

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

- A) Investigation :** The following steps of investigation are carried out as per the provisions of the Bharatiya Nagarik Suraksha Sanhita, 2023, for the purpose of an enquiry regarding the commission of a crime.

Sl. No.	Activity	Level of action	Time frame
1	Registration of FIR	As prescribed in the Bharatiya Nagarik Suraksha Sanhita, 2023	As prescribed in the Bharatiya Nagarik Suraksha Sanhita, 2023
2	Conducting Investigation		
3	Filing of report in Final Form		

- B) West Bengal Police Control Room :** 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.

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.		

Provisions and Logistics :

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

Sl. No.	Process	Level of action	Time frame
1	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 (EQ)/ IGP(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	Every year Firm Demand prepared for allocation of various Arms & Ammunitions for WB Police.	Dealing Assistant, HA (Mod)/ DSP (Procurement)/ DIG (Provisioning), WB/ CO SAP 6 th Bn.BKP/,DIG ((AP),BKP / ADG (Mod & Cord),WB	01(One) Year

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 bona fide 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

Generally furniture items are procured from Small Industries Development Corporation Ltd. in terms of DFPR as ammended by Government from time to time.