

## POLICE ORDERS– 1964

### **Police Order No. 01 of 1964**

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

In partial modification of the instructions contained in Police Order No.1 of 1954 published in the “West Bengal Police Gazette”, dated 08.01.1954 the following is added after the last sentence of part I of the Police order:-

“A copy of report of all cases of loss, theft or recovery of all arms and ammunition must as well be simultaneously submitted to the C.I.D.”

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

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### **Police Order No. 02 of 1964**

The following is published for general information and guidance in suppression of P.O. Nos. 15 of 1951 and 15 of 1955.

#### **Sub:- Instructions regarding control and deployment of detachments from the State Armed Police (1<sup>st</sup> and 2<sup>nd</sup> Battalions) on deputation to districts.**

1. Detachments from the State Armed Police (1<sup>st</sup> and 2<sup>nd</sup> Battalions) requisitioned according to Memo No. 1558 (3) A.P.F dated 26.05.50 from the Deputy Inspector General of Police, Armed Police, to all Range Deputy Inspector General may be deputed to districts to help the local police to deal with local disturbances or to relieve treasury, magazine and other sanctioned guards so that the District Armed Police men so released may be utilized for other purposes.
2. (a) The detachment will on arrival, report to an officer of the District police as specified in the requisition form or in the Movement order and shall after reporting to such officer (who should not be below the rank of Officer-in-charge of police station) come directly under his control. The latter officer will issue clear instructions in the enclosed form to the officer-in-charge of the detachment on the following points:
  - i) Duties the men will be called upon to perform. It is most important that the officers or NCOs in charge of or on duty with the detachments are properly briefed.
  - ii) The area or areas where they are to work.
  - iii) The officer or officers of the District Police under whose orders they will work or who are authorized to employ them on duties or in areas other than those mentioned in (i) and (ii) above.
  - iv) The officer or officers of the Districts Police to whom the officers and N.C.Os of the detachment should report any difficulties experienced by the personnel of the detachment regarding their accommodation, transport, food etc.
- (b) In this connection the instructions contained in Chapter IX of the Drill Manual 1961 particularly sections I and II should be seen. The code word IIMAC should be known to all officers.
- (c) It shall not be open to any officer or personnel of the detachment to question any legal orders passed by the District Authorities. The Superintendent of police to

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

3. The duties of such detachments shall be confined to the purposes for which they are requisitioned and the men shall not be utilized for doing routine duties, such as normal escorting of ordinary prisoners, traffic duty, personal guards, routine town patrol and normal town duties, investigation work and routine searches etc. Any changes in the nature of duties or in the area where the men are to operate vide clauses (i) and (ii) of paragraph 2 above should be promptly intimated to the Commandant by the Superintendent of Police of the district so that the former may (a) take steps to ensure that the men are properly equipped for such duties and (b) know the place or places where relief are to be sent.
4. The Superintendent of Police will be responsible for the conduct and discipline of the detachment deputed to his district. He shall also arrange for supervision of their duties by his own officers or by officers deputed with the detachment. He shall also be responsible for looking after the health and welfare of the detachment.
5. In detailing officers and men from the detachment for duties as noted in paragraph 1 and 3 above men should be kept in compact bodies to allow effective supervision by their supervision officers.
6. The Battalions Commandants will be responsible for sending out the detachments properly equipped and clothed with supply of rations or a period not exceeding a fortnight. Their deployment however shall be the responsibility of the Superintendent of Police who will also arrange for their accommodation and assist them in obtaining supply of rations when the period of deputation exceeds a fortnight.
7. Commandants or Assistant Commandants intending to visit their detachments should send timely intimation to the Superintendent of police of the district so that the latter or his representative (or suitable rank) who may be directly dealing with the detachment, may accompany such officers during their visits. The commandant will satisfy himself from the local officers how the detachment on deputation had worked. If he comes across any gross negligence or defect he shall discuss it with the Superintendent of Police and try to arrive at a satisfactory solution. If the two officers cannot agree on any particular points, they shall write out a joint memorandum and send it to the Range Deputy Inspector General of Police with a copy to the Deputy Inspector General of Police, Armed Police.
8. Deputy Inspector General of Police should be able to work within their Ranges with their own reserves so that the calls on the State Reserve are reduced to the minimum.
9. All requisitions for deputation from State Armed Police (1<sup>st</sup> and 2<sup>nd</sup> Battalion) should be examined by Range Deputy Inspector General of Police who will send his recommendations to Assistant Inspector General of Police (for orders of the Inspector General) and at the same time send a copy to the Deputy Inspector General of Police, Armed Police.
10. The procedure for requisition of force from the State Reserve as instructed in memorandum No. 1558 (3) A.P.F. dated 26<sup>th</sup> May 1950 from the Deputy Inspector General of Police, Armed Police to all range Deputy Inspectors General of Police should be followed.

11. Such deputations should be of a temporary nature and should cease after the emergency for which requisition was made is over. Approval for retention of the detachment beyond the period, originally asked for shall invariably be obtained in each case by the requisitioning officer prior to the expiry of the term sanctioned earlier from the Inspector General of Police.
12. In case of emergency when submission of requisition for force in the prescribed form is not practicable the Superintendents of Police and Deputy Inspectors General of Police may requisition deputation from the State Reserve over telephone or wireless. But all such telephonic or radiographic requisitions for force should be recorded at either end in log book and later on should be followed by a proper requisition in the prescribed form.

**Elucidation**

The expression N.C.O. stands for Non-Commissioned officer and includes a Head Constables and Naik.

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

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

Received one copy.

Name:

Rank:

Unit:

Name:

Designation:

District:

**Signature of O/C detachment.**

By order

**B.C.MUKHARJI, Special Officer,  
West Bengal Police Directorate**

(Also see Police Order No.01 of 1969, 02 & 11 of 1976)

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**Addendum to Police Order No. 02 of 1964**

Please insert the following lines at the end of para 5 of Police Order 2/64:-

“ The strength of such sub-units should not normally, be less than a half section, namely, 1 N.C.O. and 6 Constables.”

By order

**B.C.MUKHARJI, Special Officer,  
West Bengal Police Directorate**

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**Police Order No. 3A of 1964**

**Sub:- Training of officers in the D.T.S.**

Since Police Order No. 5 of 1963 enjoins sending up departmentally passed Sub-Inspectors for Detective Training School training strictly according to seniority clause (2) of Police Order No. 9 of 1955 which stipulates that officers beyond the age of 45 years should not be selected as far as possible is hereby deleted.

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

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**Police Order No. 3B of 1964**

**Sub:- Recovery of hospital diet charges from the officers of and above the rank of Sub-Inspector of Police treated in police Hospitals.**

Constables, Naiks, Head Constables and Assistant Sub-Inspector of Police are entitled to free diet while under treatment in Police Hospitals but the diet charges are recoverable from officers of and above the rank of Sub-Inspector of Police at the following rates for their treatment in Police Hospitals:-

Sub-Inspector at the rate of Rs. 1.00 per diem  
Inspector at the rate of Rs. 1.50 nP per diem  
Deputy Superintendent of Police at the rate of Rs. 2.50 nP per diem.

2. With a view to enabling the Accountant-General, West Bengal to watch and check up the recoveries of diet charges from the officers of and above the rank of Sub-Inspector of Police treated in Police Hospitals, it is hereby ordered that the Deputy Inspector General, Superintendents of Police, Commandants, and Principal, Police Training College should furnish a monthly statement to the Accountant-General, West Bengal in the proforma given below.

3. The statement should be furnished by the 14<sup>th</sup> of every month direct to the Accountant-General, West Bengal even it is a "Nil" or "No charge" statement.

(Proforma not available)

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

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**Police Order No. 04 of 1964**

**Sub:- Police Public Relations.**

The West Bengal Police have been trying for the last few years to foster a spirit of cordiality and understanding between the Police and the members of the public. While such efforts have been successful to some extent, instances of unsatisfactory relation are not rare even now. The police commission, West Bengal during their enquiries came to the finding that the main reasons for such unsatisfactory relation are as follows:-

- 1) Overbearing attitude of policemen towards members of the public.
- 2) A non-co-operative attitude, manifested in the reluctance to receive complaints, indifference towards the convenience of witnesses and other members of the public.

- 3) A widespread belief that appropriate action is not taken against goondas and other anti-social elements of society
- 4) A belief that police officers are often influenced and their work interfered with by persons of importance in society.
- 5) Fear of development in investigation of cases and consequent inconvenience and harassment.
- 6) Fear of reprisals by criminals and other bad characters against whom they may depose or lodge information.
- 7) The absence of good liaison agency between the police and the public and.
- 8) Superior officers are often believed to shield and support erring subordinates by denying or covering up the latter's misbehavior.

The Inspector-General directs that all members of the West Bengal Police should behave and act in such a manner as is likely to ensure that there may be no occasion in future of any complaint of the above nature. They must establish by their conduct and performance, that they are "Public Servants" in the truest sense of the term. People generally approach the police for help in distress or in difficulties and it is essential therefore, that they should be promptly attended to and all reasonable efforts should be made to allay their grievances. The officers and men should be courteous in their dealings and must not under any circumstances try to show off by arrogant conduct. They may associate with the members of the public in matters, like sports, games, festivities or social activities to enlist public good-will and support but they should also maintain an attitude of aloofness and detachment so that no one can take advantage of the familiarity or interfere with judicious discharge of their official duties. Too much hobnobbing with the public should be discouraged as police may have to undertake unpleasant duties in respect of persons socially known to them. Superior officers should, generally, listen to complaints against their subordinates and take action as warranted and should not leave any scope for misunderstanding in public mind that they are glossing over the delinquencies of their subordinates or shielding their misdeeds. Every member of the force should remember that by serving the people honestly, conscientiously and diligently, they would uphold their individual reputation and enhance the prestige of the Police Organisation.

**U. Mukharji**  
**Inspector-General of Police**  
**West Bengal.**

Republished from para 748 of the "West Bengal Police Gazette" dated 24.07.1964.

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### **Police Order No. 05 of 1964**

#### **Sub:- Establishment of Regional Dog Squad at Jalpaiguri.**

In accordance with the decision of the Conference held by the Deputy Inspector General of Police with the Inspector-General during September 1962 a Regional Dog Squad has been set up at Jalpaiguri with two dogs and two handlers from 05.06.1964. The squad is in charge of a Sub-Inspector.

All the investing officers of the district of Jalpaiguri Range will send their requisitions for the services of the Police Dogs to the Superintendent of Police, Jalpaiguri, who is made administratively responsible for the maintenance of the squad under the Deputy Inspector-General of Police, Jalpaiguri Range. Requisition should be made in the forms indicated in Police Order Nos. 11 of 1957 and 10 of 1959.

By order  
**BC.MUKHARJI, Special Officer,**  
**West Bengal Police Directorate**

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## **Police Order No. 06 of 1964**

### **Sub:- Permission for purchase of land by Police Officers.**

In view of the provisions made under rule 15 of the West Bengal Government Servants Conduct Rules 1959 (published in para 837 of the "West Bengal Police Gazette", dated 14.08.1959), Police Order No. 1 of 1948 is hereby cancelled.

In this connection attention of all officers and men is particularly drawn to the provisions made under rule 15(2) of the West Bengal Government Servants Conduct Rules, 1959, reproduced below:-

"Rule 15(2) of the West Bengal Government Servants" conduct Rules 1959- No Government servant shall except with the previous knowledge of the appointing authority:-

a) Acquire or dispose of any immovable property by lease, mortgage, purchase, sale, gift or otherwise either in his own name or in the name of any member of his family nor shall he permit any member of his family to do so.

b) Enter into any transaction concerning any moveable property exceeding one thousand rupees in value, whether by way of purchase, sale or otherwise nor shall he permit any member of his family to do so:

Provided that in either case, any such transaction conducted otherwise than through a regular or reputed dealer shall require the previous sanction of the appointing authority".

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

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## **Police Order No. 07 of 1964**

### **Sub:- Training of Probationary Sub-Inspector.**

The training programme for the probationary Sub-Inspectors is outlined in Reg. 791 of P.R.B., Vol-1. 1943. Although the training programme is fairly comprehensive, the existing system of supervision of training of probationary Sub-Inspectors by the superior officers is far from satisfactory. The Inspector General of Police accordingly directs that much greater attention should be applied in drawing up the details of the training programme and much greater interest evinced in the inculcation of the details by individual trainees. A training record should also be built up for each probationer and the entire course of training should be under the direct supervision of the Superintendent of Police, in Midnapore, 24 parganas (South) Barasat and Asansol, the Superintendent of Police may delegate this function of supervision to the Additional Superintendent of the Police concerned.

The training record should start from the day a probationer joins the district. Weekly reports as in the enclosed proforma should be sent and these should be submitted to the Superintendent of Police/Additional Superintendent police through Deputy Superintendent of Police/Inspector concerned who should record his comments if any, the Inspector concerned should also submit a monthly progress report in the enclosed proforma of the training undergone by the probationers together with his assessment of the progress made by the probationers. These weekly reports of the probationers and the monthly assessment reports of the Inspectors should be scrutinized by the Deputy Superintendent of Police and then submitted with comments where necessary

to the Superintendent of Police, as the case may be and the latter should record his observations or specific instructions, if any, on these periodical progress reports. The range Deputy Inspector General may call for the training record files of the probationers when they visit a district or interview a trainee officer. It should be helpful if the Deputy Inspectors General record their comments particularly on the arrangements and scope of training organized in the district and progress of training achieved by the trainees.

Before a probationer is confirmed the entire training file should be scrutinized by the Superintendent of Police in order to decide if the probationary period of the officer should be extended and if the probationer should undergo further training in any particular branch.

### **Weekly progress report of Probationary Sub-Inspector.**

1. Name of the probationer:
2. Name of the office where attached:
3. Date of joining the office:
4. Date of departure from the office:
5. Report for the period from
6. Here state-
  - i) the work on which he has been engaged during the week;
  - ii) What he has learned;
  - iii) Any difficulties encountered and whether or not they have been surmounted; and
  - iv) Any other matter appertaining to his training which he desires to report or which the Inspector requires.

Signature of the Probationer

7. Comments of the Inspector:
8. Remarks of the Deputy Superintendent of Police:
9. Observations of the Superintendent of Police/Additional Superintendent of Police:

### **Progress Report of Probationary Sub-Inspectors for the month of 19**

1. Name of the Probationary:
2. Name of the office where attached:
3. Date of joining and leaving the office:
4. Work done by the probationer during the month under report:
5. Assessment of the work of the probationer:

Signature of the Inspector

6. Remarks of the Deputy Superintendent of Police:
7. Observations of the Superintendent of Police/Additional Superintendent of Police:

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

(Also see Police Order No. 02 of 1977

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**Police Order No. 08 of 1964**

**Sub:- Observance of Provision of Regulation 872 of P.R.B. Vol-1 while passing orders in Departmental Proceeding reg. - reduction in pay.**

It has come to the notice of the Inspector General that in some instances the orders of reduction in pay (Passed in the final orders in the proceeding or in the Appellate Orders) are not quite regular. According to Regulation 872 of P.R.B. Vol.-I the pay should be reduced to a particular stage in the time scale for a specified period and the financial loss involved should be correctly calculated and stated in the order.

All officers are directed to ensure that the provision of the P.R.B. rule 872 are strictly observed in passing final orders Appellate orders in Departmental Proceeding.

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

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**Police Order No. 09 of 1964**

**Sub :- Inspection of Police Stations by Circle Inspectors.**

In modification of the instructions contained in Regulation 47(j) and (k) of Police Regulation, Bengal Volume I, 1943, vide C.S. No. 2, dated 30-06-52, the Inspector-General directs that a Circle Inspector shall thoroughly inspect every police-station in his circle at least once a year even where a Sub-Divisional Police Officer is posted. Similarly, the Circle Inspector shall also inspect the Court Office, if any in his circle at least once a year unless the officer in charge of the Court Office is an Inspector himself.

These orders should hold good even in Subdivisions where a Sub divisional Police Officer is posted. In such case, it should be so arranged that one of the officers inspects the police-station/unit during the first half year while the other does it in the second half year.

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

(Also see Police Order No. 03 of 2005)

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