

## POLICE ORDERS-2012

### **Police Order No. 01 of 2012**

#### **Sub:- Regional Command Centre of CIF.**

Regional Command Centre and Training Centre of Counter Insurgency Force, W.B. will be located at E.F.R. Brigade Campus, Salua, District-Paschim Medinipur instead of Charrah in the District of Purulia.

This is in cancellation of Police Order No. 01 of 2011.

**(Naparajit Mukherjee)**  
**Director General & Inspector General of Police**  
**West Bengal.**

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### **Police Order No. 02 of 2012**

#### **Sub:- Range Board for promotion to the rank of ASI (Unarmed Branch/Armed Branch).**

Consequent upon creation of new Police Units viz. (1) Asansol-Durgapur Police Commissionerate (2) Howrah Police Commissionerate (3) Barrackpore Police Commissionerate (4) Bidhannagar Police Commissionerate (5) Special Striking Force Battalion (6) Special Intelligence Group, West Bengal (7) Counter Insurgency Force, West Bengal (8) India Reserve Battalion at Durgapur (9) India Reserve Battalion at Siliguri and (10) West Bengal Police Recruitment Board, it has been decided to regroup the Districts/Battalions/Units as follows for preparation of Length-cum-Record of Service Board of Constables for promotion to the rank of ASIs (Unarmed Branch/Armed Branch) :-

Sl. No.	Range	Name of District/Unit/Battalion
1	CP, Howrah	Howrah Police Commissionerate, Bidhannagar Police Commissionerate, Barrackpore Police Commissionerate, Asansol-Durgapur Police Commissionerate
2	DIG, Presidency Range	South 24 Parganas, North 24 Parganas, Howrah (Rural), Presidency Range Office.
3	DIG, Murshidabad Range	Murshidabad, Nadia, Murshidabad Range Office
4	DIG, Medinipur Range	Paschim Medinipur, Purba Medinipur, Bankura, Purulia, Jhargram Police District, Medinipur Range Office
5	DIG, Burdwan Range	Burdwan, Hooghly, Birbhum, Burdwan Range Office
6	DIG, Malda Range	Malda, Dakshin Dinajpur, Malda Range Office
7	DIG, Jalpaiguri Range	Jalpaiguri, Cooch Behar, Jalpaiguri Range Office
8	DIG, Darjeeling Range	Darjeeling, Uttar Dinajpur, Darjeeling Range Office
9	DIG, Railways, WB	Kharagpur GRP, Howrah GRP, Sealdah GRP, Siliguri GRP, Railways Range Office
10	DIG, IB Range	IB WB, CID WB, EB WB, EOI Cell WB, Telecommunication WB, SCRB/PCC WB, WB Police Directorate, Vigilance Commission WB, WBHRC, IB North Bengal, Siliguri, Traffic WB, IB Durgapur, WBPRB

11	DIG, Armed Police Barrackpore	SAP 1 <sup>st</sup> Bn., SAP 2 <sup>nd</sup> Bn., SAP 3 <sup>rd</sup> Bn., SAP 6 <sup>th</sup> Bn., SAP 8 <sup>th</sup> Bn., SAP 9 <sup>th</sup> Bn., SSF Bn, Swami Vivekananda State Police Academy, WB, Barrackpore, DIG AP Cell Barrackpore, CIF WB, SIG, CIF WB
12	DIG, Armed Police Durgapur	SAP 7 <sup>th</sup> Bn., SAP 11 <sup>th</sup> Bn., SAP 13 <sup>th</sup> Bn., 1 <sup>st</sup> IR Bn. Durgapur, Armed Police, Durgapur Range Office.
13	DIG, Armed Police, North Bengal Siliguri	SAP 4 <sup>th</sup> Bn., SAP 10 <sup>th</sup> Bn., SAP 12 <sup>th</sup> Bn., 2 <sup>nd</sup> IR Bn., Siliguri, Armed Police, North Bengal Range Office

This Order issues in supersession of all previous Orders in this respect and this arrangement will be effective from the date of issue of this order.

**(Naparajit Mukherjee)**  
**Director General & Inspector General of Police**  
**West Bengal.**

(PER/A-146/2010)

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### **Police Order No. 03 of 2012**

#### **Sub:- Functions of Women Police Stations.**

As sanctioned by the Govt. a good number of districts have started Women Police Stations during the last few months but it appears that these specialized units are not functioning properly.

To ensure better service and proper functioning of Women Police Stations the important duties & functions of Women Police Stations are enlisted below :-

- 1) Investigation of important cases when endorsed by the SP/Other authorities.
- 2) Regular meeting with visitors coming at the Women Police Station maintaining Visitors Register with details of complainant, nature of Complaint, Enquiry/Investigation/Otherwise action taken.
- 3) Crime against women daily profile compilation after taking daily sitrep from DCRB record and place the same to SP.
- 4) Duties relating to Raid/Arrest/Lock up Custody/Production of female accused in sensitive cases of the district (for PS not having female lock-up).
- 5) To consult SP Office & collect details of papers received from Women's Commission. Follow up action and monthly gist placed before the SP.
- 6) Arranging awareness programs in consultation with local self governing bodies/reputed NGO.
- 7) Visiting Girls Schools/Colleges-interaction/Awareness/Problem solving.
- 8) Anti eve-teasing drive at prominent/vulnerable public places on daily basis & enter details in a specified register.
- 9) Liaison with District Protection Officer meant for handling cases relating to protection of domestic violence act.
- 10) Any other assignment given by the SP/CP/Other competent authorities.

Output of these new Police Stations must be assessed and quantified by all units as well as the Police Directorate on monthly basis. AIG (S) will draft a standard proforma and send the same to all units for taking necessary action. He will also compile the monthly performance profiles received in such proforma from the SP/CP and place a consolidated report to DGP through IGP (A) and ADG (A) West Bengal.

**(Naparajit Mukherjee)**  
**Director General & Inspector General of Police**  
**West Bengal.**

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## **Police Order No. 04 of 2012**

### **Sub:- Maintenance of Coastal Police Stations Records.**

The Govt. of India sanctioned 06 Coastal Police Stations under Phase-I of Coastal Security Scheme vide GO No. 5/3/2005 CS dt.6.1.2006 and 08 Coastal Police Stations under Phase-II of Coastal Security Scheme vide GO No.5/10/2009 –CS dt.01.11.2010 in the districts of South 24-Pgs.,North 24-Pgs. and Purba Medinipur. In this connection, this Police Order is made for maintenance of Coastal Police Stations Records as per Standard Operating Procedure for Coastal Security. All the Registers prescribed by the Police Orders/P.R.B for a Regular Police Station will also be maintained in the Coastal Police Station. However, considering the type of work in a Coastal Police Station which is somewhat different from that of a regular Police Station, some special Registers have to be maintained in each Coastal Police Station besides the Registers required to be maintained like a normal Police Station.

### **COASTAL POLICE STATION RECORDS**

1. Register for owners of Fishing Boats in the jurisdiction.
2. Register for Dhows.
3. Register for Owners of Ships/Sea Vessels in the jurisdiction.
4. Communication Equipments Register
5. Register for private jetties, Government Jetties
6. Register for Ports(Major & Minor)
7. Register of landing Points in the jurisdiction
8. Defect Register (for recording defects in all sorts of equipments, their repair etc.)
9. Surveillance Register(Secret)
10. Hotels and Resorts Register
11. Fishing Trawlers Register(Owner wise)
12. Register for Members of Voluntary Groups
13. Communication Entry Log Book
14. Action Book in each Patrol Boat
15. Register for Check Posts(if check posts exist)
16. Register for Watch Towers(if watch tower exist)
17. Police Visit Books in Coastal Villages, Jetties etc.
18. Voluntary Group Meeting Register
19. Any other Register as prescribed by the State Government/Union Territory Administration

Further, there should be separate folio in “C” record (Confidential Record) of Police Station in which detailed notes containing information about smuggling activities, persons involved in smuggling and anti-social elements(along with their photographs),information about their relatives and supporters, landing points, villages having mixed population prone to smuggling, information on the activities of fundamentalists and details of previous landing/smuggling in the area etc. are to find place. Details of policemen who can recognize them should also be incorporated.

Needless to mention the Coastal Police Station must procure and keep maps, marine charts and keep them safe.

In the Patrol Boats the following Registers are to be maintained:

1. Register of Maps & Charts (like a Folio)
2. Action Book/General Diary(GD) of the Boat
3. Log Book of the Boat

4. Repairs Book of the Boat
5. Engine Log Book
6. Visiting Officers Remarks Register
7. Chart Correction Log Book
8. Equipment Status Book
9. List of Fire Fighting & Damage Control Items Book
10. Weekly Training Register
11. Maintenance schedule/diary or Log book.
12. Any other Register to be prescribed by the concerned State Government/Union Territory Administration.

This order takes immediate effect.

**(N.Mukherjee)**  
**Director General & Inspector General of Police**  
**West Bengal**

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### **Police Order No. 05 of 2012**

#### **Sub:- Duties & Responsibilities of Technical Crew – Coastal Police Stations.**

The Govt. of India sanctioned 18 Fast Interceptor Boats (2-5Ton/1-12 Ton each coastal PS) for 06 Coastal Police Stations under Phase-I of Coastal Security Scheme vide GO No. 5/3/2005 CS dt.6.1.2006 and 07 Fast Interceptor Boats (12Ton) for 08 Coastal Police Stations under Phase-II of Coastal Security Scheme vide GO No.5/10/2009 –CS dt.01.11.2010 in the districts of South 24-Pgs., North 24-Pgs. and Purba Medinipur. Further, in Phase-I, Govt. of West Bengal had sanctioned manpower for each coastal P.S. for operating FIBs vide Home (Police) Deptt. G.O.no.3792-PL/PB/2G-01/06 (Pt-II) dt.24.09.07. In this connection, this Police Order is passed enumerating the Duties & Responsibilities of Technical Crew.

#### DUTIES & RESPONSIBILITIES OF TECHNICAL CREW

##### MASTER OF THE BOAT (SI/ASI)

##### Responsibilities

He is responsible for the following:

- i) Overall in-charge of vessel and administration of his command.
- ii) Safety of vessel, life on board at sea and harbor.
- iii) Safe navigation while entering and leaving harbor.
- iv) Ensuring maintenance of the vessel, its records and log book.
- v) Safety and effective utilization of arms and ammunition at sea, but under overall command of the senior most police officer on board.
- vi) Training and execution of administrative and operational orders.

##### WHEEL HOUSE-IN-CHARGE/SYRANG(ASI)

##### Responsibilities

He is directly responsible to the Master for the following:

- i) Safety of the vessel/boat, both when under way and in harbor, subject to any orders he may receive from the Master/Captain.
- ii) Responsible for general conduct of the vessels i.e. when at sea, he shall be careful that the vessel is properly steered and take all precautions for safe Navigations (He will act as Navigator).
- iii) He shall point out to the Master every possible danger in or near the vessel's course and the way to avoid it.

- iv) He shall keep a sharp lookout and ascertain the vessel's position frequently by fixing with the available Navigational aids.
- v) He shall be the in-charge of the Navigational charts, Maps, Navigational Books and publications and the custody of Navigational equipments and for the operational conditions.
- vi) Feed back for scouting/Barrier patrolling as per intelligence inputs and weather/sea conditions.
- vii) Ensuring closing of Hatches and doors while at sea.
- viii) Securing of items on deck prior to sailing and at sea.
- ix) Assume full responsibility for the safety of personnel onboard by taking all precautions.
- x) Promulgation of working routines and execution of the same.
- xi) Maintenance of deck, communication equipments and check equipments ,anchors and cables and other associated fittings.
- xii) Training , discipline, general organization and welfare of the crew on board and also for efficiency of the operating crew.
- xiii) Fire fighting and damage control operations and training of crew.

#### ENGINE DRIVER(ASI)

##### Responsibilities

He is responsible for the following:

- i) The operation, maintenance, performance, availability, security and safety of the machinery systems and equipments fitted on the boat.
- ii) The custody of spare gears, drawings, publications and tools.
- iii) Accounting of diesel, petrol and lubricants received.
- iv) Timely maintenance of machineries and equipments.
- v) Ensuring engine routines as prescribed in the manual/vessel Standing Orders.
- vi) Projection of defects and ensuring timely rectification of the same.
- vii) Advising Master on operation of Engines and machineries.
- viii) Maintenance of records and forwarding of reports pertaining to technical subjects.
- ix) Ensuring operational availability of machineries and equipments at sea/harbor.
- x) Monitoring the progress of defects and work quality of trades.

#### CREW /LASCAR(Const)

##### Responsibilities

He is responsible for the following:

- i) Securing of boat and other items held onboard.
- ii) Cleaning and maintenance of deck and boat.
- iii) Securing offenders and other loose gears.
- iv) Chipping and painting of corroded areas.
- v) Oiling and greasing of movable parts of upper deck fittings.
- vi) Handling of ropes, securing of equipment covers.
- vii) Safety and security of the boat by proper vigil.

There may be requirement of additional crew with categories like Navigators, Gunners in future if bigger boats (above 12 Ton) are used by Coastal Police Stations with arms/guns fixed on board. In that situation, Navigational responsibilities of Syrang will be entrusted to the Navigator and the responsibilities of the Gunner will be as follows:

#### GUNNER(Const)

##### Responsibilities

He is responsible for the following:

- i) He is in-charge of the arms and ammunitions held on board.
- ii) He shall advise the Master on the tactics to employ to obtain the best results from the Gunnery weapons at sea.
- iii) Demand/Accounting of Ammunitions fired at sea and rendition of reports.
- iv) Firing of weapons at sea during the real operation and maintenance of weapons and ammunitions held on board and ensure operational availability.
- v) Laying down procedure for gunnery drills and guidelines for usage of weapons at sea.

This order takes immediate effect.

**(N.Mukherjee)**  
**Director General & Inspector General of Police**  
**West Bengal**

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### **Police Order No. 06 of 2012**

#### **Sub:- Duties of Coastal Police Stations.**

The Govt. of India sanctioned has 06 Coastal Police Stations under Phase-I of Coastal Security Scheme vide GO No. 5/3/2005 CS dt.6.1.2006 and 08 Coastal Police Stations under Phase-II of Coastal Security Scheme vide GO No.5/10/2009 –CS dt.01.11.2010 in the districts of South 24-Pgs., North 24-Pgs. and Purba Medinipur. In this connection, this Police Order is passed to earmark the duties of Coastal Police Stations for compliance as per Standard Operating Procedure for Coastal Security Scheme. These duties are in addition to the duties being performed by the Police stations prescribed in the Police Regulation Bengal and Police Orders passed earlier.

#### SALIENT DUTIES OF COASTAL POLICE STATIONS

1. Search and seizure in respect of trawlers, vessels, fishing boats and to apprehend persons involved /suspected to be involved in drug trafficking, explosives, contraband goods, arms and ammunition, dangerous materials smuggling of and trafficking in human beings etc. in contravention of law in order to prevent these unlawful activities.
2. Investigating criminal cases registered either by the concerned Coastal Police Stations, or being handed over by such agencies like the Coast Guard, Navy, Customs, Department of Fisheries etc.
3. To develop and collect intelligence in order to prevent landing of arms & ammunitions, explosives and other contraband and unauthorized entry of vessels and persons etc.(especially of foreign origin).
4. To keep surveillance over the villages, roads, Highways, dwelling units along creeks, landing points, ports under their jurisdictions, Govt./Private Jetties, Coastal check posts of other departments, coastal watch towers, resorts on coasts, vehicles, various commercial and residential units, hotels, lodges, restaurants etc. against their misuse for unlawful acts.
5. To co-ordinate with neighboring police stations, Navy, Customs, Coast Guard, BSF authorities and Intelligence agencies(both of the state and of Govt. of India through District SP DIB) to prevent and detect unlawful activities in the coastal areas and Territorial Waters of India.
6. Rendering need bases assistance to the Indian Coast Guard, the Customs department, the agencies/departments looking after security of the ports under the jurisdiction of the Coastal Police Stations and to the departments of fisheries, ports, tourism etc.

7. Organizing search, salvage and rescue operations whenever the need arises. It will however, be advisable to associate the Indian Coast Guard/Customs/Fisheries and other departments, wherever possible according to the perception of threat and magnitude thereof.
8. To take such steps/measures as are necessary to preserve and protect the maritime environment and to prevent and control marine pollution.
9. Assisting the customs and other authorities in anti-smuggling operations.
10. Enforcing the provisions of such legislations or enactments as are for the time being in force in the Territorial Waters and the coastal areas.
11. Ensuring safety and security of artificial islands, offshore terminals and services in the Territorial Waters in collaboration with the Indian Coast Guard and other security agencies.
12. Assisting fishermen and others in distress in the Territorial Waters.
13. Frequent contact with the fishermen and other concerned persons/agencies engaged in the sea related trade & business activities to ensure smooth conduct thereof.
14. To note and keep record of VHF/UHF wireless equipments wherever allotted to the fishermen and others to check and exercise control over the unauthorized use of such wireless equipment.
15. To assist District/State authorities in Disaster Management especially when such disaster relates to sea.
16. Preventing as well as dealing with oil-spills and spills of toxic substances on Territorial Waters in collaboration with other agencies.
17. Any other duty as entrusted by Senior Officers.

This order takes immediate effect.

**(N.Mukherjee)**  
**Director General & Inspector General of Police**  
**West Bengal**

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**Police Order No. 07 of 2012**

**Sub:- Reward for participants of AIPDM.**

The DG & IGP, W.B. has been pleased to reward Rs. 1,000/- (Rupees one thousand) only to each of the following two participants of West Bengal Police who won Bronze medals in "Computer Awareness Visual Basic, in the 55<sup>th</sup> All India Police, Duty Meet 2011 held at Nasik, Maharashtra from 18<sup>th</sup> to 25<sup>th</sup> February, 2012.

Sl. No.	Rank/Name	Dist./Unit
1	S.I. Jotirmoy Biswas	South 24 Parganas
2	Constable Polamarasetty Bala	Vigilance Commission, W.B.

**(B. K. Mullick)**  
**For Director General & Inspector General of Police**  
**West Bengal**

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## **Police Order No. 08 of 2012**

### **Sub:- State Public Information Officers.**

In exercise of the power conferred by Sub-Section (1) of Section 5 of the Right to Information Act, 2005 (22 of 2005), it is felt expedient and necessary to designate the following officers attached with districts and units of this Public Authority, fully described in the Schedule attached herewith, as State Public Information Officers to provide information to persons requesting for the information under this Act.

**(N.Mukherjee)**  
**Director General & Inspector General of Police**  
**West Bengal**

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## **Police Order No. 09 of 2012**

### **Sub:- Appellate Authorities under Right to Information Act, 2005.**

In exercise of the power conferred by Sub-Section (1) of Section 19 of the Right to Information Act, 2005 (22 of 2005), it is felt expedient to designate the following officers, senior in rank to the State Public Information officers of this public authority as Appellate Authorities (fully described in the Schedule Attached herewith) for the purpose of the said Right to Information Act, 2005.

**(Naparajit Mukherjee)**  
**Director General & Inspr. Genl. of Police,**  
**West Bengal**

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## **Police Order No. 10 of 2012**

### **Sub:- Stress Management amongst Police forces.**

Whereas as part of welfare activities and to evolve a strategy to deal with stress management amongst police forces of the state a Task Force has been constituted, And whereas the state Govt. have accepted the recommendations as made by the said Task Force on 24.03.12 in the aforesaid subject matter,

And whereas the mechanisms evolved with Head Notes (A), (B), (C), (D), (F) of the clause 3 of the said recommendations envisage that the consequential actions are required to be initiated and commenced from the end of SP/Head of each police unit/Battalion as the case may be,

Now therefore, it is felt expedient to issue the following instructions for implementation of the said recommendations with the stipulated time schedule and procedures viz :-

1. The Head of each police unit/Battalion shall arrange a programme for periodical interaction with members of the force once in a month by senior police officers on a fixed time at each police Unit. In such interactive programmes every Unit should arrange availability of superior officers on a rotational basis for a fixed time (say about 2 hours) on the particular day, on a routine basis and in this process, the members of the police welfare board existing at each unit may be pressed into service.

On the Scheduled day, thus arranged, the superior officers present must create a non-punitive atmosphere and communicate 4 clear messages:- (1) Seeking help will not result in any punitive action, (2) All information will be respected and kept



confidential, (3) Other ways exist for dealing with situation, no matter how hopeless it seems at the time, (4) Someone is available to help them deal with their problems.

During the time of such interaction, the superior officers managing the session, will note down the brief points of concern within each officer of the force and thereby would be able to identify the common factors afflicting the members of the force of that unit at large. After identification is done thereby, the superior officers would take necessary steps and as if required, shall place the matter before the police Welfare Board at the apex level.

This said periodical interaction at each police Unit may be made operational from 1<sup>st</sup> May,2012.

2. There shall be workshops on 'Yoga' and meditation in each police unit/Battalion, wherein all officers would be scheduled to spend certain time (say 30 minutes) at some pre-fixed time and intervals. The yoga teachers available at the local level may be inducted to teach the procedures.

The unit head of each police Unit/Battalion will designate an officer of the Unit to make the Yoga / Meditation classes effective, subject to the general supervision of the said head of the Unit.

And the workshops on stress release shall start functioning from 01.05.2012.

(B) And the Principal/Director of the Stale Police Academy/School is hereby instructed to incorporate the Yoga/Meditation in the curriculum of the trainees of the Academy of School as the case may be from the next session.

3. The Head of each District/Battalions will organize different games and sports events for participation of all members of the force. Further, in every Unit/Battalion of the force, facilities for indoor game like carom, chess, T.T, Gym etc. may be organized in a meaningful way so that every member of the force at will can spend some time there. Library facilities can also be extended for the members of the force and for this, the head of the Unit/District will take the assistance from District Library authority of each district of this Govt., for even arranging for a mobile library at head-quarter of each Unit/Battalion etc for increasing access of the force to the library and books.

The said augmented recreational facilities in myriad forms as discussed above, shall be made available to the police forces of all police Units and Battalions of the state at an early date and preferably within three months of issuance of this proposal.

Any such big or important events may be followed by dinner which shall be attended by officer and personnel of all ranks.

4. The head of the district of each police Unit/Battalion shall organize free counseling of the members by psychologists, psychiatrists etc, so that stress related family problems can be minimized.

Proactive training helps ward off stress when officers encounter it. Counseling through psychologists may be made available for family members. "Orientation seminars" for spouses,will let them learn about the department first hand. The Department needs to not only look at job related stress, but also the stress in the officers' personal lives. Both these types of stress are interwoven and contribute to each other.

For this the Superintendent of Police/Heads of each Police Unit and Battalion as the case may be will interact/mediate with the psychiatrists and psychologists available at each district, (local level) either through the district medical authority of each district or other NGOs working in this field.

The counseling camps may be organized at least once in a month. And the state government shall reimburse the appropriate remuneration to be paid to the psychiatrists/ psychologists imparting counseling in this programme.

The said mediation centers shall start functioning at each police Unit at the earliest convenient time, and preferably within July, 2012.

**5. Medical :**The head of each police Unit/Battalion shall persuade the members of the force to register their names under WBHS (West Bengal Health Scheme), 2008 initiated by the State Government, since the scheme offers attractive coverage to expenditures related to hospitalization and even OPD treatments. And for this the relevant Rules/Orders issued under the Scheme, are required to be circulated widely among the forces so that, all members of the force may opt for this scheme. Government may open up this scheme for all members of the police force for a further period as may be intimated later on.

**(N.Mukherjee)**  
**Director General & Inspector General of Police**  
**West Bengal**

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**Police Order No. 11 of 2012**

**Sub:- Manual to guide the Training, & Deployment of Armed Forces.**

Whereas Chapter- XI of PRB, 1943 has dealt with the District Armed Police, at the headquarters of every district;

And whereas at present other armed police forces have also been constituted at the State level;

And whereas it is felt expedient and necessary to formulate a self-contained and comprehensive manual to guide the training, deployment, discipline of all armed forces in such a way so as to equip them with the State-of-art in law and order duties, Disaster Management Operation, Counter terrorism measures, dispersal of unlawful assembly and other major thrust areas of their deployment;

And whereas, to achieve that objective, DG & IGP is pleased to issue the following orders, namely :-

- 1) There shall be a committee headed by DIG (Armed Police) Barrackpore along with 2 COs as members to undertake the task of drafting of aforesaid manual.
- 2) The committee shall submit the draft before the Director General of Police through IGP (AP) Kolkata & ADG (AP) WB of the earliest and not later than 6 months of issuance of this order.
- 3) The committee may solicit the assistances of DIG, PTC Barrackpore and other DIsG/IsG of AP in the said exercise.
- 4) The aforesaid manual shall inter-alia incorporate all the aspects of training, deployment, discipline of the armed police forces and shall also indicate the processes by which the said forces would be equipped with the state-of-art and wherewithal to deal with law and order duties, disaster management, counter terrorism measures, dispersal of unlawful assembly and all other major combat areas.

**(N.Mukherjee)**  
**Director General & Inspector General of Police**  
**West Bengal**

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**Police Order No. 12 of 2012**

**Sub:- Best Investigating Officers.**

It has been observed that investigation of criminal cases are often not being done in the true spirit of law and Investigating officers or their superiors are called in various Courts to explain the lapses personally. This calls for more intense supervision and a few incentives to investigating officers to motivate them towards proper ways of investigation and also to secure convictions.

The supervising officers have been advised time and again to pay more attention towards such supervision and to use the time tested method of reward and punishment to boost the morale of such investigating officers.

However, it is now felt expedient to get a system of selecting "Best Investigating Officer" of the year by a Committee headed by Director General of Police, CID with three zonal IGP's and four CP's as members. Such an officer, so selected will be awarded the medal in the Investiture Ceremony for awarding State Medals.

The eligibility criteria will be only for those Inspectors and Sub-Inspectors who are under active investigation duties of West Bengal Police and the field of consideration will be investigation of cases of Dacoity, Robbery, Murder, Crime against women such as rape, suicide & murder; any other sensational case; submission of charge sheet within stipulated time; number of convictions achieved in the whole career and any other criteria which committee feels necessary for the purpose.

The committee will meet as often as required and will submit its report every year well before the finalization of the list of State Medal awardees.

**(N.Mukherjee)**  
**Director General & Inspector General of Police**  
**West Bengal**

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### **Police Order No. 13 of 2012**

**Sub:- Manual to guide and supervise the functioning of Police Commissionerates.**

Government of West Bengal has formed four new Commissionerates under West Bengal Police under The Police Act'1861. The two Commissionerate system of Police started functioning also from 1st August 2011 and the other two started functioning from 20th January 2012. A few more such Commissionerates are under active consideration of Government and may be formed any day.

West Bengal Police has Police Regulation Bengal, last revised in 1943. Attempts have been made to update the same but it could not be done due a requirement of new Police Act, which is also pending. .

However, there is no manual/regulation to guide and supervise the functioning of newly formed Commissionerates. Therefore, it is hereby ordered to form a committee under Additional DG of Police (Org) with following as members to prepare such a manual/regulation on the lines of Police regulation Calcutta :-

1. Commissioner of Police, Howrah.
2. Commissioner of Police, Asansol-Durgapur
3. Commissioner of Police, Bidhan Nagar.
4. Commissioner of Police, Barrackpore.
5. Legal Advisor, Police Directorate.

Commissioners of Police may like to co-opt their DC HQ's in the committee, if they so desire.

The committee will meet as often as required and will submit its report within a month.

**(N.Mukherjee)**  
**Director General & Inspector General of Police**  
**West Bengal**

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## Police Order No. 14 of 2012

### Sub:- Uniform for staff of Police Commissionerates.

The Uniform for staff of Commissionerates of West Bengal Police up to the rank of Inspector will henceforth be as follows :-

SL. NO.	NAME OF CLOTHING ARTICLES	COLOUR OF ARTICLES	SCALE (Per head)	LIFE TIME
1.	Shirt	White terry cotton	1 (one) piece	1 (one) year
2.	Full Pants	Dark Blue terry cotton	1 (one) piece	1 (one) year
3.	Cap	Navy Blue Beret with monogram of WBP	1 (one) piece	1 (one) year
4.	Socks Nylon	Blue matching with Pants	1(one) pair	1 (one) year
5.	Shoes	Black	1(one) pair	2 (two) years
6.	Lanyard	Blue	1 (one) piece	2 (two) years

This order shall come into force with immediate effect.

**(N.Mukherjee)**  
**Director General & Inspector General of Police**  
**West Bengal**

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## Police Order No. 15 of 2012

### Sub:- Duties and Responsibilities of an Inspector of Police posted as Officer-in-Charge.

In exercise of the power conferred by section 12 of the Police Act (V of 1861) and in supersession of all previous orders in this respect, the Director General and Inspector General of Police, West Bengal deems it expedient to assign the following duties and responsibilities in respect of an Inspector of Police posted as officer-in-charge of a police station, as defined in clause (o) of section 2 of the code of Criminal Procedure 1973, (Act 2 of 1974):

- 1) To perform all duties and functions as laid down in Chapter VI of Police Regulations Bengal, 1943 (hereinafter referred as PRB) by said officer-in-charge of a PS in the rank of Inspector.
- 2) To distribute the cases amongst the I.Os, ensure proper investigation in terms of Regulation 255 of PRB and send duplicate copy of case diaries to Zonal Dy. SP/SDPO/ACP, as the case may be, on a regular basis for their perusal and action to guide investigation. Any lawful instruction issued in this respect should be taken up for prompt compliance and report.
- 3) To take up investigation of some heinous crimes (SR cases) which require adequate experience and skill for investigation and detection apart from cases endorsed to him by Zonal Dy. SP/ SDPO/ACP/CP/SP, as the case may be. In such instances, zonal superior officer shall submit PR II and subsequent reports.
- 4) To keep case diaries maintaining confidentiality in stipulated norms for subsequent despatch to Court of competent jurisdiction on conclusion of investigation and final memos as and when received shall be sent to Zonal Dy. SP/ SDPO/ACP, as the case may be, after taking necessary action.

- 5) To make scrutiny of all actions taken in respect of cases to be ended in Charge Sheet/Final Report (i.e. report in final form u/s 173(2) of Cr. P.C.) and in appropriate cases, actions shall be taken for revival of investigation. The decision for cases ending in CHARGE SHEET/FINAL REPORT would be taken after due consultation and approval of Zonal Dy. SP/ASP/SDPO/ACP.
- 6) To send copy of General Diaries as per stipulated norms to Zonal Dy. SP/ SDPO /ACP, as the case may be, for their perusal and filing. Comments/observation/order, as and when received shall be complied with promptly.
- 7) To send daily crime report/ law and order report /information of any other particular aspect including unnatural death and outbreak of infectious deceases if any etc. to all concerned authorities following Regulation 192 of PRB.
- 8) To send Personal Diaries to SP/DCP through Zonal Dy. SP/ SDPO /ACP, as the case may be.
- 9) To personally maintain Roughts' Register at PS as a confidential document as an addendum to Village Crime Note Book as laid down in Regulation 391(a) of PRB. In this respect, Police Order No. 4 of 1962 and amended Police Order No. 2 of 1966 shall be taken into account for guidance.
- 10) To maintain a Note Book following provision of Regulation 193 PRB.
- 11) To maintain co-operation with Kolkata Police as and when required vide Regulation 128 of PRB.
- 12) To hold Annual Inspection of TOPs /OPs etc., once a year in terms of Regulation 48 of PRB.
- 13) To refrain from committing any act forbidden in terms of Regulation 107 and 108 of PRB.

The word "Circle Inspector" wherever occurred in any order / regulation whatsoever, shall henceforth cease to exist in respect of police stations placed under the Officer-in-Charge in the rank of Inspector of Police.

**(N.Mukherjee)**  
**Director General & Inspector General of Police**  
**West Bengal**

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### Police Order No. 16 of 2012

**Sub:- Uniform for staff of Police Commissionerates.**

In continuation of Police Order no 14 of 2012, the staff of Commissionerates of West Bengal Police up to the rank of Inspector will also use the under mentioned uniform articles (Rank wise applicable) as follows :

SL. NO.	NAME OF CLOTHING ARTICLES	COLOUR OF ARTICLES	SCALE (per head)	LIFE-TIME
1.	Web Belt	Dar Blue	1 (one) piece	4(four) to 5 (five) years
2.	Cross Belt	Black	1 (one) piece	5 (five) years
3.	Forage Cap	Dark Blue	1 (one) piece	3 (three) years
4.	Ammunition Boot	Black	1 (one) pair	3 (three) years

This order shall come into force with immediate effect.

**(N.Mukherjee)**  
**Director General & Inspector General of Police**  
**West Bengal**

(EQ/CL:94-2012)

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## Police Order No. 17 of 2012

### Sub:- Duties of Court Officers.

Whereas Regulation 531 of Police Regulation of Bengal, 1943 lays down that the instructions given in case of Appeal Register (Vide Regulation 535), Magistrate General Register of cases (Regulation 536), Register of sessions cases (Regulation 539), conviction register (Regulation 541), index to conviction register (Regulation 543), Court Khatian register (Regulation 546), Statement of session crime (Regulation 546) amongst other registers and returns, are duly followed;

And Whereas, the Court Office and Court officers as envisaged in Cl (ii) of Regulation 411 of the said Police Regulation of Bengal, inter alia lays down that the said Court office and officers shall follow the instructions contained in the said Regulation above;

And Whereas, the report received so far causes much discomfort in accepting the scrupulous compliance of the said instructions in all occasions;

And Whereas appropriate monitoring of all criminal cases during stages of trial and applications and appeals thereof before the High Court and Court of sessions and trial court as the case may be, in order to ensure that proper provision for conducting those cases have been made and that no failure of justice has occurred owing to the state not being represented, seems to be not in order in all occasions;

And Whereas, in order to instill more dynamism in the criminal justice delivery systems, the DG & IGP in addition to and not in derogation of the provisions as laid down chapter - VII of the said Police Regulation of Bengal, with regard to Court Police, in exercise of the power conferred by section -12 of Police Act- 1861 (Act. V of 1861), deems it expedient to frame the following instructions, viz :-

- i. The said Court officers shall ensure that the prosecution witnesses are being turned up in time by the Investigating Officers since trial cases are adjourned quite often for non-attendance of official witnesses.
- ii. The said officers shall also see that the prosecution does not seek adjournments without prior notice to advocate for the accused.
- iii. The photograph of the accused and full address / Phone Nos. etc. are mentioned in the arrest memo and charge sheet.
- iv. The said officers shall pay special attention to execution of non-bailable warrants (NBWs) by the Officer-in-Charge of the concerned Police Station. They shall communicate the Summons / Warrants to the Police Station and prepare report where concerned Police Station does not send up a report to the Court as to the stage of NBWs and the specific reason for non-apprehension of the accused, and thereby pays constant attention and surveillance on execution of warrants and place of monthly report of the same to the Superintendent of Police concerned.
- v. With reference to the execution of warrants against the accused, residing or staying in other states the Court officer shall impresses upon sending the requisition made by the court to concerned Superintendent of Police of the other state and cause a report placed before the court which has issued warrants regarding steps taken by the police at least one in a month.
- vi. After receipt of the order concluding trial by the trial court, the court officer shall promptly apply for certified copy of the order sheet and see that these are received in time.
- vii. The court officer shall see that all appeals before the court sessions and High Court are filled in time after receipt of opinion for appeal from the Ld. P.P. concerned / Ld. L.R. / District Magistrate concerned, as the case may be. In case of acquittal, the court officer shall collect the order and place the same before the

Superintendent of Police for preferring appeals against acquittal in consultation with Ld. P.P. / L.R. as the case may be.

- viii. The court officers stationed everywhere shall also ensure that Case Diaries are placed before the court making requisition for production of Case Diary in time, and they are returned to the concerned Investigating Officer as soon as the case is decided.
- ix. The Court officers shall make themselves acquainted with the contents of the Case Diaries if the said Case Diaries do not contain full particular evidence he shall ask the Officer-in-charge of the Police Station concerned / Investigating Officer concerned to incorporate seizure list, medico - legal expert opinions (whenever required), list of prosecution witness and other relevant documents necessary for prosecution of cases.
- x. The said Court officer shall send a brief note to the Superintendent of Police concerned in cases there arises break down in trial and the reasons for such failure.
- xi. The Court officer shall make proper liaison with District Magistrate concerned for all appeals, applications for revision before the High Court for Court of Sessions whenever required to follow the mandates of Regulation - 461 and CI (a) of Regulation - 462.

**(Naparajit Mukharjee)**  
**Director General & Inspector General of Police**  
**West Bengal.**

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### **Police Order No. 18 of 2012**

#### **Sub:- Tailor-made Group Personal Accident Policy.**

In order to provide facilities for Home Guards, NVFs, Civil Volunteers and Menial working in or with West Bengal Police, the National Insurance Co. Ltd. have designed a Tailor-made Group Personal Accident Policy to give the widest possible coverage to the Home Guards, NVFs, Civil Volunteers and Menial. The scheme is being implemented for the benefit of Home Guards, NVFs, Civil Volunteers and Menial.

**2. Beneficiaries:** All Home Guards / NVFs / Civil Volunteers / Menial working in or with West Bengal Police will be eligible to be members of the scheme. Members of Group -D Staff who are unwilling to join the WBP Medical Insurance Policy will also be eligible to be members of the scheme. Only insured person will be covered.

**3. Value of the Policy:** The scheme provides for Group Personal Accident Policy for a sum insured of Rs.5,00,000/- (five lakh) only per annum.

#### **4. Important Benefits of the scheme:**

<b>Sl. No.</b>	<b>Nature of Accident</b>	<b>Benefit</b>
a)	Death due to accident	100% of sum insured
b)	Loss of two limbs	100% of sum insured
c)	Loss of one limb	50% of sum insured
d)	Permanent total disablement	100% of sum insured

#### **In addition to above noted benefits**

- I) Expenses incurred for carriage of dead body of Insured person (death due to accident only) to place of residence subject to a maximum of 2% of Capital Sum Insured of Rs. 1,000/-, whichever is lower.

- II) Education Fund: Education fund for the dependent children of the insured person following death or permanent total disablement as details below :
- If the insured person has one dependent child below the age of 23 years, an amount equal to 10% of the Capital Sum Insured subject to a maximum of Rs. 5,000/-.
  - If the insured person has more than one dependent child below the age of 23 years, an amount equal to 10% of Capital Sum Insured subject to a maximum of Rs. 10,000/-.
  - Medical expenses arising out of an accident up to 10% of Capital Sum Insured OR 40% of admissible claim whichever is lower under the preferred claim meaning that such medical reimbursement will be limited to maximum Rs.50,000/-.

**5. Terms and conditions :**

- The P.A. cover would be confined to Indian Territory only.
- The cover would be on name basis.
- Total no. of persons, proposed to be insured, should be 10,001 and more.
- Other terms and conditions of standard Gr. P.A. insurance policy would be applicable as usual.
- Per Accident /incident eligible for claims the limit under the policy would be Rs.2 Crore.

**6. Premium :** The annual premium of the above policy is Rs.235/- (two hundred thirty five) only including service tax i.e. Rs.209/- + Rs.26/- = Rs.235/- to be paid in a single installment.

**7. Fund :**

- A new fund under the nomenclature of “HG / NVF / Civil Volunteer / Menial Insurance Fund” will be created for providing personal accident facilities for Home Guards / NVFs / Civil Volunteers / Menial working in or with West Bengal Police as a welfare measure from contributions to be paid by them under the proposed scheme.
- Contributions from Home Guards / NVFs / Civil Volunteers / Menial will be collected by respective controlling officers and will be credited to the fund.
- The local SPs, COs of Bns. and in-charges of other units will collect contributions from Home Guards / NVFs / Civil Volunteers / Menial under their control and remit the amount of contribution received through Bank Draft to Secretary of this fund.
- Installment towards the said scheme will be paid to the National Insurance Co. Ltd. from the fund.
- The fund will be administered by a Central Committee consisting of the following officers who will be the Ex-officio members :

(i)	ADG (Welfare), WB -----	President
(ii)	DIG (P & W), WB -----	Secretary
(iii)	DIG, AP, Durgapur -----	Member
(iv)	DC (Hqs), Howrah Police Commissionerate ---	Member
(v)	SP, North 24 Parganas -----	Member
(vi)	State Commandant, NVF, WB -----	Member
(vii)	Sr. Staff Officer, Home Guard Organisation --	Member
(viii)	CO, SAP 1 <sup>st</sup> Bn., Barrackpore-----	Member

The quorum of subsequent meetings will be of five (5) members including the Secretary.

- The committee will hold meetings twice in a year to assess the functioning of the fund, settlement of the claims and any other matter which they feel necessary to discuss for the welfare of the members.



(g) An account shall be opened in the Kolkata main branch of State Bank of India for operation of this fund. DIG (P & W), WB and Ex-officio Secretary will operate the financial transactions on behalf of the “HG / NVF / Civil Volunteer / Menial Insurance Fund”.

(h) Day to day business and maintenance of records etc. will remain entrusted to one police officer not below the rank of Inspector under the supervision of the Special Officer, Welfare, West Bengal Police Directorate.

(i) The fund will yearly be audited by a registered audit FIRM.

**8. Welfare Officers:** The Superintendents of Police / Commandants / Head of the Units will designate the RO (Welfare) to Co-ordinate all matters pertaining to the operation of the said scheme in their respective units. It will be the responsibility of the RO (Welfare) to keep in touch with both West Bengal Police Directorate and National Insurance Co. Ltd. in getting the benefits from the scheme.

**9.** The terms and conditions of the scheme as mentioned above are liable to change at the time of renewal of the scheme.

**(N. Mukherjee)**  
**Director General & Inspector General of Police**  
**West Bengal**

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**Police Order No.19 of 2012**

**Sub:- Action to be taken in compliance with the provision as laid down in section 174A, IPC, 1860.**

Ref: Section 82 of the Code of Criminal Procedure, 1973.

With reference to the subject noted above, it is to inform you that the provision as laid down in section 174A of IPC, 1860, requires to be invoked in case of Non appearance in response to a proclamation under section 82 of Code of Criminal Procedure. However, it has come to notice that the provision of section 174A IPC has not been scrupulously followed in appropriate cases involving violation of the provision of the said section 82 of the Code.

Accordingly, instruction is hereby passed to press into service the provision as laid down in the said section 174A IPC, 1860 in appropriate cases, to strengthen the justice delivery system.

**(N. Mukherjee)**  
**Director General & Inspector General of Police**  
**West Bengal**

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**Police Order No. 20 of 2012**

**Sub:- Nodal Officer - BPR&D Central Committee - related to Women Police.**

As recommended by the BPR&D, Ministry of Home Affairs, Government of India vide letter no. 32/7/2012-RD/Conf. dated 12.09.2012, it is hereby ordered that all the unit heads of West Bengal Police will appoint a Nodal Officer of adequate seniority for their unit to coordinate with and assist the BPR&D Central Committee and to address issues related to Women in Police of the State. Please also ensure that all women employees working in your unit should be made aware of their Nodal Officers on periodic basis so that any grievance or issue related to their professional or personal well-being may be brought into notice of the Unit Heads through such Nodal Officers.

To avoid any dislocation due to transfer, retirement etc., such appointment should be done against a particular designation and post instead of an individual officer's name. You are requested to appoint such Nodal Officer within three days of receipt of this order and send compliance report to the West Bengal Police Directorate immediately for compilation and onward submission to the BPR&D, Ministry of Home Affairs, Government of India. Regular Landline Nos. with STD code of all such Nodal Officers should be mentioned to ensure proper communication. IGP (A) is appointed as Nodal Officer of the West Bengal Police Directorate.

**(N. Mukherjee)**  
**Director General & Inspector General of Police**  
**West Bengal**

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**Police Order No. 21 of 2012.**

**Sub:- RAF component in Districts/ Commissionerates/ GRPs.**

It is noticed that Districts/ Commissionerates/ GRPs often send requisition for deployment of RAF in connection with Law & Order issues. The units usually retain this force beyond stipulated period of deployment as a result of which their strength at respective headquarters gets depleted. Therefore, extreme difficulties occur for redeployment of this component of force in Law & Order exigencies. Recently, services of good number of well trained constables are placed with Districts/ Commissionerates/ GRPs on being posted out from SAPs.

In view of above, it is felt expedient to create a RAF component of following strength in each of your unit utilizing added resources with immediate effect:-

- i) Districts/ Commissionerates – RAF component of 3 SI, 6 ASIs and 75 Constables per Districts/ Commissionerates
- ii) GRPs – RAF component of 1 SI, 3 ASIs and 27 Constables per GRPs.

All of them should be trained regarding use of non-lethal weapons and riot drill. The entire detailment should be placed under overall charge of RI of respective Districts/ Commissionerates/ GRPs. A dedicated set of officers and men should be placed at disposal of concerned RI to impart suitable training for above purpose.

A report of compliance should be sent.

**(N. Mukherjee)**  
**Director General & Inspector General of Police**  
**West Bengal**

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