

POLICE ORDERS– 2004

Police Order No. 01 of 2004

Sub:- Headquarters of Addl SP (Rural) and Addl. SP (Industrial), South 24 Parganas.

In cancellation of Police order No. 1 of 2003, the offices of Addl. S.P. (Rural Zone) and Addl. S.P. (Industrial Zone) at Baruipur and Behala respectively under South 24 Parganas District will function from Alipore Police Office of Alipore Police Headquarters instead of Baruipur and Behala respectively in the interest of public service and police administration with effect from 14.04.2004.

(Shyamal Kr. Dutta)
Director General & Inspector General of Police
West Bengal

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Police Order No. 02 of 2004

Sub:- Badge of the Deputy Superintendents of Police.

Officers in the rank of Deputy Superintendent of Police of West Bengal Police Service will now wear a device for use on badges which shall be 2¼ inches in height containing the letters “WBPS” encircled by a wreath with Ashoka Emblem above. The departmental shoulder badge shall be “W.B.P.S” in ½ inches block letters.

This order shall come into force with immediate effect.

(Shyamal Kr. Dutta)
Director General & Inspector General of Police
West Bengal

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Police Order No. 03 of 2004

Sub:- Jurisdiction of Additional Superintendent of Police, Bidhannagar.

Additional Superintendent of Police, Bidhannagar Sub-Division created vide Government Order No. 4487-PL/PB/3P-95/01 dated 11.09.2002 of Home (Police) Department, Government of West Bengal will look after the Bidhannagar (East), Bidhannagar (South), Bidhannagar (North) & Lake Town Police Stations in North 24 Parganas district until further orders.

Additional Superintendent of Police, Barasat will continue to look after the Rajarhat Police Station and Additional Superintendent of Police, Barrackpore will continue to look after the Dum Dum, Airport & Netaji Subhas Chandra Bose International Airport Police Stations in North 24 Parganas district.

(Shyamal Kr. Dutta)
Director General & Inspector General of Police
West Bengal

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Standing Order No. 04 of 2004

Sub:- Duties of I.G.P. (Adm.) P.H.Q.

With the creation of the post of I.G.P. Administration, West Bengal Police Directorate vide Home (P&AR) deptt. Notification No. 135-PS Cell dtd. 28.01.2004 the following duties are allotted to IGP (A) West Bengal until further orders:-

1. He will look after all cases relating to offences against Women in the Crime Against Women Wing of PD under the overall Supervision of ADG (MOD).
2. He will supervise all matters relating to Pension of I.P.S Officers.
3. He will be responsible for looking into cases relating to anomalies in fixation of pay etc.
4. He will supervise the work of Spl. Cell in P.D.
5. He will supervise the work of Public Grievances Cell of P.D.
6. He will supervise the implementation of the recommendations of the Vigilance Commission.
7. He will supervise all matters relating to DG & IGPs Conference which is held in New Delhi & Civil Military Liaison Conference held in Kolkata.
8. He will perform any other duty as may be specified / assigned by DG & IGP.

(Shyamal Kr. Dutta)
Director General & Inspector General of Police
West Bengal

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Police Order No. 05 of 2004

Sub:- Booking of Suites in Police Inspection Bungalow at Digha.

The Director General and Inspector General of Police, West Bengal after careful consideration has made the following amendments in suppression of all previous orders, for allotment of 8 suites of Police Inspection Bungalow, at Digha, in Purba Medinipur district until further orders.

- a) Police Directorate will allot suite no. 1 & 2. These suites i.e. suite No. 1 & 2 will be kept exclusively for the senior most officers of West Bengal Police and will be allotted only by the Police Directorate.
- b) S.P. Purba Medinipur may however allot suite nos. 3, 4 and one suite of new block.
- c) Police Directorate will allot other three suites of new block.

A consolidated charge as noted below per suite per day will be charged from the occupant. The charge includes room rent, electricity charge, sweeping charges and charges on account of 1st issue of Linen.

- 1) Police officers of West Bengal (i) on duty Rs. 50 per day, (ii) other than official duty Rs. 140 per day.
- 2) Govt. officials other than Police officers and also the Police officers of other states and guests/relatives of Police officers of West Bengal Rs. 340 per day .

This amendment will be enforced with effect from 15.06.2004.

(M.K.Mukhopadhyay)
Special Inspr.Genl. & Dy. Inspr. Genl. of Police (O)
West Bengal

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Police Order No. 06 of 2004

Sub:- Formation of Spl. Security Units (SSU), for Proximate Security of the Chief Minister, West Bengal.

Government has issued order No. 691-PS dated 13.04.2004 of Home Department, West Bengal constituting Special Security Unit (SSU) providing suitable resources of manpower, vehicles, equipment, weaponry etc. on deputation both from West Bengal Police and Kolkata Police for the proximate security of Chief Minister, W.B. and immediate family members. The order lays down that Special Security Unit (SSU) will be under the unified command of Special Security Wing of IB, WB and headed by DIG & Ex-officio Jt. CP (Security) who will act as CSLO to the Chief Minister, West Bengal. For implementation of the above order, the following order is passed by to DG & IGP West Bengal to compose West Bengal Police component for SSU.

(A) RESOURCES

1) Manpower

The following manpower strength selected by the C.S.L.O. will be provided on deputation.

<u>Dy. SP/AC/ASP</u>	<u>Inspr.</u>	<u>SI</u>	<u>ASI</u>	<u>HC/NK</u>	<u>Const.Driver</u>	<u>Lady</u>
01	03	16	04	08	36	15 06

The deputation will be for the maximum period of three years subject to continuous assessment of performance for retention by CSLO. The Annual Confidential Report/Statement in respect of each of them will be written by CSLO. The deputation will begin from 1st July, 2004.

2) Vehicles

The following vehicles will be placed at the disposal of CSLO:-

a) Bullet Resistant Car	02(Two)
b) Escort Cars	03 (Three)
c) ASL/CPT vehicles	02(Two)
d) AS Check team vehicle	01 (one)
e) Dy. SPs vehicle	01(one)
f) CSLO vehicle	01 (one)
g) Office vehicle	01(One)
h) Messenger vehicle	02 (Two)

Total 11 (eleven) four wheelers and 02 (two) motor cycles. Repair & maintenance of these vehicles as suggested by CSLO will be first responsibility of IB, WB. The detailment and control will remain with CSLO. In case of any shortfall due to additional commitment or off-route, suitable replacement will be provided by concerned officers. Fuel for these vehicles will be drawn as per existing practice.

3) Dress

All personnel working in SSU will be provided two sets of suitable Safari dress, the life span of which will be three years and maintenance will be the responsibility of the personnel himself. In case, any personnel is found to be unfit for continuance in SSU due to his conduct performance or health related problems due of his indulgence then cost of the safari dress suitably depreciated by CSLO will be deducted from his salary in installments.

4) Wireless & Telephones

The following number of Static, Mobile and Hand held wireless sets with suitable mechanism for efficient working of personnel will be provided by Telecom, West Bengal.

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|-----------------------|---------------|
| a) Static/Mobile sets | 12 (twelve) |
| b) Hand-held | 18 (eighteen) |

Repair, maintenance-replacement of these sets and mechanism will be first responsibility of Telecom, W.B. Suitable upgrading of technology equipment etc. as recommended by CSLO should be taken into consideration. Existing practice of Telephones/Mobile Telephones will continue.

5) Office

The office of SSU will be located in IB, WB and will be provided necessary office support by IB WB . Further in addition to be office at IB WB the CSLO has also been allotted office at the Chief Minister's Secretariat, for which necessary office support will be provided by IB and Police Directorate.

6) Residential Accommodation

Efforts will be made to provide Barrack and family accommodation to SSU personnel on recommendation of CSLO for tenure of their deputation in SSU.

7) Temporary Accommodation

SSU personnel on duty going to different places within West Bengal will be provided necessary accommodation for period of duty and payment as due from Police on duty if any can be realized from them.

8) Weaponry & protective gears

Suitable weapons keeping in view recommendation of "the Narsimhan Committee" and availability in the State shall be provided to SSU which will be the first responsibility of concerned officer of State Police. Suitable other protective gears should also be provided to them as recommended by CSLO.

9) AS Check and other Equipments

Necessary set of AS Check equipments as laid down by IB, MHA from time to time shall be provided to SSU. To begin with one set of AS Check equipment from the stock of IB, WB will be dedicated to SSU. CSLO can also requisition replacement/addition from other units. Repair & maintenances of these equipment will be the first responsibility of IB, WB for which fund will be allotted under appropriate head/sub-head in the IB, WB budget allotment.

Other support equipment for smooth of duty by SSU will also be provided on request by CSLO.

10) Training

Suitable and adequate training will be provided to the personnel of SSU by CSLO for which CSLO will organize suitable regular course, exercises etc. including joint training and exercises with other Police personnel who perform duty in peripheral and area security zones.

11) Misc. Expenses

Money spent on contacts for VIP security will be provided as SS Fund and shall be so earmarked in SS Fund allotment of IB, WB.

B) WORKING PRINCIPLES

01. The implementation of the above order requires assistance from Police Directorate and IB, WB. Concerned officers of Police Directorate and IB, WB will render necessary assistance to the CSLO.

02. Matters of proximate security will be decided by CSLO or his suitable representative. As proximate security has relation with peripheral and Area security, the recommendations/suggestions given by CSLO or his suitable representative should be given due consideration.

03. All matters having bearing on the security of the Chief Minister and his immediate family members shall be forthwith informed to the CSLO and appropriate action should be taken to neutralize the security threat.

04. IGP (Law & Order) shall hold Quarterly review meetings with CSLO and other concerned in the first week of January, April, July and October for implementation of this order and/or suitable amendments required to ensure fail safe security to the protectees of this order.

It is ordered to send copy of this order to all concerned in West Bengal Police and Kolkata Police for information and necessary action.

(Shyamal Kr. Dutta)
Director General & Inspector General of Police
West Bengal

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Police Order No. 07 of 2004

Sub:- Officers-in-charge of Police Stations - designated as Principal Intelligence Officers

The Padmanabhiiah Committee on Police reforms has laid stress on timely collection of Intelligence by the Officers-in-charge of Police Stations who have thus been designated as Principal Intelligence officers within their jurisdiction. For this purpose, the Officer-in-Charge of Police Station is directed to nominate one of his junior officers for collection of Intelligence from subordinate Police personnel in respect of (1) incidents likely to lead to communal disturbances; 2) Suspected movement of Militants/extremists 3) Suspected activities of organized crime. 4) Emergence of Sleeper Cells' of terrorist outfits 5) Arrival of unknown persons in the locality, inputs on likelihood of natural calamity etc. The nominated officer will thereafter submit his report to the P.I.O.

Intelligence so collected by the P.I.O. should then be sent to the District Superintendent of Police, who in turn after due consideration, depending on the importance of the inputs, will forward the same to the Police Directorate (attention IGP (L&O)) with a copy to IB Hqrs for further necessary action. The Superintendents of Police will also make a special mention of such intelligence inputs received from the P.I.Os and action initiated thereon, in their monthly D.Os to the DG & IGP, West Bengal.

(Shyamal Kr. Dutta)
Director General & Inspector General of Police
West Bengal

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Police Order No. 08 of 2004

Sub:- Medical Insurance Scheme for West Bengal Police personnel.

In order to Provide facilities for Medical treatment for the Police personnel and their families in private Nursing Homes, the National Insurance Company have designed a tailor made Medical Insurance scheme to give the widest possible coverage to the Police personnel of the West Bengal Police as well as their dependent family members. The scheme is being implemented for the benefit of the Police personnel and their families.

2. Beneficiaries:- Police personnel of the rank of Constable to Sub Inspectors will be eligible to be members of the Medical Health Scheme. The benefit of the scheme will be available to the wife and two children of the Police personnel. Police personnel can also include their dependent sister below 21 years of age and dependent brother below 18 years of age to be beneficiaries of the scheme subject to the maximum beneficiaries being limited to three members. (i.e., wife plus two children or one brother and one sister etc.). Only willing Police personnel will be eligible to contribute to the scheme.

3. Value of the Policy:- The scheme provides for medical insurance for Rs. 50,000/- per annum, for treatment in hospitals, including surgery etc. to the Police personnel and members of his family;

4. Benefits available from the scheme:- The following benefits will be available to the Police personnel and his family:

- i. The scheme provides for Hospitalization with cashless service in empanelled hospitals located in different locations of the state and all over India. Identity Cards will be issued to all members covered under the scheme.
- ii. The scheme provides for 30 days pre-hospitalization benefit and 60 days post hospitalization benefits reimbursement for which is to be claimed separately.
- iii. All pre existing illness (except certain specified illness) are covered.
- iv. Maternity benefit will be available after nine months in the first year of the Commencement of the policy and thereafter , there is no time limit specification for subsequent years;
- v. The National Insurance Company will through the third party agency (TPA) arrange for registration of Nursing Homes etc located in the District Headquarters/Sub Divisional Headquarters which are not registered in order to provide maximum benefit to the Police personnel and their family.
- vi. Treatment for serious illness in Hospitals outside the State which are Registered under the scheme, will be available to the beneficiaries.
- vii. In the eventuality of treatment in hospitals not registered under the scheme including Govt. Hospitals, reimbursement claims are to be submitted for payment.
- viii. Any Police personnel retiring during the period of the policy will be eligible for all the facilities till the completion of the duration of the policy.
- ix. Retired Police personnel are eligible to be members of the scheme on payment of the premium.
- x. Domiciliary hospitalization is not covered under the scheme ;
- xi. Hospitalization for diagnostics, use of alcohol/intoxicating drugs etc and venereal disease is not covered.
- xii. Treatment of AIDS is not covered.
- xiii. Use of external aids like spectacles, wheel chair etc is not covered under the scheme.
- xiv. New born baby will be covered after attaining three months of age.

5. Premium: The annual premium for the above policy is Rs. 580/- to be paid in six installments.

6. Fund: A new fund under the nomenclature of “West Bengal Police Medical Insurance Fund” will be created for providing Medical Insurance for the members of the force & their family members as a welfare measure from contributions to be paid by the Police personnel covered under the proposed Medical Insurance Scheme.

B) Contributions from Police personnel from the rank of Constable to Sub-inspector of West Bengal Police will be collected by respective controlling officers and will be credited to the Fund.

C) The local SPs, Commandants of the Bns. In charges of other units will collect contributions received through Bank Draft to the Secretary of this fund.

D) Installments towards the Medical Insurance Scheme will be paid to the National Insurance Scheme from the fund.

E) The Fund will be administrated by a Central Committee consisting of the following officers who will be the Ex—officio members:-

- i) DG & IGP , WB - President
- ii) ADG (Adm.) WB -Vice President
- iii) IGP (Hqrs.) WB - Member
- iv) DIG (AP) Bkp -Member
- v) SP Howrah - Member
- vi) SS (I) EB WB - Member
- vii) DIG (P & W) WB - Secretary

The quorum of subsequent meeting will be of five members including the Secretary.

F) The Committee will hold meetings twice in a year to assess the functioning of the Fund, settlement of the claims of Police personnel and any other matter which they feel necessary to discuss for the welfare of the members of the W.B.P Force.

G) The Committee will also examine cases, where a beneficiary of the scheme is required to spend an amount exceeding the Insured amount for his treatment under the scheme and decide about payment of the additional money from the fund.

H)An account shall be opened in the Kolkata Main Branch of State Bank of India for operation of this fund. DIG P & W and ex-officio Secretary will operate the financial transactions on behalf of the “West Bengal Police Medical Insurance Fund”.

I) Day to day business and maintenance of records etc. will remain entrusted to one of the officers of the Special Cell under the supervision of the Special Officer (Welfare) West Bengal Police Directorate.

7. Welfare Officers:- The Supdts of Police/Commandants and Head of the Units will designate the RO(Welfare) to coordinate all matters pertaining to the operation of the Medical Insurance Scheme in their respective units. It will be the responsibility of the RO(Welfare) to keep in touch with the representative of the Third party Agency and assist the Police personnel in getting the benefits from the scheme and also finalization of all claims.

8. Sub-Offices: The National Insurance Company through the Third Party Agency will in the first phase, provide facilities of sub offices at the following locations in West Bengal in addition to the Head office at Kolkata:

	Location of office/Sub office	Police units to be looked after
1	KOLKATA	Howrah, South 24 Parganas, Hooghly District Police; Govt. Railway Police Howrah and Sealdah; IB, CID, Telecom, PCC and other units at Kolkata.

2	BARRACKPORE	North 24 Parganas and Nadia Districts; All SAP Battalions /Units located at Barrackpore; SAP 9 th Bn.; Police Training College, Barrackpore.
3	DURGAPUR	Burdwan, Birbhum and Bankura Districts ; IR Battalion Durgapur; 7 th Bn. SAP; All other Police Units at Durgapur and Asansol.
4	KHARAGPUR	West and East Midnapore Districts, Purulia Districts; All EFR Battalions at Salua; 11 th and 13 th Bn. SAP; Govt. Railway Police Kharagpur.
5	SILIGURI	Darjeeling, Cooch Behar, Jalpaiguri Districts; Govt. Railway Police, Siliguri; IB, North Bengal; 10 th and 12 th Bn. SAP.
6	MALDA	Uttar and Dakshin Dinajpur Districts; Malda and Murshidabad Districts; SAP 4 th Bn.

The Supdts. of the Districts/Commandants are to provide office space for the representative of the Third Party Agency at the above locations.

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

(Shyamal Kr. Dutta)
Director General & Inspector General of Police
West Bengal

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Police Order No. 09 of 2004

Sub:- Accommodation for Officers in Block-V of Writers' Buildings.

The Deputy Inspector General of Police (P&W), Deputy Inspector General of Police (IPS Cell), Assistant General of Police (S) Special Officer (Welfare), Special Officer (IPS Cell), Special Officer (Regulation), Special Officer (Law) and connected Stenographers, IPS Cell, Adm/SC (ROPA) Adm/C. Adm/HC & Welfare Section of West Bengal Police Directorate including Law Cell, Special Cell and a part of the Type Section will sit in the newly allotted vacant space in the Main Hall (part) Northern side and cubicles in Northern Side at 2nd Floor of Block-V of Writers' Buildings after necessary renovation.

(Shyamal Kr. Dutta)
Director General & Inspector General of Police
West Bengal

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Police Order No. 10 of 2004

Sub:- Handling of Public Grievances.

Proper approach and handling of Public Grievances plays a very important role in formatting a positive image of the Police. Hence for effective and empathetic handling of public Grievances in Police Department, the following instructions are issued which should be strictly complied by all units.

1. Public Grievances Cell should be established in every Police unit under the supervision of an officer not below the rank of Dy. SP.

2. A register should be maintained to keep a record of all complaints received the register should contain date of complaint name and address of complaint nature of complaint and action taken.
3. A complaint and suggestion Box should be kept at a prominent place at every Police establishment up to Out Posts. It should be opened everyday and suitable action taken on the complaints received. Integrated record of these complaints enquiries and action taken should be kept at districts public grievance cell. This cell should also keep a track of news paper reports related to actions or inactions by Police take suitable action in form of enquiry investigation etc, as per allegations contained in the document.
4. Every complaint however frivolous and trivial it may appear, should be taken seriously because a matter which may appear to be trivial from the Police point of view may be important for the petitioner.
5. Wherever there is scope for the Police to assist the petitioner in any manner that assistance should be provided and tendency to pass the buck by saying “The matter is civil in nature” or “not related to Police” should be avoided.
6. Attitude towards the complaint should be of sincerity, empathy and understanding and not of negligence and contempt.
7. Every enquiry must be completed within one-month of receipt of complaint. The unit In charge himself should monitor the Complaint Register every week and offer his specific comments on each report received and should be able to detect and filter negligent, callous and avoiding reports and fix up the responsibility.
8. Officers forwarding the reports should go through the petition and inquiry report thoroughly and should offer his specific comments on the complaint & inquiry report. The practice of forwarding a report without perusing the contents must be avoided.
9. Derogatory remarks against the petitioner or any other persons must be avoided. Only the proved facts should be mentioned. For example, if any person is involved in any case, instead of writing “He is a Criminal” his involvement in a criminal case may be mentioned.
10. When there is complaint against any Police personnel, it should be inquired into by the officer superior to the person against whom there is complaint. Tendency to protect the guilty must be avoided. If any Police personnel is found guilty or negligent, suitable disciplinary/legal action should be taken.
11. Strict action should be taken against the Police personnel involved in any type of intimidation, harassment, illegal action or inaction or persecution against the petitioner for his submitting the petition.
12. When any report is submitted it should be in original. Only in exceptional cases when it is not possible to send the original report name, rank and designation of inquiry officer should be mentioned.

(Shyamal Kr. Dutta)
Director General & Inspector General of Police
West Bengal

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Police Order No. 11 of 2004

Sub:- Creation of the posts of Inspector-in-Charge.

The Governor has been pleased to accord sanction to the creation of the following 40 posts of Inspector of Police (Unarmed Branch) in the following districts of West Bengal as noted against each vide G.O. No. 1394-PS Cell/3P-18/04 dated 31st August 2004 until further order.

Sl. No.	Name of the district	No. of post of Inspectors.	Names of the newly created post of Inspector-in-charge
1	North 24 Parganas	5	Barrackpore P.S, Rajarhat P.S, Naihati P.S, Bashirhat P.S & Bongaon P.S
2	South 24 Parganas	6	Mahestala P.S, Budge Budge P.S, Falta P.S, Baruipur P.S, Diamond Harbour P.S, Rabindra Nagar P.S
3	Bankura	8	Bankura P.S, Bishnupur P.S, Khatra P.S, Barjora P.S, Ranibandh PS, Raipur PS, Sarenga PS, Simlupal PS.
4	Paschim Medinipur	9	Belpahari P.S, Lalgarh P.S, Binpur PS, Jambani PS, Goaltore P.S, Nayagram P.S, Gopiballavpur P.S, Dantan P.S, Mohanpur P.S
5	Malda	2	Kaliachak PS & Malda PS
6	Purulia	2	Jhalda PS and Jaypur PS
7	Jalpaiguri	4	Moynaguri PS, Dhupguri PS, Falakata PS & Kumargram P.S
8	Cooch Behar	4	Dinhata PS, Mathabhanga PS, Sitai PS & Haldibari PS

Following creation of the posts of 40 Inspectors of Police as mentioned above it has become necessary to recognize the jurisdiction of various Police Circles. The Police Station which have been upgraded and Inspector-in-charge have been posted will be separated from the jurisdiction of the Circle Inspector to which they belong.

In exercise of the power conferred on the Director General & Inspector General of Police under PRB Regulation 10 Vol-I the jurisdictions of the Police Circles which have been affected due to creation of the posts of 40 Inspectors-in-charge are revised as shown here under:-

District	Name of the Circle	Present Jurisdiction of CI	Newly created post of Inspector-in-charge	Revised Jurisdiction of the CI
North	Barrackpore	Barrackpore, Noapara, Titagarh	I/C Barrackpore	Noapara, Titagarh
North	Barasat	Rajarhat, Deganga	I/C Rajarhat	Deganga
North	Naihati	Naihati, Bizpur	I/C Naihati	Bizpur
North	Bangoan	Bongaon, Bagda, Gaighata, Gopalnagar	I/C Bangoan	Bagda, Gaighata, Gopalnagar
North	Bashirhat	Bashirhat, Minakha, Baduria, Haroa, Swarupnagar	I/C Bashirhat	Minakha, Baduria, Haroa, Swarupnagar

South	Maheshtala	Maheshtala, Budge Budge, Nodakhali, Rabindra Nagar	I/C Maheshtala, I/C Budge Budge & I/C Rabindra Nagar	Nodakhali
South	Diamond Harbour	Falta, Diamond Harbour, Magrahat, Usthi	I/C Falta, I/C D/Harbour	Magrahat, Usthi
South	Baruipur	Baruipur, Bhangore, Joynagar, KLC, Kashipur	I/C Baruipur	Bhangore, Joynagar, KLC, Kashipur
Bankura	Bankura Sadar	Bankura, Onda, Taldangra	I/C Bankura PS	Onda & Taldangra
Bankura	Bishnupur	Bishnupur, Joypur, Kotalpur	I/C Bishnupur	Joypur & Kotalpur
Bankura	Khatra	Khatra, Indpur, Sarenga, Simlapal, Ranibandh, Raipur	I/C Khatra I/C Ranibandh I/C Sarenga I/C Simlapal & I/C Raipur	Indpur
Bankura	Gangajal ghati	Gangajalghati, Saltora, Barjora, Chhatna, Mejhia, Beliatore	I/C Barjora	Gangajalghati, Saltora, Chhatna, Mejhia, Beliatore
W-MDP	CI Sadar	Goaltore & Garbeta	I/C Goaltore	Garbeta
W-MDP	Binpur	Belpahari, Binpur, Lalgarh	I/C Belpahari, I/C Binpur & I/C Lalgarh	
W-MDP	Jhargram	Jhargram & Jamboni	I/C Jamboni	Jhargram
W-MDP	Gopiballav pur	Gopiballavpur, Beliabera, Nayagram, Sankrail	I/C Gopiballavpur I/C Nayagram	Sankrail, Beliabera
W-MDP	Belda	Belda, Dantan, Mohanpur	I/C Datan, I/C Mohanpur	Belda
Purulia	Baglata	Joypur, Jhalda	I/C Jhalda & I/C Joypur	
Jalpaiguri	Moynaguri	Moynaguri, Dhupguri, Banarhat	I/C Moynaguri, & I/C Dhupguri	Banarhat
Jalpaiguri	Birpara	Birpara, Madarihat, Falakata	I/C Falakata	Birpara, Madarihat
Jalpaiguri	Kalchini	Kalchini, Jaigaon, Kumargram, Samuktala	I/C Kumargram	Kalchini, Jaigaon, Samuktala
Cooch Behar	Dinhata	Dinhata & Setai	I/C Dinhata & I/C Setai	
Cooch Behar	Mekhliganj	Mekhliganj, Haldibari, Kuchilibari	I/C Haldibari	Mekhliganj, Kuchilibari
Cooch Behar	Mathabhanga	Mathabhanga, Sitalkuchi, Ghoskadanga	I/C Mathabhanga	Sitalkuchi, Ghoskadanga

Malda	Sadar, Malda	Englishbazar, Kaliachak, Manikchak, Baishnabnagar	I/C Kaliachak	Englishbazar, Manikchak, Baishnabnagar
Malda	Gazole	Malda, Habibpur, Bamangola, Gazole	I/C Malda	Habibpur, Bamangola, Gazole

(Shyamal Kr. Dutta)
Director General & Inspector General of Police
West Bengal

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Standing Order No. 12 of 2004

Sub:- Duties of ADG, Training, West Bengal.

In suppression of all previous orders and subject to the general control direction and supervision of the Director General and Inspector General of Police, West Bengal the duties functions and powers of the Additional Director General of Police, Training will be as follows with immediate effect and until further orders :-

1. He will supervise all the functions relating to training with respect to all ranks in the West Bengal Police subject to the general control of Director General & Inspector General of Police.
2. He will deal with all matters relating to the modernization of training infrastructure, updating of syllabi, Curriculum and all the other related training activities.
3. He will supervise the functioning of the Police Training College, Barrackpore, subsidiary Training Centers and other specialized Training Centers being set up as Centers of Excellence.
4. He will initiate and process all matters relating to the nomination of officers of PTC, STC & Other training institutes for deputation for training as well as all matters pertaining to conferences, symposium, workshops and seminars for final approval of the Director General of Police.
5. He shall remain in overall supervisory and advisory control of the functioning of the West Bengal Police academy (set up vide GO No. 2395-PL/BP/2p-8/2000 dated 12.05.2000) subject to the general control and supervision of the Director General & Inspector General of Police.
6. He shall be the controlling officer of Inspector General of Police, Training & Ex-officio Director WB Police Academy, Deputy Inspector General of Police, Training and the Principal DTS in respect of tours and passing of Traveling Allowances Bills and Medical Bills.
7. He shall co-ordinate with the Commissioner of Police, Kolkata, the Director General Fire Services and the Inspector General of Police Correctional Services in the respect of any training activity for officers jointly planned and mutually agreed with Kolkata Police, Fire Services Directorate and Correctional Services.

8. The ACRs of Inspectors and Deputy Superintendent of Police will be routed through him and he will forward the same with his comments on a separate sheet of paper to the Director General & Inspector General of Police for further action..

9. He will perform such other duties as may be assigned to him by the Director General & Inspector General of Police from time to time.

(Shyamal Kr. Dutta)
Director General & Inspector General of Police
West Bengal

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Standing Order No. 13 of 2004

Sub:- Annual Mobilization Contingents.

It has been observed that the training of the Police personnel in the Annual Mobilization Contingents as provided for in Regulation 663 and 795 of the Police Regulations Volume I are not being given held in the Districts. The Strength of the Mobilization Contingents has been given in Police Order 13 of 1953. The List of the personnel to undergo the Mobilization Contingent is to be displayed in a list at each of the Police Stations (Appendix III(8) Volume II S No. 78.

2. The Superintendents of Police of the Districts are directed to conduct the Mobilization Contingents as laid out in Regulation 663 of Volume I during which in-service training of the personnel is to be carried out as per provisions of Regulation 795 of PRB Volume I. The Superintendents of Police will ensure that the following instructions are implemented with immediate effect.

- a) The personnel who are to undergo the Mobilization Contingent Training in each of Police Units as laid out in Police Order 13 of 1953, should be identified and the list displayed in each of the Police Station. Where, new Police Station and Outposts have been sanctioned since the issue of the above mentioned Police Order 1/3 rd of the strength are to be earmarked for the Mobilization Contingent.
- b) An entry should also be made about the personnel who are to undergo the Mobilization Contingent Training in the Disposition list of each of the Police Station.
- c) The Training of the personnel identified for mobilization may be held 4 times in a year for duration of 10 days at the Districts Headquarters. The personnel identified for the mobilization may undergo the training by rotation.
- d) The Police personnel recently transferred from the SAP or the DAP to the OR must undergo the Mobilization Contingent Training in the first year of their induction to the OR
- e) The Mobilization Contingent Training must be supervised by the Dy. SP (D & T) of each District. The Training programme for the Mobilization Contingent should be drawn up in Consultation with the Supdts. of Police. There should be periodical supervision of the Mobilization Contingent Training by the Supdt. of Police and the Addl. Supdts of Police.
- f) Training should be given on matters of immediate concern to the Police Stations and which have a practical value. The following are some of the topics that should also be covered in the Training Programme for the Mobilization contingent.
 1. Dealing of the Police personnel with the Public (Model Code of conduct); Handling of Public Grievances (ref Police order 10/2004)
 2. Improving Police public Relation and the Role of the Police personnel at the Police Station.

3. Crime against women and the role of the Police in preventive actions
4. Human Rights & the Police
5. Cognizable and non-cognizable crime
6. Maintenance of GD and recording of FIR; Bailable and non-bailable offences
7. Provisions of the MV Act. And Traffic rules
8. Custodial Violence and steps to prevent the same
9. Power of arrest and powers of bails; Procedure for arrest guidelines issued by Justice DK Basu (Police Order 3 of 1998)
10. Procedure for search
11. Safety of arms and ammunitions
12. Safety and Security of Police Station and Police Camps.
13. Escorting of prisoners-common faults
14. Relation with the Rural Police (Chowkidars/Daffadars/RG Parties etc.)
15. Computerization of Crime records
16. Active Criminal List and watch over criminals.
17. Beat system of Town Patrol and patrol in the rural areas
18. Railway crime and watch over Railway Criminal by the local PS.
19. Role of Panchayats and relations with Panchayats
20. Unnatural Deaths with ref to Police order 1 of 1984
21. Basic Fire Fighting Drill
22. Collection of Intelligence; (Ref. Police Order 7/2004)
23. Preventive powers with the Police under law
24. Protection of the scene of crime.
25. Inter-departmental coordination at P.S Level.

3. Zonal IGP's and the Range DIG's during their visit to the Districts may ensure that the training of the Mobilization Contingent is carried out as per the provision of the Police Regulations.

(Shyamal Kr. Dutta)
Director General & Inspector General of Police
West Bengal

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Police Order No. 14 of 2004

Sub:- Supervision over Dial-100 Toll free Help Lines.

For proper functioning of 143 Dial-100 Toll free Help Lines in all Sub-divisional and district control Rooms of the State it has become necessary to keep each of these Control Rooms under the supervision of an office of the rank of Inspector, it will be convenient to utilize the services of the Court Inspectors posted in sub-divisional Headquarters and district headquarters for exercising day-to-day supervision of the functioning of these sub-divisional and district Control Room where Dial 100 System will be operative.

It is, therefore, ordered that all court Inspectors posted in district and sub-divisional headquarters will exercise supervision over the functioning of Dial-100 Sub-Divisional and district control rooms in addition to their own duties . In the district where the district control room is already manned by an Inspector, the supervision of Dial-100 system will devolve on him. Where no court Inspector or control room Inspector is available, the Inspector-in-charge of the local PS or the SDPO will perform the duty of supervision in addition to their own duty.

All senior officers in the districts should frequently visit these control rooms to ensure proper functioning of the Dial-100 system. It will be imperative on the part of all

officers-in-charge of Police Stations in the State to see that information catered to the PSs through these Control Rooms are properly worked out and where necessary, lawful actions are initiated on the basis of such information.

The following chart will provide the consolidated lists of the 100-Dial Control Rooms along with the designations of the Supervisory officers.

Sl. No.	Name of the district	No. of post of Inspectors.	Names of the newly created post of Inspector-in-charge
1	North 24 Parganas	Barrackpore	Ct. Inspr., Barrackpore
2	North 24 Parganas	Belghoria	I/C Belghoria
3	North 24 Parganas	Barasat (Sadar)	I/C CR N-24 Pgs,
4	North 24 Parganas	Bidhannagar	I/C Bidhannagar (N) PS
5	North 24 Parganas	Bangoan	Crt. Inspr. Bangoan
6	North 24 Parganas	Bashirhat	Crt. Inspr. Bashirhat
7	South 24 Parganas	Baruipur	I/C Baruipur PS
8	South 24 Parganas	Alipur (Sadar)	I/C IGP's CR, Alipur
9	South 24 Parganas	Canning	CI Canning
10	South 24 Parganas	Kakdwip	CI Kakdwip
11	South 24 Parganas	Diamond Harbour	Crt. Inspr. D/Harbour
12	Howrah	Howrah (Sadar)	Crt. Inspr. (S) Howrah
13	Howrah	Uluberia	Crt. Inspr. Uluberia
14	Nadia	Kalyani	CI Kalyani
15	Nadia	Krishnanagar	I/C Kotwali PS, Nadia
16	Nadia	Tehatta	SDPO Tehatta
17	Nadia	Ranaghat	Crt. Inspr. Ranaghat
18	Murshidabad	Murshidabad (Sadar)	Crt. Inspr. (S) Murshidabad
19	Murshidabad	Domkol	CI Domkol
20	Murshidabad	Lalbag	Crt. Inspr. Lalbag
21	Murshidabad	Jangipore	Crt. Inspr. Jangipur
22	Murshidabad	Kandi	Crt. Inspr. Kandi
23	Hooghly	Chinsurah	Crt. (S) Hooghly
24	Hooghly	Srirampore	Crt. Inspr. Chinsurah
25	Hooghly	Chandanagore	Crt. Inspr. Chandannagore
26	Hooghly	Arambag	Crt. Inspr. Arambag
27	Burdwan	Burdwan (Sadar)	Crt. Inspr. (S) Burdwan
28	Burdwan	Kalna	Crt. Inspr. Kalna
29	Burdwan	Katwa	Crt. Inspr. Katwa
30	Burdwan	Durgapur	Crt. Inspr. Durgapur
31	Burdwan	Asansol	Crt. Inspr. Asansol
32	Birbhum	Birbhum (Sadar)	Crt. Inspr. Suri
33	Birbhum	Bolpur	CI Bolpur
34	Birbhum	Rampurhat	Crt. Inspr. Rampurhat
35	Paschim MDP	Paschim MDP (Sadar)	Crt. Inspr. Sadar
36	Paschim MDP	Kharagpur	CI Kharagpur
37	Paschim MDP	Ghatal	Crt. Inspr. Ghatal
38	Paschim MDP	Jhargram	Crt. Inspr. Jhargram
39	Purba MDP	Tamluk	Crt. Inspr. Tamluk
40	Purba MDP	Contai	Crt. Inspr. Contai
41	Purba MDP	Egra	CI Egra
42	Purba MDP	Haldia	IC Haldia PS
43	Bankura	Bankura (Sadar)	Crt. Inspr. (S) Bankura
44	Bankura	Bishnupur	Crt. Inspr. Bishnupur
45	Bankura	Khatra	IC Khatra PS

46	Purulia	Purulia (Sadar)	Crt. Inspr. Purulia
47	Purulia	Jhalda	IC Jhalda PS
48	Purulia	Raghunathpur	CI Raghunathpur
49	Malda	Malda (Sadar)	Crt. Inspr. (S) Malda
50	U-Dinajpur	Raiganj	Crt. Inspr. Raiganj
51	U-Dinajpur	Islampur	Crt. Inspr. Islampur
52	U-Dinajpur	Balurghat	Crt. Inspr. Balurghat
53	U-Dinajpur	Gangarampur	CI Gangarampur
54	Darjeeling	Darjeeling (Sadar)	Crt. Inspr. (S) Darjeeling
55	Darjeeling	Kalimpong	CI Kalimpong
56	Darjeeling	Kurseong	CI Kurseong
57	Darjeeling	Siliguri	Crt. Inspr. Siliguri
58	Jalpaiguri	Jalpaiguri (Sadar)	Crt. Inspr. (S) JPG
59	Jalpaiguri	Alipurduar	Crt. Inpr. Alipurduar
60	Jalpaiguri	Malbazar	CI Mal
61	Cooch Behar	Cooch Behar (Sadar)	Crt. Inspr. (S) CBR
62	Cooch Behar	Mathabhanga	Crt. Inspr. Mathabhanga
63	Cooch Behar	Dinhata	Crt. Inspr. Dinhata
64	Cooch Behar	Mekhliganj	Crt. Inspr. Mekhliganj

(Shyamal Kr. Dutta)
Director General & Inspector General of Police
West Bengal

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Police Order No. 15 of 2004

Sub:- Principle and procedure for transfer of subordinate Police officers in WBP (including Lady Police personnel) and posting to specialized units on Deputation.

In partial modification of Police Order No. 9/1963, the Director General & Inspector General of Police, West Bengal has formulated the following transfer policy in respect of subordinate ranks of Police personnel (Constables to SIs):-

On completion of basic training 25% of the Recruit Constables, will be selected by a Board consisting of Addl. Director General of Police (Training), Dy. Inspr. Genl. of Police (Administration) and Dy. Inspr. Genl. of Police, Training, Police Training College, BKP to be posted directly to the District Police for induction in Combat/RAF/Police Station work. Their selection will be based on their performance in indoor and Outdoor subjects at PTC/STCs physical fitness and on the basis of an Interview. Those who are of 'Instructor Caliber' or have 'special training' may be retained in Combat/RAF for training purpose. Districts SsP to ensure that these men are not confined to routine guard duties.

As per present practice, the remaining 75% of the recruits will be posted to different State Armed Police Battalions. The current practice of retaining the Constables on first appointment with the State Armed Police Battalions/ DIG Armed Police BKP for seven (7) years is hereby confined to 5 years (including the training period spent at PTC/STCs). On completion of 5 yrs. tenure in service, these Constables will be posted to different districts for field duties. No Constable shall be posted to IB, CID, EB, Telecom etc., specialized postings before serving in field. While public interest and interest of the administration is paramount, the Constables may be accommodated in the districts neighboring their home districts as far as practicable, during their field postings.

Constables/Naiks on promotion to the higher rank of Naik/Head Constable, should not be transferred out as a matter of routine, except on administrative grounds.

On promotion to ASI/SI, efforts should be made to post officers to districts neighboring their home districts as far as practicable in public interest, subject to vacancies, administrative convenience and professional requirement.

Lady police personnel of all ranks are being directly posted to the districts/Units on successful completion of training. There is no objection for lady Police personnel being posted to their home districts, subject to vacancies/administrative convenience and on professional requirements.

However, no police personnel are to be posted directly to specialized wings such as IB/EB/GRP/CID/PCC/Telecom and Traffic. Postings to these units will be considered as posts of 'deputation'. The period of posting to these units shall be for four (4) years in first phase, which may be extended by a maximum of three (3) years depending on the suitability of such persons. Beyond seven (7) years, if any, person as a special case on professional grounds is to be retained in IB or CID, the Head of the Unit shall send a specific proposal giving reasons for recommendation, with period of extension sought, to Police Directorate for consideration.

Those who have attained the age of 56 years and due for transfer, may be retained if they are otherwise considered suitable in their present place of posting. On the other hand, they could be accommodated in their home districts, to enable them to prepare for retirement.

(Shyamal Kr. Dutta)
Director General & Inspector General of Police
West Bengal

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Police Order No. 16 of 2004

Sub:- 100 Dial Help Line Facility.

Government of West Bengal has sanctioned installation of 143 "100" dial toll free help lines at all sub divisional and districts headquarters under West Bengal Police. The advantages of installation of dial '100' Emergency Service are manifold:-

- i) Easy and round the clock access to the local Police Station to persons in distress.
- ii) Providing immediate Help to the persons in distress.
- iii) Sensitizing Police officers for quick response and empathetic attitude towards persons in distress.
- iv) To instill public faith in Police Service

The 'Dial 100 Toll-free Help Line' is basically aimed at providing better service to members of the public in distress and thereby bolster public faith in Police service. It is effort to increase and strengthen Police- Public community relations.

2. STAFF: The Help Line will function round the clock in the district and sub-divisional control room in three 8-hour shifts to be detailed by the Supdt. of Police of the District. It must be ensured that the Sub-divisional Control Room has a minimum strengthen of 1 SI/ASI 1 Constable, and 1 HG per shift. One lady Const. will perform duty from during the day shift. The concerned SDPO will mobilize the manpower from his sub-divisional resources.

3. SUPERVISION:- The Court Inspector at the Sub Division and at the District Headquarters will be in charge of the Sub Division/District Control Room in addition to his other duties.

The Deputy Supdt. of Police, Headquarters at the District Headquarters will supervise the functioning of the Sub-Divisional Police officer will supervise the functioning of the Sub Divisional Control Room.

4. EQUIPMENT: Each of the Sub-divisional and districts Control Rooms will have the following equipment :

- a) '100' dial Help lines as sanctioned above
- b) Ordinary phone line (to be arranged by SP)
- c) RT Control
- d) WBP email
- e) Adequate furniture, which will be provided by the Supdt. of Police of the District.

5. LIST OF INFORMATION:- The following information will be maintained at each of the district and Sub Divisional Control Rooms:

- a) List of phone numbers of public utility and emergency services viz. fire stations, ambulance services, hospitals nursing homes, blood banks etc.
- b) List of NGO, Counselors, Members of parliament, Members of State Legislative Assembly, Counselors of the Municipality , women organizations.

6. GENERAL INSTRUCTION: Police personnel manning 100 dial HELP lines will follow following instructions

- i) The response of the help line staff to phone calls should be prompt and polite. Rude/indifferent or delayed response to callers will be avoided.
- ii) All information/complaints received from callers should be entered in the specific format in the "Help Line Register" duly countersigned by the person receiving the call. The format of the Register is given below:

Sl. No.	Date	Time	Name & Address with phone No. (if any) of the informant	Gist of the information received	G.D.E . No.	Action taken (mentioning Date & Time) on information received			Remarks (8)
						Information given to	Result of action taken by informed Unit	Result of action taken informed over phone (if any) to informant or others	
1	2	3	4	5	6	7A	7B	7C	

iii) Information/complaints received should be communicated immediately to the concerned police station through RT/Telephone for prompt follow-up action. The help line staff will also log the time and the mode of such communications to different units in the "action taken" column in the Register. The help line, under no circumstances, will refuse to initiate follow-up communication even if the subject of the distress call happens to be outside the District/sub-divisional jurisdiction. In such cases, the staff will arrange to communicate the matter at once to the concerned unit, in whose jurisdiction the place of incident is located.

iv) Senior officers of the rank of SDPO/Dy. SP (HQs)/Addl. SP will go through the entries in the register on a daily basis and supervise the follow-up action taken there on.

v) It must be ensured that the Supdt. of Police/SDPO and other senior officers are kept informed of all serious incidents reported at the Sub Divisional Control Room/Districts Control Room.

vi) Each 100 Dial Control Room will have list of important telephone numbers like Fire Brigade, Blood Bank, Women Counseling Centre, Drug-Dedication/Rehabilitation Centers, important hospitals etc.

vii) When any women in distress dials 100 for Counseling over marital /domestic or any other issue, she shall be heard by the officer concerned at the Sub Divisional/ District Control Room and steps taken to get her in touch with the concerned Police Station, NGO, Counseling Center etc so that her problem could be attended to without any delay . Senior officers will review the action taken in each of the cases.

viii) Surprise check on the quality of response by 100 Dial Control Room officers by carried by SDPO/Dy. SP (HQs) and their duties supervised for best results.

ix) All communications with the members of the public made over 100 dial help line must be extremely polite and courteous and with a helpful attitude.

(Shyamal Kr. Dutta)
Director General & Inspector General of Police
West Bengal

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Standing Order No. 17 of 2004

Sub:- Duties of IGP (O) , DIG (O) and DIG (Mod).

Whereas it has become necessary to do so, the Director General and Inspector General Police, West Bengal, after careful consideration has made the following amendments on distribution of the duties of Inspector General of Police (O) and Dy. Inspector General of Police (Mod.) in addition to the duties already assigned to them by relinquishing from Dy. Inspector General of Police (O) for smooth functioning of the Police Directorate.

IGP (O)

1. He will look after all matters relating to Police clothing.
2. All the matters relating to Police Drivers/Head Police Drivers including Transfer and Posting.
3. Matters relating to the Police Band.

DIG (Mod)

1. He will look after all matters relating to arms and accoutrements including training of Armourer/Head Armourer.
2. All the matters relating to Police Computer Centre.

(Shyamal Kr. Dutta)
Director General & Inspector General of Police
West Bengal

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Police Order No. 18 of 2004

Sub:- Integrated Training in Model Police Station at PTC, Barrackpore.

In order to acquire practical skills as well as to get acquainted with various aspects of functioning of a Police Station including crime investigation, every cadet undergoing training at the Police Training College, Barrackpore, will undergo a fifteen working days attachment with the Model Police Station at the Police Training College, Barrackpore, during the course of their basic training. During this attachment, the cadets will be exposed to the Police Station records, conduct of investigation, system of patrol and other aspects of functioning of a Police Station. Demonstration and practical classes will also be conducted to acquaint the cadets on various aspects of work in a Police Station. At the conclusion of the attachment, the course aims to ensure that the cadets acquire necessary knowledge, skills, understanding, attitudes and behaviour required for effectively discharging their duties at a Police Station.

2. On completion of the Integrated Training at the Model Police Station, every cadet, will appear in an examination, the modalities of which will be decided by the Board of Training. A Cadet who fails to qualify in the said examination will not be declared to have finally passed till such time that he qualifies.

3. This order shall be implemented with immediate effect.

(Shyamal Kr. Dutta)
Director General & Inspector General of Police
West Bengal

(Also see Police Order No. 08 of 2005)

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