

## POLICE ORDERS– 2003

### **Police Order No. 01 of 2003**

**Sub:- Shifting of the headquarters of Addl SP (Rural) and Addl. SP (Industrial), South 24 Parganas.**

In view of administrative problems, it was under consideration for some time past for shifting of the headquarters of Additional Superintendent of Police (Rural Zone) and Additional Superintendent of Police (Industrial Zone) under South 24 Pgs. District to Baruipur and Behala respectively for better and close supervision of law and order as well as crime works of their respective zones.

It is ordered that the office of the Additional Superintendent of Police (Rural Zone) will function from the exiting office premises of Sub-Divisional Police Officer, Baruipur and the office of Additional Superintendent of Police (Industrial Zone) will function from the office of District Enforcement Branch, South 24 Pgs. at Behala with immediate effect.

**D.C.Vajpai**  
**Director General & Inspector General of Police**  
**West Bengal**

(Modified vide Police Order No. 01 of 2004)

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### **Police Order No. 02 of 2003**

**Sub:- Booking of Suites / Rooms in Police Inspection Bungalow /Police Holiday Home at Digha.**

Whereas it has become necessary to do so, the D.G.& I.G.P., West Bengal after careful consideration has made the following system for booking of Suites of Police Inspections Bungalow and also the booking of rooms in Police Holiday Home at Digha until further orders:-

- i) Suite No. 1,3 and 4 will be allotted by S.P., Purba Midnapore
- ii) Suite No. 2 will be allotted by Police Directorate.
- iii) Quota for allotment of rooms in Police Holiday Home at different levels:

- |                         |   |
|-------------------------|---|
| a) S.D.P.O. Contai      | - Room Nos. 15 & 16.                          |
| b) S.P. Purba Midnapore | - Room Nos. 8,9,10,11,12,13,14,18,19,22 & 27. |
| c) Police Directorate   | - Room Nos. 1,2,3,4,5,23,24,25, 26 & 28.      |
| e) O/C Digha P.S        | - Room Nos. 6,7 and 17 in case of emergency.  |

Room Nos. 20 &21 will be used as Stores presently.  
This cancels the earlier Police Order No. 1 of 2002.

**D.C.Vajpai**  
**Director General & Inspector General of Police**  
**West Bengal**

(Also see Police Order No. 05 of 2004)

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## **Police Order No. 03 of 2003**

### **Sub:- Annual Inspection of Arms by the AIA.**

Whereas it has become necessary to do so, the D.G & I.G.P., West Bengal after careful consideration has restarted the system of Annual Inspection of Arms by the AIA.

2. As per PRB Rule No. 1001, arms of all units are to be inspected by the AIA detailed by the Army. Arms requiring major repairs are also to be sent to E.M.E workshop of the Army for repair.

3. The system of annual AIA inspection has not been taking place since 1992 as the Army is not sending the AIA and the E.M.E. Workshops are also not repairing Police Weapons are now sent to the BSF for repair.

4. The following orders are issued for re-starting the annual AIA inspection of arms in the units:-

i) An office of Assistant Inspectorate of Armament will be set up at Barrackpore under CO, SAP 6<sup>th</sup> Bn. (SSF), drawing trained personnel from various units to be posted to DIG AP Cell, Barrackpore. The Inspectorate will be headed by a Dy. SP/A.C. specially trained in AIA Course.

ii) By the first week of January each year all Dy. Inspectors General will report to the ADG, AP names of districts/unit with dates of last inspection, arranged in order of urgency the arms of which he wishes to be inspected by the AIA.

iii) On receipt of the reports, the ADG, AP will select the districts including headquarters of Railway Police and units which the AIA should be asked to include in his tour programme for the next financial year and forward a list by the 1<sup>st</sup> February each year to CO, SAP 6<sup>th</sup> Bn. for necessary action. Commandant, SAP 6<sup>th</sup> Bn. will in due course notify the date and time of the AIA's visit to the Deputy Inspector General or the Superintendent/Commandant concerned.

iv) The assistant Inspector Armourer will visit only the headquarters of the district/unit annually and will inspect one-third of the arms held by each district/unit. The Superintendent/Commandant shall take care in preparing the list of arms for his inspection to see that all arms including those of Police station, outposts etc., under his charge are inspected by the Assistant Inspector Armourer once in three years.

v) Prior to the arrival of the Assistant Inspector Armourer numerical rolls on Form I.A.F (E.M.E) E-20 (Revised) shall be prepared by the Superintendent /Commandant, or the Deputy Inspector General, Criminal Investigation Department and Intelligence Branch etc. as the case may be in duplicate, showing the district and arsenal numbers and makes on arms etc.

vi) An officer not below the rank of Inspector will be present during the whole of the time the AIA is examining the Arms.

vii) The AIA will use form No. I.A.F(E.M.E) E-20 (Revised) in duplicate keeping one copy for his record in the office of the ADG, Armed Police and handing over the second copy to the district officer attending the inspection.

viii) The AIA will state in the inspection report the cause of damage or deficiency to the arms in each case viz. whether this is due to fair wear and tear or through negligence or other causes. In the latter case, a Board composed of the Superintendent/Commandant and two other officers, one of whom shall be the officer who attended the AIA's inspection, will be convened to ascertain the cause and fix responsibility for all deficiencies and damages to arms as reported by the AIA.

ix) The Superintendent /Commandant shall make copies of the inspection note in form No. I.A.F. (E.M.E) E-20 (Revised) and dispose of them as noted below:-

- 1) Original copy of the inspection note to be retained by the Superintendent /Commandant in his file.
- 2) Certified true copies of the inspection note after completing column Q therefore are to be forwarded to-
  - a) One copy to the AIA direct.
  - b) Two copies to the Range Deputy Inspector General who will retain one copy in his file and forwarded the other copy to Police Directorate through the Zonal IG with comments where necessary.
  - c) One copy to the DIG (O) who is responsible for replacement of equipment.
  - d) One copy to accompany arms sent for repairs under escort to CO, SAP 6<sup>th</sup> Bn.

x) The Superintendent /Commandant is responsible for ensuring that all necessary action is taken on the AIAs inspection report after which he will send a certificate to the Police Directorate (through the DIG) certifying that all repairs and replacements recommended by the AIA have been carried out.

xi) In the first week of every month CO, SAP 6<sup>th</sup> Bn. Will send a report to DGP through ADG, Armed Police about action taken by various units on inspection remarks.

xii) Each unit will have a unit Workshop for doing R1 repair. Indent for equipments for setting up a unit workshop and annual indents for spares should be sent to DIG (O). Additional Armourers will be trained and posted in the units to make the unit workshop self-sufficient.

xiii) The Field Workshop for West Bengal Police will be set up under CO, SAP 6<sup>th</sup> Bn. Where R2 repairs will be carried out. CO, SAP 6<sup>th</sup> Bn. Will submit a proposal to DIG (O) for equipment for setting up the same.

**D.C.Vajpai**  
**Director General & Inspector General of Police**  
**West Bengal**

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**Standing Order No. 04 of 2003**

**Sub:- Amendments to the rules for the occupation of Digha Police Holiday Home at Digha, Dist.- Purba Medinipur.**

Whereas, it has become necessary to do so, the Director General & Inspector General of Police., West Bengal after careful consideration has made the following amendments in the above rules:-

Rule-3 Para (a)

A consolidated charge as noted below per room per day will be charged from the occupant. The charge includes room rent, electricity charge, sweeping charges and charges on account of 1<sup>st</sup> issue of Linen. For every subsequent change of Linen, an additional charge of Rs. 3/- per additional Linen will be levied which the occupant will pay. Change of Linen will mean change of Pillow covers and bad sheet.

Rank	Rate per day per room (including electricity charge @ Rs. 5/- per day)
i) HC/NK/Const./HPD/PD	Rs. 20/-
ii) ASI/LDC/JCO	Rs.30/-
iii) SI/UDC	Rs. 40/-
iv) Inspector	Rs. 45/-
v) Govt. officers other than W.B Police & Kolkata Police	Rs. 105/-
vi) Public (Referred by Govt. Officials)	Rs. 130/-

This amendment will be enforced w.e.f. 1<sup>st</sup> January, 2004.

Other Rules will remain unchanged.

**D.C.Vajpai**  
**Director General & Inspector General of Police**  
**West Bengal**

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