

# WEST BENGAL POLICE GAZETTE



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## **P A R T - I**

**WEST BENGAL POLICE DIRECTORATE  
BHABANI BHAWAN, ALIPORE, KOLKATA - 700027.**

### **ORDERS**

The following Lady Civic Volunteers of Malda District is hereby allowed to work at the new place of relocation as noted below, with immediate effect.

| Sl. No. | NAME                | PRESENT PLACE OF ENROLMENT    | NEW PLACE OF RELOCATION |
|---------|---------------------|-------------------------------|-------------------------|
| 1.      | LCV/383 Sangita Das | Baishnabnagar PS, Malda Dist. | Farakka PS, Jangipur PD |

To move immediately.

Sd/-  
Additional Director General &  
Inspector General of Police (Training)  
West Bengal

**WEST BENGAL POLICE DIRECTORATE  
BHABANI BHAWAN, ALIPORE, KOLKATA - 700027.**

**CORRIGENDUM**

**Ref. :-** This office order communicated vide Memo. No. 2326(10)/Wel/CV, dt. 10/10/2025.

Please read the column at new place of relocation of LCV/1574 Hemlata Mallick as Pradhannagar PS, under Siliguri PC in place of Siliguri PC.

All other contents in the order remain same as circulated memo under reference.

Sd/-  
Additional Director General &  
Inspector General of Police (Training)  
West Bengal

West Bengal Police Directorate  
Bhabani Bhawan, Alipore.

POLICE ORDER No. 12

Date 29.10.2025

**Subject:** Constitution of *Artificial Intelligence (AI) Cell* in West Bengal Police Directorate.

In order to promote the adoption of Artificial Intelligence (AI) and related emerging technologies for enhancing efficiency, transparency, and service delivery, it has been decided to constitute an **Artificial Intelligence (AI) Cell** in West Bengal Police Directorate with immediate effect.

**I. Objectives / Functions of the AI Cell**

The AI Cell shall serve as the nodal unit for all matters related to the introduction, integration, and governance of Artificial Intelligence in the organisation. Its key functions shall include:

1. *Policy Formulation and Strategy Development:*

- Formulate and periodically update the AI Strategy and Implementation Framework for the organisation.
- Recommend policies for ethical, transparent, and accountable use of AI.

2. *Identification and Implementation of AI Use Cases:*

- Identify functions, processes, or services where AI-based solutions can improve efficiency, accuracy, and decision-making.
- Facilitate the design, development, and deployment of pilot AI projects in coordination with concerned branches of Police Directorate.

3. *Capacity Building and Awareness:*

- Conduct training programmes, seminars, and workshops to enhance AI literacy among officers and staff.
- Create awareness about emerging technologies, tools, and best practices in AI.

4. *Research, Collaboration, and Partnerships:*

- Establish linkages with academic institutions, industry partners, startups, and government agencies working in the AI domain.
- Facilitate collaborative research and knowledge exchange.

5. *Data Management and Governance:*

- Develop and implement data management and security guidelines for AI initiatives.
- Ensure compliance with data privacy, cybersecurity, and government standards.

6. *Monitoring and Evaluation:*

- Monitor ongoing AI projects and assess their outcomes.
- Submit periodic progress reports and recommendations to the competent authority.

## II. Composition of the AI Cell

The composition of the AI Cell shall be as under:

| Designation / Role         | Officer                                                         | Responsibility                             |
|----------------------------|-----------------------------------------------------------------|--------------------------------------------|
| <b>Chairperson</b>         | An officer in the rank of Additional Director General of Police | Overall supervision and policy direction   |
| <b>Member Secretary</b>    | An officer in the rank of IGP/DIG/SP                            | Coordination, documentation, and follow-up |
| <b>Technical Expert(s)</b> | Two expert.                                                     | Technical advice and evaluation support    |

The cell may co-opt additional experts and resource persons for furthering its objectives.

- The AI Cell shall function under the administrative control of the **Director General and Inspector General of Police, West Bengal**.
- The Cell shall meet at least once every fortnight, or as required, to review progress and approve new initiatives.
- A consolidated report on AI related activities shall be submitted to the competent authority every six months.

The AI Cell shall be based at West Bengal Police Head Quarter at Bhawani Bhawan, Kolkata. Necessary administrative, technical, and financial support shall be provided for its effective functioning.

This order shall come into force with immediate effect and shall remain valid until further orders.

Sd./-  
Director General & Inspector General of Police  
West Bengal

**WEST BENGAL POLICE DIRECTORATE  
BHABANI BHABAN, ALIPORE  
KOLKATA-700027**

**POLICE ORDER NO.10 OF 2025**

DATE : 04.09.2025

**Subject :Standard Operating Procedure (SOP) for Submission and Forwarding of Monthly Dos through e-Report Portal.**

In order to streamline and standardize the submission, compilation and forwarding of Monthly Dos from all Police Districts, Commissionerates, Government Railway Police (GRP), Ranges and Specialized Units including Traffic HQ, IB HQ, EB HQ and CID WB, the following instructions are hereby issued for strict compliance with immediate effect. The objective of this SOP is to ensure the timely, accurate and consistent dissemination of monthly data relating to crime, law and order, intelligence, traffic and administrative matters.

All concerned units shall henceforth submit their Monthly Dos exclusively in electronic format through the designated e-Report Portal for onward transmission to the respective higher offices and Police Headquarters.

**1. Applicability**

This order applies to all District Units including Reserve Office, RI Branch, District Intelligence Branch, District Enforcement Branch, Traffic Unit and DCRB/CCRB as well as Specialized Units such as Range Offices, Railways Office, Traffic HQ, IB HQ, EB HQ and CID.

**2. Submission Timelines**

All units within a district/ commissionerate shall submit their Monthly DOs to the SP, SRP or CP by the last day of the reporting month. SPs, SRPs and CPs are to compile, verify and finalize the consolidated DO and forward it with their specific comments by the 11<sup>th</sup> of the following month to the concerned Range IG/DIG (where applicable), IB HQ, EB HQ, Traffic HQ, CID HQ and WBPD. Range IGs/DIGs are to review district submissions and forward them to the Zonal ADG/IGP (where applicable) and WBPD by the 15<sup>th</sup> of each month. They shall also brief respective Zonal ADG/IG about the salient points of the Range DO through VC or over phone for specific observation. Commissionerates may directly forward their Monthly Dos to WBPD, IB HQ, EB HQ, Traffic HQ and CID HQ within the same timeline.

**3. Use of e-Report Portal**

All submissions shall be uploaded only through the e-Portal. Crime-related data shall automatically synchronize with CID Sitrep Portal to ensure uniformity and avoid duplication. SPs, CPs and SRPs are to ensure Sitrep operators at police stations are regularly briefed and trained. CID, in coordination with district authorities, will arrange periodic training sessions for these operators to improve efficiency and accuracy.

#### **4. Data Format**

A standard template has been integrated into the e-Report Portal. All units are to follow this format strictly. Reports must include both statistical data and narrative analysis, with annexures where required. Accuracy, completeness and consistency are to be ensured in every submission.

#### **5. Responsibility and Monitoring**

SPs, SRPs and CPs are to ensure timely receipt of Dos from all subordinate units as well as their compilation, verification and submission. Range DIGs are to monitor compliance across their jurisdiction.

#### **6. Implementation and Review**

This SOP shall come into effect from 05<sup>th</sup> September, 2025, WBPD will periodically review compliance, examine challenges and suggest improvements to strengthen the e-Report system.

For any clarification or assistance regarding the procedure, units may approach WBPD.

Issued with the approval of the Director General & Inspector General of Police, West Bengal.

Sd./-

For Director General & Inspector General of Police  
West Bengal

**PART – II**

Orders of the Director General & Inspector General of Police, West Bengal

NIL

**PART – III**

Rewards

NIL

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**PART – IV**

Miscellaneous Notices

NIL

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**PART – V**

**Notification regarding the forfeiture and proscription of various publications.**

NIL

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**PART – VI**

Govt. & Other Departmental Orders

**Police Order**

NIL

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*By Order*

**(Shri Subhash Kumar Roy)  
Special Officer (Organisation)  
West Bengal Police Directorate**