

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)

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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)

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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

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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

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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	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 scent 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 requisitioned 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)

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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**

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