

[Section 4(1)(b)(iii)]**Procedure followed in decision –making process**

A) Investigation: Investigation according to Cr. P.C. is to collect the evidence, regarding the commission of crime.

Sl. No.	Activity	Level of action	Time frame
1	Registration of FIR	As prescribed in Cr. P.C.	
2	Conducting Investigation		
3	Filing of report in Final Form		

B) West Bengal Police Control Room:

<p>This CR functions as the nerve centre of WB Police to receive all kinds of communication by Public /other police units related to law and order scenario, distress etc. and accordingly direct local police to attend / help. Superior officers are also kept informed. Also regular contact with district CR is made from this CR.</p>	
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Sl. No.	Activity	Level of action
1	There is a well-equipped Control Room at the Police HQ with all modern communication facilities. Instances of actionable calls are Information of breaking out of fire; Hospitalization of serious patients; Information of Cognizable offence like, eve teasing, clash, road accident, dacoity, incidences of sound pollution, environmental pollution etc. During natural calamity / disaster elsewhere in other states also, the CR takes necessary action to collect information for the benefit of affected people.	Informs concerned district / sub-divisional Control Room for quick further action.

C) Traffic

Sl. No.	Activity	Level of action	Time frame
1	Regulation of Traffic	By All Traffic Police Officers & Men	Morning / Day / Evening
2	Notice is issued to the owner / driver for violation of traffic rules on road and for issuing prosecution under Motor Vehicle Act / Rules after collecting address from Motor Vehicle Department.	By All Traffic Officers.	
3	Traffic Officers not below the rank of Sub-Inspector issue compound slip to the driver / owner of the vehicle for violation of Motor Vehicle Act / Rules on road.	i) M. V. Act / Rules ii) Transport Department, Govt. of WB Notification No. 5779-WT/3M-170/94 dated.05.07.1995 read with Notification No. 4324-WT/3M-128/97 Dated. 28.10.2014 and Notification No. 520-WT/3M-80/02 Dated. 14.02.2003.	
4	Violators deposit compounded amount to the specific banks as mentioned in the overleaf of the compound slip.		

5	If the violators fail to deposit the compounded amount to the banks within fifteen days a prosecution under M.V. Act / Rules is submitted along with seized documents against them before the concerned court.		
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Provisions and Logistics:

1. [PROCUREMENT OF CLOTHING ARTICLES & ACCOUTREMENTS FOR W.B. POLICE]

Sl. No.	Process	Level of action	Time frame
1	Every year, at the beginning of the financial year, assessment of requirement of Clothing Articles & Accoutrements are made. The assessments are made on the basis of Life-time of articles, Sanctioned strength of police personnel upto the rank of Inspector and Stock of Clothing Articles & Accoutrements as on 31st March of last year and after examination by the senior officer it is approved by DG & IGP, West Bengal for purchase of Clothing Articles & Accoutrements accordingly through annual e-tender and also directly from the WB Govt. undertaking Firms/Statutory Bodies/Co-Operative Bodies according to the G.O 10500-F, Dated. 19.11.2004. And 269(2)/CS, dtd.05.05.2006.	Dealing Assistant / Head Assistant / Spl. Officer (Aud)/ Inspector General of Police (O) & DG & IGP, WB	2 weeks
2	Formation of i) Committee for Opening Tenders (Technical and Financial Bid opening), ii) Committee for Opening Samples, iii) Central Clothing Committee and iv) Central Clothing Acceptance Committee by DG & IGP, WB. These Committees consists of IPS Officers and Joint Director (Accounts), WBPD.	IGP (O), ADG (A) & DG & IGP, WB	1-2 days
3	Publication of e-Tender Notice in leading Dailies in Bengali / English / Hindi.	Dealing Assistant / Head Assistant / Spl. Officer(Aud)/Inspector General of Police (O)	1- 2 days
4	W.B. Govt. undertaking Firms/Statutory Bodies /Co-operative Bodies are requested to supply samples of respective clothing articles.	Dealing Assistants/ Head Assistant / Spl. Officer (Aud)/ Inspector General of Police (O)	Within 20 days.
5	Floating of e-Tender (online)	Dealing Assistant / Head Assistant / Spl. Officer (Aud)/ Inspector General of Police (O)	1 day
6	Pre-bid Meeting with the prospective bidders	Dealing Assistant / Head Assistant / Spl. Officer (Aud)/ Inspector General of Police (O)	1 day
7	Bid submission start (online) and Closing.	Bidders	22 days
8	Receipt of Samples, EMD etc. on the due date (Off line) from Govt. undertaking and other firms.	Dealing Assistants / Head Assistant	2 days
9	Opening of Sample on the days fixed with the approval of Senior Officer.	Committee for Opening Samples comprising 3 IPS Officers and Dealing Assistant / Head Assistant.	1-3 days
10	Technical Bid opening (online) and Preparation of Broad Sheet	Committee for opening of Tender (Technical Bid)	2 days

		comprising of 3 IPS Officers and Dealing Assistant / Head Assistant	
11	Evaluation of documents and samples (Offline)	Central Clothing Committee comprising of 5 IPS Officer including IGP(O) and Dealing Assistant/ Head Assistant	2-3 days
12	Preparation of Broad Sheet (list) of Technical Qualified Bidders and uploading (online) in the Website.	Dealing Assistant / Head Assistant and Committee for Opening Tender comprising of 3 IPS Officers	2 days
13	Opening of Financial (Commercial Bid) Bid & Preparation of Broad Sheet	Committee for Opening Tender comprising of 3 IPS Officers and Dealing Assistant/Head Assistant	2 days
14	Uploading the list of qualified bidders in Financial (Commercial) Bid along with approved rates in the Website	Central Clothing Committee comprising of 5 IPS Officers including IGP(O) and Dealing Assistant/Head Assistant	1 day
15	Selection of Master Sample(s) from the samples supplied by the W.B. Govt. undertaking Firms/Statutory Bodies/Co-operative Bodies and also from the samples supplied by other Firms (e-tender)	Central Clothing Committee comprising of 5 IPS Officers including IGP(O) and Dealing Assistant/Head Assistant	3-4 days
16	All the selected Firms are requested to enter into an agreement in a Govt. prescribed Form and to submit Security Money @ 5% of the total value of order	Dealing Assistant / Head Assistant and / Spl. Officer (Aud)/ Inspector General of Police (O)	2-3 weeks
17	Issue of Firm Order to the selected Firms/ Govt. undertaking Firms / Statutory Bodies/Co-operative Bodies who submit agreement with Security Money	Dealing Assistant / Head Assistant / Spl. Officer (Aud)/ Inspector General of Police (O)	3 weeks
18	Acceptance of Clothing Articles and Accoutrements (supplied by the Selected Firms) by the central clothing Acceptance Committee. The Committee reports acceptance / rejection to PHQ. Accepted articles are taken into stock of Central clothing store, Barrackpore.	Central clothing Acceptance committee comprising of 5 IPS Officers and joint Director, Accounts, WBPD.	As per schedule of phase of supply
19	Distribution of clothing articles & accoutrements as and when requisition received from Districts/Units/Battalions in PHQ/ Commissionerates. Release Order is issued from PHQ and articles are released from Central Clothing Stores.	Dealing Assistant / Head Assistant / Spl. Officer (Aud)/ Inspector General of Police (O) / CO. SAP 3 rd Bn.	As and when requisition received.

Provisions and Logistics:**2. [ARMS, AMMUNITION]**

Sl. No	Activity	Level of action	Time frame
1	Firm demand prepared for allocation of various Arms & Ammunitions for WB Police & Kolkata Police.	Dealing Assistant, HA Equipment, SO (Audit), CO SAP 6th Bn., IG (Mod & Co-ord),WB, DG (Welfare),WB & DG & IGP, WB	03 (three) weeks
2	After obtaining allocation of controlled stores of weapons from MHA, New Delhi, Proforma Invoice called for from concerned Ordnance Factories of Govt. of India.	Dealing Assistant, HA Equipment, SO (Audit), IG (Mod & Co-ord), WB,	01(One) week
3	Payment is made by State Govt. / MHA, Govt. of India to concerned Ordnance Factories for supply of said items.	Dealing Assistant, HA Equipment, SO (Audit), CO, SAP 6th Bn., IG (Mod & Co-ord) WB, DIG (O), WB, & DG(Admn.) WB	03 (three) months
4	The store is collected and received in the Central Armoury, Barrackpore.	Dealing Assistant , HA Equipment, SO (Audit), CO, SAP 6th Bn., DIG (AP) BKP, IG (Mod & Co-ord) WB., Assistant Commandant, Central Armoury	Within delivery schedule.
5	Stores distributed among different districts & units of WB Police & Kolkata Police, as per scale laid down in BPR & D, New Delhi's guidelines and as per order of DG & IGP, WB.	Dealing Assistant, HA Equipment, SO (Audit), CO, SAP 6 th Bn., IG (Mod & Co-ord), WB, DG (Welfare), WB, DGP & IGP WB, Assistant Commandant, Central Armoury	

Provisions and Logistics:**3. [PROCUREMENT OF STATIONERY / FURNITURE ETC.]**

Sl. No.	Process	Level of action	Time frame
1	Head of the concerned unit and in case of district, Superintendent of Police purchases stationery / furniture etc. for use of the office observing formalities as laid down in West Bengal Financial Rule / within the limit of financial power delegated by Govt. in delegation of Financial power Rules – 1977 as issued in Govt. Notification No. 9751-F dated 17.11.1977 and as amended by Govt. from time to time, from authorized dealer. Open Tender as and when necessary is called for supply of articles as laid down in Rule 47B of WBFR and amended in G.O No. 10500-F dated 19.11.2004 from bonafide suppliers. Lowest quotation based on quality received is accepted and firm order issued to the selected suppliers.	Head of Unit / Superintendent of Police of District / DIG (O) of police Directorate, West Bengal.	3-4 weeks
2	Supplied articles are duly examined and accepted and taken into stock.	do	2-3 days