

## **POLICE ORDERS-2006**

### **Police Order No. 01 of 2006**

#### **Sub:- In-Service Training matters – Per/GA-I and Per/A Branches.**

Henceforth all In-Service Training matters (except the Basic Training of Constables, SIs and Pre-promotional Training which are held at the Police Training College, Barrackpore, or at the S.T.C.s located at various places) of police personnel (except IPS officers) will be dealt with in Per/GAI Branch of this Directorate.

In this connection, it is further ordered that the Training matters in respect of IPS Officers (including non-IPS Officers of the rank of Addl. Supdt. of Police) will also be routed through Per/GAI Branch of this Directorate for keeping records at Per/GAI Branch and better co-ordination of training matters. The actual processing of training matters including nomination of IPS Officers and non-IPS Officers of the rank of Addl. Supdt. of Police will be dealt with by the IPS Cell of this Directorate.

2. Basic Training of Constables, Sub-Inspectors and Pre-promotional Trainings of all ranks will be dealt with in the Per/A Branch.

**S.C. Avasthy**  
**Director General & Inspector General of Police**  
**West Bengal**

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### **Police Order No. 02 of 2006**

#### **Sub:- State Police Control Room.**

Pursuant to the directions of Hon'ble Supreme Court in CRL Misc. Petition No. 4201 of 1997 and writ petition No. CRL – 534 of 1996 in the matter of D.K. Basu Vs State of West Bengal and others (Para-XI) and the recently introduced Right to information Act, 2005, the following Police Order is made in partial modification of Police Order 2 of 98.

1. The Control Room at CID, Head Quarter at Bhabani Bhaban (3<sup>rd</sup> floor) will be deemed as the State Police Control Room for the purpose of displaying the lists of all arrested persons within the State during the last twelve hours.  
Such lists will also be displayed at the Police Stations and District Police Control Rooms, I/Cs of all other Investigating Units, if they arrest and detain persons, then such units will also display such list at those places of detention.
2. The Officers-in-charge of all Police Stations and other Investigating Units will submit through D.C.R.B.s via E-mail or by other possible means the full information regarding the arrest and place of custody of the arrested persons during the last twelve hours to the O/C CID, Control Room, CID Headquarters, Bhabani Bhaban, Kolkata.
3. The OC Control Room, CID HQs with the assistance of the Computer Cell will arrange for the compilation of the data of arrested persons received from different district in terms of Para 2 above, and arrange for the display the information of arrested persons on a conspicuous notice board at the CID Headquarters;
4. The information required under Para (2) above shall be sent in the following excel format to the OC Control Room, CID Headquarters, West Bengal.

Dist./ Unit	Name	Alias	Sex	Age	Father's/ Spouse Name	Address	PS	Case Ref/ GD Entry Ref.	Date of arrest

5. The OC Computer Cell, CID, West Bengal will also compile the data of arrested persons received under Para-2 above and arrange for the storage of the same, so that access to such records is facilitated as required under Section 4(i)(a) of the Right to information Act, 2005.
6. DIG, CID, DIG EB and SPs of the districts will also submit a compliance report regarding display of lists of all arrested persons to the DG & IGP, West Bengal once in a week on every Monday.
7. Such reports will be maintained in the relevant file in the ADM/C section of the West Bengal Police Directorate.
8. This order will come into force with immediate effect and there should not be any deviation in complying with this Police Order.

This order will come into force with immediate effect.

**(A.B. VOHRA)**  
**Director General & Inspector General of Police**  
**West Bengal**

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#### **Standing Order No. 03 of 2006**

**Sub:- Duties of Special Officer (Administration).**

Henceforth, the works of Organisation Branch of West Bengal Police Directorate will be looked after by Special Officer (Administration), West Bengal Police Directorate in addition to his own duties until further order. This order is issued in modification of existing Standing Order No. 1 of 1993.

**(A.B. VOHRA)**  
**Director General & Inspector General of Police**  
**West Bengal**

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#### **Police Order No. 04 of 2006**

**Sub:- Preservation & destruction of documents at PTC / STC.**

Preservation & destruction of Answer scripts and other documents related to the Recruitments / Pre-promotional Training and other examination / final examination of Basic Training of the different ranks of West Bengal Police conducted at PTC, Barrackpore and other Subsidiary Training Centres of West Bengal Police

1. The documents related to the subject matter may include the following –  
All papers related to recruitment (including open market/through employment exchange or on orders of any court of law), appointment, pre-promotion training, basic training, in-service training, conversions of rank examination and others if any.
2. All categories of documents as mentioned above concerning candidates who could not finally be selected, including rejected applications in the open market recruitments, used and unused answer scripts and related documents shall be preserved for a period of two years.

3. All relevant papers relating to cases of adoption of unfair means, cases which are pending in any Court of law for any orders including the appeal period, if any shall be kept in the safe custody of concerned Recruiting/Appointing Authorities till final settlement of the issues concerned.
4. All mark sheets, Board papers, lists of marks obtained in different indoor, outdoor examination of all the candidates shall be preserved permanently by the recruiting authority and shall not be destroyed at any time.
5. The documents which are to be treated as no longer required as mentioned at point no. 1, 2 and 3 above may be destroyed after the aforesaid period of two years. The documents shall be disposed off by the unit concerned in the following manner:
  - a) The Unit in-charge or the concerned officer shall initiate a proposal for disposal of the documents lying in his custody after making a broad inventory of the documents to be disposed off. The Legal Cell of the concerned unit, the Legal Cell of the Recruiting and Appointing Authority and the Legal Cell of Police Directorate shall be consulted in order to ascertain whether any Legal, Departmental or Administrative proceeding is pending for which the documents may be required.
  - b) The complete comprehensive proposal after due verification as mentioned above shall be submitted to the concerned SP/DIG PTC as the case may be for final approval for destruction of the documents as per the provisions of PRB Appendix LXIII no. 5. However, all recruitments or examinations which are controlled and conducted by PD WB, prior approval of the concerned officer of PDWB should be taken by concerned SP/Unit in charge/DIG PTC.
  - c) Thereafter, the documents shall be disposed of by constituting a 'Destruction Committee' in the district/unit to be headed by an officer not below the rank of Addl. SP. The Committee may have at least 3 members including the Chairman, one Dy.SP and one Inspector/Sub-Inspector heading Reserve Office of the concerned unit.
  - d) After destruction, the unit in charge shall send a certificate to the effect to the Police Directorate for record purpose. A copy of the destruction certificate shall also be given to PD Law cell by the SO/HA of the concerned section of PD WB.
6. The Head Examiners appointed for conduct of any Departmental Examination by the order of DGP WB, shall send the answer scripts, question papers, used or unused documents to DIG PTC, Barrackpore for final disposal. DIG PTC, however will take the approval of PD, WB and Law Cell of PD WB before any destruction.
7. In all cases of categories of papers of Basic Training, In-service Training, PPT examination etc. which are regularly held at PTC, Barrackpore, DIG PTC, Barrackpore shall take the approval of PD Law Cell before final disposal.
8. Hence forth, all documents shall be preserved for a minimum period of two years at PTC Barrackpore also, as is mentioned in the PRB, WB, before they are finally disposed of by DIG PTC, Barrackpore, following the procedure as laid down in point no. 5 as above.
9. The disposal of above mentioned documents shall be by burning in presence of at least one of the members of destruction committee, as mentioned at point no. 5 above. (As per Regulation 1102 (c) of PRB, 1942)

The Police Order 6 of 1966 is hereby repealed.

**(A.B. VOHRA)**  
**Director General & Inspector General of Police**  
**West Bengal**

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**Standing Order No. 05 of 2006**

**Sub:- Duties of IGP (O) and IGP (A).**

Whereas it is considered advisable to do so in public interest, the Director General and Inspector General of Police West Bengal, after careful consideration has made the following amendment in the distribution of the duties of IGP(A).

In addition to the duties already assigned to him, the IGP(A) will also deal with all issues concerning N.V.F. and H.G. relieving IGP(O) of such supervisory functions.

**(A.B. VOHRA)**  
**Director General & Inspector General of Police**  
**West Bengal**

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