

WEST BENGAL POLICE GAZETTE



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KOLKATA, FRIDAY, 29TH NOVEMBER, 2019

P A R T - I
GOVERNMENT OF WEST BENGAL
Home & Hill Affairs Department
Police Establishment Branch
Nabanna, 325, Sarat Chatterjee Road
Mandirtala, Shibpur, Howrah - 711 102

No. 3037(13)-PL/PB/4P-09/14

Date : 30.09.2019

From: Shri K. Chowdhury,
Deputy Secretary to the Government of West Bengal.

To: (1) Director General & Inspector General Police, West Bengal, (2) The Commissioner of Police, Kolkata, (3) PS to MIC, Judicial Department, Govt. of West Bengal (4) Sr. P.S. to Chief Secretary, West Bengal, (5) Sr. P.S. to Additional Chief Secretary, Home & Hill Affairs Department, Govt. of West Bengal, (6) Principal Secretary to Hon'ble Chief Minister, West Bengal, (7) The State Security Advisor, West Bengal, (8) Sr. P.S. to Secretary, Law Department (9) Sr. P.S. to Secretary, Co-Ordination, Home & Hill Affairs Department, (10) The Additional Chief Secretary, Finance Department, Government of West Bengal, (11) Director, Prosecution, West Bengal, (12) The Secretary, Judicial Department, Govt. of West Bengal, (13) Secretariat Library

Sub. : **Gazette Notification regarding Shifting of Directorate of Prosecution from Judicial Department to Home & Hill Affairs Department, W.B.**

The undersigned is directed to send herewith the under mentioned Gazette Notifications regarding the subject mentioned above for his kind information and taking necessary action in this regard :

1. 68/Secy(C)/19 dated 02.08.2019
2. 2860-PL/PB/14M-131/2019 dated 12.09.2019

Encl : As above.

Sd./-
Deputy Secretary
to the Government of West Bengal

THE KOLKATA GAZETTE



Extraordinary Published by Authority

SRAVANA 23] WEDNESDAY, AUGUST 14, 2019 [SAKA 1941

PART-I –Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

GOVERNMENT OF WEST BENGAL

Home & Hill Affairs Department

Nabanna, 325, Sarat Chatterjee Road

Howrah – 711 102

ORDER

No. 68/Secy(C)/19

date 02.08.2019

WHREAS Section 25(3) of the Criminal Procedure Code states that the Director of Prosecution shall function under the administrative control of the Head of the Home Department in the State :

WHEREAS the Judicial Department now oversees the Directorate of Prosecution in West Bengal;

Now, therefore, the Governor is pleased to direct that the Judicial Secretary will send files to/ consult the Additional Chief Secretay in charge of the Home Deartment for prosecution matters, and the files/matters emanating from the Directorate of Prosecution will thus come through the Judicial Department to the Head of the Home Department in the State in compliance of the provisions of the Criminal Procedure Code.

The Order shall take immediate effect.

By Order of the Governor,

MALAY KUMAR DE

Chief Secretary to the Government of West Bengal

Registered No. WB/SC-247

No. WB(Part-I)/2019/SAR- 797

THE KOLKATA GAZETTE



Extraordinary Published by Authority

BHADRA 28] THURSDAY, SEPTEMBER 19, 2019 [SAKA 1941

PART-I –Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury etc.

GOVERNMENT OF WEST BENGAL
Home & Hill Affairs Department
Nabanna, 325, Sarat Chatterjee Road
Howrah – 711 102

CORRIGENDUM

No. 2860-PL/PB/14M-131/2019, dated Howrah the 13th day of September, 2019 - In the Order No. 68/Secy(C)/19 dated 02.08.2019, published in the Kolkata Gazette Extraordinary, on 14th August, 2019,-

In paragraph 1, for the words, figures and brackets, “Section 25(3) of the Criminal Procedure Code”, the words, figures and brackets, “sub-section (3) of section 25A of the Code of Criminal Procedure, 1973 (2 of 1974)” shall be submitted.

The Corrigendum Order shall come into force with immediate effect.

By Order of the Governor,
Molay Kumar Dey
Chief Secretary to the Government of West Bengal

Org.No. 1361/IPS Cell/HA
IPS Cell/HA-01/2019

Dated.13.11.2019(.)

Notification No. 1733-P.S Cell /H.R/O/3P-03/2018 Dated, the 13th November, 2019 of Govt. of West Bengal, Home & Hill Affairs Department, P.S. Cell is reproduced below for information and necessary action of all concerned (.) QUOTE (.) The Governor is pleased to appoint the following IPS Officers to the posts noted against each of them, on transfer with effect from the date of assuming their charges and until further orders:

SL.No.	Name	Present Posting	Place of Posting
1	Arnab Ghosh, IPS	CO, SAP 2 nd Bn.	SP, WBPRB
2	C. Sudhakar, IPS	SSP (Co-ordination), North 24-Parganas	SP, Barasat [will also supervise the work of SP, Basirhat and Bongaon Police Districts]
3	Smt. R.V. Ramya Bharati, IPS	DC, KAP 1 st Bn.	DC, KAP, 4 th Bn.
4	Biswajit Ghosh, IPS	DC, KAP, 4 th Bn.	DC, KAP 1 st Bn.

These appointments are made in the interest of public service.

By Order of the Governor,

Sd/-

Additional Secretary

(.) UNQUOTE (.)

Formal order follows (.) (.)

Sd./-

(H.K. Kusumakar)
IGP, Personnel, WB

GOVERNMENT OF WEST BENGAL
Home & Hill Affairs Department
Police Establishment Branch
Nabanna, Howrah – 711 102.
NOTIFICATION

No. 2983-PL/PB/4P-18/12 dated 25.09.2019 : In exercise of the power conferred by clause(s) of section 2 of the Code of Criminal Procedure, 1973 (2 of 1974) and in modification of all previous Notifications relating to the areas included within the **Jalangi Police Station in the district of Murshidabad** and the boundaries of that area, the Governor is hereby pleased to declare that on and from the date of publication of this Notification in the Official Gazette the **Jalangi Police Station in the district of Murshidabad** shall consist of and include the areas and the boundaries, the description of which have been given below :-

THE SCHEDULE
JALANGI POLICE STATION

Description of Boundaries	Sl. No.	Name of Mouzas	J.L. No.	Remarks
The jurisdiction of Jalangi Police Station is bounded on the North :- By the outer boundaries of mouzas Udayanagar, Khanda, Paraspur Diar, Paraspur, Dayarampur, Raghunathpur, Ghanashyam Chak, Barabil Raghunathpur and Faridpur. West :- By the outer boundaries of mouzas Faridpur, Tikarbaria Kalkihara and Bhaduriapara. South :- By the outer boundaries of Mouzas Bhaduriapara, Tikarbaria, Kalkihara, Bilaspur, Nachharerpara, Paschim Sahebrampur, Madhubona and Dakshin Ikuri. East :- By the District Boundary.	1	Paraspur	15	P.S. Jalangi
	2	Dayarampur	16	- Do -
	3	Raghunathpur	17	- Do -
	4	Ghanashyamchak	18	- Do -
	5	Barabil Raghunathpur	25	- Do -
	6	Muradpur Arazi	26	- Do -
	7	Nandalalpur Arazi	27	- Do -
	8	Nandalalpur	28	- Do -
	9	Jaykrishnapur	29	- Do -
	10	Muradpur Jangi	30	- Do -
	11	Uttar Ikuri	31	- Do -
	12	Madhubona	32	- Do -
	13	Paschim Sahebrampur	33	- Do -
	14	Harishankarpur	34	- Do -
	15	Arazi Sadipur	35	- Do -
	16	Paranpur	36	- Do -
	17	Sadikhann Diar	37	- Do -
	18	Bilaspur Nachharerpara	38	- Do -
	19	Sadipur	39	- Do -
	20	Faridpur	40	- Do -
	21	Tikarbaria Kalkihara	41	- Do -
	22	Bhaduriapara	42	- Do -
	23	Sarkarpara	46	- Do -
	24	Dakshin Ikuri	47	- Do -
	25	Paraspur Diar	49	- Do -
	26	Muradpur Diar	50	- Do -
	27	Paschim Char Badra	51	- Do -
	28	Udaynagar Khanda	52	- Do -
	29	Paschim Udaynagar	53	- Do -

By Order of the Governor,
Sd/-
Alapan Bandhypadhyay
Additional Chief Secretary to the Government of West Bengal
and
Home Secretary.

ORDER

Ordered that this notification be published in the Official Gazette.

Sd./-
OSD & Ex-Officio Joint Secretary
to the Government of West Bengal.

GOVERNMENT OF WEST BENGAL
Home & Hill Affairs Department
Police Establishment Branch
Nabanna, Howrah – 711 102.
NOTIFICATION

No. 2984-PL/PB/4P-18/12 dated 25.09.2019 : In exercise of the power conferred by clause(s) of section 2 of the Code of Criminal Procedure, 1973 (2 of 1974), the Governor is hereby pleased to declare that on and from the date of publication of this Notification in the Official Gazette there shall be a Police Station namely **Sagarpara Police Station in the district of Murshidabad** which shall consist of and include the areas and the boundaries, the description of which have been given below :-

THE SCHEDULE
SAGARPARA POLICE STATION

Description of Boundaries	Sl. No.	Name of Mouzas	J.L. No.	Remarks
The jurisdiction of Sagarpara Police Station is bounded on the North :- By the outer boundaries of mouzas Arazi Shib Nagar, Sahebnagar, Kazipara and Natial. West :- By the outer boundaries of mouzas Natial, Debipur, Bil Bharat Gobindapur and Damasbil. South :- By the outer boundaries of Mouzas Damasbil, Khyaramari, Harakrishnapur, Ram Prasad Chak Arazi, Baramashia, Narasingpur, Godagari and Godagari Diar. East :- By the District Boundary.	1	Bil Bharat Gobindapur	1	From P.S. Jalangi
	2	Damasbil	2	- Do -
	3	Khayramari	3	- Do -
	4	Debipur	4	- Do -
	5	Natial	5	- Do -
	6	Dhanirampur	6	- Do -
	7	Kazipara	7	- Do -
	8	Sahebnagar	8	- Do -
	9	Arazi Shibnagar	9	- Do -
	10	Sagarpara	10	- Do -
	11	Azimpur	11	- Do -
	12	Udaynagar Diar	12	- Do -
	13	Ramnaranpara	13	- Do -
	14	Godagari	14	- Do -
	15	Narsingpur	19	- Do -
	16	Arazi Sipahi Chak	20	- Do -
	17	Baramashia	21	- Do -
	18	Chak Ramprasad	22	- Do -
	19	Harekrishnapur	23	- Do -
	20	Ramprasad Chak Arazi	24	- Do -
	21	Char Gopalpur Khasmahal	43	- Do -
	22	Char Chandanpur Sahar	44	- Do -
	23	Hazrahati Mirganj	45	- Do -
	24	Godagari Diar	48	- Do -

By Order of the Governor,
Sd/-
Alapan Bandhyopadhyay
Additional Chief Secretary to the Government of West Bengal
and
Home Secretary.

ORDER

Ordered that this notification be published in the Official Gazette.

Sd/-
OSD & Ex-Officio Joint Secretary
to the Government of West Bengal.

West Bengal Police Directorate

Bhabani Bhawan, Kolkata-700027

Memo No. 1121(230) Wel/Society
Wel/Society 183-18(Pt.)

Dated. 13.11.2019

To:

- 1) All Directors General & Inspector General of Police, West Bengal (Including DG & CG, Home Guard and DG Civil Defence).
- 2) All Addl. Directors General & Inspector General of Police.
- 3) All Inspectors General of Police.
- 4) All Commissioners of Police.
- 5) All Deputy Inspectors General of Police.
- 6) All Superintendents of Police including CIF / SIG, CIF / Telecom / SCRB/ACB/ Senior Staff Officer, Home Guard / State Commandant NVF.
- 7) All Superintendents of Police, Govt. Rly. Police.
- 8) All Commandants, S.A.P Bns.
- 9) All Commandants, I.R. Bns./ SIRB.
- 10) All Commandants, EFR Bns.
- 11) Commandant, SSF Bn .

Sub:- Police Order No.04 of 2019 containing the INSTRUCTIONS FOR THE FUNCTIONING OF THE SAHAYAK WELFARE SOCIETY.

Kindly find enclosed copy of Police Order No. 04 of 2019 regarding setting up of the "Sahayak Welfare Society" for kind information and necessary action.

Sd/-
Inspector General of Police
(Welfare), West Bengal

Memo No. 1121/1 Wel/Society
Wel/Society 183-18(Pt.)

Dated. 13.11.2019

Copy forwarded to the Register-I West Bengal Police Directorate for publication of the enclosed Police Order No.04 of 2019 in the West Bengal Police Gazette.

Sd/-
Inspector General of Police
(Welfare), West Bengal

West Bengal Police Directorate
Bhabani Bhawan, Kolkata-700027

POLICE ORDER No. 04/2019

Dated. 08.11.2019

INSTRUCTIONS FOR THE FUNCTIONING OF THE SAHAYAK WELFARE SOCIETY

In terms of GO No. 1386-PL/PB/14M-34/16 Dated 03/06/2019 Government has agreed to the formation of the "Sahayak Welfare Society" as per Memorandum of Association and Regulation of "Sahayak Welfare Society" vetted by the Law Department and its registration under the West Bengal Societies Registration Act 1961 Vide No. S0005728 of 2019-20.

RULES FOR SAHAYAK WELFARE SOCIETY

1. The "**Sahayak Welfare Society**" (SWS) has come into effect on the date of registration of the Society under West Bengal Societies Registration Act, 1961. (The Society has been registered on 23rd July 2019).
2. The Registered office of The Society is situated at Police Directorate, c/o- Deputy Inspector General of Police, Planning & Welfare, West Bengal Bhawani Bhawan, 31/A, Belvedere Road, Alipore, Kolkata – 700 027 in the State of West Bengal.
3. The Sahayak Welfare Society will function as per the Memorandum of Association and Regulations as registered with the West Bengal Societies Registration Act, 1961. (**Annexure A**).
4. The Rules and Regulations and benefits of the Society has been explained in details (**Annexure B**).
5. Governing Body has been constituted and Central Committee has been formed to look into all matters related to Welfare, Sports and Medical Insurance Policy/ PA Policy. Governing Body will be headed by an officer of DG and the Central Committee will be headed by an officer of ADG and above rank. Duties and functions of Central Committee have been explained in details (**Annexure C**).
6. The **Zonal Committees** have been formed in the Zones for better co-ordination and management of Society Fund in order to reach welfare benefits to all members as explained in details (**Annexure D**).
7. The duties and functions of **Districts/ Units Committees** for smooth functioning of the Society are defined (**Annexure E**).
8. Different Forms are enclosed (**Annexure F**).

Sd/-
(Virendra)
Director General & Inspector General
of Police, West Bengal

West Bengal Societies Registration Act, 1961

MEMORANDUM OF ASSOCIATION
OF
“SAHAYAK WELFARE SOCIETY”

1. The name of the Society shall be “**Sahayak Welfare Society**” hereinafter referred to as “The Society”.
2. The Registered office of The Society shall be situated at Police Directorate, C/o Deputy Inspector General of Police, Planning & Welfare, West Bengal Bhawani Bhawan, 31/A, Belvedere Road, Alipore, Kolkata 700027 in the State of West Bengal.
3. **OBJECTIVES:**
 - A. The principal objective of The Society is to organize various social, cultural, sports and educational programme for welfare of community at large.
 - B. The Society will take measures to protect the environment by tree plantation, help community at the time of natural calamities like famine, flood, drought, earth quake etc., will also organize lectures, debates, discussions, seminars, publish useful literatures, magazines etc. to promote and spread social awareness on environmental pollution, protection of climate, social issues and any other welfare measures beneficial to public. To help needy students of all communities for persecution of higher studies etc.
 - C. The Society will introduce measures for welfare of all Sahayak Personnel (All categories of Contractual workers) working in or with West Bengal Police and for their family members by providing assistance to Sahayak Personnel for development, advancement and propagation of all types of Welfare Measures including organization of games and sports at Dist./Unit / State level.
 - D. The Society will also provide relief to the members of Sahayak Personnel and to their families in financial distress due to death, or permanent disabilities, while in service leaving his/her dependants in indignant condition by various means.
 - E. To encourage wards of members of Sahayak Personnel, scholarships, stipends, and various Special category Rewards will be given to the children of the subscribers for their outstanding achievement & performance in the field of academics, sports, medical, law, accountancy, engineering or any other educational courses and degrees as per the eligibility along with a certificate of appreciation.
 - F. To Maintain libraries, community centers, sports facilities, recreation & health centers and undertake other welfare activities for the Sahayak Personnel and their families in West Bengal.
 - G. To take measures to provide medical facilities and medical, health and personal accident insurance to Sahayak Personnel and their families.
 - H. To do such other acts as may be required to fulfill the objectives of the Society.

Notwithstanding anything contained under this MOA, the functions and objects of the Society shall always remain restricted within the meaning of the section 4(2) of the West Bengal Societies Registration Act'1961.

Before commencing the activities of the Society, necessary approval /permission will be obtained from the competent authorities as and when required.

4. The Income and properties of the association whatsoever derived or obtained as per law shall be applied solely towards the promotion of the object of the association and no portion thereof shall be paid to or divided amongst any of the members by way of profit/dividend/bonus/incentive/any financial advantage whatsoever.

The names, addresses and designations of the members of the Governing Body of The Society, including the office bearers entrusted for the time being with the management and control of The Society are as follows:

The Society will be managed centrally by the Governing Body consisting of the following officers who will be the ex-officio members:

<u>Sl. No.</u>	<u>Name and Occupation</u>	<u>Address</u>	<u>Designation</u>	<u>Phone number</u>
1	Shri Virendra, IPS, DGP & IGP WB	Police Directorate, Bhawani Bhawan, Kolkata 700027	President	033-22145400 033-24794069
2	Mrs. Suman Bala Sahoo, IPS,DGP (Welfare),WB	DO	Vice President	033-24482411
3	Shri Sanjay Singh, IPS, ADG, South Bengal	DO	Member	033-24791573
4	Dr. R. Sivakumar, IPS, IGP (HQs)-II, WB	DO	Treasurer	033-24794024
5	Mrs. Damayanti Sen IPS, IGP (Administration)	DO	Member	033-24794031
6	Shri S.K.Gazmer, IPS, IG (Welfare)WB	DO	Secretary	033-24794034
7	Shri L.N.Meena, IPS, CP, BDN PC	DO	Member	033-23358286
8	Shri Sabya Sachi Raman Mishra, IPS, DIG (P & W), WB	DO	Member	033-24794023
9	Shri Gaurav Sharma, IPS, CP Howrah	DO	Member	033-26412626
10	Mrs. J Dorjee, IPS, Sr. Staff Officer, Home Guard Organization	DO	Member	033-23372648
11	Shri Utpal Kumar Naskar, IPS, State Commandant, WB NVF	DO	Member	033-25892010
12	Shri Saumya Roy IPS, SP, Howrah Rural	DO	Member	033-26616210

Any other officer to be nominated by the President. The Governing body will be reconstituted every financial year and will be approved at the time of AGM.

Following will be the primary members and signatories to the Memorandum of Association of the "Sahayak Welfare Society": -

<u>Sl. No.</u>	<u>Name and Occupation</u>	<u>Address</u>	<u>Designation</u>	<u>Phone number</u>	<u>Signature</u>
1	Shri Virendra, IPS, DGP & IGP WB	Police Directorate, Bhawani Bhawan, Kolkata 700027	President	033-22145400 033-24794069	
2	Mrs. Suman Bala Sahoo, IPS,DGP (Welfare),WB	DO	Vice President	033-24482411	
3	Shri Sanjay Singh, IPS, ADG, South Bengal	DO	Member	033-24791573	
4	Dr. R. Sivakumar, IPS, IGP (HQs)-II, WB	DO	Treasurer	033-24794024	
5	Mrs. Damayanti Sen IPS, IGP (Administration)	DO	Member	033-24794031	
6	Shri S.K.Gazmer, IPS, IG (Welfare)WB	DO	Secretary	033-24794034	
7	Shri L.N.Meena, IPS, CP, BDN PC	DO	Member	033-23358286	
8	Shri Sabya Sachi Raman Mishra, IPS, DIG (P & W), WB	DO	Member	033-24794023	
9	Shri Gaurav Sharma, IPS, CP Howrah	DO	Member	033-26412626	
10	Mrs. J Dorjee, IPS, Sr. Staff Officer, Home Guard Organization	DO	Member	033-23372648	
11	Shri Utpal Kumar Naskar, IPS, State Commandant, WBNVF	DO	Member	033-25892010	
12	Shri Saumya Roy IPS, SP, Howrah Rural	DO	Member	033-26616210	

Witness to the signatory :
signature :
Address:
Occupation :
Phone No. :

West Bengal Societies Registration Act, 1961
REGULATIONS
OF
“SAHAYAK WELFARE SOCIETY”

Unless the context otherwise requires words and expressions contained in these regulations shall bear the same meaning as in the W.B. Societies Registration Act, 1961.

1. Membership:

A. Admission:

- a. The Signatories to the Memorandum of Association and the Office bearers of the Governing Body of the Society shall be the first members of the Society.
- b. The Governing Body may admit to membership any Sahayak Personnel (All categories of Contractual workers) working in or with West Bengal Police, who has agreed in writing to be bound by the Memorandum of Association and regulations of the Society and who in the opinion of the Governing Body will be interested in advancement of the objects of the Society.
- c. All Sahayak categories will be members of the Society till they are employed and on the pay roll of the unit concerned.
- d. Membership will cease as soon as the person concerned is retired or dismissed or discharged or removed from contractual job.

Be it noted here that the power to admit members is the sole and absolute power of the Governing Body and the Governing Body may refuse to admit any person as member without assigning any reason thereof.

B. Types of Members:

Ordinary Member: Any person of Sahayak Personnel, who qualifies to be a member and is paying prescribed ordinary membership fee may be admitted as ordinary member of the Society.

C. Cessation of Membership: Any member shall cease to be a member – (a) on the acceptance of his resignation from the membership, (b) on his becoming insane or insolvent, (c) on his conviction of any offence involving moral turpitude (d). On superannuation, VRS, dismissal or discharge from Casual/contractual Job, (e). failure to pay regular subscription.

D. Register of members: The Society shall maintain a Register of Members containing the names, addresses and their duties, the date of admission and of cessation of membership. The Register will be kept open for inspection of the members of Society on requisition. All entries required to be made therein shall be entered regularly.

E. Rights and Obligations of Members: Any member of the Society has the right (a) to submit suggestion for discussion to the Governing Body and Central Committee on any matter in relation to Society; (b) to inspect the accounts and the proceedings of the meetings of the Society on appointment with the Secretary; (c) to pay his subscription within the prescribed time. Defaulting members shall not be allowed to get any benefit from the Society.

F. Expulsion & Removal: Removal/discharge/dismissal from Casual/Contractual Job as per law shall automatically lead the removal/expulsion of the member from the Society. From the date of issue of the order by the appointing authority regarding suspension, dismissal, removal etc. from the casual job the member shall cease to be the member of the Governing Body as also of the Society.

2. GOVERNING BODY**A. Composition, election/appointment, resignation / removal -
Terms of Office:**

There shall be a Governing Body consisting of not less than 12 members. The Office bearers of Governing Body shall comprise of President, Vice-President, Secretary, Treasurer and other Committee members.

The removal of the Governing Body members shall be dealt with as has been prescribed as in the case of other members noted herein before at para 1(F).

The term of office of the Governing Body shall ordinarily be for one year or for the period of any Governing Body Members holding the designated post, or it is dissolved/terminated early under unforeseen circumstances whichever is earlier, as the case may be.

Management:

The Fund will be managed centrally by the Governing Body consisting of the following officers who will be the ex-officio members:

1.	D G P & IGP WB	: President
2.	DGP & IGP (Welfare)	: Vice President
3.	IGP (Welfare)	: Secretary
4.	ADG/IGP (South Bengal)	: Member
5.	IGP (Administration)	: Member
6.	IG (HQs)-II, WB	: Treasurer
7.	DIG (P&W)	: Member
8.	CP Bidhannagar	: Member
9.	CP Howrah	: Member
10.	SP Howrah Rural	: Member
11.	Sr. Staff Officer Home Guard	: Member
12.	State Commandant NVF	: Member

Any other officer to be nominated by the President. The Governing body will be reconstituted every financial year and will be approved at the time of AGM.

C. Meeting :

A meeting of Governing Body shall be held at least once in six months at such place, date and time, as the President may determine. The President may invite any officer as special invitee to attend any meeting of the Governing Body. The President may also convene any special meeting in addition to these quarterly meetings.

D. Place of Meeting :

All the meetings of the Governing Body, the Board and other committees shall be held at Kolkata, unless otherwise directed by the President.

E. Notice and Quorum :

Seven days' notice of the meeting specifying the place, time and the general nature of business to be transacted, shall be given to every member of the Governing Body.

Emergency meeting may be called on 24 hours notice. ½ of the total number of members of governing body along with the Chairman and the Secretary shall constitute and form the quorum.

F. Procedure of the meeting

In the absence of President of the Governing Body, the Vice President of the Committee shall preside over the meeting. All questions before the meeting will be decided by a majority of votes, each member will have one vote. The President shall have a second or casting vote in addition to his own vote in case of equality of shares.

G. Power and Duties of the Governing Body

The Governing Body shall have general power of supervision and control over all the affairs of the Society and in particular shall discharge the following duties:

- (i) All affairs of the Society, shall sanction and control and shall generally supervise & conduct the business of the Society.
- (ii) To appoint Central Committee with such power and duties as may be considered necessary or expedient under the control of governing Body.
- (iv) To accept donations, gifts, subscriptions, movable or immovable properties for the objects of the society with the prior approval of the State govt.
- (v) The Governing Body shall sanction and control expenditure and shall generally supervise & conduct the business of the Society.
- (vi) The Governing Body shall examine and decide all questions brought before it.
- (vii) To keep proper accounts of the Society and to open bank account in the name of the Society in one or more banks,
- (viii) To get the Accounts audited by duly qualified Auditors.
- (ix) To co-opt not more than two members to the Governing Body;
- (x) If, for any reason, it is not able to meet on the appointed date, decision on the agenda points may be taken by the Secretary after consulting the members of the Governing Body through correspondence. The Secretary may, after consulting the President, take any action on urgent matters that may be necessary in the interest of the Society and report the same as soon as possible to the Governing Body for ratification.
- (xi) Society can acquire both movable and immovable property for the use of the Society with the prior approval of the State government.
- (xii) To sell, lease, mortgage or otherwise dispose of and deal with all or any part of the properties of the Society upon prior approval of the State government to attain the objects of the Society ;
- (xiii) To take necessary action in accordance with the provisions of law for the maintenance and upkeep and other assets of the Society: and to carry out any other activity for the welfare purpose and for the attainment of the objects of the Society.

3. SAFE CUSTODY OF PROPERTIES

- i. The Governing Body shall be responsible for the safe custody of the funds, properties and assets of the Society.
- ii. The funds of the Society shall be kept in the banks/ post offices/ Mutual Funds and be invested in any securities specified under section 20 of the Indian Trust Act, 1882.

4. BOOKS OF ACCOUNTS & INSPECTIONS

The Books of accounts and other statutory books shall be kept at the registered office and shall be open to inspection at such time and place as the Governing Body directs on a written request made by the member.

5. ACCOUNTING YEAR

The accounting year of the Society shall be from 1st Day of April of each year to 31st day of March of the following year. However, the first accounting period shall consist of a period less than 12 months and will begin from the date of registration till 31st March of that financial year.

6. **GENERAL MEETINGS**

A. Annual General Meeting:

Notice: The Secretary shall annually call the Annual General Meeting as per provision of the W.B.S.R. Act, 1961 giving at least 14 days notice to all members. The notice shall contain the place, date, day and time of the meeting.

Agenda:

The business to be transacted at the A.G.M. shall be: (a) to confirm the minutes of the last A.G.M. and of special general meeting if any; (b) to adopt with or without modification the report of the working of the Society for the previous year; (c) to pass audited accounts of the Society for the previous year ended ; (d) to appoint qualified Auditor or Auditors; (e) to transact such business as may be fixed by the Governing Body; (f) to transact such other business as may be brought forward by giving A.G.M. 14 days previous notice from any member; (g) to conduct general election.(h) To conduct any other business to fulfill the objects of the Society.

B. Quorum of the Annual General meeting:

Presence of 100 (One hundred) members representatives of various types of contractual/casual Sahayak personnel representing different Units shall constitute and form the quorum.

C. Special meeting of the Council

(a) Special meeting of the Society may be called at any time at the discretion of the Governing Body in view of urgency of the matter. At least seven days notice shall be given to every member of the Governing Body for Special General Meeting.

(b) In the interval between two meetings of the Society, any action may, if so desired, be taken by the President after consulting the members through correspondence.

(c) At any special meeting of the Society, Presence of 100 (One hundred) members representatives from different Units of Sahayak Personnel shall constitute and form the quorum.

List of Governing Body shall be filed under section 4 of the Societies Registration Act 1860 once every year or before the fourteenth day succeeding the day on which the General body meeting is held.

D. Extra-ordinary General Meeting:

The Governing Body may direct to convene an Extra-ordinary general meeting for consideration of addition, alteration, or amendment of the memorandum/ regulations, of the Society. 7 days notice along with proposed draft of change shall be sent to members of the Governing Body before the meeting. The resolution for change, amendment etc. of the memorandum and Regulations be carried out and if accepted by majority of the members present at the meeting. Presence of 100 (One hundred) members representing from different Units of Sahayak Personnel shall constitute and form the quorum.

7. **DUTIES OF THE OFFICE BEARERS**

President: He shall (a) preside over all meetings of the Society; (b) advice the secretary in any matter requiring urgent attention; (c) Pass resolutions of the Central Committee; (d) call emergency meeting.

Secretary: He shall (a) convene all the meetings of the Society; (b) maintain minutes of the meetings; (c) issue general circulars and notices; (d) receive all application of membership which shall be placed before the Governing Body; (e) sign on behalf of the Society all receipts for all sums received as subscriptions etc.; (f) sign and give pay order on all bills of payment jointly with another officer of PDWB to be nominated by DGP; (g) get the accounts of the Society audited by a qualified Auditor; (h) ensure compliance with statutory requirements; (i) transact all other business subject to the direction of the Governing Body; (j) to coordinate with all the district level committees regarding the working of the society.

Treasurer : He shall maintain all the financial statements including Cash Book, Bank Book and other accounts as necessary and transact and deal with the fund of the society and shall also deal with the bank to maintain the Banking Accounts, Deposit Accounts and shall receive and pay the money on behalf of the society, He shall also prepare the budget in consultation with the Secretary for consideration of the Governing Body and shall maintain all the records of the assets (movable and immovable) of the society.

8. **MAINTENANCE AND AUDIT OF ACCOUNTS**

The Society shall maintain books of accounts as required under section 15(1) of West Bengal Societies registration Act, 1961. The accounts of the Society shall be audited every year by a duly qualified Auditor as stated in section 15(2) of the said Act.

9. **SUIT & LEGAL PROCEEDINGS**

All the suits and legal proceedings by or against the Society shall be in the name of the Secretary or such person as shall be appointed by the Governing Body/committee and will be under the ordinary original civil jurisdiction of High Court judicature of Calcutta.

10. **ALTERATION OF MEMORANDUM & REGULATIONS**

The Memorandum and Regulation may be altered, modified, rescinded or added to by a special resolution passed by the three fourth members present and voting in a General Body meeting called for the purpose. The Governing Body shall have powers to make, add, alter, modify or rescind such regulations as may be considered necessary in the interest of smooth functioning of the Society.

In event of any disputes or differences relating to the Bye-Laws of the Society, the laws, rules and statues of the State shall prevail.

11. **DISSOLUTION OF SOCIETY**

Subject to the provision of the Section 24 and 27 of the West Bengal Societies Registration Act, 1961 or any Statutory modification thereof, the Society may be dissolved by a resolution to that effect passed by 3/4th members present of the Society at a general meeting. The said meeting shall also decide the manner of the disbursement of funds, assets and liabilities of the Society, if any, after dissolution.

After dissolution all the Funds and Assets of the Society will be transferred/amalgamate to/with a Society duly registered having same aims and objectives, and that under no circumstances shall the assets so remaining be distributed amongst the Office bearers or the Founders of the Society.

We, the undersigned members of the Governing Body of the Society, do hereby certify that the above is a true copy of Regulations of Society.

Signatures of three members of the Governing Body:

- 1.
- 2.
- 3.

LIST OF PRIMARY MEMBERS

<u>Sl. No.</u>	<u>Name and Occupation</u>	<u>Address</u>	<u>Designation</u>	<u>Signature</u>
1	Shri Virendra, IPS, DGP & IGP WB	Police Directorate, Bhawani Bhawan, Kolkata 700027	President	
2	Mrs. Suman Bala Sahoo, IPS,DGP (Welfare),WB	DO	Vice President	
3	Shri Sanjay Singh, IPS, ADG, South Bengal	DO	Member	
4	Dr. R. Sivakumar, IPS, IGP (HQs)-II, WB	DO	Treasurer	
5	Mrs. Damayanti Sen IPS, IGP (Administration)	DO	Member	
6	Shri S.K.Gazmer, IPS, IG (Welfare)WB	DO	Secretary	
7	Shri L.N.Meena, IPS, CP, BDN PC	DO	Member	
8	Shri Sabya Sachi Raman Mishra, IPS, DIG (P & W), WB	DO	Member	
9	Shri Gaurav Sharma, IPS, CP Howrah	DO	Member	
10	Mrs. J Dorjee, IPS, Sr. Staff Officer, Home Guard Organization	DO	Member	
11	Shri Utpal Kumar Naskar, IPS, State Commandant, WBNVF	DO	Member	
12	Shri Saumya Roy IPS, SP, Howrah Rural	DO	Member	

Witness to the signatory :
signature :
Address:
Occupation :
Phone no. :

Rules & Regulations and benefits of the Society

- 1) Sahayak Welfare Society has been formed for welfare of the following category of persons who are working with or in West Bengal Police:-
 - i) Home Guards (all categories)
 - ii) NVF (all categories)
 - iii) Casual Workers
 - iv) Village Police volunteers
 - v) Civic Volunteers
 - vi) All categories of Contractual workers employed by any unit of WBP by govt. orders.
- 2) i) All categories of Sahayaks mentioned at serial no. (1) will be members of the Society till they are employed and on the pay roll of the unit concerned.
 - ii) Membership will cease as soon as the person concerned is retired/leave the job or dismissed or discharged or removed from contractual job.
 - iii) **Subscriptions:** Subscription @ Rs. 100 half yearly (Rs. 200/- per annum) to be deducted in two installments (Rs. 100/- each) in January and July from salary and will be deposited by the unit concerned in the Sahayak Welfare Society District/ unit account. Out of the amount deducted as subscription – 25 % will be kept by the Unit concerned for welfare purpose as per the Rules of the Society and 75 % will be deposited in the Main Society account at Kolkata.
 - iv) Sahayak Welfare Society is situated at West Bengal Police Directorate, Bhawani Bhawan.
 - iv) Welfare section of PDWB will look after all affairs related to the Society.
 - vi) Two bank accounts will be opened at SBI Kolkata. The accounts will be named as 'Sahayak Welfare Society' fund account and 'Sahayak Welfare Society (Medical insurance Fund Account)'.
 - vii) Two Bank accounts will be opened in each district/ PC/Units in the name of Society. One account namely Sahayak Welfare Society Fund Account of the concerned district/ Unit will be meant for collection of subscription and disbursement of scholarships, ex gratia and other grants given to the Unit concerned by the Central Committee of the Society. The other account namely

Sahayak Welfare Society (Medical Insurance Fund Account) will be for collection of premium amount for Medical Insurance and Personal Accident Policy.

The Accounts will be named e.g.- Sahayak Welfare Society (Howrah PC) fund Account and Sahayak Welfare Society (Howrah PC Medical insurance) fund account etc.

- viii) PA Policy and Medical insurance premium will be deducted from the salary of willing members and deposited in the unit Sahayak Welfare Society (Medical Insurance) Fund account, from where it will be transferred to the main Society medical insurance fund account.
- ix) Bank accounts of Society Central Account will be managed by IGP (Welfare) in his absence by DIG (Welfare) and will have three more officers as signatories- IGP (A), DIG (HQ) and DIG (A). Any two officers may operate the Bank Account.
- x) Unit bank accounts will be managed by an officer not below the rank of Addl. SP/ DSP and will have three signatories in all. Any two officers of them will operate the Bank Account.
- xi) No cash transactions shall be allowed.
- xii) Subscription shall be deducted from salary/ remuneration half yearly and deposited in the bank account of the unit concerned. Premium for medical insurance policy will be deducted in three installments and PA policy premium will be deducted in one installment. Detailed instructions will be issued separately.
- xiii) No subscription/ premium shall be received in cash.
- xiv) No amount except subscription and premium for PA and medical insurance policy shall be deposited in the respective bank account of unit concerned or main account.
- xv) No donation/ gift/grant from govt. or non govt. sources will be deposited without written approval of the governing Body in accordance with terms and conditions of the Society.
- xvi) Rs. 10,00,000/- will be deposited in the Society main account from the WBPWASS Fund Account as decided in the AGM of WBPWASS.

3) **“Sahayak Society will have the following Fund –**

- Subscription for the Society will be collected from members.
- The amount available in the WBP Sahayak medical insurance policy bank account will be the corpus fund of the Society.
- Only premium will be collected from willing members subscribing to Sahayak Medical Insurance Policy and Personal Accident Policy.

4) **Welfare Measures:**

- i) Ex gratia of Rs. 50,000/- to be given to the family of deceased personnel during service / contractual employment irrespective of cause of death.
- ii) Ex gratia of Rs. 50,000/- to the member on attaining the age of 60 years on retirement.
- iv) Financial grant may be given to the family of deceased personnel for education of children (school/ college) up to 50% of the annual tuition fees, maximum amount up to Rs. 25,000/- till employment of the spouse or child, whoever is eligible.
- v) Scholarship to the children of members for good performance in school examination class X and XII.
 - Rs. 2000/- each for obtaining 70% and above but less than 80 % marks.
 - Rs. 3000/- each for obtaining 80% and above but less than 90% marks.
 - Rs. 4000/- each for obtaining 90 % and above marks.
- vi) Scholarship to children studying in college- Graduation / post graduation in any subject/ course in a recognized college or university.
- vii) Rs. 3000/- per semester for obtaining marks of and above 65% GPA – 6.5. For entire course term. Application to be submitted within three months of Semester results.
- viii) Ex gratia for expenses in connection with critical illness of the subscriber or family members over and above the amount reimbursed from medical insurance, Swasthya Sathi and or any other personal insurance policy. Maximum up to Rs. 1 lakhs. Governing body may consider increased amount on case to case basis on very critical medical grounds.
- ix) Society will also take up specific welfare matters for public in general as per Rules.
- x) 10% of the annual subscription collected from the Unit concerned will be given to the district/ unit committee for organising annual sports and other sports related activities for the members.
- xi) Prior approval of State Govt. shall be taken before accepting any contribution from any GO / NGO / Public Sector or any other source as per Govt. Order.
- xii) No contribution from any foreign NGO/Agency shall be accepted and all such matters will be referred to the Government of West Bengal/ Govt. of India for formal approval as per FCRA rules.
- xi) Any other welfare measures for the members.

(Annexure C)

GOVERNING BODY/ COMMITTEES OF THE SOCIETY:

Governing Body has been constituted as below:-

Governing Body of the Society

- Shri Virendra ,IPS, DG & IGP WB : President
- Ms. Suman Bala Sahoo, IPS, DG & IGP (Welfare),WB : Vice President
- Shri Sanjay Singh, IPS, ADG & IGP, South Bengal : Member
- Dr. R. Sivakumar, IPS, IGP(HQ-II),WB : Treasurer
- Smt. Damayanti Sen, IPS, IGP (A),WB : Member
- Shri Saroj Kumar Gazmer, IPS , IGP (Welfare) : Secretary
- Shri Laxmi Narayan Meena, IPS, CP, Bidhannagar PC : Member
- Shri Sabya Sachi Raman Mishra, IPS, DIG (P&W), WB : Member
- Shri Gaurav Sharma, IPS, CP,Howrah PC : Member
- Smt. Jacqueline Dorjee, IPS, CO, BWHG, WB : Member
- Shri Utpal Kumar Naskar, IPS State Commandant, NVF : Member
- Shri Saumya Roy, IPS, SP Howrah Rural : Member

The Duties and functions of Governing Body of “Sahayak Welfare Society” have already been discussed in the column of “Memorandum of Association and regulations”.

Central Committee has been constituted as below:-

Central Committee of Sahayak Welfare Society

- Ms. Suman Bala Sahoo, IPS, DG & IGP (Welfare) - Chairperson
- Shri Sanjay Singh, IPS, ADG & IGP, South Bengal - Vice Chairman
- Dr. R. Sivakumar, IPS, IGP(HQ-II),WB - Treasurer
- Smt. Damayanti Sen, IPS , IGP (A) - Member
- Shri Saroj Kumar Gazmer, IPS , IGP (Welfare) - Secretary
- Shri Sabya Sachi Raman Mishra, IPS DIG (P&W) - Member
- Smt. Jacqueline Dorjee, IPS ,Sr. Staff officer HG - Member
- Shri Utpal Kumar Naskar, IPS, State Commandant NVF - Member
- Shri Rashid Munir Khan, IPS, SP, Baruipur PD - Member
- Smt. Anuradha Mondal, Addl, DC, Spl. Branch, BDNPC - Member
- Shri Haris Ali Khan Sr. Adj HG of Howrah PC - Member

The officers as mentioned will be nominated every year by the President of the Governing Body of the Society . Any member may be invited as a special guest. DGP

may nominate any member of any rank in the Central Committee. The Central Committee will be constituted every year.

General Instructions for the Central Committee: -

1. The Central Committee will look after the overall welfare activities including Medical Insurance Policy / PA Policy / Sports matters of WBP Sahayaks as laid down in the Rules of Society.
2. The Central Committee will hold monthly meetings in PDWB and will make scrutiny of all applications received from Zonal Committees and take a decision on the amount to be sanctioned. The Minutes of the meeting shall be approved by the DGP & IGP, WB after which the advice letter will be issued and signed jointly by Secretary, IGP (Welfare) and Treasurer, IG HQ (II), to the bank for transfer of amount to the bank account of the Unit concerned from where it will be transferred to the beneficiary member through banking channel.
3. The minutes of the Central Committee will be sent to all Zonal Committees and District/Unit Committees for information and necessary action.
4. The Central Committee / Zonal Committees may initiate new proposals or ideas for better welfare of the Sahayak members subject to approval of the Governing body.
5. Central Committee will introduce measures for welfare of all categories of Sahayaks, who are regular subscribers to this Society and also for their families. To provide relief to the members of Sahayaks and to their families in financial distress, Scholarships, stipends etc., for the wards of members, Sanction of ex gratia on medical grounds and other religious or social commitments, Family welfare centre, crèche or any other facilities.
6. Grant of compensation/ financial assistance to Sahayaks / their families who are victims of mob violence leading to injury or casualty.
7. When a member dies while in service, Society may provide financial, advisory or other suitable support to his/her dependents.
8. Ex gratia for Academic, Vocational and training facilities for children of members.
9. When a member and /or his dependent family members are afflicted with serious illness or suffer from permanent disability leading to extreme hardship to the family, necessary financial support may be provided.
10. When a member or his family suffers extreme financial hardship due to severe loss of properties in natural calamities, fire, flood or accident, Society may consider ex gratia help depending on the circumstances.

11. For organizing cultural activities for members of Sahayak, for meeting incidental expenses and for such other purposes for welfare of the Sahayak as the Governing body may decide.
12. Various Special category Rewards to be given to the children of the subscribers for their outstanding achievement & performance in the field of academics, sports, medical, law, accountancy, engineering or any other courses and degrees as per the eligibility and other awards & promotions in various field achieved by them along with a certificate of appreciation.
13. Central Committee may sanction fund for organizing district/ unit sports, for which a percentage of the subscription collected from the concerned unit may be sanctioned (to be decided by the Governing Body).
14. Any other matter to promote healthy life style, sports and games, yoga and any other related activities.
15. Central Committee may explore possibility of donation/ contribution from GOs /NGOs /Sports bodies. However, no donation or contribution shall be accepted without prior approval of the Governing body and Government of West Bengal. All contributions shall be accepted through banking channel and no cash transaction shall be allowed.
16. To ensure renewal of Medical insurance policy by inviting tenders, selection of TPA and timely payment of premium.
17. To assist by giving ex gratia to members whose medical expenditure exceeds sum insured after reimbursement from insurance company.
18. To compensate to the members and their families in financial distress when a member dies while in service leaving his/her dependents in indignant condition by ensuring immediate payment of Personal Accident coverage of deceased/ grievously injured Sahayaks.
19. Central Committee may also refer welfare related proposals for sanction to the Governing Body of the Society.
20. To sensitize all categories of Sahayaks of the dist/unit for coverage under WBP medical insurance policy and all actions as per Rules.
21. Ensure deduction of premium amount from salary of willing sahayaks and deposit in the SWS (Medical insurance) Fund Account of the Unit from where it will be transferred to the Society Account in SWS (Medical insurance) Fund Account.
22. The fund will be administered centrally by the Central Committee.

23. The dist./unit committee will also examine cases, where a beneficiary(s) of the scheme incurred expenditure exceeding the insured amount in normal cases and insured amount plus buffer amount where applicable for his treatment under the scheme and send application(s) for extra grant from the fund clearly mentioning the purpose and all supporting documents to the Welfare section PDWB. The said proposal with documents will be placed before the Central Committee.
24. All categories of Sahayaks and Retired Sahayaks [Both existing and retired (up to 70 years of age or as decided by the Central Committee)] may take membership paying the premium amount as decided by the Central Committee for West Bengal Police Sahayak Medical Insurance Policy / PA Policy.
25. Every subscriber shall submit written application with family particulars in a format.
 - a) The enrolment in the insurance policy is voluntary, however all members are expected to subscribe for getting benefits of the policies for themselves and their family members. The rate of premium is fixed through an open tender (as mentioned in the main features of the policy) wherein the reputed insurance companies (public sector insurance companies),having at least five years of experience for Group Medical-cum-personal accident policy are invited and the annual premium is fixed through negotiation with the lowest bidder.
 - b) The rate of premium and the benefits will be approved by the Central Committee.
 - c) The annual premium from willing members may be realized from their salary in installments and from retired personnel in full amount by cheque only, under proper receipt and acknowledgement and should be sent to the main Insurance Fund Account of the Society.
 - d) The Subscription will be deducted from the salary of Sahayak in three installments and will be deposited in the bank account of SWS Fund maintained in the district/unit from where it will be transferred in the SWS (MIF) Account through banking channel.
 - e). All reimbursements from TPA and Insurance Agency and extra sanction of fund from Central Committee shall be made by RTGS or in the form of cheques drawn in the name of the beneficiary.
 - f) No cash transaction shall be allowed either for annual subscription /collection of premium or for sanction and disbursement of grant to the applicant by TPA/ Insurance Agency/ Central Insurance Fund.
28. IG (W) being secretary of the fund shall be responsible for maintaining the Fund Accounts and all matters related to WBP Medical Insurance Fund. He will be authorized to sign the cheque / letter of advice jointly with the treasurer- IG/ DIG (HQ) for disbursement of insurance funds. All receipt and payments to and from all funds shall be made by cheques / RTGS / NEFT or any other suitable

electronic mode only. Proper accounts of all payments & receipts in registers shall be maintained by one DY. S.P / Inspector of welfare section with the help of executive staff as authorized by the sub Committee.

29. The accounts of the funds shall be audited every year by professionally qualified, competent and certified auditors. The payment for audit shall be made from the funds. The accounts so audited shall be placed before the subcommittee for ratification within 30 days of the audit. Necessary compliance on the audit observations shall be ensured by the secretary and compliance report also should be placed before the committee.
30. Central Committee may decide the quantum of honorarium to be given to any officer dealing with the matters related to Insurance policies.
31. Dist. SP/Battalion in charge / unit in charge and Dy. S.P / Inspector will maintain the records as per annexure. Application for willingness to join the policy, demand register, subscription receipt, cash memorandum, acknowledgement receipt and application for relief etc.
32. The DGP & IGP WB shall have the powers to change, make or amend any Rules and to make any specific orders about the working of the Society in consultation with the Central Committee.

(Annexure D)

Zonal Committee

(A). Zonal Committee will have the following composition:-

- Chairman – DG/ADG/ IGP rank Officer having the jurisdiction. (as mentioned in the table enclosed). Head of the Office may decide the Chairman of the Zonal Committee (not below the rank of IGP).
- Vice chairman- DIG rank officer
- Secretary – SP rank officer
- Treasurer- Additional SP/ DSP rank officer
- Members- All DIGs / SP rank officers of all Units/ Districts / Battalions under the Zone and one representative from each rank should be part of the Zonal Committee. (including women Sahayak).
- (all members, Treasurer, Secretary and Vice Chairman to be nominated by the Chairman of Zonal Committee).
- Any member of the Zone may be invited as a special guest to attend the proceedings of the Zonal Committee.

(B). Power and Duties of the Zonal Committee-

Zonal Committees may be constituted every year by April (by name) and intimation be sent to IG (Welfare) for information of the Governing Body.

- The Zonal Committee will hold meetings monthly.
- In the Zonal office one dealing assistant/ executive staff will handle all correspondence, registers, files, applications and look into all matters related to Zonal Committee as per the direction and decision of the Zonal Committee.
- Zonal Committee will be empowered to deal with all matters related to grant of scholarships, sports and welfare activities of the concerned districts/ units under its jurisdiction and forward the minutes of the Zonal committee to the Central Committee for sanction of ex gratia/ scholarships payments by the Central Committee/ Governing Body.
- Zonal Committee may also initiate any new proposals on welfare of Sahayak or public in general or any other matter as per objective of the Society.
- Any other work/ function as may be decided by the Governing Body from time to time.

(Annexure E)

DISTRICT / UNIT COMMITTEES**Formation of District / Unit Committees –**

Unit heads/ District SPs/ CPs may please ensure formation of the SWS District/ Unit Committee in the following manner. Chairman will be free to include as many members as required giving due representation to all categories of Sahayaks including women representatives. SWS District/Unit Committee will send constitution of their committee by name to IGP Welfare every year.

- **Dist./Unit Committee:**
- Chairman- Head of the Dist. / Commissionerate / Unit (any SP rank officer designated by Unit Head)
- Secretary- One officer of Dist. / Unit (not below the rank of Addl. SP/ DSP)
- Member – Nodal Officer (not below the rank of DSP)
- Members - RI/Sr. Adjutant HG/ RO/Accountant/Dist. Commandant Home Guard. Representatives of all categories of Sahayaks.
- Any other member on rotation as nominated by the Chairman.
- Minimum 10 members.

DUTIES AND FUNCTIONS OF DISTRICT CP/ SP/ UNIT IN CHARGE REGARDING SAHAYAK WELFARE SOCIETY

1. There will be a Nodal Officer (not below the rank of DSP) to be designated by the unit head to look after all matters related to the Sahayak Welfare Society.
2. The district / unit SWS Committee will look into all welfare matters for all categories of Sahayaks of the district/ unit concerned. The Committee will also recommend any new or innovative welfare measures for the members or public in general. They will also send proposals for betterment of sports facilities, recreation, and family welfare centers etc. to Zonal Committees concerned.
3. In the interest of general welfare of members and public it is expected that the District Committees will proactively ensure compliance of the objectives of the Society. This committee will be responsible for smooth and successful running of all the welfare activities.
4. Districts/ Units/ Commissionerates will open two bank accounts in the name of Sahayak Welfare Society (Name of the district/ Unit/ Commissionerate) Fund Account for purpose of collection of subscription for sending the same to the main Fund Account and Sahayak Welfare Society (Name of the district/ Unit/ Commissionerate) Medical Insurance Fund Account for purpose of collection of premium of Mediclaim/PA Policies for sending the same to the main MI Fund Account. The two bank accounts will be opened with the same CIF Number and PAN Number of main accounts of the Society. Unit heads to send the details of the bank account giving the name of the bank and branch, IFSC code, etc. to IG Welfare for necessary action.
5. District SPs/CPs/Unit In charge shall maintain a register of the Fund maintaining all the receipts and payments including subscription and grant of any financial relief and deposit to the Society Fund account.

6. A statement of bank account shall be sent to the Zonal Committee every month for record purpose. All ex-gratia/any other amount sanctioned by the Central Committee and Governing body should be also intimated to the Zonal Committee.
7. All applications and proposals in original will be maintained in the concerned Commissionerate /district /unit. After due scrutiny the same will be placed before the Zonal Committee meeting, who will forward the same with their specific recommendations to the Central Committee for sanction and approval.
8. Quarterly statement of the bank account shall be sent by the Commissionerate /district /unit head to the Secretary of Society at PDWB every month by mail for updating the records and for audit purpose.
9. All scholarships/ex gratia to individual beneficiary will be transferred via RTGS to the Commissionerate /district /unit concerned direct by PDWB for reimbursement to the beneficiary account by the Unit concerned under intimation to IG Welfare.
10. Both the funds will be inspected twice in a year, one by the officer of SP rank, another by an officer of Addl. SP / Dy. SP rank.
11. Any other work/ function as may be decided by the Governing Body from time to time.

ZONAL COMMITTEES AND DIST/UNIT COMMITTEES			
Sl. No.	Zonal Committee	Name of Dist/Unit Committee	Dists/Units included under the Committee
1	SWS Assansol-Durgapur PC Zonal Committee (Commissioner of Police)	Sahayak Welfare Society ADPC	ADPC
			SAP 7th Bn
			1st IR Bn & 1st RAF Bn.
2	SWS Barrackpore PC Zonal Committee (Commissioner of Police)	Sahayak Welfare Society Barrackpore PC	Barrackpore PC
			SAP 1st Bn
			SAP 2nd Bn
			SAP 3rd Bn
			SAP 6th Bn
			SAP 8th Bn & 3rd RAF Bn
			SSF Bn
			DIG AP Cell, BKP SVSPA, Barrackpore
3	SWS Bidhannagar PC Zonal Committee (Commissioner of Police)	Sahayak Welfare Society Bidhannagar PC	Bidhannagar PC
4	SWS Chandannagar PC Zonal Committee (Commissioner of Police)	Sahayak Welfare Society Chandannagar PC.	Chandannagar PC.
5	SWS Siliguri PC Zonal Committee (Commissioner of Police)	Sahayak Welfare Society Siliguri PC.	Siliguri PC.
			SAP 10th Bn.
			SAP 12th Bn.
			2nd IR Bn. & 2nd RAF Bn. IB North Bengal
6	SWS Howrah PC Zonal Committee (Commissioner of Police)	Sahayak Welfare Society Howrah PC.	Howrah PC.
7	SWS North Bengal Zonal Committee {IGP (North Bengal)}	Sahayak Welfare Society Darjeeling	Darjeeling
			DIG Darjeeling
		Sahayak Welfare Society Kalimpong PD	Kalimpong PD
		Sahayak Welfare Society Alipurduar	Alipurduar
		Sahayak Welfare Society Cooch Behar	Cooch Behar
		Sahayak Welfare Society Jalpaiguri	Jalpaiguri
		Sahayak Welfare Society Uttar Dinajpur	Uttar Dinajpur
			SAP 4th Bn.
Sahayak Welfare Society Dakshin Dinajpur	Dakshin Dinajpur		
Sahayak Welfare Society Malda	Malda		

8	SWS Western Zonal Committee {IGP (Western Zone)}	Sahayak Welfare Society Bankura	Bankura
			SAP 13th Bn
			Spl.IR Bn
		Sahayak Welfare Society Purba Burdwan	Purba Burdwan
		Sahayak Welfare Society Hooghly Rural	Hooghly Rural
		Sahayak Welfare Society Birbhum	Birbhum
		Sahayak Welfare Society Purulia	Purulia
			SAP 11th Bn
		Sahayak Welfare Society Purba Medinipur	Purba Medinipur
		Sahayak Welfare Society Paschim Medinipur	Paschim Medinipur
Sahayak Welfare Society Jhargram	Jhargram		
9	SWS South Bengal Zonal Committee (ADG/ IGP South Bengal)	Sahayak Welfare Society Murshidabad	Murshidabad
		Sahayak Welfare Society Krishnagar PD (Nadia)	Krishnagar PD (Nadia)
			SAP 9th Bn
		Sahayak Welfare Society Ranaghat PD	Ranaghat PD
		Sahayak Welfare Society Baruipur PD	Baruipur PD
		Sahayak Welfare Society Sundarban PD	Sundarban PD
		Sahayak Welfare Society Diamond Harbour PD	Diamond Harbour PD
		Sahayak Welfare Society Howrah Rural	Howrah Rural
		Sahayak Welfare Society Barasat PD	Barasat PD
		Sahayak Welfare Society Bongaon PD	Bongaon PD
Sahayak Welfare Society Basirhat PD	Basirhat PD		
10	SWS Railways Zonal Committee (IGP Railways)	Sahayak Welfare Society Howrah G.R.P.	Howrah G.R.P.
		Sahayak Welfare Society Siliguri GRP	Siliguri GRP
		Sahayak Welfare Society Sealdah GRP	Sealdah GRP
		Sahayak Welfare Society Kharagpur GRP	Kharagpur GRP
			EFR 1st Bn.
			EFR 2nd Bn.
			EFR 3rd Bn.
DIG EFR Salua			
CIAT			
11	Head Office Zonal Committee (IGP Administration)	Sahayak Welfare Society W.B. Police Directorate	W.B. Police Directorate
			CID WB.
			EB WB.
			IB WB.
			Telecom WB.
			WBHRC
			SCRWB WB

			Traffic HQ WB
			State Vigilance Commission WB
			Directorate of Economic Offences
			Directorate of Anti Corruption Branch, WB
			PRB, WB
			Directorate of Security, WB
			CIF & SIG, CIF, WB.
			WBPHIDCO
			BWHG, WB

The following points may be complied with -

1. Decision to club several units in to one was taken as many units have negligible number of HG/NVF/CV/VPV and other Sahayaks.
2. As mentioned in the table, the units which will be part of the District/ Unit Committee as mentioned in the list will send subscription to the district committee and will send all applications for scholarship and ex gratia etc. also to the district committee for sanction.
3. District Committee will open two bank accounts as mentioned at Para 1 (vi).

(Annexure F)

Application for Membership of the Society
Form I

I _____ (Name in full and rank) voluntarily agree to join the Sahayak Welfare Society after having read and fully understood the Objectives and Rules of the said Fund. I agree to pay membership fees of the Society. I further agree to accept any modifications in the rate of membership fees which Society may decide from time to time. I give my consent to the deduction from my pay the membership fees payable by me as per rules.

Signature of the applicant

Place : _____ Name in full _____ Father's name- _____

ID Number – _____

Date : _____ Rank : _____ Post held : _____

Counter signature of DDO of the district/ Unit with date and seal :

Demand Register
Form II

District/Unit _____

Membership fees towards the Sahayak Welfare Society for the period from ----- month----- to month [to be deducted half yearly for the period from the salary]

Sl. No.	Name of the Sahayaks who have subscribed for membership	Rank	Place of Posting	ID Number	Members hip fees Amount collected in two installments (half yearly) First half	Members hip fees Amount collected in two installments (half yearly) Second half	Amount remitted through RTGS to Sahayak Welfare Society Fund Account – Acknowledgement receipt no. and date. (In a consolidated form by the DDO)	Amount outstanding if any	Remarks

Form III

Sl. No.-----

Sahayak Welfare Society membership fees Receipt

Received Rs. ----- (in words -----)
 from Shri/ Smt. -----

 ----- On account of the membership
 fees for Sahayak Welfare Society for the period from (month)----- to -----
 -----(month) half yearly in two installments.
 Date -----

(Signature)

(Name and designation of the officer/DDO collecting the subscription)

* Half yearly membership fees receipt may be given to the member as an acknowledgement of deduction from his/her salary during the period.

** At the time of posting/ transfer of member, the Receipt may be issued showing deduction of the membership fees. The new office where the officer joins on transfer may also be intimated the month up to which deduction has been made from the salary of the officer. A note may be given with the LPC to the DDO of the Unit where member is posted.

*** After registration of the Society, PAN for the Society has been obtained from Income Tax Department. IT Department will be requested to exempt all donations, subscriptions and interest on the amount available in the bank accounts of the Society under relevant rules of IT Act.

Form IV**Sahayak Welfare Society**

(Registered under the Society Act, No.S0005728 of 2019-20)
 West Bengal Police Directorate, Bhabani Bhawan, Alipore, Kolkata-700027
 Tel No.033-2479-4035, 4036, 2479-4050(Fax)

PAY CHEQUE BOOK

(TO BE RETURNED IN ORIGINAL RECEIVED ON BACK)

P.C No.....

Date

To.....

.....

Please find enclosed herewith a sum of Rs.----- (In words)-----

----- vide Cheque/Drafts/RTGS/NEFT No.-----
 ----- drawn on ----- dated ----- towards ---------- through ----- to be repaid /
 refunded in -----

Signature

Signature of beneficiary

Secretary, Sahayak Welfare Society

FORM V

Sahayak Welfare Society

(Registered under the Society Act, No.S0005728 of 2019-20)

West Bengal Police Directorate, Bhabani Bhawan, Alipore, Kolkata-700027

Tel No.033-2479-4035,4036,2479-4050(Fax)

RC No..... Date.....

Received with thanks an amount of Rs._____ (In words) _____

_____ vide

Cheque/Draft/RTGS/NEFT No _____ dated _____

_____ drawn on _____ from _____ Address _____

_____ towards _____

Signature of Receiving Officer
With date and seal

*DSP (Welfare)/ Inspector (Welfare) must enter the cheque/ RTGS details in the cash book and write the cash book credit entry no. and RC no. in this acknowledgement receipt to be given to the Police Unit concerned depositing the membership fees realized). He should also acknowledge receipt of membership fees from the District / Unit concerned received via RTGS after checking the entries in the printed bank transaction details.

Form VI
Cash Memorandum

Sl. no. :

Date :

To,
The Secretary,
Sahayak Welfare Society

Sir,

1. I send herewith an amount of Rs. -----(in words-----
-----) vide cheque no. ----- dated -----of Bank -----
---& Branch----- RTGS details -----
----- on account of the
membership fees/ donation/ contribution for the Sahayak Welfare Society
collected from the members for the period from -----to -----(
month)

Yours faithfully

(Signature of the DDO)
(seal of the District/ Unit concerned)

Enclosure :

1. Copy of the Demand Register of the period as shown at Form No. II, showing details of the members who had deposited the membership fees during the period.

FORM VII

APPLICATION FOR GRANT OF RELIEF/EXGRATIA FROM SAHAYAK WELFARE SOCIETY

1. Name:
2. Father's Name :
3. Rank:
4. Designation :
5. Place of Posting :
6. ID No.:
7. Present Pay:
8. Date of birth :
9. Whether member of Sahayak Welfare Society :
10. Purpose for which Relief /Exgratia is required:
 - (i) In case of serious sickness copies of medical documents showing the following should be enclosed –
 - Total expenditure on treatment-
 - Amount received from the WBHS -
 - Amount received from Medical Insurance policy (under WBP Sahayak or personal policy)-
 - Amount required as help from Sahayak Welfare Society -
11. Details of last financial help given to the applicant from the Society and the purpose thereof :-
12. No. of persons dependent on the applicant :

Signature of the Applicant with date

CERTIFICATE

1. Certified that the information given in the above columns has been verified and found to be correct.
2. Certified as per records the name of Shri/ Smt.----- exists as dependent on Shri/ Smt.----- (the meaning of dependent will be same as per rules of Govt. of WB)
3. General remarks (to be filled in by verifying officer):
4. Recommendations of the DSP/ SDPO/Additional SP/ SP :
5. Recommendation of Chairman of the District /Unit Committee :
6. Recommendation of the Chairman Zonal Committee :

* Signature with date and seal of Chairman of District /Unit and Zonal office.

* In case of dying in harness cases, the district head will send the death certificate. A separate application for financial aid needed for completion of education of dependent children or any other emergent cause may be sent to the Central Committee through Zonal Committee.

FORM VIII

APPLICATION FOR GRANT OF SCHOLARSHIP FROM SAHAYAK WELFARE SOCIETY

1. Name:
2. Rank:
3. Designation :
4. Place of Posting :
5. ID No.
6. Present Pay:
7. Whether member of Sahayak Welfare Society:
8. Name & age of the son/daughter for whom scholarship is prayed for :
9. (a) Name of the school/college/ Institution where admitted :
(b) Class/M.P./H.S. or equivalent :
(c) Year of passing M.P./H.S./CBSE/ICSE/ISC :
or other equivalent examination, school from
which passed, Division and percentage of
marks obtained (with attested copy of the
mark-sheet and admit card)
10. (a) 3 years degree course/ MBBS / Engineering/5 years Law course :
Post graduate studies / MBA/ any other course
(b) Date of commencement and closing of
the student's present academic session :
11. Semester wise mark sheet showing grade points :
Issued by the College or University (attested copy)
for students of Graduate and post graduate courses.

Date:

Signature of the applicant

CERTIFICATE

1. Certified that the information given in the above columns has been verified and found to be correct.
2. Certified as per records the name of Shri/ Smt.----- exists as dependent on Shri/ Smt.----- (the meaning of dependent will be same as per rules of Govt. of WB)
3. General remarks (to be filled in by verifying officer):
4. Recommendations of the DSP/ SDPO/Additional SP/ SP :
5. Recommendation of Chairman of the District /Unit Committee :
6. Recommendation of the Chairman Zonal Committee :

**** Scholarships will be considered for students from the Academic Year 2019-20. (Students of class X and XII who have appeared in 2020 examination will be eligible to apply. Graduate and postgraduate students will be able to apply for scholarship as per eligibility criteria mentioned in the Rules - Semester wise with effect from the Academic year beginning in summer of 2019-20.**

FORM VIII A

**APPLICATION FOR GRANT OF SPL. SCHOLARSHIP (DYING IN HARNESS) FROM
SAHAYAK WELFARE SOCIETY**

1. Name of applicant:
2. Present Address:
3. Relation with deceased employee:
4. Name of deceased:
 - (a) Date of death:
(Attach attested copy of death certificate)
 - (b) Rank & Designation at the time of death:
 - (c) Last Place of Posting:
5. Whether employed under Exempted category:
(Those who have already got job under exempted category & joined govt. duties are not eligible for this scholarship)
6. Name & age of the son/daughter for whom spl. scholarship is prayed for:
7. (a) Name of the school/college/ Institution where admitted:
(Attach attested copy of admission slip issued by the institution)
 - (b) Name of Class/course (Schooling to Graduation):
 - (c) Period of Course:
 - (d) Annual fees for the current academic session:
(Attach Statement of course fees issued by the institution)
 - (e) Fees already paid, if any:
(Attach attested copy of Receipt of fees issued by the institution)

Date:

Signature of the applicant

8. Recommendation of the District/Unit Committee:
9. Recommendation of the Chairman Zonal Committee:

Membership Form for Medical Insurance Policy (Form 'A').

Data of members in excel file format for enrolment under West Bengal Police Sahayak Medical Insurance Policy issued by National Insurance Co. & TPA (Genins India TPA Lt.) for the year 20.... - 202...

Maximum 6 persons are allowed on 1 (Self) +1 (Spouse) + 2 (Son(s) / Daughter (s) / Brother(s)/Sister(s)+2 Parents.

I want to become Member of West Bengal Police Sahayak Medical Insurance Policy by paying premium of Rs./-

Sl No	Last Year Genins Card ID	Brass no (HG/NVF /VPV/ CV/ Casual worker)	Member's Name	Relationship	Date of Birth	Age	Gender	Remarks (Renewal /New)
	(2018-19)							
1	GINI060			SELF			M/F	
2	GINI060			Wife/ Husband			F/M	
3	GINI060			Son/ Daughter			M/F	
4	GINI060			Daughter/ Son			F/M	
5	GINI060			Brother/ Sister			M/F	
6	GINI060			Sister/ Brother			F/M	
7	GINI060			Father			M	
8	GINI060			Mother			F	

Signature of the Primary member

N.B: - In case of physically handicapped son / brother certified copy of physical disability issued from Govt. Medical Board may be enclosed with the form 'A'.

Membership Form for Medical Insurance Policy (Form 'B').
For Retired HG/NVF/VPV, Civic Volunteers & Casual Workers

I want to become Member of West Bengal Police Sahayak Medical Insurance Policy by paying premium of Rs./- for 20..... 202.....

Sl No	Last Year Genins Card ID (2018-19)	Ex-Brass No.(HG/NVF / VPV/ CV/ Casual Worke)	Member's Name	Relationship	Date of Birth	Age	Gender	Remarks (Renewal /New)
1	GINI060			SELF			M/F	
2	GINI060			Wife/ Husband			F/M	
3	GINI060			Handicapped Son/ Daughter			M/F	
4	GINI060			Handicapped Daughter/ Son			F/M	

Signatures of the Primary member

N.B: - In case of physically handicapped child(ren) certified copy of physical Disability issued from Govt. Medical Board may be enclosed with the form 'B'.

Declaration for PA Claim

Assignment (applicable when proposal is for own life)

I have taken PA policy by paying premium of Rs./- for 20..... 202.....

I..... (Name and Brass no of the volunteer) do hereby assign the moneys payable in the event of my death byInsurance Company Limited to (Name of the person to receive compensation) who is my (Relation with the volunteer) and I further declare that his/her receipt shall be sufficient to discharge the Company.

Place..... Date

Signature of the Proposer

Assignment witnessed by

Sl. No.	Name	Address	Signature

Name, Rank and Signature along-with official seal of the person verifying this proposal

(Officer of D. S. P. and above rank must sign this form)

West Bengal Police Directorate
Bhabani Bhawan, Kolkata-27

Org.No. 3873(85)/Adm/C
Adm/C-317/12(Part)

Dated.15.11.2019

To :-

- 1) All DG & IGP, West Bengal (except DG & IGP, West Bengal)
- 2) All ADG & IGP, West Bengal.
- 3) All Zonal ADGP/IGP, West Bengal.
- 4) All Range IGP/DIGP, West Bengal.
- 5) The IGP, STF, West Bengal.
- 6) All CP, West Bengal Police.
- 7) All District SP, West Bengal.
- 8) All SRP, West Bengal.

Sub. : Police Order No.-03 of 2019 in respect of National Investigation Agency Act '2008 – Scheduled Offence – regarding.

In enclosing a copy of Police Order No. 03 of 2019 together with its annexure, it is requested to kindly follow the instructions as mentioned in the Police Order accordingly.

Enclo. : As stated above.

Sd./-
(K Jayaraman)
For Director General & Insp-ector General of Police
West Bengal.

POLICE ORDER NO. 03 of 2019

Sub.: National Investigation Agency Act, 2008 – Scheduled Offences.

In modification of Police order no. 14 of 2009 and pursuant to the Amendment Bill in respect of NIA Act, 2008. The National Investigation Agency has been empowered to investigate offences under the Acts mentioned in the schedule to the National Investigation Agency Act, 2008 and National Investigation Agency (Amendment) Act, 2019. The schedule is reproduced below :

1. The Explosive Substances Act, 1908(6 of 1908);
- 1(A) 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);
in serial number 3, for the figures, brackets and word “1982 (65 of 1982)”, the figures, brackets and word “2016(30 of 2016)’ brackets and word” shall be submitted.
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 of 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 370 and 370A of Chapter XVI of the Indian Penal Code (45 of 1860);
 - c) Sections 489-A to 489-E (both inclusive) of the Indian Penal Code (45 of 1860).
 - d) Sub-section (1AA) of section 25 of Chapter V of the Arms Act 1959 (54 of 1959);
 - e) Section 66F of Chapter XI of the Information Technology Act 2000 (21 of 2000).”.

Section – 6 of the National Investigation Agency Act envisages that when a particular offence, which is a schedule 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 :

- iii) Whether the offence is a scheduled offence and
- iv) Whether having regard to the gravity of offence and other relevant factors, it is a fit case to be investigated by the Agency.

Henceforth, 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. Commissioner of Police/Superintendent of Police in the Commissionerate/Districts to convey the information in the prescribed proforma (Annexure) to the Inspector General of Police, STF, West Bengal who has been nominated as Nodal Officer within 03 days of reporting of the crime. The Inspector General of Police, STF, West Bengal in consultation with SCRB, West Bengal and CID, West Bengal for additional information, if any, put up a consolidated report directly to the DG & IGP, West Bengal for further communication to MHA, New Delhi through the State Government. The Special Task Force, West Bengal will be the nodal agency for coordinating with National Investigation Agency for all matters of mutual concern.

Sd./-
(Virendra)
Director General & Inspector General of Police,
West Bengal.

Annexure to Police Order 03 of 2019
INFORMATION SHEET
(U/S 6 of NIA ACT)

1. State :
2. District :
3. Police Station :
4. FIR No./Sections of law :
5. Date(s) of Occurrence :
6. Place(s) of Occurrence :
7. No. of persons killed/injured :
8. Details of seizure in nutshell :
9. Names of accused/suspects :
10. Groups/Organisations suspected :
11. Persons arreated, if any :
12. Gist of the case including preliminary investigational findings :
13. Any other important information :

NB :

- i) To be typed in 'word 2003-07 of MS

SWAMI VIVEKANANDA STATE POLICE ACADEMY
WEST BENGAL, BARRACKPORE, PIN – 700 120
[Tele-Fax No. 033-2592-3703]
Website – www.svspawb.in, email – svspawb@gmail.com

Memo. No. SVSPA/PA/BOC-Trg./54/2009

dated 11.2019

To,

1. The Addl. Director General of Police, Training, West Bengal.
2. The Inspector General of Police (HQ), West Bengal.
3. The Inspector General of Police (Admn.), West Bengal.
4. The Dy. Inspector General of Police (Admn.), West Bengal.
5. Shri P. Raha, OSD & Joint Secretary, Home & Hill Affairs Departmet, Govt. of WB.

Sub. : Minutes of the meeting of the “Board of Control for Training” held on 08.11.2019.

A copy of the minutes of the meeting of ‘Board of Control for Training’ held on 08.11.2019 is sent herewith for favour of your kind perusal.

Sd./-
(Dipankar Bhattacharyya, IPS)
DIG, Training/Principal,
SVSPA, Barrackpore

Memo. No. SVSPA/PA/BOC-Trg./54/2009-217/1(1)

dated 12.11.2019

Copy along with the minutes of meeting of ‘Board of Control for Training’ held on 08.11.2019 forwarded to the Inspector General of Police (HQ)-II, West Bengal for publication in WB Police Gazette.

Sd./-
(Dipankar Bhattacharyya, IPS)
DIG, Training/Principal,
SVSPA, Barrackpore

**MINUTES OF THE MEETING OF THE 'BOARD OF CONTROL FOR TRAINING' HELD ON 08.11.2019
AT 15:30 HRS. AT SVSPA, BARRACKPORE.**

Shri Soumen Mitra, IPS, Addl. Director General of Police, Training, West Bengal presided over the meeting.

Following members of the 'Board of Control for Training' attended the meeting :-

1. Dr. R. Sivakumar, IPS, IGP (Administratiuon), WB.
2. Shri Dipankar Bhattacharyya, IPS, DIG/Principal, SVSPA, WB.
3. Shri Pranab Kr. Das, IPS DIG (Administration), WB.
4. Shri P. Raha, OSD & Joint Secretary, Home & Hill Affairs Department, Govt. of WB.

1. To examine the Result Sheet of the Supplementary Examination of 03-Detained LRC of Batch No. 214/19.

- i) DIG, Training/Principal, SVSPA, WB, Barrackpore has sent, the Result Sheet of Supplementary Examination of detained LRC of Batch No. 214/19 vide Memo. No. SVSPA/Exam Cell/RC/11(IV)/2017-2892 dated 17.10.2019.
- ii) 03-detained LRC have completely passed in all the indoor and outdoor subjects. (list enclosed)
- iii) The result of the same was placed before the 'Board of Control for Training' for approval.

On discussion the Board adopted the following decision :-

- * The Board approved the result of the detained LRC who has completely passed in the examination.

2. Discussion and approval of basic training syllabus of Recruit Constable of West Bengal Police (06 months).

- i) DIG, Training/Principal, SVSPA, WB, Barrackpore placed the draft syllabus of 06 months' basic training for Recruit Constable of West Bengal Police for discussion.
- ii) The suggested syllabus of the same was placed before the 'Board of Control for Training' for approval.

On discussion the Board adopted the following decision :-

- * After discussion the Board approved the draft syllabus of 06 (six) months basic training for Recruit Constable of West Bengal Police. Driving, swimming, spoken English/Hindi, etc. were removed.

The 'Meeting' ended with a vote of thanks to and from the Chair.

Sd./-
(Dipankar Bhattacharyya)
DIG, Training/Principal,
SVSAP, WB, Barrackpore

Sd./-
(Pranab Kr. Das)
DIG (Admiistration),
West Bengal

Sd./-
(R. Sivakumar)
IGP (Administration)
West Bengal

Sd./-
(P. Raha)
OSD & Ex-Officio Joint
Secretary to the Govt. of WB,
Home & Hill Affairs Department.

Sd./-
(Soumen Mitra)
ADG (Training),
West Bengal

SWAMI VIVEKANANDA STATE POLICE ACADEMY
WEST BENGAL, BARRACKPORE, PIN – 700 120
[Tele-Fax No. 033-2592-3703]
Website – www.svspawb.in, email – svspawb@gmail.com

Memo. No. SVSPA/Exam Cell/RC/11(V)/2017-

dated 10.2019

To,
The Addl. Director General of Police,
Training, West Bengal,
Training Branch, Salt Lake City,
Araksha Bhawan, Kolkata – 91.

Sub. : Result sheet of the Supplementary Examination of Detained Recruit Constables of Batch No. 214/2019.

The Result Sheet in connection with the Supplementary Examination of the Detained Recruit Constables of Batch No. 214/2019 is furnished herewith for favour of your kind perusal.

The result will be placed before Board of Control for Training at an early date for approval.

Encl. : (1) Result Sheet,
(2) Qualified List.

Yours Sincerely,

Sd./-
DIG, Training/Principal,
SVSPA, WB, Barrackpore

Qualified List of Detained RC Batch No.214/2019

SL. NO.	LRC No..	NAME OF LRC	Unit/STC	HOME DISTRICT	HOME PS	NAME OF THE DIST./UNIT FROM WHERE SALARY IS BEING DRAWN	NAME OF THE DISTRICT/ UNIT FROM WHERE RECRUITED	DATE OF BIRTH	REMARKS (HOME GUARDS/NVF/ EX-SERVICEMEN /SPORTS QUOTA/DETAINED/ REVERTED/ DISCHARGED/ EXPIRED/ETC.)	COMMENTS IF ANY
1	LRC/ 32	JAYANTI NASKAR	SVSPA BKP	SOUTH 24 PARGANAS	KULPI	SUNDARBAN PD	SUNDARBAN PD	24.10.1993		
2	LRC/ 117	RIKU DAS	SVSPA BKP	SOUTH 24 PARGANAS	NARENDRAP UR	BARUIPUR PD	BARUIPUR PD	23.05.1994		
3	LRC/ 1194	SUSANTA BAGDAS	STC 9 th Bn.	KALIMPONG DISTRICT	KALIMPONG	NADIA	NADIA	05.10.1995		

Sd./-
DIGP, Training/Principal,
Swami Vivekananda State Police Academy,
West Bengal, Barrackpore

Orders of the Director General & Inspector General of Police, West Bengal.

PART - III

Rewards

PART - IV

Miscellaneous notices

PART - V

Notification regarding the forfeiture and prescription of various publications

PART - VI

Govt. & Other Departmental orders

Police Order

By Order

(Asim Kumar Datta)

Registrar

West Bengal Police Directorate.

