Running history:

N.B. i) A classification of the roughs may be made as per modus operandi, e.g.-

1. A bully.
2. An Eve Teaser.
3. A communal Agitator.
4. A seller of illicit liquor.
5. An illicit distiller.

6. A protector of smugglers.

7. A protector of thieves and pickpockets etc.

The above classification is only illustrative and not exhaustive. New modus operandi may come to light and roughs may have to be classified accordingly.

ii) In the running history, all the criminal activities of the subject including reasonable suspicion of his complicity in cases and/or complaints against him with case no., if any and results of the cases etc. should be mentioned in separate paragraphs which should be numbered chronologically. Against each entry in the running history, there should be reference of the G.D. entries case diaries source reports, mass petitions, petty cases, etc as the case may be.

The register will have three parts viz, "A" "B" and "C". Each part viz., "A", "B", "C" should be mentioned in separate volumes. A few pages should be allotted for every person whose name is recorded in part "A" and part "B". As for part "C" one or two pages for each person may be allotted.

Part "A" will contain name and particulars of "confirmed roughs" who are residents of the police station concerned. Part "B" will contain the names and particulars of confirmed roughs" who are not residents of the police station but operate within the jurisdiction of the police station. Names of homeless "confirmed roughs" will be entered in Part "B". Part "C" will contain names and particulars of those who are "novices" in the line. In other words the names of budding goondas will be entered in the part "C". They may be either residents or no-residents of the police station concerned.

Names of persons who have ample records of the types of rowdyism mentioned earlier should be entered in the register part "A" or part "B" after the records have been checked by the Circle Inspector. As for part "C" when there is one or more instances of rowdyism of any person, his name should be entered in part "C" . If anyone has a very bad reputation in the locality as a bully, his name should be entered in part "C" of the register although there may not be any concrete instance of rowdyism against him. It is essential that when a name is entered in the rough register part "C" on the ground of very bad reputation, a through enquiry should be made by an officer not below the rank of a Sub-Inspector before the entry is made. If possible the officer-in-charge himself should make the enquiry.

An Assistant Sub-Inspector should be specially deputed in writing by the office-in-charge to maintain the "Register of Roughs" under the personal supervision of the officer-in-charge.

By order

B.C. Mukharji

**Special officer (Regulation),
West Bengal Police Directorate**

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Police Order No. 03 of 1966

Sub :- Keeping records of persons who are suspected or convicted in cases of smuggling across the Indo-Pakistan Border.

At present there is no provision for keeping records of persons who are suspected or convicted in cases of smuggling across the Indo-Pakistan border except in case dockets or in individual files in the D.E.B. As the problem of Indo-Pakistan border smuggling is serious and police must devise ways and means to stop such smuggling by keeping watch and making enquiries about the criminals responsible for smuggling and their supporters, it is desirable that relevant notes should be kept about them in the V.C.N.B. Besides, names of such persons are often revealed during local enquiry or from information received from Pakistan across the border. Inspector-General, therefore directs that-

- i) Names of smugglers and their supporters who are suspected or convicted in specific cases in India, together with other relevant particulars, should find entry in Parts I, II and III of the V.C.N.B. and in the Index of Suspects and Convicts.
- ii) When names of persons and their modus operandi in smuggling across the Indo-Pakistan border transpire in course of enquiry except in specific cases, relevant entries should be made in Part III of the V.C.N.B. of the village which is the scene of operation of such smuggling as also in Part III of the villages of residence of the persons concerned.
- iii) When information of arrest of Indian smugglers by the Pakistan Police is received by a Police Officer in West Bengal, a note about the nature of the incident and the particulars of persons involved should be kept in Part III of the V.C.N.B. Before doing so, however, the information should be verified, and necessary note will be kept only when the authenticity of the information has been established.
- iv) In all such cases, records shall be kept in the D.E.B. Office with cross-reference to entries in V.C.N.B.

By order
B.C. Mukharji
Special officer (Regulation),
West Bengal Police Directorate

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Police Order No. 04 of 1966

Sub :- Inclusion of certain Acts in the syllabus of Sub-Inspectors in the P.T.C., Barrackpore.

The following Acts as indicated below shall, be included in the syllabus for the Sub-Inspectors of Police in the Police Training College, Barrackpore:-

- 1) The Trade and Merchandise Marks Act, 1958 (Act No. 43 of 1958) the following sections should be included :-
 - i) Section 1- Short title, extent and commencement.
 - ii) Section 2- Definition
 - iii) Section 76-95-Offences, penalties and procedure.
 - iv) Section 135- Amendments.
- 2) The Drugs Act, 1940 (Act No. XXIII of 1940)- the whole of the Act.
- 3) The Prevention of Food Adulteration Act. 1954 (Act No. 37 of 1954)- the whole of the Act.

By order
B.C. Mukharji
Special officer (Regulation),
West Bengal Police Directorate

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Police Order No. 05 of 1966

Sub :- Periodical transfer of Wireless personnel.

Police Order No. 5 of 1965 so far as it relates to Samsherganj and Beharikhhal Wireless Stations may be read as follows:-

<u>Name of station</u>	<u>District</u>	<u>Duration of posting to the station</u>
Samsherganj	Murshidabad	1 year
Beharikhhal	24-Parganas	2 months (both for supervisor and Operators)

By order
B.C. Mukharji
Special officer (Regulation),
West Bengal Police Directorate

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Police Order No. 06 of 1966

Sub :- Preservation of answer papers of different examinations of trainees and in-service departmental examinations conducted at the Police Training College.

The answer papers of the following categories of examinations conducted at the PTC should be preserved for the period noted against each:-

Answer papers and period of preservation.

- 1) Answer papers of periodical (monthly, bimonthly, etc) examinations of trainees 6 months from the date on which the trainees pass out from the Police training College.
- 2) Answer papers of Final examination of the trainees- 6 months from the date of publication of the results of the examination in the "Police Gazette".
- 3) Answer papers of in-service departmental examinations conducted at the Police Training College-6 months from the date of publication of the results of the examination in the "Police Gazette".

By order

B.C. Mukharji
Special officer (Regulation),
West Bengal Police Directorate

(Also see Police Order No. 04 of 2006)

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Police Order No. 07 of 1966

Sub :- Regular attendance of classes by officers during training at the P.TC/D.T.S., Barrackpore .

It has been brought to the notice of the Additional Inspector General that requisitions are often sent to the Deputy Inspector General of Police, Training for allowing the trainees of the police Training College/Detective Training School, Barrackpore to attend to the residuary work of the districts/units. These trainees have to remain frequently absent from the classes also for attending courts to give evidence on receipt of summons.

2. The syllabus of the course of training at the P.T.C/D.T.S, Barrackpore is so drawn up that a trainee must exert himself to the utmost to get the full benefit of the training. Absence of a trainee from the class makes it difficult for him to follow the link of the class lessons and this should be avoided if not inescapably necessary. The Additional Inspector General therefore directs that the prospective trainees should be so advised and their programme of work so arranged that they can finish their obligations as far as practicable before joining the P.T.C/D.T.S, Barrackpore for training without any interruption. If any Superintendent of Police/Commandant requires the services of his officers under training he shall write to the Deputy Inspector General of Police, Headquarters. If the grounds for requisition of the services are reasonable Deputy Inspector General of Police, Training will be requested to spare the particular officer for the period necessary.

3. As for giving evidence in courts, action should invariably be taken in each by the Superintendent of Police's/Commandants in accordance with the provisions of G.O. no. XVIII of 1956 and the orders issued under this office memo No. 4310(18)-A/A 1255-60 dated 20.05.61. Every reference to the Deputy Inspector General of Police, Training for sparing an officer under training in the DTS/PTC should contain details that these provisions and orders were fully implemented at the appropriate time. Deputy Inspector General, Training shall bring to the notice of the Directorate every case of failure to observe the order.

S.M. GHOSH

Addl. Insp. Genl. of Police, West Bengal

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POLICE ORDERS— 1967

Police Order No. 01 of 1967

Sub :- Drill competition for the Armed Police Force West Bengal.

In modification of paragraph 7 of Police Order No. 14 of 1951, the composition of the teams for the various district and units to put up in the parade is given below:-

	Inspr.	S.I.	H.C	Naik	Const.
24 Parganas	1	2	6	6	72
Howrah	1	2	6	6	72
Nadia	1	1	4	4	48
Mushidabad	1	1	4	4	48
Bankura	1	1	4	4	48
Birbhum	1	1	4	4	48
Purulia	1	1	3	3	36
Burdwan	1	1	5	5	60
Hooghly	1	1	5	5	60
Midnapore	1	1	5	5	60
Darjeeling	1	1	4	4	48
Jalpaiguri	1	1	5	5	60
Cooch Behar	1	1	4	4	48
West Dinajpur	1	1	4	4	48
Malda	1	1	4	4	48
SAP 1 st Bn.	1	4	12	12	144
SAP 2 nd Bn.	1	4	12	12	144
SAP 3 rd Bn.	1	4	12	12	144
SAP 4 th Bn.	1	4	12	12	144
	S.I.	Jamader	Havilder	Naik	Sepoy
EFR 1 st Bn.	1	2	8	8	96
EFR 2 nd Bn.	1	2	8	8	96

Two marks will be deducted for each officer/man under the specified number who is not present.

By order
B.BHATTACHARYYA
Special officer (Regulation),
West Bengal Police Directorate

CORRIGENDUM

For the word "S.I." printed against Eastern Frontier Rifles in the Police order No. 1 of 1967 (published at page 27 of the "Police Gazette", dated 6th October 1967) the word "Suberdar" shall be substituted.

By order
B.BHATTACHARYYA
Special officer (Regulation),
West Bengal Police Directorate

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POLICE ORDER – 1968

Police Order No. 01 of 1968

Sub :- Making the convicts under the Essential Commodities Act, 1955 “Police Registered”.

In view of clauses 8 and 9 of Ordinance 6 of 1967 published in paragraph 1112 of “West Bengal Police Gazette” dated 10th November 1967, amending the Essential Commodities Act, 1955 it is considered necessary that some of the offenders convicted under the said Act should be made “Police Registered” and their finger prints should be taken and sent to the Finger Print Bureau.

The Essential Commodities Act, 1955, as now amended provides for enhanced punishment to some categories of offenders with previous conviction.

The district Superintendent of Police concerned should use their discretion to pass P.R. Orders on such convicts who are big profiteers, hoarders or habitual smugglers and whose activities tend to jeopardize the maintenance of or equitable distribution or availability at fair prices of commodities essential to the life of the community at large.

By order
B.BHATTACHARYYA
Special officer (Regulation),
West Bengal Police Directorate

Police Order CORRIGENDUM

Please read “the maintenance of supply...” in place of “the maintenance of” occurring in paragraph 2, line 5 of the Police Order No. 1 of 1968 published in the “West Bengal Police Gazette” dated 9th February 1968.

By order
B.BHATTACHARYYA
Special officer (Regulation),
West Bengal Police Directorate

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Police Order No. 02 of 1968

Sub:- Duties of an Inspector of Police posted to a Police station as Officer-in-Charge.

1. When an Inspector is posted to a Police station as officer-in-charge an Assistant or Deputy Superintendent should be specially entrusted with the general supervision of such police station by the Superintendent of Police in case it is not already under a sub divisional Police officer. The Inspector so posted may be designed as Inspector-in-charge of a police station for the purpose of departmental correspondence.

2. Besides the general duties and responsibilities of an officer-in-charge of a Police station as laid down in chapter VI of the Police Regulations Bengal the Inspector –in-charge of a police station shall have to perform the following duties:

a) He shall distribute cases to investigating officers under him and shall see that each case is fully and properly investigated and that all steps are taken to ensure defection as laid down in regulations 189 (e) and 255 of the Police Regulations, Bengal, Volume I

b) He shall perform all the duties of a district Superintendent of Police under sub-sections 3) and 4) of section 30 of Act V of 1861 subject to the limitation that he should obtain the orders of his superior officer whenever necessary as laid down in regulation 132(C) of the Police Regulations, Bengal.

c) If he is not under a sub-divisional Police officer he shall remain in constant personal touch with the Sub-divisional officer whenever possible and keep him informed of all

important matters concerning the criminal administration of his Police station as required under regulation 22(C) of the Police Regulations, Bengal.

d) He shall peruse all the case diaries of the investigating officers under him as required under regulation 68 of the Police Regulations, Bengal impart instructions, pass remarks to guide investigation on proper lines and call for explanation for breaks in investigation and delays in the submission of diaries.

He shall get such remarks complied with on the carbon copies of the diaries.

e) He shall submit one copy of the daily report in W.B.P. Form No. 16 to the Superintendent and another copy to the Sub divisional Magistrate through the Assistant Superintendent of Police Deputy Superintendent of Police laid down in regulation 192 of the Police Regulations, Bengal.

f) He shall in accordance with the instructions laid down in regulation 54 of the Police Regulations, Bengal supervise important cases investigated by the officers under him and submit his supervision note to the Superintendent of Police Sub divisional police officer.

g) He shall keep the case diaries under lock and key till the conclusion of the case in the Court and shall send them with the final Memo to the Superintendent of Police.

h) He shall submit final form after scrutiny as required under regulation 196 of the Police Regulations Bengal and may order for further enquiry with necessary instructions subject to the provisions as laid down in regulation 277 of the Police Regulations Bengal.

i) He shall as laid down in regulation 197 of the Police Regulations Bengal submit his personal diary in W.B.P. Form No. 18 and the General Diary of the Police station in W.B.P. Form No. 65 to the Assistant Superintendent of Police Deputy Superintendent of Police daily.

j) He shall maintain a note book to keep up to date information as contemplated under regulation 193 of the Police Regulations Bengal.

k) He need not maintain any crime Index as required under regulation 194 of the Police Regulations, Bengal.

l) He shall maintain discipline and control over subordinates, shall look to the working of the Arms and Excise Acts and shall keep in close touch with the officers-in-charge of the neighboring Police stations as laid down in regulation, 189 (B) of Police Regulation Bengal.

m) He shall see that all registers and files as laid down in Appendix XIII of the Police Regulations Bengal relating to Police station are properly maintained.

He shall submit all returns which are required to be submitted by a circle Inspector.

n) He shall send those case diaries of his sub ordinates to the superior police officers relating to cases which are supervised by them and get the remarks if any, complied with by his subordinates promptly and efficiently.

3. The words "Circle Inspector or Town Inspector" wherever they occur in the police Manual Police Regulations Police orders and Government order or anywhere else or in any Act or notification shall so far as the police station where Inspectors is posted as officer in-charge, mean the Inspector in-charge of the police station and to that extent the Circle or Town as the case may be should be deemed to have merged in the Police station.

4. The responsibilities of through inspection of such police station lies with Superintendent of Police and Sub divisional police officer or Deputy Superintendent of Police concerned and they should once inspect the Police station alternatively each half year. The Deputy Inspector General is required to inspect these police stations once every year.

By order
B.BHATTACHARYYA
Special officer (Regulation),
West Bengal Police Directorate

(Also see Police Order No. 05 of 1976)

Police Order No. 03 of 1968

Sub :- Discontinuance of the system of Zonal distribution of the officers and men of police stations in connection with “No-dacoity campaign”.

Police Order No. 1 of 1955 on the above subject published in the “West Bengal Police Gazette” dated 28th January 1955, should be treated as cancelled.

By order
B.BHATTACHARYYA
Special officer (Regulation),
West Bengal Police Directorate

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Police Order No. 04 of 1968

Sub :- Initiating cases under the Preventive Detention Act, 1950 for food offences.

Instructions on the subject have been issued separately in a confidential pamphlet to all Superintendents of Police for distribution to all Circle Inspectors and officer-in-charge of Police Stations.

N.B:- The above Police Order is published as a supplement to the Police Order No. 6 of 1963.

By order
B.BHATTACHARYYA
Special officer (Regulation),
West Bengal Police Directorate

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Police Order No. 05 of 1968

Sub :- Sanction of actual rent for residential accommodation to the officers of the West Bengal Police from Inspector to Constable - Safeguards against over payment.

Actual house rent to Police officers and men from Inspectors to Constables is now being sanctioned for the particular accommodation for which such rent is claimed provided the house is within the admissible floor space, hired with the prior approval of the Superintendent of Police/Commandant and the rent is assessed to be fair and reasonable by the Land Acquisition Collector concerned.

2. As the sanction of payment of actual house rent is accorded for a particular accommodation it will not be applicable to any other house or flat or tenement of equivalent floor space even when it may be in the same locality. The sanction order will stand automatically cancelled if any change of residence is effected.

3. To guard against any possible unauthorized drawal of actual rent the following measures should be taken:-

i) A certificate should be obtained from the Government servant concerned every month that he has been in occupation of the particular house for which the actual rent has been sanctioned.

ii) Whenever there is any possibility of change of residence, caused by transfer or leave the matter should be followed up to ensure that actual rent is cancelled with effect from the date of shifting of the residence.

iii) A permanent Register should be opened and maintained. This should contain the name of the officer, the address of the residence for which actual rent has been sanctioned, the date of sanction of actual rent with reference to Police Directorate

Memo No., the amount of rent sanctioned and the months paid for. This register will be the record of actual rent sanctioned and paid. This register should be checked once a month by the Deputy Superintendent of Police/Assistant Commandant with Reserve Office disposition to ensure that actual rent is not overdrawn after charge of residence caused by leave or transfer.

iv) Regarding Head Constables, Naiks and Constables it is to be understood that the actual rent should be sanctioned within the limit of 25 percent of the force which is the maximum number that can be allowed to live with family either in Government quarters or rented accommodation. Applications for actual rent outside 25 per cent limit cannot be entertained according to existing rules.

v) Particular care should be taken to discontinue normal rent which was sanctioned earlier as soon as actual rent is allowed to be drawn.

vi) As the sanction is being accorded with retrospective effect, it should be ensured that the amount already drawn by way of normal rent at fixed rate is taken into account in working out the arrear claim.

By order

B.BHATTACHARYYA
Special Officer (Regulation),
West Bengal Police Directorate

=====

Police Order No. 06 of 1968

Sub :- Planned action against rowdyism.

The last sentence in the concluding sub-paragraph of paragraph 14 in Police Order 4 of 1962 viz "In special cases the investigation may be done by a pool officer or by an officer of the District Enforcement Branch" is hereby deleted.

By order

B.BHATTACHARYYA
Special officer (Regulation),
West Bengal Police Directorate

=====

Police Order No. 07 of 1968

Sub :- Training of Constables in the districts after passing out from the Police Training College, Barrackpore.

The following instructions are issued for guidance of all concerned on the practical training of Constables in districts after passing out from the Police Training college, Barrackpore. The Superintendents of Police should see that the instructions are scrupulously carried out. Every stage of training should be recorded in the service Books of the trainees:

After completion of the training in the Police Training College the constable shall undergo training for a period of four months in districts which shall be split up as follows:

i) Police Station- Two months for Bengali Constables and 15 days for non-Bengali Constables- In the police station a constable shall learn how to write general diary and record an information he shall learn sentry duties how to guard under trial prisoners in the hajat using telephone and taking down a telephone message. Among outdoor duties shall be included the manner of execution of warrants, how to prepare warrants non-execution reports and so on, how surveillance is exercised over known bad characters how to serve a warning notice under section 154 I.P.C how to guard the scene of occurrence and preserve dead bodies and alamats.

ii) Town Out-Post- 15 days for Bengali Constable and one month for non-Bengali Constables-While attached to the Town Out post he shall be taught methods of town patrol by night as well as by day fixed post duty and watch duties at railway stations ferry ghats bus termini etc. He shall also be taught the simple methods of traffic control.

iii) Court-15 days for both Bengali and non Bengali Constables.- He shall be taught how to perform the duties of a constable in Magistrate's Court how to guard the prisoners in the court Hajat as well as escort prisoners from Jail to Court and Vice versa and how to take finger impressions etc.

iv) D.A.P- One month for Bengali Constables and two months for non-Bengali Constable.-While attached to the D.A.P. he shall learn how to perform sentry duties in the magazine as well as in the treasury and how to escort prisoners as well as treasure. He shall also be taught in the various rules of discipline in the force.

During each course of training the officer-in-charge of the unit shall maintain constant supervision and shall submit report at the end of each fortnight as to how the trainee conducted himself during the period. The report should be drawn up separately for each training in separate sheets. The reports shall be scrutinized by a Deputy Superintendent of Police to be selected by the Superintendent of Police; such selection should be recorded in the form of a District Order. The Deputy Superintendent of Police so selected shall interview the trainees and satisfy himself that they have acquired a satisfactory practical knowledge about their duties. The report shall be filed with their Service Books.

If, after interviewing the trainees, the Deputy Superintendent of Police thinks that any of them should undergo a further training in any particular Branch, the trainees shall be put through such further training for such period as may be specified by the Deputy Superintendent of Police.

By order
B.BHATTACHARYYA
Special officer (Regulation),
West Bengal Police Directorate

(Also see Police Order No. 01 of 1977)

=====

Police Order No. 08 of 1968

Sub :- Knowledge of cycling on the part of Police personnel.

It has come to the notice of the Inspector-General of Police that some Jemadars and Head Constables of the Unarmed Branch do not know cycling. In these days, Policemen who do not know cycling, are not of much use in doing Police work.

2. Jemadars and Head Constables of the Unarmed Branch should invariably know cycling. While making promotions, the promoting authority should also consider whether the person proposed to be promoted knows cycling or not.

3. In this connection attention of all officers is drawn to the instructions published in paragraph 256 of the "Police Gazette", dated 23rd February' 1951.

By order
B.BHATTACHARYYA
Special officer (Regulation),
West Bengal Police Directorate

=====

POLICE ORDERS– 1969

Police Order No. 01 of 1969

The following is published for general information and guidance in continuation of Police Order No. 2 of 1964.

Sub:- Requisition for State Reserve Force from districts.

A specimen copy of the prescribed form for requisition of Armed Force from the State Reserve is appended below.

2. Requisition from State Reserve Force should henceforth be sent by the S.P.s in this prescribed form through the D.I.G concerned.

3. In case of emergency when the requisition has to be sent by T.M./W.T. information required at items 9(a), (b) and (c) of the requisition form must be furnished and the message should be followed by normal requisition in the prescribed form.

Requisition for Armed Forces from State Reserves

1. Name of district.....
 Insp., S.I., H.C., Naik and Const.
2. Sanctioned striking force for district (Total of emergency force, Range Reserve and Crime patrol and sub divisional Emergency Reserves should also be indicated).....
3. Strength of extra forces, if any-
 - (a) deputed by the Range Deputy Inspector General of Police (with the name of the district from where deputed).....
 - (b) deputed from State Reserves.....
 - (c) Deputed from detachment of Central/other State Reserve in West Bengal.....
4. Total present and available for duty.....
5. Total out on dacoity patrols.....
6. Strength of extra forces required.....
7. Whether the forces in item (5) above can be withdrawn to meet the present emergency.....
8. Area where the extra forces are proposed to be employed and the duties which they are expected to perform.....
9. (a) Period for which the extra forces will be required.....
(b) The date on which and the place where the force will report.....
(c) Nature of equipments the force should carry (Lathi/Shield/Rifle/Gas grenade etc.)....
10. Any other points which the Superintendent of Police would like to mention.....

.....
Superintendent of Police

11. Remarks of the Range Deputy Inspector General of Police.....

.....
Deputy Inspector General

By order
B.BHATTACHARYYA
Special officer (Regulation),
West Bengal Police Directorate

(Also see Police Order No. 03 of 1969)

=====

Police Order No. 02 of 1969

The following is published for general information and guidance:-

Sub:- Rules regarding drivers of Police vehicles.

Sub-para. (a) of para. 3 of Police order No. 16 of 1957 regarding rules about Drivers of Police vehicles published in the “West Bengal Police Gazette” dated 29th November 1957, may be substituted as follows:-

(a) Constables who are posted as Drivers of Police vehicles are entitled to draw Driving Allowance. The posts of Driver Constables are not substantive appointment but are posts in the cadre of ordinary Constables carrying special pay. The name of a Constable on the Approved list may be removed by the Supdt. of Police/Commandant for sufficient reasons to be recorded in writing. After a Driver Constable has completed 8 years continuous service as such his name may not be removed from the list or he may not be withdrawn from the duties of a Constable except as a measure of punishment through disciplinary proceedings. An appeal against any such order shall be made before the D.I.G. concerned. The Superintendent of Police/Commandant shall, however, is competent to remove the name of a Constable from the list and withdraw him from the duties of Driver Constable at any time on grounds of disease or disability which would render his driving license revocable under the Motor Vehicles Act and the Motor Vehicles Rules in force. The driving allowance will cease as soon as a Driver Constable is removed from duties of driving to general duty.

By order
B.BHATTACHARYYA
Special Officer (Regulation),
West Bengal Police Directorate

=====

Police Order No. 03 of 1969

The following is published for general information and guidance in substitution of Police Order No. 1 of 1969 published in the “West Bengal Police Gazette” dated May 9, 1969.

Sub:- Requisition for State Reserve Force from districts.

A specimen copy of the prescribed form for requisition of Armed Force from the State Reserve is appended below.

- 2. Requisition from State Reserve Force should henceforth be sent by the S.Ps in this prescribed form through the D.I.G concerned.
- 3. In case of emergency when the requisition has to be sent by T.M./W.T. information required at items 9(a), (b) and (c) of the requisition form must be furnished and the message should be followed by normal requisition in the prescribed form.

Requisition for Armed Forces from State Reserves

- 1. Name of district.....
Inspr., S.I., H.C., Naik and Const.
- 2. Sanctioned striking force for district (Total of emergency force, Range Reserve and Crime patrol and sub divisional Emergency Reserves should also be indicated).....
- 3. Strength of extra forces, if any-
(a) deputed by the Range Deputy Inspector General of Police (with the name of the district from where deputed).....
(b) deputed from State Reserves.....
(c) Deputed from detachment of Central/other State Reserve in West Bengal.....
- 4. Total present and available for duty.....
- 5. Total out on dacoity patrols.....

6. Strength of extra forces required.....
7. Whether the forces in item (5) above can be withdrawn to meet the present emergency.....
8. Area where the extra forces are proposed to be employed and the duties which they are expected to perform.....
9. (a) Period for which the extra forces will be required.....
- (b) The date on which and the place where the force will report.....
- (c) Nature of equipments the force should carry (Lathi/Shield/Rifle/Gas grenade etc.).....
10. Any other points which the Superintendent of Police would like to mention.....

.....
 Superintendent of Police

11. Remarks of the Range Deputy Inspector General of Police.....

.....
 Deputy Inspector General

By order
B.BHATTACHARYYA
Special officer (Regulation),
West Bengal Police Directorate

=====

Police Order No. 04 of 1969

Sub:- Preservation of wearing apparels of victims for examination in cases of homicide, rape, assault, accident, etc.

Wearing apparels of victims of homicide, assault, rape, rioting, etc of great evidentiary value may bear materials which are generally lost unless these are taken off from the victims' bodies and carefully preserved for experts' examination. It is not, however, possible to preserve such wearing apparels in such cases because of practical difficulties. In important cases such as homicide, rape, grievous assaults, accidents and suspicious cases of unnatural deaths wearing apparels of victims should always be taken off, preserved and sent to the laboratory when necessary, for experts' examination. The following instructions are issued in this connection for the guidance of the Investigating officers:-

- 1) In cases of murder, the wearing apparel of the victim may provide valuable corroboration of the result of autopsy examination from dust, soil or other particles, traces of powder, tear or cut marks or perforation. In cases of rape followed by murder, traces of fibre, hair, semen, stains etc are likely to be found in the garments of the victim. The Garments should be taken off and carefully preserved in such cases before sending the dead bodies to the morgue.
- 2) In all cases of rape garments should be seized under a proper seizure list as soon as the victim is contacted before sending her for medical examination. The victims should be persuaded to deposit their garments for preservation of important evidence where the garments are likely to contain.
- 3) In cases of accidents, specially run over cases, the garments of the victims are likely to contain tyre marks, grease, dust and paint from the vehicle and should be seized and preserved carefully.
- 4) As regards cases of assaults and rioting, because of very large number of such incidents, the wearing apparel of the victims should be preserved only in cases of special significance or importance.

At present in all cases of homicide or suspected homicide, the corpse is almost always sent to the autopsy surgeon in the same garments in which a person dies with a

request to preserve the garments. But in the process of dispatch and post-mortem examination the garments lose much of the clues and may acquire foreign bodies and get soaked with blood. It is therefore essential to take off the garments before the dead bodies are sent for autopsy.

The Wearing apparel seized in the above cases should first be dried and then carefully preserved preferably in cellophane packing and sent to the laboratory. It may be remembered that wet stains and stains of semen and blood decompose very quickly and do not lend themselves easily to examination with positive results.

In order to enable Investigating officers to seize garments from dead bodies, they will first request relatives if any, to lend a second garments to wrap the body up or otherwise a piece of cheap cloth of two meters in length and one and a half meters in width may be used to wrap round the body for sending it for the post mortem examination. The expenditure may be met from the investigation charges. Prior arrangement of taking such a piece of cloth by the Investigating officers may not be normally necessary except in cases where the corpses are found without a claimant.

By order
B.BHATTACHARYYA
Special Officer (Regulation),
West Bengal Police Directorate

=====

POLICE ORDERS— 1970

Police Order No. 01 of 1970

Sub:- Enquiries about criminals released on bail from jail custody.

The Inspector-General directs that when an accused, who is a dacoit, a robber or a veteran burglar, whether under formal surveillance or not, is released from custody on bail, the Court Sub-Inspector shall forthwith send intimation to the Investigating officer, as well as to the Officer-in-charge and the Circle Inspector of the Police Station where the accused resides. For this purpose the previous records of criminality of the accused persons should be furnished to the Court staff by the Investigating Officer at the early stage of investigation as these may not be readily available to the Court staff.

The Officer-in-charge should make prompt enquiries if such an accused person commits any more offence against property after his release other than the one in which he was accused and later released from interim custody on bail. The enquiry should continue till the completion of the investigation or trial of the case against the accused.

By order
B. Bhattacharyya
Special officer (Regulations),
West Bengal Police Directorate

=====

Police Order No. 02 of 1970

The following is published for general information guidance:

Sub:- Disciplinary action against subordinate Police personnel initiated at the instance of the Vigilance Commission.

It has come to the notice of the Inspector General Police that the findings of the Inquiring Officer in Departmental proceedings against a subordinate rank Police Officer initiated at the instance of the Vigilance Commission are not being placed before the vigilance Commission for recording his views.

The Inspector General of Police desires that the disciplinary authorities should scrupulously follow the instructions in the matter and that the findings of the inquiring Officer in departmental proceedings against subordinate ranks of Police officers initiated at the instance of the Vigilance Commission should be put up before the Vigilance Commission for recording his views.

This has a reference to this Directorate Circular Memo No. 10178 (36) dated 26th July 1967.

By order
B. Bhattacharyya
Special officer (Regulations),
West Bengal Police Directorate

=====

Police Order No. 03 of 1970

Sub:- Pending warrants Maintenance of list at Police Stations and Circle Inspectors office.

An unusually large number of warrants are pending in the Police stations of all districts for execution. There are however, no records available with the Circle Inspector, Sub divisional Police officer and the Superintendent of Police to know the extent of pending warrants unless they visit the Police station. Although the list is available in the court office and also at the Police Station the number is so large that it is difficult to scrutinize them and it takes a good deal of time to make a thorough scrutiny. It is therefore felt necessary that a true picture of pending warrants should be kept for ready reference and it is hereby ordered that a hanging chart should be kept at each Police station as shown in Appendix I.

A similar chart for all the Police stations should be kept in the office of the Circle Inspector for his Circle as shown in Appendix II, in the office of the sub divisional Police officer for his sub divisional as shown in Appendix III and in the office of the Additional Superintendent of Police or Superintendent of Police of the sub district or the district as shown in Appendix IV. The chart has an advantage that it shows the total number of pending warrants as well as groups of warrants pending for any length of time and should prove to be useful to the officer-in-charge, Circle Inspector Sub divisional Police officer as well as to the Additional Superintendent of Police and Superintendent of Police. The list should be prepared at the end of each quarter that is in the beginning of April, July, October and January for all warrants pending at the end of the months of March, June, September and December respectively. The figures should be written in pencil so that they may be erased and corrected. Otherwise a new sheet should be used for each quarter. The list should be sent by each Police station to the Circle office and by each Circle Inspector to the office of the Sub Divisional Police officer and the offices of the Additional Superintendent of Police.

APPENDIX I

Name of P.S.....
Year

.....

Quarter	3 years or more	2 years or more	1 year or more	6 months or more	Total
.....

.....

APPENDIX II

Name of Circle.....
For quarter ending on19.....

.....

Name of P.S	3 years or more	2 years or more	1 year or more	6 months or more	Total
1.
2.
3.
4.
Total

.....

APPENDIX III

Name of Subdivision
For quarter ending on 19.....

.....
Name of P.S 3 years or more 2 years or more 1 year or more 6 months or more Total
.....

- 1.
- 2.
- 3.
- 4.

.....
Total
.....

APPENDIX IV

Name of Sub-district/District
For quarter ending on 19.....

.....
Name of Circle 3 years or more 2 years or more 1 year or more 6 months or more Total
.....

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

.....
Total
.....

By order
B. Bhattacharyya
Special officer (Regulations),
West Bengal Police Directorate

=====

Police Order No. 04 of 1970

Sub:- Note in respect of arrested persons by the arresting or forwarding Police Officers about status for classification of prisoners.

In some instances arrested persons who should get higher classification because of their social status do not apply for such classification. As a result and for want of details the trying Magistrate can not immediately decide the question of classification and the arrested persons who should get higher classification are treated as ordinary prisoners. In this context a question has arisen if the Police while forwarding the arrested persons to Court should mention in the forwarding report relevant facts about the social status of the persons arrested in order to enable the Court to decide what classification are warranted in the cases.

At the time of sending arrested persons to court Police might not have all the information about their status. The arresting or forwarding Police officer should make a note only in case of the arrested persons who deserve a higher classification as a

V.I.P. and whose status is known. He should merely note about his social status, political status if any, financial status i.e. income per year or month and standard of living. He should not recommend any classification nor note details about persons whose status in any one of the above respects is not known to him nor about persons who according to his views do not deserve higher classification. For this purpose Police should consider persons deserving a higher classification e.g., an M.P., M.L.A a Municipal Councilor, a Gazetted Officer or of equivalent status, a qualified doctor, lawyer, persons having a total income of Rs. 300 or more per month an Anchal Panchayat, a teacher of a college or Higher Secondary School etc. Failure to submit these details should not be penalised unless proved to be for malafide reasons.

By order
B. Bhattacharyya
Special officer (Regulations),
West Bengal Police Directorate

=====

Police Order No. 05 of 1970

Sub:- Maintenance of criminal histories in the Criminal Intelligence Bureau, C.I.D, West Bengal as per Appendix XXXII Police Regulation, Bengal, Vol-II.

With the repeal of Criminal Tribes Act, 1911 and advent of new categories of criminals, whose criminal histories are required to be maintained in the C.I.B the existing classification of records as laid down in Appendix XXXII is found to be anomalous and needs modification. It is accordingly ordered that for speedy and efficient search work criminal histories should be separately arranged and made up into albums as stated below. In order to facilitate reference each album, where necessary and possible, should be further sub-divided so as to show separately information under a) Bengalees b) upcountry men c) Madrasis d) People of Maharastra and Western India e) Europeans and Anglo-Indians f) Nepalis g) Assamese and h) People of Orissa.

Album A- Thieves (except operating on railways) sub-classified according to modus operandi arranged alphabetically like bank and post-office counter thieves, bicycle thieves, cattle lifters, costly domestic articles thieves, etc.

Album B- Burglars sub-classified according to modus operandi arranged alphabetically like burglars who commit burglaries by bending or cutting window rods and shutters by using augers, boring hole on wall or on roof, cutting sindh in the plinth or in the wall, etc.

Album C- Robbers and dacoits (except operating on the railways) sub-classified according to modus operandi arranged alphabetically like cutting sindh, house dacoits or robbers, high way dacoits or robbers.

Album D- Poisoners sub-classified as under:-

- 1) Who drug their victims on the pretence of curing diseases;
- 2) Female poisoners;
- 3) Poisoners who choose prostitutes for their victims;
- 4) Poisoners who administer poison to passengers at running trains, bus, etc. in pan or sweetmeats.

Album E- Swindlers sub-classified according to the existing classification as also bead swindlers; sellers of used railway tickets as genuine; giving of false information of arrest, accident, danger, illness etc. to dupe victims; allurers of victims on the pretence of getting Government money or relief money.

Album F- Coiners sub-classified as under-

- 1) Local, arranged district by district;
- 2) Foreign coiners;
- 3) Marwari or RajputanaBauriah coiners; and
- 4) Chapparbands.

Album G- Note forgers sub-classified as under-

- 1) Promissory notes,
- 2) Currency notes,
- 3) Bank notes, and
- 4) Government stamps.

Album H- Railways thieves and robbers sub-classified as under-

- 1) Local running passenger train robbers and thieves in general compartments.
- 2) Local running passenger train robbers and thieves in female compartments.
- 3) Foreign running train robbers and thieves in general compartments.
- 4) Foreign running train robbers and thieves in female compartments
- 5) Local running goods train thieves
- 6) Foreign running goods train thieves
- 7) Station thieves (general)
- 8) Station thieves (bicycle)
- 9) Station pickpockets
- 10) Steamer thieves (for places where trains and steamer meet)
- 11) Railway brass fitting thieves
- 12) Railway mailbag thieves
- 13) Copper wire from traction lines
- 14) Goods sheds and yard thieves
- 15)

Album I- Extortioners and blackmailers

Album J- Kidnappers and ornament snatchers sub-classified as under-

- 1) Kidnappers for the purpose of ransom;
- 2) Kidnapers for using the kidnapped child for begging;
- 3) Kidnappers for using the kidnapped girl for prostitution or for selling her;
- 4) Kidnappers for other purposes.
- 5)

Album K- Miscellaneous information-

Part I- Persons concerned in sensational cases, criminal breach of trust, criminal misappropriation, etc.

Part II- Ring gamblers

Album L- Murderers for gain

Album M- Receivers sub-classified as under- the nature of stolen articles received like jewelry, railway materials, costly domestic articles, etc.

By order

B.BHATTACHARYYA
Special Officer (Regulation),
West Bengal Police Directorate

=====

Police Order No. 06 of 1970

Sub:- Writing of criminal history in B.P. Form No. 211.

A) It is felt that the classes of criminals whose criminal histories are prepared in B.P. Form No. 211 in accordance with the instructions given in Rule 1123, should be the same as those whose criminal histories are maintained in the Criminal Intelligence Bureau as laid down in Appendix XXXII, Police Regulation Bengal, Volume II. It is accordingly ordered that the criminal histories of-

- 1) dacoits, robbers, burglars and thieves who commit crime in a district other than their own; or
 - 2) of miscellaneous upcountry dacoits, robbers, burglars or thieves; or
 - 3) of local extortioners and blackmailers; or
 - 4) of kidnappers, ornament snatchers; or
 - 5) of persons concerned in sensational cases of criminal breach of trust; or
 - 6) of murderer for gain; or
 - 7) of river dacoits or robbers; or
 - 8) of dacoits or robbers who use motor vehicles in committing crime; or
 - 9) of receivers
- Should be written irrespective of their field of operation.

- B) It is also ordered that the criminal histories of local thieves who commit theft of-
- 1) wire concerning communication, traction and transmission of power;
 - 2) idols, historical specimens, curios, paintings, properties of archaeological value or properties from places of worship;
 - 3) office equipments like gestetner machines, adding machines, typewriters, etc.;
 - 4) costly domestic articles like cameras, binoculars, tape recorders etc.;
 - 5) large denomination currency notes or currency notes from bank or post office counters;
 - 6) motor cars, motor cycles, scooters and bicycles;
 - 7) medicine;
 - 8) firearms and ammunition;
 - 9) navigation lights;
 - 10) railway mail bags; or
 - 11) who commit thefts or robberies in railways, railway yards, stations, platforms; or
 - 12) who commit theft or robberies of railway materials; or
 - 13) who commit theft as servants;
 - 14) who commit theft as dishonest guests;
 - 15) who commit theft in European houses;
 - 16) who commit theft by boring holes in or on roofs or removing tiles or panes;
- Should also be written irrespective of the field operation of such criminals.

- C) These are in addition to the instructions given in Regulation 1123, Police Regulation Bengal, Volumn-I, regarding the writing of criminal history of criminals mentioned therein.

By order
B.BHATTACHARYYA
Special Officer (Regulation),
West Bengal Police Directorate

=====

Police Order No. 07 of 1970

Sub:- Establishment of Central Finger Print Bureau.

Amendment to Police order No. 12 of 1959 Substitute the following for clause (9) of the ' schedule' published in the Police Order in " West Bengal Police Gazette" dated 25th December 1959"

"(9) All persons convicted under sections 3 and 4 of the Railway properties (Unlawful possession) Act. 1966 (Act. No. XXIX of 1966).

By order
B. Bhattacharyya
Special officer (Regulations),
West Bengal Police Directorate

=====

POLICE ORDERS- 1971 - NOT AVAILABLE

POLICE ORDERS- 1972 - NOT AVAILABLE

POLICE ORDERS- 1973

Police Order No. 01 of 1973

Sub:- Yearly Medical Examination of Subordinate Police officers and men.

Attention is drawn to Police order No. 22 of 1954. It is directed that this Police order be enforced. The order is modified in that the medical examination should be annual and not six monthly.

This medical checkup is intended to help the Police Constables or officers in question to pay very close attention to their physical well-being. Without their physical fitness they will not be able to discharge their duties either to their own family or to the Department or to the Government. The Superintendent of Police will kindly ask the Police Medical officer for a thorough security.

Should any disease or physical ailment be detected the Superintendent of Police or the Additional Superintendent of Police will discuss the matter with the Medical Officer if necessary the District Medical Officer to devise ways and means of rectifying if possible such physical deficiencies. I am most interested in the physical well being of the force not merely because I want 100 percent work from them but the family distress consequent on a Police officers or a Constables physical ailment or breakdown also partially comes on me.

The Government is being approached for a similar medical checkup for all officers in the rank of Inspectors and above.

**R.K.Gupta
Inspector General of Police
West Bengal**

=====

Police Order No. 02 of 1973

Sub:- Training of officers in the Detective Training School.

In order to be eligible for promotion to the rank of Inspector, Sub-Inspector of the investigating cadre is required to pass departmental examinations and also to qualify himself subsequently from the Detective Training School, Barrackpore or the Central Detective Training School, Calcutta or Hyderabad. The existing system of selection of officer for D.T.S Training has been found unsatisfactory in actual practice.

It has accordingly been decided that all confirmed Sub-Inspectors with five years or more of service should pass training in the Detective Training School, Barrackpore or the Central Detective Training School Calcutta or Hyderabad strictly according to seniority in the gradation list of the Range. For promotion to the rank of Inspector a Sub-Inspector shall have to pass departmental examination subsequently.

This supersedes Police Order No. 5 of 1963.

**R.K.Gupta
Inspector General of Police,
West Bengal**

=====

Police Order No. 03 of 1973

Sub:- Awarding of Punishment drill and other minor punishment.

The Inspector-General has reviewed the working of the Police order No. 4/63 read with P.R.B Rules 857 and 878 (d). The spirit of the Police Regulations which was intended to maintain discipline in the force was substantially modified by this Police Order. The Inspector general has consulted all his Deputy Inspector General and has passed the following order:

Punishment should be given after due consideration of the offence. Its main intention should be corrective. Punishment also should match or fit the offence. It should not be more than what he deserves or less.

Therefore in considering such punishments Constables record, general performance, back ground etc. are facts which should be taken into consideration by the authorities concerned.

Sometimes the indisciplinary trend of the Constables may be corrected by merely a sharp admonition here the personality of the Superior officer is of great importance. The Constable then should be observed. If he does not mend his ways some extra drill, which need not go into the service book, may be effective. If that also fails to correct the individual the correct stepping should be to impose punishment drill as envisaged by P.R.B Rule 878 which naturally should go in his service book also. Ultimately continuous indiscipline may have to be corrected by drawing up proceedings and by inflicting major punishments.

This order indicates to the disciplinary authorities merely the general principles and a framework of discipline within which the disciplinary authorities may function. The Inspector General repeats that the only objective of punishment should be corrective and to make a better Constable of an individual and by example of others as well. In case of serious delinquencies of course the matter should be dealt with on its merit. The Inspector General is also consideration measures emphasizing the increasing importance of service records in promotion and posting.

R.K.Gupta
Inspector General of Police,
West Bengal

=====

Police Order No. 03 of 1973

Sub:- Instruction about preservation of answer scripts.

Inspector General of Police has ordered that answer scripts of all examinations in respect of direct recruitment and departmental promotion should be preserved for two years from the date of publication of the result of the relevant examination and thereafter those are to be destroyed.

By order
S. Maiti, Registrar
West Bengal Police Directorate

=====

Police Order No. 04 of 1973

Sub:- No Police vehicle to be driven by a Police driver more than 70 miles at a stretch.

No Police vehicle should be driven by any Police driver more than 70 miles at a stretch. If anyone has to travel a longer distance he should carry two drivers with him. This is necessary to ensure that while driving the driver's faculties are alert and no accident takes place.

By order
S. Maiti, Registrar
West Bengal Police Directorate

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POLICE ORDERS— 1974

Police Order No. 01 of 1974

Sub:- Writing of Confidential Character Rolls.

It is ordered that by the last week of July every year, every officer of the rank of S.P. who are to write Confidential Character Rolls on the performance of their Officers will report to the D.I.Gs that the C.C.Rs of all the Officers of his district have been written. It should also be mentioned in his report that the reports which are to be communicated to higher echelons namely the District Magistrate, the Commissioner and the DIG have been so forwarded.

R.K.Gupta
Inspector General of Police,
West Bengal

Calcutta
The 5th July, 1974.

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Police Order No. 02 of 1974

Sub:- Instruction for recording assessment reports on Constables.

Under this Directorate Memo No. 4727(35)A/A. 1197-62 dated 06.04.63 it was ordered that appropriate annual remarks should henceforth be recorded in the Service Books of all ASIs and HCs of both Armed and Unarmed Branches including those officiating in those ranks for assessing their qualities for leadership man management and capacity to exercise effective supervision over Constables.

It is now ordered that SDPOs/Dy. SPs will write the Assessment Report in respect of all Constables under their charge. The Assessment Report will mainly contain the Assessing Officers opinion on the integrity obedience and fitness for further promotion of the Constables.

The task of writing Assessment Report of Constables must be completed by 30th June of every year. In writing these reports SDPOs and Dy. SPs shall consult the C.Is and O.Cs.

R.K.Gupta
Inspector General of Police,
West Bengal

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Police Order No. 03 of 1974

Sub:- Instruction about treating cases of thefts and losses of explosives in rail transit as Special Report Cases.

It is hereby ordered that all cases of thefts and losses of explosives in rail transit should henceforth be treated as Special Report cases and instructions laid down in rules 246 and 1116 of P.R.B Volume I should be followed.

The instructions given in the schedule of appendix XV of PRB Volume II regarding theft or loss of firearms etc as mentioned at serial six of the schedule should also be followed with the modification that it will also be reported to the Deputy Inspector General, Criminal Investigation Department, West Bengal.

**R.K.Gupta
Inspector General of Police,
West Bengal**

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Police Order No. 04 of 1974

Sub:- Colour of web belt of IPS Officers.

The I.G.P. has ordered that IPS Officers will wear black web belt.

This may be noted for information and guidance by all concerned.

**B.B.Sanyal
Asstt. Inspector General of Police,
West Bengal**

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POLICE ORDERS— 1975

Police Order No. 01 of 1975

Sub:- Control over D.T.S, Barrackpore.

In modification of para 4 of Police order No. 9/1955 published in West Bengal Police Gazette dated 02.09.55 and in continuation of P.O. No. 1 of 1966 published in West Bengal Police Gazette dated 25.02.66 the Inspector General orders that the overall control of the Detective Training School shall henceforward vest with the Deputy Inspector General of Police, Training. It will however be inspected once a quarter by the D.I.G, C.I.D and once a year by the Addl. I.G. The D.I.G, C.I.D will be responsible for the syllabus and also for the standard of passing out examination. To this extent the overall responsibility of D.I.G, Training is modified. There should be a suitable entry in the C.I.D Manual in this regard.

R.K.Gupta
Inspector General of Police,
West Bengal

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Police Order No. 02 of 1975

Sub:- Maintenance of Law and Order over Railway Tracks.

Whenever an officer is appointed as a Superintendent of Police of a district, he is also by a separate Gazette notification appointed the Addl. Superintendent of Police, Govt. Rly. Police for the railway track lying within his jurisdiction. The Inspector General is writing this to point out that this is not a paper work only. This order means that the Superintendent of Police of the district is fully responsible for the maintenance of Law and Order on the Rail tracks, in the trains at the Railway installations within his district the Inspector General of Police will enforce this responsibility.

R.K.Gupta
Inspector General of Police,
West Bengal

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Police Order No. 03 of 1975

Sub:- Control of West Bengal Police Dog squad.

The Inspector General orders that the operational control of the West Bengal Police Dog squad shall as before rest with the Deputy Inspector General of Police, Criminal Investigation Department.

R.K.Gupta
Inspector General of Police,
West Bengal

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Police Order No. 04 of 1975

Sub:- Rum Canteen.

Attention of all is invited to para 8 of P.O 8 of 1956 according to which Rum should be sold on cash payment only to Gurkhas and Garhwalis of Armed Police Force below the rank of S.I. (excepting Bugler Boys) in standard measurement glasses. No one is allowed to take Rum outside the canteen or make his quota available for consumption for others. It has been brought to the notice of the Inspector-General that officers also buy Rum from the Rum Canteen. This is completely against the conditions of the licence and also against the orders mentioned above. The Inspector-General directs that sale to or purchase by officers of Rum from the Police Rum Canteen is an illegal thing and must not take place under any circumstances.

B.B.Sanyal
Asstt. Inspector General of Police,
West Bengal

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Police Order No. 05 of 1975

Sub:- To study the monthly D.Os of S.Ps and D.I.G, CID in matters relating to crime and investigation.

The Deputy Inspector-General of Police, Criminal Investigation Department will study the monthly D.O. of the Superintendents of Police and give them necessary instruction in matters relating to crime and investigation. This will not however reduce in any way the responsibility of the range Deputy Inspectors-General of Police.

R.K.Gupta
Inspector General of Police
West Bengal

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POLICE ORDERS- 1976

Police Order No. 01 of 1976

Sub:- Performance of Kali Puja and other religious functions by the Subordinate Police Officers and men.

Attention of all is invited to para 1155 of the daily Police Gazette dated 28.10.75 wherein it was laid down that no Police officer would take any part in Barwari Kali Puja as an executive. The SPs were also directed not to give any permission to any New Kali Puja celebration in Police units. It has been noticed that the number of Kali Pujas and other religious functions performed by our subordinate units has increased considerably in the last few years. Performance of puja on Government land requires prior permission from Government, but many of these pujas are not held on Government land but outside and are organized under the auspices of the thana R.G. committee or some such completely non-official body for which no Government permission is necessary. Enquiry also reveals that the accounts of such pujas are seldom audited. To guard against any future complaint the Inspector-General directs that 1) No Police officer will be allowed to be on the committee of any sarbojanin/barwari puja or assist such puja without the prior permission of the DIG concerned and 2) The accounts of all such pujas which have been so assisted by Police officers must be properly audited and a copy of the Audit Report sent to the DIG concerned.

By order
A. Mukherjee, Registrar
West Bengal Police Directorate

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Police Order No. 02 of 1976

Sub:- Requisition of force from State Reserves for deployment in districts.

The form for requisition of force from the State Reserves as appended to Memo No. 1558(3) APF, dated 26th May 1950 of Deputy Inspector-General of Police, Armed Police to all Range Deputy Inspector General of Police and prescribed in Police order No. 2 of 1964 is superseded by the following revised form should be used by all district Supdt. of Police and Range DIGs for requisition of force from the State Reserves in future:-

FORM FOR REQUISITION FOR ARMED FORCES FROM THE STATE RESERVE

1. Name of the district:
2. Sanctioned strength of the districts (total of Emergency force, Range Reserve, Escort & Crime patrol to be given separately):
3. Strength of extra force, if any:
 - a) Deputed by the Range DIG-
 - b) Deputed by IGP from State Reserve, EFR, CRP etc.
4. Total present and available and available for duties:
5. Total out on dacoity patrol:
6. Strength of extra force required:
7. Whether the force in item 5 above can be withdrawn to meet the present emergency :
8. Area where the extra forces are proposed to be Employed and the duty which they are expected to perform:

9. a) Period for which the extra force will be required-
- b) The date on which and the place where the force will report:
- c) Arms and accoutrements to be carried-
- d) Other equipments e.g. clothing items, bedding, tentage etc. to be carried-
10. Name and designation of the officer to whom The force will report and who will issue instructions In the form attached to the Police Order No. 2 of 1964
11. Remarks of the Range DIG with comments on weather, terrain and other points:

By order
A. Mukherjee, Registrar
West Bengal Police Directorate

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Police Order No. 03 of 1976

Sub:- The West Bengal Special Police Officers Force.

The nomenclature of Bengal Police Special Constabulary Reserve in Regn. 677 of PRB Vol. 1 and in Appendix – XXXVII of PRB Vol. II 1943 is changed to West Bengal Special Police Officers Force. The Superintendents of Police should take necessary steps for the change-over of the nomenclature.

2. The rank and classification of the West Bengal Special Police Officers Force should be as follows :-

- (i) District Commandant
- (ii) Deputy District Commandant
- (iii) Group Commander
- (iv) Deputy Group Commander
- (v) Section Leader,

Every Officer of any class mentioned above shall be superior in rank to Officers of the classes below.

3. The Superintendents of Police shall make earnest endeavour to enroll as far as possible well educated people of their localities as West Bengal Special Police Officers.

4. The Special Police Officers shall use the following items of Kits and badges of rank when on Police duties and parade. The kits shall be secured by them at their won cost.

- (i) Khaki slacks.
- (ii) Khaki Police pattern half-shirt or full shirt with double breast pockets and shoulder-straps or epaulets on both sides.
- (iii) Khaki woolen socks.
- (iv) Brown leather shoes.
- (v) Navy blue detachable shoulder-straps or epaulets on both shoulders.
- (vi) Khaki bush-shirt (not on parade)
- (vii) Khaki open-breast tunic with blue tie (for Officers of and above the rank of Group Commander)
- (viii) Khaki open-breast tunic with blue tie for Officers of and above the rank of Group Commander and khaki tie for Officers of and below the rank of Deputy Group Commander.
- (ix) Whistle with lanyard (navy blue lanyard for Officers of and above the rank of Group Commander and Khaki Lanyard for the rest)

- (x) Sam brown leather belt.
- (xi) "W.B.S.P." with State Emblem embossed white metal buttons for the tunic (at Government cost)
- (xii) "W.B.S.P." white metal letters on shoulder straps (at Government cost).
- (xiii) Khaki forage cap.
- (xiv) Forage cap white metal badge with the State Emblem and "West Bengal Special Police Officers" embossed on the metal badges (at Government cost)
- (xv) Baton.
- (xvi) Group insignia badge.
- (xvii) Badge of Rank (at Government cost)
 - District Commandant – State Emblem
 - Deputy District Commandant – Three stars.
 - Group Commander – Two Stars.
 - Deputy Group Commander – One Star.
 - Section Leader – Two Stars and one Ribbon.
 All Officers of Command shall wear the above on Khaki Detachable shoulder straps or epaulets.
- (xviii) Every West Bengal Special Police Officer should have an Identity Card. This should be provided by Superintendents of Police in cloth bound paper.

(Org. 305-75 Pt)

By order
A. Mukherjee, Registrar
West Bengal Police Directorate

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Police Order No. 04 of 1976

Sub:- Review of cases of Police Officers and men on attainment of 50/55 years of age.

Ref. This office Memo no. 3537(38) Per (A) dated 06.09.75.

1. It is ordered that the review of the service records of the non-gazetted officers and men (excluding the ministerial staff) for the purpose of making recommendations about their continuation in service or otherwise beyond the age of 55 years should be completed by the 1st week of January and the 1st week of July each year by the Reviewing Committees constituted by the D.I.G's and the Appointing Authorities should send the cases of the officers and men recommended for premature retirement by the Review Committees to the Police Directorate by the 4th week of January and 4th week of July each year.

2. It is further ordered that the review of the service records of the Inspectors of Police at the Police Directorate should be completed each year by the 2nd week of January and July, in conformity with the principle laid down in G.O. No. 510-G.A.C. dated 16.05.73 of Home (GA) Deptt. For the purpose of the above half-yearly review, the writing of A.C.R's of the Inspectors of Police must be completed (for the year ending 31st March) by the 1st week of May and sent to the Police Directorate by the 3rd week of May each year so that the up-dated A.C.R's can be taken into consideration by the Review Committee of the Police Directorate.

R.K. Gupta
Inspr. Genl. of Police
West Bengal

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Police Order No. 05 of 1976

Sub:- Inspection of the P.S and maintenance of crime indices where Inspectors are officers-in-charge of P.S.s

Clause (K) of para 2 of the Police order No. 2 of 1968 is amended as follows:-

“Henceforth the Inspector-in-charge of a Police Station shall maintain Crime Index as required under regulation 194 of Police Regulations Bengal”.

The following should also be added to para 4 of Police Order No. 2 of 1968:-

“ The SDPO of the Dy. SPs concerned shall hold inspection of such PSs in detail and shall look into all registers which Circle Inspectors are required to do while holding their inspections under regulation 47(j) of P.R.B.”

By order
A. Mukherjee, Registrar
West Bengal Police Directorate

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Police Order No. 06 of 1976

Sub:- Life Saving.

Life saving shall henceforth be an integral part of Police work. With this end in view, all policemen on their entry into Police service shall be trained in life saving as a part of their basic training and subsequently through refresher courses.

The training of life savers shall include proficiency in swimming good practice in the best techniques of saving life in water and basic first-aid with special emphasis on resuscitating the apparently drowned. The basic training will be organized by the DIG Training at the PTC/PTS. For one who knows swimming this should be a 7 day course. Those suffering from physical disabilities should be eliminated at the training stage. All safety precautions shall be taken. The Police units adjoining Calcutta as well as PTC may obtain help if necessary from the life saving society at Dhakuria (for life saving) St. John Ambulance (for first aid) and National Medical College (for breathing apparatus). Other units may, if necessary seek help through DIG Training who will gradually build up necessary expertise by starting Instructors Course in Life saving. A quarterly progress report commencing September, 1976 shall be submitted by each unit through the respective DIGs and DIG, Training to the Police Directorate.

R.K. Gupta
Inspr. Genl. of Police
West Bengal

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Police Order No. 07 of 1976

Sub:- Police Public Relations.

1. While efforts made to improve the image of the Police and to better Police and public relations have been successful to an extent. There is yet reason to take steps for further improvement. In this connection one of the most disturbing features noticed is the report by the Police to need less violence.

2. It is hereby impressed upon all Policemen that use of needless and unjustifiable violence shall be scrupulously abjured. Even when an occasion arises such as dispersal of an unlawful assembly only the minimum force required shall be applied.
3. At the training stage this aspect of the problem should be specifically stresses as also the need to give Police protection to the weaker sections of society. Apart from this there should be an effort to weed out persons at the training stage who in the opinion of the trainers are not psychologically attuned to the new image that is sought to the built for the Police.
4. At the time of detailing men for crowd control at public gathering where no violence is expected from the public the officers detailing the men should specifically instruct their men to avoid needless violence.
5. The SPs and other inspecting officers while inspecting thanas should specifically check and comment upon the state of police public relations in the thana area in their inspection notes. They should also advise the thana staff to abjure needless violence and to maintain a friendly image with the public. In this connection instructions issued in P.O No. 4 of 1964 should also be reiterated.
6. The SPs in their meetings with the Police personal at Hqrs. and elsewhere should talk to them about the imperative need to avoid unjustified and needless violence and to maintain the correct image of the Police.
7. The Inspector General of Police directs that it should be emphasized on all concerned that lapses in carrying out these instructions would be adversely commented upon in their Annual Character Rolls apart from inflicting any other punishment.
8. The SPs and other supervisory officers should clearly note that it is their personal responsibility to ensure that the Police force under their command behaves in a human manner. Public complaints of Police excesses shall be dealt with a heavy hand and exemplary punishment meted out promptly to the guilty.

R.K. Gupta
Inspr. Genl. of Police
West Bengal

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Police Order No. 08 of 1976

Sub:- Refresher Course for W.B.P. Dog Squad.

In order to improve the efficiency of the Dog Squad of the West Bengal Police it is ordered that a refresher course of seven days duration should be arranged half yearly at all the three centres, Barrackpore, Jalpaiguri and Burdwan where the Dog Squad is now posted. A programme for this course should be drawn by the principal, D.T.S in consultation with Shri B.N.Auddya, Assistant Commandant-in-charge of the Dog Squad. The training course at each of the three centers should be carried out under the personal supervision of Shri B.N.Auddya, Assistant Commandant-in-charge of the Dog Squad.

R.K. Gupta
Inspr. Genl. of Police
West Bengal

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Police Order No. 09 of 1976

Sub:- Introduction of Judo and Karate in West Bengal Police.

1. In less than four years the Special Strike Force have produced five Block Belt winners in Judo (the highest for any club in India) and have achieved remarkable proficiency in Karate in less than a year.
2. The holds, throws, kicks, chops and feints which are integral parts of these two martial arts lend themselves admirably to the needs of Policemen who must know all the tricks of combating barehanded one or more armed assailants, disarming such assailants and immobilizing them. If necessary such assailants can be dealt with even more seriously if circumstances warrant with the help of either of these two arts. The warming-up exercises of both Judo and Karate are far more varied and strenuous than normal P.T.
3. All these lead us incontrovertibly to the conclusion that Judo and Karate must be spread in the entire force very quickly and we should not only maintain our position as the leading Judo club in the country but also forge further ahead and become the champion Judo and Karate organization like the Japanese Police. Hence it is hereby ordered as follows.
4. A cadre of instructors in Judo and Karate must be built up. For this all units will nominate at least four suitable personnel of whom at least two will be selected by experts and put through training for one year in the first instance under the overall control of the DIG Armed Police Bigger Districts will send more personnel. The selected personnel must be completely fit physically and energetic. Preference should be given to those who are or were athletes, sportsmen or wrestlers as such people have been found to be most suitable. The personnel should also be preferably SIs/NCOs and of a younger age group because they will be utilized as instructors. The younger the person the longer his services will be available to us. DIG Training will send the personnel who are now running his Judo classes as also those from districts who are at present under training there for selection for this new Instructors Training Course.
5. All cadets and recruits will be taught Judo and Karate instead of the normal P.T which will be discontinued after the training in Judo and Karate starts. This training will also be under the control of the DIG AP. The syllabi in Judo & Karate for all training courses in the PTC and the PTS have been devised by renowned experts. The training of the cadets should start immediately in the Drill shed and the Dojo of the SSF. DIG, Training will immediately put a roof on his open air auditorium and turn it into a drill shed so that the training of recruits also can start immediately. The daily routine of the cadets and the R/Cs will have to be suitable modified by the DIG, Training.
6. All mats required for these training courses will be fabricated under arrangements of DIG AP. The 20 tatamis gifted by the Consul General for Japan will be transferred out of the charge of DIG, Training to that of DIG AP.
7. In due course district contests, Range competitions and State Police tournament will be organized. To prevent stagnation, outside teams and clubs will be invited. These would be the responsibility of the West Bengal Police Sports Committee.
8. This supersedes instructions issued in this office Memo No. 9528(37)F/663-72 dated 05.09.72.

R.K. Gupta
Inspr. Genl. of Police
West Bengal

(Also see Police Order No. 13 of 1976& 10 of 1977)

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Police Order No. 10 of 1976

Sub:- CID Controlled Cases-Handing over of case records promptly by the districts Police Officers.

It has been brought to my notice that case diaries are not readily made over by the district Police officers to the officers of the C.I.D. investigating such cases even after lapse of a considerable time following assumption of control of investigation of such cases by the C.I.D. It is, therefore, ordered that as soon as control of any case is taken over by the C.I.D., the controlling Inspector of the C.I.D. will give a written requisition to the O/C of the P.S. concerned for handing over the case records and another requisition to the Circle Inspector for handing over his copy of the case record and progress report. On receipt of such requisition the O/C of the P.S. and the Circle Inspector shall immediately hand over the case records and copy of progress reports to the C.I.D officer under proper receipt.

Any delay exceeding 7 days in handing over such records to the C.I.D. officer on receipt of the requisition should be suitably dealt with by the S.P. concerned.

R.K. Gupta
Inspr. Genl. of Police
West Bengal

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Police Order No. 11 of 1976

Sub:- Instruction regarding control and deployment of detachments from the State Armed Police on deputation in districts.

It was laid down in para 2(c) of P.O. 2 of 1964 that the Superintendent of Police of a district where a State Armed Police detachment is sent will exercise full disciplinary authority over the personnel of the detachment in accordance with rule 859 of P.R.B Volume-I. In para 4 of the said P.O. it was also laid down that that the S.P. will be responsible for the conduct and discipline of the detachment deputed to his district. A doubt has arisen whether a Commandant can exercise disciplinary power over the detachment while on deputation to a district. Nothing stated in P.O. 2 of 1964 detracts from the disciplinary and administrative powers that the authority who sends his detachment to some other authority can exercise over the personnel of the detachment by virtue of his being the original administrative authority. To remove any doubt it is hereby ordered that the Commandants of the S.A.P. Battalions will exercise all the disciplinary authority over the Armed Police detachment along with the S.P.s of the districts when detachments are detailed to the districts for police duties.

R.K. Gupta
Inspr. Genl. of Police
West Bengal

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Police Order No. 12 of 1976

Sub:- Mobilisation Training Camps.

The Inspector General has noticed with great displeasure that in the past less than 10% of the force had been trained in the Mobilisation Training camps which is contrary to the provisions of Police Regulations Bengal. Moreover such personnel for training had not been rotated in the manner it should have been.

It is, therefore, ordered that every year there should be two Mobilisation Camps in each district, training 20% of the force. The Reserve Inspector of the district will rotate the personnel for training up to the age of 45 years. No training need be given to the personnel above 45 years of age. The "Mobilisation List" of P.Ss and other units should be drawn up accordingly and verified every year by the Reserve Officer to ensure that the same man is not trained twice.

S.C.Chaudhuri
Inspr. Genl. of Police
West Bengal

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Police Order No. 13 of 1976

Sub:- Judo Training for the West Bengal Police.

In modification of the Police Order No. 9 of 1976 the following is published for general information and guidance:-

Knowledge of the art of Judo is necessary for every policeman for the purpose of self defence.

Accordingly, it is ordered that there will be training in Judo of all directly recruited officers and men also departmental officers undergoing training in the P.T.C. The number of classes will be limited 50. There will be an examination in Judo at the time of final examination of the officers and men and the results are to be given in the certificates officers and men will have to pass in this subject.

The Judo Training establishment will come under the DIG, Training. The establishment will be in immediate charge of Commdt. S.S.F. as it is now. The site of the establishment should remain the same in Barrackpore.

Karate is not considered necessary for the Police and it is also not necessary to impart training in karate in the Police Training College. It should be discounted with immediate effect.

S.C.Chaudhuri
Inspr. Genl. of Police
West Bengal

(Also see Police Order No. 10 of 1977)

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Police Order No. 14 of 1976

Sub:- Rules for running the P.T.C Kennel and also the different W.B.P. Dog Squads.

In order that PTC Kennel and also the Dog Squads at other places are run properly the Inspector-General of Police has approved of the following rules for district observance:

Strength, administration and control

West Bengal Police Dog Squads shall remain under the control of D.I.G. Training, Police Training College, Barrackpore and the Dy. Supdt. of Police recently sanctioned for the Dog Squad will be responsible for the training and other day-to-day work of the Dog Squads. At present there are four Dog Squads of the West Bengal Police :1) PTC Dog Squad consisting of four dogs 2) Burdwan Dog Squad consisting of two dogs. 3) Jalpaiguri Dog Squad consisting of two dogs and 4) Darjeeling Dog Squad consisting of

two dogs. P.T.C Dog Squad is manned by 1 Inspector (since up-graded), 4 Handler Constables and 2 Kennel Boys. Burdwan&Jalpaiguri Dog Squads are manned by one Sub-Inspector, 2 Handler Constables and one Kennel boy each and Darjeeling Dog Squad is manned by one Havilder, 2 Handler Constables and One Kennel boy. The Kennel boys are class IV Staff. The squad may include German Sheep Dog (GSD) popularly known as Alsatian, Dobermann, Pinschar and Retriever (Laborador) breeds and of any other suitable species. A vehicle with allotment of two Constable Drivers will be utilized for this squad.

Function

2) Dogs of the Squad will be utilized as aid to detection of crime, tracking of criminal etc. as and when necessary. Its services will be made available on requisition to be sent by the officer-in-charge of the Police Station/Investigation Unit concerned to the Dy.S.P./Asstt. Commandant, Dog Squad who will see that its services are not unnecessarily misused. When the dog will be put into commission it will be the duty of the local Police in particular to see that the movement of the dog at the scene of crime is not obstructed nor is the dog teased or injured by anybody. Protection of the dog while tracking against any traffic hazard, should also be ensured.

Disposal of excess and otherwise condemned animals

3) As a bitch is more suitable than a dog for the Police work a bitch after training may be bred for pups for its temperamental maturity, mental poise and adjustability. Further breeding should not be encouraged if it is likely to affect the working efficiency of the bitch. For the purpose of breeding, services of good pedigree dog of the same species may have to be utilized on conventional terms and conditions about the sire's share of pups. Dogs and pups in excess of the sanctioned strength should be disposed of and sold in public auction. The excess pups within a period of ten weeks from their birth at the least may be sold to the higher bidder at the public auction to be duly notified through press. Auction will be held under the orders and supervision of D.I.G., Training. A pup may be retained when considered necessary to replace old, sick, incapable or otherwise unsuitable dogs of the Dog Squad. Such retention and replacement should be decided by the D.I.G., Training in consultation with Veterinary Surgeon. If no bidder is available and/or the dog or pup to be disposed of is recommended to be indisposed or incapable should be put to rest in a humane manner as is done in respect of horses of West Bengal Police. For the purpose of auction a reserve price is to be fixed with the approval of the D.I.G., Training in conformity with the prevalent market price. For disposal of old incapable and otherwise condemned animal the same procedure in respect of Horses of West Bengal Police should apply. The proceeds of excess and otherwise condemned dogs, shall be credited to the Govt. Account.

Diet of the animals

4) Scale of daily diet for each dog/bitch will be as follows:-

- I. a) Onelitre mix on each meatless day only.
- b) 1200 grammes of beef
- c) Usual quantity of vegetables
- d) 200 grammes of rice.
- e) Approximately 200 grammes of bones
- f) 5 grammes of turmeric

- II. a) Multivitamin - 2 tables
- b) Livergen - One teaspoonful

Scale of daily diet for each pup upto 8/10 weeks:-

If the same is dry, supplementary milk, etc, diet per pup daily will be as follows:-

- a) 1st week : 2 oz.

2 nd week	: 4 oz.
3 rd week	: 8 oz.
4 th week	: 16-24 oz.
b) 5 th week	: 500 grammes of milk and 10 grammes of Beef.
6 th week	: 500 grammes of milk and 250 grammes of Beef.
7 th week	: 500 grammes of milk and 300 grammes of Beef.
8 th week	: 500 grammes of milk and 350 grammes of Beef.

Vitamins, minerals etc. are also to be given proportionately as prescribed by the Veterinary Surgeon. Tenders may be invited periodically for the supply of milk, beef, bones and other items of food.

Training, Medical treatment etc. of the animals and duties of Dy.S.P. Dog Squad

5) For medical check-up and treatment of the dogs as and when required assistance of the Government Veterinary Surgeon shall be obtained. If it is not really available, services of private veterinary surgeons may be utilized. It shall be the duty of the officer-in-charge of the Dog Squad to look after the health of the dogs, proper cleanness, sanitation and other necessary environmental condition of kennels situated inside the campus of the Police training College, Barrackpore. The said officer-in-charge shall also look after the training and necessary physical exercise of the dogs, bitches and pups. Besides he shall maintain the day-to-day accounts of the food, medicine etc. supplied for the animals. Dy. S.P. Dog Squad will inspect the squads and the Kennel at regular intervals and check up if the approved kind and quantity of food and medicine are being supplied to the animals. He will also exercise necessary supervision over the activities of the squads in general for proper upkeep and maintenance of the animals so that the squads can function effectively and efficiently.

6)The daily supply of food articles shall be received in presence of the S.I. of the PTC and the Burdwan or Jalpaiguri and Darjeeling Dog Squads this will be done by the in-charge of the squads.

If for some unavoidable reason the S.Is/I.Cs of the Dog Squads been not remain present at the time of supply he shall depute the next senior Constable to accept he food articles. The Dy. S.P. Dog Squad shall pay surprise visit at the time of receiving the food articles.

7)The S.Ps of the districts of out-lying Dog Squads viz. Burdwan, Jalpaiguri and Darjeeling may depute responsible officer to inspect the maintenance of the Dog Squad of the district at least once a month.

8) In case of any emergency due to sudden illness of the dogs immediate medical facilities may be required to be extended by the district S.Ps concerned and any urgent expenditure for this purpose if may be incurred by the S.P.s concerned which will subsequent be reimbursed by the D.I.G., Training.

9)The out-lying Dog Squads will be inspected by the Dy. S.P. Dog Squad from time to time under orders of the D.I.G., Training. The Dy. S.P. Dog Squad will remain In-charge of the supervision of all the Dog Squads in the West Bengal Police.

S.C.Chaudhuri
Inspr. Genl. of Police
West Bengal

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Police Order No. 15 of 1976

Sub:- Rules for West Bengal Stud farm, Police Training College, Barrackpore.

In order that the West Bengal Police Stud farm, P.T.C., Barrackpore, is run properly the I.G.P. has approved of the rules as follows for strict observance.

Strength,
administration
and control

(1) West Bengal Police Stud Farm shall remain under the control of the Dy. I.G. (Training), Police Training College, Barrackpore. The Riding Master, Police Training College will act as the officer-in-charge of the Stud Farm and be responsible for the training of the foals and other day-to-day work of the Stud Farm, [for the present till a new staff consisting of one Dy.S.P., one S.I., one H.C. and three Constables is sanctioned by the Government in addition at least ten menials to look after the mares and foals and to collect green grass for them.]

(2) The mares of Police Training College Stable, may be bred for foals. No breeding should however be encourage if it is likely to affect the working efficiency of the mares. For the purpose of breeding, the only stallion (Trigger) available in P.T.C., should be used.

Disposal of
foals

(3) Arrangement should be made to set the foals registered with the Royal Western India Turf Club, Bombay so that the foals can be sold at the age of two years at higher price.

Function

(4) After training of the foals they may be placed for the training of the officers of different ranks who will undergo training in the P.T.C., get them fit for sale.

(5) During foaling and sickness of the animals, assistance of a Veterinary Surgeon should be taken. (The fees etc, of the Veterinary Surgeon should be made from the Stud Farm account.) The foals of the Stud Farm shall be sold preferably to the different Police Training Colleges/ Units, Such purchases for West Bengal Police stable of P.T.C should be decided by the Inspector-General of Police, West Bengal/ Dy. Inspr.-Genl. of Police Training. In case of all such purchases Govt. should be moved for sanction of the reasonable price of the foal/foals of the stud farm to be fixed by the I.G.P/Dy. IG Training. Price for each foal for sale to all other units shall be determined by Dy. I.G Training. All sale proceeds of the foals will be deposited in the Stud Farm Account to be operated by the Dy. IG Training.

Diet of animal

(6) a) The cost of maintenance of the foals that is fodder, medicine etc are to be made from the Stud Farm Account. No expenditure from this head should however be made other than by the Dy. IG Training. The account of the Stud Farm will be maintained by the HA of the Dy. IG Training.

b) The accounts of the Stud Farm will be audited once a year by an audit team from the Police Directorate under orders of the Addl. I.G.P.

c) The audited accounts should be put up by D.I.G Training & Addl. I.G.P. for further orders.

d) Scale of daily ration for each foal from the age of 6 months onwards will be as follows:-

Crushed Oats	- 2 Kg. 360 Grams
Crushed Barley	- 454 Grams
Wheat Bran	- 1 Kg. 370 Grams
Gram	- 500 Grams

Linseed	- 227 Grams
Common Salt	- 58 Grams
Straw Bedding	- 5 Kg.
Calcium	- 3 oz per day
Mineral Mixture	- 3 oz
Abdec drops	- 12 drops per day

A register showing daily account of consumption of food articles by each foal shall be maintained by the Riding Master. This is to be put up to Dy. I.G Training from time to time at least once a month.

Medical
Treatment etc of
the foals

7) For medical checkup and treatment of the foals as and when required. Assistance of the Veterinary Surgeon should be obtained. If this is not readily available services of the private Veterinary Surgeon may be utilized. It shall be the duty of the officer-in-charge of the Stud Farm to look after the health of the foals proper cleanliness, grooming, sanitation and other necessary environmental condition of the Stable situated inside the campus of the Police Training College, Barrackpore. The said officer-in-charge shall also look after the training of the foals. Besides he shall maintain the day-to-day accounts of medicine etc. supply for the animals.

8) The Riding Master shall maintain vital statics of each foal containing information's of growth medical checkup etc. and put up the same to the Dy. IG Training once a month.

9) A committee presided over by the Addl. I.G.P. and consisting of the DIG, Training and DIG, Headquarters shall occasionally review the working of the Stud farm suggest measures for running the same efficiently.

S.C.Chaudhuri
Inspr. Genl. of Police
West Bengal

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Police Order No. 16 of 1976

Sub:- Special Investigating Pool in the district.

A special Investigating Pool shall be set up in each district (including GRP districts) and Asansol. This pool should be manned by the officer(s) of the rank of S.I. to be drafted out of the existing sanctioned strength. Normally D.T.S trained officers should be taken in the Pool. The total object of revival of the system is improvement in the standard of investigation of cases in Districts. The Pool shall investigate important cases in the district as will be made over to it by the S.P. personally. The S.P. may also have intraparty faction cases investigated by the Pool particularly where local Police comes in for criticism.

The Pool shall remain under the personal control of the S.P. who will sit with the Pool officers and discuss the progress of the cases under investigation one a month.

The pool officers shall maintain necessary records in respect of the cases given to them for investigation.

The strength of the Pool of S.I.s in each district (including GRP district) and Asansol shall be as follows:-

District	Strength of the Pool (Number of S.Is)
24 Parganas	5
Nadia	3
Murshidabad	3
Burdwan	3
Birbhum	2
Bankura	3
Hooghly	3
Asansol	2
Purulia	2
Darjeeling	3
Jalpaiguri	3
West Dinajpur	3
Malda	2
Cooch Behar	3
Howrah	3
Midnapore	4
GRP Howrah	1
GRP Sealdah	2
GRP Siliguri	1

S.C. Chaudhuri
Inspr. Genl. of Police
West Bengal

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Police Order No. 17 of 1976

Sub:- Reorganization of C.I.D, West Bengal, 1976 .

In supersession of instructions issued in this connection from time to time it is now ordered that the two wings of the C.I.D. i.e. the original C.I.D. and the C.I.S. be merged and the organization be named as " C.I.D., West Bengal" under the control of the D.I.G., C.I.D., West Bengal.

Three Special Supdts. of Police of the C.I.D. should each be allotted a zone to ensure better supervision and guidance of intelligence and investigation work in addition to different duties at C.I.D. Headquarters including C.I.D. office work. The headquarters of all the three Special Supdt. of Police shall be in Calcutta. The Special Supdt. of Police shall now be designated as Special Supdt. of Police (North), Special Supdt. of Police (South) and Special Supdt. of Police (Central). The duties and supervisory work of the Dy. SPs, C.I.D. at C.I.D Hqrs. shall also be allotted on the line of zonal distribution of work amongst the Special Supdt. of Police.

The D.I.G. CID, West Bengal will allot the area of each zone and also allot detailed distribution of duties amongst the three Special Supdts. of Police and the Dy. SPs of the C.I.D.

For convenience of work and effective supervision of the work of the D.D. offices there shall be working Headquarters of the Dy. SPs outside Calcutta at Siliguri, Burdwan and Asansol. The D.I.G., CID will make internal arrangement to depute suitable Dy. S.Ps to those places.

The location of the D.D. offices shall be at following places:

- 1) Cooch Behar 2) Jalpaiguri 3) Siliguri 4) Raiganj 5) Farakka 6) Burdwan 7) Durgapur 8) Suri 9) Asansol 10) Purulia 11) Bankura 12) Kharagpur 13) Berhampore 14) Krishnagore 15) Serampore 16) Howrah 17) Tallyganj 18) Baranagore 19) Naihati and 20) Barasat

The DIG CID, West Bengal shall be competent to make such changes in the allotment duties and internal adjustment of the area of the zones of the Special Supdts of Police and Dy. S.P. as may be considered necessary for efficient functioning of the CID, West Bengal.

(10.11.76)

S.C.Chaudhuri
Inspr. Genl. of Police
West Bengal

(Also see Police Order No. 04 of 1980)

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Police Order No. 18 of 1976

Sub:- Holding of Regular Crime meeting by the Officers of the West Bengal Police.

It has come to my notice that while Zonal Addl. SPs and SDPOs hold monthly Crime meeting with CIs and OCs no such official meetings are held by the CIs and OCs as required under rule 124 of PRB Volume-I, at their level. Without making these units work more, the following procedure should be followed in all districts including the GRP district with effect from 01.12.76.

- i) The CI should hold crime meetings of his Circle in his office once every fortnight where OCs will attend. They will discuss all angles of crime and come to definite conclusions about steps to be taken. In the next meeting results of the steps already taken in addition to other items should be discussed.
- ii) The OCs of PSs should hold crime meetings once a week in their own PSs with other SIs other officers of the P.S. where everything regarding crime including the cases reported, their investigation, disposal, crime records, criminals traced, steps to curb their activities and preventive measures taken may be discussed and detailed instructions given by the O.C.
- iii) The OCs should also hold discussions with the available staff once a week at TOPs/BHs/ICs where they will discuss the part played by those units in running the thana administration by taking previous steps, making public contacts, doing social work and all others.
- iv) There should be Minute Book at the PSs and downwards for this. The name of the Book will be Crime Meeting Minutes Book of the unit.
- v) It will be incumbent upon the SPs/Addl. SPs/SDPOs to see that the entire system involving CI downwards are properly geared up and maintained.

2. This will give everyone in the unit an opportunity to feel that he is participating in the administration of the unit to which he belongs to.

S.C.Chaudhuri
Inspr. Genl. of Police
West Bengal

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Police Order No. 19 of 1976

Sub:- Unification of command of anti-hijacking. Immigration check posts & other Police Units.

The Additional Superintendent of Police, DIB (II) shall henceforth remain in charge of the security of the Calcutta Airport subject to the Executive Control of the Superintendent of Police, 24 Parganas

2. He shall be directly responsible for the following:-

- i) Anti-hijacking and perimeter guarding of the Calcutta Airport.
- ii) Ensuring security of VIPs/VVIPs passing through the Airport and allied functions like collection of intelligence etc.
- iii) Running the Immigration Check post at Calcutta Airport for Bangladesh nationals. (Frisking of passengers of international flights as soon as Security Control of Calcutta Police is relieved of the charge)
- iv) Policing the Calcutta Airport and adjoining areas within the Airport P.S.
- v) Ensuring that anybody going inside the operational area is holding an entry pass with a photograph of the pass holder as well as his/her Identity Card. Everybody working in the apron area must display his/her Identity Card.
- vi) Ensuring that no mixing up of Calcutta Airport Security Force, including anti-hijacking with any other force for any other duty is done.

3. Anti-hijacking staff, except those who are on secret duties shall be in uniform.

4. In all matters relating to the Calcutta Airport the Superintendent of Police, 24 parganas shall consult both the Deputy Inspector General of Police, Presidency Range and the Deputy Inspector General of Police, Intelligence Branch, West Bengal.

5. The entire force of the West Bengal Police in the Calcutta Airport shall be under the general supervision of the Deputy Inspector General of Police, Intelligence Branch, West Bengal. He will exercise the control in consultation with the Deputy Inspector General of Police, Presidency Range.

S.C.Chaudhuri
Inspr. Genl. of Police
West Bengal

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POLICE ORDERS— 1977

Police Order No. 01 of 1977

Sub:- Practical Training of Constables.

It has been noticed that the instructors regarding practical training of the Constables in the districts laid down in P.O. No. 7 of 1968 are not being strictly followed. IGP orders that SPs should see that instructions are strictly followed. The DIGs also should make it a point to see that due interest is taken by the officers concerned for ensuing proper practical training to the Constables so as to equip them with the qualities to perform their duties properly.

Dy. SP (D & T)/SDPO shall remain in overall charge of the practical training of the Constables in the Sub-division.

By Order
A. Mukherjee, Registrar
West Bengal Police Directorate

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Police Order No. 02 of 1977

Sub:- Practical Training of Proby. Sub Inspectors (Unarmed Branch).

It has been noticed with a great measure of concern that the practical training of the Proby. SIs in the districts is not being carried strictly in terms of the instructions laid down in Rule 791 of PRB Vol-I and highlighted in P.O. 7 of 1964. It is also felt that there have been undesirable supervision gaps in respect of training of Proby. SIs.

The Inspector-General of Police orders that the overall training responsibility will lie with the Superintendent of Police of a district, the course of training should be under the direct supervision of the Dy. Supdt. of Police (D & T)/SDPO. Dy. Supdt. of Police (D&T)/SDPO will be responsible for drawing up the training programme for Proby. SI's attached Sadar/Sub-division under the instruction and guidance of the Supdt. of Police and shall associate himself with the implementation and progress of the same at all stages from start to finish. Monthly examinations of the probationers should be held at the District Headquarters on main items of training which the probationer has undergone during the previous month. After the written examination the probationer should appear in an interview by the Superintendent of Police or in his absence the Additional Superintendent of Police for the purpose of S.Ps or Addl. SPs evaluation of the probationer's knowledge and understanding of principles of police work and their applications.

The Dy. Inspectors General of Police who have a corporate responsibility in the training of Proby. SI's will supervise the training as frequently as possible and take corrective steps in cases in which they may feel that the training imparted is not comprehensive or on the correct lines. During their visit they should scrutinize the periodical reports in order to satisfy themselves that the training is being imparted properly and strictly in accordance with the provisions of the PRB and instructions imparted in P.O. 7 of 1964.

By Order
A. Mukherjee, Registrar
West Bengal Police Directorate

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Police Order No. 03 of 1977

Sub:- Training of SIs and ASIs by SDPOs holding charge of Sub-divisions.

As training is a continuous process and as it is the responsibility of all supervisory officers to impart training through day-to-day work to their subordinates it is desirable that SDPOs of the Sub-divisions listed in sub-para (8) below should take adequate interest in arranging systematic training of SIs and ASIs working in PSs under them.

For this it is ordered that:-

- 1) The SDPO should fix two days in a week for holding classes in his office with SI's and ASI's of the thanas under him.
- 2) The CIs concerned should be present at the classes to help the SDPO.
- 3) He should ordinarily cover all the thanas in the first two weeks i.e. in the four classes to be held in the first fortnight. It works out thus that on one day of four days in the first fortnight he will hold classes with SI's and ASI's of 1/4th of the number of the thanas under him. He should rotate his officers in the four classes of the second fortnight in the order of the first fortnight. Thus officers (SI's & ASI's) of each P.S will attend two classes in a month.
- 4) A monthly programme should be made out by the SDPO on the above lines and sent to the OC's of PS's and CI's under him well before the month in question begins. While it is expected that the SDPO will stick to the schedule of the training classes drawn up by him he can certainly introduce some minor changes to suit the special circumstances of his charge.
- 5) CI's and OC's should see to it that the officers attend the classes and that in case of their failure to do so there is strong justification for such failure.
- 6) Training should be imparted on the following subjects:-
 - a) Points and features of good investigation importance of modus-operandi etc. Such classes should be held on the basis of case diaries of actual cases and Shri H.N. Sircar's book "Importance of Modus-operandi in the prevention and detection of crime".
 - b) Different aspects of forensic stance in the aid of investigation.
 - c) Drawing up of FIR
 - d) Writing of G.D entries.
 - e) Preparation of Inquest Report
 - f) Procedure of dealing with caste of land disputes.
 - g) The recent laws on land reforms including those on the barga system and duties of the Police.
 - h) Maintenance of properly register and disposal of properties.
 - i) Police public relations.
 - j) Their role regarding feeding the Computers with data.
 - k) Maintenance of crime records in PS's-VCNB, crime maps on the basis of modus-operandi of crimes and criminals.
 - l) Anti-crime work patrolling and how to be organized Gordon system of patrolling.
 - m) Checking up knowledge of Police Orders, instruction of IGP and the Govt. issued from time to time.
 - n) Court work
 - o) PRB Chapters on thana work, court work.
- 7) SDPO shall maintain a Register which should clearly show date-wise the subjects discussed and the officers who attended.
- 8) The order covers the following Sub-divisions:-
Kurseong, Kalimpong, Siliguri, Alipurduar, Islampur, Raiganj, Jangipur, Lalbag, Kandi, Ranaghat, Bashirhat, Barasat, Diamond Harbour, Uluberia, Jhargram, Kharagpur, Contai, Haldia, Tamluk, Bishnupur, Rampurhat, Bolpur.

S.C.Chaudhuri
Inspr. Genl. of Police, West Bengal

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Addenda to Police Order No. 03 of 1977

Please insert the following:-

For para 1- The SDPO should fix two days in a week in the bright fortnight only for holding classes in his office with SI's and ASI's of the thanas under him.

For para 3- He should ordinarily cover all the thanas in the four classes to be held in a month i.e. on one day of the four days in the month he will hold classes with SI's and ASI's of about one fourth of the number of thanas under him. Thus officers (SI's and ASI's) of each P.S will attend one class in a month.

For para 8- The order covers the following Sub-Divisions:

Kalimpong, Siliguri, Alipurduar, Islampur, Raiganj, Jangipur, Lalbag, Kandi, Ranaghat, Bashirhat, Barasat, Diamond Harbour, Bongaon, Uluberia, Jhargram, Kharagpur, Contai, Durgachak, Tamluk, Bishnupur, Rampurhat, Bolpur, Arambagh, Kalna, Katwa.

Please add the following after para 8

Para 9- Dy. SP (D & T) all hold similar classes in the district Hqrs. for SI's and ASI's working in thanas under the Sadar Sub-Division.

S.C.Chaudhuri
Inspr. Genl. of Police
West Bengal

(Also see Police Order No. 06 of 1977)

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Police Order No. 04 of 1977

Sub:- Recording of FIR by the Officer-in-charge of Police Station.

It has been disconcerting to notice a growing tendency on the part of thana officers to insist upon having written complaint before a cognizable case is taken up. There are instances where even in such heinous cognizable crimes as murder and dacoity written complaints were insisted upon. Attention of all officer-in-charge of Police stations is drawn to para 243 of (a) and (b) of PRB wherein need for having the first information report written by the officer taking the information in his own handwriting has been enjoined upon. It is ordered that in future the instructions of the PRB contained in para 243 are fully complied with. In case a written complaint is received in the Police Station on the basis of when a cognizable case has to be started the officer registering the case should note on the body of the F.I.R time, date and place when the complaint was received and also from whom the complaint was received. Usually the scope of written complaint will be small as such complaints are mostly sent to Police Stations over cases of Criminal Breach of Trust, Theft by servants and not heinous crime like murder, dacoity, robbery or even burglary. It is therefore expected that FIRs relating to heinous crime like dacoity, murder etc. will be reduced to writing by the officer taking the information in his own handwriting and do not consist of written complaints as far as possible and there is no insistence on a written complaint.

S.C.Chaudhuri
Inspr. Genl. of Police
West Bengal

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Police Order No. 05 of 1977

Sub:- Duties and functions of DIG, Home Guards, West Bengal.

DIG, Home Guard will function in the line of DIG IB/EB with regard to Home Guard Organisation in Districts as DIG, IB/EB functions with regard to DIBs and DEBs. DIG, Home Guard should have a separate office of his own like that of DIG IB/EB.

He will be responsible for supervision of the functioning of the Home Guards in districts and to that extent he will actively guide the SPs in the matter of recruitment training and maintenance of the Home Guard personnel at an optimum standard of efficiency.

He will arrange to raise the border Home Guard Battalions at an early date.

DIG, Home Guard will constantly liaise with Addl. I.G. in the Police Directorate. Addl. I.G. is in charge of the Home Guard Organisation at the Directorate level.

S.C.Chaudhuri
Inspr. Genl. of Police
West Bengal

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Police Order No. 06 of 1977

Sub:- Duties and functions of the Deputy Superintendent of Police (Discipline & Training).

The posts of Dy. SP (D & T) which now exist in every district should be utilized for the purpose for which the posts are sanctioned. The Inspr.-Genl. of Police, West Bengal has ordered that the following duties should be performed by the Dy. Supdt. of Police (D & T).

Dy. SP (D & T) will be responsible for supervision over the training of constables after they come out from the Police Training College and are posted to the district. He will, subject to over all supervision of the Supdt. of Police, take steps to ensure that probationary Sub-Inspector undergo their specified courses of practical training in the district in accordance with the rules. He will maintain a register showing the progress of training of each of the Proby. S.I. Such a register will be of help to the S.P. in having over all view of the entire field of training. He will also be responsible for systematic refresher courses for the SI's and ASI's working in thanas under Sadar Sub-Division as indicated in P.O. 3 of 1977.

He will also to look after the disciplinary matters relating to the members of the district police including departmental proceedings under the control of the S.P. of the District.

By Order
A. Mukherjee Registrar
West Bengal Police Directorate

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Police Order No. 07 of 1977

Sub:-Monthly Return of Force.

Under Regn. 925 of PRB Vol.-1, 1943 all SPs and Commandants are required to prepare on the every month a monthly return of force in B.P.Form No. 18 and send one copy thereof to the respective DIG and the other direct to the IGP.

It has been noticed that the force returns are not always prepared directly in accordance with the instructions laid down in the form. In Part-I (both Special Armed Force and Unarmed Police) details of dates from which each officer and man are under suspension shall invariably be noted in the remarks column against item No. 5. If number of persons is large, a slip containing the dates of suspension should be shown for want of space in the form. In the remarks column of item No. 11 for Special Armed Force and item No. 9 of Unarmed Police the dates from which officers and men are on deputation shall invariably be noted. The vacancies to be noted against the items shall be carefully worked out so that these do not vary with figures reported/ to be reported on other occasions. The enlisting capacity in the rank of constables should be shown separately. Sanctioned strength - both temporary and permanent - should show correct position.

It shall be ensured by all concerned that monthly returns of force reach the Police Directorate by the 1st week of every month. On receipt of the returns in the Police Directorate the dealing assistant in Org. Branch shall examine them in their proper perspective and specially note delays in disposing of Proceedings and long deputation to other Districts. Thereafter, he will put up to AIG (O) who shall put up with his comments to DIG HQ and then finally to Addl. IGP for issue of such orders, as are called for.

S.C.Chaudhuri
Inspr. Genl. of Police
West Bengal

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Police Order No. 08 of 1977

Sub:- Submission of monthly "B" statement.

Under Regn. 1149 PRB Vol-I, 1943 all Dy.I.G.s/SPs/Commandants are required to submit to the office of the Inspector General of Police by the 5th of every month statements of Accounts in Form "B" (B.F.No. 2605) of the sums drawn from the Treasury under all heads except expenditure under "Pay of officers and Pay of Estt." The numbers and dates of Treasury vouchers should be noted against each entry in the statement duly supported by Bill extracts in Form 'A' (B.F.No. 2604).

The receipt of the statements from sub-ordinate officers in the West Bengal Police Directorate should be checked by means of Broad Sheet in which the serial number should be allotted to each individual officer viz. DIG/SP/Commandant. Receipt of the statements should be scrupulously watched as the accuracy of the Controlling Officer's accounts will depend on receipt of complete statements of charges drawn by all the Disbursing Officers in any month. Prompt reminder should, therefore, be sent in any case a statement is not received by the 10th of the month.

On receipt of the statements from the DIGs/ SPs/ Commandants they should be carefully examined to see-

- a) that the account classification has been correctly given i.e. that major, minor and sub-heads have been mentioned and names of primary units and secondary units or detailed heads have been given;
- b) that appropriations have been properly noted in the appropriate column and available balance has been worked out;
- c) that the expenditure is within the appropriation. If it is found that the progress of expenditure is likely to exceed the budget allotment the attention of the SP/Commandant should be drawn to minimize the expenditure to keep within the allotment. If it is not possible, they should submit proposal for extra grant with cogent reasons. No expenditure should be incurred without allotment or assurances of funds;
- d) The 'B' statements after being properly scrutinized and checked by the Dealing Assistant in FIN/BT Branch will be submitted to the Asstt. Insp. Genl. of Police (O) who shall put them up with his comments to the Addl. Insp. Genl. of Police. The discrepancies detected in the statement will be pointed out to the local offices and they should be made to rectify the discrepancies before the statements are filed.

A consolidated monthly account of expenditure will be sent to the Accountant General West Bengal so as to reach him not later than 25th of the month following that to which the accounts relate. One Assistant will be deputed to the A.G.'s office for reconciling the differences and for correcting misclassification, if any.

S.C. Chaudhuri
Insp. Genl. of Police
West Bengal

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Police Order No. 09 of 1977

Sub:- Functioning of the Police PBXs and Control Rooms.

It has come to my notice that there are rooms for improvement in the functioning of the Police PBXs and Control Rooms in districts and in different Units. In a district it is very likely that Superintendent of Police is sought for by the members of the public or officers of other departments. Similarly, in Calcutta the Inspector General or the DIGs having PBXs are sought for. Complaints have been received by the Inspector-General that whenever the top officer of the district/unit is absent, may be on tour or on other duties outside or on leave or may be sick, they do not make proper arrangements to receive telephone calls which may come on various grievances or requirements of the members of the public or other department officers. There should be district order in all district and units orders in all other units that if the top officer is not available who is the next senior officer to whom all calls should be given for remedying the grievances which might be forthcoming.

It is also often heard that in a district, sub-division police station or in a functional unit no responsible officer is available at times and everyone is out. This is what it should not be. There must be somebody to act on behalf of the head of the unit or the district.

Sometimes complaints are received that there are certain officers who would ask Operators not to put in calls. Such exigencies may be necessary at times either in the interest of more urgent work, or some other special reason, but in that case an arrangement is to be made so that the next senior officer receives all telephone calls and acts on them. Such exigencies should be exceptions in any Unit, and not the rule.

While on the subject, I would like to remind all officers that our telephone Operators should be properly trained in their work. Untrained telephone Operators would bring bad name to the West Bengal Police Organisation.

Control Rooms are run in all districts and in many units to take actions on information received from any quarter. The Control Rooms, wherever they exist, must play their part in receiving complaints from the members of the public on telephone, take action, keep superior officers informed so that correct actions are taken in time. There should be clear district/unit orders for functioning of Control Rooms.

DIGs, SPs, SRPs, COs of Battalions will please draw up orders in the line of these instructions and see that the orders are correctly implemented at all levels.

S.C.Chaudhuri
Inspr. Genl. of Police
West Bengal

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Police Order No. 10 of 1977

Sub:- Judo Training for the West Bengal Police.

1. In continuation of Police Orders No. 9 of 1976 and 13 of 1976 it is ordered that training centres in Judo and Self-defense should be opened at all districts/battalions and basic courses in Judo and self-defense be given to all serving police personnel of both armed and unarmed branches. To begin with E.F.R, 1st, and 2ndBns and Midnapore district may have one dojo at Salua, S.A.P. 4thBn and West Dinajpore district may have a combined dojo at Raigunge and S.A.P. 5th Bn. and Burdwan district may have one at Durgapore. Ultimately, however, each unit should be able to develop its own dojo. The first batch of instructors for all the units of West Bengal Police has already been released after training. They should be entrusted with the job of running these training centres. To begin with a course of four weeks in judo and self-defense is considered necessary for all the serving police personnel below the age of 50. Short refresher course should also be started for the benefit of those already initiated according to requirements.
2. The Commandant, State Armed Police 6th Bn. (Special Strike Force) shall be responsible for organizing instructors' course for the duration of six months each till such time as all the districts/battalions/Rly. Districts of West Bengal Police develop sufficient number of instructors in judo and self-defense. While each unit should have its own cadre of suitable instructors it should also be ensured that the instructors are changed regularly and no one is engaged in this work throughout his entire career.
3. Now that the judo trainees and instructors will be available in all units, districts contests, range competition and state police tournament in judo as laid down in para 7 of police order no. 9 of 1976 should be organized. Judo should be included as an item in the Annual West Bengal Police Meet. Frequent competition and contests will improve the awareness of West Bengal Police personnel to the need of unarmed combat.

S.C.Chaudhuri
Inspr. Genl. of Police
West Bengal

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Police Order No. 11 of 1977

Sub:- Control over Computer Section of West Bengal Police.

Govt. in the Home (Police) Deptt. Order No. Spl. Dtd. 22.12.76 sanctioned the staff in connection with the computerization of the crime records of West Bengal Police. The staff was sanctioned in the C.I.D. West Bengal.

It is hereby ordered that the D.I.G., C.I.D. West Bengal will be in overall charge of the Computer Wing of the West Bengal Police and he will be the Controlling officer in respect of all staff sanctioned for the Wing.

S.C.Chaudhuri
Inspr. Genl. of Police
West Bengal

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POLICE ORDERS— 1978

Police Order No. 01 of 1978

Sub:- Allotment of Government flats.

It is hereby ordered that AIG(O) will allot flats of officers of the rank of Deputy Superintendent of Police.

The allotment of flats of officers and above the rank of Additional Superintendent of Police will however be processed by him and put up to the Inspector-General of Police for approval and allotment. Registers of officers applying for flats will be maintained serially and chronologically accordingly to existing orders.

S.C.Chaudhuri
Inspr. Genl. of Police
West Bengal

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Police Order No.02 of 1978

Sub:- Detailed information about suspects in progress reports of S.R. Cases.

In the progress reports of S.R.Cases it is customary to mention the names and addresses of the persons arrested but details about future developments that is whether the arrested persons continue to remain in custody or have been enlarged on bail and if so, when are usually omitted.

It is therefore, ordered that these details viz. the names and addresses of the persons arrested with respective dates of arrest the date of their release on bail the dates of their next appearance in Court, whether or not they made such appearance and if not, what action has been taken against the surety must invariably be incorporated in second and subsequent PRs. If also during the course of investigation any of the arrested persons has been discharged for want of evidence or any other reason the fact should be clearly noted in the next progress reports with comments by the Circle Inspector.

S.C.Chaudhuri
Inspr. Genl. of Police
West Bengal

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POLICE ORDERS– 1979

Police Order No. 01 of 1979

Sub:- Maintenance of Central Stores of Arms and Ammunition at Barrackpore.

1.Nomenclature- The Inspector-General's reserve stock of Arms and Ammunition is kept at Barrackpore and it will be termed as Central Stores of Arms and Ammunition.

2.Accommodation- The location of the Central Stores of Arms & Ammunition will be at Brigade Headquarters, Barrackpore. The responsibility for the safe custody of the Arms and Ammunition as well as maintenance rest with the Commandant, SAP 6th Battalion.

3. Staff- In G.O. No. 971-PL dated 12.02.76 Government sanctioned an extra staff of Dy. Commandant-1, A.C-5, Inspector-10, Sub Inspector-23, Head Constable-40, Nks-29 and Constables-104 for the various duties under the Deputy Inspector General of Police, Armed Police of the above staff the following staff is hereby earmarked for the present for the Central Stores of Arms and Ammunition at Brigade Headquarters Barrackpore. Government is being moved for augmentation of the staff.

Assistant Commandant	-	1
Inspector	-	1
Sub-Inspector	-	2
Head Constable	-	2
Naik	-	2
Constable	-	6

4. Control- The Central Stores of Arms & Ammunition will be in the charge of Commandant, SAP 6th Bn. under the overall charge of Deputy Inspector General of Police, Armed Police. Commandant SAP 6th Bn. will have the same responsibility and exercise the similar kind of supervision over the Central Stores of Arms & Ammunition as a Commandant will have in respect of the unit armoury and magazine. The staff mentioned above will be under the administrative and operational control of the Commandant, SAP 6th Bn. He will issue a unit order specifying the individual duties of each officer earmarked for the Central Stores of Arms & Ammunition.

5. Indenting of Arms & Ammunition- The West Bengal Police Directorate works as a co-coordinator so far as indenting and release of Arms & Ammunition of the Central Stores of Arms & Ammunition Barrackpore is concerned. The indents of the different district/units/Calcutta Police/Home (Jails)/Forest Department/NVF/Home Guards will be sent to Commandant, SAP 6th Bn. under the direction of the Police Directorate and complied there. Commandant, SAP 6th Bn. will submit a consolidated statement after compiling the indents received from the different districts/units etc as mentioned above. After processing the same the Police Directorate will move the Home Department, Government of West Bengal for asking Central Government for meeting the requirements according to the indent. The Commandant, SAP 6th Bn. will collect the materials on receipt of release order of arms and ammunitions from Government through West Bengal Police Directorate. After collection Commandant SAP 6th Bn. will keep the Police Directorate informed about the collection of the material. Release order for the different districts/units will be given by the West Bengal Police Directorate.

6. Taking delivery of Stores- An Inspector and 1 S.I. or 1 A.S.I. shall be deputed to take delivery of any stores from Railway or Steamer Station irrespective of the escort sent for the purpose. In taking delivery the procedure laid down in Regulation 991 of PRB Vol-I 1943 shall be followed.

7. **Committee**- A committee shall be formed which shall consist of Commandant, SAP 6th Bn. 1 Asstt. Commandant and 1 Inspector to examine the new Arms & Ammunition and the ordnance stores. The procedure laid down in Regulation 994 of PRB Vol-I 1943 shall be followed.

8. **Stock Book**- Stock Book shall be maintained as laid down in B.P. Form No. 188 and 191 respectively with necessary modifications for all Arms & Ammunition etc. received in the Central Stores of Arms & Ammunition. All entries in the Stock Book shall be made by the Inspr. under his signature and countersigned by the Assistant Commandant. Whenever any stock is received in or issued from the Central Stores of Arms and Ammunition the transaction should be conducted in the presence of the Assistant Commandant.

9. **Physical verification**- The Commandant, SAP 6th Bn. shall do the physical checking of Arms and Ammunition of the Central Stores of Arms & Ammunition personally in the first week of every month as laid down in Regulation 999 (b) and furnish a certificate as laid down in Regulation 1000(c) of PRB Vol-I 1943. The certificate of checking should be given by the Commandant in the exact wordings mentioned in the regulation referred to above.

A copy of this certificate duly signed by the Commandant should be sent to the Police Directorate and the Deputy Inspector General of Police, Armed Police by the 10th of every month for filling in the respective offices. Deputy Inspector General of Police, Armed Police will ensure by personal supervision at times that this checks in regularly done.

In addition to the monthly checking and verification by the Commandant a six monthly verification once in June and again in December should be done each year by the DIG AP and the prescribed certificate as laid down in PRB Regulation quoted above should be submitted by him to the Police Directorate in the first week of January and in the first week of July each year. AIG (O) will bring to the notice of the Inspector General if these checks are not done in time and regularly.

10. **Security**- Besides what is laid down in Regulation 997(c) of PRB Vol-I it is ordered that the Central stores of Arms & Ammunition must be open and locked in presence of the Assistant Commandant and all other staff of the Central Stores of Arms & Ammunition present on that day. A general diary should be maintained showing the time of arrival and departure of every officer of the central stores of Arms & Ammunition. The Assistant Commandant will keep the keys in his personal custody. If the Assistant Commandant is not present at headquarters the Commandant will keep the key in his custody. In Case both the Commandant and the Assistant Commandant of the Central Stores are absent from the headquarters the key will remain in the custody of the senior Assistant Commandant of the Battalion.

11. **Maintenance of Arms**- The Arms of the Central Stores of Arms & Ammunition should be kept in proper condition and periodical repair, oiling, cleaning and greasing as required should be done to keep these in serviceable condition.

12. The Commandant will frame a standing order for the security of the buildings in which the Central Stores of Arms & Ammunition will be situated providing for posting or armed guard in adequate strength and its supervision by day and night.

12A. Besides what has been stated above, the provision in Chapter XX of the PRB, Vol-I, 1943 read with Appendix LVIII of PRB Vol-II 1943 should apply mutatis mutandis in respect of the Stores of the Central Stores of Arms and Ammunition.

S.C.Chaudhuri
Inspr. Genl. of Police
West Bengal

(Also see Police Order No. 04 of 1979)

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Police Order No.02 of 1979

Sub:- Wearing of Uniforms by the Police officers.

Government have emphasized that Police officers attending official meetings should wear full uniform of their respective ranks.

Accordingly, it is ordered that all Police officers of the State irrespective of their ranks, shall wear working uniform while attending official meetings unless otherwise specifically instructed.

By Order
S.N. Mukherjee, Registrar
West Bengal Police Directorate

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Police Order No.03 of 1979

Sub:- Proper functioning and maintenance of P.B.Xs.

It has been noticed that the Police P.B.Xs. particularly the tie lines connecting the Police P.B.Xs., are very often found to be not functioning properly. With a view to ensuring the proper functioning of all Police P.B.Xs., the Inspector General has ordered that the following special measures are to be implemented with immediate effect.

The Controlling officers of the existing seventeen Police P.B.Xs. should be as follows:

1. Police Directorate PBX: AIG (C) under overall control of DIG HQ.
2. I.B, PBX: DIG, IB
3. Wireless: SP, Wireless
4. Sealdah GRP PBX: SRP, Sealdah
5. Alipore PBX: SP, 24 Parganas
6. Barrackpore PBX: DIG, Armed Police
7. Kamardanga PBX: SP, 24 Parganas
8. Bhatpara PBX: SP, 24 Parganas
9. Jadavpur PBX: SP 24 Parganas
10. Howrah PBX: SP, Howrah
11. Howrah GRP PBX: SRP Howrah
12. Chinsurah PBX: SP, Hooghly
13. Serampore PBX: SP Hooghly
14. Chandannagore PBX: SP, Hooghly
15. Midnapore PBX: SP, Midnapore
16. EFR, PBX, Salua: Commandant EFR 1st Bn.
17. Central Enforcement Br. PBX: DIG EB

2. Whenever a new PBX is set up under any SP/SRP/Commandant/DIG the PBX will function under the control of the particular SP/SRP/Commandant or DIG concerned.
3. The officers as mentioned above will be responsible for the proper functioning of PBXs in their charge in all respects. They will make their own arrangements for the proper running, maintenance and timely repairs etc. of the PBXs and the lines connected thereto and all other matters relating to the PBXs under them.
4. So far as the tele-printer services are concerned SP, wireless will be responsible for the proper functioning of the tele-printer system throughout West Bengal.
5. The officers in charge of Police PBXs may obtain the assistance of the TCLO whenever required. They should report once a month to AIG (C) about the proper maintenance of the PBXs under their respective charge.

TCLO would help to have the defects remedied by liaising with the appropriate authorities of Calcutta Telephones and P & T's office.

A quarterly review will be made by DIG Headquarters about the telephone system of the Police Department in the entire State to achieve the proper degree of efficiency and improve it further.

6. The responsibility of maintaining telephones by individual officers to whom telephones have been given will lie on the officers themselves. The excuse that any officer cannot be connected because his telephone is out of order will not be accepted. All officers in the West Bengal Police should evince personal interest in their telephones.

7. The General Manager, Calcutta Telephones has allotted supervisors to look after the Police PBXs in and around Calcutta. Their services will be utilized by the controlling officers effectively.

8. DIG, Headquarters will be responsible for looking after the entire communications (Telephone) system of the West Bengal Police. He will be assisted by AIG (C). They will ensure that the telephone system is always at the optimum efficiency.

By Order

S.N. Mukherjee, Registrar
West Bengal Police Directorate

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Police Order No.04 of 1979

Sub:- Maintenance of Central Stores of Arms and Ammunition at Barrackpore.

In partial modification of Police Order No. 1 of 1979 the commandant SAP 6th Battalion will remain in charge of release of uncontrolled stores from the Central Stores of Arms and Ammunition to the Districts/Units as and when required by them. The Districts/Units will furnish their requirements of uncontrolled stores direct to the Commandant, SAP 6th Battalion until further orders.

S.C. Chaudhuri
Inspr. Genl. of Police
West Bengal

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Police Order No.05 of 1979

Sub:- Maintenance of "Missing Persons Register" at Police Stations and at the District Headquarters and guide lines for dealing with missing information.

At present, Police Stations do not maintain systematic records of information about missing persons. When a person is reported as missing an entry in the General Diary constitutes the sole record and this makes the task of keeping continuous track of the information canceling the entries against return or recovery of the missing subject or linking the information to any subsequent developments like discovery of a hidden corpse extremely difficult and complicated.

In view of this it is ordered that a register to be called the "Missing Persons Register" shall be maintained at every Police Station in the following proforma with effect from 01.01.80.

Sl. No.	Name & Address of informant	Name father's name & address of missing person	Personal description & copy of photo received or not	G.D Entry No.	Action taken	Remarks
1	2	3	4	5	6	7

Superior officers during their periodic visits to the Police Stations and annual inspections should check this register and record their comments on the efforts made by the officer-in-charge to trace out the missing persons.

A 'Missing Persons Register' should also be maintained at the District Headquarters in the identical proforma. Officer-in-charge of Missing persons squad shall be responsible for maintenance of this register. All information about missing persons received either directly from the members of the public or from officer-in-charge of Police stations shall be entered Police station-wise in this register and regular scrutiny of the register will enable the District officer-in-charge of Missing persons squad to ascertain if adequate efforts are being made to trace out the missing persons.

The following guide lines are issued for dealing with missing information:

1. The informant should invariably be asked to report to the Police Station as soon as the missing person returns.
2. The informant should be asked to furnish a photograph of the missing person, if it is at all available.
3. All missing information should be referred to DIG, CID with photographs and physical description for wide circulation through the news paper, All India Radio and the Criminal Intelligence Gazette.
4. A copy of the missing information should also be sent to the local D.D. Unit.
5. Superintendent of Police should send all proposals for newspaper publication of missing information to DIG, CID instead of sending them direct to the Director of Information and Cultural Affair.
6. Officer-in-charge of Police Stations should ask whenever any of the officers or Constables under him go out to certain areas to take note of all the pending missing information relating to that area for enquiry and verification.

S.C. Chaudhuri
Inspr. Genl. of Police
West Bengal

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POLICE ORDERS— 1980

Police Order No. 01 of 1980

Sub:- Issue of District/Battalions Orders relating to Police Personnel.

It has come to the notice of the Directorate that in many instance copies of District/Battalion Orders relating to transfers are not issued to the Police Personnel.

It is, therefore, ordered that henceforth copies of District/Battalions Orders in all matters including transfers relating to the Police Personnel should be furnished to the Police personnel concerned.

By Order
S.N. Mukherjee, Registrar
West Bengal Police Directorate

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Police Order No. 02 of 1980

Sub:- Frequent and Mid-term transfer of Police personnel restrictions on.

Mid -term transfers as well as frequent transfer of Police personnel should be avoided as far as practicable in accordance with the instructions laid down in Regn. 835 of P.R.B. Vol.-I, 1943. All officers and men should be allowed the normal tenure of stay in a particular unit or post unless there are exigencies due to sickness or leave or unavoidable administrative reasons, to be recorded in writing which make it imperative to order such mid-term transfers.

S.C. Chaudhuri
Inspector General of Police,
West Bengal

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Police Order No. 03 of 1980

Sub:- Drawal of Cash allowance in lieu of cooked food to Police Personnel of and below the rank of Sub-Inspector/Sergeant deployed for duty for more than eight hours a day at a stretch.

All Police personnel of and below the rank of S.I./Sergeant who are employed for duty on any emergent occasion for more than eight hours at a stretch without relief are entitled to have cash allowances in lieu of cooked food @Rs. 4/- per head per diem in terms of G.O. No. 3635-PL dated 17.06.75 as modified vide G.O. No. 6805-PL dated 06.08.79. So merely working in Police Stations and town out posts for more than eight hours at a stretch will not entitle Police Personnel the benefit of cash allowance. No daily allowances is admissible to an officer who is given cash allowance in lieu of cooked food.

SPs/COs concerned are directed to submit proposals to the Inspector-General of Police, West Bengal for the sanction of payment of cash allowance in lieu of cooked food to Police officers & men of and below the rank of Sub-Inspector/Sergeant deployed on prolonged duties at a stretch without relief exceeding eight hours whenever such occasions arise in future.

S.C. Chaudhuri
Inspector General of Police,
West Bengal

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Police Order No. 04 of 1980

Sub:- Re-organization of CID, West Bengal.

In partial modification of P.O. 17 of 1976, it is now ordered that the Special Supdts. of Police CID, West Bengal shall now be designed as Special Supdt. of Police (I), Special Supdt. of Police (II) and Special Supdt. of Police (III) in order of seniority instead of Special Supdt. of Police (North), Special Supdt. of Police (South) and Special Supdt. of Police (Central).

S.K. Mitra
Inspector General of Police
West Bengal

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POLICE ORDERS– 1981

Police Order No. 01 of 1981

Sub:- Recruitment of Ministerial Staff –Procedure.

Procedures to be followed in connection the recruitment of ministerial staff [excluding Stenographers) in the regional and District officers.

It has come to notice of the I.G. of Police that no uniform policy is being observed in connection with the recruitment of L.D. Clerks in the regional and district offices from the from open market through employment exchange.

I.G of Police desires that a uniform policy may be followed for recruitment of L.D. clerks in the officers of the DIGs/SPs/Commandants throughout West Bengal.

It has been decided by the I.G of Police that the following method may be observed for recruitment of L.D Clerks in the Range/District/Units.

The Written test of all the candidates within the prescribed age limit received through Employment exchange may be taken in the following manner -

Test	Full Marks	Qualifying Marks
Essay Writing	50	20
Precise Writing	25	10
Elementary Arithmetic of 10 th Standard(5 questions)	25	15
General Knowledge	50	15

The candidates obtaining qualifying marks in the written test may be put through a Typing test of small passage in English/Bengali not exceeding 20 lines. The minimum speed in Typing Test may be 20 words per minute both in English and Bengali Type Writing.

A panel of candidates grading them according to merit may be drawn up and appointment may be made to the post of L.D Clerks from the panel according to merit. It must be borne in mind that the panel of such candidates may be valid for that year only.

S. Basu
Inspector General of Police
West Bengal

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POLICE ORDERS– 1982

Police Order No. 01 of 1982

Sub:- Rules for District Sports and Puja Funds.

In partial modification of Police order No. 25 of 1954 the Director General & Inspector General of Police directs that in view of prevailing price-index the rate of voluntary subscriptions for Pujas be increased by 50% in each rank. As such the rate of subscription in a year shall not exceed following maxima:

	Rs.	P.
SP/Addl. SP	15	00
ASP/Dy. SP	7	50
Inspector	5	25
Sub-Inspector	3	75
ASI/HC	2	25
Naik/Const.	1	50
Clerks (U.D)	3	75
Clerks (L.D)	2	25

G. Majumder
Director General & Inspector General of Police
West Bengal

(Also see Police Order No. 02 of 2001)

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POLICE ORDERS 02& 03 OF 1982
NOT AVILABLE

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POLICE ORDERS- 1983

Police Order No. 01 of 1983

Sub:- Duties of Deputy Inspector General of Police, Tele-communication.

As a separate post of Deputy Inspector General of Police, Wireless has since been created in G.O. No. 2676-P & AR (P) dated 28.07.82 and re-designated as Deputy Inspector General of Police, Tele-communication in G.O. No. 30-P & AR (P) dated 06.01.83 the D.I.G., Tele-communication will, subject to the general control of the DG & IGP, West Bengal exercise Supervision over the work of the S.P. Wireless, West Bengal who has direct control over the Police Wireless personnel and staff working in different parts of West Bengal. For this purpose, the Superintendent of Police, Wireless, West Bengal will be under the direct administrative control of the D.I.G., Tele-Communication whose jurisdiction will also extend over the Police Wireless personnel and Staff throughout the whole of West Bengal.

By Order
G.C. Das, Registrar
West Bengal Police Directorate

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Police Order No. 02 of 1983

Sub: Effective representation of West Bengal Police in all Civil, Criminal or Constitutional matters in the Hon'ble High Court at Calcutta.

In order to ensure effective representation of West Bengal Police in all Civil Criminal or constitutional matters in the Hon'ble High Court at Calcutta the Director General and Inspector General of Police has in the interest of administration ordered that Shri R.N.Bhattacharya, IPS Special Inspector General of Police, Crime shall remain in charge of any or all work relating to supervision of any or all the above matters at the Hon'ble High Court at Calcutta in which the Director General and Inspector General of Police West Bengal or any of his Sub-ordinate superior officers has been asked to respond . He will be assisted in this work by Shri S.K.Singh, IPS, Dy. Inspr.-General of Police, Enforcement Branch, West Bengal.

This will however not interfere with the usual administrative work in the West Bengal Police Directorate regarding all the above matters.

G. B. Majumder
Director General & Inspector General of Police
West Bengal

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Police Order No. 03 of 1983

Sub:- Promotion of Constables to the rank of Head Constables.

It has been observed that the scope of promotion of Constables to the rank of H.Cs (U.B) even after they had qualified in the prescribed departmental Examination and their names had been entered in the Dist. Approval lists is not the same in all the Dist. This is primarily because the sanctioned strength of H.Cs (U.B) varies considerably from one dist. to another. Furthermore, Constables of the Armed Police Brigade have no scope of promotion as there is no sanction of such posts in the Battalions, while their juniors borne in the D.A.L.s of the dist. often get the benefit of promotion much sooner.

2. The matter has been closely examined and the following distribution for tagging SAP Battalions and other function all units to the Ranges as stated and designated exclusively for the purpose of affording maximum opportunity to all qualified candidates for promotion to the rank of H.Cs (U.B) is hereby ordered. This arrangement will be effective from the date of the issue of this order.

- i) Presidency Range:- All districts of the Range and SAP I, SAP II, SAP III & SAP VI Bns.
- ii) Burdwan Range :- All districts of the Range and SAP V, SAP VII, SAP IX, & SAP XI Bns.
- iii) Jalpaiguri Range:- All districts of the Range & SAP IV & SAP X Bns.
- iv) Tr. & Rlys. Range:- All districts of the Range & SAP VIII Bns.
- v) CID Range:- CID, IB, EB, PCC, PTC, PD Wireless.

The Dists/Units will forward the names of qualified candidates along with the total marks obtained by each candidate in Written Exam. Test and Length-Cum-record of service (to be decided after holding necessary Board by Dist./Unit) to the respective DIGs of the Ranges to which their dists./Units have been tagged.

3. The Special IGP (Crime) [in case of CID Range] and the other Range DIGs will thereafter prepare a consolidated Range List of candidates in order of marks obtained by each where form promotion should be given as & when vacancies arise. The seniority of a candidate who qualified in Written Exam./Test and length cum record of service in the previous years will be above those who qualified in the subsequent years.

R.K.Bhattacharyya
Director General & Inspector General of Police
West Bengal

(Also see Police Orders No. 11 of 1990, 02 of 1993& 01 of 1997)

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Police Order No. 04 of 1983

Sub:- Granting benefit for 18 years continuous and satisfactory service under WBS (ROPA) Rules, 1981.

In pursuance of Rule 9 of West Bengal services (Revision of Pay and allowance) Rules 1981 as published in Finance (Audit) Department Memo No. 5691F dated 28.07.1981 a Government employee who has not got a single promotion or appointment in any higher grade in the same service or post even after completion of 18 years continuous and satisfactory service, shall be placed in the immediate next higher scale or pay as shown in part B of Schedule 1 of the said Rules his designation however remaining unchanged . Further clarifications on the complications arising out of the above provision have been received from the Government.

2. The DG & IGP, West Bengal after taking into account all the aspects in this regard has therefore ordered that all members of West Bengal Police Force after completion of 18 years of continuous and satisfactory service and in the event of non receipt of promotion due to lack of avenue for promotion or promotional post on 01.04.1981 or on a date subsequent to it shall be placed in the next higher scale of pay as shown in the table below. Appointment to posts in the New/Intermediate Selection Grade shall not be treated as promotion to the next higher rank for the purpose of this Rule. Passing of departmental examination in order to be eligible for promotion (to the next higher rank) shall not be a condition precedent for getting the benefit of this Rule (i.e. getting the next higher scale of Pay).

3. Rank and scale of pay	Next higher scale of pay admissible
1. Constable	
Rs. 260-7-295-8-311-10-421-12-481-14-537 (Scale No. 4)	Rs. 280-8-304-10-394-12-442 15-577-20-617 (Scale No. 5)
2. ASI/W ireless Operator	
Rs. 300-10-400-15-565-20-685 (Scale No. 6)	Rs. 340-10-400-15-550-20-750 (Scale No. 7)
3. SI/Sergt/Wireless Supervisor Grade II	
Rs. 380-15-500-20-700-25-850-30-910 (Scale No. 9)	Rs. 425-15-485-20-685-25- 735-30-895 (Scale No. 10)

4. The Driver Constables who have been re-designated as Police Driver are not eligible to get the benefit of next higher pay as they are already enjoying the higher pay scale of Head Constables through their rank remains that of a Constable.

5. All local officers are hereby ordered to dispose of the cases of individuals according to the instructions laid down above.

R.K.Bhattacharyya
Director General & Inspector General of Police,
West Bengal

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Police Order No. 05 of 1983

Sub:- Training of Constables of the West Bengal Police in Motor Driving Course at D.G's M.T.Pool, Barrackpore.

All SPs/ COs shall maintain a waiting list of all eligible constables who are willing to undergo the training in Motor Driving Course at DG's M.T.Pool, Barrackpore. Names should be entered in the list as soon as application is received.

2. Nominations for the above training shall be made strictly on the basis of seniority. Preference may be given to in exceptional cases those who are in possession of valid Driving Licenses.

3. Nominations for the Training Course, shall be made by the concerned DIG in consultation with the concerned SPs/COs.

4. No Constable who is medically unfit shall be selected for undergoing the training. Such trainees should be medically examined by the C.M.O.H. of the District before they are sent for the Driving course. A certificate that-

i) the candidate is physically fit in all respects.

ii) he is not suffering from Blood Pressure of Heart disease.

iii) he has a good vision and does not suffer from Colour and night blindness, shall have to be furnished by the C.M..O.H..

5. A trainee shall not be over 35 years of age. He must have read up to Class-VII. He should be able to write Bengali/Hindi and English alphabets and numbers.

6. The minimum height for a Hillman shall be 5'-3" and for others 5'-6". Relaxation up to 5'-4" may be allowed if he possess driving licence and is otherwise fit.

R.K.Bhattacharyya
Director General & Inspector General of Police,
West Bengal

[Per(A)/248-83(Pt.)]

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POLICE ORDERS – 1984

Police Order No. 01 of 1984

Sub:- Identification of Dead Bodies in Unnatural Death Cases and its Investigation and Working of the Missing Persons Squad.

There have been instances of lack of co-ordination between the officers making enquiries/ investigation in U.D. cases, concerning unidentified dead bodies and the officers enquiring into the whereabouts of the missing persons, particularly when these officers belong to different Police Stations in the same district as well as two different districts. The delay involved in identification of dead bodies, in suspicious cases is due to failure on the part of the police officers to follow the existing instructions at every stage, details of which are given in the appendix. The lack of co-ordination between the officers of different districts on the one hand and the lack of close co-operation between the district officers and the Missing Persons Bureau of the C.I.D., West Bengal on the other are often noticed. This results in a lot of confusing evidence, oral, circumstantial, and in the shape of expert's opinion, supporting as well as contradicting the story of suicide, homicide or accidental death.

2. The salient points with regard to identification of dead bodies in unnatural death cases should be borne in mind by the police officers, so as to link up the missing persons in one area to the find of unidentified dead body, in suspicious circumstances, in the other area. The Missing Persons Squad of the districts and the Missing Persons Bureau of the C.I.D., West Bengal, must co-ordinate their activities in an effective manner to achieve the best possible results in minimum time, so that the police officer, who finds an unidentified dead body, may not grope in the dark regarding the cause of death and especially about the identification of the dead body. For this purpose, instead of waiting for six weeks for sending the first report to the MPB of the CID, West Bengal, the MPSs of the districts should immediately send the necessary details in Proforma "A1" regarding missing persons and in Proforma "A2" regarding persons recovered but who cannot be identified/connected. The Officers-in-Charge of Police Stations should also report directly to MPB, CID, West Bengal in Proforma 'A3', regarding unidentified dead bodies (as prescribed in Part XVII of the Rules of Business of CID, West Bengal), besides giving a copy of the Proforma 'A3' to DC, DD, Calcutta and to MPSs of the neighboring districts, besides the MPS of their own districts. As soon as the dead body is identified, similar reports will have to be sent immediately to all concerned to whom earlier information were sent.

3. The 'Surathal Report' should be prepared by the Police officer immediately after the find of the dead body, in suspicious circumstances immediately, if necessary in strong artificial light, even petromax, without waiting for the day light. The thumb impression at least, if not finger prints should be taken for supplying to the Finger Print Bureau of the CID, who maintain the record of thumb impressions of the missing persons for purpose of identification. Needless to say, the physical evidence near about the place, where the dead body is found, should be collected carefully and sent to the experts for their opinion. The dead body will have to be photographed and then sent for the PM examination without delay.

4. For proper identification in the MPB of the CID, the detailed descriptive roll (vide Appendix – X of the PRB Vol.-II) particularly the physical peculiarities and identifications marks, wearing apparel, age, sex, religion should be taken by the police officers with the utmost care and sent through the MPS of the district, to MPB, CID, West Bengal and to DC, DD, Calcutta. The Police officers enquiring into the UD cases will be submit case diaries, if the enquiries/ investigations last for more than 24 hours as laid down in Rule 299(C) of PRB, Vol-1. These case diaries should be submitted

regularly and timely and should be checked up by the CI thoroughly, with a view to getting the enquiries made in the right direction. Superior officers, supervising the UD Cases, should go deep into the matter and make sure that the investigation is carried on with as much importance and thoroughness as in a case of murder. The contradictions, if any, in the reports of the experts, for example, in the chemical examination of the Viscera, the report of the P.M. examination, the oral evidence as well as the evidence collected from other physical evidence like handwriting, bloodstains, hairs, weapons of offence etc., may be analyzed so as to come to plausible conclusion about the cause of death.

5. To help the investigation, the MPSs of the district and the MPB of the CID, West Bengal should make their enquiries within the least possible time by comparing the photographs of the dead body with the photos of the missing persons, by comparing the fingerprint of the dead body with those of the missing persons, by tallying the missing persons physical characteristic with those of the unidentified dead bodies so also the other physical peculiarities, sex, age group, religion, etc., should be compared. The alphabetical index cards of missing persons and index cards relating to physical peculiarities and special peculiarities of the missing persons and of the unidentified dead bodies should be maintained by the district MPSs and the MPB of CID, West Bengal for facility of checking up with the information of unidentified dead bodies and missing persons received.

6. The I.O.s should immediately convey any information on clue relating to identification of the dead body to the officer –in-charge of the concerned Police station directly as well as to MPB to the CID West Bengal without loss of time, to make investigation purposeful. Similarly whatever extra information, through press, radio, photos in the CIG and through interrogation of the persons or examination of the physical objects is made available by the I.O.s, it should be passed on to the M.P.Ss of the districts, D.C., D.D. Calcutta and the M.P.B. of the C.I.D, West Bengal. This give and take method of exchanging information expeditiously will widen the possibility of quicker identification and more purposeful investigation.

7. The superior officer should ensure compliance of these instructions and also those issued from time to time. These instructions have been summarised in the appendix for the guidance of officers. It should be understood by all that tracing of such missing persons and identification of dead bodies will go a long way in better police-public relations and will certainly improve the image of the police before the public and the administration.

D.N.Pandey
Spl. Inspector General of Police (O)
West Bengal

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Police Order No. 02 of 1984

Sub:- Ensuring the security of Rifles & Revolvers issued to the Policemen.

In recent months revolvers & rifles have been snatched by criminals from plain clothed & uniformed policemen on or off duty. All ranks are accordingly warned against carrying arms in negligent manner which may render it possible for anti socials & criminals to snatch them away. Alertness and proper caution will go a long way in successfully preventing any attempts of forcible snatching of arms from Policemen.

For better security of Government weapons it ordered that a small arm must be secured to the person to whom it is issued with a lanyard and a rifle or musket should be secured to the belts of the Policemen with chains. One end of the chain will be secured to the belt and the other end to the trigger guard of the weapon. It is further

ordered that no armed man will ever go out alone. Whenever moving out armed Constables should be at least in groups of twos. This will not, however, apply to Police officers and Constables when they move in vehicles accompanying dignitaries for protection duty.

R.K.Bhattacharyya
Director General & Inspector General of Police
West Bengal

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Police Order No. 03 of 1984

Sub:- Responsibilities of the Duty Officer placed in temporary charge of a Police Station.

Rule 206 of the P.R.B states that if a second and third S.I. is posted to a Police Station he can, subject to the general responsibility of the officer-in-charge, relieve the latter of those portions of his work and those investigations which may be made over to him. Rule 207 (a) of the P.R.B defines the role of an Assistant Sub-Inspector posted at the Police stations. He is to relieve the investigating S.I. of clerical and routine duties.

In spite of the above provisions of the P.R.B, it has been observed that the Police Station is sometimes left under the charge of the sentry constable, particularly during night, when informants are not able to contact any officer to lodge F.I.R. or any other urgent information where action may be required to be taken without any loss of time. The officer-in-charge may remain present at his residence during night time but he should make arrangements for detailing a duty officer, to remain physically present at the Police Station during day and night by shifts so as to communicate all important information immediately to him and the C.I. besides recording them in the General Diary at the time when it is actually reported (Rule 377(b) of P.R.B). The officer-in-charge has to detail an officer of the rank of A.S.I. specially to write the General Diary (Rule 207(b) of P.R.B) if no officer of the rank of S.I. is present at the Police Station.

2) The duty officer may be of the rank of S.I. or A.S.I. in the absence of the O/C depending on his seniority and availability of officers. On no account should such duty officer leave the thana premises physically even during the night, if detailed for the night shift. The O/C should arrange 4 hourly shift duty or suitable hours of shift duty, depending on local conditions so that the duty officer remains on duty in uniform during that period to receive visitors/telephone calls and initiate actions promptly on the reports received keeping the O/C informed of all important matters. He will make all necessary entries of a routine nature in the General Diary. Important matters will be noted by the senior most S.I. or Inspector present at the P.S.

3) Information about officers arriving at or leaving the Police Stations shall be recorded by the officers themselves.

4) When a cognizable offence is reported it shall be immediately recorded by the officer-in-charge or in his absence by the senior most Sub-Inspector present. In the absence of all Sub-Inspectors the Duty officer if an Assistant Sub-Inspector shall enter the charge in the Crime Register and draw up an F.I.R. The officer who draws up an F.I.R shall himself make the connected entry in the General Diary.

R.K.Bhattacharyya
Director General & Inspector General of Police,
West Bengal

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Police Order No. 04 of 1984

Sub: Persons whose finger prints are to be taken for search.

Regulation 493 of P.R.B Vol.-1 lays down a mandatory provision that Court Sub-Inspectors shall take and forward for search to the Finger Print Bureau, CID the finger prints of every unidentified person arrested as a suspect or under-trial on a criminal charge of an offence punishable with vigorous imprisonment for a term of one year or more. For this purpose every person in custody whose true name, parentage, residence and antecedents have not been satisfactorily established at the time of his first production in court will be considered to be unidentified.

It is, however, found that the arrested accused persons are not being marked as "Unidentified" when they are forwarded to courts although their character and antecedents are not verified. This defeats the very objective of P.R. work in courts and the real identities of the arrested persons remain unverified.

It is, therefore, ordered that all investigating officers and court police officers should henceforth, strictly comply with the provisions of Regulation 493 of PRB Vol.-I. All SPs and SRPs are directed to see that O/Cs of Police Stations and court officers entrusted with P.R. work implicitly obey the above instructions.

R.K.Bhattacharyya
Director General & Inspector General of Police
West Bengal

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POLICE ORDERS- 1985 - NOT AVAILABLE

POLICE ORDERS – 1986

Police Order No. 01 of 1986

Sub: Keeping a full physical description of arrested accused persons in “All Arrests Register”.

It is laid down in Regn. 323A of P.R.B Vol-I, 1943 that a register in W.B.P. Form No. 56A shall be kept at all Police Stations for recording persons arrested in their jurisdictions in order to enable the Thana officers and their superiors to see in a convenient form the action taken about the persons arrested.

Column 1 to 4 of the above form should be filled up as early as possible. Column 2 of the said form contains name and other particulars of the persons arrested.

For proper identification of pseudonymous arrested criminals and in the interest of having viable and effective computerisation of criminal records it is absolutely necessary to keep an accurate physical description of the arrested criminals on record in column 2 of the above form in the aforesaid Register by all officers-in-charge of Police Stations.

It should be therefore, ensured by all O/Cs of Police Stations and other supervising officers that accurate description of the arrested criminals are invariably kept while making entries in Column 2 of the above mentioned register. The district S.Ps (including SRPs) and the Range D.I.Gs will verify during their periodic visit and annual inspections that the above order are properly implemented.

R.K.Bhattacharyya
Director General & Inspector General of Police
West Bengal

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POLICE ORDERS – 1987

Police Order No. 01 of 1987

Sub: Allocation of duties amongst 3 (three) Dy. Inspr. Genl. of Police, Armed Police.

In supersession of the Police Order No. 3 of 1982, the supervisory duties amongst the three Deputy Inspr. General of Police of Armed Police are allocated as follows:

1. Dy. Inspr. General of Police, Armed Police with head quarters at Barrackpore.
 - i) SAP 1st Bn. Barrackpore
 - ii) SAP 2nd Bn. Barrackpore
 - iii) SAP 3rd Bn. Barrackpore
 - iv) SAP 6th Bn. Barrackpore
2. Dy. Inspr. General of Police, Armed Police with head quarters at Durgapur.
 - i) SAP 5th Bn. Durgapur
 - ii) SAP 7th Bn. Satgram, Asansol
 - iii) SAP 11th Bn. Purulia
3. Dy. Inspr. Genl. of Police, Armed Police with headquarters at Raiganj.
 - i) SAP 4th Bn. Kasba, Raiganj
 - ii) SAP 8th Bn. Barrackpore
 - iii) SAP 9th Bn., Sandhya, Nadia
 - iv) SAP 10th Bn. Jalpaiguri

The work of supervision of the E.F.R Bns. viz. EFR 1st Bn., EFR 2nd Bn. and EFR 3rd Bn. will vest in Inspr. Genl. of Police, Armed Police, West Bengal until further order.

R.K.Bhattacharyya
Director General & Inspector General of Police
West Bengal

(Note : Police Order No. 03 of 1982 is not available)

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Police Order No. 02 of 1987 (Not Available)

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Police Order No. 03 of 1987

Sub:- Promotion of ASIs to the rank of SIs (U.B.).

It has been observed that the scope of promotion of ASIs to the rank of SIs (U.B.) even after they had qualified in the prescribed departmental examination, is not the same in all the Districts/Units. This is primarily because the sanctioned strength of SIs (UB) varies considerably from one district/unit to another district/unit. Furthermore, ASIs of the Armed Police Brigade/SAP Bns. have little scope of promotion as the number of posts of S.Is (U.B.) in the battalions is very few, and as a result their juniors borne in the RALs of Ranges often get the benefit of promotion much quicker. It has also been observed that IB/CID/EB/PTC and such other units require experienced SIs instead of fresh appointees. As such ASIs of these units should be posted out to districts as a general rule to gain experience of work as SIs.

The matter has been closely examined and the following distribution for the tagging SAP Bns. and other functional units to the Ranges, as stated and designed exclusively for the purpose of affording proper and adequate opportunity to all qualified candidates for promotion to the rank of SIs (U.B.), is hereby ordered.

- | | |
|-----------------------|--|
| 1. Presidency Range | : All dists. of the Range and IB/CID/EB/
PCC/PD/Telecom/PTC |
| 2. Burdwan Range | : All dists. of the Range and SAP 5 th /SAP 7 th
and SAP 11 th Bns. |
| 3. Jalpaiguri Range | : All dists. of the Range and SAP 4 th /SAP9 th
and SAP 10 th Bns. |
| 4. Traffic & Railways | : All GRP dists. and SAP 1 st /SAP 2 nd /SAP
3 rd /SAP 6 th /SAP 8 th Bns. |
| 5. Darjeeling Range | : Darjeeling District. |

Range approved lists should be prepared accordingly.

This arrangement will be effective from the date of the issue of this order.

R.K.Bhattacharyya
Director General & Inspector General of Police
West Bengal

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Corrigendum

Please read Police Order No. 2 of 1987 regarding re-grouping of Ranges by tagging SAP Bns. and other functional units to the Ranges for promotion of ASIs to the Rank of S.I. (U.B) communicated under this office Memo no. 1720 (52) Per/A dtd. 12.05.87 as Police Order No. 3 of 1987.

S. Mookherjee
Asstt. Inspector General of Police
West Bengal

(Note: Other Police Order No.2 of 1987 is not available;
Also see Police Order No. 05 of 1993& 02 of 1994)

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Police Order No. 04 of 1987

Police officers and men who voluntarily join the Police Welfare Scheme introduced by the Govt. of India are liable to contribute Rs. 100 or more per month for twelve months in succession. It is, therefore, ordered that the above contribution will be deducted from their salary for twelve consecutive months and deposited with the nearest branch of the State Bank of India and separate account maintained in all offices of the West Bengal Police.

R.K.Bhattacharyya
Director General & Inspector General of Police
West Bengal

MAKE A FORTUNE

By joining State Bank's Police Welfare Scheme

The earlier you start, the more you get.

As soon as you join, Rs. 100 will be deducted from your salary for just 12 months. After a year all contributions from you stop.

And your money starts growing.

While you are busy guarding law and order in the country, dealing with dangerous dacoits and violent riots your money continues to multiply.

Rs. 1200 becomes a whopping amount.

After 37 years, when it's time for you to retire, State Bank will give you what you need most the capital to do what you want to do. Just relax and earn interest on your capital or start a dairy or poultry farm or may be even a shop.

Should you desire to wait a little longer another three years- the amount will be more than one and a half times that you get after 37 years.

Extra loan facilities

What's more, once you join the scheme you can use State Bank's loan facilities. To get yourself a cycle or a new sewing machine for your wife!

It's like having a son.

Come to think of it, State Bank Police Welfare Scheme is a lot like having a son. A loving and caring son who will tend to your every need and comfort. With help when you need it most. In your old age.

Years for which Special Term Deposit remains with Bank	Yearly Interest Rs.	Maturity Value Rs.	Years for which Special Term Deposit remains with Bank	Yearly Interest Rs.	Maturity Value Rs.
1	110.62	1,367.62	21	1,262.30	12,275.15
2	134.49	1,502.11	22	1,406.99	13,682.14
3	188.55	1,690.66	23	1,568.26	15,250.40
4	175.35	1,866.01	24	1,748.02	16,998.42
5	296.66	2,162.67	25	1,948.38	18,946.80
6	248.26	2,410.93	26	2,171.70	21,118.50
7	275.91	2,686.84	27	2,420.62	23,539.12
8	307.96	2,994.80	28	2,698.08	26,237.20
9	343.16	3,337.96	29	3,007.34	29,244.54
10	382.76	3,720.72	30	3,352.04	32,596.58
11	426.47	4,147.19	31	3,736.26	36,332.84
12	475.36	4,622.55	32	4,164.51	40,497.35
13	529.84	5,152.39	33	4,641.85	45,139.20
14	590.58	5,742.97	34	5,174.10	50,313.30
15	658.26	6,401.23	35	2,766.74	56,080.04
16	733.74	7,134.94	36	6,427.96	62,508.00
17	817.82	7,952.76	37	7,164.73	69,672.73
18	911.55	8,864.31	38	7,985.97	77,658.70
19	1,016.04	9,880.35	39	8,901.32	86,560.02
20	1,132.50	11,012.85	40	9,921.61	96,481.63
				<i>Effective from 27-05-85</i>	

No. of years of service left	Amount received on maturity Rs.	No. of years of service left	Amount receivable on maturity Rs.
21	11,012.85	30	29,244.54
22	12,275.15	31	32,596.58
23	13,682.14	32	36,332.84
24	15,250.40	33	40,497.35
25	16,998.42	34	45,139.20
26	18,946.80	35	50,313.30
27	21,113.50	36	56,080.04
28	23,539.12	37	62,508.00
29	26,237.20		

It is not too late even for people who have been in service for some years.

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POLICE ORDERS – 1988

NOT AVAILABLE

POLICE ORDERS – 1989

NOT AVAILABLE

POLICE ORDERS – 1990

Police Orders No. 01 to 09 of 1990 (Not Available)

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Police Order No. 10 of 1990

Sub:- Preparation of R.A.L. of Constables for promotion to the Rank of A.S.I.

With the abolition of Darjeeling Range and splitting up of Burdwan Range into Midnapore Range and Burdwan Range, it has been decided to re-group the Ranges as follows for the purpose of ensuring promotion to the rank of A.S.I.

(1) Presidency Range	: The districts of North 24 Parganas/South 24 Parganas/Nadia/Murshidabad/Howrah/ SAP 1 st Bn./SAP 2 nd Bn./SAP 3 rd Bn./SAP 6 th Bn. /Hqrs., DIG AP Bkpore
(2) Burdwan Range	:The districts of Hooghly/Birbhum/Burdwan/SAP 5 th Bn./7 th Bn./9 th Bn./Hqs. AP Durgapur
(3) Midnapore Range	: The districts of Midnapore/Bankura/Purulia /SAP 11 th /SAP 13 th Bn.
(4) Jalpaiguri Range	: The districts of Darjeeling /Jalpaiguri/Cooch Behar/Malda/West Dinajpur/SAP 4 th Bn./10 th Bn./ Hqrs. DIG AP Raiganj.
(5) Railway Range	: The districts of Sealdah GRP/Howrah GRP/Siliguri GRP /SAP 8 th Bn.
(6) CID Range	: I.B./ CID/ E.B./ PCC/PTC/Telecom W.B/ State Crime Records Bureau

2. This is in supersession of this office Memo No. 3268 (41) Per/A dt. 09.12.81

(A.P. Mukherjee)

**Director General & Inspector General of Police
West Bengal**

(Also see Police Order No. 04 of 1993)

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Police Order No. 11 of 1990

Sub:- Preparation of R.A.L. of Constables for promotion to the Rank of Head Constable (Unarmed Branch).

With the abolition of Darjeeling Range and splitting up of Burdwan Range into Midnapore Range and Burdwan Range, it has been decided to re-group the Ranges as follows for the purpose of ensuring promotion to the rank of Head Constable (Unarmed Branch):-

(1) Presidency Range	: The districts of North 24 Parganas/South 24 Parganas/Howrah/Dum Dum Airport Nadia/Murshidabad/SAP 1 st Bn./SAP 2 nd Bn./SAP 3 rd Bn./SAP 6 th Bn./Hqrs., DIG AP Bkpore
(2) Burdwan Range	: The districts of Hooghly/Birbhum/Burdwan/SAP 5 th Bn./SAP 7 th Bn./Hqs. AP Durgapur
(3) Midnapore Range	: The districts of Midnapore/Bankura/Purulia /SAP 11 th /SAP 13 th Bn.
(4) Jalpaiguri Range	: The districts of Darjeeling /Jalpaiguri/Cooch Behar/Malda/West Dinajpur/SAP 4 th Bn./SAP 10 th Bn./SAP 12 th Bn./ Hqrs. DIG AP Raiganj.
(5) Railway Range	: The districts of Sealdah GRP/Howrah GRP/Siliguri GRP /SAP 8 th Bn.
(6) CID Range	: I.B./ CID/ E.B./SCRB/ PCC/PTC/Telecom W.B/ Police Directorate

2. This is in supersession of P.O. No. 3 of 1983 communicated under this office Memo No. 2189 (50) Per/A dt. 23.08.83 and Org. No. 2847 Per/A dtd. 16.09.83.

(A.P. Mukherjee)
Director General & Inspector General of Police
West Bengal

(Also see Police Order No. 02 of 1993& 01 of 1997)

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POLICE ORDERS – 1991

Police Order No. 01 of 1991 (Not Available)

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Police Order No. 02 of 1991

Sub:- Signing Appointment Certificates of directly recruited S.I.s

As per Section 8 of Police Act, 1861, every Police Officer appointed to the Police Force other than an officer mentioned in Section 4 of the said Act shall receive on his appointment a certificate in the form annexed to the Act, under the seal of the IGP or such other officer as the IGP shall appoint, by virtue of which a person holding such certificate shall be vested with the powers, functions & privilege of a Police Officer.

Under Rule 742(1) of the P.R.B. the power of signing appointment certificates of directly recruited S.I.s was delegated to the Principal, P.T.C., W.B. Barrackpore. It is now ordered that henceforth, the Principal, D.T.S, W.B. Barrackpore is also authorized to sign the appointment certificates of directly recruited S.I.s of both Armed & Unarmed Branches.

A.P. Mukherjee
Director General & Inspector General of Police
West Bengal

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POLICE ORDERS – 1992

NOT AVAILABLE

POLICE ORDERS – 1993

Police Order No. 01 of 1993

Sub : Inclusion of PTC Range into A.P. Brigade, Barrackpore Range for promotion of HCs(AB) to the rank of SI(AB).

It has been observed that the scope of promotion of HCs(AB) to the rank of SI (AB) is not the same in all the District/Units. This is primarily because of the fact the sanctioned strength of S.I.s(AB) varies considerably from one Dist./Unit to the other. It has come to notice that HCs (AB) now posted in the Police Training College, Barrackpore have little scope for promotion as the number of posts of SI (AB) there, is too small to provide any such scope. The matter has been closely examined and the Police Training College Range is hereby tagged with the Armed Police Brigade, Barrackpore Range exclusively for the purpose of affording an equitable opportunity to all qualified candidates for promotion to the rank of SI (AB).

This arrangement will be affective from the date of the issue of this order.

Range Approved List of Armed Police Brigade, Barrackpore should be drawn up accordingly.

A.Ghatak
Director General & Inspector General of Police
West Bengal

(Also see Police Order No. 03 of 1993)

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Police Order No. 02 of 1993

Sub:- Preparation of R.A.L. of Constables for promotion to the Rank of Head Constable (Unarmed Branch).

In view of splitting up of Jalpaiguri Range into Jalpaiguri Range and Malda Range, bifurcation of West Dinajpur district into Uttar Dinajpur dist. and Dakshin Dinajpur dist. and creation of Midnapore Range it has been decided to regroup the Districts/Units as follows for the purpose of ensuring promotion to the rank of Head Constable (Unarmed Branch).

(1) Presidency Range	The districts of North 24 Parganas/South 24 Parganas/Howrah/Dum Airport/Nadia/Murshidabad/SAP1 st Bn./SAP 2 nd Bn./SAP 3 rd Bn./SAP 6 th Bn. /Hqrs., DIG AP Bkpore
(2) Burdwan Range	The districts of Hooghly/Birbhum/Burdwan/SAP 5 th Bn./7 th Bn./Hqs. DIG AP Durgapur
(3) Midnapore Range	The districts of Midnapore/Bankura/Purulia /SAP 11 th /SAP 13 th Bn.
(4) Malda Range	The districts of Malda/Uttar Dinajpur/Dakshin Dinajpur/SAP 4 th Bn. /SAP 9 th Bn.
(5) Jalpaiguri Range	The districts of Darjeeling /Jalpaiguri/Cooch Behar/SAP 10 th Bn./12 th Bn./ Hqrs. DIG AP Raiganj.
(6) Railway Range	The districts of Sealdah GRP/Howrah GRP/Siliguri GRP /SAP 8 th Bn.

(7) Intelligence Branch	CID/E.B./IB./Police Computer Centre/ /Police Training College/State Crime Record bureau /Telecom W.B/ P D.
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2.This is in supersession of all previous Police Orders in this respect.

(A.Ghatak)
Director General & Inspector General of Police
West Bengal

(Modified vide Police Order No. 01 of 1997)

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Police Order No. 03 of 1993

Sub:- Preparation of R.A.L. of HCs (AB) for promotion to the Rank of Ar. SI.

In view of abolition of Darjeeling Range and splitting up of (a) Burdwan Range into Burdwan Range and Midnapore Range (b) Jalpaiguri Range into Malda Range and Jalpaiguri Range and (c) West Dinajpur District into Uttar Dinajpur and Dakshin Dinajpur districts it has been decided to re-group the districts/units as follows for the purpose of ensuring promotion to the rank of Sub-Inspector (Armed Branch):-

1	Presidency Range	All the districts of the Range
2	Burdwan Range	All the districts of the Range
3	Midnapore Range	All the districts of the Range
4	Malda Range	All the districts of the Range
5	Jalpaiguri Range	All the districts of the Range
6	Railway Range	GRP SLD/GRP HWH/GRP Siliguri
7	AP Raiganj Range	SAP 4 th Bn./SAP 10 th Bn./SAP12 th Bn./Hqrs. DIG AP Raiganj.
8	AP Durgapur Range	SAP 5 th Bn./SAP 7 th Bn./SAP 11 th Bn./SAP 13 th Bn./Hqrs. DIG AP DGP.
9	AP Barrackpore Range	SAP 1 st Bn./SAP 2 nd Bn./SAP 3 rd Bn./SAP 6 th Bn./SAP 8 th Bn./ SAP 9 th Bn./ Hqrs. DIG AP BKP/PTC

2. This is in supersession of all previous Police orders in this respect.

(A.Ghatak)
Director General & Inspector General of Police
West Bengal

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Police Order No. 04 of 1993

Sub:- Preparation of R.A.L. of Constables for promotion to the Rank of A.S.I.

In view of splitting up of Jalpaiguri Range into Jalpaiguri Range and Malda Range and bifurcation of West Dinajpur Dist. into Uttar Dinajpur Dist. and Dakshin Dinajpur Dist. it has been decided regroup the districts/units as follows for the purpose of ensuring promotion to the rank of ASI :-

(1) Presidency Range	The districts of North 24 Parganas/South 24 Parganas/Dum Dum Airport/Nadia/Murshidabad/ Howrah and SAP 1 st Bn./SAP 2 nd Bn./SAP 3 rd Bn./SAP 6 th Bn. And Hqrs., DIG AP Bkpore
(2) Burdwan Range	The districts of Hooghly/Birbhum/ Burdwan and SAP 5 th Bn./SAP 7 th Bn./SAP 9 th Bn./ Hqrs. DIG AP Durgapur
(3) Midnapore Range	The districts of Midnapore/Bankura/Purulia and SAP 11 th /SAP 13 th Bn.
(4) Malda Range	The districts of Malda/Uttar Dinajpur/Dakshin Dinajpur and SAP 4 th Bn./ Hqrs. DIG AP Raiganj
(5) Jalpaiguri Range	The districts of Cooch Behar/ Jalpaiguri /Darjeeling and SAP 10 th Bn./SAP 12 th Bn./ Hqrs. DIG AP Raiganj.
(6) Railway Range	The districts of Sealdah GRP/Howrah GRP/Siliguri GRP and SAP 8 th Bn.
(7) I.B. Range	CID/ I.B/ E.B./ PCC/PTC/Police Directorate/Telecom W.B/ SCRB.

2. This is in supersession of all previous Police Orders in this respect.

(A. Ghatak)
Director General & Inspector General of Police
West Bengal

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Police Order No. 05 of 1993

Sub:- Preparation of R.A.L. of A.S.I.s for promotion to the rank of S.I. (U.B).

In view of abolition of Darjeeling Range and splitting up of (a) Burdwan Range into Burdwan Range and Midnapore Range (b) Jalpaiguri Range into Jalpaiguri Range and Malda Range and (c) West Dinajpur District into Uttar Dinajpur District and Dakshin Dinajpur Dist. it has been decided to regroup the Districts/Units as follows for the purpose of ensuring promotion to the rank of Sub-Inspector (U.B.):-

(1) Presidency Range	All the districts of the Range
(2) Burdwan Range	All the districts of the Range and SAP 5 th Bn./SAP 7 th Bn./Hqrs DIG AP Durgapur.
(3) Midnapore Range	All the districts of the Range and SAP 11 th Bn.and SAP13 th Bn.
(4) Malda Range	All the districts of the Range and SAP 4 th Bn.
(5) Jalpaiguri Range	All the districts of the Range and DIG AP Raiganj and SAP 10 th Bn./SAP 12 th Bn.
(7) Railway Range	GRP Sealdah/GRP Howrah/GRP Siliguri/SAP 1 st Bn./SAP 2 nd Bn./SAP 3 rd Bn./SAP 6 th Bn./SAP 8 th Bn./SAP 9 th Bn.
(8) I.B. Range	I.B./ CID/ E.B./ PCC/Telecom / PTC/ SCRB/ Police Directorate..

2. This is in supersession of Police Order No. 3 of 1987 communicated under this office Memo No. 1720 (52) Per/A dtd. 12.05.87.

(A. Ghatak)
Director General & Inspector General of Police
West Bengal

(See also Police Order No. 02 of 1994)

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Police Order No. 06 of 1993

Sub:- Training of officers in the Detective Training School.

In order to be eligible for promotion to the rank of Inspector, a Sub-Inspector of the Unarmed Branch is required to pass the departmental examination and also to qualify himself from Detective Training School, Barrackpore or the Central Detective Training School, Calcutta.

But after a review of the matter it is felt that to increase the professional efficiency a Sub-Inspector of the Unarmed Branch may be given the opportunity to undergo the DTS/CDTS training earlier without waiting for the stipulated period of 8 years of continuous service and passing the departmental examination thereafter.

It has therefore, been decided that a sub-Inspector of the Unarmed Branch direct or departmental will be eligible for undergoing a course of training at the DTS, Barrackpore or the CDTS, Calcutta after having completed 5 years of continuous service in the rank of Sub-Inspector.

Every directly recruited Sub-Inspector who has completed 8 years of service and every departmental promoted officiating Sub-Inspector who has successfully completed the prescribed training as mentioned in PRB Regulation 741 (E) (F) and also has completed 3 years of continuous service in the rank of Sub-Inspector should be given the opportunity to sit for the departmental examination in law, criminology etc. for promotion to the rank of Inspector as per the existing system.

This is in partial modification of Police Order No. 7/90.

(S.C.Gossain)
Director General & Inspector General of Police
West Bengal

(Police Order No. 07 of 1990 is not available)

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Police Order No. 07 of 1993

Sub:- Training for All India Police Duty Meet.

1. The All India Police Duty Meet is held annually in October/November for promoting professional skills in the following discipline :

- a) Scientific Aids to Investigation
- b) Photography
- c) Dog Squad
- d) Rifle Shooting
- e) Revolver Shooting
- f) Cryptography
- g) Computer
- h) First Aid
- i) Motor Transport
- j) Wireless Communication

With a view to improving the performance of the State Team the following Committee shall be formed:

Chairman - Addl. DG & IGP, CID, West Bengal.
Member Secretary - DIG (P & W) West Bengal.

Members:

- 1) DIG, CID, West Bengal
- 2) DIG, Training, West Bengal
- 3) SP, Telecommunication
- 4) Jt. Commr. of Police , Calcutta Police
- 5) Dy. Commr. of Police, Calcutta Police

Serial Nos. 4 and 5 should be nominated by the Commissioner of Police, Calcutta and intimated to Addl. DG & IGP, CID, West Bengal, Chairman of the Committee.

2. All Districts, Battalions (EFR, SAP) CID, IB, EB, Telecom, PCC etc. and Calcutta Police shall send a list of suitable candidates to the Chairman of the Committee by the end of February. The Committee shall select the team from such list after interviewing the candidates. The complete list shall be made ready by the end of March. The committee shall ensure that adequate preparatory training is given to the selected contingent in between April and September.

3. The Chairman in consultation with the committee Members shall allocate to the different units of West Bengal and Calcutta Police the task of training the contingent members in different disciplines.

4. The units selected for organizing training in different discipline shall draw up the detailed training programme, select the venue for training, arrange for instructors under the general guidance and supervision of Addl. DG & IGP, CID West Bengal, the Chairman of the Committee.

5. Administrative support including allocation of funds shall be arranged by DIG (O) at the Directorate level.

6. The DG & IGP in consultation with the Chairman shall nominate the Team Manager and Assistant Team Manager for such meets.

(S.C.Gossain)
Director General & Inspector General of Police
West Bengal

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POLICE ORDERS – 1994

Police Order No. 01 of 1994

Sub:- Preparation of R.A.L. of Constables for promotion to the Rank of A.S.I.

Consequent upon splitting up of the erstwhile Presidency Range into Presidency Range and Murshidabad Range it has been decided to re-group the district/Battalions/Units as follows for the purpose of preparation of R.A.L. s of Constables for promotion to the rank of A.S.I.

(1) Presidency Range	The districts of North 24 Parganas/South 24 Parganas/Howrah/Dum Dum Airport and SAP 1 st Bn./SAP 2 nd Bn./SAP 3 rd Bn./SAP 6 th Bn. And Hqrs., DIG AP Bkpore
(2) Murshidabad Range	The districts of Nadia/Murshidabad and SAP 9 th Bn.
(3) Midnapore Range	The districts of Midnapore/Bankura/Purulia and SAP 11 th /SAP 13 th Bn.
(4) Burdwan Range	The districts of Burdwan/Hooghly/Birbhum and SAP 5 th Bn./SAP 7 th Bn. Hqrs. DIG AP Durgapur
(5) Malda Range	The districts of Malda/Uttar Dinajpur/Dakshin Dinajpur and SAP 4 th Bn.
(6) Jalpaiguri Range	The districts of Jalpaiguri/Cooch Behar/Darjeeling and SAP 10 th Bn./SAP 12 th Bn./ Hqrs. DIG AP Raiganj.
(7) Railway Range	The districts of Sealdah GRP/Howrah GRP/Siliguri GRP and SAP 8 th Bn.
(8) I.B. Range	I.B./ CID/ E.B./ PCC/PTC/Telecom W.B/ SCRB/ W.B Police Directorate.

This is in supersession of this office Memo No. 2186 (61) Per/A dt. 19.08.93 and this arrangement will be effective from the date of issue of this order.

(S.C. Gossain)
Director General & Inspector General of Police
West Bengal

(Also see Police Order No. 01 of 2009)

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Police Order No. 02 of 1994

Sub:- Preparation of R.A.L. of ASIs for promotion to the Rank of S.I. (U.B).

Consequent upon splitting up of the erstwhile Presidency Range into Presidency Range and Murshidabad Range it has been decided to re-group the district/Battalions/Units as follows for the purpose of preparation of R.A.L. s of ASIs for promotion to the rank of S.I. (U.B).

(1) Presidency Range	All the Districts of the Range
(2) Murshidabad Range	All the districts of the Range and SAP 9 th Bn.
(3) Burdwan Range	All the districts of the Range and SAP 5 th Bn./SAP 7 th Bn./Hqrs. DIG AP DGP
(4) Midnapore Range	All the districts of the Range and SAP 11 th /SAP 13 th Bns.
(5) Malda Range	All the districts of the Range and SAP 4 th Bn.
(6) Jalpaiguri Range	All the districts of the Range and SAP 10 th Bn./SAP 12 th Bn./DIG AP Raiganj
(7) Railway Range	GRP Sealdah/GRP Howrah/GRP Siliguri/SAP 1 st Bn./SAP 2 nd Bn./SAP 3 rd Bn./SAP 6 th Bn./SAP 8 th Bn./DIG AP Barrackpore

(8) I.B. Range	I.B./CID/E.B./PCC/PTC/Telecom W.B/SCRB/W.B. Police Directorate.
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This is in supersession of this office Memo No. 2185 (61) Per/A dt. 19.08.93 and this arrangement will be effective from the date of issue of this order.

(S.C. Gossain)
Director General & Inspector General of Police
West Bengal

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Police Orders No. 03& 04 of 1994 (Not Available)

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POLICE ORDERS – 1995

Police Order No. 01 of 1995

Sub:- Rewards to be awarded to Gold/Silver/Bronze Medal winners at National Level Meet.

It has since been decided that the police personnel, prize winners, in the different National Level Meets in any discipline shall be rewarded in the following manner:-

- | | | |
|--|---|-------------|
| 1. Gold Medal winner or
1 st position holder | - | Rs. 1,000/- |
| 2. Silver Medal winner or
2 nd position holder | - | Rs. 750/- |
| 3. Bronze Medal winner or
3 rd position holder | - | Rs. 500/- |

(S.C. Gossain)
Director General & Inspector General of Police
West Bengal

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POLICE ORDERS – 1996

Police Order No. 01 of 1996

Sub:- Preparation of R.A.L. of Police office Clerks for promotion/appointment to the rank of U.D.Clerks, Cashier, Accountant and Reader Clerk.

Consequent upon the amendment in the Regulation No. 763, 768A and 768B of Police Regulations Bengal, 1943 Volume-I issued by Home (Police) Department, Govt. of West Bengal under Notification No. 1629-PL dt. 22.03.95 and also splitting up of the erstwhile Presidency Range into Presidency Range and Murshidabad Range, Burdwan Range into Burdwan Range and Midnapore Range, Jalpaiguri Range into Jalpaiguri Range and Malda Range as well as creation of new Ranges of Armed Police Battalions, viz Durgapur, Raiganj and EFR Ranges in addition to Barrackpore Range, it has been decided to regroup the Districts/Battalions/Units as follows for the purpose of preparation of RALs of L.D. Clerks for promotion to the post of U.D. Clerks and of U.D Clerk for appointment to the posts of Head Clerks, Accountant, Cashier and reader Clerks:-

(1) Presidency Range	The Districts of South 24 Parganas, North 24 Parganas, Howrah, Dum Dum Airport
(2) Murshidabad Range	The Districts of Nadia and Murshidabad
(3) Burdwan Range	The Districts of Burdwan, Birbhum and Hooghly
(4) Midnapore Range	The districts of Midnapore, Purulia and Bankura
(5) Jalpaiguri Range	The Districts of Jalpaiguri, Darjeeling and Cooch Behar.
(6) Malda Range	The Districts of Malda, Uttar Dinajpur and Dakshin Dinajpur
(7) Railway Range	The Districts of Howrah GRP, Sealdah GRP, and Siliguri GRP.
(8) Armed Police Barrackpore Range	The Battalions of SAP 1 st Bn./SAP 2 nd Bn./SAP 3 rd Bn./SAP 6 th Bn./SAP 8 th Bn./ SAP 9 th Bn.
(9) Armed Police Durgapur Range	The Battalions of SAP 5 th Bn./ SAP 7 th Bn./SAP 11 th Bn./ & SAP 13 th Bn.
(10) Armed Police Raiganj Range	The Battalions of SAP 4 th Bn./SAP 10 th Bn./SAP 12 th Bn.
(11) Armed Police EFR Range	The Battalions of EFR 1 st Bn./EFR 2 nd Bn./EFR 3 rd Bn.
(12) S.C.R.B Range	The officer of the DIG PCC & that of the Addl. D.G.&I.G.P., S.C.R.B.

II. Besides the above there should be separate Gradation Lists for the offices of the Range DIGs and offices of the I.G.Ps as detailed below:-

- 1) Office of the D.I.G., Presidency Range.
- 2) Office of the D.I.G., Burdwan Range
- 3) Office of the D.I.G., Jalpaiguri Range
- 4) Office of the D.I.G., Midnapore Range
- 5) Office of the D.I.G., Railways
- 6) Office of the D.I.G., A.P. Barrackpore
- 7) Office of the D.I.G., A.P. Durgapur
- 8) Office of the D.I.G., A.P. Siliguri
- 9) Office of the D.I.G., Training
- 10) Office of the D.I.G., C.I.D. (for entire CID ministerial staff)
- 11) Office of the I.G.P. Telecommunication.

III. As the offices of the D.I.Gs of Murshidabad Range/Malda Range/ A.P. EFR Range those of the I.G.Ps of South Bengal, North Bengal, Western Bengal, Armed Police, Traffic, Welfare and that of the office of the Addl.DG & IGP, Planning has no sanction posts of ministerial staff at the present moment, no orders about formation of Ranges is hereby issued.

IV. As I.B. & DIBs and E.B & DEBs have separate Gradation Lists, no further instructions are hereby issued regarding them.

V. Gradation Lists so formed should be approved by the next higher authority and finally sent to the West Bengal Police Directorate for publication in Police Gazette.

VI. This order is issued in supersession of all previous orders on this subject.

(R.K.Nigam)
Director General & Inspector General of Police
West Bengal

(Also see Police Order No. 01 of 2009)

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Police Order No. 02 of 1996 (Not Available)

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Police Order No. 03 of 1996

Sub:- Compulsory payment of provisional pension to every retired employee up to the rank of Dy. S.P. by the S.P./C.O./Head of the unit.

Officers and Constables retiring after long years of service usually find that they do not get any emoluments for several months in order to do away the hardship and humiliation in such cases this order is issued:

1. Every unit head will personally ensure that an employee was would retire at the end of particular month gets his/her provisional pension from the first of the next month.
2. For this purpose he will issue orders sanctioning provisional pension not exceeding the maximum pension plus the admissible relief on the amount, as the provisional pension in the first week of the month in which the employee retires.
3. The Reserve office and the Accounts Section of the Police office will ensure that from the first of next month this amount is drawn and disbursed to the retired employee.
4. As per existing rules the provisional pension can continue for one year only. If sanction of final pension is delayed for any unforeseen reasons. Finance Department should be moved well in advance for extending the benefit of provisional pension beyond the period of one year.

REGISTER:

A Register will be maintained in the office of the unit head in respect of provisional pension in which one page will be devoted to each retiring employee. The Register will be maintained in the following proforma:

Sl. No.	Brass No.	Rank	Name	Date of Retirement	Amount of last basic pay drawn	Amount of provisional pension	Amount of admissible relief on amount of prov. pension as per col. 7
1	2	3	4	5	6	7	8
Date of sanction				Month from which being disbursed		Month from which stopped	Reason for stoppage
9				10		11	12

5. An exact of this Register in respect of an employee whose provisional pension has been sanctioned will be sent to the Special officer (Welfare) West Bengal Police Directorate in the last week of the month on which the provisional pension has been sanctioned.
6. The Range DIG and the Zonal IGP (wherever applicable) would invariably scrutinize the Register during his annual inspection of the district and even during a casual visit.
7. The implementation of this order would be the personal responsibility of the head of the unit.
8. A copy of this order will be pasted in a card board and should be hung at the Reserve office and the Police office.
9. This order is issued under the provision of West Bengal Services (Death-cum-Retirement Benefit) Rules 1971.

This order will be applicable *mutatis mutandis* in respect of the members of the ministerial staff.

(R.K.Nigam)
Director General & Inspector General of Police
West Bengal

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Police Order No. 04 of 1996

Sub:- Maintenance of Service Records of IPS Officers.

Prior to 1977, Accountant General, West Bengal used to maintain the Service Records of IPS Officers. In 1977 Accountant General, West Bengal discontinued the System and requested the State Government to arrange maintenance of service records of all erstwhile gazetted officers including IPS Officers. Accountant General, West Bengal also sent the Service Statements of all IPS officers up to 1977 to the officers individually in the year 1978.

2. Since 1978, the service records of IPS officers are being maintained in a haphazard manner leading to several omissions and inconsistencies in the records. This has been causing great inconvenience to the officers particularly at the time of their retirement. Several queries are received from Accountant General, West Bengal as well as from Government, which apart from causing delay in the sanction of pension pose problems in finding out the answers because of non-availability of old records.

3. So, it has now been decided that the Service Records of all IPS officers will be maintained in the Police Directorate under the charge of DIG, IPS Cell. It is ordered that all IPS Officers will arrange to send their Service Records as available with them to DIG, IPS Cell for maintenance at the Police Directorate. They will keep duplicate copies of the Service Books with themselves and get these duplicate copies updated annually by sending them to the Police Directorate.

This order takes effect from 01.06.96 .

(R.K.Nigam)
Director General & Inspector General of Police
West Bengal

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Police Order No. 05 of 1996 (Not Available)

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Police Order No. 06 of 1996

Sub:- Introduction of Integrated Police Forms designed by the National Crime Records Bureau.

Orders are hereby issued for the substitution of existing B.P. Form No. 44 (Search List) by the corresponding Integrated Police Form (Property seizure).

Orders are also issued for introduction of Integrated Police Forms to be numbered as W.B.P. Form No. 39A (Crime details Form) W.B.P. Form No. 56B (Arrest/Court surrender memo.) W.B.P. Form No. 88A (Court disposal Memo.) and W.B.P. Form No. 103A (Result of Appeal).

Suitable provisions have been made in the P.R.B. for the purpose.

This orders will take effect from 01.01.97.

This also has a reference to G.O. No. 3721-PL dtd. 26.08.96.

(K.K.Majumder)

**Director General & Inspector General of Police
West Bengal**

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Police Order No. 07 of 1996

Sub:- Introduction of Integrated Police Forms (viz. FIR 2nd charge sheet/Final Report) designed by the National Crime Records Bureau.

Orders are hereby issued for introduction of integrated Police Forms W.B.P. Form No. 27 (FIR) and W.B.P. Form No. 39 (charge sheet/Final Report) in substitution of existing B.P.Forms in pursuance of orders contained in G.O. No. 3722-PL dtd. 26.08.96 and No. 3723-PL dtd. 26.08.96.

This orders will take effect from 01.01.97.

Suitable provisions are being made in the P.R.B. for the purpose.

(K.K.Majumder)

**Director General & Inspector General of Police
West Bengal**

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POLICE ORDERS– 1997

Police Order No. 01 of 1997

Sub:- Preparation of R.A.L. of Constables for promotion to the rank of H.C. (UB).

In view of splitting up of Presidency Range into Presidency Range and Murshidabad Range it has been decided to re-group the districts/Battalions /Units as follows for the purpose of preparation of R.A.L. of Constables for promotion to the rank of Head Constables in Unarmed Branch:-

1	Presidency Range	The districts of North 24 Parganas /South 24 Parganas/ Howrah/ Dum Dum Airport and SAP 1 st Bn./SAP 2 nd Bn. /SAP 3 rd Bn./SAP 6 th Bn./Hqrs. DIG AP Barrackpore.
2	Murshidabad Range	The districts of Nadia/Murshidabad and SAP 9 th Bn.
3	Burdwan Range	The districts of Burdwan/Birbhum/Hooghly and SAP 5 th Bn./SAP 7 th Bn./Hqrs. DIG AP Durgapur.
4	Midnapore Range	The districts of Midnapore /Bankura/Purulia and SAP 11 th Bn./SAP 13 th Bn.
5	Malda Range	The districts of Malda/Uttar Dinajpur/Dakshin Dinajpur and SAP 4 th Bn.
6	Jalpaiguri Range	The districts of Jalpaiguri/Darjeeling/Cooch Behar and SAP 10 th Bn./SAP 12 th Bn./Hqrs. DIG AP Raiganj with Hqrs. at Siliguri.
7	Railway Range	The Districts of Sealdah G.R.P./Howrah G.R.P./Siliguri G.R.P. and SAP 8 th Bn.
8	I.B. Range	I.B/E.B/C.I.D/P.C.C./P.T.C/Telecom West Bengal/ S.C.R.B. West Bengal /Cordoning/West Bengal Police Directorate.

This is in supersession of all previous Police orders in this respect and this arrangement will be effective from the date of issue of this Police order.

(K.K.Majumder)

**Director General & Inspector General of Police
West Bengal**

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Police Order No. 02 of 1997

Sub:- Training for personnel deployed on security duties.

Security duties constitute an important arena of Police work. Our officers and men are frequently called upon to take up duties for ensuring and providing security coverage to important dignitaries, VIPs / VVIPs of different categories and also to perform duties for ensuring safety and security of vital installations guarding protected places and ensuring of safety and security of valuable documents of all these security assignments the job of ensuring personal securities to VIPs/VVIPs is perhaps, the most important task and is fraught with grave risk. Multifarious risk and manifold threats to securing prevailing in the modern social scenario have no doubt added to the intricacy of such duties. Effective performance of such duties demands a high degree of physical fitness, mental alertness and a clear perception about the threats that VIP/VVIP is exposed to in a particular situations or environment. For neutralizing such threats and combating any probable attack on the VIP/VVIPs either at their residence or outside and during transit, the police personnel performing

security duties must have sufficient skill, presence of mind, power of judgment and capability for appropriate reflex action. For developing such skills proper orientation through specialized and effective training both theoretical and practical is to be imparted to our officers and men.

In recent times, in the context of a few unpleasant occurrences posing threats to some VIPs/VVIPs in our state, the performance of our officers and men deployed as security guards and personal security officers have come under close scrutiny. After a careful scrutiny it has been felt, that a specialized training with tailor-made curriculum covering indoor and outdoor subjects will have to be imparted to our officers and men (Sub-Inspectors downwards) who are called upon to take up these duties in different districts of our state. This will enable us to build up a trained cadre of security guards and PSOs throughout the state. For building up such cadre of trained security guards and PSOs it is necessary to extend specialized training to the grass root level. SPs of the districts and Commandants of the Battalions and other supervisory officers of senior formation will ensure that due importance and priority is given to such training on regular basis.

In view of inadequacy in the number of suitable trainers in the districts for imparting such training, I.G. I.B., I.G. A.P. and DIG, Training have been instructed to design a suitable course and to organize a "Trainers' Training Programme" at the Police Training College, Barrackpore. The object of such "Trainers' training programme" is to raise several batches of competent trainers who would be able to act as trainers in their respective districts/units for imparting training to the Police officers and men deployed as security Guards and PSOs. Necessary entries regarding participations and successful completion in trainers training programme should be made in the service books of the Police personnel who attend such programme at the PTC by the respective SPs/Commandants.

To streamline the arrangements in this regards following instructions are given strict compliance and guidance.

1. SPs/Commandants with their available resources and infrastructure will henceforth organize regular in-service training for security guards and PSOs in their respective jurisdiction. The duration of the course, curriculum for such specialized course should be designed in consultation with IGP, I.B., IGP, A.P. and IGP, Training, DIG Training.
2. The services of the competent trainers raised through "Trainers Training Programme" mentioned above should be utilized in conducting such courses. A list of such competent trainers should be maintained in each district Hqrs. and a consolidated list of competent trainers for the entire state raised through "Trainers Training Programme" should be maintained in the IB Hqrs. and also in the Training Branch.
3. At least 4 (four) such in-service courses in a year should be organized in each district/Battalions. Range DIGs, DIG I.B., DIG Training, Zonal IGPs, IGP IB, IGP AP, and IGP, Training, in course of their tour in the districts, should monitor the progress of such training programmes at the district level regularly.
4. SPs/Commandants will submit feed-back report through Range DIGs and Zonal IGPs to the Training Branch, to the Intelligence Branch, West Bengal and to the Police Directorate on completion of each training programme in their district/Battalions.

(K.K.Majumder)
Director General & Inspector General of Police
West Bengal

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Police Order No. 03 of 1997

Sub:- Routine visits to the Police Stations and other local units by the SP.

It is felt that with the creation of the post of Zonal I.G.s and creation of smaller Ranges, the districts deserve more attention, closer guidance and supervision from the Range DIGs and Zonal I.G.s

2. SPs visit Police Stations during formal occasion like Inspection, important enquiries of some such occasions or in the event of any major incidents. Of late, SPs seldom pay routine visits to PSs with a view to scrutiny of records, review of cases for spot guidance and instructions to subordinate officers. The instructions regarding visit by senior officers to Police Stations and other local units are already mentioned in P.R.B Rule No. 60.

3. In continuation of above instructions, it is ordered that during their routine visits to the Police Stations and other local units, S.Ps will invariably make entries of their instructions in the inspection registers and ensure that actions on these instructions are taken timely. Any failure on the part of concerned officers to comply with his instructions should be suitably dealt with at his level or brought to the notice of the Range DIG as and when necessary.

4. Range DIGs will, henceforth, hold monthly meetings with the SPs to assess problem areas in respect of Districts. These meetings should be followed by visit of the DIG to the problem areas and if necessary meetings should be held at Sub-Division and P.S level for providing necessary guidance, supervision and motivation to field level officers. Range DIGs will submit a monthly report to their Zonal IGs regarding the actions taken by them in this regard.

5. Likewise the Zonal IGs will send a monthly D.O. to the DG & IGP regarding their impression about the general law & order and crime situation, actions taken in districts in their Zones in different problem areas, highlighting initiatives taken, results achieved, inadequacies and also requirements for improved result.

While assessing the performance of different Districts, the performance of the Inspectors-in-charge /Officers-in-charge of the Police Stations should be a subject matter of scrutiny. The Inspectors-in-charge /Officers-in-charge of PSs should realize the importance of their impartial and effective functioning , proper or improper actions taken by them reflecting upon the image of the departmental to the Government and public. It should be understood that in case of inadequate performance, Inspector-in-charge/Officer-in-charge of PSs will be liable to be transferred irrespective of the length of his tenure of posting.

6. Range DIGs should mention about their assessment regarding the performance of the officers-in-charge of S.I. rank in their monthly report to the Zonal I.G.s. In turn the Zonal I.Gs should include an assessment report regarding the performance of Inspectors- in-charge of PSs in their monthly D.O. to the D.G.& I.G.P.

(K.K.Majumder)
Director General & Inspector General of Police
West Bengal

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Police Order No. 04 of 1997

Sub:- Interpretation regarding the Status of Head Clerks in Police officers.

The clerical staff in Police offices of districts /Battalions /units, enjoy two pay scales. Head Clerk, Accountant, Cashier, Reader, Clerk and Upper Division Clerks enjoy pay scale of Rs. 1216-2610/- and the others enjoy pay scale of Rs. 1040-1920/- of Lower Division Clerks. Only the Head Clerks are entitled to a special pay of Rs. 80/- at the

present moment in addition to their pay in the scale of U.D.C. The posts of Head Clerk, Accountant, Cashier, Reader Clerk and UDCs are filled up by promotion from LDCs and are appointed according to their seniority. To ascertain the inter-se seniority of UDCs there exists a provision of maintaining a Gradation List of LDCs. A second Gradation List is maintained to ascertain the seniority of LDCs for promotion to the posts of UDCs and other categorical posts in the same scale. It is, therefore, clear that appointment to the post of Head Clerk can never be considered as promotion. In this connection Rule 768 of P.R.B Vol-II and Rule 42A of W.B.S.R Part-I may be taken into view.

It is however, seen that the Range DIGs are preparing separate Gradation Lists for "Promotion" to the post of Head Clerk and also issuing office orders for appointment of Head Clerk using the term "Promoted" instead of "Appointed". Even in the minutes of the conference of the I.G.P. with the DIGs held on 20th, 21st, 22nd August, 1980 in item 6 (1) the term "Promotion to the rank of Head Clerk" was recorded inadvertently in place of the term "Appointment to the rank of Head Clerk" while preparing a state wise Gradation List (State Approved List).

After due consideration, it is ordered that such interpretation may not recur in future and the word "Promotion/Promoted" used already in connection on with appointment of Head Clerks may be deleted and replaced by the word "APPOINTMENT/APPOINTED" in each case. Pay fixation, if any, allowed to the Head Clerks due to their appointment in the said post may be rectified. They would, however, be entitled to the benefit of carrier Advancement Scheme who have fulfilled the conditions of such benefit.

(K.K.Majumder)
Director General & Inspector General of Police
West Bengal

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Police Order No. 05 of 1997

Sub:- Use of Riot Control vehicles.

Six Riot Control vehicles and two vehicles fitted with Water Cannon purchased under Modernisation scheme and lying at DG's M.T.Pool , Barrackpore under control of CO, SAP 2nd Bn. Should be detailed for duty for one week at a stretch to North 24 Parganas, South 24 Parganas and Howrah districts by rotation. In the process each of the above districts can have one such vehicle at its disposal for tackling serious law and order problems. CO, SAP 2nd Bn. will plan the detailing accordingly.

(K.K.Majumder)
Director General & Inspector General of Police
West Bengal

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POLICE ORDERS– 1998

Police Order No. 01 of 1998

Sub:- Rapid Action Force.

The Rapid Action Task Force (R.A.T.F) units created in the State Armed Police Battalions shall, henceforth, be known as Rapid Action Force (R.A.F) of West Bengal Police from the date of issue of this order.

(D.K.Sanyal)
Director General & Inspector General of Police
West Bengal

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Police Order No. 02 of 1998

Sub:- State / District Police Control Rooms.

Pursuant to directions of the Hon'ble Supreme Court in CRL Misc. petition 4201 of 1997 and writ petition (CRL No. 534 of 1996) D.K. Basu –Vs- State of West Bengal and others para XI, the following order is made:-

- 1) The control Room at CID at 3rd Floor Bhabani Bhaban, Calcutta will be deemed as State Police Control Room for the purpose of displaying the lists of all arrested persons within the State during the 12 hours. O/Cs of all Police Stations and other Investigating units will submit, by the quickest possible means, a copy of the list of arrested persons made within last 12 hours to O/C, CID Control Room where the same will be displayed on the Control Room Notice Board for public view.
- 2) As communicated earlier under this office memo no. 5602 Adm/C-Adm/C 506/97 dated 11.12.1997 such list will also be displayed at the Police Stations and District Police Control Rooms. I/Cs of all other Investigating Units, if they arrest and detain persons, then such units will also display such list at those places of detention.
- 3) The Circle Inspectors of Police will physically check such display at the Police Stations and Investigating units and submit report of compliance to SPs every week. At Districts Police Headquarters such display would be physically checked by Dy. S.P. (HQ) who will submit a certificate to that effect to S.P.

D.I.G. C.I.D., D.I.G. E.B. and S.Ps of Districts will submit a compliance report of display of lists of all arrested persons within the State to DGP once every week.

- 4) Such certificate will be maintained in a file in the Adm/C section of the Police Directorate.
- 5) This order will come into force with immediate effect.

(D.K.Sanyal)
Director General & Inspector General of Police
West Bengal

(Also see Police Order No. 02 of 2006)

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Police Order No. 03 of 1998

Sub:- Wearing of Designation tags with Names by Police officers while making arrest and interrogation.

In compliance with the judgment dated 18.12.96 of Hon'ble Supreme Court of India in writ petition (CRL) No. 539 of 1986 (Shri D.K. Basu Vs. State of West Bengal) with writ petition (CRL) No. 592 of 1987 (Ashok Kr. Johari Vs. State of UP and in continuation of this office, Memo No. 5602 (45)/Adm/C-506/97 dated 11.12.97, it is hereby ordered that all Police personnel carrying out the arrest and handling the interrogation of the arrestees shall wear designation tags with their names. Such designation tags were supplied to SPs of the district by S.P. South 24 Parganas as per Police West Bengal Memo No. 1167 EQ/CL EQ/CL 162-98 dated 07.10.98 and Org. No. 4343 EQ/CL EQ/CL 162-98 dated 14.10.98.

(D.K.Sanyal)
Director General & Inspector General of Police
West Bengal
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POLICE ORDERS– 1999

Police Order No. 01 of 1999

Sub:- Public Grievance and Assistance Office in the Police Directorate.

Pursuant to order No. 1838-PAR (AR) of Home (Police and Administrative Reforms) Department, Govt. of West Bengal dated 23.12.1998 a cell named “Public Grievance and Assistance office” is formed in the Police Directorate with the following officers and personnel. The Cell will function under overall supervision of DIG, Modernisation, West Bengal Police Directorate, Calcutta.

2. The composition of the Cell will be as follows:

- a) Asstt. Inspector General of Police (S) W.B.
- b) Special Officer (Regulation)
- c) Head Assistant (Adm/C Branch) & Head Asstt. (Law Branch)
- d) 3 Assistants dealing with Human Rights and Pollution Control Board matters.

3. Since many grievances are also ventilated in the newspapers and as per direction in para-II of Annexure-A Part-I, P.R.O. Police Directorate will place copies of all the relevant newspapers clippings daily to the Grievance cell for necessary action.

4. Altogether 4 Registers will be maintained in the Cell.

- a) A Grievance Register
- b) A Register for recording matters referred by MLA, MPs, and Sabhadhipatis of Zilla Parishads
- c) A suggestion Register and
- d) A newspaper clipping Register.

5. Each of the register will be maintaining by the assistants attached to the Cell. They will enter the compliance in the Registers and maintained proper pending lists under the supervision of the Head Assistants and S.O.(R).

The Cell will take all necessary action as per the order referred to above and display a compliant box in the Cell premises. The key to the Box will be retained by A.I.G.(S).

(D.K.Sanyal)
Director General & Inspector General of Police
West Bengal

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Police Order No. 02 of 1999

Sub:- Delegation of Financial Powers.

Where as it has now become necessary to do so and in terms of powers conferred by Rule 15 (iii) of Delegation of Financial Power Rules 1977, the Director General & Inspector General of Police, West Bengal hereby re-delegates administrative and financial powers as are vested in him to the following officers of West Bengal Police Directorate in respect of the items of expenditure shown against each, with financial limit prescribed under column of Heads of Department (other than Commissioner and Secretary) of Schedule-A of the said Rules and until further order:-

1) **I.G.P. Hqrs.**

Sanction to T.A Advance, LTC advance, Pay advance, Conveyance allowances etc.

2) **I.G.P. (O)**

Sanction to House Building advance, Marriage/illness advance, Temporary and non-refundable withdrawal from G.P. Fund, Contingency expenses, Bicycle advance etc.

3) **D.I.G (O)**

Sanction to all charges of Telephone, Hiring charges of vehicles, repair and maintenance of vehicles, sanction to work original, major and minor works, petty construction, repairs to buildings, purchase of stores, clothing and other items of provision of Police force.

4) **A.I.G (S)**

Re-imburement of Medical expenses.

5) **S.O. (Finance)**

Sanction to Rent, Rates and Taxes

6) **S.O. (Audit)**

Sanction to special allowances in connection with Departmental Examination of Police.

This has concurrence of Finance Department vide Memo No. 115-F dated 05.01.99 of Finance (Audit) Dept. as conveyed by Home (Police) Deptt. In their memo No. 820-PL dated 11.2.99

The Directorate General & Inspector General of Police, West Bengal reserves the right to revise and rescind any or all of the powers delegated hereinabove in respect of any officer mentioned in the order as and when necessary.

(D.K.Sanyal)
Director General & Inspector General of Police
West Bengal

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Police Order No. 03 of 1999

Sub:- Rapid Action Force.

The State Government have sanctioned the creation of 03 companies of Rapid Action Force in the West Bengal Police, each company having a strength of 01 Asst. Commandant, 03 Inspectors, 06 SIs, 21 HCs, 96 Constables, 09 Police Drivers, 06 Menials and 03 Sweepers (vide Home (Police) Deptt. Memo.No. 2666-PL dtd. 19.05.1999). It has now become necessary to specify the formation and function in respect of working of the RAF Companies.

I, therefore, issue the following orders for functional and organisational set up of the RAF as follows :-

- 1) The RAF shall be an elite and special purpose force of self-contained platoons. Each Platoons shall have two task forces, that is illustrated schematically as follows:

Platoon -1 (Inspector -in-charge)	Task Force -1 (SI-in-Charge)	Support Party (1-2) (Gas, Special equipment)
		Armed Party (1-6)
	Task Force -2	Lathi Party (1-7)

In addition, each company shall have Headquarter Complements.

2. Each RAF Company shall have three Platoons.

3. One Company each of RAF shall be attached to SAP 1st Bn., SAP 2nd Bn., and SAP 5th Bn. and shall function under the operational and administrative control of the respective Commandants.
4. COs shall try to accommodate the RAF Company in separate buildings.

5. The objectives of RAF shall be as follows :-

(a) Primary :

- (i) To tackle large-scale out-break of communal and other violence;
- (ii) To provide rescue and relief operation to the victims of such violence so that normalcy is restored promptly in the area.

(b) Secondary :

- (i) To provide rescue and relief operation during natural and man-made disaster;
- (ii) To assist the Police Force in large raids and search especially in built-up areas;
- (iii) To provide Command, Control and Communication facilities in large scale-operations involving RAF as well as other police forces.

6. Speciality of the Force:

RAF has been raised as a specialised force which is capable of handling hazards and adversities in the society and as such the force shall have the following qualities:-

low response time, rapid action, peak physical condition, special equipments and operational efficiency of highest order through continuous training.

7. For selection and posting of RAF officers and men, the following procedure shall be adopted:

IGP (AP) shall constitute a Board consisting of DIG, PTC and one Commandant of each of EFR and SAP Bn. to select recruit Constables and directly recruited S.I.s for induction in RAF on the basis of interview, performance in in-door and out-door subjects as well as recorded performances in PTC; Special emphasis shall be given on physical fitness and aptitude for serving in the RAF; IGP (AP) shall select and issue posting order of all NCOs to the RAF; IGP (AP) shall post all personnel upto the rank of SIs from SAP to RAF and vice-versa.

8. Training:

- (i) Selected personnel will attend a 12 week induction training course after which they will be posted to one of the RAF Coys;
- (ii) Every year all RAF personnel will attend a 4-week refresher training course followed by an Annual Test of Competency (ATC) conducted by a Board constituted by the Commandant of the Battalion;
- (iii) The ATC will cover physical fitness, endurance as well as competence in musketry, drill, martial arts, first aid etc.
- (iv) Persons who fail to pass the ATC will be posted to one of the SAP Bns.

9. Tenure:

Tenure of posting of all ranks in the RAF shall be for three years. After successful completion of tenure in the RAF with a highly satisfactory record certified by the CO, the incumbent shall be posted to the District. Persons not completing their tenure in the RAF shall be posted to the SAP Bn. Those who shall have "Very Good" or "Instructor" rating in the Annual Test of Competency may be retained in the RAF for a longer period on option.

10. Deployment :

(a) Daily Training Programme :

There shall be no Casual approach to the daily routine of the members of the RAF. When not called for functional duty, the RAF shall follow a rigorous daily programme

of practice and training starting from morning PT following by Drill, Weapons training and other professional exercises, in-door classes in theoretical subjects and also followed by evening games for keeping the men in highest order of physical and operational condition ;

(b) Functional Deployment :

Self-contained RAF Platoons will be sent on deputation to the Districts on the orders of West Bengal Police Directorates. The period of deputation shall be clearly specified which shall not normally exceed 5 days at a stretch and 10 days in exceptional cases. The period may be extended on a very Special occasion by written order. The RAF contingent shall automatically return to its headquarters.

Minimum strength for deputation to a District shall be one Platoon. For tactical and operational reasons the Platoon may be split into 2 Task Forces which should be deployed in close proximity to each other so that the Inspector-in-charge can exercise adequate control.

On arriving in a District the RAF contingent shall report to SP, Addl. SP or SDPO and shall act under their operational control. Administrative control shall remain with the Commandant.

The RAF being a Special purpose force cannot be detailed for routine guard duties or patrolling.

DG & IGP, WB reserves the right to revise, relax or repeal any or all the clauses of the Police Order as and when it becomes necessary.

D. K. Sanyal
Director General & Inspector General of Police
West Bengal

(Also see Police Order No. 01of 2000)

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POLICE ORDERS– 2000

Police Order No. 01 of2000

Sub:- Selection and Posting of RAF officers and men.

With the creation of one post of Inspector General of Police, Armed Police, Siliguri, North Bengal vide G.O. No. 666-PS Cell dated 6.6.2000 Para 7 of Police Order No. 3 of 1999 shall be revised as follows in respect of selection and posting of RAF officers and men.

Inspector General of Police, Armed Police, Calcutta shall constitute a board consisting of D.I.G., P.T.C. and one Commandant of each of E.F.R and S.A.P. Bns. to select Recruit Constables and directly recruited S.I.s for induction in R.A.F. on the basis of interview, performance in indoor and outdoor subjects as well as recorded performances in P.T.C. Special emphasis shall be given on physical fitness and attitude for serving the R.A.F. Inspector General of Police, Armed Police, Calcutta shall select and send the list of eligible constables and S.I.s to West Bengal Police Directorate for issue of their posting orders from the Police Directorate.

(D.K.Sanyal)
Director General & Inspector General of Police
West Bengal

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POLICE ORDERS– 2001

Police Order No. 01 of 2001

Sub:- Police personnel Other than Police Drivers may drive Police vehicles.

It has been brought to notice that force movement in different Districts/Units is badly hampered particularly during emergent situations like VIP/VVIP duty, combating law and order problems in different parts of the State due to scarcity of Police Drivers. The need for augmentation of Police Drivers has long been felt but no fruitful result has yet been obtained in spite of protracted correspondence with the Government.

2. With a view to overcoming this huge shortfall of Police Drivers in West Bengal Police, it has been decided that Police personnel (other than Police Drivers) may be allowed to drive Police vehicles provided (i) they have a valid Driving License, (ii) they have passed a Special Test conducted by the Superintendent of Police/Unit-in-charge and (iii) they opt to drive Police vehicles without claiming respective scale of pay of Police Driver or additional allowance in any form what so ever.

3. Authority for driving Police vehicles will be issued by the Superintendent of Police/Unit-in-charge to those Police personnel who fulfill the conditions at Para 2 above. All Police personnel driving a Police vehicle will make an appropriate entry in the Car Diary.

This order will take effect from 1st August, 2001.

(D.C.Vajpai)
Director General & Inspector General of Police
West Bengal

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Police Order No. 02 of 2001

Sub:- Rules for the West Bengal Police Sports Funds.

The following amendment/insertions in the Police Order No. 25 of 1954 have been ordered due to changed circumstances and also in view of recent Govt. Orders.

(a) Rates of subscription to be realised:

- | | |
|---|----------------------|
| i) Director General & Inspector General of Police | = Rs. 10/- per month |
| ii) Addl. Director General & Inspector General of Police | = Rs. 10/- per month |
| iii) Inspector General of Police West Bengal | = Rs. 10/- per month |
| iv) Deputy Inspector General of Police, West Bengal | = Rs. 8/- per month |
| v) SPs/SRPs/Commandant/Spl. Supdts/Addl. SPs/
Dy. Commdts. | = Rs. 5/- per month |
| vi) ASPs/Dy. SPs/Asstt Commandants | = Rs. 4/- per month |
| vii) Inspector of Police | = Rs. 3/- per month |
| viii) Sub-Inspectors of Police and all Ministerial Staff
of and above the rank of Upper Division Asstts. | = Rs. 2/- per month |
| ix) Asstt. Sub-Inspector of Police/Head Constables/
Lower Division Asstt. and all other ranks including
Constables/Sepoys/Group 'D' employees | = Rs. 1/- per month |

(b) Realisation of Subscription:- The officers of the rank of Deputy Inspector-General of Police and above will send their subscriptions Bi-yearly in January and in July of the year directly to the Spl. Officer (Welfare), Police Directorate Writers' Buildings.

The S.Ps/Unit-in-charge will print Coupons of the denominations mentioned above and subscriptions will be realized against those Coupons at the time of disbursing salary in January and July each year by the officers authorized for this purpose. Reserve Officers of different Districts/Units shall ensure that subscriptions are being collected regularly and the Head Clerks of Police office shall maintain an account of the collection.

(c) Utilisation of Funds: 25% of the collection made by the District/Units shall be credited to the West Bengal Police Sports Fund at Writers' Buildings, Kolkata for encouraging Sports and Game in the West Bengal Police. The money shall be sent to the Spl. Officer, (Welfare), Police Directorate at Writers' Buildings, Kolkata.

The balance 75% of the subscription, collected, shall be utilized by the Districts/Units for encouraging sporting activities within the Districts/Units.

Proper Accounts of the collection and subsequent disbursement shall be maintained.

The Accounts shall be audited at every level once a year and a copy of Audit Report of the Districts /Units shall be sent to the Deputy Inspector-General of Police, (Planning & Welfare) at Writers' Buildings, Kolkata

D.C.Vajpai
Director General & Inspector General of Police
West Bengal

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POLICE ORDERS– 2002

Police Order No. 01 of 2002

Sub:- Booking of Suites / Rooms in Police Inspection Bungalow /Police Holiday Home at Digha.

Whereas, it has become necessary to do so, the D.G.& I.G.P., West Bengal after careful consideration has made the following system for booking of Suites of Police Inspection Bungalow and also the booking of rooms in Police Holiday Home at Digha.

- i) Suite No. 1 and 4 will be allotted by S.P., Purba Medinipur
- ii) Suite No. 2 will be allotted by Police Directorate.
- iii) S.P. Paschim Medinipur will make allotment for suite No. 3 temporarily for one year i.e. upto 31st March, 2003

Quota for allotment of rooms in Police Holiday Home at different levels:

- | | |
|---------------------------|--|
| a) S.D.P.O. Contai | - Room Nos. 15 & 16. |
| b) S.P. Purba Medinipur | - Room Nos. 11,12,13,14,22& 27. |
| c) S.P. Paschim Medinipur | - Room Nos. 8,9,10,18& 19
temporarily for one year i.e. upto 31.3.2003. |
| d) Police Directorate | - Room Nos. 1,2,3,4,5,23,24,25,26 & 28. |
| e) O/C Digha P.S | - Room Nos. 6,7 and 17 in case of emergency. |
- Room Nos. 20 &21 will be used as Stores presently.

(D.C.Vajpai)
Director General & Inspector General of Police
West Bengal

(Modified vide Police Order No. 02 of 2003, 05 of 2004)

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Police Order No. 02 of 2002

Sub:- Maintaining the D.O. Book – Single Register.

It has been noticed that many districts have started maintaining the D.O. Book in different parts for the sake of convenience in filing.

2. According to P.R.B. Rule No. 911 Districts/Battalion orders are to be maintained in one Register with one running serial number.

3. The Computerized “Police Personnel Management System” (R.O. Office system) has also been designed as per the P.R.B. and it gives only one running serial number.

4. It is, therefore, ordered that Districts/ Battalion orders will be maintained in a single register as prescribed in P.R.B. Rule No. 911.

5. This order is issued in supersession of all previous orders on this subject.

(D.C.Vajpai)
Director General & Inspector General of Police
West Bengal

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POLICE ORDERS– 2003

Police Order No. 01 of 2003

Sub:- Shifting of the headquarters of Addl SP (Rural) and Addl. SP (Industrial), South 24 Parganas.

In view of administrative problems, it was under consideration for some time past for shifting of the headquarters of Additional Superintendent of Police (Rural Zone) and Additional Superintendent of Police (Industrial Zone) under South 24 Pgs. District to Baruipur and Behala respectively for better and close supervision of law and order as well as crime works of their respective zones.

It is ordered that the office of the Additional Superintendent of Police (Rural Zone) will function from the exiting office premises of Sub-Divisional Police Officer, Baruipur and the office of Additional Superintendent of Police (Industrial Zone) will function from the office of District Enforcement Branch, South 24 Pgs. at Behala with immediate effect.

D.C.Vajpai
Director General & Inspector General of Police
West Bengal

(Modified vide Police Order No. 01 of 2004)

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Police Order No. 02 of 2003

Sub:- Booking of Suites / Rooms in Police Inspection Bungalow /Police Holiday Home at Digha.

Whereas it has become necessary to do so, the D.G.& I.G.P., West Bengal after careful consideration has made the following system for booking of Suites of Police Inspections Bungalow and also the booking of rooms in Police Holiday Home at Digha until further orders:-

- i) Suite No. 1,3 and 4 will be allotted by S.P., Purba Midnapore
- ii) Suite No. 2 will be allotted by Police Directorate.
- iii) Quota for allotment of rooms in Police Holiday Home at different levels:

- | | |
|-------------------------|---|
| a) S.D.P.O. Contai | - Room Nos. 15 & 16. |
| b) S.P. Purba Midnapore | - Room Nos. 8,9,10,11,12,13,14,18,19,22 & 27. |
| c) Police Directorate | - Room Nos. 1,2,3,4,5,23,24,25, 26 & 28. |
| e) O/C Digha P.S | - Room Nos. 6,7 and 17 in case of emergency. |

Room Nos. 20 &21 will be used as Stores presently.
This cancels the earlier Police Order No. 1 of 2002.

D.C.Vajpai
Director General & Inspector General of Police
West Bengal

(Also see Police Order No. 05 of 2004)

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Police Order No. 03 of 2003

Sub:- Annual Inspection of Arms by the AIA.

Whereas it has become necessary to do so, the D.G & I.G.P., West Bengal after careful consideration has restarted the system of Annual Inspection of Arms by the AIA.

2. As per PRB Rule No. 1001, arms of all units are to be inspected by the AIA detailed by the Army. Arms requiring major repairs are also to be sent to E.M.E workshop of the Army for repair.

3. The system of annual AIA inspection has not been taking place since 1992 as the Army is not sending the AIA and the E.M.E. Workshops are also not repairing Police Weapons are now sent to the BSF for repair.

4. The following orders are issued for re-starting the annual AIA inspection of arms in the units:-

i) An office of Assistant Inspectorate of Armament will be set up at Barrackpore under CO, SAP 6th Bn. (SSF), drawing trained personnel from various units to be posted to DIG AP Cell, Barrackpore. The Inspectorate will be headed by a Dy. SP/A.C. specially trained in AIA Course.

ii) By the first week of January each year all Dy. Inspectors General will report to the ADG, AP names of districts/unit with dates of last inspection, arranged in order of urgency the arms of which he wishes to be inspected by the AIA.

iii) On receipt of the reports, the ADG, AP will select the districts including headquarters of Railway Police and units which the AIA should be asked to include in his tour programme for the next financial year and forward a list by the 1st February each year to CO, SAP 6th Bn. for necessary action. Commandant, SAP 6th Bn. will in due course notify the date and time of the AIA's visit to the Deputy Inspector General or the Superintendent/Commandant concerned.

iv) The assistant Inspector Armourer will visit only the headquarters of the district/unit annually and will inspect one-third of the arms held by each district/unit. The Superintendent/Commandant shall take care in preparing the list of arms for his inspection to see that all arms including those of Police station, outposts etc., under his charge are inspected by the Assistant Inspector Armourer once in three years.

v) Prior to the arrival of the Assistant Inspector Armourer numerical rolls on Form I.A.F (E.M.E) E-20 (Revised) shall be prepared by the Superintendent /Commandant, or the Deputy Inspector General, Criminal Investigation Department and Intelligence Branch etc. as the case may be in duplicate, showing the district and arsenal numbers and makes on arms etc.

vi) An officer not below the rank of Inspector will be present during the whole of the time the AIA is examining the Arms.

vii) The AIA will use form No. I.A.F(E.M.E) E-20 (Revised) in duplicate keeping one copy for his record in the office of the ADG, Armed Police and handing over the second copy to the district officer attending the inspection.

viii) The AIA will state in the inspection report the cause of damage or deficiency to the arms in each case viz. whether this is due to fair wear and tear or through negligence or other causes. In the latter case, a Board composed of the Superintendent/Commandant and two other officers, one of whom shall be the officer who attended the AIA's inspection, will be convened to ascertain the cause and fix responsibility for all deficiencies and damages to arms as reported by the AIA.

ix) The Superintendent /Commandant shall make copies of the inspection note in form No. I.A.F. (E.M.E) E-20 (Revised) and dispose of them as noted below:-

- 1) Original copy of the inspection note to be retained by the Superintendent /Commandant in his file.
- 2) Certified true copies of the inspection note after completing column Q therefore are to be forwarded to-
 - a) One copy to the AIA direct.
 - b) Two copies to the Range Deputy Inspector General who will retain one copy in his file and forwarded the other copy to Police Directorate through the Zonal IG with comments where necessary.
 - c) One copy to the DIG (O) who is responsible for replacement of equipment.
 - d) One copy to accompany arms sent for repairs under escort to CO, SAP 6th Bn.

x) The Superintendent /Commandant is responsible for ensuring that all necessary action is taken on the AIAs inspection report after which he will send a certificate to the Police Directorate (through the DIG) certifying that all repairs and replacements recommended by the AIA have been carried out.

xi) In the first week of every month CO, SAP 6th Bn. Will send a report to DGP through ADG, Armed Police about action taken by various units on inspection remarks.

xii) Each unit will have a unit Workshop for doing R1 repair. Indent for equipments for setting up a unit workshop and annual indents for spares should be sent to DIG (O). Additional Armourers will be trained and posted in the units to make the unit workshop self-sufficient.

xiii) The Field Workshop for West Bengal Police will be set up under CO, SAP 6th Bn. Where R2 repairs will be carried out. CO, SAP 6th Bn. Will submit a proposal to DIG (O) for equipment for setting up the same.

D.C.Vajpai
Director General & Inspector General of Police
West Bengal

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Standing Order No. 04 of 2003

Sub:- Amendments to the rules for the occupation of Digha Police Holiday Home at Digha, Dist.- Purba Medinipur.

Whereas, it has become necessary to do so, the Director General & Inspector General of Police., West Bengal after careful consideration has made the following amendments in the above rules:-

Rule-3 Para (a)

A consolidated charge as noted below per room per day will be charged from the occupant. The charge includes room rent, electricity charge, sweeping charges and charges on account of 1st issue of Linen. For every subsequent change of Linen, an additional charge of Rs. 3/- per additional Linen will be levied which the occupant will pay. Change of Linen will mean change of Pillow covers and bad sheet.

Rank	Rate per day per room (including electricity charge @ Rs. 5/- per day)
i) HC/NK/Const./HPD/PD	Rs. 20/-
ii) ASI/LDC/JCO	Rs.30/-
iii) SI/UDC	Rs. 40/-
iv) Inspector	Rs. 45/-
v) Govt. officers other than W.B Police & Kolkata Police	Rs. 105/-
vi) Public (Referred by Govt. Officials)	Rs. 130/-

This amendment will be enforced w.e.f. 1st January, 2004.

Other Rules will remain unchanged.

D.C.Vajpai
Director General & Inspector General of Police
West Bengal

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POLICE ORDERS– 2004

Police Order No. 01 of 2004

Sub:- Headquarters of Addl SP (Rural) and Addl. SP (Industrial), South 24 Parganas.

In cancellation of Police order No. 1 of 2003, the offices of Addl. S.P. (Rural Zone) and Addl. S.P. (Industrial Zone) at Baruipur and Behala respectively under South 24 Parganas District will function from Alipore Police Office of Alipore Police Headquarters instead of Baruipur and Behala respectively in the interest of public service and police administration with effect from 14.04.2004.

(Shyamal Kr. Dutta)
Director General & Inspector General of Police
West Bengal

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Police Order No. 02 of 2004

Sub:- Badge of the Deputy Superintendents of Police.

Officers in the rank of Deputy Superintendent of Police of West Bengal Police Service will now wear a device for use on badges which shall be 2¼ inches in height containing the letters “WBPS” encircled by a wreath with Ashoka Emblem above. The departmental shoulder badge shall be “W.B.P.S” in ½ inches block letters.

This order shall come into force with immediate effect.

(Shyamal Kr. Dutta)
Director General & Inspector General of Police
West Bengal

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Police Order No. 03 of 2004

Sub:- Jurisdiction of Additional Superintendent of Police, Bidhannagar.

Additional Superintendent of Police, Bidhannagar Sub-Division created vide Government Order No. 4487-PL/PB/3P-95/01 dated 11.09.2002 of Home (Police) Department, Government of West Bengal will look after the Bidhannagar (East), Bidhannagar (South), Bidhannagar (North) & Lake Town Police Stations in North 24 Parganas district until further orders.

Additional Superintendent of Police, Barasat will continue to look after the Rajarhat Police Station and Additional Superintendent of Police, Barrackpore will continue to look after the Dum Dum, Airport & Netaji Subhas Chandra Bose International Airport Police Stations in North 24 Parganas district.

(Shyamal Kr. Dutta)
Director General & Inspector General of Police
West Bengal

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Standing Order No. 04 of 2004

Sub:- Duties of I.G.P. (Adm.) P.H.Q.

With the creation of the post of I.G.P. Administration, West Bengal Police Directorate vide Home (P&AR) deptt. Notification No. 135-PS Cell dtd. 28.01.2004 the following duties are allotted to IGP (A) West Bengal until further orders:-

1. He will look after all cases relating to offences against Women in the Crime Against Women Wing of PD under the overall Supervision of ADG (MOD).
2. He will supervise all matters relating to Pension of I.P.S Officers.
3. He will be responsible for looking into cases relating to anomalies in fixation of pay etc.
4. He will supervise the work of Spl. Cell in P.D.
5. He will supervise the work of Public Grievances Cell of P.D.
6. He will supervise the implementation of the recommendations of the Vigilance Commission.
7. He will supervise all matters relating to DG & IGPs Conference which is held in New Delhi & Civil Military Liaison Conference held in Kolkata.
8. He will perform any other duty as may be specified / assigned by DG & IGP.

(Shyamal Kr. Dutta)
Director General & Inspector General of Police
West Bengal

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Police Order No. 05 of 2004

Sub:- Booking of Suites in Police Inspection Bungalow at Digha.

The Director General and Inspector General of Police, West Bengal after careful consideration has made the following amendments in suppression of all previous orders, for allotment of 8 suites of Police Inspection Bungalow, at Digha, in Purba Medinipur district until further orders.

- a) Police Directorate will allot suite no. 1 & 2. These suites i.e. suite No. 1 & 2 will be kept exclusively for the senior most officers of West Bengal Police and will be allotted only by the Police Directorate.
- b) S.P. Purba Medinipur may however allot suite nos. 3, 4 and one suite of new block.
- c) Police Directorate will allot other three suites of new block.

A consolidated charge as noted below per suite per day will be charged from the occupant. The charge includes room rent, electricity charge, sweeping charges and charges on account of 1st issue of Linen.

- 1) Police officers of West Bengal (i) on duty Rs. 50 per day, (ii) other than official duty Rs. 140 per day.
- 2) Govt. officials other than Police officers and also the Police officers of other states and guests/relatives of Police officers of West Bengal Rs. 340 per day .

This amendment will be enforced with effect from 15.06.2004.

(M.K.Mukhopadhyay)
Special Inspr.Genl. & Dy. Inspr. Genl. of Police (O)
West Bengal

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Police Order No. 06 of 2004

Sub:- Formation of Spl. Security Units (SSU), for Proximate Security of the Chief Minister, West Bengal.

Government has issued order No. 691-PS dated 13.04.2004 of Home Department, West Bengal constituting Special Security Unit (SSU) providing suitable resources of manpower, vehicles, equipment, weaponry etc. on deputation both from West Bengal Police and Kolkata Police for the proximate security of Chief Minister, W.B. and immediate family members. The order lays down that Special Security Unit (SSU) will be under the unified command of Special Security Wing of IB, WB and headed by DIG & Ex-officio Jt. CP (Security) who will act as CSLO to the Chief Minister, West Bengal. For implementation of the above order, the following order is passed by to DG & IGP West Bengal to compose West Bengal Police component for SSU.

(A) RESOURCES

1) Manpower

The following manpower strength selected by the C.S.L.O. will be provided on deputation.

<u>Dy. SP/AC/ASP</u>	<u>Inspr.</u>	<u>SI</u>	<u>ASI</u>	<u>HC/NK</u>	<u>Const.Driver</u>	<u>Lady</u>
01	03	16	04	08	36	15 06

The deputation will be for the maximum period of three years subject to continuous assessment of performance for retention by CSLO. The Annual Confidential Report/Statement in respect of each of them will be written by CSLO. The deputation will begin from 1st July, 2004.

2) Vehicles

The following vehicles will be placed at the disposal of CSLO:-

a) Bullet Resistant Car	02(Two)
b) Escort Cars	03 (Three)
c) ASL/CPT vehicles	02(Two)
d) AS Check team vehicle	01 (one)
e) Dy. SPs vehicle	01(one)
f) CSLO vehicle	01 (one)
g) Office vehicle	01(One)
h) Messenger vehicle	02 (Two)

Total 11 (eleven) four wheelers and 02 (two) motor cycles. Repair & maintenance of these vehicles as suggested by CSLO will be first responsibility of IB, WB. The detailment and control will remain with CSLO. In case of any shortfall due to additional commitment or off-route, suitable replacement will be provided by concerned officers. Fuel for these vehicles will be drawn as per existing practice.

3) Dress

All personnel working in SSU will be provided two sets of suitable Safari dress, the life span of which will be three years and maintenance will be the responsibility of the personnel himself. In case, any personnel is found to be unfit for continuance in SSU due to his conduct performance or health related problems due of his indulgence then cost of the safari dress suitably depreciated by CSLO will be deducted from his salary in installments.

4) Wireless & Telephones

The following number of Static, Mobile and Hand held wireless sets with suitable mechanism for efficient working of personnel will be provided by Telecom, West Bengal.

- | | |
|-----------------------|---------------|
| a) Static/Mobile sets | 12 (twelve) |
| b) Hand-held | 18 (eighteen) |

Repair, maintenance-replacement of these sets and mechanism will be first responsibility of Telecom, W.B. Suitable upgrading of technology equipment etc. as recommended by CSLO should be taken into consideration. Existing practice of Telephones/Mobile Telephones will continue.

5) Office

The office of SSU will be located in IB, WB and will be provided necessary office support by IB WB . Further in addition to be office at IB WB the CSLO has also been allotted office at the Chief Minister's Secretariat, for which necessary office support will be provided by IB and Police Directorate.

6) Residential Accommodation

Efforts will be made to provide Barrack and family accommodation to SSU personnel on recommendation of CSLO for tenure of their deputation in SSU.

7) Temporary Accommodation

SSU personnel on duty going to different places within West Bengal will be provided necessary accommodation for period of duty and payment as due from Police on duty if any can be realized from them.

8) Weaponry & protective gears

Suitable weapons keeping in view recommendation of "the Narsimhan Committee" and availability in the State shall be provided to SSU which will be the first responsibility of concerned officer of State Police. Suitable other protective gears should also be provided to them as recommended by CSLO.

9) AS Check and other Equipments

Necessary set of AS Check equipments as laid down by IB, MHA from time to time shall be provided to SSU. To begin with one set of AS Check equipment from the stock of IB, WB will be dedicated to SSU. CSLO can also requisition replacement/addition from other units. Repair & maintenances of these equipment will be the first responsibility of IB, WB for which fund will be allotted under appropriate head/sub-head in the IB, WB budget allotment.

Other support equipment for smooth of duty by SSU will also be provided on request by CSLO.

10) Training

Suitable and adequate training will be provided to the personnel of SSU by CSLO for which CSLO will organize suitable regular course, exercises etc. including joint training and exercises with other Police personnel who perform duty in peripheral and area security zones.

11) Misc. Expenses

Money spent on contacts for VIP security will be provided as SS Fund and shall be so earmarked in SS Fund allotment of IB, WB.

B) WORKING PRINCIPLES

01. The implementation of the above order requires assistance from Police Directorate and IB, WB. Concerned officers of Police Directorate and IB, WB will render necessary assistance to the CSLO.

02. Matters of proximate security will be decided by CSLO or his suitable representative. As proximate security has relation with peripheral and Area security, the recommendations/suggestions given by CSLO or his suitable representative should be given due consideration.

03. All matters having bearing on the security of the Chief Minister and his immediate family members shall be forthwith informed to the CSLO and appropriate action should be taken to neutralize the security threat.

04. IGP (Law & Order) shall hold Quarterly review meetings with CSLO and other concerned in the first week of January, April, July and October for implementation of this order and/or suitable amendments required to ensure fail safe security to the protectees of this order.

It is ordered to send copy of this order to all concerned in West Bengal Police and Kolkata Police for information and necessary action.

(Shyamal Kr. Dutta)
Director General & Inspector General of Police
West Bengal

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Police Order No. 07 of 2004

Sub:- Officers-in-charge of Police Stations - designated as Principal Intelligence Officers

The Padmanabhiiah Committee on Police reforms has laid stress on timely collection of Intelligence by the Officers-in-charge of Police Stations who have thus been designated as Principal Intelligence officers within their jurisdiction. For this purpose, the Officer-in-Charge of Police Station is directed to nominate one of his junior officers for collection of Intelligence from subordinate Police personnel in respect of (1) incidents likely to lead to communal disturbances; 2) Suspected movement of Militants/extremists 3) Suspected activities of organized crime. 4) Emergence of Sleeper Cells' of terrorist outfits 5) Arrival of unknown persons in the locality, inputs on likelihood of natural calamity etc. The nominated officer will thereafter submit his report to the P.I.O.

Intelligence so collected by the P.I.O. should then be sent to the District Superintendent of Police, who in turn after due consideration, depending on the importance of the inputs, will forward the same to the Police Directorate (attention IGP (L&O)) with a copy to IB Hqrs for further necessary action. The Superintendents of Police will also make a special mention of such intelligence inputs received from the P.I.Os and action initiated thereon, in their monthly D.Os to the DG & IGP, West Bengal.

(Shyamal Kr. Dutta)
Director General & Inspector General of Police
West Bengal

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Police Order No. 08 of 2004

Sub:- Medical Insurance Scheme for West Bengal Police personnel.

In order to Provide facilities for Medical treatment for the Police personnel and their families in private Nursing Homes, the National Insurance Company have designed a tailor made Medical Insurance scheme to give the widest possible coverage to the Police personnel of the West Bengal Police as well as their dependent family members. The scheme is being implemented for the benefit of the Police personnel and their families.

2. Beneficiaries:- Police personnel of the rank of Constable to Sub Inspectors will be eligible to be members of the Medical Health Scheme. The benefit of the scheme will be available to the wife and two children of the Police personnel. Police personnel can also include their dependent sister below 21 years of age and dependent brother below 18 years of age to be beneficiaries of the scheme subject to the maximum beneficiaries being limited to three members. (i.e., wife plus two children or one brother and one sister etc.). Only willing Police personnel will be eligible to contribute to the scheme.

3. Value of the Policy:- The scheme provides for medical insurance for Rs. 50,000/- per annum, for treatment in hospitals, including surgery etc. to the Police personnel and members of his family;

4. Benefits available from the scheme:- The following benefits will be available to the Police personnel and his family:

- i. The scheme provides for Hospitalization with cashless service in empanelled hospitals located in different locations of the state and all over India. Identity Cards will be issued to all members covered under the scheme.
- ii. The scheme provides for 30 days pre-hospitalization benefit and 60 days post hospitalization benefits reimbursement for which is to be claimed separately.
- iii. All pre existing illness (except certain specified illness) are covered.
- iv. Maternity benefit will be available after nine months in the first year of the Commencement of the policy and thereafter , there is no time limit specification for subsequent years;
- v. The National Insurance Company will through the third party agency (TPA) arrange for registration of Nursing Homes etc located in the District Headquarters/Sub Divisional Headquarters which are not registered in order to provide maximum benefit to the Police personnel and their family.
- vi. Treatment for serious illness in Hospitals outside the State which are Registered under the scheme, will be available to the beneficiaries.
- vii. In the eventuality of treatment in hospitals not registered under the scheme including Govt. Hospitals, reimbursement claims are to be submitted for payment.
- viii. Any Police personnel retiring during the period of the policy will be eligible for all the facilities till the completion of the duration of the policy.
- ix. Retired Police personnel are eligible to be members of the scheme on payment of the premium.
- x. Domiciliary hospitalization is not covered under the scheme ;
- xi. Hospitalization for diagnostics, use of alcohol/intoxicating drugs etc and venereal disease is not covered.
- xii. Treatment of AIDS is not covered.
- xiii. Use of external aids like spectacles, wheel chair etc is not covered under the scheme.
- xiv. New born baby will be covered after attaining three months of age.

5. Premium: The annual premium for the above policy is Rs. 580/- to be paid in six installments.

6. Fund: A new fund under the nomenclature of “West Bengal Police Medical Insurance Fund” will be created for providing Medical Insurance for the members of the force & their family members as a welfare measure from contributions to be paid by the Police personnel covered under the proposed Medical Insurance Scheme.

B) Contributions from Police personnel from the rank of Constable to Sub-inspector of West Bengal Police will be collected by respective controlling officers and will be credited to the Fund.

C) The local SPs, Commandants of the Bns. In charges of other units will collect contributions received through Bank Draft to the Secretary of this fund.

D) Installments towards the Medical Insurance Scheme will be paid to the National Insurance Scheme from the fund.

E) The Fund will be administrated by a Central Committee consisting of the following officers who will be the Ex—officio members:-

- i) DG & IGP , WB - President
- ii) ADG (Adm.) WB -Vice President
- iii) IGP (Hqrs.) WB - Member
- iv) DIG (AP) Bkp -Member
- v) SP Howrah - Member
- vi) SS (I) EB WB - Member
- vii) DIG (P & W) WB - Secretary

The quorum of subsequent meeting will be of five members including the Secretary.

F) The Committee will hold meetings twice in a year to assess the functioning of the Fund, settlement of the claims of Police personnel and any other matter which they feel necessary to discuss for the welfare of the members of the W.B.P Force.

G) The Committee will also examine cases, where a beneficiary of the scheme is required to spend an amount exceeding the Insured amount for his treatment under the scheme and decide about payment of the additional money from the fund.

H)An account shall be opened in the Kolkata Main Branch of State Bank of India for operation of this fund. DIG P & W and ex-officio Secretary will operate the financial transactions on behalf of the “West Bengal Police Medical Insurance Fund”.

I) Day to day business and maintenance of records etc. will remain entrusted to one of the officers of the Special Cell under the supervision of the Special Officer (Welfare) West Bengal Police Directorate.

7. Welfare Officers:- The Supdts of Police/Commandants and Head of the Units will designate the RO(Welfare) to coordinate all matters pertaining to the operation of the Medical Insurance Scheme in their respective units. It will be the responsibility of the RO(Welfare) to keep in touch with the representative of the Third party Agency and assist the Police personnel in getting the benefits from the scheme and also finalization of all claims.

8. Sub-Offices: The National Insurance Company through the Third Party Agency will in the first phase, provide facilities of sub offices at the following locations in West Bengal in addition to the Head office at Kolkata:

	Location of office/Sub office	Police units to be looked after
1	KOLKATA	Howrah, South 24 Parganas, Hooghly District Police; Govt. Railway Police Howrah and Sealdah; IB, CID, Telecom, PCC and other units at Kolkata.

2	BARRACKPORE	North 24 Parganas and Nadia Districts; All SAP Battalions /Units located at Barrackpore; SAP 9 th Bn.; Police Training College, Barrackpore.
3	DURGAPUR	Burdwan, Birbhum and Bankura Districts ; IR Battalion Durgapur; 7 th Bn. SAP; All other Police Units at Durgapur and Asansol.
4	KHARAGPUR	West and East Midnapore Districts, Purulia Districts; All EFR Battalions at Salua; 11 th and 13 th Bn. SAP; Govt. Railway Police Kharagpur.
5	SILIGURI	Darjeeling, Cooch Behar, Jalpaiguri Districts; Govt. Railway Police, Siliguri; IB, North Bengal; 10 th and 12 th Bn. SAP.
6	MALDA	Uttar and Dakshin Dinajpur Districts; Malda and Murshidabad Districts; SAP 4 th Bn.

The Supdts. of the Districts/Commandants are to provide office space for the representative of the Third Party Agency at the above locations.

9. The terms and conditions of the Medical Insurance Scheme as mentioned above are liable to change at the time of renewal of the scheme

(Shyamal Kr. Dutta)
Director General & Inspector General of Police
West Bengal

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Police Order No. 09 of 2004

Sub:- Accommodation for Officers in Block-V of Writers' Buildings.

The Deputy Inspector General of Police (P&W), Deputy Inspector General of Police (IPS Cell), Assistant General of Police (S) Special Officer (Welfare), Special Officer (IPS Cell), Special Officer (Regulation), Special Officer (Law) and connected Stenographers, IPS Cell, Adm/SC (ROPA) Adm/C. Adm/HC & Welfare Section of West Bengal Police Directorate including Law Cell, Special Cell and a part of the Type Section will sit in the newly allotted vacant space in the Main Hall (part) Northern side and cubicles in Northern Side at 2nd Floor of Block-V of Writers' Buildings after necessary renovation.

(Shyamal Kr. Dutta)
Director General & Inspector General of Police
West Bengal

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Police Order No. 10 of 2004

Sub:- Handling of Public Grievances.

Proper approach and handling of Public Grievances plays a very important role in formatting a positive image of the Police. Hence for effective and empathetic handling of public Grievances in Police Department, the following instructions are issued which should be strictly complied by all units.

1. Public Grievances Cell should be established in every Police unit under the supervision of an officer not below the rank of Dy. SP.

2. A register should be maintained to keep a record of all complaints received the register should contain date of complaint name and address of complaint nature of complaint and action taken.
3. A complaint and suggestion Box should be kept at a prominent place at every Police establishment up to Out Posts. It should be opened everyday and suitable action taken on the complaints received. Integrated record of these complaints enquiries and action taken should be kept at districts public grievance cell. This cell should also keep a track of news paper reports related to actions or inactions by Police take suitable action in form of enquiry investigation etc, as per allegations contained in the document.
4. Every complaint however frivolous and trivial it may appear, should be taken seriously because a matter which may appear to be trivial from the Police point of view may be important for the petitioner.
5. Wherever there is scope for the Police to assist the petitioner in any manner that assistance should be provided and tendency to pass the buck by saying “The matter is civil in nature” or “not related to Police” should be avoided.
6. Attitude towards the complaint should be of sincerity, empathy and understanding and not of negligence and contempt.
7. Every enquiry must be completed within one-month of receipt of complaint. The unit In charge himself should monitor the Complaint Register every week and offer his specific comments on each report received and should be able to detect and filter negligent, callous and avoiding reports and fix up the responsibility.
8. Officers forwarding the reports should go through the petition and inquiry report thoroughly and should offer his specific comments on the complaint & inquiry report. The practice of forwarding a report without perusing the contents must be avoided.
9. Derogatory remarks against the petitioner or any other persons must be avoided. Only the proved facts should be mentioned. For example, if any person is involved in any case, instead of writing “He is a Criminal” his involvement in a criminal case may be mentioned.
10. When there is complaint against any Police personnel, it should be inquired into by the officer superior to the person against whom there is complaint. Tendency to protect the guilty must be avoided. If any Police personnel is found guilty or negligent, suitable disciplinary/legal action should be taken.
11. Strict action should be taken against the Police personnel involved in any type of intimidation, harassment, illegal action or inaction or persecution against the petitioner for his submitting the petition.
12. When any report is submitted it should be in original. Only in exceptional cases when it is not possible to send the original report name, rank and designation of inquiry officer should be mentioned.

(Shyamal Kr. Dutta)
Director General & Inspector General of Police
West Bengal

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Police Order No. 11 of 2004

Sub:- Creation of the posts of Inspector-in-Charge.

The Governor has been pleased to accord sanction to the creation of the following 40 posts of Inspector of Police (Unarmed Branch) in the following districts of West Bengal as noted against each vide G.O. No. 1394-PS Cell/3P-18/04 dated 31st August 2004 until further order.

Sl. No.	Name of the district	No. of post of Inspectors.	Names of the newly created post of Inspector-in-charge
1	North 24 Parganas	5	Barrackpore P.S, Rajarhat P.S, Naihati P.S, Bashirhat P.S & Bongaon P.S
2	South 24 Parganas	6	Mahestala P.S, Budge Budge P.S, Falta P.S, Baruipur P.S, Diamond Harbour P.S, Rabindra Nagar P.S
3	Bankura	8	Bankura P.S, Bishnupur P.S, Khatra P.S, Barjora P.S, Ranibandh PS, Raipur PS, Sarenga PS, Simlupal PS.
4	Paschim Medinipur	9	Belpahari P.S, Lalgarh P.S, Binpur PS, Jambani PS, Goaltore P.S, Nayagram P.S, Gopiballavpur P.S, Dantan P.S, Mohanpur P.S
5	Malda	2	Kaliachak PS & Malda PS
6	Purulia	2	Jhalda PS and Jaypur PS
7	Jalpaiguri	4	Moynaguri PS, Dhupguri PS, Falakata PS & Kumargram P.S
8	Cooch Behar	4	Dinhata PS, Mathabhanga PS, Sitai PS & Haldibari PS

Following creation of the posts of 40 Inspectors of Police as mentioned above it has become necessary to recognize the jurisdiction of various Police Circles. The Police Station which have been upgraded and Inspector-in-charge have been posted will be separated from the jurisdiction of the Circle Inspector to which they belong.

In exercise of the power conferred on the Director General & Inspector General of Police under PRB Regulation 10 Vol-I the jurisdictions of the Police Circles which have been affected due to creation of the posts of 40 Inspectors-in-charge are revised as shown here under:-

District	Name of the Circle	Present Jurisdiction of CI	Newly created post of Inspector-in-charge	Revised Jurisdiction of the CI
North	Barrackpore	Barrackpore, Noapara, Titagarh	I/C Barrackpore	Noapara, Titagarh
North	Barasat	Rajarhat, Deganga	I/C Rajarhat	Deganga
North	Naihati	Naihati, Bizpur	I/C Naihati	Bizpur
North	Bangoan	Bongaon, Bagda, Gaighata, Gopalnagar	I/C Bangoan	Bagda, Gaighata, Gopalnagar
North	Bashirhat	Bashirhat, Minakha, Baduria, Haroa, Swarupnagar	I/C Bashirhat	Minakha, Baduria, Haroa, Swarupnagar

South	Maheshtala	Maheshtala, Budge Budge, Nodakhali, Rabindra Nagar	I/C Maheshtala, I/C Budge Budge & I/C Rabindra Nagar	Nodakhali
South	Diamond Harbour	Falta, Diamond Harbour, Magrahat, Usthi	I/C Falta, I/C D/Harbour	Magrahat, Usthi
South	Baruipur	Baruipur, Bhangore, Joynagar, KLC, Kashipur	I/C Baruipur	Bhangore, Joynagar, KLC, Kashipur
Bankura	Bankura Sadar	Bankura, Onda, Taldangra	I/C Bankura PS	Onda & Taldangra
Bankura	Bishnupur	Bishnupur, Joypur, Kotalpur	I/C Bishnupur	Joypur & Kotalpur
Bankura	Khatra	Khatra, Indpur, Sarenga, Simlapal, Ranibandh, Raipur	I/C Khatra I/C Ranibandh I/C Sarenga I/C Simlapal & I/C Raipur	Indpur
Bankura	Gangajal ghati	Gangajalghati, Saltora, Barjora, Chhatna, Mejhia, Beliatore	I/C Barjora	Gangajalghati, Saltora, Chhatna, Mejhia, Beliatore
W-MDP	CI Sadar	Goaltore & Garbeta	I/C Goaltore	Garbeta
W-MDP	Binpur	Belpahari, Binpur, Lalgarh	I/C Belpahari, I/C Binpur & I/C Lalgarh	
W-MDP	Jhargram	Jhargram & Jamboni	I/C Jamboni	Jhargram
W-MDP	Gopiballav pur	Gopiballavpur, Beliabera, Nayagram, Sankrail	I/C Gopiballavpur I/C Nayagram	Sankrail, Beliabera
W-MDP	Belda	Belda, Dantan, Mohanpur	I/C Datan, I/C Mohanpur	Belda
Purulia	Baglata	Joypur, Jhalda	I/C Jhalda & I/C Joypur	
Jalpaiguri	Moynaguri	Moynaguri, Dhupguri, Banarhat	I/C Moynaguri, & I/C Dhupguri	Banarhat
Jalpaiguri	Birpara	Birpara, Madarihat, Falakata	I/C Falakata	Birpara, Madarihat
Jalpaiguri	Kalchini	Kalchini, Jaigaon, Kumargram, Samuktala	I/C Kumargram	Kalchini, Jaigaon, Samuktala
Cooch Behar	Dinhata	Dinhata & Setai	I/C Dinhata & I/C Setai	
Cooch Behar	Mekhliganj	Mekhliganj, Haldibari, Kuchilibari	I/C Haldibari	Mekhliganj, Kuchilibari
Cooch Behar	Mathabhanga	Mathabhanga, Sitalkuchi, Ghoskadanga	I/C Mathabhanga	Sitalkuchi, Ghoskadanga

Malda	Sadar, Malda	Englishbazar, Kaliachak, Manikchak, Baishnabnagar	I/C Kaliachak	Englishbazar, Manikchak, Baishnabnagar
Malda	Gazole	Malda, Habibpur, Bamangola, Gazole	I/C Malda	Habibpur, Bamangola, Gazole

(Shyamal Kr. Dutta)
Director General & Inspector General of Police
West Bengal

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Standing Order No. 12 of 2004

Sub:- Duties of ADG, Training, West Bengal.

In suppression of all previous orders and subject to the general control direction and supervision of the Director General and Inspector General of Police, West Bengal the duties functions and powers of the Additional Director General of Police, Training will be as follows with immediate effect and until further orders :-

1. He will supervise all the functions relating to training with respect to all ranks in the West Bengal Police subject to the general control of Director General & Inspector General of Police.
2. He will deal with all matters relating to the modernization of training infrastructure, updating of syllabi, Curriculum and all the other related training activities.
3. He will supervise the functioning of the Police Training College, Barrackpore, subsidiary Training Centers and other specialized Training Centers being set up as Centers of Excellence.
4. He will initiate and process all matters relating to the nomination of officers of PTC, STC & Other training institutes for deputation for training as well as all matters pertaining to conferences, symposium, workshops and seminars for final approval of the Director General of Police.
5. He shall remain in overall supervisory and advisory control of the functioning of the West Bengal Police academy (set up vide GO No. 2395-PL/BP/2p-8/2000 dated 12.05.2000) subject to the general control and supervision of the Director General & Inspector General of Police.
6. He shall be the controlling officer of Inspector General of Police, Training & Ex-officio Director WB Police Academy, Deputy Inspector General of Police, Training and the Principal DTS in respect of tours and passing of Traveling Allowances Bills and Medical Bills.
7. He shall co-ordinate with the Commissioner of Police, Kolkata, the Director General Fire Services and the Inspector General of Police Correctional Services in the respect of any training activity for officers jointly planned and mutually agreed with Kolkata Police, Fire Services Directorate and Correctional Services.

8. The ACRs of Inspectors and Deputy Superintendent of Police will be routed through him and he will forward the same with his comments on a separate sheet of paper to the Director General & Inspector General of Police for further action..

9. He will perform such other duties as may be assigned to him by the Director General & Inspector General of Police from time to time.

(Shyamal Kr. Dutta)
Director General & Inspector General of Police
West Bengal

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Standing Order No. 13 of 2004

Sub:- Annual Mobilization Contingents.

It has been observed that the training of the Police personnel in the Annual Mobilization Contingents as provided for in Regulation 663 and 795 of the Police Regulations Volume I are not being given held in the Districts. The Strength of the Mobilization Contingents has been given in Police Order 13 of 1953. The List of the personnel to undergo the Mobilization Contingent is to be displayed in a list at each of the Police Stations (Appendix III(8) Volume II S No. 78.

2. The Superintendents of Police of the Districts are directed to conduct the Mobilization Contingents as laid out in Regulation 663 of Volume I during which in-service training of the personnel is to be carried out as per provisions of Regulation 795 of PRB Volume I. The Superintendents of Police will ensure that the following instructions are implemented with immediate effect.

- a) The personnel who are to undergo the Mobilization Contingent Training in each of Police Units as laid out in Police Order 13 of 1953, should be identified and the list displayed in each of the Police Station. Where, new Police Station and Outposts have been sanctioned since the issue of the above mentioned Police Order 1/3 rd of the strength are to be earmarked for the Mobilization Contingent.
- b) An entry should also be made about the personnel who are to undergo the Mobilization Contingent Training in the Disposition list of each of the Police Station.
- c) The Training of the personnel identified for mobilization may be held 4 times in a year for duration of 10 days at the Districts Headquarters. The personnel identified for the mobilization may undergo the training by rotation.
- d) The Police personnel recently transferred from the SAP or the DAP to the OR must undergo the Mobilization Contingent Training in the first year of their induction to the OR
- e) The Mobilization Contingent Training must be supervised by the Dy. SP (D & T) of each District. The Training programme for the Mobilization Contingent should be drawn up in Consultation with the Supdts. of Police. There should be periodical supervision of the Mobilization Contingent Training by the Supdt. of Police and the Addl. Supdts of Police.
- f) Training should be given on matters of immediate concern to the Police Stations and which have a practical value. The following are some of the topics that should also be covered in the Training Programme for the Mobilization contingent.
 1. Dealing of the Police personnel with the Public (Model Code of conduct); Handling of Public Grievances (ref Police order 10/2004)
 2. Improving Police public Relation and the Role of the Police personnel at the Police Station.

3. Crime against women and the role of the Police in preventive actions
4. Human Rights & the Police
5. Cognizable and non-cognizable crime
6. Maintenance of GD and recording of FIR; Bailable and non-bailable offences
7. Provisions of the MV Act. And Traffic rules
8. Custodial Violence and steps to prevent the same
9. Power of arrest and powers of bails; Procedure for arrest guidelines issued by Justice DK Basu (Police Order 3 of 1998)
10. Procedure for search
11. Safety of arms and ammunitions
12. Safety and Security of Police Station and Police Camps.
13. Escorting of prisoners-common faults
14. Relation with the Rural Police (Chowkidars/Daffadars/RG Parties etc.)
15. Computerization of Crime records
16. Active Criminal List and watch over criminals.
17. Beat system of Town Patrol and patrol in the rural areas
18. Railway crime and watch over Railway Criminal by the local PS.
19. Role of Panchayats and relations with Panchayats
20. Unnatural Deaths with ref to Police order 1 of 1984
21. Basic Fire Fighting Drill
22. Collection of Intelligence; (Ref. Police Order 7/2004)
23. Preventive powers with the Police under law
24. Protection of the scene of crime.
25. Inter-departmental coordination at P.S Level.

3. Zonal IGP's and the Range DIG's during their visit to the Districts may ensure that the training of the Mobilization Contingent is carried out as per the provision of the Police Regulations.

(Shyamal Kr. Dutta)
Director General & Inspector General of Police
West Bengal

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Police Order No. 14 of 2004

Sub:- Supervision over Dial-100 Toll free Help Lines.

For proper functioning of 143 Dial-100 Toll free Help Lines in all Sub-divisional and district control Rooms of the State it has become necessary to keep each of these Control Rooms under the supervision of an office of the rank of Inspector, it will be convenient to utilize the services of the Court Inspectors posted in sub-divisional Headquarters and district headquarters for exercising day-to-day supervision of the functioning of these sub-divisional and district Control Room where Dial 100 System will be operative.

It is, therefore, ordered that all court Inspectors posted in district and sub-divisional headquarters will exercise supervision over the functioning of Dial-100 Sub-Divisional and district control rooms in addition to their own duties . In the district where the district control room is already manned by an Inspector, the supervision of Dial-100 system will devolve on him. Where no court Inspector or control room Inspector is available, the Inspector-in-charge of the local PS or the SDPO will perform the duty of supervision in addition to their own duty.

All senior officers in the districts should frequently visit these control rooms to ensure proper functioning of the Dial-100 system. It will be imperative on the part of all

officers-in-charge of Police Stations in the State to see that information catered to the PSs through these Control Rooms are properly worked out and where necessary, lawful actions are initiated on the basis of such information.

The following chart will provide the consolidated lists of the 100-Dial Control Rooms along with the designations of the Supervisory officers.

Sl. No.	Name of the district	No. of post of Inspectors.	Names of the newly created post of Inspector-in-charge
1	North 24 Parganas	Barrackpore	Ct. Inspr., Barrackpore
2	North 24 Parganas	Belghoria	I/C Belghoria
3	North 24 Parganas	Barasat (Sadar)	I/C CR N-24 Pgs,
4	North 24 Parganas	Bidhannagar	I/C Bidhannagar (N) PS
5	North 24 Parganas	Bangoan	Crt. Inspr. Bangoan
6	North 24 Parganas	Bashirhat	Crt. Inspr. Bashirhat
7	South 24 Parganas	Baruipur	I/C Baruipur PS
8	South 24 Parganas	Alipur (Sadar)	I/C IGP's CR, Alipur
9	South 24 Parganas	Canning	CI Canning
10	South 24 Parganas	Kakdwip	CI Kakdwip
11	South 24 Parganas	Diamond Harbour	Crt. Inspr. D/Harbour
12	Howrah	Howrah (Sadar)	Crt. Inspr. (S) Howrah
13	Howrah	Uluberia	Crt. Inspr. Uluberia
14	Nadia	Kalyani	CI Kalyani
15	Nadia	Krishnanagar	I/C Kotwali PS, Nadia
16	Nadia	Tehatta	SDPO Tehatta
17	Nadia	Ranaghat	Crt. Inspr. Ranaghat
18	Murshidabad	Murshidabad (Sadar)	Crt. Inspr. (S) Murshidabad
19	Murshidabad	Domkol	CI Domkol
20	Murshidabad	Lalbag	Crt. Inspr. Lalbag
21	Murshidabad	Jangipore	Crt. Inspr. Jangipur
22	Murshidabad	Kandi	Crt. Inspr. Kandi
23	Hooghly	Chinsurah	Crt. (S) Hooghly
24	Hooghly	Srirampore	Crt. Inspr. Chinsurah
25	Hooghly	Chandanagore	Crt. Inspr. Chandannagore
26	Hooghly	Arambag	Crt. Inspr. Arambag
27	Burdwan	Burdwan (Sadar)	Crt. Inspr. (S) Burdwan
28	Burdwan	Kalna	Crt. Inspr. Kalna
29	Burdwan	Katwa	Crt. Inspr. Katwa
30	Burdwan	Durgapur	Crt. Inspr. Durgapur
31	Burdwan	Asansol	Crt. Inspr. Asansol
32	Birbhum	Birbhum (Sadar)	Crt. Inspr. Suri
33	Birbhum	Bolpur	CI Bolpur
34	Birbhum	Rampurhat	Crt. Inspr. Rampurhat
35	Paschim MDP	Paschim MDP (Sadar)	Crt. Inspr. Sadar
36	Paschim MDP	Kharagpur	CI Kharagpur
37	Paschim MDP	Ghatal	Crt. Inspr. Ghatal
38	Paschim MDP	Jhargram	Crt. Inspr. Jhargram
39	Purba MDP	Tamluk	Crt. Inspr. Tamluk
40	Purba MDP	Contai	Crt. Inspr. Contai
41	Purba MDP	Egra	CI Egra
42	Purba MDP	Haldia	IC Haldia PS
43	Bankura	Bankura (Sadar)	Crt. Inspr. (S) Bankura
44	Bankura	Bishnupur	Crt. Inspr. Bishnupur
45	Bankura	Khatra	IC Khatra PS

46	Purulia	Purulia (Sadar)	Crt. Inspr. Purulia
47	Purulia	Jhalda	IC Jhalda PS
48	Purulia	Raghunathpur	CI Raghunathpur
49	Malda	Malda (Sadar)	Crt. Inspr. (S) Malda
50	U-Dinajpur	Raiganj	Crt. Inspr. Raiganj
51	U-Dinajpur	Islampur	Crt. Inspr. Islampur
52	U-Dinajpur	Balurghat	Crt. Inspr. Balurghat
53	U-Dinajpur	Gangarampur	CI Gangarampur
54	Darjeeling	Darjeeling (Sadar)	Crt. Inspr. (S) Darjeeling
55	Darjeeling	Kalimpong	CI Kalimpong
56	Darjeeling	Kurseong	CI Kurseong
57	Darjeeling	Siliguri	Crt. Inspr. Siliguri
58	Jalpaiguri	Jalpaiguri (Sadar)	Crt. Inspr. (S) JPG
59	Jalpaiguri	Alipurduar	Crt. Inpr. Alipurduar
60	Jalpaiguri	Malbazar	CI Mal
61	Cooch Behar	Cooch Behar (Sadar)	Crt. Inspr. (S) CBR
62	Cooch Behar	Mathabhanga	Crt. Inspr. Mathabhanga
63	Cooch Behar	Dinhata	Crt. Inspr. Dinhata
64	Cooch Behar	Mekhliganj	Crt. Inspr. Mekhliganj

(Shyamal Kr. Dutta)
Director General & Inspector General of Police
West Bengal

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Police Order No. 15 of 2004

Sub:- Principle and procedure for transfer of subordinate Police officers in WBP (including Lady Police personnel) and posting to specialized units on Deputation.

In partial modification of Police Order No. 9/1963, the Director General & Inspector General of Police, West Bengal has formulated the following transfer policy in respect of subordinate ranks of Police personnel (Constables to SIs):-

On completion of basic training 25% of the Recruit Constables, will be selected by a Board consisting of Addl. Director General of Police (Training), Dy. Inspr. Genl. of Police (Administration) and Dy. Inspr. Genl. of Police, Training, Police Training College, BKP to be posted directly to the District Police for induction in Combat/RAF/Police Station work. Their selection will be based on their performance in indoor and Outdoor subjects at PTC/STCs physical fitness and on the basis of an Interview. Those who are of 'Instructor Caliber' or have 'special training' may be retained in Combat/RAF for training purpose. Districts SsP to ensure that these men are not confined to routine guard duties.

As per present practice, the remaining 75% of the recruits will be posted to different State Armed Police Battalions. The current practice of retaining the Constables on first appointment with the State Armed Police Battalions/ DIG Armed Police BKP for seven (7) years is hereby confined to 5 years (including the training period spent at PTC/STCs). On completion of 5 yrs. tenure in service, these Constables will be posted to different districts for field duties. No Constable shall be posted to IB, CID, EB, Telecom etc., specialized postings before serving in field. While public interest and interest of the administration is paramount, the Constables may be accommodated in the districts neighboring their home districts as far as practicable, during their field postings.

Constables/Naiks on promotion to the higher rank of Naik/Head Constable, should not be transferred out as a matter of routine, except on administrative grounds.

On promotion to ASI/SI, efforts should be made to post officers to districts neighboring their home districts as far as practicable in public interest, subject to vacancies, administrative convenience and professional requirement.

Lady police personnel of all ranks are being directly posted to the districts/Units on successful completion of training. There is no objection for lady Police personnel being posted to their home districts, subject to vacancies/administrative convenience and on professional requirements.

However, no police personnel are to be posted directly to specialized wings such as IB/EB/GRP/CID/PCC/Telecom and Traffic. Postings to these units will be considered as posts of 'deputation'. The period of posting to these units shall be for four (4) years in first phase, which may be extended by a maximum of three (3) years depending on the suitability of such persons. Beyond seven (7) years, if any, person as a special case on professional grounds is to be retained in IB or CID, the Head of the Unit shall send a specific proposal giving reasons for recommendation, with period of extension sought, to Police Directorate for consideration.

Those who have attained the age of 56 years and due for transfer, may be retained if they are otherwise considered suitable in their present place of posting. On the other hand, they could be accommodated in their home districts, to enable them to prepare for retirement.

(Shyamal Kr. Dutta)
Director General & Inspector General of Police
West Bengal

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Police Order No. 16 of 2004

Sub:- 100 Dial Help Line Facility.

Government of West Bengal has sanctioned installation of 143 "100" dial toll free help lines at all sub divisional and districts headquarters under West Bengal Police. The advantages of installation of dial '100' Emergency Service are manifold:-

- i) Easy and round the clock access to the local Police Station to persons in distress.
- ii) Providing immediate Help to the persons in distress.
- iii) Sensitizing Police officers for quick response and empathetic attitude towards persons in distress.
- iv) To instill public faith in Police Service

The 'Dial 100 Toll-free Help Line' is basically aimed at providing better service to members of the public in distress and thereby bolster public faith in Police service. It is effort to increase and strengthen Police- Public community relations.

2. STAFF: The Help Line will function round the clock in the district and sub-divisional control room in three 8-hour shifts to be detailed by the Supdt. of Police of the District. It must be ensured that the Sub-divisional Control Room has a minimum strengthen of 1 SI/ASI 1 Constable, and 1 HG per shift. One lady Const. will perform duty from during the day shift. The concerned SDPO will mobilize the manpower from his sub-divisional resources.

3. SUPERVISION:- The Court Inspector at the Sub Division and at the District Headquarters will be in charge of the Sub Division/District Control Room in addition to his other duties.

The Deputy Supdt. of Police, Headquarters at the District Headquarters will supervise the functioning of the Sub-Divisional Police officer will supervise the functioning of the Sub Divisional Control Room.

4. EQUIPMENT: Each of the Sub-divisional and districts Control Rooms will have the following equipment :

- a) '100' dial Help lines as sanctioned above
- b) Ordinary phone line (to be arranged by SP)
- c) RT Control
- d) WBP email
- e) Adequate furniture, which will be provided by the Supdt. of Police of the District.

5. LIST OF INFORMATION:- The following information will be maintained at each of the district and Sub Divisional Control Rooms:

- a) List of phone numbers of public utility and emergency services viz. fire stations, ambulance services, hospitals nursing homes, blood banks etc.
- b) List of NGO, Counselors, Members of parliament, Members of State Legislative Assembly, Counselors of the Municipality , women organizations.

6. GENERAL INSTRUCTION: Police personnel manning 100 dial HELP lines will follow following instructions

- i) The response of the help line staff to phone calls should be prompt and polite. Rude/indifferent or delayed response to callers will be avoided.
- ii) All information/complaints received from callers should be entered in the specific format in the "Help Line Register" duly countersigned by the person receiving the call. The format of the Register is given below:

Sl. No.	Date	Time	Name & Address with phone No. (if any) of the informant	Gist of the information received	G.D.E . No.	Action taken (mentioning Date & Time) on information received			Remarks (8)
						Information given to	Result of action taken by informed Unit	Result of action taken informed over phone (if any) to informant or others	
1	2	3	4	5	6	7A	7B	7C	

iii) Information/complaints received should be communicated immediately to the concerned police station through RT/Telephone for prompt follow-up action. The help line staff will also log the time and the mode of such communications to different units in the "action taken" column in the Register. The help line, under no circumstances, will refuse to initiate follow-up communication even if the subject of the distress call happens to be outside the District/sub-divisional jurisdiction. In such cases, the staff will arrange to communicate the matter at once to the concerned unit, in whose jurisdiction the place of incident is located.

iv) Senior officers of the rank of SDPO/Dy. SP (HQs)/Addl. SP will go through the entries in the register on a daily basis and supervise the follow-up action taken there on.

v) It must be ensured that the Supdt. of Police/SDPO and other senior officers are kept informed of all serious incidents reported at the Sub Divisional Control Room/Districts Control Room.

vi) Each 100 Dial Control Room will have list of important telephone numbers like Fire Brigade, Blood Bank, Women Counseling Centre, Drug-Dedication/Rehabilitation Centers, important hospitals etc.

vii) When any women in distress dials 100 for Counseling over marital /domestic or any other issue, she shall be heard by the officer concerned at the Sub Divisional/ District Control Room and steps taken to get her in touch with the concerned Police Station, NGO, Counseling Center etc so that her problem could be attended to without any delay . Senior officers will review the action taken in each of the cases.

viii) Surprise check on the quality of response by 100 Dial Control Room officers by carried by SDPO/Dy. SP (HQs) and their duties supervised for best results.

ix) All communications with the members of the public made over 100 dial help line must be extremely polite and courteous and with a helpful attitude.

(Shyamal Kr. Dutta)
Director General & Inspector General of Police
West Bengal

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Standing Order No. 17 of 2004

Sub:- Duties of IGP (O) , DIG (O) and DIG (Mod).

Whereas it has become necessary to do so, the Director General and Inspector General Police, West Bengal, after careful consideration has made the following amendments on distribution of the duties of Inspector General of Police (O) and Dy. Inspector General of Police (Mod.) in addition to the duties already assigned to them by relinquishing from Dy. Inspector General of Police (O) for smooth functioning of the Police Directorate.

IGP (O)

1. He will look after all matters relating to Police clothing.
2. All the matters relating to Police Drivers/Head Police Drivers including Transfer and Posting.
3. Matters relating to the Police Band.

DIG (Mod)

1. He will look after all matters relating to arms and accoutrements including training of Armourer/Head Armourer.
2. All the matters relating to Police Computer Centre.

(Shyamal Kr. Dutta)
Director General & Inspector General of Police
West Bengal

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Police Order No. 18 of 2004

Sub:- Integrated Training in Model Police Station at PTC, Barrackpore.

In order to acquire practical skills as well as to get acquainted with various aspects of functioning of a Police Station including crime investigation, every cadet undergoing training at the Police Training College, Barrackpore, will undergo a fifteen working days attachment with the Model Police Station at the Police Training College, Barrackpore, during the course of their basic training. During this attachment, the cadets will be exposed to the Police Station records, conduct of investigation, system of patrol and other aspects of functioning of a Police Station. Demonstration and practical classes will also be conducted to acquaint the cadets on various aspects of work in a Police Station. At the conclusion of the attachment, the course aims to ensure that the cadets acquire necessary knowledge, skills, understanding, attitudes and behaviour required for effectively discharging their duties at a Police Station.

2. On completion of the Integrated Training at the Model Police Station, every cadet, will appear in an examination, the modalities of which will be decided by the Board of Training. A Cadet who fails to qualify in the said examination will not be declared to have finally passed till such time that he qualifies.

3. This order shall be implemented with immediate effect.

(Shyamal Kr. Dutta)
Director General & Inspector General of Police
West Bengal

(Also see Police Order No. 08 of 2005)

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POLICE ORDERS-2005

Police Order No. 01 of 2005

Sub:- Consideration of Police personnel awarded with Major Punishments.

During the Promotion Board held on 11th January, 2005, Range DIGs and IGs of Zones raised the issue of non-consideration of police personnel who have been awarded a major punishment but are not considered for a period of five years from the date of award of punishment despite the fact that the period of punishment has been completed. It was mentioned that GO No 1035-PL dated 21/2/2001 (for Unarmed Branch) and GO No 1036-PL dated 21/2/2001 (for Armed Branch) has not imposed any such restriction and the said GO provides that marks are to be deducted against each major punishment awarded to the Police personnel from his Service Records.

Since, GO No 1035-PL dated 21/2/2001, GO No 1036-PL dated 21/2/2001 and GO No 6928-PL dated 18/7/83 provides for deduction of marks against each major punishment while reviewing the Service Records of police personnel and the guidelines for award of marks for the ACR grading have been prescribed in the said order, the following procedure will be followed, henceforth, while dealing with personnel awarded a major punishment, who is otherwise eligible for promotion:

- (a) No police personnel who has been awarded a major punishment will be considered in the Board of the DGP/Range Board for promotion, during the currency of punishment of the concerned police personnel.
- (b) In other cases, where the period of the major punishment has been completed, five marks will be deducted from the Service Record of the Police personnel for every major punishment awarded to him, in terms of the above mentioned Govt. Orders. The consideration of the above mentioned category of personnel will, however, be governed by the provisions of the above mentioned Govt. orders which prescribes the minimum marks for qualifying, in the Range Board/DGP's Board constituted by the said Govt. Order.

This order will be implemented with immediate effect.

(Shyamal Kr. Dutta)
Director General & Inspector General of Police
West Bengal

(Also see Police Order No. 09 of 2005)

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Police Order No. 02 of 2005

Sub:- Duties of an Assistant Sub-Inspector in charge of an Out Post.

Consequent to the up gradation of the Posts of Head Constables to that of Assistant Sub-Inspectors vide GO No 521/PL dated 31st January, 2005, the Control of Town Out-Posts will be under the Charge of an Assistant Sub-Inspector in place of a Head Constable as prescribed in regulation 7 (vii) of PRB, Volume I with immediate effect.

The Assistant Sub-Inspector of an Outpost will perform all the duties prescribed for a Head Constable of the Out Posts. The Assistant Sub-Inspector in charge of an outpost will also ensure that there is no delay in attending to complaints received from the members of the public about the commission of a cognizable offence and should take the following actions:

- (a) As and when an information of a cognizable crime is reported at Out-post, he shall forward the same to the Officer-in-Charge of the Police Station as prescribed in Regulation 243 (g) of PRB Volume-I. He shall, pending orders from the Officer-in-Charge of the Police Station, take such action as incorporated in Regulation 207(c) and 258 of PRB Volume-I.
- (b) Shall conduct inquiries into cases of unnatural deaths as prescribed in Regulation 299 and 300 of PRB Volume-I.

This order will be implemented with immediate effect.

(Shyamal Kr. Dutta)
Director General & Inspector General of Police
West Bengal

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Police Order No. 03 of 2005

Sub:- Inspection of Police Units by Superior Officers.

Since the issue of Home(P&AR) Department Memo No 1555-P&AR(P)/5M-1A-91-PC dated 1/7/91 and issue of Police Order 1 of 1992, there have been some newly created /upgraded posts of Addl. Director General of Police and Inspector General of Police including changes in the nomenclature of some of these functionaries. Hence, there is a need to issue suitable instructions pertaining to the Annual Inspection of units of West Bengal Police, in addition to the instructions contained in Regulations 41(c)(iii), 47 to 52 of the Police Regulations, Volume-I and Police Order 6/1950, 6 of 1962 and 9 of 1964. The following will be Annual Inspections to be conducted by the Senior Police Officers in addition to what is contained in regulation 41(c)(iii) and 47 of PRB, Vol-I:

Sl. No.	Office	Inspection
1.	Director General of Police	The Director General of Police or such other Addl. DGP detailed by the DGP must inspect every district once in two years. The Director General of Police may inspect any of the armed Police battalions or delegate the inspection to any Addl. DGP.
2.	Zonal IGP	He will inspect every district once in two years. However, all police stations with an Inspector-in-charge must be inspected every year either by the Zonal IGP or the Range DIG. He will also carry out such other inspections as delegated by the Director General of Police.
3.	Range DIG / DIG(Railways)	The Range DIG will inspect every district in his Range once every year. He will inspect all the SDPO's and Circle Inspector's offices in the District every year. He will also inspect those Police Stations with Inspector-in-Charge which are not being inspected by the Zonal IGP. He will inspect all the Police Stations under the charge of an Inspector-in-charge. He will also carry out such other inspections as delegated by the Director General of Police.

4. Supdts. of Police
The Supdt. of Police will inspect the following units:
 1. Police Office
 2. Police Lines / Reserve Office
 3. District Intelligence Branch
 4. District Enforcement Branch.
 5. Office of the Zonal Addl. SPs
 6. All Sub Divisional Police Offices
 7. All Circle Inspector's offices.
 8. He will inspect every police station once every two years.

5. Supdts. of Railway Police.
The Supdt. of Railway Police will inspect the following units:
 1. Police Office
 2. Police Lines / Reserve Office
 3. All Deputy Supdt. Railway Police Offices
 4. All Inspector Railway Police Offices.
 5. He will inspect every GRP Police Station every year.

6. Addl. Supdt. of Police
He will carry out inspection of all units in his zone.
Addl. SP(HQs)
He will carry out such inspection as detailed by the Supdt. of Police except the units as mentioned in Regulation 40(c) of PRB Volume-I.

7. Sub-Divisional Police Officer.
He must inspect all the units of his sub-division once every year.

8. Circle Inspector
He must inspect all the units of the circle once every year.(Police Order 9 of 1964).

9. Addl. DGP CID
The Addl. DGP CID or the IGP(I) or IGP(II) CID must carry out the Annual Inspection of all the DD offices in the Districts.
He will also assign inspection of the District DD Branches to such other DIG or SS in addition to the inspections carried out by him and the IGPs.
He will also carry out such other inspections as delegated by the Director General of Police.

10. Addl. DGP Intelligence Branch
The Addl. DGP IB or an IGP to be detailed by the Addl. DGP must carry out the Annual Inspection of all the DIB offices in the Districts.
He will also assign inspection of the District Intelligence Branch to such other DIG or SS in addition to the inspections carried out by him and the IGP.
He will also carry out such other inspections as delegated by the Director General of Police.

11. Addl. DGP (Railways)
The Addl. DGP (Railways) or IGP (Railways) must carry out the Annual Inspection of all the GRP Districts.
He will also carry out such other inspections as delegated by the Director General of Police.

12. Addl. DGP (Armed Police)
The Addl. DGP (AP) must inspect every Armed Police Battalion, including the Eastern Frontier Rifle Battalion, once every two years.

He will also carry out such other Inspections as delegated by the Director General of Police.

13. IGP (Armed Police) He will Inspect all the Armed Police Battalions once every year.
He will also carry out such other Inspections as delegated by the Addl. Director General of Police (AP).
14. DIG (Armed Police) He will Inspect all the Armed Police Battalions once every year.
He will also carry out such other Inspections as delegated by the Addl. Director General of Police (AP).
15. Commandant of the Armed Police Battalions. He will conduct the Inspection of every Company of the Battalion once every year.
He will also carry out such other Inspections as delegated by the IGP/DIG/Addl. Director General of Police (AP).
16. Addl. DGP (Traffic) He or the IGP (Traffic) will inspect the Traffic Units of the District sanctioned vide GO No 1484PL dated 15/03/2000, and such other units sanctioned subsequently, once every year.
He will also carry out such other Inspections as delegated by the Director General of Police.
17. Addl. DGP (Training) He will inspect the Police Training College, once every year. He may also detail the IGP for Inspection of the STC's.
18. Addl. DGP(Enforcement Branch) The Addl. DGP (EB) or IGP(EB) must carry out the Annual Inspection of all the DEB Units in each of the Districts.
He will also carry out such other Inspections as delegated by the Director General of Police.
19. Addl. DGP(Telecom) The Addl. DGP(Telecom) or IGP(Telecom) must carry out the Annual Inspection of all the Telecom units in each of the Districts.
He will also carry out such other Inspections as delegated by the Director General of Police.

2. DELEGATION OF INSPECTIONS: As per the distribution of duties of Addl. DGP's / IGP's contained Notification No 435PS Cell / 5M-69 / 99 dated 17/04/2000, Police Order 1/92, GO No 1755(3)/PL/HP/3P-3/99 dated 03/04/2001 and GO No 1282-PS Cell dated 12/08/2004, the Director General of Police may delegate the Inspection of any unit to the Addl. DGP or to an IGP.

3. INSPECTION PROGRAMME: The Supdt. of Police / Supdt. Railway Police will ensure that the Inspection Programme for the District is prepared by the 15th of January of each year and sent to the Range DIGs, Zonal IGPs and the Police Directorate. The Range DIGs, Zonal IGPs / Addl. DGPs and such other officers who have been delegated inspection of any unit / units, as mentioned in this order, will draw their inspection programme and communicate the same to all concerned. While drawing the inspection programmes, the instructions contained in Regulation 48 and 49 of PRB Volume-I must be kept in mind.

4. INSPECTION NOTES: The Inspection Notes should to be prepared as per the guidelines issued in Regulation 52 and 334 of PRB Volume-I. The Inspection Notes of the unit should be sent to the Units concerned over E-Mail. The unit will return the Inspection Note with the compliance Report on the Action Taken over E-Mail to the inspecting officer within one month. One Copy of the Inspection Note, shall however, be pasted in the Inspection Register of the Police Station, which should be signed by the Inspecting officer.

5. MONITORING OF ACTION TAKEN ON THE INSPECTION NOTES: Regulation 1112(d) of Police Regulations, Volume-I requires the Supdt. of Police to identify one person in his office to deal with the Inspection Notes and take actions on them as mentioned in Regulation 1112 of the PRB, Volume-I. Addl. DGP / IGP should take similar action to detail one person in their respective offices to deal with all matters pertaining to the action on Inspection Remarks.

6. REVIEW OF INSPECTION: Annual Inspections are an important function of Superior Officers and must be given due importance. The Inspections should not be conducted in a casual manner. The instructions contained in regulation 50 and 51 of PRB Volume-I should be kept in mind while conducting the inspection of units. All inspecting officers will pay particular attention to the following instructions while inspecting a unit;

- (a) The Aide Memoire on some of the important points that should be kept in mind while conducting an Inspection have been given in Regulation 334 of PRB Volume-I and Appendix XXIII of PRB Volume-II;
- (b) Though statistics are of great value, using them as the chief means of appraising work is deceptive; (Reg.50 PRB Vol-I)
- (c) Inspections should ensure that instructions that have been issued are implemented by the concerned units; (Reg 51(c), PRB Vol I)
- (d) Inspection should be helpful. (Reg 51(d) of PRB Vol I)
- (e) Inspection Notes should be brief and to the point; (Reg 52 PRB Vol I)

Regulation 51 (f) of PRB Volume-I directs that an Inspecting Officer should see that the inspection of officers subordinate to him have been regular and to the point. While fixing the targets for achievement, by Officers, priority should be assigned to Inspection of units, amongst other targets. The reviewing officers must go through the Inspection report of the officers and where they find that due care has not been taken to conduct the Inspection as per the Instruction contained in the Police Regulation and such other orders issued from time to time, the fact must be incorporated in the ACR of the officer concerned. Ministry of Home Affairs O.M.No.51 / 4 / 64-Estt.(a) dated 21-06-1965 has directed that Performance evaluation by the reporting officer must not be done without having conducted at least one detailed inspection of the work of the subordinate unless the subordinate is one with his senior is interacting almost daily. If the Reviewing Authority is satisfied that the Reporting Authority had made the report without due care and attention he must record the remark to that effect in part-V column 2 of the ACR of the concerned officer.

This order will be implemented with immediate effect.

(Ajay Prasad)
Director General & Inspector Gen. of Police
West Bengal

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Police Order No. 04 of 2005

Sub:- Instructions for the Functioning of Commando Company.

Government have sanctioned One Company of Commando Force vide Govt. Order No. 874/PL dated 17th February, 2004 comprising the following staff:

	Rank	No
1	Inspectors	2
2	Sub Inspectors	4
3	Head Constables	12
4	Police Drivers	6
5	Constables	64
6	Head Assistant	1
7	UDC	1
8	LDC	1
9	Cook/Menial	3
10	Sweeper	2

The following are the instructions for the functional and organizational set up of the Commando Coy:

1.OBJECTIVE: Considering the modus operandi of insurgents, anti social elements and criminals, timely reaction by hard hitting, light mobile force will pay handsome dividends against deliberately planned actions which may take considerable time to execute. The objectives of the Commando Coy is to be achieved on the following premises:-

- (a) Own reaction to a situation should be faster than the “escape techniques” followed by the insurgents/ criminals/ anti social elements;
- (b) A small, cohesive, mobile, well – equipped and motivated force is capable of reacting much better and faster and achieving results rather than a large force which takes longer to mobilize.
- (c) Speed in reacting is directly proportional to achieving greater surprise.
- (d) The Knowledge that we react swiftly would impose sufficient fear and caution in the insurgents and act as a deterrent.
- (e) Timely and speedy action enhances the prestige of the security forces in the eyes of the community and gives the latter an added sense of security.
- (f) No information is wasted without having reacted to it quickly.
- (g) Increased flexibility is provided in the planning and conduct of operations.

2.LOCATION: (a) The Commando Coy will be located at the Headquarters of one of the Armed Police Battalions or the India Reserve Battalion and will function under the overall supervision of the Addl. Director General of Police (Armed Police). The location of the Commando Company will be decided by the Director General of Police. The location of the Commando Coy, except for operations or for training, will not be changed without the permission of the Director General of Police, West Bengal.

(b) The Company will be treated as a part of the Battalion at Headquarters of which it is located and will be governed by the rules/ regulations, instructions and orders applicable to the State Armed Police except in such matters where special provisions are made for it;

(c) One Assistant Commandant of the Battalion, where the Commando Company is attached will be designated as Assistant Commandant, Commando Company to look after the functioning and training of the Commando Company in addition to his own duties.

(d) Boarding and Lodging: The personnel of the Commando Coy will be provided segregated accommodation to stay as a composite unit in the Battalion to which they are attached.

3. COMPOSITION : The Commando Coy shall function as an elite special purpose force and will comprise of three self contained platoons of Quick reaction teams from the strength that has been sanctioned. Each platoon will comprise of three sections. Each of the platoon will function as a unit and the sections should develop the capability of functioning as sub units. The parties that will have to be formed will vary from operation to operation. However, the following is the general guideline for the different parties or groups that should be formed for any operation, which may be varied or changed depending on the operation:

(a) Ops. Group :- This party will be responsible for the conduct of the search or the raid will include the following :-

- (i) Troops for searching the operation;
- (ii) An identifier, if available

(b) Covering Group :- This group will be suitably armed and positioned so as to be able to cover the actions of operation group.

(c) Protection Group :- This will be placed at suitable locations to cover the actions of various parties.

(d) Reserve Group :- Troops will be detailed as a reserve group to react specially to any unforeseen eventuality. It should be able to carry out pursue it.

Since the Commando Units will be functioning with the District Police, some force will be available from those units for supplementing the strength of the Commando units.

4. TASKS : The tasks that can normally be allocated to the Commando Company or a sub unit of the company can be :

- (a) Raid on a hide out
- (b) Cordoning and Search operations;
- (c) Rescue of hostage;
- (d) Combing Operations;
- (e) Special Operations;
- (f) Ambush operations;
- (g) Convoy protection;
- (h) Reinforcing a patrol;
- (i) Provide escort to VIPs when reqd to move at short notice.
- (j) Escort captured criminals/insurgents/anti social elements while moving them to the interrogation cell.
- (k) Act as reserve.

The Commando Company or a sub unit can also be detailed for any special operation as per the orders of the Director General of Police.

5. SELECTION OF PERSONNEL : The personnel of the Commando Coy will normally be selected from the recruit constables and the Cadet Sub Inspectors undergoing training at the Police Training College Barrackpore after completion of the Final Examination and prior to their Passing out of the Police Training College, Barrackpore. The personnel who will be eligible for selection:

- (a) Must be below 25 years of age;
- (b) Should be physically fit.

The personnel for the Commando unit will be selected by a Board to be detailed by the Addl. DGP (Armed Police) during as and when there are vacancies in the Commando Company.

DIG Police Training College, Barrackpore will inform the dates of the Final Examination and the probable date of the Passing out Parade of each batch of recruit constables and Cadets who undergo training at the PTC Barrackpore, to the Addl.

DGP(AP) at least a month prior to the date of the Final Examination, following which the Addl. DGP(AP) will constitute a Board for selection of the personnel. The number of personnel to be selected will depend on the number of vacancies in the Commando Company and will be communicated to the Board by the Addl. DGP(AP).

In the eventuality of non availability of suitable candidates from the Passing Out batch at the Police Training College or where any other suitable candidate is available in any of the State Armed Police Units or any other Police Unit, their cases for selection will be examined by a Board to be constituted by the Addl. DGP(AP), West Bengal.

Addl. DGP(AP) will arrange for the Basic Training of the freshly inducted personnel in the Commando Unit after necessary pre course training.

6. TENURE: The maximum tenure for a personnel will be Three years or when the personnel has crossed the age of 30 years, whichever is earlier. The changeover of the personnel will be carried out in a manner in which not more than 30% of the personnel are changed every year. The Addl. DGP(AP) Can also post out any personnel for the following reasons:

- (a) Not having qualified in the training courses for which he is detailed;
- (b) For being physically unfit and for not qualifying in the periodical tests;
- (c) Where the Commandant of the Battalion is satisfied that there has been incidents of misbehaviour or conduct unbecoming of a police personnel by any of the personnel of the commando company.

7. TRAINING: The effectiveness of the Commando Company will depend to a great extent on the training of the personnel. The following will be the training for the personnel of the Commando Coy:

(a) Individual Training: Individual training will be conducted as follows:

1. Platoon weapons Course conducted by the CSWT, Indore;
2. Commando Course conducted by the Para Military Force;
3. Rock climbing/Mountaineering Course
4. Unarmed Combat Course
5. Course in IED/Explosives
6. Course in Mine Detection.

Addl. DGP (Armed Police) will detail the personnel from the Commando Coy as and when the intimation of such courses is sent to him from the West Bengal Police Directorate. Addl. DGP(AP) may also detail any of the personnel from the Commando Coy for any other course which may be of utility in the Commando Operations.

The pre course training for any of the Courses to which a personnel of the Commando Company is detailed will be organized as per directions of the Addl. DGP(AP).

(b) Collective Training: The aim of the Collective Training is:

1. To weld the personnel into teams to carry out the allocated tasks as a composite sub unit and where possible as units;
2. To simulate incidents where the Commando Operations on the tasks as specified in para 4 can be held for Rural and Urban areas;
3. To practice the section commanders/platoon commanders and the Coy Commander in their command functions at various levels. Commanders.

(c) Specialised Courses:

Very often Para Military forces and the Army Conduct short term tailor made course for the police personnel to deal with terrorist/antinational elements etc. The Addl. DGP(AP) will deploy the commando personnel for such cases according to the strength that is to be detailed for the specialized course.

Objectives to be achieved from training: Living conditions in the field while executing commando type missions will be very rough. Commandos will have to endure extremes of climate and will have little or no time for personal cleanliness. They

may have to live on little or no food. All this is possible only if commandos possess a very high standard of physical and mental robustness. To achieve the desired standards the following requirements should be kept in mind while the training is organized:-

(a) Physical Fitness.

Commandos will need to have good health to resist fatigue, sickness and to support mental alertness for persistent concentration.

(b) Long Marches.

A commando will have to carry out sustained fast movement on foot for days with little sleep, reduced rations and with a heavy load.

(c) Obstacle.

He will have to surmount natural obstacles, assault cliffs and cross-rivers and swamps with improvised equipment.

(d) Endurance.

A commando may often be required to endure the extreme, not only in deprivation of food and clothing but also in bearing diseases and injuries without medical aid.

(e) Audaciousness.

A commando needs to be audacious and optimistic even in unfavorable conditions and circumstances.

(f) Adaptability.

He must be adaptable, imaginative and inventive.

To be successful Commando one has to endeavor to satisfy all the above requirements. There is no short cut in achieving commando standards, for which training has to be tough and realistic. The Collective Training must inculcate the following:-

- (a) Physically and mentally robust.
- (b) Highly disciplined.
- (c) Alert and security minded.
- (d) Capable of achieving surprise.
- (e) Capable of moving fast in difficult terrain with heavy loads.
- (f) Have a high standard of morals and morale.
- (g) Change their tactics from time to time.

The Commandant of the unit where the Commando Coy is attached will ensure that the Collective Training is conducted. The personnel of the Commando Company should not be allocated routine duties but should be constantly trained so that they can achieve the level of physical fitness and tactical efficiency that is required of a Commando unit to carry out its operation successfully.

8. SUPERVISION: The Supervision of the Commando Coy will be under the Commandant of the Battalion where the Company is attached. It will be the responsibility of the Commandant to ensure that the Company remains in a state of readiness. This can be possible if the training is conducted as per the directions issued by the Addl. DGP(AP). The DIG(AP) and the IGP (AP) must review the training and the state of readiness of the Commando Company once in every six months. A report of such inspection must be sent to the Addl. DGP(AP).

9. WEAPONS AND AMMUNITION: The Commando Company personnel will be equipped with 7.62 SLR's. One section of each of the platoons should be armed with 5.56 rifles and AK 47 Rifles., Sub Inspectors will be armed with carbines. Each Platoon of the Company should be provided with a LMG. However, the LMG will be carried by the Platoon only on the specific direction of the Director General of Police, West Bengal. The Platoon should also be provided with Stun grenade, Tear smoke Grenade etc for use in Special Operations including raids on hide out.

10. COMMUNICATION EQUIPMENT: The Commando unit will be provided with Six Hand Held sets (one for each section) and four static sets to be fitted in two small and two medium vehicles. The wireless sets and ancillary equipments will be supplied by the Addl. DGP (Telecom), who will also make suitable arrangements for the maintenance of the equipment.

11. STATE OF READINESS : The Commando unit should be trained to move out with the least possible delay (5-10 minutes) on receipt of the warning order. To achieve this the following measures would be necessary :-

- (a) They should be kept concentrated.
- (b) Their Weapons, ammunition, equipment and rations are kept separately.
- (c) Transport is especially earmarked and kept in close proximity to the team.
- (d) Rehearsals for various situations be carried out.
- (e) Codes should be assigned and practiced for bringing the commando units into action.

12. TRANSPORT : Each platoon of the Commando Coy should be provided with a light vehicle and a medium vehicle. These vehicles should be checked regularly for their road worthiness.

13. FIELD PHYSICAL EFFICIENCY TEST FOR PERSONNEL OF COMMANDO COY : Each of the personnel of the Commando Coy will be tested on his physical fitness once every six months in January and the first week of July. Addl. DGP(AP) will detail a Board to conduct the test to check the physical efficiency and shooting skills by the following tests:

(a) Field Physical efficiency test:

	Group	Test	Exc.	V.G.	G	Sat	Poor
1	Agility	9' (2.7M) ditch					
2	Agility	6" (1.35M) wall					
3	Strength	Climb a vertical rope using hands and feet, traverse a 20" horizontal rope. descend using hand, legs and feet.					
4	Strength	Using Fireman's lift carry a man of app. same weight for 200 yds.	60 secs or less	61-70 secs.	71-80 secs.	81-90 secs.	91 secs or more
5	Endurance	Run 3.2 kms	14m. 45sec	14m. 46sec	16m. 6 sec	17m. 26 sec	18m. 46sec

Any person not achieving a very good grading should be declared physically unfit.

(b) Musketry practice:

The Commando personnel will undergo regular musketry practice.

The following will be the test to be conducted for the personnel once every six months:

	Position	Range	Target	Score	Rounds	HPS
1	7.62 SLR Application Fire Deliberate. Lying (unsupported)	25m	Fig 11	OC 15cms -3 Anywhere-2	5	15
2	7.62 SLR Timed Lying (Unsupported)	25M	Do	Do	Do	Do
3	Carbine Deliberate Single shot Battle crouch	15M	Fig-11 Sup-Imp	32cmdia-3 A/where-2	5	15
4	Carbine Deliberate Single shot kneeling (un-supp)	50	Do	Do	5	15

(A Commando personnel must secure a score of 12/ 15 for every practice)

14. FUNCTIONAL DEPLOYMENT: The orders for the detailment of the Commando Company will be issued by the IGP(law and Order), West Bengal Police Directorate to the Addl. DGP(AP) /Commandant of the unit where the Company is detailed. Minimum strength for deputation to any District for Operation will be one Platoon. The Platoon cannot be split into smaller groups to be located at different locations.

On arriving in a District, the Commando unit will report to the Supdt. of Police or any other Officer as directed by the Police Directorate and shall act under their operational control. Administrative Control of the unit will remain with the Commandant of the Battalion where the Commando Coy is attached.

The Commando Unit being a Special Purpose Force cannot be detailed for routine duties.

15.The Director General and Inspector General of Police, West Bengal reserves the right to revise, relax or repeal any or all clauses of the Police Order as and when it becomes necessary.

(Ajay Prasad)
Director General and Inspector General of Police
West Bengal

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Police Order No. 05 of 2005

Sub:-Security Arrangements for Guarding of Under Trial Prisoners.

A number of dangerous and wanted criminals, ISI Agents, anti national elements have been apprehended by the West Bengal Police and are remanded in Judicial Custody in different Central Correctional homes, District Correctional homes and Sub Divisional Correctional Homes. There have been reports of alleged attempts by some of these remanded UTP's to escape from the Correctional homes or during their production in the Courts. Some of these criminals have also been trying to keep in touch with their associates who are outside the prison. It has therefore, become necessary that the Supdts. of Police review the Security arrangements for the Under Trial prisoners during their production at court, during transit to court as well as the security arrangements outside the Prisons (Correctional Homes) in the Districts and the Sub Divisional headquarters.

2. Detailed instructions for the guarding of the Under Trial Prisoners and for the security of the Jails are contained in Reg. 697, 701 to 704, 424, 425, 482, 483, 484, 478, 480, 488, and 489 of PRB Vol-I. The Supdts. of Police of the District will take immediate steps to review the Security arrangements pertaining to the production of UTP's etc and issue suitable instructions to the concerned officers of the Districts. There is a need for proper briefing of the Police personnel of all ranks of the Districts, Court Inspectors and Court Staff, Reserve Inspectors pertaining to the following aspects of the security of the UTP's:

- (a) **Security arrangements outside the Central Correctional Homes/District Jails and the Sub Divisional Correctional Homes:** Periodical meetings with the Supdts. of the concerned Correctional Homes should be held by the Police Officers at the District Headquarters and Sub Divisional headquarters to review the arrangements;
- (b) **Meeting with unauthorized persons:** The UTP's should not get any opportunity where unauthorized persons are able to meet them in the Courts or during their transit from the Correctional Home to the Court and during their return Journey. Adequate care should be taken to ensure that no

unauthorized material can be passed to the UTP's either during the journeys or during their stay in the Court lock up; (Reg. 489 of PRB Vol I);

- (c) **Security in the court:** The Court Inspectors at the District Headquarters and the Sub Divisional Headquarters will ensure that the instructions contained in Regulation 424 and 479 of PRB Vol I are followed and all the Court Police personnel are briefed about the same;
 - (d) **Security during escort:** Proper Security arrangements must be made while escorting the UTP's from the Correctional Home to the Court and during their the return journeys; (Regulation 478 and 480 of PRB Vol I); Despite the fact that the scale of escorts for UTP's has been laid in Regulation 704 of PRB Volume I and Appendix XXXIX of PRB Vol II, the actual scale should be decided on the basis of the threat perception etc of the UTP's;
 - (e) **Additional Security for dangerous UTP's:** The Court Inspector/SI must inform the Supdt. of Police or the SDPO of dates of production of dangerous UTP's so that adequate security arrangements can be made for their escort as well as in the Court premises on the date of production;
 - (f) **Information to Prisons:** As and when a dangerous criminal or anti national element is apprehended by the Police and the apprehended person is to be detained in Judicial Custody, the Supdt. of Police/Sub Divisional Officer must ensure that the Supdt. of the District Correctional Home/Sub Divisional Correctional home is informed, so that the Supdt. can make adequate security arrangements within the Correctional Home; (Reg. 483 of PRB Vol I requires the Court Inspector/SI to send such intimation to the concerned Jails)
 - (g) **Search of UTP's:** The Court Inspector/SI must ensure that the UTP's are searched at the time of their receipt in the Court and also at the time of making them over to the Security for their escort to the Correctional Home; (Reg. 482 and 484 of PRB Vol I);
 - (h) **Special attention by Escorts:** The Escort party of Under Trial prisoners must ensure that:
 - I. The UTP's are searched as and when handed over to them at the Correctional home. They should also ensure that the UTP's are searched in their presence, when being returned to the Correctional Home;
 - II. No opportunity is provided to UTP to meet any person during the journey from the correctional Home to the Court as well as during the return journey;
 - III. No material can be passed to the UTP during their journey from the Correctional Home to the Court and during the return journey;
 - IV. Proper search of the UTP's is done before taking charge of them for their return journey from the Court to the Correctional Home;
 - (i) **Supplementing escorts :** When the Court Inspector/SI finds that the persons who have been remanded to Judicial Custody is large or when any of the UTP's who has been remanded is a dangerous person and the escort requires to be supplemented he should give immediate information to the Supdt. of Police or the SDPO for adequate force (Reg 424 and 479 of PRB Vol-I);
 - (j) **Arrangements at Hospitals :** Adequate Security arrangements must be made where any UTP is shifted to the Sub Divisional Hospital or the District Hospital or any other Hospital in terms of instructions contained in Reg. 697 of PRB Vol-I.
3. The Supdt. of Police of the District must keep a close watch on the activities of the associates of dangerous UTP's who are remanded in Correctional Homes and collect suitable intelligence about them so that plans of escape etc can be thwarted by proper police action. There is also a need for periodical meeting with the Prison Officers with the District Police and the Sub Divisional police, through which information can be shared.

4. Supdts. of Police are directed to issue suitable instructions for Police Officers to periodically visit the Courts and review the Security arrangements. They should also make periodical inspection of the Security arrangements for escorting of the UTP's.

(Ajay Prasad)
Director General and Inspector General of Police
West Bengal

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Police Order No. 06 of 2005

Sub : Dealing with Juveniles in Conflict with the Law and Children needing Care and Protection-Role of Police.

Children in conflict with the law or children who suffer destitution, neglect, abuse, exploitation or harassment have to be protected, reformed & rehabilitated and brought back into the mainstream. A number of laws have been enacted and various guidelines have been issued by the Government for the care and protection of such neglected children. Many Government and Non-Government Organizations (NGOs) are running programmes for care and rehabilitation of such children. The Police can play a *crucial role in this combined effort because they are often the First Government agency to come in contact with these children.* Playing a proactive rule will also help to improve the police image.

2. Role of the Police:

The role of the police is to

- a) Play a **co-ordinatingrole** and ensure that the facilities available with various government and non-government organizations are put to best use;
- b) Ensure that children in conflict with the law get proper treatment at the Police Station as per Sec 10 of Juvenile Justice (Care and Protection of Children) Act, 2000. Efforts must also be made for Counseling of Juveniles. The Police should take suitable steps so that the community/NGO takes the responsibility of ensuring that the delinquency is not repeated;
- c) Ensure the proper functioning of the Special Juvenile Police Unit (sec 2(w) Juvenile Justice (Care and Protection of Children) Act, 2000) in each Police Station as per provisions of Sec 63 of the Juvenile Justice (Care and Protection of Children) Act, 2000, so that the objectives of Juvenile Justice (Care and Protection of Children) Act, 2000 are fulfilled;
- d) Carry out such duties as laid out in Chapter III of Juvenile Justice (Care and Protection of Children) Act, 2000, relating to children in need of care and protection;
- e) Be associated in all steps to be taken for the rehabilitation and social re-integration of a child as per the provisions of Chapter IV of Juvenile Justice (Care and Protection of Children) Act, 2000.

3. Special Juvenile Police Units

Sec 63 of the Juvenile Justice (Care and Protection of Children) Act, 2000, provides for training of Police Officers to deal with juveniles. The section provides that:

- (a) Every Police Station should designate one officer as the "Juvenile or Child Welfare Officer" who will handle the juvenile or the child in co-ordination with the police;
- (b) Special Juvenile Police Units may be created in every District and City to Co-ordinate and to upgrade police treatment of the juvenile and the children.

4. Nodal Officers:

In order to implement the provisions of the Juvenile Justice (Care and Protection of Children) Act, 2000, there is need to have **Nodal Officers** at each of the District Headquarters as well as at the Police Stations. It is, therefore, ordered that :-

- a. The officer in Charge of the Police Station, will also nominate an officer, not below the rank of a Sub Inspector in those Police Stations having an Inspector as the OC and not below the rank of ASI in other Police Stations who will be the Juvenile or Child Welfare Officer of the Police Station in terms of Sec 63 of the Juvenile Justice (Care and Protection of Children) Act, 2000.
- b. The Supdt. of Police of the District will nominate an officer, not below the rank of Dy. Supdt of Police, to be the Nodal officer for Juvenile matters for the District. He will coordinate with the Nodal Officers of Police Stations and with govt. agencies and NGO's for programmes etc for the children who require care and attention.

The superintendent of Police of each District will issue suitable District orders identifying the Nodal Officer at the District Headquarters and at each of the Police Station.

5. Training

A phased programme for generating Awareness among the police officers of all ranks in the West Bengal Police will be undertaken. The different categories of police officers to be brought under the scheme are given below:

- (a) Course for Nodal officers of the District;
- (b) Course for Nodal Officers of the Police Stations;
- (c) Awareness programmes for Dy.SPs/Cadet Sub-Inspector/ Constables under Training at the Police Training College, Barrackpore.
- (d) Awareness programmes for constables/ASIs posted in Police Stations, who will be nominated by the Superintendent of Police.
- (e) The first Course for the Nodal Officer of each District will be organized with the assistance of Government Agencies, NGO's etc for which suitable orders will be issued by the Police Directorate communicating the dates and venue of the Training.

Addl. DGP (Trg.) may also issue suitable instructions to the DIG Police Training College for organizing Awareness Programmes at the Police Training College for the participants of the basic courses, for which necessary assistance will be provided by the Police Directorate.

6. Objectives of the Training:

The objectives of the proposed Awareness programme are:

** To acquaint the participants with the Govt. Policies on children and to deepen the understanding of the roles to be played by various agencies in implementing the plan of action for children in need of care and attention, in the districts, cities/towns.

** To help understand the social cultural milieu of the children, their basic needs and problems relating to destitution and abandonment, psychological problems and delinquency in order to enable the participants to take part in Child welfare and rehabilitation programmes effectively.

** To acquaint the participants with the Juvenile Justice (care and Protection of children) Act 2000, as well as to familiarize participants about the existing legislations on the Rights of the Child.

** To provide the participants the opportunity to interact with NGOs and share experience and methods for dealing with children;

** To develop skills to improve communication and teamwork.

7. Implementtion and Coordination:

IGP (Welfare) assisted by DIG(P&W) will coordinate all matters for implementation of this order. The Supdts. of Police will issue necessary instruction to all the OC's on the proposed scheme to be implemented through this Police Order. Range DIG's and the Zonal IGP'S, may during their visits to the Districts, review the actions being taken for implementation of the scheme.

(Ajay Prasad)
Director General and Inspector General of Police
West Bengal

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Police Order No. 07 of 2005

Sub:-Thana Crime Tracking Software.

1. Every Police Station in the State has been provided with a computer, modem, and printer with facilities for use of the following facilities:

- (a) Facilities of E-mail within the West Bengal Police Network using the WEBSWAN;
- (b) Software for the data pertaining to the First Information Reports in the Thana Crime Tracking Software;
- (c) Missing Persons Software;
- (d) Motor Transport Software.

2. There is need that the above-mentioned facilities are utilized to the full extent. The following are some of the instructions and guidelines for use of this facility:

(a) Supervision: *The SP should entrust the general supervision of the Information Technology Oriented programme in use in the District, including the hardware to the Addl. SP (HQs) of the District. His tasks will be:*

1. *General supervision of the different software's in use in the District;*
2. *Discussion of the status pertaining to the feeding of the data in the TCTS/DCTS/Missing Person Information during the Monthly Crime Conference of the SP;*
3. *Keeping in contact with the local WEBEL Technology and NIC representative in the District for all matters pertaining to the functioning and maintenance of the hardware and the software;*
4. *Liaison with the Wireless Headquarters for all repairs to the hardware;*

(b) Staff: Every Police Station must have at least two computer literate Constables. A Number of training programmes have been conducted in which large number of personnel of different ranks of the District have been trained in the use of Computers. The Supdts. Of Police of the concerned District must maintain a separate list of such personnel and ensure that during the General Transfer as and when any computer literate personnel is posted out a suitable replacement should be posted. The Supdt. Of Police will also ensure that the following Supervisory Staff are earmarked in their District:

1. District telecom Inspector:

The Duties of the District Telecom Inspector are:

- i. Supervision of West Bengal Police, E Mail Communication system (Including District Server and WBSWAN connection;)
- ii. Monitoring of E Mail Traffic on ISOQ Mail Log;
- iii. Hardware maintenance in district including configuration of Police Station Computers;
- iv. Weekly briefing of the SP on the position pertaining to the functioning of the system;
- v. Weekly E Mail Report to the Computer cell, W. Bengal Police Directorate;

2. O.C. DCRB

The OC DCRB should be of the rank of Inspector. The Duties of OC DCRB will be:

- i. Supervision of the DCRB Staff;
- ii. Monitoring of the TCTS data entry by the Police Stations;
- iii. Maintaining DCTS System, editing and correcting all information pertaining to Crime that is receive from the Police Stations;
- iv. Providing Data to the Reader of the District Police Office and other Police Officer on data pertaining to the Criminals of the District;
- v. Responding on the telephone to queries pertaining to criminals/*missing persons/stolen property/missing vehicles*;

3. DCGM

The Supdt. Of Police will detail a computer literate Sub Inspector as the DCGM for each District. The duties of the DCGM will be:

- i. He will be responsible for the Software cell at the District Headquarters;
- ii. He will attend to all software problems in connection with the TCTS, PPMS, Inventory Management, Digital MTO, and Accounts etc.
- iii. *Introduce any new software in the system, as required from time to time, as authorized by DIG (Modernisation)/OC Computer Centre, West Bengal Police Directorate;*

(c) Training: While the West Bengal Police Directorate Computer Cell organizes Training classes for the use of Computers; there is a need for the Supdts. Of Police to organize similar courses at the District Headquarters with the aim of spreading computer literacy among maximum police personnel of the District of all ranks. All assistance for the conduct of such courses will be provided from the Police Computer center at the West Bengal Police Directorate;

(d) Thana Crime Tracking Software: This is a custom software based on CCIS Input forms, FIR Arrest, Charge – sheet, which can be entered directly on the computers at the Police Station. The salient features of this software are:

- ◆ Transaction Driven Software;
- ◆ An Investigation Officer Friendly FRONT-END interface;
- ◆ Takes in only essential information from Investigating Officers and internally generates input for Crime Criminal Information System package;
- ◆ First Information Report and Charge Sheet/Final report Form can be generated and printed on computer for sending to Courts and other units;
- ◆ Text of First Information Report (available in Bengali) on the computer;
- ◆ Effective criminal tracking by including Court information; (All *arrests, warrantees etc*)
- ◆ Storage of the Police Station Crime Data at the Police Station;
- ◆ Queries on local data can be made at the Police Station;
- ◆ Queries across Police Stations are to be made through the District Crime Record Bureau through E Mail.

This Software has been installed in all the Police Stations and provides data pertaining to the FIR's recorded in different Police Stations in the State and can be viewed under different sections of law, different Acts and under Major Heads of law. The software also provides for the monitoring of the data entry by Supervisory officers with a view that to ensure that there is maximum utilization of this

Software. The following are some of the instructions and guidelines that should get the attention of the Officer in Charge of a Police Station:

1. The Data pertaining to an FIR must be entered in the Software within 24 hours of the recording of the FIR at the Police Station;
2. The fact that the data pertaining to the FIR has been recorded in the TCTS should be entered in the General Diary as soon as the Gist of the FIR is recorded in the General Diary as per Regulation 377(b) and (C) of PRB Volume I. The Circle Inspector, on receipt of a copy of the General Diary as per regulation 377(j) of PRB Vol. I must check that the data pertaining to an FIR has been recorded in the TCTS;
3. The full particulars of the Investigating Officer of the Case must be provided in the TCTS (i.e. particulars of GPF No etc). This will facilitate easy Identification of the Investigation Officer;
4. The full particulars of the stolen property must be entered in the FIR, as this will facilitate OC's of other Police Station to identify the property if recovered from the possession of a criminal outside the concerned Police Station;
5. The Officer in Charge of the Police Station will ensure that as and when any arrest of an accused in connection with a case of DACOITY/ROBBERY/BURGLARY OR THEFT recorded in the Police Station, relevant entry must be made in the TCTS. Similarly as and when, there is any recovery of any property of a case of DACOITY/ROBBERY/BURGLARY OR THEFT recorded at the Police Station, entry must be made in the TCTS;
6. On completion of the Investigation, as and when the Officer in Charge of a Police Station submits Charge Sheet in a case vide Sec 173 of the Criminal Procedure Code all the data that is entered in the Charge Sheet form vide regulation 272(b)(iii) of the PRB Volume I should be entered in the TCTS against the concerned FIR;
7. Where, the Officer in Charge of a Police Station submits Final Report in a case, entry of the same should be made in the TCTS against the concerned FIR.

(a) **District Crime Tracking System**: The DCTS is the District version of the TCTS. The Supdt. Of Police should earmark an officer not below the rank of Deputy Supdt. Of Police, who has undergone a Computer Training Course, to view the FIR's periodically and monitor the data to ensure that:

- The data pertaining to the FIR's are being recorded in time;
- The data pertaining to the FIR's in the TCTS is being updated periodically with data relating to the Particulars of the arrested persons, stolen property and final disposal of the case as per Sec 173 of the Cr. PC and Regulation 272 and 275 of PRB Volume I;

[Note: The DCTS has the facility for monitoring the data of the TCTS and the SP and his Superior Officer must make full use of this capability.]

(b) **PPMS**: This is software that is to be maintained at the District Headquarters and relates to the personal data of all Police personnel. The following instructions pertaining to the maintenance of this software should be noted:

1. Data of all Police personnel of the District are to be entered in the Software;

(c) Periodical Updating of the *Personal Records* is to be made based on the District Orders that are issued from time to time as per Regulation 911 of PRB Volume I. The Reserve Officer must certify that all entries in the District Order Book have been entered in the PPMS

(d) **Missing Persons System**: This Software pertains to the Data of all Missing Persons reported at the Police Stations. The Officer in Charge of the Police Station will ensure that the Data pertaining to the Missing Person as collected from the informant is entered in the Software. Where, the photograph of the

Missing Person is available, the same should be included in the Data for which the Scanner at the District Headquarters can be utilized. The Instructions contained in Para 4 of Police Order 1/1984 should be kept in mind and the descriptive Roll of the Missing person should contain all details for easy identification.

(e) **Monthly Reports:** The Supdt. Of Police must send a report on the functioning of the TCTS and DCTS in the format given in Appendix A to this order.

3. **Monitoring at Police Headquarters:** Addl. DGP (Administration) *and such other officer as directed by the Director General of Police West Bengal will coordinate all matters pertaining to the monitoring of the software/Hardware and coordination with WEBEL Technology, NIC etc.*

4. This order will be implemented with immediate effect.

(Ajay Prasad)
Director General and Inspector General of
Police West Bengal
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APPENDIX-A

Status Report of TCTS / DCTS / MPAS																	
Name of District										Month							
Name of the PS	Status of						Data Entry										
	Computer / Printer	Modem	Telephone	E-mail	TCTS	MPAS	TCTS (FIR)			TCTS (Final form)			TCTS (Arrest)		MPAS		
							Number of the last FIR recorded at PS	Number of the last FIR Recorded in TCTS	Number of the last FIR exported to DCRB	Total number of Final Form (both CS & FR) submitted during the year 2004	Total number of Final Form recorded in TCTS	Number of Final Form yet to feed to TCTS	Total number of Persons arrested in specific cases from 1/1/2005	Total number of Persons arrested in specific cases from 1/1/2005 and feed to TCTS	Number of the data Recorded in MPAS	Number of the last MPAS data exported to NIC	
Total																	

Police Order No. 08 of 2005

Sub:- Introduction of Integrated Modular Approach to training on the basis of Revised Approved Syllabus of SIs(UB).

Taking in view the multidimensional impact of the changing pattern of socio-economic structure, security scenario and public expectations towards the police work and performance, the methodology for Basic Training of SIs(UB) requires to be revised and redesigned. It has been felt that the entire training programme must be pragmatic and effective from the professional point of view to bridge the gap between learning and performance in real situation. It must be designed and reconstructed in a manner

where emphasis will be shifted from acquiring knowledge to acquiring competence and skills to practicing those skills and a change of attitudes.

2. Introduction of revised syllabus and inclusion of new subjects in the curriculum

The syllabus of Basic Training of Cadet SIs(UB) has been revised and approved by the Board of Control for Training [conveyed in memo no. 571-ORG/ORG-2/2002(Pt.-VI) dated 17.05.05] in conformity with the recommendations of the BPR&D. Apart from the various professional subjects e.g. a) Penal and Procedural Laws, b) Criminology, c) Forensic Science, d) Forensic Medicine, e) Investigation of Crime, f) Police Station Management, g) Police Leadership and Management, h) Role of Police in Modern India, I) Police Organisation and Administration, the following new subjects / topics have been included in the revised syllabus:

a) National Security:

In order to get acquainted with the changed security scenario of the state and the Ideologies & Activities of the different secessionist and subversive forces operative in West Bengal a new subject titled as “National Security” has been introduced.

b) Community Policing:

In keeping with the desire of the Government to develop the involvement of community in policing on a holistic dimension (conveyed by Home Secretary in his memo vide no. 1997 (2)-PL/PA/30C-2/97 dtd. 28.04.97) a new topic titled as “Community Policing” has been introduced in the revised syllabus. In this respect the book titled “Community Policing: A Holistic Dimension,” edited by DIG, Training will be the basis as text book for imparting lessons on this topic.

c) Police Station Management & Disaster Management

In order to enable the trainees acquire practical skill and build the right professional attitude in respect of various day to day duties of Police Station and duties in connection with natural disasters, two new subjects titled as “Police Station Management” & “Disaster Management” have been included in the revised syllabus. DIG, Training is directed to take initiative to prepare necessary study material with the help of faculty members and other professionals, in the form of text books on the above noted subjects.

Those books will be the basis of imparting lessons to the trainees and should be supplied to the paper setter-cum-examiner for setting question papers in the final examination.

d) Outdoor training

Outdoor training in respect of combating terrorist and subversive activity has also been restructured. In this respect the book titled as “Drill Manual” which has been revised and edited by DIG, Training will be basis of adopting methodology for the outdoor training.

Final List of Papers;

The final list of papers with marks noted against each paper of approved syllabus is as follows.

Paper	Subject	Full Marks	Pass Marks
Paper-I	Modern India and Role of Police Organisation and Administration	100	40
Paper-II	Leadership and Management	50	20
Paper-III	National Security, VIP Security and Disaster Management	100	40
Paper-IV	Criminology and Scientific Investigation of Crime	100	40
Paper-V	Indian Penal Code(With Book)	100	40

Paper-VI	Criminal Procedure Code (With Book)	100	40
Paper-VII	Legal Jurisprudence (Without Book) & Indian Evidence Act(With Book)	100	40
Paper-VIII	Minor Acts(With Book), Indian Constitution (Without Book) & Human Rights (Without Book)	100	40
Paper-IX	Forensic Science (Theory & Practical) and forensic Medicine	100	40
Paper-X	Police Station Management	100	40
Paper-XI	Language (Bengali/Hindi), Computer Appreciation Programme & Telecommunication Appreciation Programme	50	20
	Total Marks	1000	

3. Pattern of Question Papers:

In terms of GO No. 426-PL/PA/30C-2/98 Pt. X dated 22.01.02 out of every paper of 100 marks, 70 marks should be allotted for objective type, multiple choice questions and 30 marks for essay type questions. It is ordered that the Govt. order will be implemented *mutatis mutandis*. DIG, Training will provide the paper setter-cum-examiners syllabus, pattern and type of questions to be set [objective and subjective] accordingly.

4. Introduction of Integrated-Modular methodology for the basic training of SIs(UB)

In order to design the training methodology, which will be relevant to the trainees, the existing system of instructional methods has been reviewed. It has been observed that the traditional system of imparting lessons as per syllabus is mostly based on the lecture methodology. Most of the professional subjects are being taught independently, without any co-relation to each other, which results in overlapping repetition, deviation of focus and depriving the trainees of a total understanding of various aspects relating to the totality of a situation.

Core committee had suggested in their report on Police Training to adopt the “Integrated” or “Concentric” methodology in the basic training programme. As per their recommendations in respect of integrated methodology, “all the aspects of a theme are taken up together and the focus is on problem solving rather than on memorizing various sections of texts”.

SVP National Police Academy has already implemented the Integrated – Modular Methodology in the Basic Training of IPS Probationers and achieved success in this respect.

Now there has been noteworthy improvement in the facilities of Police Training College both for Indoor & Outdoor training in favour of adopting this integrated modular methodology. In the recent past Police Museum and Centre for Visual Studies in Scientific Investigation have been established with different Forensic & Medico-legal Models Instruments and Visual Aids. PTC Library has also been enriched with lot of reference books and professional journals including AIR, Cr LJ etc. A Centre for Training in Community Policing has also been established to impart lessons on Community Policing and to interact with different NGOs and social organizations. Various electronic instruments and accessories have been procured to impart lessons through Audio Visual Aids. Adequate numbers of Computers have been installed with Internet facilities. Apart from this PTC, Barrackpore has coordinated with academic and professional institutions like NUJS, CDTS, FSL and CFSL and is having their faculty members as guest lecturers on a regular basis. During his visit at PTC, Barrackpore Home Secretary of Government of West Bengal also appreciated the available facilities, dedication of the officers and orientation and redesigning of the training courses of Police Training College, West Bengal, Barrackpore.

As per **Police Order no 18 of 2004**, integrated training in Police Station work has been implemented “in order to acquire practical skills as well as to get acquainted with various aspect of functioning of a Police Station including crime investigation.” For this purpose a Model Police Station has been set up at PTC.

Now it is decided to implement the **Integrated-Modular-Methodology** to the basic training of SIs(UB) with immediate effect. In this new strategy of Modular Approach, the relevant theoretical inputs as per syllabus will have to be identified and methodology shall be designed, the duration for each module will have to be fixed accordingly.

The effectiveness of this integrated modular approach shall be enhanced by supplementing the lecturers and demonstrations with other teaching techniques and using Audio-Visual Aids. Practical exercises such as simulation of crime scenes will be included as part of the teaching of technical subjects, such as Forensic Science and Forensic Medicine.

Problem solving exercises such as Case Study Method and Moot Court will be introduced in the teaching of Law & Procedure and other subjects. Important/Landmark judgments of Courts/Case Laws would be utilized as essential reading materials. Internet link through the PTC Website(ptcwb.org) and other sites will provide a good opportunity to the instructors and trainees to update their knowledge with relevant websites as per their needs.

5. Field Exposure:

In order to integrate the theoretical and practical knowledge under this Modular Approach to training it would be necessary to introduce concurrent field exposure such as visit to FSL, FSM, visit to morgue and such other relevant institutions etc.

6. Publication of Guide Book of Modular Approach:

In order to achieve success in adopting this integrated modular approach to training a Guide Book is to be prepared and published under the supervision of DIG Training which must contain different modules such as modules on Social & Ethical issues, modules on Police Station Management, Modules on Crime Investigation Skills according to the new revised syllabus. The Guide Book shall also contain the theoretical inputs, relevant methodologies and time schedule to be adopted respectively under each module.

7. Question Bank:

There should be a Question Bank on Modular Approach, which will contain both objective and descriptive type questions and this should be sent along with the Guide Book of Modular Approach to Examiners-cum-paper-setters for preparing Question Papers.

8. Training of Trainers:

Apart from the publication of this Guide Book, DIG, Training shall ensure a few Training of Trainers Courses in consultation with BPR&D to enable the trainers acquire skills, which are necessary to implement this integrated Modular Approach to Training.

This order shall be implemented with immediate effect.

(Ajay Prasad)
Director General and Inspector General of Police
West Bengal

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Police Order No. 09 of 2005

Sub:- Consideration of Police personnel awarded with Major Punishments.

In modification of Police Order No- 1/2005 it is clarified that, five(5) marks will be deducted from the service Records for every Major Punishment in the event of Promotion of both Sub-Inspector of Police (Unarmed Branch) and Sub-Inspector of Police (Armed Branch) to the rank of Inspector of Police (Unarmed Branch and Armed Branch) as per G.O. Nos-1035-PL dtd-21-02-2001 and 1036 – PL dtd-21-02-2001.

In the event of promotion of Police Personnel up to the rank of Sub-Inspector of Police, six (6) marks will be deducted from the Service Records for every Major Punishment in terms of G.O. No- 6928-PL dt-18-07-1983.

(Ajay Prasad)
Director General and Inspector General of Police
West Bengal

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Police Order No. 10 of 2005

Sub:-Reorganization of crime against Women's Grievance Cell operational in the districts of West Bengal.

The Women's Grievance Cell existing in the districts will be renamed as **Protection of Women and Children Cell (POWC Cell)**. The cell will also look into all crimes against children as prescribed under the Juvenile Justice (Care and Protection of Children) Act, 2000 and also implement the directions given earlier vide Police Order no. 6/05 of Police Directorate, Govt. of West Bengal (subject – dealing with juveniles in conflict with law and children in need of care and protection and role of Police), in addition to the crime against women. This Cell will also work as **Special Juvenile Police Unit** for the district.

2. POWC Cell will also act as the **Anti Trafficking Cell** for the district and should keep intelligence on the traffickers who are involved in trafficking of women and children on various pretexts like domestic labour, commercial sexual exploitation, begging and fake marriages and other hazardous jobs and places. The cell will coordinate the raids and rescue operations with the help of the local Police Stations and authorized NGOs.

3. The **POWC Cell** will act as **Nodal Agency for crime against women and children in the district** and will coordinate with West Bengal Women Commission, West Bengal Human Rights Commission and other agencies through Police Directorate, Govt. of West Bengal, under the direct supervision of Districts Superintendent of Police / Addl. Superintendent of Police as designated by the district SP.

4. The **POWC Cell** will be headed by an officer of the rank of Inspector with adequate staff having both male and female police personnel in the district Headquarters. The Cell will be closely supervised by One Dy. Superintendent of Police who will act as the **Nodal Officer** for all matters related to the offences against women and juveniles as per the legal provisions of Juvenile Justice (Care and Protection of Children) Act, 2000, Immoral Traffic Prevention Act and other related legislations.

5. The District Superintendent of Police will ensure that the officers posted in **POWC Cell** are trained in the constitutional and legal provisions on the subject of

crime against women and children. They should also have the knowledge of functioning of the different Courts, Family Courts, Juvenile Justice Board, Child Welfare Committee, West Bengal Legal Aid agencies, Family Counseling Centres, Short stay Homes run by West Bengal Social Welfare Advisory Board, prominent Govt. and Non Govt. organizations working in this field in the district. They should also keep close liaison with all agencies working in the districts and should maintain up to date information with their phone numbers and addresses.

6. The **POWC** Cell shall enforce the following Acts-

- The relevant provisions of Indian Penal Code regarding Homicide, dowry deaths, abetment of suicide, attempt to suicide, sec.312 to 317 IPC, sec. 292, 294, 354 and 509 IPC, Kidnapping Abduction and Rape, Misappropriation of streedhan 406 IPC, domestic violence 498A IPC.
- The Immoral Traffic (Prevention) Act, 1956
- The Preconception and Prenatal Diagnostic Techniques (Prohibition and sex selection) Act, 2002
- The Child Marriage Restraint Act, 1929
- The Dowry Prohibition Act, 1961
- The Dowry Prohibition (Maintenance of lists of present to the bride and bridegroom) Rules, 1985
- The Juvenile Justice (Care and protection of Children) Act, 2000
- All Supreme Court and High Court orders and Judgments passed on the subject matter from time including Sexual Harassment of women at work place. And any other crimes related to trafficking of women and children including cross border trafficking and other similar type of cases.

7. Awareness Generation – POWC Cell will be responsible for organizing awareness programmes in the vulnerable areas in the districts with the help of local police stations and NGOs. The Cell will organize awareness campaigns in the educational institutions of the district with the help of NGOs regarding Violence against women and children and how young students can participate in controlling such violence and also be made aware of their legal rights and duties.

8. Gender sensitization Training Programme – POWC Cell will organize training programmes on gender sensitization and investigation of offences against women in which all legal provisions of IPC and other Acts as mentioned at point no.6 above should be covered. District SPs will take keen interest in such in service trainings and one Additional SP will coordinate these trainings. This should be institutionalized and such programmes should be frequently held at the district headquarters as most of the officers are transferred regularly.

9. Special Drive – POWC Cell should also arrange for special drives against eve teasing, sexual harassment, sexual exploitation of women and children, rescue of trafficked victims from red light areas, hotels or other places where they are kept confined.

10. Special raids – The Cell should also arrange for special raids against obscene literature, posters, hoardings etc. and keep watch on the activities of the cyber café, cable TV network and other places where such type of obscene literature is sold or available.

11. ‘100 Dial’ Help Line – The Police Order number 16/2004 regarding ‘100 Dial’ Help Line (point no-6 of West Bengal Police Gazette dtd- 10th December, 2004) under headlines ‘General Instructions’ extract of which is reproduced below should also be implemented. ‘Each 100 Dial Control Room will have list of important telephone numbers like Fire Brigade, Blood Bank, Women Counseling Centre, Drug-De addiction / Rehabilitation Centres, important hospitals etc.’ and ‘When any women in distress

dials 100 for Counseling over marital / domestic or any other issue, she shall be heard by the Officer concerned at the Sub-Divisional / District Control Room and steps taken to get her in touch with the concerned Police Station, NGO, Counseling Centre etc. so that her problem could be attended to without any delay. Senior Officers will review the action taken in each of the cases’.

12. Power of Investigation – As per Police Order No- 16/1976, there was a provision for ‘Special Investigating Pool in the district’. On the similar lines, District Superintendent of Police may authorize the offices posted in POWC Cell to investigate any crime in the jurisdiction of the district. The recording of FIR shall be in the regular Police Station having jurisdiction with due endorsement by the Officer-in-Charge of the Police Station at the time of recording of FIR and also at the time of submission of Final Report or Charge Sheet as the case may be.

13. DIG, CID(Special), West Bengal is designated as the **Nodal Officer to coordinate all anti-trafficking police initiatives** in the State of West Bengal. The Dy. SP in charge of district **POWC Cell will act as the Nodal Officer of the respective district** and will report and coordinate all anti trafficking initiatives with DIG, CID(Spl.), CID, WB.

14. An Anti-trafficking Cell having sufficient man power and offices may be set up at CID, West Bengal from their existing resources. The officers having experience of rescue of minor girls, children and women who are victims of trafficking and commercial sexual exploitations, should be posted in the. Similarly in all bordering districts, **Anti Trafficking Cell may be setup under POWC Cell** to look after the matters related to trafficking including rescue of the victims of cross bordering trafficking. The Anti Trafficking Cell may have the list of **NGOs** who are actively working in the field of anti trafficking operations. The authorized **NGOs** (as approved by the Department of Social Welfare) may be associated with the rescue and post rescue operations.

15. Functioning of Women Help Lines / Mahila Desks-

At present four Mahila Help desks are operational at Howrah Railway Station, Sealdah Railway Station, Siliguri Railway Station and Kolkata Airport. Addl. Director General of Police, Railways, West Bengal may examine some other important Railway Stations where Mahila Desks may be setup from their existing resources. All Mahila Help Desks should have the names and addresses of all NGOs, Social Welfare Departmental officers, probation officers, Dowry Prohibition Officer, Child Welfare Committee, Juvenile Justice Board, Legal Aid Service and other important functionaries like doctors, lawyers, school teachers, respected citizens, Principals of School and Colleges etc. who are willing to do voluntary work for prevention of atrocities against women and also to combat commercial sexual exploitation against women and children in the district. They should also contact nearest Sub-Division Control Room through ‘100’ dial in case of any emergency. The functioning of **Mahila Help Desk** will be supervised by the SRPs in charge of the Zone and will be monitored by the Asstt. Inspector General of Police (Special), West Bengal under the direct supervision of the Inspector General of Police (Administration), West Bengal and the files will be dealt at ADM/C Section, Police Directorate.

16. District Level Committee for Protection of Women rights –

As per Resolution no. 289-SW/3W-21/93 of the department of Women and child Development and Social Welfare, the District Level Committee for protection of women rights in each district was re-constituted consisting of the following functionaries – DM – as Chairperson, A judicial officer to be nominated by the Judicial Department, Superintendent of Police of the district, C.M.O.H., Public Prosecutor, Principals of Local women’s College, Head mistress of Girls’ high schools, a representative each of

Ganatantrik Mahila Samity, Paschim Banga Mahila Samity, Agragami Mahila Sangha and Nikhil Banga Mahila Sangha and District Social Welfare Officer – Member convener.

As per the resolution, “the committee may meet at least once in two months. Their function will be to periodically assess the State of Crimes against Women in the district, progress of investigation and action taken on appropriate authorities for prevention of crimes against women in the light of the particular needs of the district. The Committee will act as public defenders of women rights. This will be a single, easily accessible, highly visible agency which women whose rights have been abused can approach for redress. The committee will enjoy powers to provide legal aid and will also monitor the registration, incidence, investigation and disposal of cases relating to atrocities against women. The quarterly meeting will be held by the department of Social Welfare with the District Social welfare Officers to assess functioning of the committee periodically.” The district SPs may ensure the implementation of decisions taken in the District Level Committee for Protection of Women Rights.

(Ajay Prasad)
Director General and Inspector General of Police
West Bengal

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POLICE ORDERS-2006

Police Order No. 01 of 2006

Sub:- In-Service Training matters – Per/GA-I and Per/A Branches.

Henceforth all In-Service Training matters (except the Basic Training of Constables, SIs and Pre-promotional Training which are held at the Police Training College, Barrackpore, or at the S.T.C.s located at various places) of police personnel (except IPS officers) will be dealt with in Per/GAI Branch of this Directorate.

In this connection, it is further ordered that the Training matters in respect of IPS Officers (including non-IPS Officers of the rank of Addl. Supdt. of Police) will also be routed through Per/GAI Branch of this Directorate for keeping records at Per/GAI Branch and better co-ordination of training matters. The actual processing of training matters including nomination of IPS Officers and non-IPS Officers of the rank of Addl. Supdt. of Police will be dealt with by the IPS Cell of this Directorate.

2. Basic Training of Constables, Sub-Inspectors and Pre-promotional Trainings of all ranks will be dealt with in the Per/A Branch.

S.C. Avasthy
Director General & Inspector General of Police
West Bengal

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Police Order No. 02 of 2006

Sub:- State Police Control Room.

Pursuant to the directions of Hon'ble Supreme Court in CRL Misc. Petition No. 4201 of 1997 and writ petition No. CRL – 534 of 1996 in the matter of D.K. Basu Vs State of West Bengal and others (Para-XI) and the recently introduced Right to information Act, 2005, the following Police Order is made in partial modification of Police Order 2 of 98.

1. The Control Room at CID, Head Quarter at Bhabani Bhaban (3rd floor) will be deemed as the State Police Control Room for the purpose of displaying the lists of all arrested persons within the State during the last twelve hours. Such lists will also be displayed at the Police Stations and District Police Control Rooms, I/Cs of all other Investigating Units, if they arrest and detain persons, then such units will also display such list at those places of detention.
2. The Officers-in-charge of all Police Stations and other Investigating Units will submit through D.C.R.B.s via E-mail or by other possible means the full information regarding the arrest and place of custody of the arrested persons during the last twelve hours to the O/C CID, Control Room, CID Headquarters, Bhabani Bhaban, Kolkata.
3. The OC Control Room, CID HQs with the assistance of the Computer Cell will arrange for the compilation of the data of arrested persons received from different district in terms of Para 2 above, and arrange for the display the information of arrested persons on a conspicuous notice board at the CID Headquarters;
4. The information required under Para (2) above shall be sent in the following excel format to the OC Control Room, CID Headquarters, West Bengal.

Dist./ Unit	Name	Alias	Sex	Age	Father's/ Spouse Name	Address	PS	Case Ref/ GD Entry Ref.	Date of arrest

5. The OC Computer Cell, CID, West Bengal will also compile the data of arrested persons received under Para-2 above and arrange for the storage of the same, so that access to such records is facilitated as required under Section 4(i)(a) of the Right to information Act, 2005.
6. DIG, CID, DIG EB and SPs of the districts will also submit a compliance report regarding display of lists of all arrested persons to the DG & IGP, West Bengal once in a week on every Monday.
7. Such reports will be maintained in the relevant file in the ADM/C section of the West Bengal Police Directorate.
8. This order will come into force with immediate effect and there should not be any deviation in complying with this Police Order.

This order will come into force with immediate effect.

(A.B. VOHRA)
Director General & Inspector General of Police
West Bengal

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Standing Order No. 03 of 2006

Sub:- Duties of Special Officer (Administration).

Henceforth, the works of Organisation Branch of West Bengal Police Directorate will be looked after by Special Officer (Administration), West Bengal Police Directorate in addition to his own duties until further order. This order is issued in modification of existing Standing Order No. 1 of 1993.

(A.B. VOHRA)
Director General & Inspector General of Police
West Bengal

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Police Order No. 04 of 2006

Sub:- Preservation & destruction of documents at PTC / STC.

Preservation & destruction of Answer scripts and other documents related to the Recruitments / Pre-promotional Training and other examination / final examination of Basic Training of the different ranks of West Bengal Police conducted at PTC, Barrackpore and other Subsidiary Training Centres of West Bengal Police

1. The documents related to the subject matter may include the following –
All papers related to recruitment (including open market/through employment exchange or on orders of any court of law), appointment, pre-promotion training, basic training, in-service training, conversions of rank examination and others if any.
2. All categories of documents as mentioned above concerning candidates who could not finally be selected, including rejected applications in the open market recruitments, used and unused answer scripts and related documents shall be preserved for a period of two years.

3. All relevant papers relating to cases of adoption of unfair means, cases which are pending in any Court of law for any orders including the appeal period, if any shall be kept in the safe custody of concerned Recruiting/Appointing Authorities till final settlement of the issues concerned.
4. All mark sheets, Board papers, lists of marks obtained in different indoor, outdoor examination of all the candidates shall be preserved permanently by the recruiting authority and shall not be destroyed at any time.
5. The documents which are to be treated as no longer required as mentioned at point no. 1, 2 and 3 above may be destroyed after the aforesaid period of two years. The documents shall be disposed off by the unit concerned in the following manner:
 - a) The Unit in-charge or the concerned officer shall initiate a proposal for disposal of the documents lying in his custody after making a broad inventory of the documents to be disposed off. The Legal Cell of the concerned unit, the Legal Cell of the Recruiting and Appointing Authority and the Legal Cell of Police Directorate shall be consulted in order to ascertain whether any Legal, Departmental or Administrative proceeding is pending for which the documents may be required.
 - b) The complete comprehensive proposal after due verification as mentioned above shall be submitted to the concerned SP/DIG PTC as the case may be for final approval for destruction of the documents as per the provisions of PRB Appendix LXIII no. 5. However, all recruitments or examinations which are controlled and conducted by PD WB, prior approval of the concerned officer of PDWB should be taken by concerned SP/Unit in charge/DIG PTC.
 - c) Thereafter, the documents shall be disposed of by constituting a 'Destruction Committee' in the district/unit to be headed by an officer not below the rank of Addl. SP. The Committee may have at least 3 members including the Chairman, one Dy.SP and one Inspector/Sub-Inspector heading Reserve Office of the concerned unit.
 - d) After destruction, the unit in charge shall send a certificate to the effect to the Police Directorate for record purpose. A copy of the destruction certificate shall also be given to PD Law cell by the SO/HA of the concerned section of PD WB.
6. The Head Examiners appointed for conduct of any Departmental Examination by the order of DGP WB, shall send the answer scripts, question papers, used or unused documents to DIG PTC, Barrackpore for final disposal. DIG PTC, however will take the approval of PD, WB and Law Cell of PD WB before any destruction.
7. In all cases of categories of papers of Basic Training, In-service Training, PPT examination etc. which are regularly held at PTC, Barrackpore, DIG PTC, Barrackpore shall take the approval of PD Law Cell before final disposal.
8. Hence forth, all documents shall be preserved for a minimum period of two years at PTC Barrackpore also, as is mentioned in the PRB, WB, before they are finally disposed of by DIG PTC, Barrackpore, following the procedure as laid down in point no. 5 as above.
9. The disposal of above mentioned documents shall be by burning in presence of at least one of the members of destruction committee, as mentioned at point no. 5 above. (As per Regulation 1102 (c) of PRB, 1942)

The Police Order 6 of 1966 is hereby repealed.

(A.B. VOHRA)
Director General & Inspector General of Police
West Bengal

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Standing Order No. 05 of 2006

Sub:- Duties of IGP (O) and IGP (A).

Whereas it is considered advisable to do so in public interest, the Director General and Inspector General of Police West Bengal, after careful consideration has made the following amendment in the distribution of the duties of IGP(A).

In addition to the duties already assigned to him, the IGP(A) will also deal with all issues concerning N.V.F. and H.G. relieving IGP(O) of such supervisory functions.

(A.B. VOHRA)
Director General & Inspector General of Police
West Bengal

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POLICE ORDERS-2007

Police Order No.01 of 2007

Sub:- Transfer Policy in respect of Wireless Personnel.

The comparative study of the existing transfer policy in respect of Wireless Operators/ Wireless Supervisors Grade-I and II and officers in the executive Police i.e. ASIs and SIs reveals certain differences between the two. As a consequence, the former have to move from one district to another more frequently than executive officers causing unnecessary hardship to them.

2.To overcome these difficulties, in supersession of previous guidelines regarding transfer of Wireless personnel vide W.B.P.D. Memo No. 3919/Adm/SC dated 10th November, 1983, following guidelines are being formulated and the same be observed properly hereafter :

- A. Telecom personnel may be transferred from one district to another after a tenure of 7(seven) years.
- B. Transfer within a District among the Sub-Divisions and District Head Quarter should not normally be ordered. However, such transfers may be done in special cases only in public interest. No one will be allowed to claim a tenure of more than 7 (seven) years in one district even if such transfer/transfers are effected in Sub-Division/ Sub-Divisions within the district on prayer or in public interest.
- C. Transfer on promotion from one District to another can be ordered irrespective of tenure of the candidate in a particular District.
- D. Transfer to the District of Darjeeling excluding the Sub-Division of Siliguri may be made from among the junior most Wireless Operators/Wireless Supervisors Grade-I and II for a period of 1(one) year. However the tenure of Darjeeling (except Siliguri Sub-Division) can be extended up to 7 (seven) years on prayer.
- E. As far as practicable and in public interest, Telecom personnel would be considered for posting to the district neighboring their home district subject to vacancies / administrative convenience. The posting of home district will be considered after the personal achieve the age of 56 years. However, there is no objection to lady officers being posted to their home district, subject to availability of vacancies and administrative convenience.

(A.B. VOHRA)
Director General & Inspector General of Police
West Bengal

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Police Order No. 02 of 2007

Sub:- Condonation limit in respect of physical measurement for employment to the post of 'Constable' under exempted category.

Heads of the Police units have been forwarding petitions of dependents of Govt. employees who had died in-harness for employment to the post of 'Constable' under exempted category. In some cases, the candidates do not possess requisite physical measurement standards as laid down in Notification No.225-PL/P1/8C-11/87-Pt.IV dated 07/01/1992 for employment to the post of Constable. Units have been recommending condonation to the deficiency in physical measurement in such cases. In order to ensure uniformity and capacity to perform duties and responsibilities attached to the post of constables, it is decided to fix the upper limit of relaxation for physical measurement standards as follow:

- (i) Height – 5 cms.
- (ii) Chest -- 5 cms
- (iii) Weight – 5 kg.

Thus, applications for employment for the post of constables under exempted category requiring condonation more than the above stated upper limit should not be forwarded to this office.

(A.B. VOHRA)
Director General & Inspector General of Police
West Bengal

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POLICE ORDERS-2008

Police Order No. 01 of 2008

Sub:- Clothing articles for Riding Instructors / Sowars.

Riding Instructors / Sowars in Police Training College of West Bengal Police will henceforth be entitled to get the following Clothing articles for the purpose of Riding / Training and participating in Equestrian Meets.

Sl. No.	Name of Clothing Article	Entitlement to the Riding Instructors / Sowars (Rank-wise)	Scale (Per head)	Life-time
1.	Terry Cotton Breeches	All Ranks	04 pieces	01 year
2.	Pagri, Khaki, Ceremonial	Constable / Sowar only	10 meters	01 year
3.	Blue Patty	Constable / Sowar only	15 meters	01 year
4.	Riding Boot, Black	Constable / Sowar only	01 pair	03 years
5.	Leather Gattis, Black	Constable / Sowar only	01 pair	03 years
6.	Ridding Long Boot, Brown	Inspector -ASI	01 pair	03 years

This order shall come into force with immediate effect.

(A.B. VOHRA)
Director General & Inspector General of Police
West Bengal

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Police order No.02 of 2008

Sub:- Transfer of Police Drivers.

Inspr. Genl. of Police (Organisation), West Bengal will henceforth on behalf of Director General & Inspector General of Police, West Bengal/West Bengal Police Establishment Board, only effect promotional transfer of Police Drivers and above ranks of Drivers, according to the vacancy position in the Dists./Units and otherwise transfer of Police Drivers and above from one Police zone to another zone only or from zone to Police units like I.B., C.I.D., E.B. etc. and vice versa and between units also. Transfers within Range and Zones will be left to the discretion of Range Dy. Inspr. Genl. and Zonal Inspectors General respectively, as is being done in case of other officers of the ranks of and below Sub-Inspector of Police.

B.B.Basu
for D.G. & Inspr. Genl. of Police
West Bengal

POLICE ORDERS-2009

Police Order No. 01 of 2009

Sub : Training Curriculum in Police Training College, Barrackpore.

DGP & IGP, West Bengal has been pleased to order the following.

Introduction of Computer Education Course for RCs and Cyber Crime Investigation Course for Cadets & Dy. SP(UT).

A Training Course on Computer education shall be introduced in the Training Curriculum of RCs. However, there will be no evaluation of the RCs in this Course. The existing syllabus on Computer education for the Training Courses of Dy. SP (UT) and Cadets will be modified.

The Course modules on Computer education, prepared for Dy. SP(UT), Cadet & RCs shall be included in the Training syllabuses.

Dy. IG Training Barrackpore will update the syllabuses of the courses from time to time.

Dy. IG, Training will also organize a one week Cyber Crime investigation Course in Co-operation with NASSCOM or any other agency having expertise in such Training Programme. However, there will be no evaluation of trainees in this Training Programme.

Workshop on Anti Human Trafficking :-

A 2 day workshop on Anti Human Trafficking shall be conducted for all trainees at the STCs and PTC as part of their Basic Training. Besides, such workshop shall be included in all In-service pre-promotional training courses organized in PTC.

DIG Training PTC Barrackpore in Co-operation with the NGOs working in this field will organize such training programmes in PTC.

Principal of the STCs will also include and organize such programmes in the training curriculums of the RCs in STCs.

Revision of Indoor Syllabus :-

The following special Acts shall be included in the Law Syllabus for Cadets & Dy. SP (UT) for study in their training programmes.

1. Rights to information Act, 2005.
2. The protection of women from Domestic Violence Act, 2005.

Sd/-
Director General & Inspector General of Police
West Bengal

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[Per/A-07/07]

Police Order No. 02 of 2009

Sub : Introduction of Wall Climbing Module in the basic training of Recruit Constable, Cadets & Dy. SP (UT).

'Board of Control for Training' has accepted introduction of wall climbing module in the basic training of Recruit Constables, Cadets and Dy. SP (UT), and decided that a one-week wall climbing course should be made compulsory for all the trainees, without any evaluation in this subject.

DIG, Training, PTC shall coordinate and make arrangement for conducting such training in association with the West Bengal Mountaineering and Adventure Sports Foundation, BBD Bag, Kolkata under Sports & Youth Services Deptt., Government of West Bengal, until such time as climbing wall is constructed at PTC.

The wall climbing course will take effect from the current batch of training.

Sd/-
Director General & Inspector General of Police
West Bengal

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Police Order No. 03 of 2009

Sub : Regarding Revision of Physical Training Syllabus.

In partial modification of earlier Physical Training Syllabus, 'Board of Control for Training' has accepted the recommendation of DIT, PTC, Barrackpore and revised Physical Training Syllabus of Dy. SP (UT), Cadet SI (UB / AB), Recruit Constables in the following manner.

Trainees	Total Marks	Breakup
Dy. SP (UT)	30	PT : 05 Physical Proficiency Test : 10 X 2 =20 Athletic & Game : 05
Cadet SI (UB)	20	Physical Proficiency Test : 10 X 2 =20
Cadet SI (AB)	70	PT : 30 Physical Proficiency Test : 10 X 2 =20 UAC : 20
Cadet Sergeant Kolkata Police	130	PT : 90 Obstacle : 20 Physical Proficiency Test : 10 X 2 =20
Recruit Constable	80	PT : 50 Obstacle : 05 Physical Proficiency Test : 10 X 2 =20 Yogasana : 05

Inclusion of Physical Proficiency Test in the Training Schedule of Physical Training :-

'Board of Control for Training' has accepted introduction of Physical Proficiency Test in the Training Syllabus of Physical Training and opined that PPT should be conducted twice during the training period. A total of 20 Marks (10 X 2) shall be allotted for this PPT Test. The schedule of Physical Proficiency Test is as followed :-

PPT	Excellent	Good	Satisfactory	Fail
1600 Mtrs	7 Minutes	8 Minutes	9 Mts.	Over
100 Mtrs.	13 Sec.	14 Sec.	15 Sec.	Over
Sit-up in 1 minute	30	25	20	Less
Push-up in 1 minute	30	25	20	Less
Chin-up at a time	10	08	06	Less
Battle Obstacle course	20 Minutes	25 Minutes	30 Minutes	over

This Revision of Physical Training Syllabus will take effect from the current batch of Training.

Sd/-
Director General & Inspector General of Police
West Bengal

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Police Order No.04 of 2009

Sub : Augmentation of firing practice for the Trainees.

'Board of Control for Training' has decided augmentation for firing practice for the trainees undergoing basic training at PTC. To improve the proficiency in firing of all the trainees [IPS (Proby.), Dy. SP (UT), Cadet SI (UB / AB) and RC's], the following scale of practice firing should be implemented from the current batch of training for all ranks of trainees.

SL.	Weapons	Rounds / Trainee
1	.303 Rifle	40
2	.410 Musket	20
3	7.62 SLR	40
4	.38 Revolver	32
5	9 MM Pistol	40
6	AK 47 Rifle / INSAS	50
7	TSM Grenade and LR / SR Shell	01

This augmentation of firing practices will take effect from the current batch of training.

Sd/-
Director General & Inspector General of Police
West Bengal

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Police Order No. 05 of 2009 (Not Available)

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Police Order No.06 of 2009

Sub:- Contact with Elderly People – Community Policing.

It is noticed that in Urban and Semi-Urban areas, quite significant number of old couple between age group of 70 to 80 years are living alone as their children are living at distant places pursuing their own vocation and livelihood. Such old couples living in the Urban and Semi-Urban areas do not receive enough social support from the

society as the people in the neighbourhood are too busy with their own lives to find time for such old couples. As Such senior citizens who are forced to live a lonesome life in Urban and Semi-Urban area and at times face undue hardship due to old age. Situation is slightly different in rural areas where neighbours in the villages take care of such old people in the times of their need.

In the Urban and Semi-Urban areas, the Police have a beat system for the purpose of collecting criminal intelligence and maintaining law and order. The concept of patrolling through R.T. Jeeps has also been introduced in most of the districts in the Urban areas. It is suggested that a list of such old couple/persons Ward-wise may be maintained at the Police Station and the patrolling parties/R.T. Mobiles should be assigned the task of contacting such old people at least once in a fortnight to ascertain about their health and wellbeing and nature of problem, if any, being faced by them and to arrange for necessary redressal. Supdt. of the Districts are requested to issue necessary direction to all the O/Cs of Urban and Semi-Urban areas to compile a list of such people with necessary details and ensure that they are contacted by a Police Officer within 15 days of the issue of these instructions and should be in touch with them once in a fortnight.

In the Urban and Semi-Urban areas where the Community Policing is already existing, the task may be assigned to the Community Police Officer for collecting the names and particulars, Phone Nos., if any, contact person who needs to be notified in case of emergency etc. for necessary compilation and periodically updating of the record. Community Police Officer of their area may be instructed to contact such elderly people once in a fortnight and maintain a record of the same.

Sd/-
Director General & Inspector General of Police
West Bengal

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Police Order No. 07 of 2009

Sub :- Riot Drill Training.

Background :

The Maintenance of Public Order is an important responsibility vested with the West Bengal Police. Chapter X of the Code of Criminal Procedure. 1973 and Regulations 145 to 155 of Police Regulations of Bengal are the enabling and regulating provisions respectively for this police force to carry out this responsibility.

Objective of the Course :

The District Armed Police and State Armed Police contingents are frequently deployed to assist the district police force in maintenance of public order duties. A review of the existing practices regarding training on dispersal of mob being imparted to the DAP/SAP forces has revealed that there exist great training needs to be addressed to while the training capacity of the state has to be sufficiently augmented and standardized. To address to these problems, it is ordered that Riot Drill training be conducted in the manner given below. (The syllabus is broadly based on the Mock Dispersal Course in CRPF, CTC-II). If the anti-riot skill of the police personnel improves, it will improve the efficiency of whole police machinery in law and order situations.

Training Calendar :

Every year, 15% of the existing personnel of the District Armed Police and State Armed Police battalions will undergo a six days training course. Additional Director General and Inspector General of Police. Training will draw up the annual training calendar and circulate the same to the districts/battalions after approval of DGP & IGP WB. This training will be organized at PTC, Barrackpore / DIG AP Cell, Barrackpore and STC, Kasba and at any other place which ADG & IGP (Training), WB may order from time to time. To ensure professional standards in training, Additional Director General and Inspector General of Police, Training will ensure that instructors are qualified police instructors who have preferably undergone the course on Tear Smoke Munitions at Coimbatore, Tamil Nadu.

The Commandants/Superintendents of Police shall ensure that the number of personnel as desired by the ADG & ADG, Training to undergo these training courses are sent without fail. They shall also take care to see that the same person is not sent for this course if he has attended a similar training in the previous three years.

Training methodology and course content :

In addition to theoretical classes, sufficient number of practical classes shall be conducted to teach aiming/throwing of shells/grenades, dhal-lathi drill, mock riot situations, etc. training videos and clipping of old riot control incidents should also be shown to the trainees. The syllabus of the course is given below :-

- a) Legal provisions regarding use of force to disperse unlawful assemblies and powers of arrest .
- b) Use of less lethal munition -a conceptual framework.
- c) Composition of the riot control party and their respective functions.
- d) Role and responsibility of Commanders of dhal/lathi/firing. Arresting and administrative party.
- e) Tactical aspects in dispersal of unlawful assemblies.
- f) Exhibition of all mob dispersal munitions/munition launchers and protective gear.
- g) Human Rights issues.
- h) Water Cannon /Vajra Demonstration.
- i) Crowded formation and crowded psychology.

However ADG (Training) may include any additional subject in the syllabus as per requirement.

S. K. Sarkar
DGP & IGP, West Bengal

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Police Order No. 08 of 2009

Sub :- Police Station Management Course.**Background :**

The responsibilities of an officer in charge of a police station are detailed in Regulations 205 of the police Regulations of Bengal. The officers in charge of police stations of today operate in full glare of media and are frequently subjected to quasi-judicial and judicial scrutiny, the expectations of a restless society have increased manifold while human and material resources placed under them require a more professional handling. He is also in charge of the first line of defence when the enemy fights an asymmetric war using terrorism/insurgency against the country and this requires high degree of professional competence.

Objectives of the Course :

A review of the existing practice regarding in service training of officers in charge of police stations has revealed that there are great training needs to be addressed to and the training capacity of the state has to be sufficiently augmented so that Superintendents of police can post skilled professional SIs as police station managers. In fact lack of training of officers as officer in charge of P.Ss is one of the biggest weaknesses of the present training set up.

Training Calendar :

Every year, 5% SIs (UB) with five years experience and serving in the district police and government railway police units will undergo a 15 days training course at Police Training College, Barrackpore. Additional Director General and Inspector General of Police, Training will draw up the annual training calendar and circulate the same to the districts after approval of DGP & IGP, W.B.

Training methodology and syllabus:

Training methodology will include presentations (lecture by a faculty member, expert, short presentations by a panel), Audio Visual Aids, Role Play, Group Discussions, Project Work, Case studies. In addition to regular faculty members, senior police officers, NGOs, legal medical and management professionals may also be invited for lectures/presentations.

The syllabus of the course is given below :-

1. Administrative issues in police station relating to human, material and financial resources.
2. Maintenance of police station register; POLNET; Control Room; 100 Dial and other helpline (Missing Person, Domestic Violence, Drug Abuse Counseling) facilities; Police Station Front Desk issue; Failure of Police Machinery to make adequate use of technology and reasons thereof.
3. Police Station Crime Management scheme including non FIR Prosecutions and preventive detention ; CCIS and Missing Persons software package; Trial monitoring leading to conviction; Follows up action trial; Reasons for poor conviction rate.
4. Community participation in policing; Police as agency to protect the poor and the under privileged including women, children and handicapped; steps taken in West Bengal and Kolkata towards community policing; How to interact with school children and women's groups; New police initiatives Outsourcing of police functions; Temporary custody and rehabilitation of victims of child abuse and human trafficking in State and NGO run instructions etc. (Relevant Acts should be discussed); Transparency in policing.
5. Threat perception of subversive activities; intelligence gathering on insurgency/terrorism; Reason for failure to collect open information; Police Station and National Security; Effect of failure to collect local intelligence by police station on National Security. How to defend the police station if attacked.
6. Forensic science issues- packaging/labeling; New developments; Referral centers; Electronic surveillance; White collar crimes and environmental pollution issues.
7. Report writing- Police report to courts under section 144 Cr PC, on allegations of custodial violence and Human Rights violation to NHRC/SHRC, On allegations referred by National/State Commission on Women/SC/ST/Minorities; on preparation of statement of facts for preparation of affidavits in connection with writ petitions; reports to be submitted under regulation 156 (C) of PRB act.

8. Public perception of police as a result of action on Unlawful assemblies (a few video recording of real police action as shown in TV may be used for discussion).
9. Crowd control and event management (Legal provisions regarding holding of public assemblies and processions and conduct of elections, risk assessment of important events connected with holding of meals, religious festivals, political meeting, elections, VVIP arrangements etc.)
10. Recent amendments in Law relating to power of arrest; Investigation of offences against women etc.
11. Leadership (including inter personal and public speaking) skills.
12. Media handling issues.
13. Unlawful assembly dispersal management (Rights of citizens for dissent and protest under the constitution; Legal provisions regarding use of force to disperse unlawful assemblies and of arrest, mob dispersal management at pre incident, during incident and post incident stages, use of less lethal munitions – a conceptual framework, latest mob dispersal munitions/munitions launchers and protective gear). Police Station crisis management scheme including actions to be taken during Red alerts; Inputs required for compilation of District war Book; Improvised Explosive Devices; Standard Operating Practices on major emergencies like terrorist attack, major accidents, floods, unlawful assembly, bank hold up/robbery, information of presence of explosives/suspicious objects etc.
14. Wellness issues – HIV/AIDS, Hypertension and Diabetes, Cardiac and Orthopedic problems, Body Mass Ratio, Balanced Diet, Cardio Pulmonary Resuscitation, Golden Hour etc. First-aid. (Every Officer has to be trained in Basic First Aid including Cardio Pulmonary Resuscitation).
15. Latest judgments of Supreme Court /High Court relevant for police of police work.
16. Introduction to Traffic Management.
17. All trainees will be required to undergo physical training for 1 hour during the training period. They will also be required to undergo training in use of weapons. The PTC will arrange for firing with Pistols/Revolvers during the training.

(S.K. Sarkar)
DG& IGP, West Bengal

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Police Order No. 09 of 2009

Sub : Less Lethal munitions training course.

Background :

The West Bengal Police has inducted a large number of less lethal munitions and munitions launchers which have been used, from time to time, to disperse unlawful assemblies.

Objectives:

A review of the existing practices regarding training being imparted in the use of these munitions has revealed that there is a need to develop uniform and adequate skills across the state police force in handling these munitions to make the Gas party constituent of Riot Drill force more robust and professional. Without development of such skills the Gas Party will not play a useful role in law and order situations.

Training Calendar :

Every year 5% of the existing personnel of the District Armed Police and State Armed police battalions will undergo a ten (working) days training course. Additional Director General and Inspector General of Police , Training will draw up the annual training calendar and circulate the same to the districts/ battalions after approval of DGP & IGP WB. This training will be organized at PTC, Barrackpore / DIG AP Cell, Barrackpore and STC, Kasba and at any other place which ADG & IGP, Training West Bengal may order from time to time. To ensure professional standards in training, Additional Director General and Inspector General of Police , Training will ensure that instructors are qualified police instructors who have preferably undergone the Course on Tear Smoke Munitions at Tekanpore, Madhya Pradesh. He will also, in addition to this essential quota of 5% for Armed Branch, also organize capsule courses of smaller durations for officers of the Unarmed Branch.

The Commandants/Superintendents of Police shall ensure that the number of personnel as desired by the ADG & IGP, Training to undergo these training courses are sent without fail. They shall also take care to see that the same person is not sent for this course if he has attended a similar training in the previous three years.

Course Content :

Apart from theoretical classes, sufficient number of practical classes shall be conducted to each aiming/throwing of shells/grenades and expose the trainees in mock riot situations, etc. Each trainee should be made to fire/throw at least one dates tear gas shell/grenade respectively. The syllabus of the course is given below :

1. Legal provisions regarding use of force to disperse unlawful assemblies, powers of arrest and related issues of Human Rights.
2. Use of less lethal munitions- a conceptual framework.
3. Role of the gas party and its interaction with other members of the Riot Drill party.
4. Composition and characteristics of Tear Gas Shells/Grenades, Stun Shells/Grenades/Pellet Shells/Grenades/Wood Piercing Shells/Self Protection Aerosol Devices/Rubber Bullets/Plastic/Gas respirators.
5. Munitions launching systems-single barrel riot gas gun/multi barrel launchers (theoretical knowledge including cleaning and maintenance).
6. Natural elements affecting Tear Smoke Munitions.
7. Use of less lethal munitions- aiming, firing throwing, fire/throw control order(both theoretical and practical).
8. Water Cannon Demonstration.
9. Mob formation and mob psychology.
10. First Aid and Decontamination.
11. Storage of less lethal munitions.

The syllabus is broadly based on the course of Tear Gas Munitions conducted at BSF Academy, Tekanpore. However ADG(Training) may include any additional subject, in the syllabus, as per requirement.

(S.K. Sarkar)
DG& IGP West Bengal

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Police Order No. 10 of 2009

Sub :- Training on Handling of Automatic Weapons.

Background :

The District Armed Police and State Armed Police contingents are frequently deployed to assist the district police force in maintenance of public order, anti crime and counter insurgency operations during the course of which automatic weapons are being issued to them. A review of the existing practices regarding training on handling of Automatic weapons has revealed that training capacity of the state has to be sufficiently augmented and standardized.

Objectives of the Course :

To equip DAP/SAP personnel to efficiently discharge their duties during occasions of providing Armed support to district police force, it is ordered that training in handling of Automatic Weapons (SLR, AK-47, 5.56 INSAS and CMS) be conducted in the manner given below:

Training Calendar :

Every year, 15% of the existing personnel of the District Armed Police and State Armed Police Battalions will undergo a seven (working) days training course. Additional Director General and Inspector General of Police, Training will draw up the annual training calendar and circulate the same to the districts/battalions after approval of DGP & IGP WB.

This training will be organized at PTC, Barrackpore/DIG AP Cell, Barrackpore and STC, Kasba and at any other place which ADG & IGP, Training, West Bengal may order from time to time. To ensure professional standards in training, Additional Director General and Inspector General of Police, Training will ensure that instructors are qualified police instructors who have preferably undergone similar courses on training institutions of different Central Para Military Forces.

The Commandants/Superintendents of Police shall ensure that the number of personnel of different ranks as desired by the ADG & IGP, Training to undergo these training course are sent without fail. They shall also take care to see that the same person is not sent for this course if he has attended a similar training in the previous three years.

Training Methodology and Course Content :

In addition to theoretical Weapons Training classes, use of training gadgets like simulators should be made during dry practice session so as to improve H.A.T. (Hold, Aim and Trigger) skills. At the end of training, the trainees would be made to fire from these weapons as per scale to be fixed from time to time.

However ADG (Training) may include any additional subject, in the syllabus, as per requirement.

S.K. Sarkar)
DGP & IGP West Bengal

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Police Order No. 11 of 2009

Sub:- Affiliation Of Special Striking Force(SSF) 1st Bn. Barrackpore.

It is hereby ordered that with its Head Quarters at Barrackpore, the Special Striking Force 1st Bn. created under G.O.No.944-PL/PB/3P-54/08 dated 18.05.09 will be treated as a unit of Armed Police Brigade, Barrackpore which is under the control of DIG(AP), Barrackpore.

The Battalion will be divided into 6 Operational Companies and one Hqr. Unit with each operational company consisting of 3 platoons and each platoon consisting of 3 sections.

The compositions of various units in the Special Striking Force Battalion will be as indicated in Annexure-I.

For the purpose of preparation of RAL of constables for promotion to the rank of ASI the newly created SSF Bn. will come under Presidency Range in partial modification of Police Order No.1 of 1994.

For the purpose of preparation of RAL of LD Clerks for promotion to the post of UD Clerks and of UD Clerks for promotion to the posts of Head Clerks, Accountants Cashiers, Readers, the SSF Bn. will come under Barrackpore Armed Police Brigade Range in partial modification of Police Order No.1 of 1996.

Bhupinder Singh
Director General & Inspector General of Police
West Bengal

ANNEXURE-I
COMPOSITION OF SSF BATTALION

	C O	D C	AC	INSPR (AB)	SI(A B)	SI(U B)	ASI (AB)	ASI (UB)	ARM ASI	PD	CONS T.	ARM. CONST.	SNIFFER DOG HANDLER	
Strength of section							2				10			
Strength of Platoon					1		6				30			
Operational strength of Coy.			1	1	3		18				90			
Administrative strength of Coy.							3				7			
Total strength of Coys.			1	1	3		21				97			
Total strength of 6 operational Coys.			6	6	18		126				582			
Strength of Bn. Hqr. Unit		1	1	2	6	4	41	8	1	42	144	4	24	
Charge of the Bn.	1													
Total strength of Bn	1		1	7	8	24	4	167	8	1	42	726	4	24

Break-up of the Additional Strength of Company.														
	C O	D C	AC	INSP R(AB)	SI (AB)	SI (UB)	ASI (AB)	ASI (UB)	ARM .ASI	PD	CONS T.	ARM. CONS T.	SNIFFER HANDLER	DOG
Coy. ASI Major							1							
Coy. Qtr. ASI Major							1							
Kote							1				1			
Assistant to Coy. Qtr. ASI Major											1			
Bugler											1			
Orderly of AC											1			
Orderly of Inspr.											1			
Coy. Munshi											1			
M.C. Rider											1			
Total=							3				7			

Break-up of the Strength of Bn., Hqr., Unit														
	C O	D C	AC	INSP R(AB)	SI (AB)	SI (UB)	ASI (AB)	ASI (UB)	AR M. AS I	PD	CO NST .	ARM. CONST.	SNIFFER HANDLER	DOG
Bn.2 I/C		1												
Bn. Hqr. Guard							4				12			
R.P.Duty					1		4				12			
Training wing				1	1		6				8			
Armoury							1		1		2	4		
Bugler											2			
Qtr. Master Wing			1	1	1		3				22			
M.T.Section					1		2			42	4			
M.C. Rider											2			
Tear Smoke Unit					1		4				26			
Kote							2				4			
Sanitation							1				2			
Tailor							2				2			
Carpenter											2			
Reserve Office						4		6			6			
Cash Orderly											1			
Orderly											6			
Security Guard											10			
Welfare							2				2			
Computer							2				6			
Control Room							3				3			
Cash Section						1	1				2			
Wireless Wing							2				8			
Sniffer Dog Handler							2							24
Total=		1	1	2	6	4	41	6	1	42	144	4		24

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Police Order No. 12 of 2009

Sub:- Record of Training – Maintenance.

It is found that proper records are not being maintained regarding training undergone by various ranks of West Bengal Police. The following procedure should be followed:--

- 1) The Unit in-charge should ensure that entries regarding basic training undergone by the police personnel in the Service Book, will include mention of any prize or award won. P.T.C. will also keep a record of all such personnel who have won prizes.
- 2) Necessary entries regarding all training courses undergone by police Personnel outside the State, should be entered in the respective Service Book on successful completion of the course. Training Branch will keep a data base of the police personnel who have undergone such courses and send a compiled data to concerned unit also.
- 3) All training programmes which are conducted on the basis of specific police orders or Government orders from time to time should be entered in the respective Service Book of respective police personnel.
- 4) An Entry will be made in Service Book regarding training programmes which are organized by Indian Army, However A.D.G., Training may issue an order regarding any other specialized course, which may require an entry in the Service Book.
- 5) A data base will be kept by A.D.G., Training regarding all specialized programmes undergone by Police personnel, so that at any time, list of police personnel who have undergone specialized programme will be available.
- 6) All units should keep a data base of training undergone by their personnel. When a new constable or officer joins from another unit on transfer, the R.O. should upgrade the data base after going through the Service Book, and make this available to unit control room.
- 7) D.G.(A.P.) is requested to keep a data base of personnel who have undergone specialized training by S.A.P./E.F.R./I.R. Bn./ D.A.P. personnel. This should include the following in service programme (1) Handing of Automatic Weapons. (2) Handing of Less Lethal Munitions, (3) All Training organized by Central Paramilitary Forces or their training institutions. (4) All training with Indian Army, (5) All training outside the State. This data base may be made available to D.I.G.(A.P.), Barrackpore Control Room.
- 8) The data base prepared by D.G.(A.P.), W.B., A.D.G.(Training), W.B. and different units should include all information from beginning of 2008 onwards. However, efforts should be made to collect all related data regarding training against each member of police force since after his joining the Service. Individual personnel may be asked to furnish the details which should be cross-checked with the available records before making such entries in the Service book.

Bhupinder Singh

**Director General & Inspector General of Police
West Bengal**

[Per/GA-I/256-09]

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Police Order No.13 of2009

Sub:- Formation of Specially Trained Armed Company (STRACO).

- 1) **Nomenclature:** The company of State Armed Police Battalions trained in Counter Insurgency Operations will be called STRACO (Specially Trained Armed Company).

- 2) **Strength** : The strength of each STRACO, consisting of three platoons and 9 sections will be 1 Inspector (Company Commander), 3 Sub Inspectors (Platoon Commanders), 18 Ar. ASIs (Section Commanders) and 90 Constables. An additional Adm. Party of 3 ASIs (One ASI each as Coy Major, Quarter Master and for the Kote) and 4 constables (one constable each for Kote, Office Orderly for Company Commander, one as Company Writer and one to work as bugler) will also be part of each company. A schematic representation of STRACO along with scale of weapons is enclosed as **Annexure I.**
- 3) **Tenure:** Personnel of the STRACOs shall serve in these units ordinarily for not more than three years. An extension, for not more than a year, can be granted to select persons by the respective DIsG of Armed Police Brigades on the recommendation of Commandants.
- 4) **Induction:** The Commandants will prepare the prospective vacancy statement for different ranks, on the basis of the three years tenure principle, as it would stand on the last day of each year, and forward to DIG(Admin) (IG HQ in respect of Inspectors). The induction shall be preferably from among the following.
 Constables: RCs undergoing training at PTC/ STCs.
 Ar. ASI: Ar. ASIs who have been recently promoted on the basis of departmental examinations.
 Ar. SIs: Cadet Ar. SIs undergoing training at PTC, Barrackpore.
 Inspectors: Recently promoted Inspectors.
 DG&IGP, AP, West Bengal will constitute Selection Board and prescribe standards for selection for each rank. Each Board will be headed by an Armed Brigade DIG with at least two Commandants as members.
- 5) **Induction Training:** The Induction training will be provided by an Infantry Battalion of the Indian Army or other Counter Insurgency Training institute of repute which shall be at least a four weeks course and cover topics relating to physical conditioning, handling of automatic weapons and explosives, field engineering, field craft and tactics related to Counter Insurgency Operations.
- 6) **In-service Training:** Director General and Inspector General of Police, Armed Police, West Bengal will:
- a) prepare a schedule and syllabus of in-service training to continuously update the personnel in handling of weapons, field craft and tactics, use of communication equipments, explosives, Map reading and navigation, fire drill, First Aid and other relevant area of Counter Insurgency related work as well as in Mob Dispersal techniques.
 - b) Prescribe standards for an Annual Test of Competency for all ranks which the different Armed Police DIsG will conduct.
 - c) Ensure that personnel of STRACO undertake annual firing practice as per scale prescribed by BPR&D, MHA, New Delhi.
- 7) **Role, responsibilities and supervision:** The STRACOs will provide support to the district police forces in both defensive and offensive Counter Insurgency Operations. They shall operate under the guidance and directions of the district police force. The distt. Superintendents of Police will provide all logistics support to the STRACOs during deployment. The Director General & Inspector General/ Addl. Director General & Inspector General, Armed Police shall issue Standing Instructions for the STRACOs. While all the STRACO personnel will remain under the disciplinary control of the respective Superintendents of Police during their deployment, or any other authority as the Director General & Inspector General of Police, West Bengal shall decide from time to time, the other administrative matters will be looked after by the respective Commandants.

8) Scale of equipment and clothing/accoutrements : The scale issue will be as per Annexure-II.

9) Deployment: The STRACOs will be deployed primarily for CI Ops. Duties against extremist/insurgent activities and not be used for routine law and order/VVIP and other bandobast duties. However, the Director General & Inspector General of Police, West Bengal may relax the condition of deployment, by a special written order, for a fixed period in emergency situations like conduct of elections by either the Election Commission of India or the State Election Commission, very grave threat to public order and widespread Natural Disasters. The personnel of STRACOs will be deployed on the orders of the Director General and Inspector General, Armed Police on requisition of the Police Directorate. The deployment shall never be under less than platoon strength while no personnel will be ordinarily deployed in operational duties for more than 90 days at a stretch. The office of the Director General and Inspector General, Armed Police will prepare a roster of rotation of STRACOs so that personnel, after 90 days of operational duties, are preferably closed to HQs for at least 30 days in-service training.

10) Monitoring and Performance Evaluation: Each STRACO camp shall be visited by its Commandant and an officer of the district police, not below the rank of a Dy.SP, at least once every month. During such visits, matters relating to performance of duty, maintenance of various registers, welfare and the morale of the force will be reviewed. The District Superintendent of Police as well as the Commandants of battalions shall submit a monthly report to the Director General and Inspector General/Additional Director General and Inspector General, Armed Police on the utilization and performance of STRACO personnel in a proforma prescribed by the DG&IGP, Armed Police, WB.

(Bhupinder Singh)
Director General & Inspector General of Police,
West Bengal

[ORG-24/09]

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Police Order No. 14 of 2009

Sub :- National Investigation Agency Act, 2008 - Scheduled Offence- reg.

National Investigation Agency Act, 2008 has been passed by the Parliament creating a National Investigation Agency. The National Investigation Agency has been empowered to investigate offences under the Acts mentioned in the schedule to the National Investigation Agency Act, 2008. The schedule is reproduced below:

1. The Atomic Energy Act, 1962 (33 of 1962);
2. The Unlawful Activities (Prevention) Act, 1967 (37 of 1967);
3. The Anti-Hijacking Act, 1982. (65 of 1982);
4. The Suppression of Unlawful Acts against Safety of Civil Aviation Act, 1982 (66 of 1982);
5. The SAARC Convention (Suppression of Terrorism) Act, 1993 (36 of 1993);
6. The Suppression of Unlawful Acts against Safety of Maritime Navigation and Fixed Platforms on Continental Shelf Act, 2002 (69 of 2002)
7. The Weapons of Mass Destruction and their Delivery Systems (Prohibition of Unlawful Activities) Act, 2005 (21 of 2005)
8. Offences under -

- a) Chapter VI of the Indian Penal Code (45 of 1860) Sections 121 to 130(both inclusive); waging war counterfeiting currency/fake notes;
 b) Sections 489-A to 289-E (both inclusive) of the Indian Penal Code (45 of 1860).

Section -6 of the National Investigation Agency Act envisages that when a particular offence, which is a scheduled offence, is registered in a Police Station, the officer in charge of the Police Station shall forward this information forthwith to the State Government and the State Government shall forward it to the Central Government as soon as possible. The Central Government will then take a decision, within 15 days of the receipt of such information, as to:

- i) Whether the offence is a scheduled offence and
 ii) Whether having regard to the gravity of offence and other relevant factors, it is a fit case to be investigated by the Agency.

As and when any offence falling under the Acts / Sections enumerated above is reported in any of the Police Station, it will be the duty of the unit head i.e. Superintendents of Police in the District to convey the information in the unclosed proforma to Dy. Inspector General of Police, CID(Operations), West Bengal within three days of the reporting of the offence without fail. The Dy. Inspector General of Police, CID (Operations) West Bengal, who has been nominated as Nodal Officer will compile and consolidate all information received in his office and send a report to the DG & IGP, West Bengal for further communication to MHA, New Delhi through State Government for coordinating with National Investigation Agency for all matters of mutual concern.

(Bhupinder Singh)
Director General & Inspector General of Police,
West Bengal

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Police Order No. 15 of 2009

Sub:- Jurisdiction of Addl SPs – Purba Medinipur district.

In view of the various emergent law and order situations prevailing in and around the district of Purba Medinipur and with a view to streamline the supervision work of Addl.SP's more effectively; the jurisdiction of Additional Superintendents of Police of Purba Medinipur district is re-distributed, in anticipation of the Government Order, in the following manner:-

SI. No	Post of Additional S.P.	Present Jurisdiction	Re-distributed Jurisdiction
1	Addl.S.P.(Rural), Headquarter at Contai	Tamluk, Contai & Egra Sub-Divisions.	Contai & Egra Sub-Divisions.
2	Addl.SP, Headquarter	Nil	Tamluk Sub-Division
3	Addl.SP, Haldia	Haldia Sub-Division	No Change.

S.P. Purba Medinipur should give effect to the re-distributed jurisdiction of Addl. S.P's of his district immediately.

(Bhupinder Singh)
Director General & Inspector General of Police,
West Bengal

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Police Order No. 16 of 2009

Sub :- Setting up of State Search & Rescue Team as Disaster Response Force.

Created to act as Search and Rescue Team in times of disaster, Disaster Response Force, West Bengal Police, will consist of 3 Platoons of force to be selected from State Armed Police Battalions and be positioned at Barrackpore, Durgapur and Kasba (Raiganj), one platoon at each place, respectively.

Necessary training on search and rescue will be imparted to the Force, one platoon at a time, by National Disaster Response Force at Madhyamgram, 24 Parganas (North). Equipment for Search and Rescue will be sourced from Calamity Relief Fund.

Normal tenure for each and every member of the Disaster Response Force will be 3 years.

Spl. IG & DIG(AP) Barrackpore will act as the Nodal Officer for the Force. The concerned Commandants will keep these units in readiness for deployment.

A Board headed by IGP(AP) Kolkata assisted by one Armed Brigade DIG and one Commandant of SAP will select the personnel to be drafted to these units subsequently.

Deployment of the Force will be done under the order of Police Directorate West Bengal.

Bhupinder Singh
Director General & Insp. Genl. of Police
West Bengal

[Per/GAI-50/09]

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Police Order No.17 of 2009

Sub:- Jurisdiction of Addl. SPs – Hooghly District.

In view of the various emergent law and order situations prevailing in and around the district of Hooghly and with a view to streamline the supervision work of Addl. SPs more effectively, the jurisdiction of Additional Superintendents of Police of Hooghly District is redistributed, in anticipation of the Government Order, in the following manner.

SL No.	Post of Additional S.P.	Present Jurisdiction	Re- distributed Jurisdiction.
1	Addl. S.P. (HQ), Head-quarter at Chinsura.	Sadar Sub-division	Sadar & Arambag Sub-divisions.
2	Addl. S.P. Industrial. Head-quarter at Serampore.	Arambagh, Serampore & Chandanagar Sub-divisions.	Serampore and Chandernagore Sub-divisions.

S.P. Hooghly should give effect to the re-distributed jurisdiction of Addl. SPs of district immediately.

(Bhupinder Singh)
Director General & Inspector General of Police,
West Bengal

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POLICE ORDERS-2010

Police Order No. 01 of 2010

Sub:- Applications for Leave - IPS and WBPS Officers.

It has come to notice that some of the IPS Officers including WBPS Officers (Non-IPS) in West Bengal Police are submitting their applications for leave (whatever be the kind of leave) without mentioning the Leave Admissibility Report and also not in appropriate format duly filled in.

After careful consideration, it is ordered that henceforth all the IPS Officers including WBPS Officers should submit their leave applications through proper channel in below mentioned format duly filled in, as per All India Service (Leave) Rules, 1955/ Rules 169 to 173 of WBSR Part-I, with the Leave Admissibility Report from concerned DDO in the interest of smooth police administration.

All the leave records/ Leave Accounts Statement are also to be updated and kept recorded in the Service Book of the concerned officers chronologically for future record and necessary action in order to avoid complications at the time of retirement on superannuation.

(Bhupinder Singh)
Director General & Inspector General of Police,
West Bengal

Application for leave or for extension of leave

1. Name of applicant
2. Post held
3. Department, office and section.....
4. Pay.....
5. House rent and other compensatory allowances drawn in the present post.....
6. Nature and period of leave applied for and date from which required.....
7. Sundays and holidays, if any, proposed to be prefixed/ suffixed to leave.....
8. Grounds on which leave is applied for.....
9. Date of return from last leave, and the nature and period of that leave.....
10. I propose/ do not propose to avail myself of leave travel concession for the block years.....during the ensuing leave.....
11. Address during leave period.....

Signature of Applicant(with date)

12. Remarks and or recommendation of Controlling Officer.....

Signature
(with date & designation)

Certificate regarding admissibility of leave

13. Certified that(nature of leave) for(period) fromtois admissible under Ruleof the All India Services (Leave) Rules, 1955/ Rules 169 to 173 of W.B.S.R. Part-I.

Signature of D.D.O.
(with date & designation)

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Police Order No. 02 of 2010

Sub:- Superintendent of Police, Jhargram Police District.

With reference to the Notification No.149-P.S.Cell/3P-1/09(Pt.-I) dt. 27.01.2010 of the Home (Police) Deptt., Police Service Cell, Govt. of West Bengal communicated under this office Memo No.352(15) IPS Cell/ IPS Cell-01/2010 dt.11.02.2010, it is hereby ordered that Shri Praveen Kumar Tripathi, IPS will take over as Superintendent of Police, Jhargram Police District with immediate effect. He shall hold the operational responsibility of Jhargram Police District.

However matters related to financial, administrative works and all other matters will continue to be taken care of by Superintendent of Police, Paschim Medinipur till the administrative set up of Superintendent of Police, Jhargram Police District starts functioning.

(Bhupinder Singh)
Director General &Inspector General of Police
West Bengal

[Org-18/2010]

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Police Order No. 03 of 2010

Sub:- Summary Note on Trainings/ Courses etc.

It is observed that Police Officers on being nominated to undergo different Trainings/ Courses/ Seminars/ Workshops are not submitting any summary note on their return to Headquarters about their experience gathered in the training etc.

In view of above, it is ordered that, henceforth all Police Officers should submit a summary note on their return to Headquarters after attending the Trainings/ Courses/ seminars/ Workshops for eventual use of the Police Organisation.

(Bhupinder Singh)
Director General &Inspector General of Police
West Bengal

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Police Order No. 04 of 2010

Sub:- Investigation by Assistant Sub-Inspectors.

Whereas by order nos 4282-PL dated 23.12.2009, 4283-PL dated 23.12.2009 and 4284-PL dated 23.12.2009, the rank of Assistant Sub-Inspector have been prescribed to carry out the purposes of Sub-Section (I) of Sec-157, Section 161 and 174 of the Code of Criminal Procedure, 1973 (2 of 1974) respectively;

And whereas duties of the said rank of Assistant Sub-Inspector as defined in Regulation 207 of PRB 1943, require modification for carrying out the purpose of the said orders;

Now, therefore, in exercise of the power conferred by Section 12 of the Police Act 1861 (5 of 1861), the following rules are made:--

1. Officer-in-Charge of the respective Police Station while carrying out the purposes of investigation as enumerated under chapter III of chapter 6 of the P.R.B 1943 shall not employ the rank of Assistant Sub-Inspector for investigation of offences exclusively triable by the court of session in terms of the Schedules of the Code and the cases which are treated as Special Report cases (S.R. Cases).
2. This shall effect notwithstanding anything inconsistent therewith contained elsewhere in the said Regulation or in any instrument having the force of law.

(Bhupinder Singh)
Director General & Inspector General of Police
West Bengal

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Police Order No. 05 of 2010

Sub:- Separate Investigation Wing at Police Stations.

In terms of Direction of Hon'ble Supreme Court in connection with W.P.(Civil) No. 310 of 1996 and in view of necessity of improvement of quality of investigation at the Police Station level, it is decided that a separate investigation wing will be formed at the following 20 Urban Police Stations, in the first phase. The investigation wing in the below mentioned 20 Police Stations will start functioning w.e.f. 01.06.2010. The S.Ps concerned will select the suitable officers for investigation wing in each of following PSs under respective jurisdiction and inform the Range DIG / Zonal IG after making a D.O. under intimation to West Bengal Police Directorate.

Sl. No.	Name of the Police Stations	District
1.	Kasba PS	South 24 Parganas
2.	Purba Jadavpur PS	South 24 Parganas
3.	Thakurpukur PS	South 24 Parganas
4.	Metiabruz PS	South 24 Parganas
5.	Nadial PS	South 24 Parganas
6.	Rabindra Nagar PS	South 24 Parganas
7.	Bidhannagar (North) PS	North 24 Parganas
8.	Bidhannagar (South) PS	North 24 Parganas
9.	Bidhannagar (East) PS	North 24 Parganas
10.	NSCBI Airport PS	North 24 Parganas
11.	Barrackpore PS	North 24 Parganas

12.	Barasat PS	North 24 Parganas
13.	Howrah PS	Howrah
14.	Shibpur PS	Howrah
15.	Golabari PS	Howrah
16.	M.P.Ghora PS	Howrah
17.	Liluah PS	Howrah
18.	Bally PS	Howrah
19.	Bantra PS	Howrah
20.	Jagachha PS	Howrah

The officers of investigation wing of aforesaid 20 Police Stations will normally not be deployed for law & order or any other duty.

Through the duty officers will take preliminary steps as soon as a case is recorded the officers of investigation wing will take up investigation of all cases except those taken up for investigation by any specialized agency.

Officer-in-charge of the said Police stations will remain in charge of investigation wing of respective police station and endorse the cases to the officers of the wing for investigation.

The officers of investigation wing will remain available at the respective Police Station during office hours in addition to their commitment towards investigation of the cases even during odd hours of the day.

There should be close coordination among officers of investigation wing and the other officers of the concerned Police Station. Officer-in-charge will monitor the same closely.

The officers of investigation wing can, however, be deployed for law & order duty in very emergent situation by the Officer-in-Charge of concerned Police Station with the approval of the SDPOs / Zonal Dy. SPs.

The SDPOs /Zonal Dy. SPs will closely monitor functioning of investigation wing of aforesaid Police stations and supervise performance of officers of the said wing on regular basis. Addl. SPs / SPs will periodically review performance of the officers posted to the investigating wing of the aforesaid Police Stations.

(Bhupinder Singh)
Director General & Inspector General of Police
West Bengal

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Police Order No.06 of 2010

Sub:- Tenure of Posting in Jhargram Police District.

Govt. Order No.1421/1(10)-PL dated 09/04/2010 of Home (Police) Department has since been issued regarding distribution of existing executive and ministerial posts between Paschim Medinipur Police District and newly formed Jhargram Police District which has been created to effectively deal with the LWE related activities. A large number of officers and men have been working in Jhargram Sub-Division which has now been declared as Jhargram Police District for a long time.

In order to ensure that the Police Personnel who have already been working in the newly carved Police District of Jhargram get some respite and change to serve in

relatively peaceful areas of the Range/ Zone, it is ordered that the tenure of the Police Personnel to the rank of SI to downwards posted at Jhargram Police District will be 2 (two) years only. The Police Personnel of and below the rank of Sub-Inspector including Police Drivers will be eligible for transfer after they complete a minimum of two years in the district.

(Bhupinder Singh)
Director General & Inspector General of Police
West Bengal

[Org-18/10]

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Police Order No. 07 of 2010

Sub:- Duties and responsibilities of Officer on Compulsory Waiting

Whereas it becomes necessary at times to declare an officer as Officer on Compulsory Waiting (OCW) till a formal duty post is assigned to him in the interest of Public Service.

Duties and responsibilities of an OCW, henceforth, will be :

1. OCW up to the rank of IGP, will report regularly to the IGP, Law & order WB.
2. OCW in the rank of ADG will report to ADG(A) on regular basis.
3. IGP, Law & Order and ADG(A) may utilize the service of such an officer as and when required.
4. In addition OCW will discharge responsibilities assigned to him by the DGP, W.B. from time to time.

OCW will keep DG's Control Room informed about his residential address, contact number and movement.

(Bhupinder Singh)
Director General & Inspector General of Police
West Bengal

[IPS Cell-103/2010]

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Police Order No. 08 of 2010

Sub:- Classification of cases relating to LWE.

In view of increasing number of crimes under different heads owing to LWE violence in some parts of the state, the necessity of keeping clear records of such cases to analyse, monitor and for preparation of statements in connection various reference is strongly felt.

At present, the cases are classified, after registration, under various categories like Dacoity, Robbery, Burglary, theft, Murder, Crime against women and others. Incidents relating to LWE violence manifest as criminal cases recorded under different section of IPC, Arms Act, UAPA etc. are not being classified separately as 'LWE';- as our case classification protocol follows otherwise. It is important to flag cases having LWE angle as 'LWE'. This will greatly assist in facilitating preparation of statements, monitoring investigation and trial of such cases. The flagging of cases as 'LWE' would be a great help in analyzing trends and forecasting possible events and strategies of Left Wing Extremists.

It is, therefore, ordered that the SPs should classify all LWE related cases as 'LWE' separately in addition to the classification under normal head of crime. A brief report

along with copies of FIR of such case should be sent to Range DIGs/ Zonal IGs/ CID/ DIG, SIG, CIF & Police, West Bengal. This would also apply in such cases in which an LWE angle is discovered even after date of registration.

(Bhupinder Singh)
Director General & Inspector General of Police
West Bengal

[Org -78/10]

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Police Order No. 09 of 2010

Sub:- Missing Children Tracking Portal (MCTP).

A Missing Children Tracking Portal (MCTP) is operational at the Missing Persons Bureau (MPB) in CID, West Bengal. The portal has the facility of capturing as much information as possible about missing as well as recovered persons. This portal is being used for capturing information about all missing persons in the State including women and children. Comprehensive data entry software has also been provided at the police station and DCRB level.

2. Success of MCTP depends on timely and proper data entry at all levels, adequate supervisory mechanism and sensitization of police personnel towards the problem of missing persons particularly women and children. As such, the following orders are issued:

- i. As soon as information is received at the police station about missing of a person it shall forthwith be recorded in the General Diary of the police station.
- ii. 'M' Form shall be promptly filled up and uploaded/transmitted to DCRB along with photograph of the missing person. Attempts shall be made to fill up all the columns in 'M' Form.
- iii. The fact that 'M' Form has been issued shall be mentioned in the margin of the relevant General Diary Entry.
- iv. 'R' Form shall be filled up promptly and uploaded/transmitted to DCRB as soon as a missing person returns home or is recovered.
- v. A separate General Diary Entry shall be made in respect every recovered person with cross reference to missing General Diary Entry. It shall also mention about issuance of 'R' Form.
- vi. 'R' Form in respect of recovered/found persons including women and children who are unable to disclose their identity, parentage, native place, etc. shall also be uploaded in the portal along with their photographs so that a matching can be done with the data of missing persons available in MCTP.
- vii. In case any information is lodged at an Investigation Centre or Outpost or Beat House where network has not yet been provided it shall be the duty of the Unit In-charge to fill up 'M' Form or 'R' Form, as the case may be, and to forward it to the police station under whose jurisdiction the unit is located. The Officer in Charge of the police station shall thereafter ensure that the form is uploaded/transmitted immediately.
- viii. Statistical reports regarding missing as well as recovered/found persons including women and children shall be prepared by DCRB and put to the Superintendent of Police in the first week of every month.
- ix. The Superintendent of Police in the districts and GRPs shall nominate one officer of the rank of Dy. SP to function as nodal officer of the district in the matter of missing /recovered persons including women and children.
- x. One officer of the rank of Sub-Inspector shall be designated as nodal officer at the police station level in the matters relating to missing persons including women and children.

- xi The Superintendent of Police in the districts including GRPs shall review the cases of missing persons, police station wise, during their monthly crime conferences.
 - xii CID, West Bengal shall be the nodal agency to supervise functioning of MCTP at district level.
 - xiii CID, West Bengal shall organize training programmes on MCTP for nodal officers and police personnel engaged in data entry operation.
 - xiv Addl. Director General of police (Training) shall include a topic on MCTP in the basic training of Dy. SP, SI and Constable and pre-promotional training of ASI.
3. This order will come in force with immediate effect.

(Bhupinder Singh)
Director General & Inspector General of Police
West Bengal

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Police Order No. 10 of 2010

Sub:- The Counter Insurgency Force.

1. **Establishment of the Counter Insurgency Force:** The Governor has been pleased to accord sanction for establishment of one battalion of Counter Insurgency Force (GIF) vide G.O. No. 821-PI./HP/N/PB/3P-6/10 dt 2/03/2010. The force has now been set up with its headquarters at Garia, South 24 Parganas and a Training Centre and Regional Command Centre at Salua, Kharagpur, Paschim Medinipur.

2. **Main divisions of the CIF:** The force has been mainly divided into three divisions, each headed by an officer of the rank of a Deputy Inspector General of Police namely the Operations Division, the Training Division and the Special Intelligence Group (SIG) apart from other support sections in the force. The three divisions will function under the general superintendence and control of the Inspector General of Police, Operations, Counter Insurgency Force, who will report to the Director General & Inspector General of Police, West Bengal through ADG (Law & Order). In all intelligence matters and intelligence based operations - ADG, IB, WB, will be kept informed and feedback received factored in for devising plans and strategies.

3.1 Framework and Policy Guideline:

The force will be primarily deployed and used against the Left Wing Extremism which has spread into some of the districts of the state and any other form of extremism taking route in other part of the district. It will build necessary capacity by way of intelligence gathering, operational preparedness, inclusion of latest technology as force multiplier for enhancing the operational tactics and skills of the force under the general supervision of IG (Ops) CIF. It will keep ADG (Law & Order) abreast of development related to operations against LWE and the future strategies being conceived to deal with extremism of any kind. It will provide training assistance in Counter Insurgency Operations to the State Police and to the Police forces of other States as and when authorized by DG & IGP. It will maintain close liaison with similar specialized forces in the neighbouring states in general and in the matter of collection of intelligence in particular subject to necessary approval of DG & IGP.

3.2 The functions of the three divisions as a whole will be to:

- a) Provide information and assistance to DG&IGP, W.B. and the government in all LWE related matters and suggest appropriate Police Action.

- b) Provide strategic guidance and tactical support to conduct of operations and intelligence gathering;
- c) Provide oversight for all anti-LWE work done by the district police forces and other agencies;
- d) Provide training assistance in Counter Insurgency Operations;
- e) Build up own capacity to conduct operations, both overt and covert, and collect, collate and analyze intelligence.
- f) Conduct secret enquiries and surveillance in matters related to L.W.E.

4.1 Functions of Operations Division: The Operations Division, which also includes the Assault Groups (AGs), has been established as a State Reserve to conduct Seek and Engage operations so as to assist, augment and support the district police units in anti-LWE operations. The bulk of Assault Groups will be located in Salua, district West Midnapore. The AGs will also conduct joint operations with forces/ Central para military / forces of other states affected by LWE violence. They will not be used for routine camp and other static duties except under exceptional circumstances under specific directions of DG & IGP. The operations will be conducted on the basis of intelligence provided by the S1G / IB, WB/ the district police or any other credible sources.

4.2 Functions of the Assault Groups :

The Assault Groups will conduct tactical operations as directed by the ICP Ops., CIF, from time to time. They will develop capabilities of cross country marches, skills on Field craft and tactics, Map reading and Navigation, as well as sharp shooting. A prime requirement for success will be physical fitness of a high standard. Quite often, the Assault Groups may have to conduct joint operations with the Central Para Military forces, forces of other states as well as the State para military and district forces.

4.3 Composition:

The Assault Group will consist of an Assistant Superintendent of Police, Deputy Superintendent of Police or an Inspector as the Commander, three Sub Inspectors, three Assistant Sub Inspectors of Police, and 24 constables. The scale of weapons and other special equipment and accoutrement is given at Annexure-I. The scale of special clothing to be issued to the Assault Groups is given at Annexure-II.

4.4 Tenure of Assault Groups:

Personnel of the Assault Groups shall serve in these units ordinarily for not more than three years. An extension can be granted to select and willing persons by DIG Operations, CIF. However, where SIs of UB have been posted, they, like the Assistant Superintendents and Deputy Superintendents, can be taken out after one year. As far as possible, the constables and the Ar. ASIs will be posted to the district of choice on successful completion of their tenure in the CIF. Personnel with an unsatisfactory record may be taken out before the expiry of their tenure.

4.5 Induction:

The prospective vacancy statement for different ranks, prepared on the basis of the three years' tenure principle, will be forwarded to the Director General & Inspector General of Police, West Bengal. On receipt of permission from the office of the Director General & Inspector General of Police, West Bengal to select new personnel, a Board consisting of Deputy Inspector General of Police, Training Division, CIF and a Superintendent of Police of CIF to be nominated by the Inspector General of Police. Operations. CIF, will select the candidates as given below:

Constables : RCs undergoing training at PTC/STCs.

Ar. ASI : Ar. ASIs who have been recently promoted on the basis of departmental examinations.

SIs : Cadet SIs undergoing training at PTC, Barrackpore.

The posts of Assault Group commanders will be filled up directly from the Police Directorate from among recently promoted Inspectors and Assistant Superintendents and Deputy Superintendents of Police who have recently finished their basic training.

Except the Inspector, personnel of all other ranks should not be preferably more than 30 years of age at the time of induction. This age profile can be relaxed to 35 in the case of Ar. ASIs.

4.6 Duties of the Assault Group Commander:

The Assault Group Commander will be an officer in the rank of an Inspector or a Deputy Superintendent of Police or even an Assistant Superintendent of Police. He shall be responsible for discipline, motivation, training, welfare and operational efficiency of his AG. He will be involved by the local district authorities in the preparation of Operations Plans and will personally brief his Assault Group. All requirements of logistics and weaponry in respect of his group will be submitted by him to his Controlling Group Commander. He will personally lead the group during operations, ensure compliance with the tactical requirements of such operations, communicate with the district Control Room and lead his Assault Group during the debriefing sessions.

4.7 Training:

All personnel, who have not undergone training in Counter Insurgency Operations three years prior to their induction, will undergo a 12 weeks induction course under the DIG, Training, CIF. As mentioned above, the job of the AGs is tough and fraught with hazards. To retain a high degree of fitness and mental alertness, it is very important that they undergo training every fortnight at the GIF Training Centre, Salua for two weeks. There shall be a half yearly test and an Annual Test of Competency for the personnel of the AGs which will be conducted by the DIG Training, CIF.

4.8 The Assault Groups will conduct operations in the districts and undergo regular training (at Salua) in fortnightly cycles. Superintendents of Police of districts affected by LWE activities will arrange to provide accommodation for at least three Assault Groups in the district police lines. Logistics and, where possible, local guides, spotters or officers, during operations involving the AGs of C1F will also be provided by the Superintendents of Police.

4.9 District Superintendents of Police will submit requisition for use of Assault Groups to the Inspector General(Ops),CIF. The planning and monitoring of the operations will be done by the SsP/ Addl. SP (Ops) of the districts. However, in operations where CIF personnel are to be deployed, the Ops Plans, will be required to be approved by IG Ops CIF to whom it may be sent through quick, secured lines of communication. Real time progress of the operations shall be communicated to the Strategic Command Centre, CIF at Garia, South 24 Parganas or the CIF Regional Command Centre at Salua, Kharagpur, Paschim Medinipur.

4.10 While preparing the operations plan, the Superintendent of Police will involve the Assault Group commanders who are expected to take part in the operation as well as other senior officers of CIF. When an operation is being planned by the Superintendent of Police of a district only on the basis of information provided by Special Intelligence Group, a Dy. SP or an Inspector of SIG will be called over to the district for consultation. Some operations may be conducted only by the CIF on the basis of inputs provided by SIG. In such operations, the SP or the Addl. SP (Ops.) will be called over for consultation for drawing up the Ops Plan.

4.11 Copies of Ops Plans and Debriefing reports (as per proforma prepared by IG Ops. CIF) on operations conducted only by the district forces or in conjunction with CPF or with forces of adjoining states should be sent, for information only, to the Strategic Command Centre, CIF at Garia, South 24 Parganas which will also serve as a state level archive for documentation of LWE Operations. These records are intended to be consulted for a) drafting subsequent Ops Plans and b) sending general advisories, if so required, on operational matters.

4.12 IG Ops CIF or DIG Ops GIF, being assisted by an officer of SIG. will attend debriefing sessions in each case of Exchange of Fire (EOF] in operations involving AGs of CIF.

4.13 There will be periodical review of the performance of the members of the Assault Groups by IG (Ops.) CIF, who will recommend the premature transfer of any member if not found up to the mark before the completion of usual tenure of three years.

5. Functions of the Training Division of the CIF;

The Training Division of the CIF will be located at Salua, district West Midnapore. It will conduct Basic/ Induction/ Regular/ In service training in jungle warfare for the Assault Groups of the Counter Insurgency Force, personnel of the District Commando Units, cadet SIs and probationary Dy.SP as well as other West Bengal Police and Eastern Frontier Rifles personnel- at either Its main centre at Salua or at other subsidiary Counter Insurgency and Anti Terrorist (CIAT) schools at different locations. The training division will update its lessons in operational tactics drawing on the experience of the Assault Groups from the fields so as to fit in the requirement of typical geographical area prevailing in the extremism affected districts. They will also obtain CDs/ Films, create a library of books/ CDs for updating knowledge on CI skills.

6. Functions of the Special Intelligence Group:

The Special Intelligence Group will perform the following broad functions:

- i) It shall supply promptly to the Government and to the Director General of Police, West Bengal, information on all matters of Left Wing Extremist activity.
- ii) It shall be the premier state level anti LWE intelligence wing and prepare the strategy and tactics for dealing with left wing extremism.
- iii) It shall be responsible for collection, collation, analysis and dissemination of intelligence, both human and technical, on left Wing Extremism- on the hardcore cadres as well as frontal organizations including civil liberties groups. The modalities of collection of intelligence will also include cultivation of agents & sources, appointment of special Police officers and conducting open and secret enquiries and surveillance.
- iv) It shall provide suitable guidance and tactical assistance keeping proper coordination's with IB, WB to the anti LWE sections of the Districts Intelligence Branches and also to the district Police in general.
This shall extend to periodic review of the work of the anti LWE Wing of the DIB and calling for any information/ report in LWE work. On issues requiring attention of ADG, IB it will also send appropriate feedback to him for the purpose of holistic coordination.
- v) It shall provide actionable intelligence inputs and participate in planning of operations as well as in the debriefing sessions of operations as and when desired by the IG Ops, CIF.
- vi) It shall constitute the core state team for interrogation of all suspects /arrested persons picked up by either the district Police or CID or any other outside state agency and also serve as the nodal agency to follow up on trials being held in connection with LWE cases. All state units will inform the DIG SIG about the registration of cases being classified as "LWE" as per Police Order 8 of 2010 dated 08.06.2010 and report fact of arrest and submission of report in Final form.
- vii) It shall assist investigating agencies in the investigation of cases classified as "LWE".
- viii) It shall be responsible for interaction and co ordination with other states and Union Government in matters relating to LWE and other related subjects. It shall be represented in the Joint task Force for Intelligence (JTFI) by Its DIG who will also maintain close liaison with ADG IB, Director Security, WB, JD SIB, East, Special Branch, Kolkata Police, the MI of Eastern Command and the Intelligence Wings of the Central Para Military Forces in West Bengal as well as with the officers in charge of LWE intelligence in affected states.
- ix) It shall be the state level organization to oversee the surrender and rehabilitation of surrendered LWE cadres as well as for processing claims of cash rewards on extremists who have been arrested/surrendered/killed.

- x) It shall be responsible for conducting Psychological operations against the unlawful and violent activities of Left Wing Extremists.
- xi) It shall be responsible for preparation of Daily/Weekly/Fortnightly Reviews/Monthly Reviews and other reports on Left Wing Extremist activities.

7.1 Powers & Duties of the Inspector General of Police, Operations, CIF

IG (Ops.) CIF will be in-charge of the CIF force created by the State Government to deal with extremism. He shall be responsible for ensuring the operational preparedness of the force, plan and execute the operations in the field and provide strategic guidance to the Operations & Training Divisions of the Counter Insurgency Force as well as the Special Intelligence Group. He shall be responsible for the conduct and discipline of personnel of these units. He will keep ADG (Law & Order) informed about the operations and their outcome on a continuous basis for keeping the DG&IGP abreast with the ongoing operations by the CIF. He will keep requisite liaison with STF, Kolkata Police, Central Para military forces, state and central level Intelligence agencies, as well as the State and Central governments in LWE matters.

7.2 He will issue standing or general orders on all tactical matters of operations and those relating to LWE intelligence and also issue advisories to the districts. He will approve deployment of Assault Groups of the Counter Insurgency Force to districts on requisition of field units and approve Ops Plans in cases where CIF AGs are engaged in joint operations with Central Police Forces or with forces of other states. He will attend de briefing sessions in cases of Exchange of Fire in which the AGs of CIF have been involved and the EOF has resulted in injury/ casualty either to slate forces or LWF cadres.

7.3 All proposals of the CIF and SIG regarding manpower or material resources will be routed through him to the DG&IGP, WB. Likewise, all matters of CIF & SIG relating to courts, administrative tribunals and other statutory commissions will be dealt with by him. He will be the Chairman of the Board of Training for Counter Insurgency Operations and issue annual training directives to the Training Division of CIF.

7.4 He will be the Controlling Officer of the DIG Ops., CIF, DIG Training, CIF and DIG SIG and shall exercise the powers to review all administrative decisions taken by them. He will assign duties & post the officers of the ranks of Superintendent of Police and Additional Superintendent of Police in the Operations Division, the Administrative Section of CIF and in the SIG.

8. Powers & Duties of the Deputy Inspector General of Police, Operations, CIF

He shall be responsible for maintaining the strictest discipline and highest possible standards of professional efficiency of the Assault Groups of the CIF at the tactical level. He shall ensure this by visiting and interacting with the AGs stationed at different locations, holding briefings before important interstate operations and attending debriefing sessions of important operations- where exchange of fire has taken place. .

8.2 He will be in charge of all operational matters including drafting of SOPs, advisories to districts on operational matters, detailment of Assault Groups as well as their fortnightly rotation. He shall be the Approving Authority for all operational plans involving the CIF and the district forces. All internal postings to the Assault Groups till the rank of an Assistant Superintendent of Police will be done by him.

8.3 He shall be the Controlling Officer of the two Superintendents of Operations (Group Commanders) and the Superintendent of Police, (Administration) and supervise their work. He will be the Appellate Authority in all matters of disciplinary proceedings involving the non gazetted ranks except the personnel of the SIG.

8.4 He will be a member of the Board of Training for Counter Insurgency Operations and assist the IG Ops, CIF in drafting the annual training directives to the CIF Training Centres. He will represent the CIF and SIG in all state level boards regarding promotion of ASIs and Sis and head the Range Board of the CIF and SIG in matters of promotion of ASIs, SIs and Inspectors.

9. Powers & Duties of the Deputy Inspector General of Police, Training, CIF

The DIG, Training, CIF shall be the nodal officer to conduct training in counter insurgency operations for the different state police elements as per the Annual Training directive issued by the IG Ops., CIF. He will be the Member Secretary of the CIF Board for CI Ops., Training. His headquarter will be at Salua, Kharagpur.

9.2 His foremost responsibility would be to build up a core team of instructors, guide them and evaluate their performance and assign tasks. While his supervision over the training staff at the CI Ops Training Centre, Salua would be direct and participative, he shall also be the Controlling Officer of the heads of the other CIATs and provide guidance and oversight to these centres. He will conduct an annual inspection of the all the CIATs.

9.3 He shall design the different training courses and frame the syllabi. The syllabi for all courses spread over six weeks will be required to be placed before and approved by the Board of Training for Counter Insurgency Operations.

9.4 He shall also be the Appellate authority in Departmental Proceedings drawn up against the non-gazetted tanks within the training faculty. All proposals for expansion, modernization, special assistance for the training facilities shall be prepared by him and will be submitted to the IG Ops., CIF.

10. Powers and Duties of the Deputy Inspector General of Police, Special Intelligence Group

He shall be responsible for collection, collation, analysis and dissemination of intelligence related to Left Wing extremism. He shall also be responsible for the reporting and coordinating functions of the SIG and for conducting covert and psychological operations against the LWR. He will ensure the strictest personnel and financial discipline, administrative control as well as departmental security within the SIG.

10.2 He shall offer guidance and support to the anti LWB sections of the District Intelligence Branches and arrange for assistance in investigation, interrogation of accused/ suspects and for planning operations. In doing so he shall obtain requisite inputs from State IB and will also seek necessary involvement of IB in carrying out interrogation and maintenance of certain common records as per requirement.

10.3 He shall exercise all control over employment of Special Police Officers, and for engagement of sources and agents and personally maintain the Agents' Identity Card Index. He shall be competent to forward all requests for technical surveillance to the Competent Authority for obtaining permission. He shall be responsible for the proper use and accounting of money advanced Secret Service Expenditure and would be competent to sanction Danger Allowance.

10.4 He shall be responsible for arranging training of the SIG personnel in Intelligence tradecraft. He will also be a member of the Board of Training for Counter Insurgency Operations.

10.5 All proposals for expansion, modernization, special assistance for the SIG shall be prepared by him and will be submitted to the IG Ops., CIF.

10.6 He shall post and assign duties to all officers up to the rank of Deputy Superintendent of Police. He shall be the Controlling Officer of the Superintendents of Police under him and supervise their work. He will be the Appellate Authority in all matters of disciplinary proceedings involving the non gazetted ranks of the SIG.

(N Mukherjee)

**Director General & Inspector General of Police
West Bengal**

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Annexure I

Scale of weapons/ammunition, accoutrement, misc items for one Assault Group of Counter Insurgency Force

Sl. No.	Item	Nos	Ammunition Service	Ammunition Practice	Magazines	Remarks
1	AK rifles	7	840	1400	21	
2	INSAS	12	1200	2400	21	
3	SLR	10	1000	2000	10	
4	INSAS LMG	1	200	4000	24	
5	UBGL	2	12 Grenades	31 grenades		
6	INS AS DWS	3				
7	INSAS NWS	3				
8	Flare pens	2	6 Cartridges	6 Cartridges		
9	9mm Pistol	7	84	168		
10	HF set	1				
11	VHF set	3				
12	GPS Navigator	3				
13	GPS Tracker	1				
14	NVD	2				
15	Field Binoculars	2				
16	SLR TLG		6	31		+40 HD cartridges
17	HE 36 Grenades		31	31		
18	TG Gun	1	6 TG Shells			
18	Stun Grenades		6			
19	SPAD		2			
20	BP Jackets	31				
21	Kit Infantry Pouch	31				

Annexure-II

List and Scale of Special Clothing/Misc/Webbing Items for CIF Assault Groups

Sl. No.	Item	Qty	Life period	Remarks
1	Dungaree Grey	1	6 months	During training attachment
2	Shorts (Grey]	1	6 months	- Do-
3	Special PT Shoes	1	1 year	Do-
4.	Cotton Ganjee	1	4 months	- Do-
5	Black Beret	1	1 year	Do-
6	Black synthetic anklet	1 pair	1 year	- Do-
7	White Cotton Socks	1	4 months	Do-
8	Black Synthetic Web Belt	1	2 year	Do-
9	Woollen Jersey-Black	1	2 years	Do-
10	Jungle Patch Dress (Two piece)	1	6 months	during fortnightly operations
11	jungle patch sola hat	1	1 year	For use during ops.- easy to clip a short mosquito net around it to protect the face and ears.
12	Jungle Patch Field Signal Cap	1	1 year	During operations
13	Superior Quality jungle Operation Boots	1	1 year	
14	Jungle Patch Synthetic Web Belt	1	1 year	More long lasting, water resistant and no frills maintenance
15	Green colour nylon socks	1	4 months	-
16	Green coloured Woollen socks	1	6 months	During winters
17	Monkey cap-Balaclava	1	1 year	During winters
18	Cashmilon/Acrylic Neck cum Chest guard	1	1 year	During winters
19	Mosquito Net (green)- good quality	1	2 years	During outside LUP halts-merges with the background and fire resistant.
20	Mosquito Net (Face protection) Cotton - 1 meter	1	2 years	To be used as protection against insects/ mosquito's during ambushes
21	Multi Purpose Rucksack	1	2 years	To keep sufficient provision including dry rations
22	3 point web sling	1	2 years	To enable hands free carrying of arms
23	Ammunition Pouch (synthetic)	1	2 years	
24	Thermal Inners	1	2 years	For extreme cold conditions during winters in jungle mahal
25	Plastic Sheets	1	2 years	To be used as canopy for Laying UP Position halts
26	Poncho (Water Proof)	1	2 years	During rain, it covers the haversack also.
27	Woollen Blanket (Synthetic fleece)	1	2 years	For extreme cold conditions during winters
28	Dehydration Kit	3 for each AG	2 years	Filters pond/river water as a last water reserve for the section
29	Ground sheet	1	1 year	For camping during LUP halts
30	Aluminum Mess Canteen Tiffin Set	1	1 year	For cooking in jungles.

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Police Order No.11 of 2010

Sub :- District Commando Force for LWE affected districts.

1. **Nomenclature** : The specialized anti-LWE operations force of the district will be called Commando Force – to be prefixed by the name of the district.
2. **Composition** : The basic unit of each district commando force (DCF) will be a Platoon Commander, three Ar. SIs as Section Commanders and 30 Commandos (constables). A schematic representation of a platoon of District Commando Force along with scale weapons is enclosed as Annexure I. The immediate supervisory officer over these platoons of district commando Forces will be an Assistant Commandant who will be assisted by an Armed Inspector as the Second in-Command. Till such time extra force is not sanctioned, the Superintendent of Police will attach a force of one ASI, four constables and four Contingent Menials with the Asstt. Commandant to look after the administrative works of the District Commando Force.
3. **Tenure**: Personnel of the District Commando Forces shall serve these units ordinarily for not more than three years. An extension can be granted to select and willing persons by the respective Superintendent of Police of the district. However, where Sub-Inspectors of Police of UB have been posted, they, like the Assistant Commandant, can be posted out after completion of one year. As far as possible, the constables and the Ar. ASIs will be posted to the unit of choice on successful completion of their tenure in the District Commando Force. Personnel with an unsatisfactory record may be taken out before the expiry of their tenure without assigning any reason.
4. **Induction**: The Superintendent of Police will prepare the prospective vacancy statement for different ranks, on the basis of the three years tenure principle, as it would stand on the last day of each year, and forward to DIG (Administration), WB for non gazette ranks and to IG (Headquarter), WB in respect of Inspectors. The induction shall be preferably from among the following:
 - Constables: RCs undergoing training at PTC/STCs.
 - Ar. ASI : Ar. ASI who have been recently promoted on the basis of Departmental examinations.
 - Ar. SIs : Cadet Ar. Sis undergoing training at PTC, Barrackpore.
 - Inspectors : Recently promoted to Inspector.

On receipt of required number of constables to be inducted, the DIG(A), W.B. will forward the same to the DG & IGP, W.B. who will constitute Selection Boards for selection of constables from among the RCs who are on the verge of finishing their basic training. Preference will be given to candidates volunteering to join these districts, irrespective of the fact whether the opted district happens to be home district. Each Board will be headed by an Armed Brigade DIG with at least two Commandants as members. The names of the selected candidates will be forwarded to IG, Operations, CIF who will arrange for a 12 (twelve) weeks training in Jungle Warfare for them at Salua, Kharagpur, Paschim Medinipur or any other Counter Insurgency & Anti Terrorist School.

Similarly, the DIG(A), WB will undertake a similar exercise for the Ar. ASIs who will also undergo training at VIF Training Centre, Salua. Ar. Sis will be directly posted after completion of their training at PTC, Barrackpore as this will also include a 12 weeks training in CI Ops at CIF Training Centre, Salua. Vacancies in the ranks of Ar. Sis may also be filled up, in case of insufficient availability of Ar. Sis, by posting Sis UB who have been trained Jungle Warfare. The Assistant Commandant should be posted from a batch of Dy. SsP who have recently completed basic training-including a 12 weeks course in CI Ops.

Except the Inspector, personnel all other ranks should not be preferably more than 30 years of age at the time of induction. This age profile can be relaxed to 35 in the case of Ar. ASIs.

5. **In-service Training:** Inspector General of Police, Ops., CIF will prepare a schedule and syllabus of in-service training to continuously update the personnel in handling of weapons, field craft and tactics, use of communication equipments, explosives, Map reading and navigation, fire drill, First Aid and other relevant area of Counter Insurgency work. Superintendents of Police of the district will release the forces for training as requested. The in service training will not be for less than a week very quarter and will be held at either the CIF Training Centre, Salua or any other Counter Insurgency & Anti Terrorist Schools to be decided by the IG Ops., CIF. Spread over a period of one year, each member of the District Commando Force will be required to fire a total of 150 rounds of ammunition (of different types) to hone his shooting skills.
6. **Role & responsibilities:** The District Commando Forces will conduct Seek and Engage operations against the LWE and not be utilized for routine camp based area domination duties. They will develop capabilities of cross country marches, skills at Map reading and Navigation as well as sharp shooting skills. A prime requirement for success will be physical fitness of a high standard. Quite often, the District Commando Forces may have to conduct joint operations with the Central Para Military as well as the West Bengal Counter Insurgency Forces.
7. **Supervision:** The Asstt. Commandant, District Commando Force will be the immediate administrative and operational head of the District Commando Force. He shall be responsible for welfare, discipline and operational preparedness of the force. A staff, as mentioned at Para 2 above, will perform the same functions in respect of this force as is performed at the Coy Commander's office in an Armed Police Battalion. The Asstt. Commandant will personally lead at least four operations each month and also undergo the quarterly in-service training at CIF Training Centre, Salua.

The Addl. SP(Ops.)/ Superintendent of Police will plan and monitor the operations. The Platoon Commanders should be invariably consulted while preparing the Operations Plans. Logistics, attachment of guides/ spotters and dry ration (during long operations) will be made available by the SP. In case of Exchange of Fire involving the District Commando Force the debriefing must be done by the Superintendent of Police or Additional Superintendent of Police. The Best Practices relating to preparation of Operations Plan, Briefing, Execution, Monitoring and Debriefing will be followed.
8. **Scale of equipment and clothing/ accoutrements:** The scale of issue will be as per Annexure II attached herewith. These special clothing are required for jungle operations. These items will be issued in addition to the normal clothing articles issued to non gazette ranks of the State Police Force.

(Naparajit Mukherjee)
Director General & Inspector General of Police
West Bengal.

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Annexure I
Schematic Representation of a Platoon of District Commando Force

Platoon Commander (SI) - AK 47 + 9 MM PISTAL + 1VLP		
Section Commander (I) ASI - AK 47	Section Commander (II) ASI - AK 47	Section Commander (III) ASI - AK47
C-1 AK 47+NWS	C-1 AK 47+NWS	C-1 AK 47+NWS
C-2 INSAS	C-2 INSAS	C-2 INSAS
C-3 INSAS	C-3 INSAS	C-3 INSAS
C-4 INSAS + DWS	C-4 INSAS + DWS	C-4 INSAS + DWS
C-5 INSAS	C-5 INSAS	C-5 INSAS
C-6 SLR	C-6 SLR	C-6 SLR
C-7 SLR	C-7 SLR	C-7 SLR
C-8 SLR + TLG	C-8 UBL	C-8 INSAS + LMG
C-9 SLR	C-9 SLR	C-9 SLR
C-10 AK 47	C-10 AK 47	C-10 AK 47

NWS= Night Weapon Sight

DWS= Day Weapon Sight

TLG = Tube Launcher Grenade

UBGL= Under Barrel Grenade Launcher

- All will carry one HE 36 Grenade
- Section Commanders will carry one Stun Grenade
- One Tear Gas Gun and 6 Tear Gas shells may also be carried
- Platoon & section Commanders will carry a Day X 10 Field Binocular
- The Platoon will carry one NWD
- Only Platoon and Section Commanders will carry mobile phones
- Three VHF and one HF set will be issued for communication
- One GPS enabled tracker and three GPS navigations will be issued

Annexure II
List of Special Clothing Items for District Commando Forces

Sl. No.	Item	Quantity	Life Period
1.	Jungle Patch Dress (Two pieces)	1	6 months
2.	Jungle Patch sola hat	1	1 year
3.	Jungle Patch Field Signal Cap	1	1 year
4.	Jungle Operation Boot	1	1 year
5.	Jungle Patch Synthetic Web Belt	1	1 year
6.	Green colour nylon socks	1	4 months
7.	Green coloured Woolen socks	1	6 months
8.	Monkey cap-Balaclava	1	1 year
9.	Cashmilon / Acrylic Neck cum chest guard	1	1 year
10.	Mosquito Net (green)- good quality	1	2 years
11.	Mosquito Net (Face protection) Cotton-1 meter)	1	2 years
12.	Multi Purpose Rucksack	1	2 years
13.	3 point web sling	1	2 years
14.	Ammunition Pouch (synthetic)	1	2 years
15.	Thermal Inners	1	2 years
16.	Plastic Sheet	1	2 years
17.	Poncho (Water Proof)-for rain protection	1	2 years
18.	Woolen Blanket (synthetic fleece)	1	2 years
19.	Dehydration Kit	3 for each Platoon	2 years
20.	Ground Sheet	1	1 year
21.	Aluminum Mess Canteen Tiffin Set	1	1 year

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Police Order No. 12 of 2010

Sub:- State Public Information Officers.

In exercise of the power conferred by sub-section (1) of section 5 of the Right to Information Act, 2005 (22 of 2005), it is felt expedient and necessary to designate the following officers attached with districts and units of this public authority, fully described in the scheduled attached herewith, as State Public Information Officers to provide information to persons requesting for the information under this Act.

(Naparajit Mukherjee)
Director General & Inspector General of Police
West Bengal.

[Adm/c-25/08Pt-120]

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Police Order No. 13 of 2010

Sub:- Appellate Authorities - Right to Information Act, 2005.

In exercise of the power conferred by sub-section (1) of section 19 of the Right To Information Act, 2005 (22 of 2005), it is felt expedient to designate the following officers, senior in the rank to the State Public Information Officers of this public authority as Appellate Authorities (fully described in the schedule attached herewith) for the purpose of the said Right to Information Act, 2005.

(Naparajit Mukherjee)
Director General & Inspector General of Police
West Bengal.

[Adm/c-25/08Pt-120]

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Police Order No. 14 of 2010.

Sub:- Continuation of Departmental Proceedings after Superannuation.

Prayers for dropping of departmental proceedings on the ground of superannuation of the Charged officer are being received frequently and we are saddled with such type of prayers/ petitions wherein the continuance of Departmental Enquiry even after superannuation has been challenged and we are required to satisfy the Ld. Courts regarding propriety and on correctness of such proceedings.

As an answer to mounting administrative pressure as pointed out, it may be stated that the provision (a) as appended to rule 10 of W.B.(D.C.R.B) Rules'71 provides the statutory sanction to such continuance. The Hon'ble Court by its orders as passed in the state of West Bengal – VS – Harish Chandra Banerjee & others reported in (2006) 7 SCC 651 has upheld the vires of rule 10(1) of West Bengal D.C.R.B Rules '71. Further, this issue was discussed by the Hon'ble Court in Civil Appeal No. 3410 of 2009, arising out of SLP(C) No. 20691 of 2005 in Secretary – VS – Abdur Rasul Chowdhury, Para -16 wherein imposing punishment as contemplated under the said rule 10 of W.B (D.C.R.B) Rules'71 was upheld.

In view of above, it may be stated that until the said Rule 10(1) (a) of W.B.(D.C.R.B.) Rules '71 is not declared ultra-vires by the Apex Court we may be justified in continuing such proceeding even after superannuation of the concerned employee.

Further, whenever such type of questions would come up before us, we may take shelter under the case laws referred to above for vindicating our approach.

It may also be stated that all out endeavour may be made to conclude such type of inquiry before the Superannuation of the charged officer as the failure to complete the inquiry before superannuation may be used as a ground for assailing the continuance of such proceedings and unless we can show that the delay is owing to non-co-operation of the delinquent, we may not be able to justify such continuance even if there exists legal sanctity of such continuance of the departmental proceeding.

Necessary action may therefore be taken for its due observance.

(Naparajit Mukherjee)
Director General & Inspector General of Police
West Bengal.

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Police Order No.15 of 2010.

Sub:- Powers under Unlawful Activities (Prevention) Act, 1967.

Whereas the State Government has empowered the Director General & Inspector General of Police, West Bengal with the power to arrest, search etc in terms of section 43A of the Unlawful Activities (Prevention) Act, 1967 (Act No.37 of 1967), (hereinafter to be referred as the said Act) vide notification No.284-HSPA dated, Kolkata the 15th February, 2010.

And now, the Director General & Inspector General of Police, West Bengal further authorizes the Police Officers in the rank of Deputy Superintendent of Police in the respective jurisdiction to exercise the power and function of the said section 43A of the said Act.

(Naparajit Mukherjee)
Director General & Inspector General of Police
West Bengal.

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Police Order No. 16 of 2010

Sub :- Cyber Forensic Laboratory.

It is ordered that the Cyber Forensic Laboratory created at the State Crime Record Bureau, West Bengal, shall come under the administrative control of the Criminal Investigation Department, West Bengal and be a part of the Cyber Crime Cell of the same agency.

The Cyber Forensic Laboratory shall be utilized for the following purpose:--

1. For prevention, investigation, detection and prosecution of Cyber Crime.
2. Impart training on Cyber Forensic and investigation of Cyber Crime to the personnel of West Bengal Police and personnel of other State/ CPOs.
3. Undertake research in the area of Cyber Forensic and Cyber Crime.
4. Maintain Data Base with respect to Cyber Crime.

(Naparajit Mukherjee)
Director General & Inspector General of Police
West Bengal.

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POLICE ORDERS-2011

Police Order No.01 of 2011

Sub:- Regional Command Centre - Counter Insurgency Force, W.B.

Regional Command Centre and Training Centre of Counter Insurgency Force, W.B. will be located at Charrah in the District of Purulia after shifting of Bn. Hqrs. of SAP, 11th Bn. & SAP, 13th Bn. therefrom to Barjora, Bankura.

This is in partial modification of Police Order No.10 of 2010.

(Naparajit Mukherjee)
Director General & Inspector General of Police
West Bengal.

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Police Order No. 02 of 2011

Sub : Syllabus and qualifying marks of written examination and interview - posts of 'Constable/ Rifleman/ Recruit Rifleman' under exempted category.

It has been decided that the following method may be observed for the written test and interview for recruitment of Constable/ Rifleman/ Recruit Rifleman under exempted category in West Bengal Police.

The written test and the interview will be conducted by the Appointing Authority. All the candidates who have qualified in the Physical Measurement and Physical Efficiency Test [as per recruitment rule vide notification no.2702-PL/PI/8C-10/09(pt-I) dtd. 16.07.2010] will be allowed to appear in the written test.

Written Examination : (Full Marks: 90 & Qualifying Marks : 36)

The question paper will be in the multiple choice (four choices) format. Each question will carry one mark and $\frac{1}{4}$ (one fourth) mark will be deducted for each wrong answer. Following is the break-up, subject-wise:-

- (A) General Awareness: Full Marks-25
- (B) General Knowledge : Full Marks-25
- (C) Elementary Mathematics (Madhyamik standard): Full Marks -25
- (D) Reasoning (candidate's ability to distinguish patterns): Full Marks-15

Interview:

An interview will be organized for the candidates obtaining qualifying marks in the written test. The interview will carry 10 (ten) marks and a candidate has to obtain at least 04(four) marks to qualify.

The Interview will be conducted by a Committee having at least three members under the Chairmanship of the Appointing Authority.

The result sheet of the above examination should be sent along with the application for processing.

(Naparajit Mukherjee)
Director General & Inspector General of Police
West Bengal.

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Police Order No. 03 of 2011

Sub:- Seizure of properties from possession of arrested persons (both in FIR/Non FIR prosecution cases), maintenance of its records and its disposal.

Allegations of irregularities regarding taking possession of personal properties of a person arrested either in cognizable offence or non cognizable offence are being received from various quarters. It appears there from that the arrested persons are not being given receipt of seizure of personal belongings properties including cash after their arrest by police. As a result, serious allegations are cropping up regarding the transparency as regards to seizure of articles by police and its return/disposal. It also appears that proper account of seized properties are not being maintained in the relevant registers of police stations and Courts etc. as per guide lines laid down in Criminal Procedure Code and Police Regulations of Bengal. In most of such cases arrest memos as stipulated in D.K. Basu-vs.-Union of India are not being issued.

In order to ensure that no person is deprived of his legitimate claim in respect of return of seized properties from police custody, all police personnel are instructed to strictly follow the guidelines laid down in Sections 51,451, 452 and 457 CrPC. PRB Rules 379, 322, 328, 409 & 548 also have given clear instruction as regards to the procedure of seizure of properties, maintenance of records and its disposal.

Section 51 CrPC specifically mentions that the police officers making the arrest may search such person and place in safe custody all articles other than necessary wearing apparel, found upon him and where any article is seized from the arrested person, a receipt showing the article taken in possession by the police officer shall be given to such person. Such seized articles should find entry in General Diary of the P.S. and Property Register (Malkhana Register).

In view of the above guide lines as envisaged in CrPC and PRB, it is, hereby, ordered that all SPs/SRPs must ensure that the procedures are meticulously followed by all police personal working under them. SPs should brief all officers and men accordingly. Stern disciplinary action should be initiated against any erring police officer/s. Range DIGs/Zonal IGPs during their district/thana visits should emphasise upon this point and hold inspections/checks whether his is being followed strictly.

(Naparajit Mukherjee)

**Director General & Inspector General of Police
West Bengal.**

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Police Order No. 04 of 2011

Sub:- Arrests before submitting Charge Sheet.

It is seen that in a large number of cases, Charge Sheets are submitted showing several accused persons as absconders without any genuine attempt to arrest them. In some cases, all the accused persons are shown as absconders and Charge Sheet submitted. Non-arrest indicates inaction, possibility of collusion and ulterior motives on the part of the I.O.

This leads to accused persons not getting arrested in time. Further, the pending warrants of arrest increase at Police Stations. Many of these warrants are not executed and, as a result, the trails of the cases do not take place.

It is desired that this reprehensible practice should be stopped. Sincere efforts should be made to arrest all the accused persons against whom there is evidence warranting a Charge Sheet.

Superintendents of Police should instruct the Sub-divisional Police officers, Zonal Dy. Superintendents of Police and Circle Inspectors that all out efforts should be made for effecting the arrests before submitting Charge Sheets. This aspect should be thoroughly reviewed case-wise in all the Crime Conferences and during the visits of supervisory officers to the Police Stations.

The Monthly DO letters of Range DIGs, SPs and SDPOs should include a paragraph regarding action taken in this regard. Similarly, CID will take adequate action for monitoring of investigations, arrests and Charge Sheets.

(Naparajit Mukherjee)
Director General & Inspector General of Police
West Bengal.

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Police Order No. 05 of 2011

Sub :-Format for writing Progress Reports for Special Report Cases.

It is noted that there is wide variation in the Progress Reports being written by different officers for Special Report (SR) Cases. Police Regulations Bengal has laid down certain instructions in this regard vide regulation Nos. 246, 253, 1116, Appendix XV and B.P. Form No. 208.

2. Henceforth, as far as possible, Progress Reports in Special Report cases will be submitted in the enclosed format. In the format, the Progress Report II is stated to be initiated by Circle Inspector as it is the usual custom. However, if the Progress Report is initiated by any other officer, the format for the Circle Inspector will be applicable to such other officer.

3. Choices are given for certain points of supervision. Inapplicable choices should be struck off.

4. Word limits have been given as a guideline. As far as possible this should be adhered to. However, certain cases may require deviation.

5. The number of accused persons etc. are indicative and will vary from case to case.

6. Most of the mandatory requirements have been sought to be incorporated. However, certain cases have some special features which need to be incorporated in the format additionally. Certain information like latitude / longitude may require availability of specialized equipment.

(Naparajit Mukherjee)
Director General & Inspector General of Police
West Bengal.

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Special Report Cases

Progress Report-II

By Circle Inspector

1. Case details

1.1 SR no. _____ 1.2 P.S. _____ 1.3 Case no. _____

1.4 Date _____ 1.5 Sections of law _____

1.6.P.O. _____ 1.7. Date and Time of Occurrence _____

1.8 GD entry no. _____ 1.9.Date _____ 1.10.I.O. _____

1.11 Reason for delay in recording case: Not applicable/Non reporting/ Verification
Other reasons _____

- 1.12 Locally supervised on _____
- 1.13 If not supervised, reason _____
- 1.14 Name of complainant/ informant _____
- 1.15 Brief facts of the initial information/FIR (preferably 100 words) _____
- 1.16 Last CD dated _____ 1.17. Received by CI on: _____

2. Place of occurrence

- 2.1 Sketch map:
 - 2.1.1. Drawn/Not drawn
 - 2.1.2. Relative distance of objects: Shown/Not shown
 - 2.1.3. Index: Prepared properly/Not prepared properly
- 2.2. Photograph of scene of crime: Taken? Yes/No.
 - 2.2.1. (i) Digital camera/analog camera used
 - (ii) Prints obtained: Yes/No
 - (iii) Chain of custody: Proper/Not proper
 - (iv) Name of photographer/Developer/Printer: Given/Not given
- 2.3. Latitude/longitude of P.O. _____
- 2.4. In case of murder:
 - 2.4.1. Surathal report: (i) Prepared/Not prepared (ii) Prepared by _____
 - 2.4.2. (i) Surroundings of dead body: Noted/Not noted

3. Arrests

- 3.1. FIR named accd:
 1. _____ Arrested/Not arrested. If not arrested, reason/s, dates of raid _____
 2. _____ Arrested/Not arrested. If not arrested, reason/s, dates of raid _____
 3. _____ Arrested/Not arrested. If not arrested, reason/s, dates of raid _____
 4. _____ Arrested/Not arrested. If not arrested, reason/s, dates of raid _____
 5. _____ Arrested/Not arrested. If not arrested, reason/s, dates of raid _____
- 3.2. Other accd:

Identified/ Not identified. Arrested/Not arrested. If not, reason/s, dates of raid _____

 - 3.2.1. TI parade for non-FIR named accd/suspects: Arranged/ Under process/ Not arranged.
- 3.3. Police remand, if desirable, taken/not taken for accd:
 1. _____ Days _____
 2. _____ Days _____
 3. _____ Days _____
- 3.4. Identikit/Sketch of accd: Prepared/Not prepared/Not applicable
- 3.5. Source: Engaged/Not engaged for detection/identification of accd.
- 3.6. Look out/Hue and cry notices sent for:
 1. _____
 2. _____
 3. _____
 4. _____
 5. _____
- 3.7. Photographs of arrested accd: Taken/Not taken
- 3.8. Fingerprints of arrested accd: Taken/Not taken
- 3.9. Details of previous convictions/arrests of accd:
 1. _____
 2. _____
 3. _____

4. Recording of statements

- 4.1. U/s 164 Cr.P.C. in respect of
 1. _____ Obtained/ Attempts are being made.
 2. _____ Obtained/ Attempts are being made.

3. _____ Obtained/ Attempts are being made.
No scope exists.
- 4.2.U/s 161 Cr.P.C.in respect of
 1. _____ Obtained/ Attempts are being made
 2. _____ Obtained/ Attempts are being made
 3. _____ Obtained/ Attempts are being made
 4. _____ Obtained/ Attempts are being made
 5. _____ Obtained/ Attempts are being made
- 4.3. Cross verification of statements recorded u/s 161 Cr.P.C.: Done/Not done.
- 4.4.Where applicable, statements recorded u/s 161 Cr.P.C. sent/not sent to IB/CID.

5.Seizures

1. _____ Seized from: _____
2. _____ Seized from: _____
3. _____ Seized from: _____
4. _____ Seized from: _____
5. _____ Seized from: _____
- 5.1. Fingerprints collected/not collected/ not applicable
- 5.2.Footprints collected/not collected /not applicable
- 5.3.Signature of independent witnesses taken/ not taken on the seizure lists.
- 5.4.Sealing and labeling:
 - 5.4.1.Properly done/not properly done
 - 5.4.2.Contain/do not contain signature of independent witnesses
 - 5.4.3.Contain/do not contain signature of the person from whom seized
- 5.5.Chain of custody properly/not properly recorded/ maintained.
- 5.6.In case of murder, control earth and blood stained earth seized/not seized.
- 5.7.In case crimes against property, amount of property:
 - 5.7.1.Stolen _____,5.7.2. Recovered _____
 - 5.7.2.Identification marks in stolen property _____
 - 5.7.3.Matching identification marks in received property _____

6.Expert opinion

- 6.1.PM report received on _____/Not received
- 6.2.Where applicable, seized material sent/not sent for expert opinion.
 - 6.2.1.Expert opinion received/not received.

7. Cell phone records

- 7.1.IMEI number collected/not collected.
- 7.2.CDR collected/ not collected
 - 7.2.1.CDR analysed/not analysed for frequently called nos, calls at all times, calls of long duration.
- 7.3.Voice sample matching tried/ not tried.

8.Modus operandi

- 8.1.Matches/ Does not match known M.O.
 - 8.1.1.If matching known M.O., details of gang/ other cases with status: _____

9.Motive: Ascertained/ Not ascertained

10.Sanctions

- 10.1.In case of seizure of firearms/ explosives, sanction of District Magistrate:
 - 10.1.1.Applied for? Yes/No. 10.1.2.Obtained? Yes/No.
- 10.2.Government sanction required / not required.
 - 10.2.1.In case Govt. sanction required, (i) Applied for ? Yes/No. (ii) Obtained? Yes/No.

11. Gist of investigation (Preferably within 500 word)

12. Instructions to I.O.

1. _____
2. _____
3. _____
4. _____
5. _____

Date: _____ (signature)
Place: _____ C.I. _____

By SDPO, Zonal Dy.S.P.

1. Supervised / not supervised the case.
 - 1.1. If supervised, locally supervised / not supervised locally
 - 1.1.1. If supervised locally, (i) I.O. Present/Not present, (ii) C.I Present/Not present
 - 1.2. Date/s of supervision: _____
2. Do you agree with the contents and instructions of C.I.'s PR? Yes/No.
 - 2.1. If not, points of disagreement: _____

3. Further instruction:

1. _____
2. _____
3. _____
4. _____
5. _____

Date: _____ (Signature)
Place: _____ Designation _____

By SP/Addl. SP

1. Supervised/ Not supervised the case.
 - 1.1. If supervised, locally supervised/not supervised locally.
 - 1.1.1 If supervised locally, (i) I.O.Present/ Not present, (ii) C.I.Present/Not present.
 - 1.2. Date/s of supervision: _____
2. Do you agree with the contents and instructions of IR? Yes/No.
 - 2.1. If not, points of disagreement: _____

3. Further instructions:

1. _____
2. _____
3. _____
4. _____
5. _____

Date: _____ (Signature)
Place: _____ Designation _____

Comments of Range DIG

Date: _____ (Signature)
Place: _____ DIG _____ Range

Comments of Zonal IG/CID, if any

Date: _____ (Signature)
Place: _____ Designation _____

Progress Report III onwards

By Circle Inspector

Sl.No.	Previous instructions	Complied/Not complied with	Reasons for non compliance

Further instructions:

1. _____
2. _____
3. _____
4. _____
5. _____

Date: _____ (signature)
Place: _____ C.I. _____

By SDPO, Zonal Dy.S.P.

1. Do you agree with the contents and instructions of C.I.'s PR? Yes/No
If not, points of disagreement:

1.2. Further instructions:

1. _____
2. _____
3. _____
4. _____
5. _____

Date: _____ (Signature)
Place: _____ Designation _____

By SP/Addl.S.P.

1. Do you agree with the contents and instructions of P.R.? Yes/No

1.1.If not, points of disagreement:

1.2.Further instructions:

1. _____

2. _____

3. _____

4. _____

5. _____

Date:_____ (Signature)

Place:_____ Designation_____

Comments of Range DIG

Date:_____ (Signature)

Place:_____ DIG_____ Range_____

Comments of Zonal IG/CID, if any

Date:_____ (Signature)

Place:_____ Designation_____

Final Progress Report

By Circle Inspector

1.Form of final report: Charge Sheet/FRT/FRMF/FRF

1.1.No._____ Date_____

2. Details of accd/suspects:

	Number
Concerned	
Arrested	
Sent up for trial	
Released on bail or recognizance	
Discharged	
Made approver	
Committed	
Acquitted	
Convicted	
Acquitted on appeal	
At large	

Date:_____ (Signature)

Place:_____ C.I._____

Comments of SDPO/Zonal Dy.S.P.

Date:_____ (Signature)
Place:_____ Designation_____

Comments of S.P./Addl. S.P.

Date:_____ (Signature)
Place:_____ Designation_____

Comments of Range DIG

Date:_____ (Signature)
Place:_____ DIG_____ Range

Comments of Zonal IG/CID, if any

Date:_____ (Signature)
Place:_____ Designation_____

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Police Order No. 06of 2011

Sub:- Laminated Photo-Cards - after retirement.

Henceforth it is ordered that Laminated Photo-Cards will be issued to all staff (both Executive and Ministerial) of West Bengal Police Directorate after their retirement, on receipt of application from them.

The expenditure incurred for this purpose will be made from the Benevolent Fund.

(Naparajit Mukherjee)
Director General & Inspector General of Police
West Bengal.

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Police Order No. 07 of 2011

Sub:- Standard Operating Procedure - Investigation of Missing Persons Cases.

The problem of missing persons in the State, particularly women and children, is matter of serious concern and cause of immense trauma for a large number of families. But, efforts by the police result in recovery of only a small number of missing persons. Further, a very small number of missing persons return home on their own.

While it is a fact that a number of persons leave their houses on their own, a considerable number of them are actually trafficked to other places for various illegal

activities. Many of the missing women and minor girls are also subjected to commercial sexual exploitation within the state and outside. Hence, locating missing women and children becomes a very important issue. Various High Court and the Supreme Court of India have often expressed their displeasure over regular failure of the police in recovering missing persons, particularly women and children.

In a large number of cases, people from rural areas send their children and other family members to cities with a firm belief that they will get proper jobs. Only after a few months they understand that the child/women are actually a victim of human trafficking and they hesitate to approach the police.

In addition to the above, a large number of dead bodies remain unidentified and unclaimed every year which is a matter of great concern.

In order to deal with the problem, the following Standard Operating Procedure is laid down:-

Objectives:

Objectives of the SOP for investigation of missing persons cases are as follows:

- I. To maintain a systematic record of information about missing persons, recovered persons and unidentified dead bodies.
- II. To coordinate efforts for tracing out missing persons and restoring them to their family members.
- III. To publish information and photographs in the Criminal Intelligence Gazette (CIG) and to take other measures for wide circulation of information.
- IV. To correspond with Missing Persons Bureaus and Criminal Investigation Departments/ Crime Branch of other States and Union Territories, whenever necessary.
- V. To undertake investigation in all cases of missing persons.

Registration of Information:

- i All information in respect of missing persons shall be recorded in the General Diary.
- ii In compliance with Police Order No.9 of 2010 issued on 10th August, 2010, 'M' Form shall be filled up in the missing Children Tracking Portal (MCTP) in respect of all missing persons irrespective of age.
- iii A Missing Person Case shall be registered at the police station concerned with effect from 01.07.2011 on the basis of information lodged at the said police station.
- iv. Missing Person Case shall be serially numbered as Police Station MP Case No. of the year and date. Such as Kotwali PS MP Case No.1/2011 dated 01.07.2011.
- v. If the informant is unable to provide all required information at the time of lodging of missing information, the officer in charge of police shall depute the Child Welfare Officer/ Juvenile Welfare Officer of the Police Station and in his absence any other officer not below the rank of ASI to contact the family members of the missing person and to collect all details including photograph.
- vi. MP Case shall be endorsed by the officer in charge of police station to SI/ASI for investigation.
- vii. 'M' form of MCTP shall be treated as the form for lodging first information of missing person.
- viii. In case of suspicion of abduction/ kidnapping at the time of lodging of information or afterwards, a specific case shall be registered without delay in terms of section 154 Cr. PC.
- ix. Investigation of MP Case shall continue till the missing person is located or a specific case is registered.

Role of Investigating Officer:

- i. The Investigating Officer shall be responsible for uploading of 'M' form in MCTP in respect of MP Case endorsed to him for investigation.
- ii. He shall visit the place from where the person was reportedly missing.
- iii. He shall contact family members of the missing persons and record their statements.

- iv. He shall also examine the friends, teachers, acquaintances, etc. for eliciting information about the missing persons, circumstances in which he or she went missing and other relevant details and to find out the probable cause of disappearance of the person.
- v. He shall send email to all officers in charge of police stations in the state, all District Superintendents of Police, all Nodal Officers of Special Juvenile Police Unit (SJPU) in the district, all District Nodal Officers for MCTP implementation and missing Persons Bureau of CID.
- vi. He shall make necessary enquiries at bus stand, railway station, hospitals, shelter homes, GR Register of the court concerned, panchayat, etc.
- vii. To scrutinize the missing person's diary, computer, mobile phone, etc., if any, and his/her personal belongings for any clue.
- viii. He shall obtain cell phone details, if any, of the missing person for further investigation as to his/her whereabouts.
- ix. To scrutinize surveillance/security cameras in the vicinity of the place where last seen or from where the person is reported to have gone missing.
- x. He shall examine any person having inimical terms with the missing person.
- xi. He shall remain in touch with the complainant/ family members to ascertain if any demand for ransom has been received.
- xii. He shall alert border check posts, immigration, railway police, etc. about the missing persons.
- xiii. He shall collect birth certificate or proof of age of the missing person.
- xiv. He shall consult information about unidentified dead bodies pertaining to his police station as well as those received from other police stations.
- xv. He shall maintain a separate record of investigation as per proforma enclosed in respect of each MP Case endorsed to him.
- xvi. He shall take all necessary steps and measures for tracking tracing, and recovering the missing person.
- xvii. He shall coordinate with other agencies and NGOs for restoration of recovered persons to their families.
- xviii. Whenever a missing child is traced or he/she comes back on his/her own the Investigating Officer shall examine all relevant angles such as involvement of organized gangs and application of appropriate sections of law.

Role of Officer-in-Charge:

- i. Apart from timely registration of MP Cases on receipt of information, the officer in charge shall be responsible for supervising the steps taken by the Investigating Officers in Investigation of MP Cases.
- ii. He shall coordinate the actions required to be taken by Investigating Officer.
- iii. In case the missing person is a girl/woman, prior written permission of parents/guardians/husband shall be taken to the effect that the photograph may be published in print media and broadcast on electronic media.
- iv. He shall arrange for publicity through local cable TV network.
- v. He shall involve women police officer for investigation of missing girls/women as far as practicable.
- vi. He shall forthwith send the information to all concerned as per guidelines of the Hon'ble Supreme Court in the year 2002 in the case of Harilal Vs. State of Delhi.
- vii. He shall forward all relevant details to the Officer in Charge, Missing Persons Bureau, CID , West Bengal for opening MPB file and publication in CIG and newspapers and publicity through All India Radio and Doordarshan.
- viii. He shall ensure filling of 'R' form in case of recovery/return of the missing person and full compliance of Police order No.9 of 2010 issued on 10th August, 2010.

- ix. He shall activate his channels of information including panchayats so that all cases of missing children and missing women are reported so that actual picture about the crime of human trafficking is available.

Supervision and training:

- i. Statistical report regarding missing as well as recovered/found persons including women and children shall be prepared by DCRB and put up to the Superintendent of Police in the first week of every month.
- ii. The Superintendent of Police in the districts and GRPs shall nominate one officer of the rank of Dy. SP to function as nodal officer of the district in the matter of missing/recovered persons including women and children.
- iii. One officer of the rank of Sub Inspector shall be designated as nodal officer at the police station level in the matter relating to missing persons including women and children.
- iv. The Superintendent of Police in the district including GRPs shall review the cases of missing persons, police station wise, during the monthly crime conferences.
- v. CID, West Bengal shall be the nodal agency to supervise functioning of MCTP at district level and to study and devise ways and means to deal with the problem of missing persons.
- vi. CID, West Bengal shall also coordinate the activities of district police and provide help and assistance in investigation of MP Cases.

The aforesaid SOP shall come into force with effect from 1st July, 2011.

(Naparajit Mukherjee)
Director General & Inspector General of Police
West Bengal.

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RECORD OF INVESTIGATION

Basic Record

Police Station: _____ District: _____
MP Case No.: _____ Date: _____ Year: _____
Date and time of missing: _____
Name and age of the missing Person: _____
Name of the Investigating Officer: _____
Date of uploading 'M' Form: _____
Date of visit to the place from where the person is reported missing: _____
Date of meeting with complainant/informant: _____
Date of sending email: _____
Date and time of recovery/return: _____
Date of restoration to the family: _____

Daily Record No.I

Dated

(It should contain a date-wise account of steps taken by IO)

Signature of the investigating Officer

Daily Record No.II

Dated

(It should contain a date-wise account of steps taken by IO)

Signature of the investigating Officer

Daily Record No.III

(It should contain a date-wise account of steps taken by IO)

Dated

Signature of the investigating Officer

[Adm/C-226/2007]

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Police Order No. 08 of 2011

Sub:- Allotment of Suites of Police Inspection Bungalow at Digha.

The Director General & Inspector General of Police, West Bengal after careful consideration has made the following amendments in supersession of all previous orders for allotment of 08(eight) suites of Police Inspection Bungalow at Digha in Purba Medinipur district until further orders.

- a) Police Directorate will allot suite Nos. 1 & 2. The suites i.e. suite No.1 & 2 will be kept exclusively for the senior most officers of West Bengal Police and will be allotted only by the Police Directorate.
- b) Supdt. of Police, Purba Medinipur may however allot suite Nos. 3, 4 and one suit of new block.
- c) Police Directorate will allot other three suites of new block.
- d) A consolidate charge as noted below per suite per day will be charges from the occupant. The charge includes room rent, electricity charge, sweeping charges and charges on account of 1st issue of Linen.
 - 1) Police Officers of West Bengal (i) on duty Rs.100 per day ii) other than official duty Rs.220/- per day.
 - 2) Government officials other than Police Officers and also the Police Officers of other States and guests/ relatives of police officers of West Bengal Rs.500/- per day.

This amendment will be enforced with effect from 01.07.11.

Sd/-

A.K.Sharma

Spl. I.G. & D.I.G(O), West Bengal

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Police Order No. 09 of 2011

Sub:- Dealing with persons claiming / or apparently seem to be a juvenile or child.

Whereas in terms of Section 2 (k) of the Juvenile Justice (Care & Protection of Children) Act, 2000 (56 of 2000) (hereinafter to be referred as the said Act), Juvenile or Child means a person who has not completed 18(eighteen) year of age, And whereas in terms of Section 2(1) "Juvenile in conflict with law" means a juvenile who is alleged to have committed an offence;

And whereas in terms of Sub-Section (1) of Section 10 of the said Act as soon as a juvenile in conflict with law is apprehended by police, he shall be placed under the charge of the Special Juvenile Police Unit or the designated Police Officer who shall immediately report the matter to a member of the board, as defined in Section 2 (c) of the said Act;

And whereas in terms of Section 13 of the said Act where a juvenile is arrested the Officer-in-Charge of the Police Station or the Special Juvenile Police Unit to which the juvenile is brought shall as soon as may be after the arrest inform the parents or guardian of the juvenile, if he can be found of such arrest and direct him to be present at the Board before which the juvenile will appear;

And whereas in terms of Section 49 of the Act the competent authority as defined in Section 2(g) of the said Act is vested with the authority to make due inquiry so as to the age of the person who is a juvenile or a child for the purposes of the said Act;

And whereas the Police Administration sometimes confront with the problem in complying with the aforesaid statutory prescriptions for lack of precise information pertaining to the age of the person claiming to be a child or juvenile for the purposes of the said Act, or in cases the arrestee does not disclose his/her actual age at the time of arrest;

Now therefore, to sort out that kind of problem, the DG&IGP in exercise of the power conferred on Section 12 of the Police Act, 1861 (5 of 1861) deems it expedient to make the following order for adherence by the same for ascertaining precisely the age of a person either claiming to be a juvenile or child or apparently seems to be a juvenile or child for the purposes of the said Act, viz:-

1. When an Officer-in-Charge of a Police station, empowered under section 156 of the Code of Criminal Procedure 1973 (2 of 1974) (hereinafter to be referred as the said code) to investigate commission of an offence proceeds to investigate the facts and circumstances of the case and arrest the offender, he in addition to and no in derogation of other procedure followed for the purpose of the said investigation, shall make due inquiry so as to the age of that person and for the purpose shall take such evidence as may be necessary (but not an affidavit) and shall record a finding whether the person is a juvenile or the child or not stating his age as precise as may be.

2. Every police officer making an investigation under chapter XII of the said code shall enter the said finding as to the age of the arrestee and the documents relied upon for recording that finding in the diary used for the purpose of Section 172 of the said code and also in the case docket for affording evidence as to the age of the said arrestee in course of any proceeding or inquiry or trial as the case may be before any Court or authority.

(Naparajit Mukherjee)

**Director General & Inspector General of Police
West Bengal.**

[Adm/C-511/2011]

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Police Order No. 10 of 2011

Sub:- Procedures to be adhered while Arrest, Detention and Interrogation of the Accused.

Whereas, the Hon'ble Supreme Court of India in the judgment dated 18.12.96 in Writ Petition (CRL) No.539 of 1986 (Shri D.K.Basu-VS-State of West Bengal) with Writ Petition (CRL) No.592 of 1987 (Ashok Kumar Johari-Vs-State of Uttar Pradesh) was pleased to direct the police Authority to follow some requirements in all cases of arrest or detention to prevent custodial violence;

And whereas the State of West Bengal vide G.O.No.5596-PL dated 5.11.1997 of Home Department read with Police Order No.2 of 1998 in compliance with the said solemn

order of the Hon'ble Supreme Court has issued relevant orders for compliance by the Police Authorities of the said guidelines more fully described in 11 points as communicated;

And whereas the law declared by the Hon'ble Supreme Court in the aforesaid cases and the guidelines provided therein are within the meaning of Art.141 of the Constitution of India;

And whereas the Director General & Inspector General of Police, in order to ensure the compliance of aforesaid order and direction being in the nature of a continuous process of monitoring and continuous watch in this regard, deems it expedient to further lay down the following procedures to be adhered to by the Police Authority while exercising the statutory power of arrest, detention and interrogation of the accused:-

All Police Stations and Units shall display the Phone Numbers (both Office numbers, numbers of the Residence as well as the Mobile Numbers) of the following officers along with their names, described herein under, conspicuously outside the main buildings of the said stations and units for information to the public, viz.:- a) Officer-in-charge/Inspector-in-Charge, b) Circle Inspector (wherever applicable), c) Sub-Divisional Police Officer/Deputy Superintendents of Police, d) Additional Superintendents of Police e) Superintendents of Police of the district, f) Deputy Inspector General of police of the Range,

The Telephone numbers of the District Police Control Room and of the Control Room of the Director General & Inspector General of Police, West Bengal, shall be displayed

All Police Stations/Units shall in order to make people/ arrestee sensitive to and aware of his/her respective rights in the time of arrest shall notify at a conspicuous place the rights of the arrested persons as laid down in the Judgments of Hon'ble Supreme Court in 18.12.1996 as passed in D.K.Basu-VS-State of West Bengal (more precisely the golden eleven points as laid down therein).

All the above directives shall be complied with in addition to and not in derogation of other constitutional and statutory safeguards of the arrestees and other directions given by the Courts from time to time in connection with the safeguarding of the rights and dignity of the arrestees.

All the Police Stations shall also display the names of the persons in custody of the said Police Stations

In order to ensure mandatory observance of the aforesaid five guidelines /procedures stated above, the Circle Inspectors of Police shall physically check the compliance of the same and submit the same to Superintendents of Police, every week

All Superior Officers of the Police during the time of inspection of the Police Stations within their respective jurisdiction shall ensure the compliance of the aforesaid procedures by the concerned Police Stations by examining the relevant record and putting appropriate findings thereof.

(Naparajit Mukherjee)
Director General & Inspector General of Police
West Bengal.

[Adm/C-357/07(Pt-II)]

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Police Order No. 11 of 2011

Sub:- Approval of 6(six) Traffic Guards and 13(thirteen) Sub Traffic Guards in Town Zone of Howrah District Police out of total sanctioned strength of Traffic Police of Howrah Town Zone.

Ref: No.4880-PL/PB/3P-22/08 (Pt.) dt/ Kolkata 20th December,2010 of Home (Police) Department.

To ensure better Traffic Management and enforcement of traffic laws, the functioning of traffic police of Howrah Town Zone need to be decentralized by setting up of required number of traffic guards and sub-traffic guards dividing existing sanctioned strength of traffic personnel detailed in the Town Zone to spell out the duties and responsibilities of each such traffic guards specifying respective jurisdiction.

It is, therefore, ordered that the existing strength of Traffic police personnel in Town Zone of Howrah District Police is divided into following 06(six) Traffic Guards and 13 (thirteen) Sub Traffic Guards. Superintendent of Police, Howrah will issue orders regarding jurisdiction of Traffic Guards and Sub Traffic Guards.

Name of the Traffic Guards	Name of the Sub Traffic Guards	Strength					
		Dy.S.P.	Inspector	SI	Sgt	ASI	Constable
Bally Traffic Guard	Bally Sub Traffic Guard	Dy.S.P. Traffic-I	Traffic Inspector, Bally	2	2	3	33
	Maitypara Sub Traffic Guard			1	1	3	30
	M P Ghora Sub Traffic Guard			2	2	3	35
	Traffic Inspector Office					1	2
	TOTAL			1	5	5	10
Dasnagar Traffic Guard	Dasnagar Sub Traffic Guard	Dy.S.P. Traffic-I	Traffic Inspector, Dasnagar	1	2	3	25
	Liluah Sub Traffic Guard			1	2	3	30
	Bantra Sub Traffic Guard			1	2	2	25
	Traffic Inspector Office					1	2
	TOTAL			1	3	6	9
Golabari Traffic Guard	Golabari Sub Traffic Guard	Dy.S.P. Traffic-I	Traffic Inspector, Golabari	2	2	3	35
	G R Roag Sub Traffic Guard			2	2	3	45

	Traffic Inspector Office					1	2
	TOTAL		1	4	4	7	82
Howrah Traffic Guard	Howrah Sub Traffic Guard		Traffic Inspector, Howrah	2	2	4	45
	Shibpur Sub Traffic Guard			1	2	3	24
	Traffic Inspector Office					1	2
	TOTAL		1	3	4	8	71
2 nd HBT Traffic Guard	2 nd HB Sub Traffic Guard	Dy.S.P. Traffic-II	Traffic Inspector, 2 nd HB	1	1	3	30
	Amtala Sub Traffic Guard			1	2	2	40
	Traffic Inspector Office					1	2
	TOTAL		1	2	3	6	72
Kona Expressway Traffic Guard	Kona Expressway Sub Traffic Guard		Traffic Inspector, Kona Exp.	2	2	3	50
	Traffic Inspector Office					1	2
	TOTAL		1	2	2	4	52
Dy.S.P. Traffic-I Office					1	4	
Dy.S.P. Traffic-II Office					1	4	
Traffic Insp., HQ (Over all Supervision of MV, Section and other wings under SP/ Addl.S.P. Traffic)	MV Section		Traffic Inspector, (HQ)	1		3	12
	Traffic Inspector Office					1	2
	TOTAL		1	1	0	4	14

This issues with the approval of Home (Police) Department, Government of West Bengal as per memo referred above.

(Naparajit Mukherjee)
Director General & Inspector General of Police
West Bengal.

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Police Order No. 12 of 2011

Sub:- Approval of 2(two) Traffic Guards and 4(four) Sub Traffic Guards in Rural Zone of Howrah District Police out of total sanctioned strength of Traffic Police of Howrah Rural Zone.

Ref: No.4880-PL/PB/3P-22/08 (Pt.) dt/ Kolkata 20th December,2010 of Home (Police) Department.

To ensure better Traffic Management and enforcement of traffic laws, the functioning of traffic police of Howrah Rural Zone need to be decentralized by setting up of required number of traffic guards and sub-traffic guards dividing existing sanctioned strength detailed in the Rural Zone to spell out the duties and responsibilities of each such traffic guards specifying respective jurisdiction.

It is, therefore, ordered that the existing strength of Traffic police personnel in Rural Zone of Howrah District Police is divided into following 02(two) Traffic Guards and 04 (four) Sub Traffic Guards.

Superintendent of Police, Howrah will issue orders regarding jurisdiction of Traffic Guards and Sub Traffic Guards.

Name of the Traffic Guards	Name of the Sub Traffic Guards	Strength				
		Inspector	SI	Sgt	ASI	Constable
Uluberia Traffic Guard	Uluberia Sub Traffic Guard	Traffic Inspector, Uluberia	2	2	3	29
	Bagnan Sub Traffic Guard		1	1	2	22
	Traffic Inspector Office				1	2
	TOTAL	1	3	3	6	53
Dhulagarh Traffic Guard	Dhulagarh Sub Traffic Guard	Traffic Inspector, Dhulagarh	1	2	3	28
	Nibra Sub Traffic Guard		1	1	2	28
	Traffic Inspector Office				1	2
	TOTAL	1	2	3	6	58

This issues with the approval of Home (Police) Department, Government of West Bengal as per memo referred above.

(Naparajit Mukherjee)
Director General & Inspector General of Police
West Bengal.

[Org 104/2010]

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Police Order No.13 of 2011

Sub:- Performance Appraisal Report of SPs / Addl. SPs in charge of DIBs.

It is hereby ordered that PAR of all S.Ps in-charge of DIBs (and also of Addl. SPs in charge of DIBs where such posts exist) will henceforth, after incorporating the remarks of range DIGs/ Zonal IGs, come to ADG, IB who will forward it to DGP, after incorporating his remarks on the performance of the officer concerned, only with respect to intelligence matters, in a separate sheet of paper.

Similarly, PAR of all officers of the rank of SP and above, posted to specialized units like CIF and dealing with intelligence matters, will henceforth, after incorporating remarks from their unit heads, come to ADG, IB, who will forward it to DGP, after incorporating his remarks on the performance of the officer concerned in a separate sheet of paper.

(Naparajit Mukherjee)
Director General & Inspector General of Police
West Bengal.

[Org-110/11]

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Police Order No.14 of 2011

Sub:- ACRs of Inspectors/ DSs in DIBs.

It is hereby ordered that the ACRs of all Inspectors/ DSs in DIBs will henceforth, after incorporating remarks of SP, DIBs & other superior officers as currently in practice, come to DIG, IB who will forward it to DIG (Hqrs) after incorporating his remarks.

Similar rule will apply for all Inspectors/ DSs posted in various specialized units like CIF and engaged in the collection etc of intelligence.

(Naparajit Mukherjee)
Director General & Inspector General of Police
West Bengal.

[Org-110/11]

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Police Order No.15 of 2011

Sub:- Publication of Howrah Police Gazette and Asansol-Durgapur Police Gazette.

The State Government have constituted Howrah Police Commissionerate and Asansol-Durgapur Police Commissionerate vide Home (Police) Notification No.3608-PL/PB/14M-138/04 dated 26.08.2011 and No.3613-PL/PB/4P-15/11 dated 26.08.2011 respectively, and appointed Commissioner of Police in charge of Police Administration of those areas. The said Commissioner of Police in discharge of their function as Executive Magistrate and Licensing Authority amongst other things is required to pass different administrative and prohibitory orders as when required in addition to compliance orders as received from the State Government time to time.

Hence, publication of the orders as passed by Commissioner of Police time to time is sine qua non for ensuring compliance of the said orders. Accordingly a Gazette is required to be published under the authority of Commissioner of Police in respect of those commissionerates. Hence, it is ordered that a Gazette on Fortnightly basis is to be published from Howrah Police Commissionerate in the name of "Howrah Police Gazette" and another to be styled as "Asansol-Durgapur Police Gazette" from Asansol-Durgapur Commissionerate containing the following information:

Part-I-Orders of the Hon'ble Governor of West Bengal

Part-II-Orders by the commissioner of Police and Deputy Commissioner of Police

Part-III- Reward and Punishment

Part-IV- Miscellaneous notice
Part-V- Notification regarding forfeiture and proscription of various publication
Part-VI-Government orders and commissioner's circular order.

(Naparajit Mukherjee)
Director General & Inspector General of Police
West Bengal.

[Org-132/2011]

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Police Order No.16 of 2011

Sub:- West Bengal Police Sports Fund.

The following amendment / insertions in the Police Order No. 2 of 2001 have been ordered due to changed circumstances and also in view of recent Govt. Orders.

(a) Rate of subscription to be realized :

Rank	Subscription
DGP / ADGP / IGP / Spl. IGP / DIGP	Rs. 100/-
SPs / SRPs / COs / Spl. Supdts / Addl. SPs / Dy. COs	Rs. 50/-
ASPs /SDPOs / Dy. SPs / Asstt. COs	Rs. 40/-
Inspectors	Rs. 30/-
Sub-Inspectors and all Ministerial Staff of and above the rank of Upper Division Asstt.	Rs. 15/-
ASI / HC / Constable / Sepoy / Rifle man / LD Asstt. / Gr. 'D' employees	Rs. 5/-

b) Realisation of Subscription : The Officers of the rank of Deputy Inspector General of Police and above will send their subscriptions Bi-yearly, in JANUARY and in JULY of the year directly to the Spl. Officer (Welfare), West Bengal Police Directorate, Writers' Buildings.

The S.Ps / Unit-in-charges will print Coupons of the denominations mentioned above and subscriptions will be realised against those coupons at the time of disbursing salary in JANUARY and JULY each year by the officers authorized for this purpose. Reserve Officers of different districts / units shall ensure that subscriptions are being collected regularly and the Head Clerks of Police Office shall maintain an account of the collection.

(c) Utilisation of Funds : 25% of the collection made by the Districts / Units shall be credited to the West Bengal Police Sports Fund at Writers' Buildings, Kolkata for encouraging Sports and Game in the West Bengal Police. The money shall be sent to the Spl. Officer (Welfare), West Bengal Police Directorate at Writers' Buildings, Kolkata by Demand Draft only.

The balance 75% of the subscription, collected, shall be utilized by the Districts / Units for encouraging sporting activities within the Districts / Units.

Proper Accounts of the collection and subsequent disbursement shall be maintained and a Bank Account in any Nationalized Bank shall be opened in this regard.

The Accounts shall be Audited at every level once a year and a copy of Audit Report of the Districts / Units shall be sent to the Deputy Inspector General of Police (Planning & Welfare) at Writers' Buildings, Kolkata.

(Naparajit Mukherjee)
Director General & Inspector General of Police
West Bengal.

(Wel/Sports/196/2011)

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Police Order No. 17 of 2011

Sub:- Training in Counter Insurgency Tactics for all ranks of directly recruited officers of West Bengal Police.

There has been a rapid escalation in violent activities against security forces, Government installations and innocent people by Left Wing Extremists. The areas affected by these violent activities continue to grow. These developments have necessitated a more robust response from the leadership of state police force involved at tactical levels. This will entail training more specialized and comprehensive which is not undertaken during basic training at NPA, Hyderabad/SVSPA, West Bengal. It is, therefore, ordered that all directly recruited IPS (probationers), Dy. SP(probationers) and Cadet Sub-Inspectors (AB & UB) shall compulsorily undergo training, in the manner prescribed below, on completion of their basic training course at NPA Hyderabad/ SVSPA, West Bengal.

The training in Counter Insurgency shall be conducted, under the direct supervision of the DIG (Training) CIF, WB at the West Bengal Counter Insurgency Training Centre which has been notified as a state level CI Ops training Centre vide GO 675-PL dt.15.02.2011. Presently, the centre is functioning from the EFR Brigade HQ at Salua, Paschim Medinipur and is expected to shift to Chharrah, Purulia after some time.

Training for the Cadet Sis of Armed and Unarmed Branch will be for a duration of 10 weeks while that for Dy. SP(probationers) and IPS (probationers) will be for a duration of 8 weeks DG & IGP (Training), WB in consultation with DIG, SVSPA, West Bengal, DIG(HQ), WB, DIG (Admn)WB and DIG (Training) CIF, WB will prepare the training schedule in a phased manner so that all the officers in different categories undergo the training within one year of their completion of the basic course.

If an officer intentionally absents himself from or fails in the training that must be entered in his Service Book after serving an advisory memo. seeking his explanation for his inability and lack of interest in acquiring professional skill.

(Naparajit Mukherjee)
Director General & Inspector General of Police
West Bengal.

[Per/GA-I-243/11]

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Police Order No. 18 of 2011

Sub:- Jurisdiction of Two Divisions under Howrah Police Commissionerate.

The State Government have constituted Howrah Police Commissionerate on and from 01.09.2011 vide Home (Police) Notification Number 3608-PL/PB/14M-138/04 dated 26.08.2011 and appointed a Commissioner of Police in respect of the said Commissionerate area, being the head of administration of police in respect of that area under general control & supervision of Director General & Inspector General of Police, West Bengal.

AND WHEREAS the State Government have also created posts of two Deputy Commissioner / Addl. Deputy Commissioner to be assisted by two Asstt. Commissioner of Police for two divisions within the said Commissionerate area, as notified;

NOW THEREFORE, in exercise of the power conferred by section 12 of the police Act, 1861 [5 of 1861] it is hereby ordered that the said two divisions within Howrah Police

Commissionerate area shall comprise of the following Police Stations as described in the schedule below, within the said Commissionerate area for effective supervision of the administrative functions in respect of the said Police Stations under general control & supervision of Commissioner of Police, Howrah.

-:Schedule:-

Sl.No.	Division	Police Stations
1	North Division	1. Bally P.S. 2. Liluah P.S. 3. Malipanchghara P.S. 4. Golabari P.S
2	South Division	1. Howrah P.S. 2. Sibpur P.S. 3. Jagacha P.S. 4. Bantra P.S.

This order is issued in terms of the approval of the State Government as notified vide Notification No.4002-PL/14M-98/11 dated 20.09.11.

(Naparajit Mukherjee)
Director General & Inspector General of Police
West Bengal.

[Org-131/01(Pt.III)]

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Police Order No. 19 of 2011

Sub:- Jurisdiction of Three Divisions under Asansol-Durgapur Police Commissionerate.

The State Government have constituted Asansol-Durgapur Police Commissionerate on and from 01.09.1011 vide Home (Police) Notification Number 3613-PL/PB/4P-15/11 dated 26.08.2011 and appointed a Commissioner of Police in respect of the said Commissionerate area being the head of administration of police in respect of that area under general control & supervision of Director General & Inspector General of Police, West Bengal.

AND WHEREAS the State Government have also created posts of three Dy. Commissioner / Addl. Dy. Commissioner to be assisted by three Asstt. Commissioner of Police for three Divisions within the said Commissionerate Area, as notified.

NOW THEREFORE, in exercise of the power conferred by section 12 of the police Act, 1861 [5 of 1861] it is hereby ordered that the said three divisions within Asansol-Durgapur Police Commissionerate area shall comprise of the following Police Stations as described in the schedule below, within the said Commissionerate area for effective supervision of the administrative functions in respect of said Police Stations under general control & supervision of Commissioner of Police, Asansol-Durgapur.

-:Schedule:-

Sl. No.	Division	Police Stations
1	East Division	1) N.T.S. P.S. 2) Durgapur P.S. 3) Coke Oven P.S. 4) Faridpur P.S. 5) Andal P.S. 6) Pandabeswar P.S.
2	Central Division	1) Raniganj P.S. 2) Jamuria P.S. 3) Asansol(S)P.S 4) Asansol(N) P.S
3	West Division	1) Hirapur P.S.2) Kulti P.S. 3) Chittaranjan P.S 4) Baraboni P.S 5) Salanpur P.S

This order is issued in terms of the approval of the State Government as notified vide Notification No.4002-PL/14M-98/11 dated 20.09.11.

(Naparajit Mukherjee)
Director General & Inspector General of Police
West Bengal.

[Org-131/01(Pt.III)]

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Police Order No. 20 of 2011

Sub:- Approval of 6 Traffic Guards and 13 Sub-Traffic Guards under 3 Traffic Zones within Howrah Police Commissionerate Area.

The State Government have constituted Howrah Police Commissionerate vide Home (Police) notification no. 3608-PL/PB/14M-138/04 dated 26.08.2011 on and from 01.09.2011 and appointed a Commissioner of Police in respect of said Commissionerate area, being the head of administration of Police in respect of that area under general control & supervision of Director General & Inspector General of Police, West Bengal.

AND WHEREAS, the State Government have also created a post of Dy. Commissioner of Police, Traffic and 3 posts of Assistant Commissioner of Police, Traffic for effective supervision of Traffic Management within said Commissionerate area;

AND WHEREAS, to ensure better Traffic Management and enforcement of traffic regulations, the functioning of Traffic administration within Howrah Police Commissionerate is required to be divided into 3 Traffic Zones, under charge of Assistant Commissioner of Police in respect of each zone (posts of which have been created);

NOW THEREFORE, in exercise of the power conferred by section 12 of the police Act, 1861 [5 of 1861] it is hereby ordered to divide the traffic administration within the said Commissionerate area in the way as described in the Schedule below:-

Schedule

Name of Zone	Name of Traffic Guards under the Zone	Name of Sub-Traffic Guards
North Zone	Bally TG	Bally
		Maity Para
		Malipanchghora
	Dasnagar TG	Dasnagar
		Liluah
		Bantra
HQ Zone	Golabari TG	Golabari
		G R Road
South Zone	Howrah TG	Howrah
		Shibpur
	2nd Hooghly Bridge TG	2nd Hooghly Bridge
		Amtala
Kona TG	Kona	

This order is issued in terms of the approval of the State Government as notified vide Notification No.4002-PL/14M-98/11 dated 20.09.11.

(Naparajit Mukherjee)
Director General & Inspector General of Police
West Bengal.

[Org-131/01(Pt.III)]

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Police Order No. 21 of 2011

Sub:- Approval of 11 Traffic Guards and 23 Sub-Traffic Guards under 4 Traffic Zones within Asansol-Durgapur Police Commissionerate Area.

The State Government have constituted Asansol-Durgapur Police Commissionerate vide Home (Police) notification no. 3613-PL/PB/4P-15/11 dated 26.08.2011 on and from 01.09.2011 and appointed a Commissioner of Police in respect of said Commissionerate Area, being the head of administration of Police in respect of that

area under general control & supervision of Director General & Inspector General of Police, West Bengal.

AND WHEREAS, the State Government have also created a post of Additional Dy. Commissioner of Police, Traffic and 4 posts of Assistant Commissioner of Police, Traffic for effective supervision of Traffic Management within said Commissionerate area;

AND WHEREAS, it is felt expedient that to ensure better Traffic Management and enforcement of traffic regulations, the functioning of Traffic administration within Asansol-Durgapur Police Commissionerate is required to be divided into 4 Traffic Zones, under charge of Assistant Commissioner of Police in respect of each zone (posts of which have been created);

NOW THEREFORE, in exercise of the power conferred by section 12 of the police Act, 1861 [5 of 1861] it is hereby ordered to divide the traffic administration within the said Commissionerate area in the way as described in the Schedule below:-

Schedule

Name of Zone	Name of Traffic Guards under the Zone	Name of Sub-Traffic Guards
East Zone	Muchi Para TG	Bidhan Nagar
		Jubilee More
	Durgapur TG	Faridpur
		City Centre
	Andal TG	Andal More
		Haripur
Central Zone	Raniganj TG	Punjabimore
		Ballavpur
		Jamuraia
	Asansol North TG	Jubilee More
		Dhadka
Headquarter Zone	Hirapur TG	Chitra
		Burnpur
	Asansol South TG	Asansol South P.P.
		Chhatapathar
West Zone	Chittaranjan TG	Chittaranjan
	Kulti TG	Neamatpur
		Barakar
		Chowrangee
		Disergarh
	Salanpur TG	Rupnarayanpur
		Dendua
	Barabani TG	Domohani Bazar

This order is issued in terms of the approval of the State Government as notified vide Notification No.4002-PL/14M-98/11 dated 20.09.11.

(Naparajit Mukherjee)
Director General & Inspector General of Police
West Bengal.

[Org-131/01(Pt.III)]

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Police Order No. 22 of 2011

Sub:- Extending the jurisdiction of Kona T.G. & Amtala Sub-T.G.

To ensure better traffic arrangement and enforcement of traffic regulation, the traffic administration within Howrah Police Commissionerate area was divided into 3 Traffic Zones, 6 Traffic Guards & 13 Sub-Traffic Guards vide Police Order No. 20/11 dated

22/09/2011 in terms of approval of the Government as notified vide Notification No. 4002-PL dated 20/09/2011.

Now, in order to ensure proper management in Kona Expressway and Andul Road, the Kona Traffic Guard will look after traffic arrangement up to Nibra Flyover and Amtala Sub-traffic Guard will look after traffic arrangement up to Andul Bus Stand.

(Naparajit Mukherjee)
Director General & Inspector General of Police
West Bengal.

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Police Order No. 23 of 2011

Sub:- Rules for the West Bengal Police Sports Fund.

The fund has been started with object of encouraging Sports and Game activities in West Bengal Police vide Police Order No. 25 of 1954.

2. Management- There shall be two tiers for management of the Fund i.e. i) Central Committee at Police Directorate level and ii) District Committee in the district/units.

i) **Central Committee:** Following officers will be the ex-officio members of the Central Committee:-

- 1) Additional Director General & Inspector General of Police (O)- President.
- 2) Deputy Inspector General of Police (P & W)- Secretary
- 3) Deputy Inspector General of Police, Armed Police, Barrackpore- Member.
- 4) Special Officer (Welfare) WBPD- Member.
- 5) Joint Director (Accounts), WBPD- Member.

The Central Committee will hold a meeting at least once every year.

ii) **District Committee:** Following officers will be the ex officio members of the Central Committee:-

- 1) Superintendent of Police/Commandant- President
- 2) Deputy Superintendent of Police/Assistant Commandant- Secretary
- 3) Head Clerk- Treasurer & Accountant.
- 4) Representative of each rank (to be selected by the President) including RI/RO- Other Members.

N.B:- There are some Units where the Staff strength is inadequate. Such small Units shall be merged with respective District/Unit Committee as mentioned in the Annexure-I.

Functions of the District Committee will be to encourage sports activities and to hold Annual Sports amongst the staff of the respective district/unit. The Committee will select the players for participation in the Annual Sports at State level to be conducted by the Central Committee.

3.Membership:- Membership of the fund will be voluntary and open to all serving members in West Bengal Police including the ministerial staff.

4. Subscription- a) The rate of subscription will be as follows (with effect from 01.01.2012):-

Rank	Subscription
DGP/ADGP/IGP/Spl. IGP/DIGP	Rs. 100/- per month
SPs/SRPs/Cos/Spl. SPs/Addl. SPs/Dy. Cos	Rs. 50/- per month
ASPs/SDPOs/Dy. SPs/Asstt. Cos	Rs. 40/- per month
Inspectors	Rs. 30/- per month
Sub-Inspr. And all ministerial staff of and above the rank of Upper Division Asstt.	Rs. 15/- per month
ASI/HC/Constable/Sepoy/Rifleman/L.D. Asstt./Group D Staff	Rs. 5/- per month

b) **Realisation of Subscription:** The Superior Officers of the rank of Deputy Inspector General of Police and above will send their subscription Bi-yearly (at the prescribed rate) in January & in July of the year directly to the Special Officer (Welfare), West Bengal Police Directorate.

The SPs/Unit-in-charge will take necessary steps for printing the coupons of the denominations mentioned above and subscription will be realized against those coupons at the time disbursing salary in January & in July of the year by the officers authorized for this purpose. Reserve Officers of the districts/units shall ensure that the subscriptions are being collected regularly and the Head Clerks of Police Office shall maintain the Accounts of the collection.

5. **Utilisation of Subscription:-** 25% of the collection made by the Districts/Units shall be sent to the Special Officer (Welfare), West Bengal Police Directorate by Bank draft only to be drawn in favour of the SECRETARY, WEST BENGAL POLICE SPORTS FUND which shall be deposited in the Bank account of the Fund (A/C No. 11143637230 at State Bank of India, Kolkata Main Branch). All receipts and payments shall be made through bank transactions only.

The balance 75% of the collection shall be utilized by the Districts/Units for encouraging sports activities within the districts/units.

6. **Audit & Accounts of the Fund-** Day to day works of the Fund (Cash Book, Receipt Cheques & Pay Cheques etc.) at the District/Unit level shall be maintained by the Head Clerk (Treasurer & Accountant) and Accounts of the Fund shall be Audited by the Central Audit Team (to be selected by the Central Committee) once a year and a copy of the Audit Report shall be sent to the Central Committee.

Similarly, the day to day works of the Fund at Police Directorate shall be maintained by the Dealing Assistant/Head Assistant of Welfare Section under supervision of the Special Officer (Welfare) and Accounts of the Fund shall be audited once a year and the Audit Report shall be placed in the Central Committee meeting and then published in Police Gazette.

7. Notwithstanding anything contained in the Rules above, the Director General & Inspector General of Police, West Bengal, reserves to him the power to modify any provision in these rules as and when needed.

(Naparajit Mukherjee)
Director General & Inspector General of Police
West Bengal.

(WEL/SPORTS-196/11)

Annexure-I

Name of the Small Units (Office)	To be merged with the District/Unit Committee
DIG, Jalpaiguri Range	Jalpaiguri district
IGP, North Bengal, Siliguri/DIG, Darjeeling Range	Darjeeling district
DIG, Malda Range	Malda district
DIG, Murshidabad Range	Nadia district
IGP, South Bengal/DIG, Presidency Range	South 24 Parganas district
DIG, Burdwan Range	Hooghly district
IGP, Western Zone	Burdwan district
DIG, Medinipur Range	Paschim Medinipur district
DIG, Railways/IGP, Railways	Sealdah GRP district
IGP, AP, North Bengal/DIG AP Siliguri	SAP 10 th Bn.
DIG AP Durgapur	I.R. 1 st Bn. Durgapur
DIG EFR Bns.	E.F.R. 1 st Bn.

IB WB/IGP AP Kolkata	EB, WB
Traffic (HQ)	CID, WB
Vigilance Commission	SCRB, WB

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Police Order No. 24 of 2011

Sub:- Disaster Management Group.

A Disaster Management group has been formed in the state. It consists of three platoons located at SAP 6th Bn., Barrackpore, SAP 7th Bn. Asansol and SAP 4th Bn., Kasba. They have been imparted training at NISA (Hyderabad) & NDRF Bn. of BSF (at Bhadu, North 24 Parganas).

It has been found necessary to designate a Nodal officer for this group. The Nodal officer shall be in charge of the training & development of the group. He shall also be in-charge of the procurement & maintenance of all equipment which shall be required for effective functioning of the group.

Thus, DIG (AP) Barrackpore is designated as the Nodal officer. Commandants of SAP 4th 6th& 7th Bn. Will designate one Inspector to be attached with the platoon. This Inspector will be responsible for day to day training and fitness of the Disaster Management Group and shall remain in direct touch with the DIG (AP) Barrackpore brief him on regular basis regarding preparedness and fitness to meet with any challenge/disaster. The platoon located at 4th Bn. Kasba will be utilized for the North Bengal zone. Similarly, platoon located at 7th Bn. Asansol will be utilised for Western Zone of West Bengal and platoon located at SAP 6th Bn., Barrackpore will be utilised for the South Bengal Zone. Assistant Commandant Shri. Pabitra Ghosh of SAP 1st Bn. who has been imparted the said training at NISA, Hyderabad will act as a Co-ordinating Officer and shall brief the DIG, AP Barrackpore regularly and also pass on the instructions to the DMG Group given by the superior authority.

The DMG Group will move only as per direction of the DIG, AP Barrackpore except for regular training. Administrative and welfare controls will remain with the COs.

(Naparajit Mukherjee)
Director General & Inspector General of Police
West Bengal.

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Police Order No. 25 of 2011

Sub:- Study Classes by CIs /ICs/ SDPOs/Zonal DySP/ ACP.

WHEREAS clause (i) of Regulation 189 of Police Regulations Bengal, 1943 [hereinafter to be the said Regulation], amongst other things has laid down general duties of Circle Inspectors of police pertaining to supervision, responsibility, control on investigation of cases.

AND WHEREAS chapter-III of the said Regulations has laid down the role of supervision of the Gazetted Officers as defines in Regulation 7 of the said Regulations on investigation, and general control on police administration.

AND WHEREAS it has been observed that laxity has crept in the matter of strict adherence to aforesaid procedures as laid down in the said Regulations and also in the matter of observance of guidelines of Hon'ble Supreme Court, Human Right Commission, procedure as laid down in Section 41 of the Code of Criminal Procedure,

1973 (as subsequently amended), Standard Operating Procedure for use of non lethal weapons as circulated vide Memo No. 5347(55)/ADM/C//790/10 dtd. 13.10.2011 prescribing the guide line to be followed while dealing with dispersal of unlawful assembly to secure a minimum of injury.

NOW THEREFORE, in exercise of the power conferred by Section 12 of the Police Act, 1861, [V of 1861] DG & IGP deems it expedient and necessary to lay down the following, viz;

1. Circle Inspectors (including ICs who are also CIs for their Police Station) SDPOs, Zonal Dy. SPs, Assistant Commissioner of Police in-charge of Sub-division etc. shall take STUDY CLASSES for the officers of Police Stations under them, in a periodical and structured manner for the topics mentioned (paragraph III) above, and;

2. A register shall be opened at every office of Circle Inspector of Police and at every Police Station where Inspector of Police is in charge to maintain record of such study classes. All the senior officers such as Addl. SP's., Addl. Deputy Commissioners, Deputy Commissioners, Commissioners of Police, DIG's of Range and Zonal IGs visiting the Police stations shall peruse the register and record their remarks thereon, and;

3. Monthly DO of Commissioner of Police and Superintendents of Police shall incorporate a note on such study classes, held in their Commissionerate or District.

This shall be in addition to and in derogation of the duties of the various ranks of the police force as defined in the said Regulations.

(Naparajit Mukherjee)
Director General & Inspector General of Police
West Bengal.

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Police Order No. 26 of 2011

Sub:- Treating the cases registered under PCR Act, 1955 and S.C./S.T. (POA) Act, 1989 as Special Report cases.

Article 17 of the Constitution of India has abolished the practice of untouchability in any form. With a view to give effect to this Article, Parliament enacted the Untouchability (Offences) Act. 1955 and later renamed it as 'The Protection of Civil Rights' Act 1955 and notified the Rules in 1977 to implement the Provisions of the Act. Later, the Parliament also passed a special law named as the Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act 1989, with a view to prevent the commission of offences of atrocities against the members of SC/ST, to provide for Special Courts for the speedy trial of such offences and for the relief and rehabilitation of the victims of such offences and for matters connected therewith. To implement the provisions of the Act, the Government of India subsequently notified the SC/ST (POA) Rules in the year 1995.

2. The Police officers are entrusted with the duty to implement the relevant provisions of the above two enactments in letter and spirit. All the cases of atrocities on SCs/STs by non SCs and STs should be registered under the provisions of the SCs/STs (POA) Act, 1989 while the cases enforcing any disability on account of preaching and practicing untouchability should be booked under the provisions of PCR Act, 1955. While registering F.I.R. it should be ensured that correct sections and sub-sections under the appropriate Acts are applied.

3. Rule 7(1) of SCs/STs (POA) Rules, 1955 states that the offences committed under the Act shall be investigated by an officer not below the rank of Dy. SP. The investigating officer shall be appointed by the State Govt./DGP/SP after taking into account his past experience, sense of ability and justice to pursue the implication of the case and investigate it along with right line within the shortest possible time. Hence, it must be ensured that only the duly empowered officer is appointed as the

investigating officer. The Investigating Officer so appointed under Sub-rule (1) shall complete the investigation on top priority basis within 30 days as per Rule 7 (2) of SC/ST (POA) Rules.

4. The Commissioners of Police/SPs are expected to personally review the progress in the investigation of cases registered under the Acts to ensure that the cases are investigated within the stipulated period. Besides this, they are also expected to take up the issue of cases pending for trial with the Ld. District Judge in the Monthly Monitoring Committee Meetings for speedy trial of those cases as envisaged in the Act.

5. After considering all relevant facts, it is hereby ordered that the cases registered under PCR Act, 1955 and the SC/ST (POA) Act 1989 should be treated as Special Report Cases with immediate effect.

(Naparajit Mukherjee)
Director General & Inspector General of Police
West Bengal.

(Adm/C-395/2008(pt)

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POLICE ORDERS-2012

Police Order No. 01 of 2012

Sub:- Regional Command Centre of CIF.

Regional Command Centre and Training Centre of Counter Insurgency Force, W.B. will be located at E.F.R. Brigade Campus, Salua, District-Paschim Medinipur instead of Charrah in the District of Purulia.

This is in cancellation of Police Order No. 01 of 2011.

(Naparajit Mukherjee)
Director General & Inspector General of Police
West Bengal.

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Police Order No. 02 of 2012

Sub:- Range Board for promotion to the rank of ASI (Unarmed Branch/Armed Branch).

Consequent upon creation of new Police Units viz. (1) Asansol-Durgapur Police Commissionerate (2) Howrah Police Commissionerate (3) Barrackpore Police Commissionerate (4) Bidhannagar Police Commissionerate (5) Special Striking Force Battalion (6) Special Intelligence Group, West Bengal (7) Counter Insurgency Force, West Bengal (8) India Reserve Battalion at Durgapur (9) India Reserve Battalion at Siliguri and (10) West Bengal Police Recruitment Board, it has been decided to regroup the Districts/Battalions/Units as follows for preparation of Length-cum-Record of Service Board of Constables for promotion to the rank of ASIs (Unarmed Branch/Armed Branch) :-

Sl. No.	Range	Name of District/Unit/Battalion
1	CP, Howrah	Howrah Police Commissionerate, Bidhannagar Police Commissionerate, Barrackpore Police Commissionerate, Asansol-Durgapur Police Commissionerate
2	DIG, Presidency Range	South 24 Parganas, North 24 Parganas, Howrah (Rural), Presidency Range Office.
3	DIG, Murshidabad Range	Murshidabad, Nadia, Murshidabad Range Office
4	DIG, Medinipur Range	Paschim Medinipur, Purba Medinipur, Bankura, Purulia, Jhargram Police District, Medinipur Range Office
5	DIG, Burdwan Range	Burdwan, Hooghly, Birbhum, Burdwan Range Office
6	DIG, Malda Range	Malda, Dakshin Dinajpur, Malda Range Office
7	DIG, Jalpaiguri Range	Jalpaiguri, Cooch Behar, Jalpaiguri Range Office
8	DIG, Darjeeling Range	Darjeeling, Uttar Dinajpur, Darjeeling Range Office
9	DIG, Railways, WB	Kharagpur GRP, Howrah GRP, Sealdah GRP, Siliguri GRP, Railways Range Office
10	DIG, IB Range	IB WB, CID WB, EB WB, EOI Cell WB, Telecommunication WB, SCRB/PCC WB, WB Police Directorate, Vigilance Commission WB, WBHRC, IB North Bengal, Siliguri, Traffic WB, IB Durgapur, WBPRB

11	DIG, Armed Police Barrackpore	SAP 1 st Bn., SAP 2 nd Bn., SAP 3 rd Bn., SAP 6 th Bn., SAP 8 th Bn., SAP 9 th Bn., SSF Bn, Swami Vivekananda State Police Academy, WB, Barrackpore, DIG AP Cell Barrackpore, CIF WB, SIG, CIF WB
12	DIG, Armed Police Durgapur	SAP 7 th Bn., SAP 11 th Bn., SAP 13 th Bn., 1 st IR Bn. Durgapur, Armed Police, Durgapur Range Office.
13	DIG, Armed Police, North Bengal Siliguri	SAP 4 th Bn., SAP 10 th Bn., SAP 12 th Bn., 2 nd IR Bn., Siliguri, Armed Police, North Bengal Range Office

This Order issues in supersession of all previous Orders in this respect and this arrangement will be effective from the date of issue of this order.

(Naparajit Mukherjee)
Director General & Inspector General of Police
West Bengal.

(PER/A-146/2010)

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Police Order No. 03 of 2012

Sub:- Functions of Women Police Stations.

As sanctioned by the Govt. a good number of districts have started Women Police Stations during the last few months but it appears that these specialized units are not functioning properly.

To ensure better service and proper functioning of Women Police Stations the important duties & functions of Women Police Stations are enlisted below :-

- 1) Investigation of important cases when endorsed by the SP/Other authorities.
- 2) Regular meeting with visitors coming at the Women Police Station maintaining Visitors Register with details of complainant, nature of Complaint, Enquiry/Investigation/Otherwise action taken.
- 3) Crime against women daily profile compilation after taking daily sitrep from DCRB record and place the same to SP.
- 4) Duties relating to Raid/Arrest/Lock up Custody/Production of female accused in sensitive cases of the district (for PS not having female lock-up).
- 5) To consult SP Office & collect details of papers received from Women's Commission. Follow up action and monthly gist placed before the SP.
- 6) Arranging awareness programs in consultation with local self governing bodies/reputed NGO.
- 7) Visiting Girls Schools/Colleges-interaction/Awareness/Problem solving.
- 8) Anti eve-teasing drive at prominent/vulnerable public places on daily basis & enter details in a specified register.
- 9) Liaison with District Protection Officer meant for handling cases relating to protection of domestic violence act.
- 10) Any other assignment given by the SP/CP/Other competent authorities.

Output of these new Police Stations must be assessed and quantified by all units as well as the Police Directorate on monthly basis. AIG (S) will draft a standard proforma and send the same to all units for taking necessary action. He will also compile the monthly performance profiles received in such proforma from the SP/CP and place a consolidated report to DGP through IGP (A) and ADG (A) West Bengal.

(Naparajit Mukherjee)
Director General & Inspector General of Police
West Bengal.

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Police Order No. 04 of 2012

Sub:- Maintenance of Coastal Police Stations Records.

The Govt. of India sanctioned 06 Coastal Police Stations under Phase-I of Coastal Security Scheme vide GO No. 5/3/2005 CS dt.6.1.2006 and 08 Coastal Police Stations under Phase-II of Coastal Security Scheme vide GO No.5/10/2009 –CS dt.01.11.2010 in the districts of South 24-Pgs.,North 24-Pgs. and Purba Medinipur. In this connection, this Police Order is made for maintenance of Coastal Police Stations Records as per Standard Operating Procedure for Coastal Security. All the Registers prescribed by the Police Orders/P.R.B for a Regular Police Station will also be maintained in the Coastal Police Station. However, considering the type of work in a Coastal Police Station which is somewhat different from that of a regular Police Station, some special Registers have to be maintained in each Coastal Police Station besides the Registers required to be maintained like a normal Police Station.

COASTAL POLICE STATION RECORDS

1. Register for owners of Fishing Boats in the jurisdiction.
2. Register for Dhows.
3. Register for Owners of Ships/Sea Vessels in the jurisdiction.
4. Communication Equipments Register
5. Register for private jetties, Government Jetties
6. Register for Ports(Major & Minor)
7. Register of landing Points in the jurisdiction
8. Defect Register (for recording defects in all sorts of equipments, their repair etc.)
9. Surveillance Register(Secret)
10. Hotels and Resorts Register
11. Fishing Trawlers Register(Owner wise)
12. Register for Members of Voluntary Groups
13. Communication Entry Log Book
14. Action Book in each Patrol Boat
15. Register for Check Posts(if check posts exist)
16. Register for Watch Towers(if watch tower exist)
17. Police Visit Books in Coastal Villages, Jetties etc.
18. Voluntary Group Meeting Register
19. Any other Register as prescribed by the State Government/Union Territory Administration

Further, there should be separate folio in “C” record (Confidential Record) of Police Station in which detailed notes containing information about smuggling activities, persons involved in smuggling and anti-social elements(along with their photographs),information about their relatives and supporters, landing points, villages having mixed population prone to smuggling, information on the activities of fundamentalists and details of previous landing/smuggling in the area etc. are to find place. Details of policemen who can recognize them should also be incorporated.

Needless to mention the Coastal Police Station must procure and keep maps, marine charts and keep them safe.

In the Patrol Boats the following Registers are to be maintained:

1. Register of Maps & Charts (like a Folio)
2. Action Book/General Diary(GD) of the Boat
3. Log Book of the Boat

4. Repairs Book of the Boat
5. Engine Log Book
6. Visiting Officers Remarks Register
7. Chart Correction Log Book
8. Equipment Status Book
9. List of Fire Fighting & Damage Control Items Book
10. Weekly Training Register
11. Maintenance schedule/diary or Log book.
12. Any other Register to be prescribed by the concerned State Government/Union Territory Administration.

This order takes immediate effect.

(N.Mukherjee)
Director General & Inspector General of Police
West Bengal

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Police Order No. 05 of 2012

Sub:- Duties & Responsibilities of Technical Crew – Coastal Police Stations.

The Govt. of India sanctioned 18 Fast Interceptor Boats (2-5Ton/1-12 Ton each coastal PS) for 06 Coastal Police Stations under Phase-I of Coastal Security Scheme vide GO No. 5/3/2005 CS dt.6.1.2006 and 07 Fast Interceptor Boats (12Ton) for 08 Coastal Police Stations under Phase-II of Coastal Security Scheme vide GO No.5/10/2009 –CS dt.01.11.2010 in the districts of South 24-Pgs., North 24-Pgs. and Purba Medinipur. Further, in Phase-I, Govt. of West Bengal had sanctioned manpower for each coastal P.S. for operating FIBs vide Home (Police) Deptt. G.O.no.3792-PL/PB/2G-01/06 (Pt-II) dt.24.09.07. In this connection, this Police Order is passed enumerating the Duties & Responsibilities of Technical Crew.

DUTIES & RESPONSIBILITIES OF TECHNICAL CREW

MASTER OF THE BOAT (SI/ASI)

Responsibilities

He is responsible for the following:

- i) Overall in-charge of vessel and administration of his command.
- ii) Safety of vessel, life on board at sea and harbor.
- iii) Safe navigation while entering and leaving harbor.
- iv) Ensuring maintenance of the vessel, its records and log book.
- v) Safety and effective utilization of arms and ammunition at sea, but under overall command of the senior most police officer on board.
- vi) Training and execution of administrative and operational orders.

WHEEL HOUSE-IN-CHARGE/SYRANG(ASI)

Responsibilities

He is directly responsible to the Master for the following:

- i) Safety of the vessel/boat, both when under way and in harbor, subject to any orders he may receive from the Master/Captain.
- ii) Responsible for general conduct of the vessels i.e. when at sea, he shall be careful that the vessel is properly steered and take all precautions for safe Navigations (He will act as Navigator).
- iii) He shall point out to the Master every possible danger in or near the vessel's course and the way to avoid it.

- iv) He shall keep a sharp lookout and ascertain the vessel's position frequently by fixing with the available Navigational aids.
- v) He shall be the in-charge of the Navigational charts, Maps, Navigational Books and publications and the custody of Navigational equipments and for the operational conditions.
- vi) Feed back for scouting/Barrier patrolling as per intelligence inputs and weather/sea conditions.
- vii) Ensuring closing of Hatches and doors while at sea.
- viii) Securing of items on deck prior to sailing and at sea.
- ix) Assume full responsibility for the safety of personnel onboard by taking all precautions.
- x) Promulgation of working routines and execution of the same.
- xi) Maintenance of deck, communication equipments and check equipments ,anchors and cables and other associated fittings.
- xii) Training , discipline, general organization and welfare of the crew on board and also for efficiency of the operating crew.
- xiii) Fire fighting and damage control operations and training of crew.

ENGINE DRIVER(ASI)

Responsibilities

He is responsible for the following:

- i) The operation, maintenance, performance, availability, security and safety of the machinery systems and equipments fitted on the boat.
- ii) The custody of spare gears, drawings, publications and tools.
- iii) Accounting of diesel, petrol and lubricants received.
- iv) Timely maintenance of machineries and equipments.
- v) Ensuring engine routines as prescribed in the manual/vessel Standing Orders.
- vi) Projection of defects and ensuring timely rectification of the same.
- vii) Advising Master on operation of Engines and machineries.
- viii) Maintenance of records and forwarding of reports pertaining to technical subjects.
- ix) Ensuring operational availability of machineries and equipments at sea/harbor.
- x) Monitoring the progress of defects and work quality of trades.

CREW /LASCAR(Const)

Responsibilities

He is responsible for the following:

- i) Securing of boat and other items held onboard.
- ii) Cleaning and maintenance of deck and boat.
- iii) Securing offenders and other loose gears.
- iv) Chipping and painting of corroded areas.
- v) Oiling and greasing of movable parts of upper deck fittings.
- vi) Handling of ropes, securing of equipment covers.
- vii) Safety and security of the boat by proper vigil.

There may be requirement of additional crew with categories like Navigators, Gunners in future if bigger boats (above 12 Ton) are used by Coastal Police Stations with arms/guns fixed on board. In that situation, Navigational responsibilities of Syrang will be entrusted to the Navigator and the responsibilities of the Gunner will be as follows:

GUNNER(Const)

Responsibilities

He is responsible for the following:

- i) He is in-charge of the arms and ammunitions held on board.
- ii) He shall advise the Master on the tactics to employ to obtain the best results from the Gunnery weapons at sea.
- iii) Demand/Accounting of Ammunitions fired at sea and rendition of reports.
- iv) Firing of weapons at sea during the real operation and maintenance of weapons and ammunitions held on board and ensure operational availability.
- v) Laying down procedure for gunnery drills and guidelines for usage of weapons at sea.

This order takes immediate effect.

(N.Mukherjee)
Director General & Inspector General of Police
West Bengal

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Police Order No. 06 of 2012

Sub:- Duties of Coastal Police Stations.

The Govt. of India sanctioned has 06 Coastal Police Stations under Phase-I of Coastal Security Scheme vide GO No. 5/3/2005 CS dt.6.1.2006 and 08 Coastal Police Stations under Phase-II of Coastal Security Scheme vide GO No.5/10/2009 –CS dt.01.11.2010 in the districts of South 24-Pgs., North 24-Pgs. and Purba Medinipur. In this connection, this Police Order is passed to earmark the duties of Coastal Police Stations for compliance as per Standard Operating Procedure for Coastal Security Scheme. These duties are in addition to the duties being performed by the Police stations prescribed in the Police Regulation Bengal and Police Orders passed earlier.

SALIENT DUTIES OF COASTAL POLICE STATIONS

1. Search and seizure in respect of trawlers, vessels, fishing boats and to apprehend persons involved /suspected to be involved in drug trafficking, explosives, contraband goods, arms and ammunition, dangerous materials smuggling of and trafficking in human beings etc. in contravention of law in order to prevent these unlawful activities.
2. Investigating criminal cases registered either by the concerned Coastal Police Stations, or being handed over by such agencies like the Coast Guard, Navy, Customs, Department of Fisheries etc.
3. To develop and collect intelligence in order to prevent landing of arms & ammunitions, explosives and other contraband and unauthorized entry of vessels and persons etc.(especially of foreign origin).
4. To keep surveillance over the villages, roads, Highways, dwelling units along creeks, landing points, ports under their jurisdictions, Govt./Private Jetties, Coastal check posts of other departments, coastal watch towers, resorts on coasts, vehicles, various commercial and residential units, hotels, lodges, restaurants etc. against their misuse for unlawful acts.
5. To co-ordinate with neighboring police stations, Navy, Customs, Coast Guard, BSF authorities and Intelligence agencies(both of the state and of Govt. of India through District SP DIB) to prevent and detect unlawful activities in the coastal areas and Territorial Waters of India.
6. Rendering need bases assistance to the Indian Coast Guard, the Customs department, the agencies/departments looking after security of the ports under the jurisdiction of the Coastal Police Stations and to the departments of fisheries, ports, tourism etc.

7. Organizing search, salvage and rescue operations whenever the need arises. It will however, be advisable to associate the Indian Coast Guard/Customs/Fisheries and other departments, wherever possible according to the perception of threat and magnitude thereof.
8. To take such steps/measures as are necessary to preserve and protect the maritime environment and to prevent and control marine pollution.
9. Assisting the customs and other authorities in anti-smuggling operations.
10. Enforcing the provisions of such legislations or enactments as are for the time being in force in the Territorial Waters and the coastal areas.
11. Ensuring safety and security of artificial islands, offshore terminals and services in the Territorial Waters in collaboration with the Indian Coast Guard and other security agencies.
12. Assisting fishermen and others in distress in the Territorial Waters.
13. Frequent contact with the fishermen and other concerned persons/agencies engaged in the sea related trade & business activities to ensure smooth conduct thereof.
14. To note and keep record of VHF/UHF wireless equipments wherever allotted to the fishermen and others to check and exercise control over the unauthorized use of such wireless equipment.
15. To assist District/State authorities in Disaster Management especially when such disaster relates to sea.
16. Preventing as well as dealing with oil-spills and spills of toxic substances on Territorial Waters in collaboration with other agencies.
17. Any other duty as entrusted by Senior Officers.

This order takes immediate effect.

(N.Mukherjee)
Director General & Inspector General of Police
West Bengal

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Police Order No. 07 of 2012

Sub:- Reward for participants of AIPDM.

The DG & IGP, W.B. has been pleased to reward Rs. 1,000/- (Rupees one thousand) only to each of the following two participants of West Bengal Police who won Bronze medals in "Computer Awareness Visual Basic, in the 55th All India Police, Duty Meet 2011 held at Nasik, Maharashtra from 18th to 25th February, 2012.

Sl. No.	Rank/Name	Dist./Unit
1	S.I. Jotirmoy Biswas	South 24 Parganas
2	Constable Polamarasetty Bala	Vigilance Commission, W.B.

(B. K. Mullick)
For Director General & Inspector General of Police
West Bengal

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Police Order No. 08 of 2012

Sub:- State Public Information Officers.

In exercise of the power conferred by Sub-Section (1) of Section 5 of the Right to Information Act, 2005 (22 of 2005), it is felt expedient and necessary to designate the following officers attached with districts and units of this Public Authority, fully described in the Schedule attached herewith, as State Public Information Officers to provide information to persons requesting for the information under this Act.

(N.Mukherjee)
Director General & Inspector General of Police
West Bengal

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Police Order No. 09 of 2012

Sub:- Appellate Authorities under Right to Information Act, 2005.

In exercise of the power conferred by Sub-Section (1) of Section 19 of the Right to Information Act, 2005 (22 of 2005), it is felt expedient to designate the following officers, senior in rank to the State Public Information officers of this public authority as Appellate Authorities (fully described in the Schedule Attached herewith) for the purpose of the said Right to Information Act, 2005.

(Naparajit Mukherjee)
Director General & Inspr. Genl. of Police,
West Bengal

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Police Order No. 10 of 2012

Sub:- Stress Management amongst Police forces.

Whereas as part of welfare activities and to evolve a strategy to deal with stress management amongst police forces of the state a Task Force has been constituted, And whereas the state Govt. have accepted the recommendations as made by the said Task Force on 24.03.12 in the aforesaid subject matter,

And whereas the mechanisms evolved with Head Notes (A), (B), (C), (D), (F) of the clause 3 of the said recommendations envisage that the consequential actions are required to be initiated and commenced from the end of SP/Head of each police unit/Battalion as the case may be,

Now therefore, it is felt expedient to issue the following instructions for implementation of the said recommendations with the stipulated time schedule and procedures viz :-

1. The Head of each police unit/Battalion shall arrange a programme for periodical interaction with members of the force once in a month by senior police officers on a fixed time at each police Unit. In such interactive programmes every Unit should arrange availability of superior officers on a rotational basis for a fixed time (say about 2 hours) on the particular day, on a routine basis and in this process, the members of the police welfare board existing at each unit may be pressed into service.

On the Scheduled day, thus arranged, the superior officers present must create a non-punitive atmosphere and communicate 4 clear messages:- (1) Seeking help will not result in any punitive action, (2) All information will be respected and kept

confidential, (3) Other ways exist for dealing with situation, no matter how hopeless it seems at the time, (4) Someone is available to help them deal with their problems.

During the time of such interaction, the superior officers managing the session, will note down the brief points of concern within each officer of the force and thereby would be able to identify the common factors afflicting the members of the force of that unit at large. After identification is done thereby, the superior officers would take necessary steps and as if required, shall place the matter before the police Welfare Board at the apex level.

This said periodical interaction at each police Unit may be made operational from 1st May,2012.

2. There shall be workshops on 'Yoga' and meditation in each police unit/Battalion, wherein all officers would be scheduled to spend certain time (say 30 minutes) at some pre-fixed time and intervals. The yoga teachers available at the local level may be inducted to teach the procedures.

The unit head of each police Unit/Battalion will designate an officer of the Unit to make the Yoga / Meditation classes effective, subject to the general supervision of the said head of the Unit.

And the workshops on stress release shall start functioning from 01.05.2012.

(B) And the Principal/Director of the State Police Academy/School is hereby instructed to incorporate the Yoga/Meditation in the curriculum of the trainees of the Academy of School as the case may be from the next session.

3. The Head of each District/Battalions will organize different games and sports events for participation of all members of the force. Further, in every Unit/Battalion of the force, facilities for indoor game like carom, chess, T.T, Gym etc. may be organized in a meaningful way so that every member of the force at will can spend some time there. Library facilities can also be extended for the members of the force and for this, the head of the Unit/District will take the assistance from District Library authority of each district of this Govt., for even arranging for a mobile library at head-quarter of each Unit/Battalion etc for increasing access of the force to the library and books.

The said augmented recreational facilities in myriad forms as discussed above, shall be made available to the police forces of all police Units and Battalions of the state at an early date and preferably within three months of issuance of this proposal.

Any such big or important events may be followed by dinner which shall be attended by officer and personnel of all ranks.

4. The head of the district of each police Unit/Battalion shall organize free counseling of the members by psychologists, psychiatrists etc, so that stress related family problems can be minimized.

Proactive training helps ward off stress when officers encounter it. Counseling through psychologists may be made available for family members. "Orientation seminars" for spouses,will let them learn about the department first hand. The Department needs to not only look at job related stress, but also the stress in the officers' personal lives. Both these types of stress are interwoven and contribute to each other.

For this the Superintendent of Police/Heads of each Police Unit and Battalion as the case may be will interact/mediate with the psychiatrists and psychologists available at each district, (local level) either through the district medical authority of each district or other NGOs working in this field.

The counseling camps may be organized at least once in a month. And the state government shall reimburse the appropriate remuneration to be paid to the psychiatrists/ psychologists imparting counseling in this programme.

The said mediation centers shall start functioning at each police Unit at the earliest convenient time, and preferably within July, 2012.

5. Medical :The head of each police Unit/Battalion shall persuade the members of the force to register their names under WBHS (West Bengal Health Scheme), 2008 initiated by the State Government, since the scheme offers attractive coverage to expenditures related to hospitalization and even OPD treatments. And for this the relevant Rules/Orders issued under the Scheme, are required to be circulated widely among the forces so that, all members of the force may opt for this scheme. Government may open up this scheme for all members of the police force for a further period as may be intimated later on.

(N.Mukherjee)
Director General & Inspector General of Police
West Bengal

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Police Order No. 11 of 2012

Sub:- Manual to guide the Training, & Deployment of Armed Forces.

Whereas Chapter- XI of PRB, 1943 has dealt with the District Armed Police, at the headquarters of every district;

And whereas at present other armed police forces have also been constituted at the State level;

And whereas it is felt expedient and necessary to formulate a self-contained and comprehensive manual to guide the training, deployment, discipline of all armed forces in such a way so as to equip them with the State-of-art in law and order duties, Disaster Management Operation, Counter terrorism measures, dispersal of unlawful assembly and other major thrust areas of their deployment;

And whereas, to achieve that objective, DG & IGP is pleased to issue the following orders, namely :-

- 1) There shall be a committee headed by DIG (Armed Police) Barrackpore along with 2 COs as members to undertake the task of drafting of aforesaid manual.
- 2) The committee shall submit the draft before the Director General of Police through IGP (AP) Kolkata & ADG (AP) WB of the earliest and not later than 6 months of issuance of this order.
- 3) The committee may solicit the assistances of DIG, PTC Barrackpore and other DIsG/IsG of AP in the said exercise.
- 4) The aforesaid manual shall inter-alia incorporate all the aspects of training, deployment, discipline of the armed police forces and shall also indicate the processes by which the said forces would be equipped with the state-of-art and wherewithal to deal with law and order duties, disaster management, counter terrorism measures, dispersal of unlawful assembly and all other major combat areas.

(N.Mukherjee)
Director General & Inspector General of Police
West Bengal

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Police Order No. 12 of 2012

Sub:- Best Investigating Officers.

It has been observed that investigation of criminal cases are often not being done in the true spirit of law and Investigating officers or their superiors are called in various Courts to explain the lapses personally. This calls for more intense supervision and a few incentives to investigating officers to motivate them towards proper ways of investigation and also to secure convictions.

The supervising officers have been advised time and again to pay more attention towards such supervision and to use the time tested method of reward and punishment to boost the morale of such investigating officers.

However, it is now felt expedient to get a system of selecting "Best Investigating Officer" of the year by a Committee headed by Director General of Police, CID with three zonal IGP's and four CP's as members. Such an officer, so selected will be awarded the medal in the Investiture Ceremony for awarding State Medals.

The eligibility criteria will be only for those Inspectors and Sub-Inspectors who are under active investigation duties of West Bengal Police and the field of consideration will be investigation of cases of Dacoity, Robbery, Murder, Crime against women such as rape, suicide & murder; any other sensational case; submission of charge sheet within stipulated time; number of convictions achieved in the whole career and any other criteria which committee feels necessary for the purpose.

The committee will meet as often as required and will submit its report every year well before the finalization of the list of State Medal awardees.

(N.Mukherjee)
Director General & Inspector General of Police
West Bengal

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Police Order No. 13 of 2012

Sub:- Manual to guide and supervise the functioning of Police Commissionerates.

Government of West Bengal has formed four new Commissionerates under West Bengal Police under The Police Act'1861. The two Commissionerate system of Police started functioning also from 1st August 2011 and the other two started functioning from 20th January 2012. A few more such Commissionerates are under active consideration of Government and may be formed any day.

West Bengal Police has Police Regulation Bengal, last revised in 1943. Attempts have been made to update the same but it could not be done due a requirement of new Police Act, which is also pending. .

However, there is no manual/regulation to guide and supervise the functioning of newly formed Commissionerates. Therefore, it is hereby ordered to form a committee under Additional DG of Police (Org) with following as members to prepare such a manual/regulation on the lines of Police regulation Calcutta :-

1. Commissioner of Police, Howrah.
2. Commissioner of Police, Asansol-Durgapur
3. Commissioner of Police, Bidhan Nagar.
4. Commissioner of Police, Barrackpore.
5. Legal Advisor, Police Directorate.

Commissioners of Police may like to co-opt their DC HQ's in the committee, if they so desire.

The committee will meet as often as required and will submit its report within a month.

(N.Mukherjee)
Director General & Inspector General of Police
West Bengal

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Police Order No. 14 of 2012

Sub:- Uniform for staff of Police Commissionerates.

The Uniform for staff of Commissionerates of West Bengal Police up to the rank of Inspector will henceforth be as follows :-

SL. NO.	NAME OF CLOTHING ARTICLES	COLOUR OF ARTICLES	SCALE (Per head)	LIFE TIME
1.	Shirt	White terry cotton	1 (one) piece	1 (one) year
2.	Full Pants	Dark Blue terry cotton	1 (one) piece	1 (one) year
3.	Cap	Navy Blue Beret with monogram of WBP	1 (one) piece	1 (one) year
4.	Socks Nylon	Blue matching with Pants	1(one) pair	1 (one) year
5.	Shoes	Black	1(one) pair	2 (two) years
6.	Lanyard	Blue	1 (one) piece	2 (two) years

This order shall come into force with immediate effect.

(N.Mukherjee)
Director General & Inspector General of Police
West Bengal

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Police Order No. 15 of 2012

Sub:- Duties and Responsibilities of an Inspector of Police posted as Officer-in-Charge.

In exercise of the power conferred by section 12 of the Police Act (V of 1861) and in supersession of all previous orders in this respect, the Director General and Inspector General of Police, West Bengal deems it expedient to assign the following duties and responsibilities in respect of an Inspector of Police posted as officer-in-charge of a police station, as defined in clause (o) of section 2 of the code of Criminal Procedure 1973, (Act 2 of 1974):

- 1) To perform all duties and functions as laid down in Chapter VI of Police Regulations Bengal, 1943 (hereinafter referred as PRB) by said officer-in-charge of a PS in the rank of Inspector.
- 2) To distribute the cases amongst the I.Os, ensure proper investigation in terms of Regulation 255 of PRB and send duplicate copy of case diaries to Zonal Dy. SP/SDPO/ACP, as the case may be, on a regular basis for their perusal and action to guide investigation. Any lawful instruction issued in this respect should be taken up for prompt compliance and report.
- 3) To take up investigation of some heinous crimes (SR cases) which require adequate experience and skill for investigation and detection apart from cases endorsed to him by Zonal Dy. SP/ SDPO/ACP/CP/SP, as the case may be. In such instances, zonal superior officer shall submit PR II and subsequent reports.
- 4) To keep case diaries maintaining confidentiality in stipulated norms for subsequent despatch to Court of competent jurisdiction on conclusion of investigation and final memos as and when received shall be sent to Zonal Dy. SP/ SDPO/ACP, as the case may be, after taking necessary action.

- 5) To make scrutiny of all actions taken in respect of cases to be ended in Charge Sheet/Final Report (i.e. report in final form u/s 173(2) of Cr. P.C.) and in appropriate cases, actions shall be taken for revival of investigation. The decision for cases ending in CHARGE SHEET/FINAL REPORT would be taken after due consultation and approval of Zonal Dy. SP/ASP/SDPO/ACP.
- 6) To send copy of General Diaries as per stipulated norms to Zonal Dy. SP/ SDPO /ACP, as the case may be, for their perusal and filing. Comments/observation/order, as and when received shall be complied with promptly.
- 7) To send daily crime report/ law and order report /information of any other particular aspect including unnatural death and outbreak of infectious deceases if any etc. to all concerned authorities following Regulation 192 of PRB.
- 8) To send Personal Diaries to SP/DCP through Zonal Dy. SP/ SDPO /ACP, as the case may be.
- 9) To personally maintain Roughts' Register at PS as a confidential document as an addendum to Village Crime Note Book as laid down in Regulation 391(a) of PRB. In this respect, Police Order No. 4 of 1962 and amended Police Order No. 2 of 1966 shall be taken into account for guidance.
- 10) To maintain a Note Book following provision of Regulation 193 PRB.
- 11) To maintain co-operation with Kolkata Police as and when required vide Regulation 128 of PRB.
- 12) To hold Annual Inspection of TOPs /OPs etc., once a year in terms of Regulation 48 of PRB.
- 13) To refrain from committing any act forbidden in terms of Regulation 107 and 108 of PRB.

The word "Circle Inspector" wherever occurred in any order / regulation whatsoever, shall henceforth cease to exist in respect of police stations placed under the Officer-in-Charge in the rank of Inspector of Police.

(N.Mukherjee)
Director General & Inspector General of Police
West Bengal

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Police Order No. 16 of 2012

Sub:- Uniform for staff of Police Commissionerates.

In continuation of Police Order no 14 of 2012, the staff of Commissionerates of West Bengal Police up to the rank of Inspector will also use the under mentioned uniform articles (Rank wise applicable) as follows :

SL. NO.	NAME OF CLOTHING ARTICLES	COLOUR OF ARTICLES	SCALE (per head)	LIFE-TIME
1.	Web Belt	Dar Blue	1 (one) piece	4(four) to 5 (five) years
2.	Cross Belt	Black	1 (one) piece	5 (five) years
3.	Forage Cap	Dark Blue	1 (one) piece	3 (three) years
4.	Ammunition Boot	Black	1 (one) pair	3 (three) years

This order shall come into force with immediate effect.

(N.Mukherjee)
Director General & Inspector General of Police
West Bengal

(EQ/CL:94-2012)

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Police Order No. 17 of 2012

Sub:- Duties of Court Officers.

Whereas Regulation 531 of Police Regulation of Bengal, 1943 lays down that the instructions given in case of Appeal Register (Vide Regulation 535), Magistrate General Register of cases (Regulation 536), Register of sessions cases (Regulation 539), conviction register (Regulation 541), index to conviction register (Regulation 543), Court Khatian register (Regulation 546), Statement of session crime (Regulation 546) amongst other registers and returns, are duly followed;

And Whereas, the Court Office and Court officers as envisaged in Cl (ii) of Regulation 411 of the said Police Regulation of Bengal, inter alia lays down that the said Court office and officers shall follow the instructions contained in the said Regulation above;

And Whereas, the report received so far causes much discomfort in accepting the scrupulous compliance of the said instructions in all occasions;

And Whereas appropriate monitoring of all criminal cases during stages of trial and applications and appeals thereof before the High Court and Court of sessions and trial court as the case may be, in order to ensure that proper provision for conducting those cases have been made and that no failure of justice has occurred owing to the state not being represented, seems to be not in order in all occasions;

And Whereas, in order to instill more dynamism in the criminal justice delivery systems, the DG & IGP in addition to and not in derogation of the provisions as laid down chapter - VII of the said Police Regulation of Bengal, with regard to Court Police, in exercise of the power conferred by section -12 of Police Act- 1861 (Act. V of 1861), deems it expedient to frame the following instructions, viz :-

- i. The said Court officers shall ensure that the prosecution witnesses are being turned up in time by the Investigating Officers since trial cases are adjourned quite often for non-attendance of official witnesses.
- ii. The said officers shall also see that the prosecution does not seek adjournments without prior notice to advocate for the accused.
- iii. The photograph of the accused and full address / Phone Nos. etc. are mentioned in the arrest memo and charge sheet.
- iv. The said officers shall pay special attention to execution of non-bailable warrants (NBWs) by the Officer-in-Charge of the concerned Police Station. They shall communicate the Summons / Warrants to the Police Station and prepare report where concerned Police Station does not send up a report to the Court as to the stage of NBWs and the specific reason for non-apprehension of the accused, and thereby pays constant attention and surveillance on execution of warrants and place of monthly report of the same to the Superintendent of Police concerned.
- v. With reference to the execution of warrants against the accused, residing or staying in other states the Court officer shall impresses upon sending the requisition made by the court to concerned Superintendent of Police of the other state and cause a report placed before the court which has issued warrants regarding steps taken by the police at least one in a month.
- vi. After receipt of the order concluding trial by the trial court, the court officer shall promptly apply for certified copy of the order sheet and see that these are received in time.
- vii. The court officer shall see that all appeals before the court sessions and High Court are filled in time after receipt of opinion for appeal from the Ld. P.P. concerned / Ld. L.R. / District Magistrate concerned, as the case may be. In case of acquittal, the court officer shall collect the order and place the same before the

Superintendent of Police for preferring appeals against acquittal in consultation with Ld. P.P. / L.R. as the case may be.

- viii. The court officers stationed everywhere shall also ensure that Case Diaries are placed before the court making requisition for production of Case Diary in time, and they are returned to the concerned Investigating Officer as soon as the case is decided.
- ix. The Court officers shall make themselves acquainted with the contents of the Case Diaries if the said Case Diaries do not contain full particular evidence he shall ask the Officer-in-charge of the Police Station concerned / Investigating Officer concerned to incorporate seizure list, medico - legal expert opinions (whenever required), list of prosecution witness and other relevant documents necessary for prosecution of cases.
- x. The said Court officer shall send a brief note to the Superintendent of Police concerned in cases there arises break down in trial and the reasons for such failure.
- xi. The Court officer shall make proper liaison with District Magistrate concerned for all appeals, applications for revision before the High Court for Court of Sessions whenever required to follow the mandates of Regulation - 461 and CI (a) of Regulation - 462.

(Naparajit Mukharjee)
Director General & Inspector General of Police
West Bengal.

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Police Order No. 18 of 2012

Sub:- Tailor-made Group Personal Accident Policy.

In order to provide facilities for Home Guards, NVFs, Civil Volunteers and Menial working in or with West Bengal Police, the National Insurance Co. Ltd. have designed a Tailor-made Group Personal Accident Policy to give the widest possible coverage to the Home Guards, NVFs, Civil Volunteers and Menial. The scheme is being implemented for the benefit of Home Guards, NVFs, Civil Volunteers and Menial.

2. Beneficiaries: All Home Guards / NVFs / Civil Volunteers / Menial working in or with West Bengal Police will be eligible to be members of the scheme. Members of Group -D Staff who are unwilling to join the WBP Medical Insurance Policy will also be eligible to be members of the scheme. Only insured person will be covered.

3. Value of the Policy: The scheme provides for Group Personal Accident Policy for a sum insured of Rs.5,00,000/- (five lakh) only per annum.

4. Important Benefits of the scheme:

Sl. No.	Nature of Accident	Benefit
a)	Death due to accident	100% of sum insured
b)	Loss of two limbs	100% of sum insured
c)	Loss of one limb	50% of sum insured
d)	Permanent total disablement	100% of sum insured

In addition to above noted benefits

- I) Expenses incurred for carriage of dead body of Insured person (death due to accident only) to place of residence subject to a maximum of 2% of Capital Sum Insured of Rs. 1,000/-, whichever is lower.

- II) Education Fund: Education fund for the dependent children of the insured person following death or permanent total disablement as details below :
- If the insured person has one dependent child below the age of 23 years, an amount equal to 10% of the Capital Sum Insured subject to a maximum of Rs. 5,000/-.
 - If the insured person has more than one dependent child below the age of 23 years, an amount equal to 10% of Capital Sum Insured subject to a maximum of Rs. 10,000/-.
 - Medical expenses arising out of an accident up to 10% of Capital Sum Insured OR 40% of admissible claim whichever is lower under the preferred claim meaning that such medical reimbursement will be limited to maximum Rs.50,000/-.

5. Terms and conditions :

- The P.A. cover would be confined to Indian Territory only.
- The cover would be on name basis.
- Total no. of persons, proposed to be insured, should be 10,001 and more.
- Other terms and conditions of standard Gr. P.A. insurance policy would be applicable as usual.
- Per Accident /incident eligible for claims the limit under the policy would be Rs.2 Crore.

6. Premium : The annual premium of the above policy is Rs.235/- (two hundred thirty five) only including service tax i.e. Rs.209/- + Rs.26/- = Rs.235/- to be paid in a single installment.

7. Fund :

- A new fund under the nomenclature of “HG / NVF / Civil Volunteer / Menial Insurance Fund” will be created for providing personal accident facilities for Home Guards / NVFs / Civil Volunteers / Menial working in or with West Bengal Police as a welfare measure from contributions to be paid by them under the proposed scheme.
- Contributions from Home Guards / NVFs / Civil Volunteers / Menial will be collected by respective controlling officers and will be credited to the fund.
- The local SPs, COs of Bns. and in-charges of other units will collect contributions from Home Guards / NVFs / Civil Volunteers / Menial under their control and remit the amount of contribution received through Bank Draft to Secretary of this fund.
- Installment towards the said scheme will be paid to the National Insurance Co. Ltd. from the fund.
- The fund will be administered by a Central Committee consisting of the following officers who will be the Ex-officio members :

(i)	ADG (Welfare), WB -----	President
(ii)	DIG (P & W), WB -----	Secretary
(iii)	DIG, AP, Durgapur -----	Member
(iv)	DC (Hqs), Howrah Police Commissionerate ---	Member
(v)	SP, North 24 Parganas -----	Member
(vi)	State Commandant, NVF, WB -----	Member
(vii)	Sr. Staff Officer, Home Guard Organisation --	Member
(viii)	CO, SAP 1 st Bn., Barrackpore-----	Member

The quorum of subsequent meetings will be of five (5) members including the Secretary.

- The committee will hold meetings twice in a year to assess the functioning of the fund, settlement of the claims and any other matter which they feel necessary to discuss for the welfare of the members.

(g) An account shall be opened in the Kolkata main branch of State Bank of India for operation of this fund. DIG (P & W), WB and Ex-officio Secretary will operate the financial transactions on behalf of the “HG / NVF / Civil Volunteer / Menial Insurance Fund”.

(h) Day to day business and maintenance of records etc. will remain entrusted to one police officer not below the rank of Inspector under the supervision of the Special Officer, Welfare, West Bengal Police Directorate.

(i) The fund will yearly be audited by a registered audit FIRM.

8. Welfare Officers: The Superintendents of Police / Commandants / Head of the Units will designate the RO (Welfare) to Co-ordinate all matters pertaining to the operation of the said scheme in their respective units. It will be the responsibility of the RO (Welfare) to keep in touch with both West Bengal Police Directorate and National Insurance Co. Ltd. in getting the benefits from the scheme.

9. The terms and conditions of the scheme as mentioned above are liable to change at the time of renewal of the scheme.

(N. Mukherjee)
Director General & Inspector General of Police
West Bengal

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Police Order No.19 of 2012

Sub:- Action to be taken in compliance with the provision as laid down in section 174A, IPC, 1860.

Ref: Section 82 of the Code of Criminal Procedure, 1973.

With reference to the subject noted above, it is to inform you that the provision as laid down in section 174A of IPC, 1860, requires to be invoked in case of Non appearance in response to a proclamation under section 82 of Code of Criminal Procedure. However, it has come to notice that the provision of section 174A IPC has not been scrupulously followed in appropriate cases involving violation of the provision of the said section 82 of the Code.

Accordingly, instruction is hereby passed to press into service the provision as laid down in the said section 174A IPC, 1860 in appropriate cases, to strengthen the justice delivery system.

(N. Mukherjee)
Director General & Inspector General of Police
West Bengal

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Police Order No. 20 of 2012

Sub:- Nodal Officer - BPR&D Central Committee - related to Women Police.

As recommended by the BPR&D, Ministry of Home Affairs, Government of India vide letter no. 32/7/2012-RD/Conf. dated 12.09.2012, it is hereby ordered that all the unit heads of West Bengal Police will appoint a Nodal Officer of adequate seniority for their unit to coordinate with and assist the BPR&D Central Committee and to address issues related to Women in Police of the State. Please also ensure that all women employees working in your unit should be made aware of their Nodal Officers on periodic basis so that any grievance or issue related to their professional or personal well-being may be brought into notice of the Unit Heads through such Nodal Officers.

To avoid any dislocation due to transfer, retirement etc., such appointment should be done against a particular designation and post instead of an individual officer's name. You are requested to appoint such Nodal Officer within three days of receipt of this order and send compliance report to the West Bengal Police Directorate immediately for compilation and onward submission to the BPR&D, Ministry of Home Affairs, Government of India. Regular Landline Nos. with STD code of all such Nodal Officers should be mentioned to ensure proper communication. IGP (A) is appointed as Nodal Officer of the West Bengal Police Directorate.

(N. Mukherjee)
Director General & Inspector General of Police
West Bengal

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Police Order No. 21 of 2012.

Sub:- RAF component in Districts/ Commissionerates/ GRPs.

It is noticed that Districts/ Commissionerates/ GRPs often send requisition for deployment of RAF in connection with Law & Order issues. The units usually retain this force beyond stipulated period of deployment as a result of which their strength at respective headquarters gets depleted. Therefore, extreme difficulties occur for redeployment of this component of force in Law & Order exigencies. Recently, services of good number of well trained constables are placed with Districts/ Commissionerates/ GRPs on being posted out from SAPs.

In view of above, it is felt expedient to create a RAF component of following strength in each of your unit utilizing added resources with immediate effect:-

- i) Districts/ Commissionerates – RAF component of 3 SI, 6 ASIs and 75 Constables per Districts/ Commissionerates
- ii) GRPs – RAF component of 1 SI, 3 ASIs and 27 Constables per GRPs.

All of them should be trained regarding use of non-lethal weapons and riot drill. The entire detailment should be placed under overall charge of RI of respective Districts/ Commissionerates/ GRPs. A dedicated set of officers and men should be placed at disposal of concerned RI to impart suitable training for above purpose.

A report of compliance should be sent.

(N. Mukherjee)
Director General & Inspector General of Police
West Bengal

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POLICE ORDERS-2013

Police Order No. 01 of 2013

Sub:- Comprehensive directives for Disaster Management Group of West Bengal Police.

Preamble :-

Disaster Management Group, West Bengal Police has been functioning under Police Order No. 24 of 2009, Order of DG & IGP dated 19.04.2011, and other orders. The present Police Order is meant to converge existing instructions, and add new ones, based on current circumstances, and existing guidelines of Government.

This Police Order consists of the following 4 (four) sections:

- A) Policy Issues;
- B) Outfitting;
- C) Preparation;
- D) Mobilisation.

A) Policy Issues :-

A1) For proactive preparation concerning different types of disasters in West Bengal, a meeting was held on 25.06.2012 in the chamber of Chief Secretary, West Bengal. **Four additional Squads of DMG are being raised** on the directions of Chief Secretary in that meeting and minuted accordingly in Memo of IGP (HQ), WB vide No. 86 /IGP (HQ) dated 27.06.2012. **With the existing 3 Squads, the total will now become 7 Squads.**

All these seven Squads are to function in the following manner, in supersession of earlier Police Order No. 24 of 2011 dated 14.12.2011.

A2) The DMG as a whole is to be known as Disaster Management Group, West Bengal Police. DMG Groups in individual Battalions will now be known as **DMG Squads**, e.g. DMG Squad of Kasba / SAP 4th Bn. etc. Within each Squad, specialised branches such as Medical First Responders (MFR), Collapsed Structures Search & Rescue (CSSR) etc. are to be known as **Teams**, e.g. CSSR Team of Kasba Squad of DMG, WBP.

A3) These seven DMG Squads will cater to disasters in different districts / Police Commissionerates in the following manner:

- i) **SAP 6th Bn., Barrackpore** :- North 24 Parganas / Bidhannagar Police Commissionerate / South 24 Parganas.
- ii) **SAP 7th Bn., Asansol** :- Burdwan / Birbhum / Asansol-Durgapur Police Commissionerate / Hooghly.
- iii) **SAP 4th Bn., Kasba** :- Uttar Dinajpur / Dakshin Dinajpur /Malda.
- iv) **SAP 9th Bn., Krishnagar** :- Nadia / Murshidabad.
- v) **SAP 13th Bn., Barjora** :- Bankura / Purulia / Purba Medinipur / Paschim Medinipur.
- vi) **SAP 8th Bn., Barrackpore** :- Howrah Police Commissionerate / Howrah (Rural) / Barrackpore Police Commissionerate.
- vii) **SAP 10th Bn., / 12th Bn., Dabgram** :- Siliguri Police Commissionerate / Darjeeling / Jalpaiguri / Cooch Behar.

As far as possible, each Squad will cater to the districts / Commissionerates noted above. GRPs will be catered to on the basis of the DMG Squad responsible for the adjoining district. For major disasters, understandably, more than one DMG Squad may be deployed for a single district / Commissionerate.

A4) As desired in the meeting of the Chief Secretary on 18.01.2011 regarding operationalising the State Disaster Response Force (SDRF), **the DMG of West Bengal**

Police will primarily specialise in Search And Rescue operations during Floods, Landslides and in Collapsed Structures and rail accidents.

A5) DIG (AP), Barrackpore assisted (until further orders) by Assistant Commandant, Shri Pabitra Ghosh (to be known as AC DMG) will be the **Coordinating Officer** for raising, equipping and training of Disaster Management Group. **The overall Nodal Officer** will be IGP (A), WB. In each of the DMG Squads, there will be one Inspector detailed as **Coordinating Inspector** who will keep liaison with IGP (A) and DIG, AP, Barrackpore. IGP (A), WB and DIG, AP, Barrackpore will **jointly keep in touch with Government** regarding release of funds etc. and liaison with Secretary and Joint Secretary of Disaster Management.

A6) The **Command Structure of DMG** will be as follows:

The Coordinating Inspector heading each DMG Squad will report to his own CO, who will report to DIG (AP), Barrackpore, who will report to IG (A), who will report to DG & IGP.

A7) Each Coordinating Inspector in a Squad will be assisted by **2 (two) SIs**. There will be a total of **8 (eight) ASIs** in each Squad. Each Team as specified in Clause B1 below, will be commanded by an ASI. Officers and men of any rank can be from Armed Branch or from Un-Armed Branch. Each of the seven DMG Squads will have **70 Constables each**, in addition to the officers above. The existing Squads will be immediately enlarged and trained to that extent.

A8) DIG (AP), Barrackpore, assisted by AC DMG as designated above, will ensure that the Coordinating Inspector of each Squad, accompanied by a small team, visits the districts / Commissionerates of the catchment area of that DMG Squad, and interacts with the senior officers, **to get to know the nature of disasters that may take place therein and the likely response of the concerned DMG Squad**. Movement, accommodation, and comprehensive logistical support by the district to the DMG Squad must be worked out in advance at this stage, and reduced to writing.

A9) Under the guidance of DIG (AP), Barrackpore, the COs in-charge of each DMG Squad will ensure the **collection** of the following data from the districts / GRPs / Commissionerates and **distribute** to the other COs in-charge of DMG and to DIG (AP), Barrackpore as well as IG (A):

- (i) Maps showing roads, railways, helipads and topography.
- (ii) Important contact details such as land lines, mobile numbers, e-mail, fax numbers, including Civil Sectors such as DM's hierarchy, Health Sector, Hospitals, possible accommodation etc.

A10) DIG (AP) Barrackpore will put up a reasoned proposal for sanctioning of a **Special Pay of 30%** for non-gazetted DMG personnel because of the high degree of personal risk involved and far better physical fitness required.

A11) DMG personnel, from AC DMG downwards, are **not to be deployed for Law & Order** or other non-DMG purpose without the express direction of DG & IGP.

A12) The ultimate aim would be to bring the 7 (seven) raised, trained and equipped Squads of DMG under one newly created **DMG Battalion**, with a CO specifically for the DMG Battalion. This DMG Battalion will have the 3 (three) Branches of operations, training and equipment maintenance, and administration. The maximum number of DMG personnel are to be in operations, with a bare minimum in administration.

A13) The DMG Battalion, once raised, will have its own **flag, symbol and uniform**. Until such time that the Battalion is created, DIG (AP), Barrackpore should propose a separate and distinctive uniform for the DMG.

B) Outfitting:

B1) Each of these seven DMG Squads will be self-contained, in the sense of each having a **CSSR Team** (20 personnel), **MFR Team** (10 personnel), **Deep Diving / Surface Water Rescue Team** (20 personnel), **Mountaineering / Rock Climbing Team** (10 personnel), and **High Rise Buildings Team** (10 personnel).

There should be **redundancy in training**, so that each person is trained in more than one purpose.

Fire Fighting Team is to be phased out. The existing personnel will be retrained and redeployed in other Teams. No Fire Fighting Equipment has yet been purchased.

B2) Training, wherever possible, will be at reputed and relevant institutions such as NISA (Hyderabad), NDRF Bn. (of BSF) at Badu, NDMA etc. More specialized training may be obtained elsewhere, such as Mountaineering at Himalayan Mountaineering Institute, Darjeeling or Deep Water Rescue at Sea Explorers' Institute, Outram Ghat, Kolkata or Indian Life Saving Society, Kolkata. Specifically, the DMG Squads of Kasba and Siliguri are to be given specialized Mountaineering training at Himalayan Mountaineering Institute, Darjeeling.

Other Squads, particularly Barjora Squad, may also be trained in Mountaineering. Further, **High Rise Buildings Training** is to be given to at least 10 members in each Squad. NISA and private suppliers of equipment may be utilized for High Rise training.

DMG will increasingly send intelligent personnel for **TOT** in various specializations, **so that in-service training becomes as important as outside training** by specialized agencies.

B3) Training of DMG personnel will be totally **processed** by PER/GA Branch or by IPS Cell, (Both of WBPD), depending upon rank, and not through Training Branch. Besides this, the matters pertaining to procurement of equipments and raising/formation of Squads, set up etc. should be dealt with by EQ (MOD) and ORG Branch respectively.

Ultimately, WBPD will move towards a system where a **single Dealing Assistant in WBPD** will deal with all these 3 (three) aspects, excepting the work assigned above to IPS Cell. IG (A) will initiate the necessary proposal.

B4) For the purpose of getting to know the market availability of more modern and more appropriate equipment, DIG (AP), Barrackpore and IG (A) will keep in close touch with NDRF, NDMA, DMG of Kolkata Police and specialized bodies such as Sea Explorers' Institute. In the case of purchase of DMG equipment, DIG (AP), Barrackpore would be responsible for timely submission of Utilization Certificates to WBPD, from where they will be forwarded to Government by IG (A).

B5) DMG personnel of non-gazetted rank will remain in DMG for a **maximum of 3 (three) years**, unless there are emergent grounds recommended by DIG (AP), Barrackpore and approved by IG (A). After the special pay is sanctioned, this maximum duration will become 5 years for personnel covered by special pay.

B6) The **maximum age** of DMG personnel will be 35, for Non-Gazetted Police Personnel. The corresponding **weeding - out process** is to be implemented in phases. As long as the maximum stay is 3 years (Clause B5), 1/3 of DMG personnel will be replaced every year. Correspondently, when the maximum stay becomes 5 years, 1/5 will be replaced each year. For future entrants into DMG, the maximum age of entry is to be 32. **Any transfers out of DMG must have the consent of DIG (AP) Barrackpore, and IG (A).**

B7) In the Kolkata visit by NDMA members Shri Duggal and Shri Singh on 04.12.2012, **it was clarified that equipments and materials to be purchased by state DMG need not be exactly the same as those purchased by NDRF.** Rather, the state DMG may purchase materials/equipments depending upon local needs and circumstances, which would be regularized by NDMA.

B8) The Coordinating Inspector of each DMG Squad will be responsible for daily training, discipline, welfare, maintenance and safe custody of equipment and vehicles, and implementation of instructions relating to DMG.

B9) DIG (AP), Barrackpore will put up **proposals for creation of infrastructure** for each DMG Squad (and ultimately the DMG Battalion) with special reference to **accommodation** and **stores**. After the proposal stage, the supervision of the creation of the assets, and the upkeep of the assets thus created, will be the responsibility of the concerned CO.

B10) IGP (A), WB & DIG, AP, Barrackpore will make **proposals for AMC** of the costly equipments that have been obtained, and move Government accordingly. The AMC

will be made out in the designation of the CO in-charge of a particular Squad, and executed by him.

B11) DIG (AP), Barrackpore and IG (A) will work out the modalities of a comprehensive coverage for DMG, regarding **life insurance and medical insurance**. The coverage should include accident insurance.

C) Preparation:

C1) The present SOP for DMG is long and unwieldy. Within one month, DIG (AP) will put up a **new draft SOP** to IG (A), consisting of 4 pages, for perusal and approval of DG & IGP. Thereafter, the approved SOP will be communicated to Government.

C2) Team Commanders, currently of Constable rank, presently instruct their team members in English. This will be erratic and unreliable in times of crisis. DIG (AP) will, with the assistance of AC DMG, draw up a comprehensive **list of Bengali commands, in Roman Bengali**, for the practical functioning of DMG.

C3) All concerned COs will hold a **demo of the Squad and Teams under him** every 4 (four) months, and send a small number of still photographs subsequently to DIG (AP) Barrackpore and IG (A).

D) Mobilisation:

D1) The DMG or any component unit **will move only** by the direction of DG & IGP, WB, ADG (L&O), IG (A) or DIG (AP), Barrackpore, except for regular training. Administrative and welfare control will remain with the concerned COs, under the superintendence of DIG, AP, BKP and IGP (A).

D2) Existing DMG Squads **may utilize the skilled local resources** as per availability in various districts with the assistance of respective S.Ps / C.Ps for disasters like flood, drowning etc.

D3) When a unit DMG moves for operational reasons, CPs / SPs / SRPs along the line of route / in the operational area are to give the DMG unit **every possible assistance**.

D4) Each CP / SP / SRP will draw up an SOP of possible disasters in his jurisdiction and submit to IG (A) within one month. The SOP must also contain the name and mobile no. of a Disaster Management Nodal Officer of Addl. SP rank, which must be updated and intimated within one week of any change.

(N. Mukherjee)

**Director General & Inspector General of Police
West Bengal**

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Police Order No. 02 of 2013

Sub:- Digha Police Holiday Home at Digha.

The Director General and Inspector General of Police, West Bengal, after careful consideration, has made the following amendments to the rules for the occupation of Digha Police Holiday Home at Digha, District Purba Medinipur.

Rule – 3 Para (A)

A consolidated charge as noted below per room per day will be charged from the occupant. The charge includes room rent, electricity charge, sweeping charges and charges on account of 1st issue of Linen.

Sl. No.	Rank	Rate per day per room (₹) (including electricity charge)
i)	HG/NVF	60/-
ii)	LDA/Constable/PD/HPD	90/-
iii)	UDA/ASI/JCO	120/-
iv)	SI	150/-
v)	Inspector	200/-
vi)	Government Employees other than West Bengal & Kolkata Police	350/-
vii)	Public (Referred by Government Officials)	400/-

These amendments will be enforced w.e.f. 1st April 2013.
Other Rules will remain unchanged.

(N. Mukherjee)
Director General & Inspector General of Police
West Bengal

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Police Order No. 03 of 2013

Sub:- Central Deputation/Foreign Deputation/Deputation to any State Government.

It is felt that the details of police officers and personnel posted on deputation to units outside West Bengal Police are presently not being maintained in a comprehensive manner at the West Bengal Police Directorate. In modification of all previous orders and practices in this connection, it is ordered that Special Inspector General & Deputy Inspector General of Police (Headquarters), West Bengal will now work as the Nodal Officer in respect of all cases of Central Deputation/Foreign Deputation/Deputation to any State Government other than Government of West Bengal and deputation to any non-police unit within the State of West Bengal up to the rank of Deputy Superintendent of Police. However, the service matters of different ranks will continue to be maintained in the respective sections and supervision will be done by the designated senior officers working in West Bengal Police Directorate as per existing distribution of work. A centralized list of all postings on deputation will be maintained with the Nodal Officer with all details like posting notification/G.O., release details, scheduled date of return of the concerned officer/police personnel. A monthly Status Report will be collected by the Org. Section of West Bengal Police Directorate from concerned Sections and the statement showing such details will be updated and placed before the Nodal officer every month. The Nodal Officer will coordinate with concerned units/section as and when required for any deputation related matter as may be endorsed by the Director General & Inspector General of Police, West Bengal.

(N. Mukherjee)
Director General & Inspector General of Police
West Bengal

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Police Order No. 04 of 2013.

Sub: Approval for bifurcating of Kona Expressway Sub-Traffic Guard into Kona Sub-Traffic Guard and Unsani Sub-Traffic Guard dividing the existing sanctioned strength of Kona Expressway Sub-Traffic Guard.

Ref: Police Order No. 11 dated 20.07.2011.

To improve the effective Traffic Management along the Kona Expressway and also increasing passenger flow of Santragachi Railway Station, it is needed to bifurcate the Kona Expressway Sub-Traffic Guard into Kona Sub-Traffic Guard and Unsani Sub-Traffic Guard by splitting up the existing sanctioned strength of Kona Expressway Sub-Traffic Guard to spell out the duties and responsibilities of each such traffic guards specifying respective jurisdiction.

It is, therefore, ordered that the existing strength of Traffic Police Personnel in Kona Expressway Sub-Traffic Guard is divided into the following 02 (two) Sub-Traffic Guards.

Name of the Sub-Traffic Guard	Name of the proposed Sub-Traffic Guard	Strength			
		SI	Sergeant	Ar. ASI	Constable
Kona Expressway Sub-Traffic Guard	Kona Sub-Traffic Guard	1	1	2	30
	Unsani Sub-Traffic Guard	1	1	1	20
Total		2	2	3	50

Commissioner of Police, Howrah will issue orders regarding jurisdiction of Sub-Traffic Guards.

(N. Mukherjee)
Director General & Inspector General of Police
West Bengal

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Police Order No. 05 of 2013

Sub:- Acceptance of any Equipment as Donation, Gift etc.

It has come to notice that one of the Commissioners of Police under West Bengal Police accepted 2 (two) small vehicles on donation for use in the Police Commissionerate under his charge and subsequently sought post facto approval. Since use of vehicles for Police work needs recurring, expenditure in terms of maintenance as well as fuel charges and have requirement of providing for drivers either from Police Force or any of its auxiliary forces, therefore, it is incumbent upon the Commissioners of Police/ Superintendents of Police/ Units in-charge to obtain approval of the Competent Authority before acceptance of any equipment including vehicles from any source as donation, gift etc. The Officers are reminded that 'Direction and Administration' of West Bengal Police vests only in the officer duly appointed by the Government to the post of DG & IGP, West Bengal as Head of the Police Force, whereas the control or

‘superintendence’ in the State Government. Hence, the officers appointed to the field commands of Commissionerates / Districts should not be seen as transgressing their administrative and financial powers by such acts.

2.Details of any such donation or gift already taken should also be made available to West Bengal Police Directorate immediately.

(N. Mukherjee)
Director General & Inspector General of Police
West Bengal

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Police Order No. 06 of 2013

Sub:- Supervision and Control of Dy. SP in-charge of DG’s Control Room.

Section XXIV of Rules of Business on the West Bengal Police Directorate, 1976, deals with Inspector General’s Control Room for the object mentioned in Rule 227 of the said Rules. The cl (C) of Rule 229 lays down that the Dy. SP in-charge of the said Control Room will be responsible for supervision and control of the police orderly staff in the Police Directorate. But it has been noticed that said Rule is not followed properly at West Bengal Police Directorate.

Therefore, it is ordered that henceforth, all the police personnel (in the rank of Inspector and downwards) attached to West Bengal Police Directorate shall work under the direct supervision and Control of Dy. SP in-charge of Control Room in place of present system for the sake of better administration and discipline. Dy. SP, Control Room, West Bengal Police Directorate will be assisted by One Inspector of Police for this purpose.

(N. Mukherjee)
Director General & Inspector General of Police
West Bengal

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Police Order No. 07 of 2013

Sub :- Counter-Insurgency and Anti-Terrorism School of West Bengal.

1. **Establishment of Counter-Insurgency and Anti-Terrorism School:** Temporary Counter -Insurgency and Anti-Terrorism School (CIAT) is set up in LWE-affected States under a Plan Scheme of Govt. of India, Ministry of Home Affairs. In implementation of that Scheme, Govt. of India, Ministry of Home Affairs approved setting up of one CIAT School in the State of West Bengal vide letter No. 57/25/2009-Trg.III/BPR&D dt. 27/10/2010 of B.P.R & D., New Delhi. Accordingly, the only CIAT School of the State has been set up at E.F.R. Brigade Campus, Salua, Dist. – Paschim Medinipur with post-facto approval of the State Govt. conveyed in Home (Police) Deptt., Govt. of West Bengal Notification No. 5316-PL/HP/PB/2S-4/10(Pt) dt. 02/11/2012. The CIAT School at Salua, Dist. – Paschim Medinipur has become functional with effect from 01/9/2011.

2. **Objective of Counter-Insurgency and Anti-Terrorism School:** The main objective of the CIAT School is to impart training in Counter-Insurgency and Jungle Warfare to the members of Police Force (from Constable to Sub-Inspector in both Armed & Un-Armed Branch) which, followed by in-service training and Refresher

Course, will make the Police personnel of LWE-affected States adept in responding effectively to the threats originating from the extremists.

3. **Framework and Policy Guidelines :** The School is temporary one set up under 11th Five Year Plan and will continue in 12th Five Year Plan also as decided by M.H.A., Govt. of India. After 31st March, 2017, onus of running the School will lie with the State unless M.H.A., Govt. of India decides to continue the Scheme in 13th Five Year Plan period.

Govt. of India will provide fund for (i) raising temporary Infrastructure, (ii) up-gradation of Infrastructure, (iii) up-gradation of Equipment & (iv) payment of Trainers' Remuneration as per Orders/Guidelines issued by B.P.R & D., New Delhi from time to time. State Govt. will have to meet all other expenditure and provide Administrative support.

4. **Administrative Set up :**

(i) **Principal :** There will be a 'Principal' of the CIAT School as Administrative Head of the School. Commandant, E.F.R., 1st Bn., Salua, Paschim Medinipur has been declared by State Govt. as the 'Principal' of the CIAT School at Salua, Paschim Medinipur vide G.O. No. 2447-PL dt. 12/6/2012.

(ii) **Vice-Principal:** 'Principal', CIAT School may, if required, submit to the Director General & Inspector General of Police, West Bengal a proposal to appoint an Assistant Commandant from EFR, 1st Bn. as the 'Vice-Principal' of the School to assist him in the day to day administrative work.

(iii) **Nodal Officer of the School :** Spl. Inspr. Genl. & Deputy Inspr. Genl. of Police, A.P., E.F.R., Salua has been nominated by the Director General & Inspector General of Police, West Bengal as 'Nodal Officer' in respect of the CIAT School at Salua, Paschim Medinipur to (i) supervise and provide guidance & oversight in the matter of imparting uninterrupted Training in the School and (ii) co-ordinate with West Bengal Police Directorate in all administrative matters of the School vide W.B. Police Directorate memo. No. 2229/Fin/B dt. 19/6/2013.

(iv) **Nodal Officer of the State :** The Addl. Director Genl. & Inspector General of Police (O), W.B. has been nominated by State Govt. to act as the 'Nodal Officer' of the State of West Bengal in respect of the CIAT School at Salua with the authorization to sign a fresh MoU on behalf of Govt. of West Bengal and also to attend the meetings convened by BPR&D/MHA, Govt. of India in the matter of CIAT School.

(v) **Board of Officers to Monitor functioning (including Selection of Trainers / Instructors) of CIAT School, Salua :** There will be a 'Board of Officers to Monitor functioning (including Selection of Trainers / Instructors) of CIAT School, Salua' to monitor functioning of the School and to select Trainers for the School. The Board constituted by the Director General & Inspector General of Police, West Bengal vide W.B. Police Directorate memo. No. 3009/Fin/B dt. 09/9/2013 will be as follows.

1.	Additional Director General of Police (Law & Order), W.B.	Chairman
2.	Director, Directorate of Security, W.B.	Special Invitee
3.	Additional Director General of Police (O), W.B.	Member Convener and 'Nodal Officer' of the State for CIAT School
4.	Inspector General of Police (Law & Order), W.B.	Co-opted Member
5.	Spl. Inspector General & Dy. Inspector General of Police, A.P., E.F.R.	Member Secretary

6.	Dy. Inspr. General of Police, A.P., Barrackpore	Member I
7.	Deputy Inspector General of Police (O), W.B.	Member II
8.	Deputy Inspector General of Police (Training), W.B.	Member III
9.	Commandant, E.F.R., 1 st Bn., & Principal, CIAT School, Salua, Paschim Medinipur	Member IV
10.	Joint Director (Accounts), W.B. Police Directorate.	Co-opted Member
11.	Sri D. Krishna Prasad, Consultant, C.I.F., W. B.	Co-opted Member

5. **Training Set up :**

(i) **Training Course :** Duration of a Training Course will be of 08 weeks having 45 working days. Training will be imparted as per Syllabus prepared and furnished by B.P.R & D., New Delhi vide their letter No. 57/25/2009-Trg.III/BPR&D dt. 27/10/2010. Besides the training as per B.P.R & D.'s syllabus following exercises will also be emphasized -

- (1) Conduct of Classes on Jungle Survival & De-mining Operations
- (2) Participation of Trainees after completion of training in Jungle Operations for minimum 2 weeks to get practical experience
- (3) Case Studies on Naxal Modus operandi, Attack on Police Stations/Police Posts/Police personnel/S.P.O.s/ Vital Installations & Political Leaders
- (4) Weekly Firing Practice
- (5) Night Firing Practice
- (6) Disposal of IEDs under supervision of IED experts
- (7) Weekly Night Route Marches with Compass / GPS
- (8) Two week Refresher Course once in two years for all those who have undergone Training in this School

The Principal, CIAT School, Salua, Paschim Medinipur shall prepare a Standing Order of Dos & Don'ts for the Trainees who shall be briefed accordingly in the inaugural class of Training. Barrack and Mess Rules should also be strictly enforced.

No Leave shall be granted to the Trainees during the Training Period except on special /compassionate ground duly considered by the Principal, CIAT School, Salua, Paschim Medinipur

An examination shall be held in the last week of the Training Course. The Principal, CIAT School, Salua, Paschim Medinipur assisted by the Vice-Principal and Supervisor of the School shall arrange for the examination and nominate the question-paper setter(s) & examiner(s) for each subject from among the Trainers. Result of the examination shall be declared by the Principal, CIAT School, Salua, Paschim Medinipur on the concluding day of the Training Course.

(ii) **Trainers :** The CIAT School will have 06 JCO/Subedar and 12 NCO/Havildar as 'Trainers' as prescribed by B.P.R & D., New Delhi. These Trainers may be ex-Army or ex-CAPF personnel but should have experience as Trainer / Instructor in Counter Insurgency and Anti-Terrorism subjects at any Army / CAPF Training Centres especially in the Centres which impart training to personnel in Jungle Warfare and Weapons & Tactics. Trainers should not be more than 62 years of age. The Trainers will be selected by the 'Board of Officers to Monitor functioning (including Selection of Trainers / Instructors) of CIAT School, Salua' and appointed by the Principal, CIAT

School on contract basis for a year or more. The monthly Remuneration of a JCO/Subedar will be Rs.20,000/= all told and that of a NCO/Havildar will be Rs.15,000/= all told. No. of JCO/Subedar and / or NCO/Havildar as Trainers and the amount of Remuneration payable to the Trainers may change subject to approval of MHA, Govt. of India.

The CIAT School will also have a 'Supervisor' to supervise the work of the Trainers as prescribed by B.P.R & D., New Delhi. The Supervisor should be an ex-Army or ex-CAPF Officer in the rank of Colonel / Lt. Colonel / Commandant having proficiency in the areas relating to Counter Insurgency and Jungle Warfare, Leading Combat Teams, etc. The Supervisor should not be more than 62 years of age. The Supervisor will be selected by the 'Board of Officers to Monitor functioning (including Selection of Trainers / Instructors) of CIAT School, Salua' and appointed by the Principal, CIAT School on contract basis for a year or more. The monthly Remuneration of the Supervisor will be Rs.50,000/= all told. Remuneration payable to the Supervisor may change subject to approval of MHA, Govt. of India.

The Govt. of West Bengal has created 06 posts of JCO/Subedar & 12 posts of NCO/Havildar with effect from 01/9/2011 and 01 post of Supervisor with effect from 01/10/2011 for the CIAT School at Salua and retained those post of Supervisor (up to 30/9/2016) and JCO/Subedar & NCO/Havildar (up to 31/8/2016) vide G.O. No. 2608-PL dt.30/8/2013.

(iii) **Trainees** : Trainees will be Police personnel (not above 45 years of age) in the Ranks of Constable / A.S.I. / S.I. (both Armed & Un-armed Branch) from all the Districts / Battalions / Units to be selected by the Additional Director General & Inspector General of Police (Law & Order), W.B. No. of Trainees to undergo a course of Training should be 150-200 and No. of Trainees to be drafted from the Districts / Battalions / Units for a course of Training will be allocated by the Additional Director General & Inspector General of Police (Law & Order), W.B. A 2-week long pre-course training should be arranged in the selected Districts / Battalions / Units for the Trainees to ascertain the Physical efficiency, Endurance level & Basic knowledge before sending them for training in CIAT School.

iv) **Training Calendar** : The Principal, CIAT School, Salua, Paschim Medinipurin consultation

with the Nodal Officer of the School shall prepare an Annual Training Calendar (April to March) and submit the same by last week of January every year through Training Branch to the Director General and Inspector General of Police, West Bengal for approval. It should be ensured that a minimum of 5 (five) courses of training is held in every year.

6. **Annual Inspection of CIAT School, Salua** : An Annual Inspection of the CIAT School should be made by the Inspector General of Police (Law & Order), West Bengal / Addl. Director General of Police, Training, W.B. to assess the following matters.

(i) Utilisation of Central Grant / State Fund released

(ii) Quality of Training.

(iii) Up-gradation of Infrastructure

(iv) Up-gradation of Equipments / Logistic support.

(N. Mukherjee)

**Director General & Inspector General of Police
West Bengal**

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Police Order No. 08 of 2013

Sub:- Transfer of Request to SCRB under RTI Act, 2005.

In connection with requests for information under R.T.I. Act '05 (22 of 2005), when information is requested from West Bengal Police Directorate regarding several districts/ units of West Bengal Police and when such information is available in State Crime Records Bureau, West Bengal as envisaged under RTI Act 2005, it is hereby ordered that State Public Information Officer of West Bengal Police Directorate will transfer the request to State Public Information Officer of State Crime Records Bureau U/S 6(3) of RTI Act for such action as is permitted by RTI Act '05.

(Adm/C-25/2008 (pt-120))

**((N. Mukherjee))
Director General & Inspector General of Police
West Bengal**

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