

POLICE ORDERS– 1997

Police Order No. 01 of 1997

Sub:- Preparation of R.A.L. of Constables for promotion to the rank of H.C. (UB).

In view of splitting up of Presidency Range into Presidency Range and Murshidabad Range it has been decided to re-group the districts/Battalions /Units as follows for the purpose of preparation of R.A.L. of Constables for promotion to the rank of Head Constables in Unarmed Branch:-

1	Presidency Range	The districts of North 24 Parganas /South 24 Parganas/ Howrah/ Dum Dum Airport and SAP 1 st Bn./SAP 2 nd Bn. /SAP 3 rd Bn./SAP 6 th Bn./Hqrs. DIG AP Barrackpore.
2	Murshidabad Range	The districts of Nadia/Murshidabad and SAP 9 th Bn.
3	Burdwan Range	The districts of Burdwan/Birbhum/Hooghly and SAP 5 th Bn./SAP 7 th Bn./Hqrs. DIG AP Durgapur.
4	Midnapore Range	The districts of Midnapore /Bankura/Purulia and SAP 11 th Bn./SAP 13 th Bn.
5	Malda Range	The districts of Malda/Uttar Dinajpur/Dakshin Dinajpur and SAP 4 th Bn.
6	Jalpaiguri Range	The districts of Jalpaiguri/Darjeeling/Cooch Behar and SAP 10 th Bn./SAP 12 th Bn./Hqrs. DIG AP Raiganj with Hqrs. at Siliguri.
7	Railway Range	The Districts of Sealdah G.R.P./Howrah G.R.P./Siliguri G.R.P. and SAP 8 th Bn.
8	I.B. Range	I.B/E.B/C.I.D/P.C.C./P.T.C/Telecom West Bengal/ S.C.R.B. West Bengal /Cordoning/West Bengal Police Directorate.

This is in supersession of all previous Police orders in this respect and this arrangement will be effective from the date of issue of this Police order.

(K.K.Majumder)

**Director General & Inspector General of Police
West Bengal**

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Police Order No. 02 of 1997

Sub:- Training for personnel deployed on security duties.

Security duties constitute an important arena of Police work. Our officers and men are frequently called upon to take up duties for ensuring and providing security coverage to important dignitaries, VIPs / VVIPs of different categories and also to perform duties for ensuring safety and security of vital installations guarding protected places and ensuring of safety and security of valuable documents of all these security assignments the job of ensuring personal securities to VIPs/VVIPs is perhaps, the most important task and is fraught with grave risk. Multifarious risk and manifold threats to securing prevailing in the modern social scenario have no doubt added to the intricacy of such duties. Effective performance of such duties demands a high degree of physical fitness, mental alertness and a clear perception about the threats that VIP/VVIP is exposed to in a particular situations or environment. For neutralizing such threats and combating any probable attack on the VIP/VVIPs either at their residence or outside and during transit, the police personnel performing

security duties must have sufficient skill, presence of mind, power of judgment and capability for appropriate reflex action. For developing such skills proper orientation through specialized and effective training both theoretical and practical is to be imparted to our officers and men.

In recent times, in the context of a few unpleasant occurrences posing threats to some VIPs/VVIPs in our state, the performance of our officers and men deployed as security guards and personal security officers have come under close scrutiny. After a careful scrutiny it has been felt, that a specialized training with tailor-made curriculum covering indoor and outdoor subjects will have to be imparted to our officers and men (Sub-Inspectors downwards) who are called upon to take up these duties in different districts of our state. This will enable us to build up a trained cadre of security guards and PSOs throughout the state. For building up such cadre of trained security guards and PSOs it is necessary to extend specialized training to the grass root level. SPs of the districts and Commandants of the Battalions and other supervisory officers of senior formation will ensure that due importance and priority is given to such training on regular basis.

In view of inadequacy in the number of suitable trainers in the districts for imparting such training, I.G. I.B., I.G. A.P. and DIG, Training have been instructed to design a suitable course and to organize a "Trainers' Training Programme" at the Police Training College, Barrackpore. The object of such "Trainers' training programme" is to raise several batches of competent trainers who would be able to act as trainers in their respective districts/units for imparting training to the Police officers and men deployed as security Guards and PSOs. Necessary entries regarding participations and successful completion in trainers training programme should be made in the service books of the Police personnel who attend such programme at the PTC by the respective SPs/Commandants.

To streamline the arrangements in this regards following instructions are given strict compliance and guidance.

1. SPs/Commandants with their available resources and infrastructure will henceforth organize regular in-service training for security guards and PSOs in their respective jurisdiction. The duration of the course, curriculum for such specialized course should be designed in consultation with IGP, I.B., IGP, A.P. and IGP, Training, DIG Training.
2. The services of the competent trainers raised through "Trainers Training Programme" mentioned above should be utilized in conducting such courses. A list of such competent trainers should be maintained in each district Hqrs. and a consolidated list of competent trainers for the entire state raised through "Trainers Training Programme" should be maintained in the IB Hqrs. and also in the Training Branch.
3. At least 4 (four) such in-service courses in a year should be organized in each district/Battalions. Range DIGs, DIG I.B., DIG Training, Zonal IGPs, IGP IB, IGP AP, and IGP, Training, in course of their tour in the districts, should monitor the progress of such training programmes at the district level regularly.
4. SPs/Commandants will submit feed-back report through Range DIGs and Zonal IGPs to the Training Branch, to the Intelligence Branch, West Bengal and to the Police Directorate on completion of each training programme in their district/Battalions.

(K.K.Majumder)
Director General & Inspector General of Police
West Bengal

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Police Order No. 03 of 1997

Sub:- Routine visits to the Police Stations and other local units by the SP.

It is felt that with the creation of the post of Zonal I.G.s and creation of smaller Ranges, the districts deserve more attention, closer guidance and supervision from the Range DIGs and Zonal I.G.s

2. SPs visit Police Stations during formal occasion like Inspection, important enquiries of some such occasions or in the event of any major incidents. Of late, SPs seldom pay routine visits to PSs with a view to scrutiny of records, review of cases for spot guidance and instructions to subordinate officers. The instructions regarding visit by senior officers to Police Stations and other local units are already mentioned in P.R.B Rule No. 60.

3. In continuation of above instructions, it is ordered that during their routine visits to the Police Stations and other local units, S.Ps will invariably make entries of their instructions in the inspection registers and ensure that actions on these instructions are taken timely. Any failure on the part of concerned officers to comply with his instructions should be suitably dealt with at his level or brought to the notice of the Range DIG as and when necessary.

4. Range DIGs will, henceforth, hold monthly meetings with the SPs to assess problem areas in respect of Districts. These meetings should be followed by visit of the DIG to the problem areas and if necessary meetings should be held at Sub-Division and P.S level for providing necessary guidance, supervision and motivation to field level officers. Range DIGs will submit a monthly report to their Zonal IGs regarding the actions taken by them in this regard.

5. Likewise the Zonal IGs will send a monthly D.O. to the DG & IGP regarding their impression about the general law & order and crime situation, actions taken in districts in their Zones in different problem areas, highlighting initiatives taken, results achieved, inadequacies and also requirements for improved result.

While assessing the performance of different Districts, the performance of the Inspectors-in-charge /Officers-in-charge of the Police Stations should be a subject matter of scrutiny. The Inspectors-in-charge /Officers-in-charge of PSs should realize the importance of their impartial and effective functioning , proper or improper actions taken by them reflecting upon the image of the departmental to the Government and public. It should be understood that in case of inadequate performance, Inspector-in-charge/Officer-in-charge of PSs will be liable to be transferred irrespective of the length of his tenure of posting.

6. Range DIGs should mention about their assessment regarding the performance of the officers-in-charge of S.I. rank in their monthly report to the Zonal I.G.s. In turn the Zonal I.Gs should include an assessment report regarding the performance of Inspectors- in-charge of PSs in their monthly D.O. to the D.G.& I.G.P.

(K.K.Majumder)

**Director General & Inspector General of Police
West Bengal**

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Police Order No. 04 of 1997

Sub:- Interpretation regarding the Status of Head Clerks in Police officers.

The clerical staff in Police offices of districts /Battalions /units, enjoy two pay scales. Head Clerk, Accountant, Cashier, Reader, Clerk and Upper Division Clerks enjoy pay scale of Rs. 1216-2610/- and the others enjoy pay scale of Rs. 1040-1920/- of Lower Division Clerks. Only the Head Clerks are entitled to a special pay of Rs. 80/- at the

present moment in addition to their pay in the scale of U.D.C. The posts of Head Clerk, Accountant, Cashier, Reader Clerk and UDCs are filled up by promotion from LDCs and are appointed according to their seniority. To ascertain the inter-se seniority of UDCs there exists a provision of maintaining a Gradation List of LDCs. A second Gradation List is maintained to ascertain the seniority of LDCs for promotion to the posts of UDCs and other categorical posts in the same scale. It is, therefore, clear that appointment to the post of Head Clerk can never be considered as promotion. In this connection Rule 768 of P.R.B Vol-II and Rule 42A of W.B.S.R Part-I may be taken into view.

It is however, seen that the Range DIGs are preparing separate Gradation Lists for "Promotion" to the post of Head Clerk and also issuing office orders for appointment of Head Clerk using the term "Promoted" instead of "Appointed". Even in the minutes of the conference of the I.G.P. with the DIGs held on 20th, 21st, 22nd August, 1980 in item 6 (1) the term "Promotion to the rank of Head Clerk" was recorded inadvertently in place of the term "Appointment to the rank of Head Clerk" while preparing a state wise Gradation List (State Approved List).

After due consideration, it is ordered that such interpretation may not recur in future and the word "Promotion/Promoted" used already in connection on with appointment of Head Clerks may be deleted and replaced by the word "APPOINTMENT/APPOINTED" in each case. Pay fixation, if any, allowed to the Head Clerks due to their appointment in the said post may be rectified. They would, however, be entitled to the benefit of carrier Advancement Scheme who have fulfilled the conditions of such benefit.

(K.K.Majumder)
Director General & Inspector General of Police
West Bengal

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Police Order No. 05 of 1997

Sub:- Use of Riot Control vehicles.

Six Riot Control vehicles and two vehicles fitted with Water Cannon purchased under Modernisation scheme and lying at DG's M.T.Pool , Barrackpore under control of CO, SAP 2nd Bn. Should be detailed for duty for one week at a stretch to North 24 Parganas, South 24 Parganas and Howrah districts by rotation. In the process each of the above districts can have one such vehicle at its disposal for tackling serious law and order problems. CO, SAP 2nd Bn. will plan the detailing accordingly.

(K.K.Majumder)
Director General & Inspector General of Police
West Bengal

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