

# WEST BENGAL POLICE GAZETTE



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**KOLKATA, FRIDAY, 30<sup>TH</sup> JANUARY, 2026**

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

West Bengal Police Directorate,  
Bhabani Bhawan, Alipore, Kolkata-27.

Memo. No. 04 (5) - CRO  
CRO -01/2025

Date : 05.01.2026

To

1. The ADG & IGP (Administration), WB,
2. The IGP, Organisation, WB,
3. The IGP, SVSPA, Barrackpore, WB,
4. The DIGP (Planning & Welfare), WB,
5. Shri Dipanjan De, Sr. Deputy Secretary to the Govt. of West Bengal,  
Home & Hill Affairs, Department.

From : Police West Bengal.

Sub. : Minutes of the meeting of the "Board of Control for Examination and Promotion" held on 31/12/2025.

A copy of the Minutes of the meeting of the "Board of Control for Examination and Promotion" held on 31<sup>st</sup> December, 2025 duly approved by Competent Authority is sent herewith for favour of your information and necessary action.

Sd./-

Deputy Inspector General of Police  
Administration, West Bengal.

Enclo. : As stated above.

**MINUTES OF THE MEETING OF THE BOARD OF CONTROL FOR EXAMINATION AND PROMOTION HELD ON 31.12.2025**

A meeting of the Board of Control for Examination and Promotion was held on 31/12/2025 at 16:00 hrs. in the DGP'S Conference Hall, at Bhabani Bhaban, Kolkata-27.

Shri Vineet Kumar Goyal, IPS, Additional Director General & Inspector General of Police (Administration), West Bengal, Chairman of the Board presided over the meeting.

The following members of the Board attended the meeting:-

1. Shri Rishikesh Meena, IPS, Inspector General of Police, Organisation, West Bengal.
2. Smt. Krishnakali Lahiri, IPS, Deputy Inspector General of Police (Planning & Welfare), West Bengal.
3. Shri Arnab Ghosh, IPS, Deputy Inspector General of Police and holding additional charge of Inspector General of Police, SVSPA, Barrackpore, West Bengal.
4. Shri Arindam Dutta Chowdhury, IPS, Deputy Inspector General of Police (Administration), West Bengal.
5. Shri Dipanjan De, Sr. Deputy Secretary to the Govt. of West Bengal, Home and Hill Affairs Department.

The following points were discussed in the meeting of BOC for Examination & Promotion.

**1. To open the sealed cover and examine the promotion matter of ASI(UB)/616 Jaydev Singha of Krishnanagar PD for promotion to the rank of SI(UB).**

- SP Krishnanagar PD, vide his Org No. 2828/RO(SB) dated 13/10/2025 has informed that Final Order has been passed in r/o ASI(UB)/616 Jaydev Singha of Krishnanagar PD vide DO No. 1738 dated 28/08/2025 in c/w Krishnanagar PD departmental Proceeding No. 12/25 dated 20/07/2025 to the effect that his next Annual Increment will be stopped for a period of 01(one) month without future effect.
- The BOC (E&P) held on 25/08/2025 and 26/08/2025 had unanimously declared ASI(UB)/616 Jaydev Singha of Krishnanagar PD as '**Fit**' for promotion in the L.C.R.S also decided to keep the promotional vacancy in respect of ASI(UB)/616 Jaydev Singha of Krishnanagar PD as '**Closed Cover**' procedure in view of the pending departmental proceeding against him.
- The matter is placed before the BOC (E&P) for decision.

**DECISION:** Upon perusal of records and report received from SP Krishnanagar PD vide Org No. 2828/RO(SB) dated 13/10/2025 it is revealed that a Final Order has been passed in r/o ASI(UB)/616 Jaydev Singha of Krishnanagar PD vide DO No. 1738 dated 28/08/2025 in c/w Krishnanagar PD Departmental Proceeding No. 12/25 dated 20/07/2025, in which his next annual increment has been stopped for a period of 01(one) month without future effect. The BOC(E&P) held on 25/08/2025 and 26/08/2025 had declared ASI(UB)/616 Jaydev Singha of Krishnanagar PD as '**Fit**' in the L.C.R.S for promotion at that point of time. However, the promotional vacancy in respect of ASI(UB)/616 Jaydev Singha of Krishnanagar PD was kept under '**Closed Cover**' procedure in view of the pending Departmental Proceeding against him.

After due consideration of all relevant aspects and in view of the punishment awarded vide DO No. 1738 dated 28/08/2025 in c/w Krishnanagar PD departmental Proceeding No. 12/25 dated 20/07/2025, the members of the BOC (E&P) has unanimously declared ASI(UB)/616 Jaydev Singha of Krishnanagar PD as "**Unfit**" for promotion.

The sealed L.C.R.S sheets which was examined by the BOC (E&P) on 25/08/2025 and 26/08/2025 is re-opened and necessary noting has been incorporated in respect of ASI(UB)/616 Jaydev Singha of Krishnanagar PD in view of this recent development which has been signed by all members present in the BOC (E&P), including the Chairman.

Accordingly the closed cover is '**disposed of**'.

The matter should be incorporated in the service book of ASI(UB)/616 Jaydev Singha of Krishnanagar PD.

**2. To examine Result of the Final Examination of Post-Promotional Training Course of SI(AB) for confirmation to the rank of Inspector of Police (AB) of Batch No. 18/2025 and Supplementary examination of Pre-Promotional Training Course of SI(AB) for promotion to the rank of Inspector of Police (AB) of Batch No. 16/2025.**

- IGP, SVSPA, WB, Barrackpore has sent memo no. SVSPA/Exam.Cell/PPT/SI(AB)/02(IX)/2018-3848 dated 30/12/2025, containing the Result of the Final Examination of Post-Promotional Training Course of SI(AB) for confirmation to the rank of Inspector of Police (AB) of Batch No. 18/2025 and Supplementary examination of Pre-Promotional Training Course of SI(AB) for promotion to the rank of Inspector of Police (AB) of Batch No. 16/2025 which commenced on and from 30/10/2025 and ended on 28/11/2025 vide Police West Bengal Org No. 229/CRO//PER/A-10/2023 dated 23/07/2025 and Police West Bengal Org No. 70/CRO//PER/A-10/2023 dated 11/03/2025.
- 02(two) Inspector of Police (AB) reported at SVSPA, WB, Barrackpore to undergo the Post-Promotional Training Course of SI(AB) for confirmation to the rank of Inspector of Police (AB) of Batch No. 18/2025. They have completed the training and appeared in the final examination in all subjects and qualified successfully.
- On the other hand 01(one) SI(AB) who has not qualified in Paper-I & Paper-II of Indoor subject in the Final Examination of PPT Batch No. 16/2025 also appeared in the Supplementary examination and failed to pass on both Papers in the said examination.
- The result of the same is placed before the 'Board of control for Examination and Promotion' for perusal and approval.

**DECISION:** The Board examined the result and approved the same for next course of action.

02(two) Inspector of Police (AB) have been qualified in the Final Examination of Post-Promotional Training Course for confirmation to the rank of Inspector of Police (AB) of Batch No. 18/2025.

01(one) SI(AB) Ganesh Saha of SAP 4<sup>th</sup> Bn. who has not qualified in Paper-I & Paper-II of Indoor subject in the Final Examination of PPT Batch No. 16/2025 also appeared in the Supplementary examination and failed to pass on both Papers in the said examination too.

IGP, SVSPA, WB will ask CO SAP 4<sup>th</sup> Bn. well in advance to direct SI(AB) Ganesh Saha of SAP 4<sup>th</sup> Bn. to appear in Paper-I and Paper-II in the next supplementary examination.

**3. To examine Result of the Final Examination of Post-Promotional Training Course for confirmation to the rank of Inspector of Police (UB) of Batch No. 37/2025.**

- IGP, SVSPA, WB, Barrackpore has sent memo no. SVSPA/Exam.Sec/SI(UB)/01(XV)/2018-3849 dated 30/12/2025, containing the Result of the Final Examination of Post-Promotional Training Course for confirmation to the rank of Inspector of Police (UB) of Batch No. 37/2025 which commenced on and from 30/10/2025 and ended on 28/11/2025 vide Police West Bengal Org No. 290/CRO//PER/A-10/2023 dated 15/10/2025.
- Total 08(eight) Inspector of Police (UB) reported at SVSPA, WB, Barrackpore to undergo the said training. They have completed the training and appeared in the final examination in all subjects and qualified successfully.
- The result of the same is placed before the 'Board of control for Examination and Promotion' for perusal and approval.

**DECISION:** The Board examined the result and approved the same for next course of action.

08(eight) Inspector of Police (UB) have been qualified in the Final Examination of Post-Promotional Training Course for confirmation to the rank of Inspector of Police (UB) of Batch No. 37/2025.

**4. Police personnel who are under order of Promotion and submitted prayers to “forgo” Promotion:-**

- The following 03(three) Police personnel of different Districts / GRP were posted on promotion to the next higher rank to the different District / Commissionerate as mentioned against their name and wish to “forgo” promotion:-
- The matter is placed before BOC(E&P) for decision.

SL NO	NAME & RANK	WBP ID	PRESENT PLACE OF POSTING	UNDER ORDER OF TRANSFER ON PROMOTION TO	PROMOTION ORDER NO & DATE	DATE OF SUPERANNUATION	HOME DISTRICT	REASON FOR FORGO PROMOTION	UNWILLING DO/CO/BO NO. & DATE	PPT DONE/NOT DONE
1	ASI(UB)/1175 SUJOY KUMAR MONDAL	1996049556	SEALDAH GRP	HOWRAH PC ON PROMOTION TO THE RANK OF SI(UB)	MEMO NO. 594(168)CRO//CRO -05/2025 DATED 22.09.2025	31.10.2036	DIAMOND HARBOUR PD	FAMILY PROBLEM AND HIS WIFE HAS BEEN SUFFERING FROM NEUROLOGICAL DISEASE	DO NO. 2418 DATE 31.10.2025	PPT DONE
2	ASI(UB)/464 MAHADEB GORAI	1996045600	BANKURA	ADPC ON PROMOTION TO THE RANK OF SI(UB)	MEMO NO. 594(168)CRO//CRO -05/2025 DATED 22.09.2025	30.11.2031	BANKURA	FAMILY PROBLEM	DO NO. 4015 DATE 07.11.2025	PPT DONE
3	C/582 MANGAL HANSDA	1989011669	MALDA	MALDA ON PROMOTION TO THE RANK OF ASI(UB)	MEMO NO. 641(168) PER/A//PER/A-70/2020(PT) DATED 31.12.2020 OF DIG(HQ), WB	31.12.2028	MALDA	FAMILY PROBLEM	DO NO. 2538 DATE 29.10.2025	PPT NOT DONE

**DECISION:** After discussion, the Board unanimously accepted the prayers of the above mentioned Police personnel Sl. No. 1, 2 wish to forgo the promotion to the rank of SI(UB); Sl. No. 3 wish to forgo the promotion to the rank of ASI(UB).

Superintendents of Police- Bankura / Malda / Sealdah GRP are requested to strictly follow GO No. 9120-F dt.13.11.2000 of Finance Department, Govt. of West Bengal in this regard. They will not be entitled to get any benefit under CAS, 1990 and it should be recorded in their Service Book with intimation to DIGP(A), WB. Further they are also directed to follow the directions given in Police Order No. 11 of 2024 in this regard”.

The Meeting ended with a vote of thanks to and from the chair:-

**Vineet Kumar Goyal**  
Additional Director General  
&  
Inspector General of Police,  
Administration, WB

**Rishikesh Meena**  
Inspector General of Police,  
Organisation, WB

**Arindam Dutta Chowdhury**  
Deputy Inspector General of Police  
Administration, WB

**Krishnakali Lahiri**  
Deputy Inspector General of Police  
Planning & Welfare, WB

**Arnab Ghosh**  
Deputy Inspector General of Police  
&  
holding additional charge of Inspector  
General of Police, SVSPA, Barrackpore, WB

**Dipanjan De**  
Sr. Deputy Secretary to the Govt. of WB  
Home and Hill Affairs Department

**WEST BENGAL POLICE DIRECTORATGE  
BHABANI BHAWAN, ALIPORE, KOLKATA -27**

Office Order No. 31  
ESTT-28/2001(P.T.)

Dated:- 27.01.2026

The Gradation List of the Ministerial Staff of West Bengal Police Directorate as on 01.01.2026 is hereby approved after deletion of names of the employees who have retired from service on superannuation/VRS etc. and inclusion of name/s of the employee/s who has joined this office in the calendar year 2025.

Sd./- (KRISHNAKALI LAHIRI)  
Deputy Inspector General of Police (P & W),  
West Bengal

<b>Gradation List of Ministerial Staff of West Bengal Police Directorate (as on 01.01.2026.)</b> [Sanctioned Strength of Special Officer = 8, Registrar = 2, Head Assistant = 12, U. D. Assistant = 64, L. D. Assistant = 62, Supervisory Grade Typist = 3, Grade-I Typist = 12, Typist = 15, Muharrir Grade-I = 3, Muharrir Grade-II = 5, Record Supplier = 5, Duftry Grade-I = 1, Duftry = 1, Farash/Peon = 3]							
Sl. No.	Name with educational qualification	Caste	Date of Birth	Date of appointment			Remarks
				Rank	Officiating	Confirmed	
<b>SPECIAL OFFICERS:</b>							
1.	Sanjoy Saha, B.Com.	SC	09.03.1971	Special Officer	02.04.2019		
				Registrar	22.04.2017		
				Head Asstt.	23.06.2016		
				U.D. Asstt.	19.06.2001		
				L.D. Asstt.	21.06.1993	21.06.1996	
2.	Mintu Banik, B.A.	SC	16.09.1967	Special Officer	03.06.2020		
				Head Asstt.	01.02.2017		
				U.D. Asstt.	05.03.2002		
				L.D. Asstt.	16.05.1994	16.05.1997	
3.	Sumita Chakraborty, B.Sc.	Genl.	09.12.1966	Special Officer	23.09.2020		
				Registrar	10.06.2019		
				Head Asstt.	22.04.2017		
				U.D. Asstt.	21.11.2001		
				L.D. Asstt.	30.11.1991	30.11.1994	
4.	Asim Kumar Datta, B.Sc.	Genl.	15.02.1970	Special Officer	06.11.2020		
				Registrar	03.06.2020		
				Head Asstt.	17.06.2017		
				U.D. Asstt.	05.03.2002		
				L.D. Asstt.	05.10.1991	05.10.1994	
5.	Subir Kumar Bose, M.Sc. (Math.)	Genl.	09.09.1968	Special Officer	05.02.2021		
				Registrar	23.09.2020		
				Head Asstt.	01.10.2017		
				U.D. Asstt.	01.10.2003		
				L.D. Asstt.	30.06.1993	30.06.1996	
6.	Subhash Kumar Roy, B.Sc. (H)	Genl.	06.01.1973	Special Officer	08.02.2022		
				Registrar	05.02.2021		
				Head Asstt.	21.03.2018		
				U.D. Asstt.	05.04.2004		
				L.D. Asstt.	02.01.1996	02.01.1999	
<b>REGISTRAR/S:</b>							
1.	Jay Prakash Sharma, B.Sc. (H)	Genl	15.10.1974	Registrar	01.07.2025		
				Head Asstt.	04.06.2020		
				U.D. Asstt.	01.09.2007		
				L.D. Asstt.	26.05.1997	02.08.2006	
2.	Gopal Chandra Mondal, B.Sc.	SC	15.12.1967	Registrar	01.07.2025		
				Head Asstt.	03.04.2019		
				U.D. Asstt.	01.10.2008		
				L.D. Asstt.	27.03.1997	27.03.2000	
<b>HEAD ASSISTANTS:</b>							
1.	Arun Kumar Kanjilal, H.S.	Genl.	04.01.1966	Head Asstt.	24.09.2020		
				U.D. Asstt.	01.11.2007		
				L.D. Asstt.	10.02.1997	10.02.2000	
2.	Sudhansu Sekhar Biswas, B.Com.	SC	02.06.1969	Head Asstt.	07.11.2020		
				U.D. Asstt.	01.02.2009		
				L.D. Asstt.	31.07.1997	31.07.2000	
3.	Prasad Kumar Naskar, B.A.	SC	15.07.1971	Head Asstt.	06.02.2021		
				U.D. Asstt.	07.05.2010		
				L.D. Asstt.	25.07.1997	25.07.2000	
4.	Shyamal Ghosh, B.Sc. Dip-in-C.E.	Genl.	16.09.1968	Head Asstt.	08.02.2022		
				U.D. Asstt.	01.12.2008		

				L.D. Asstt.	02.07.1997	02.07.2000	
				Head Asstt.	08.12.2022		
				U.D. Asstt.	19.06.2010		
5.	Tarun Roy, B.A.	SC	02.02.1976	L.D. Asstt. (W.B.P.D.)	01.02.2000	01.02.2003	
				L.D. Asstt. (Municipal Engg. Dte)	02.04.1998		
6.	Manish Chakraborty, B.Sc.	Genl.	18.04.1969	Head Asstt.	01.02.2023		
				U.D. Asstt.	30.12.2009		
				L.D. Asstt.	07.07.1997	07.07.2000	
7.	Shuvendu Das, B.Sc.	Genl.	19.11.1970	Head Asstt.	01.04.2023		
				U.D. Asstt.	19.06.2010		
				L.D. Asstt.	05.08.1998	05.08.2001	
8.	Arun Hazra, B.Com.	SC	02.09.1970	Head Asstt.	01.08.2024		
				U.D. Asstt.	02.09.2010		
				L.D. Asstt.	23.12.1999	23.12.2002	
9.	Anindya Pramanick, B.Sc.	BC	25.12.1970	Head Assistant	01.07.2025		
				U.D. Asstt.	01.07.2010		
				L.D. Asstt.	07.08.1998	07.08.2001	
10.	Sunanda Bose, B.Sc. (Chem. Hons.), M.A.	Genl.	05.11.1974	Head Assistant	01.07.2025		
				U.D. Asstt.	01.04.2011		
				L.D. Asstt.	28.08.1998	28.08.2001	
11.	Debashis Bose, B.Sc.	Genl.	19.01.1967	Head Assistant	18.07.2025		
				U.D. Asstt.	20.11.2011		
				L.D. Asstt.	18.01.2000	18.01.2003	
12.	Dhiraj Mandal, B.Com. (H)	SC	08.10.1971	Head Assistant	01.08.2025		
				U.D. Asstt.	17.03.2012		
				L.D. Asstt.	26.07.2001	27.07.2004	
<b>UPPER DIVISION ASSTTS:</b>							
1.	Apurba Kumar Das, B.Sc. (H)	Genl.	22.01.1969	U.D. Asstt.	29.01.2009		
				L.D. Asstt.	14.08.1997	14.08.2000	
2.	Arabinda Banerjee, B.Sc.	Genl.	15.08.1974	U.D. Asstt.	01.03.2012		
				L.D. Asstt.	25.10.2000	25.10.2003	
3.	Nilmoni Bose, B.Sc.	Genl.	11.01.1972	U.D. Asstt.	18.12.2012		
				L.D. Asstt.	29.08.2001	29.08.2004	
4.	Bimal Tudu, Madhyamik	ST	14.10.1973	U.D. Asstt.	18.12.2012		
				L.D. Asstt.	20.11.2002	20.11.2005	
				Muharrir Grade II	01.01.2002		
				Record Supplier	24.12.2000		
				Farash	20.11.1997	20.11.2000	
5.	Jayanta Halder, B.Com. (H)	SC	04.02.1971	U.D. Asstt.	01.01.2013		
				L.D. Asstt.	03.07.2002	03.07.2005	
6.	Suman Kumar Baral, B.Sc.	SC	15.06.1975	U.D. Asstt.	16.05.2013		
				L.D. Asstt.	24.07.2002	24.07.2005	
7.	Dulal Krishna Halder, B.A.	SC	08.12.1975	U.D. Asstt.	16.05.2013		
				L.D. Asstt.	23.07.2002	23.07.2005	
8.	Subrata Halder, B.A., D.M.E.	SC	26.09.1972	U.D. Asstt.	12.09.2013		
				L.D. Asstt.	21.10.2005	21.10.2008	
9.	Raja Dey, B.Com. (H)	Genl.	27.11.1974	U.D. Asstt.	12.09.2013		
				L.D. Asstt.	31.07.2003	31.07.2006	
10.	Jayanta Sen, B.Sc.	Genl.	03.01.1976	U.D. Asstt.	12.09.2013		
				L. D. Asstt., (W.B.P.D.)	10.09.2003	10.09.2006	

				L.D. Asstt. (Dte. of Consumer Goods)	30.07.2002		
11.	Anindya Ghosh, M.Sc. (Econ)	Genl.	29.03.1976	U.D. Asstt.	12.09.2013		
				L.D. Asstt.	02.08.2004	02.08.2007	
12.	Soumendranath Naskar, B.Sc.	SC	04.08.1973	U.D. Asstt.	12.09.2013		
				L.D. Asstt.	11.05.2005	11.05.2008	
13.	Surajit Dutta, B.Sc. (Econ)	Genl.	02.01.1979	U.D. Asstt.	12.09.2013		
				L.D. Asstt.	16.06.2004	16.06.2007	
14.	Ujjal Chandra Das, M.Com.	Genl.	12.06.1977	U.D. Asstt.	12.09.2013		
				L.D. Asstt.	12.04.2005	12.04.2008	
15.	Nirmal Paik, Madhyamik	SC	02.02.1974	U.D. Asstt.	13.11.2013		
				L.D. Asstt.	01.04.2006	01.04.2009	
				Record Supplier	01.01.2002		
				Duftry	09.07.2001		
				Peon	12.12.1997	12.12.2000	
16.	Amiya Kumar Bhattacharyya, B.Sc.	Genl.	30.09.1969	U.D. Asstt.	01.11.2014		
				L.D. Asstt.	17.05.2005	17.05.2008	
17.	Mithun Pal Chowdhury, B.Com. (H)	Genl.	20.11.1979	U.D. Asstt.	01.04.2015		
				L.D. Asstt.	29.06.2005	29.06.2008	
18.	Kuntal Samanta, B.Com. (H)	Genl.	12.02.1978	U.D. Asstt.	15.05.2015		
				L.D. Asstt.	03.06.2005	03.06.2008	
19.	Atin Majumder, B.A.	SC	11.01.1971	U.D. Asstt.	18.05.2015		
				L.D. Asstt.	29.04.2008	29.04.2011	
20.	Anindita Dasgupta, B.A.	Genl.	07.02.1981	U.D. Asstt.	20.05.2015		
				L.D. Asstt.	19.07.2006	19.07.2009	
21.	Kohinoor Sengupta, M.A.	Genl.	24.07.1977	U.D. Asstt.	01.11.2015		
				L.D. Asstt.	26.03.2009	26.03.2012	
22.	Subrata Pramanik, B.Sc.	BC	18.04.1975	U.D. Asstt.	29.12.2015		
				L.D. Asstt.	21.01.2008	21.01.2011	
23.	Suprabhat Saha, B.E.	SC	17.04.1983	U.D. Asstt.	30.12.2015		
				L.D. Asstt.	18.09.2008	18.09.2011	
24.	Sanskriti Roy Choudhuri (Chatterjee), M.Sc. (Physics)	Genl.	24.07.1976	U.D. Asstt.	22.01.2016		
				L.D. Asstt.	24.03.2010	24.03.2013	
25.	Sumonta Sadhu, B.Sc.	Genl.	19.08.1978	U.D. Asstt.	24.05.2016		
				L.D. Asstt.	20.05.2009	20.05.2012	
26.	Anirban Sur, B.Sc.	Genl.	13.01.1978	U.D. Asstt.	23.06.2016		
				L.D. Asstt.	30.12.2009	30.12.2012	
27.	Kuntal Guha Neogi, B.Sc.	Genl.	04.01.1974	U.D. Asstt.	01.07.2016		
				L.D. Asstt.	11.01.2010	11.01.2013	
28.	Debajit Roy Chowdhury, B.Sc.	Genl.	29.12.1977	U.D. Asstt.	04.11.2016		
				L. D. Asstt., (W.B.P.D.)	09.09.2011	09.09.2014	
				L.D.C., (Office of the S.P., South 24 Parganas.)	18.12.2006	18.12.2009	
29.	Mani Bhadra Shaw, B.Com., M.A.	BC	14.04.1975	U.D. Asstt.	31.12.2016		
				L. D. Asstt.	09.09.2011	09.09.2014	
				Typist, W.B.P.D.	25.07.2007	25.07.2010	
				Clerk-Typist, (Office of the Conservator of Forests, Central Circle)	08.10.2002		

30.	Suman Kumar Dutta, B.A.	Genl.	05.10.1978	U.D. Asstt.	01.02.2017		
				L.D. Asstt.	30.12.2011	30.12.2014	
31.	Raj Kumar Ash, B.Sc.	Genl.	18.11.1976	U.D. Asstt.	18.02.2017		
				L.D. Asstt.	23.02.2012	23.02.2015	
32.	Mithun Das, H.S. passed	Genl.	31.12.1978	U.D. Asstt.	05.04.2017		
				L.D. Asstt.	07.02.2013	07.02.2016	
				Grade-II Muharrir	01.03.2012		
				Record Supplier	06.11.2011		
				Peon	19.09.2007	19.09.2010	
33.	Prasanta Sadhukhan, H.S. passed	Genl.	12.01.1973	U.D. Asstt.	01.07.2022		
				L. D. Asstt	01.07.2019		
				L.D.C., (Office of the S.P., Purba Burdwan.)	15.01.2007	12.01.2010	
34.	Srabani Paul, B.A.(Hons.)	Genl.	02.01.1976	U.D. Asstt.	01.07.2022		
				L. D. Asstt	12.02.2019		
				L.D.C., (Office of the S.S.P., Co-ordination, South 24 Parganas.)	02.12.2009	02.12.2012	
35.	Chaitali Dutta, H.S.	Genl.	14.04.1990	U.D. Asstt.	01.07.2022		
				L. D. Asstt	28.02.2019		
				L.D.C., (Office of the S.P., G.R.P., Sealdah.)	31.05.2011	31.05.2014	
36.	Sujoy Kumar Das, B.Com. (Hons.)	Genl.	04.02.1982	U.D. Asstt.	01.07.2022		
				L. D. Asstt	27.02.2019		
				L.D.C., (Office of the S.P., Sundarban Police District.)	12.10.2011	12.10.2014	
37	Mousumi Alam, B.A. (Hons. in Sanskrit)	Genl.	10.03.1989	U.D. Asstt.	12.03.2025		
				L. D. Asstt	03.03.2021		
				L.D.C., (Office of the Co.,S.A.P. 9th Bn. Sandhya, Krishnagar, Nadia.)	24.08.2011	24.08.2014	
<b>LOWER DIVISION ASSTTS:</b>							
1.	Vidya Mishra Prasad,B.A.(Sociology)	Genl.	06.05.1981	L.D. Asstt.	18.09.2020	18.09.2023	
2.	Somnath Pani, Madhyamik	Genl.	19.10.1976	L.D. Asstt.	12.03.2025		
				Peon	16.12.2019	16.12.2022	
<b>SUPERVISORY GRADE TYPISTS</b>							
1.	Kakali Saha (Biswas), B.A.	SC	29.01.1970	Supervisory Grade Typist	01.11.2018		
				Grade-I Typist	01.07.2012		
				Typist	17.01.2006	17.01.2009	
2.	Abhijit Sarkar, B.Com. (H)	Genl.	27.12.1973	Supervisory Grade Typist	01.01.2021		
				Grade-I Typist	01.02.2013		
				Typist	27.08.2001	27.08.2004	
3.	Amal Paul, B.Com.	Genl	13.01.1969	Supervisory Grade Typist	01.01.2021		
				Grade-I Typist	01.02.2014		
				Typist	19.05.2004	19.05.2007	
<b>GRADE-I TYPISTS</b>							

1.	Mrinal Kanti Ganguly, Madhyamik	Genl.	05.03.1970	Grade-I Typist	01.02.2014		
				Typist	13.07.2004	13.07.2007	
2.	Sibnath Bhattacharyya, B.Com.	Genl.	06.09.1970	Grade-I Typist	01.04.2014		
				Typist	29.11.2005	29.11.2008	
3.	Sangita Saha Banik, B.Com. (H)	Genl.	14.01.1981	Grade-I Typist	01.06.2015		
				Typist	30.07.2007	30.07.2010	
<b>MUHARRIR (GRADE-I)</b>							
1.	Itika Kundu, Class-VIII passed	Genl.	22.07.1968	Grade-I Muharrir	01.08.2017		
				Grade-II Muharrir	01.07.2012.		
				Record Supplier	01.03.2012		
				Farash	19.09.2007	19.09.2010	

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

**ORDER**

In terms of Police Order No. 12 Dated 29.10.2025 Artificial Intelligence Cell in West Bengal Police Directorate has been constituted.

In Partial Modification of Memo. No. 884/ORG dtd. 03.11.2025 regarding constitution of “Artificial Intelligence Cell in West Bengal Police”, following orders are issued.

For the present, The AI Cell shall function under the supervision of following officers :-

Designation Role	Officer	Responsibility
Chairperson	Shri H.K. Kusumakar, IPS, Additional Director General & Inspector General of Police (Coastal Security), WB	Overall supervision and Policy direction.
Member Secretary	Shri Sumit Kumar, IPS, Deputy Inspector General of Police (Security)	Coordination documentation, and follow up.
Technical expert(s)	1) Shri Saikat Kumar, Expart Level-2, CID, WB 2) Shri Pritam Deb, Computer Analyst, CID, WB	Technical Advice and evaluation support.
Member	Ankan Das, Sub-Inspector of Police	Charge of E-Governance Cell

The cell may co-opt additional experts and resource persons for furthering its objectives.  
Any correspondence in this regard must be intimated to E-Governance Cell.

This issues with the kind approval of Director General & Inspector General of Police, West Bengal.

Sd/-  
Additional Director General of Police (HQ)  
West Bengal

**GOVERNMENT OF WEST BENGAL,  
Home & Hill Affairs Department  
Police Establishment Branch**

Nabanna, 4<sup>th</sup> Floor, Room No. – 404  
325, Sarat Chatterjee Road, Howrah – 711 102

E [mail-homepoliceestablishmentwb@gmail.com](mailto:mail-homepoliceestablishmentwb@gmail.com), Phone No. - 2253-5120

**No. 4173-PL/PB/3P-02/2019**

**Dated : 31<sup>st</sup> December, 2025**

From : The Deputy Secretary to the, Govt. of West Bengal.

To : The Director General & Inspector General of Police,  
West Bengal, Bhabani Bhawan,  
Alipore, Kolkata – 700 027.

Sub : Proposal for engagement of 20 (twenty) Sweeper (Karmabandhu) on part time basis under SAP 10<sup>th</sup> Bn.,  
Dabgram, Jalpaiguri, West Bengal.

Ref : His Memo. No. 541/E, dtd. 03.07.2025

Sir,

With reference to the above, I am directed to state that the Governor is pleased to agree to the engagement of 04 (four) part-time Karmabandhus under the State Armed Police 10<sup>th</sup> Battalion, Dabgram, Jalpaiguri, at a contractual remuneration of Rs. 5000/- p.m. each to be paid out of contingency for a period of 01 (one) year on usual terms and conditions.

2. This order issues with the concurrence of the Finance Department vide their U.O. No. Group P2/2025-2026/0896 date 18.12.2025.
3. The Principal Accountant General (A & E), West Bengal is being informed.

Sd./-  
Deputy Secretary  
to the Government of West Bengal.

**WEST BENGAL POLICE DIRECTORATGE  
BHABANI BHAWAN, ALIPORE  
KOLKATA – 700 027**

**Dated 14.01.2026**

**ORDER**

In terms of power conferred under the Government Order No. 360(2)-H(RTI)1A-48/11(Pt.) dated 30.08.2016 of Home Department, RTI Cell, Government of West Bengal, the Director General & Inspector General of Police, West Bengal has been pleased to designate Sanjay Singh, IPS, DG & IGP, Cyber Crime Wing, WB as the Appellate Authority in respect of office of the Cyber Crime Wing, WB under the RTI Act, 2005 with immediate effect and until further order.

Sd.  
AIGP(A), WB  
With additional charge of DIGP, Policy, WB  
& State Public Information Officer  
West Bengal Police Directorate  
under the RTI Act, 2005

**GOVERNMENT OF WEST BENGAL,  
Judicial Department  
(Law Cell)  
Writers Buildings, Kolkata 700001**

No. 173-PL/PA/1C-06/2025

Dated : 14.01.2026

NOTIFICATION

Subject : Modification of model 100 point roster to implement 10% horizontal reservation for Civic Volunteers under Home Guards Enrolment Rules, Kolkata Police.

The proposal for modification of model 100 point roster in a way to implement 10% horizontal reservation for the Civic Volunteers serving under West Bengal Police and Kolkata Police for the enrolment of Home Guard Volunteers under Kolkata Police was under active consideration of this Department from some time past.

2. Now in pursuance of the relevant provision of Notification No. 438-PL/PB/14M-161/18 dated 12.02.2019 of this Department and letter No. 2492-BCW/MR-45/2015 dated 24.11.2025 of the Backward Classes Welfare Department, the Governor has been pleased hereby to incorporate 10% reservation for the Civic Volunteers in the "Model 100 Point Roster of Vacancies" as notified by the Labour Department vide Notification No. Labr/110-Emp/EC/1M-01/2025 dated 13.06.2025.

3. The Governor has been further pleased to identify and reserve the following point vacancies of "Model 100 Point Roster of Vacancies" for the Civic Volunteers :

- |       |                            |                         |
|-------|----------------------------|-------------------------|
| i)    | 8 <sup>th</sup> Vacancy -  | Unreserved (Civic)      |
| ii)   | 18 <sup>th</sup> Vacancy - | Scheduled Caste (Civic) |
| iii)  | 24 <sup>th</sup> Vacancy - | Scheduled Tribe (Civic) |
| iv)   | 38 <sup>th</sup> Vacancy - | OBC Category-A (Civic)  |
| v)    | 46 <sup>th</sup> Vacancy - | Unreserved (Civic)      |
| vi)   | 59 <sup>th</sup> Vacancy - | OBC Category-B (Civic)  |
| vii)  | 62 <sup>nd</sup> Vacancy - | EWS (Civic)             |
| viii) | 80 <sup>th</sup> Vacancy - | Unreserved (Civic)      |
| ix)   | 90 <sup>th</sup> Vacancy - | Scheduled Caste (Civic) |
| x)    | 98 <sup>th</sup> Vacancy - | Unreserved (Civic)      |

4. This is being issued with the concurrence of the Labour Department vide its U.O. No. 83-Emp dated 26.12.2025.

5. All concerned are being informed accordingly.

By Order of the Governor,

Sd./-

Secretary to the Government of West Bengal

**West Bengal Police Directorate**  
**Bhabani Bhawan, Alipore, Kolkata- 27.**

**Police Order No. 02 of 2026**

**Date. 28.01.2026**

In order to ensure better traffic management and enforcement of traffic rules, the existing traffic guards in Baruipur Police District need to be reorganized by setting up of following 07 (Seven) new Sub - Traffic Guards within the existing sanctioned strength of traffic police in the district. It is also necessary to specify the area of responsibility of each of the Sub-Traffic Guards with respective jurisdiction.

Sl. No.	Name of the New Sub-Traffic Guard	Under Traffic Guard
1.	Narendrapur Sub-Traffic Guard	<b>Sonarpur Traffic Guard</b>
2.	Sonarpur Sub-Traffic Guard	
3.	Kachari Bazar Sub-Traffic Guard	<b>Baruipur Traffic Guard</b>
4.	Puratan Bazar Sub-Traffic Guard	
5.	Joynagar Sub-Traffic Guard	
6.	Basanti Sub - Traffic Guard	<b>Canning Traffic Guard</b>
7.	Canning Sub - Traffic Guard	

At present actual strength of officers and force under all 07(seven) Sub-Traffic Guards in Baruipur Police District.

Sl. No.	Name of the Traffic Guard	T.I	SI	ASI	Const .	LC	HG	LHG	VP	CVF
1.	Narendrapur STG	1	1	8	19	2				26
2.	Sonarpur STG		1	6	12	2				25
3.	Kachari Bazar STG	1	1	3	10	2				36
4.	Puratan Bazar STG		1	5	9	2				50
5.	Joynagar STG		1	2	3					86
6.	Basanti STG	1	1		4					21
7.	Canning STG		1	1	8				1	35
<b>Total:-</b>		<b>3</b>	<b>7</b>	<b>25</b>	<b>65</b>	<b>8</b>			<b>1</b>	<b>279</b>

It is pertinent to mention that the above mentioned actual deployment at these STGs are being arranged from the existing sanctioned manpower of Baruipur Police

District. Hence, no additional financial implication is involved at present for the functioning of those STGs.

However the sanctioned strength of officers and force under all 07 STGs are mentioned as follows:-

Sl. No.	Name of the Traffic Guard	T.I	SI	ASI	Const .	LC	HG	LHG	VP	CVF
1.	Narendrapur STG	1	1	8	19	2				50
2.	Sonarpur STG		1	5	12	2				50
3.	Kachari Bazar STG	1	1	5	10	2				50
4.	Puratan Bazar STG		1	5	10	2				50
5.	Joynagar STG		1	5	10	2				50
6.	Basanti STG	1	1	5	10	2				50
7.	Canning STG		1	5	10	2			1	50
<b>Total:-</b>		<b>3</b>	<b>7</b>	<b>38</b>	<b>81</b>	<b>14</b>			<b>1</b>	<b>350</b>

The Police personnel will continue to be drawn from the existing manpower of Baruipur Police District. Hence, thus would be no financial burden to the Government exchequer.

This order will take immediate effect.

By Order

Sd./-  
(GOPAL CHANDRA MONDAL)  
Registrar  
West Bengal Police Directorate

(File No. Org-80/2025)

West Bengal Police Directorate,  
Bhabani Bhawan, Alipore, Kolkata-27.

Memo. No. 60 (5) - CRO  
CRO -01/2025

Date : 29.01.2026

To

1. The ADG & IGP (Administration), WB,
2. The IGP, Organisation, WB,
3. The IGP, Traffic, WB,
4. The DIGP (Planning & Welfare), WB,
5. Shri Dipanjan De, Sr. Deputy Secretary to the Govt. of West Bengal,  
Home & Hill Affairs, Department.

From : Police West Bengal.

Sub. : Minutes of the meeting of the "Board of Control for Examination and Promotion" held on 29.01.2026.

A copy of the Minutes of the meeting of the "Board of Control for Examination and Promotion" held on 29<sup>th</sup> January, 2026 duly approved by Competent Authority is sent herewith for favour of your information and necessary action.

Sd./-

Deputy Inspector General of Police  
Administration, West Bengal.

Enclo. : As stated above.

**MINUTES OF THE MEETING OF THE BOARD OF CONTROL FOR EXAMINATION AND PROMOTION HELD ON 29.01.2026**

A meeting of the Board of Control for Examination and Promotion was held on 29/01/2026 at 16:30 hrs. in the DGP'S Conference Hall, at Bhabani Bhaban, Kolkata-27.

Shri Vineet Kumar Goyal, IPS, Additional Director General & Inspector General of Police (Administration), West Bengal, Chairman of the Board presided over the meeting.

The following members of the Board attended the meeting:-

1. Shri Rishikesh Meena, IPS, Inspector General of Police, Organisation, West Bengal.
2. Shri Sukesh Kumar Jain, IPS, Inspector General of Police, Traffic, West Bengal (Co-opted Member).
3. Smt. Krishnakali Lahiri, IPS, Deputy Inspector General of Police (Planning & Welfare), West Bengal.
4. Shri Arindam Dutta Chowdhury, IPS, Deputy Inspector General of Police (Administration), West Bengal.
5. Shri Dipanjan De, Sr. Deputy Secretary to the Govt. of West Bengal, Home and Hill Affairs Department.

The following points were discussed in the meeting of BOC for Examination & Promotion.

**5. To examine Length-Cum-Record of Service of 06(six) Wireless Operators for promotion to the rank of Supervisor (Technical) Grade-II in West Bengal Police Telecommunication Branch.**

- DG & IGP, Telecommunication, WB vide his Memo No. 105/P dated 21.01.2026 has sent a letter enclosing the Minutes of the meeting of WBP Telecommunication Range Board held on 21.01.2026 and Broad Sheet containing 06 (six) willing Wireless Operators for promotion to the rank of Supervisor (Technical) Grade-II in West Bengal Police Telecommunication Branch and 37(thirty seven) candidates are found 'unwilling' for promotion.
- The Range Board declared that 06(six) Wireless Operators are 'Fit' for promotion to the next higher rank.
- At present, there are 40(forty) vacancies in the rank of Supervisor (Technical) Grade-II in West Bengal Police Telecommunication Branch. It has also been stated that, according to 50-Point Roster of Supervisor (Technical) Grade-II the last vacancy i.e. 24<sup>th</sup> point of 50-Point Roster (4<sup>th</sup> circle) was filled up during the last round of Promotion order issued and the vacancy will be filled up from the 25<sup>th</sup> Point of 50-Point Roster (4<sup>th</sup> circle) of Supervisor (Technical) Grade-II.
- The L-C-R-S sheet has been placed before the 'Board of control for Examination and Promotion' for perusal and approval.

**DECISION:** The Board examined and approved the L-C-R-S of 06(six) willing Wireless Operators and 37(thirty seven) unwilling Wireless Operator for promotion to their next higher rank received under Memo No. 105/P dated 21.01.2026 of DG & IGP, Telecommunication, West Bengal.

The Range Board declared that 06(six) Wireless Operators are '**Fit**' for promotion to their next higher rank.

The promotion of Wireless Operator to the rank of Supervisor (Technical) Grade-II may be accorded observing all formalities, maintaining the inter-se-seniority of the candidates as per West Bengal Services (Determination of Seniority) Rules, 1981 and existing rules of 50-Point Roster amongst the "fit" candidates as per available vacancy for the post of Supervisor (Technical) Grade-II.

The Competent Authority of Telecommunication, West Bengal shall accord promotion of Wireless Operator to the rank of Supervisor (Technical) Grade-II subject to availability of vacancy and in accordance with existing rules and procedures.

**6. To examine Result of the Final Examination of Post-Promotional Training Course for confirmation to the rank of ASI(MT) of Batch No. 05/2025.**

- DIGP & holding Additional Charge of IGP, SVSPA, WB, Barrackpore has sent a letter vide memo no. SVSPA/Exam.Cell/PPT/ASI(MT)/07(V)/2025-91 dated 13/01/2026, containing the Result of the Final Examination of Post-Promotional Training Course for confirmation to the rank of ASI(MT) of Batch No. 05/2025 which commenced on and from 24/11/2025 and ended on 31/12/2025 vide Police West Bengal Org No. 307/CRO//CRO-07/2025 dated 18/11/2025.
- Total 44(forty four) candidates reported at SVSPA, WB, Barrackpore to undergo the aforesaid training course. They all appeared in the final examination and qualified successfully.
- The result of the same is placed before the 'Board of control for Examination and Promotion' for perusal and approval.

**DECISION:** The Board examined the result and approved the same for next course of action.

Total 44(forty four) trainees have been qualified in the Final Examination of Post-Promotional Training Course for confirmation to the rank of ASI(MT).

The Meeting ended with a vote of thanks to and from the chair:-

**Vineet Kumar Goyal**  
Additional Director General  
&  
Inspector General of Police,  
Administration, WB

**Rishikesh Meena**  
Inspector General of Police,  
Organisation, WB

**Sukesh Kumar Jain**  
Inspector General of Police,  
Traffic, WB

**Krishnakali Lahiri**  
Deputy Inspector General of Police  
Planning & Welfare, WB

**Arindam Dutta Chowdhury**  
Deputy Inspector General of Police  
Administration, WB

**Dipanjan De**  
Sr. Deputy Secretary to the Govt. of WB  
Home and Hill Affairs Department

**West Bengal Police Directorate**  
**Bhabani Bhavan, Alipore, Kolkata-700027**

**Police Order No 1 of 2026**

**Dt. 16<sup>th</sup> January, 2026**

In terms of Government Notification No. 4155/PL/PB/14M-18/2024(Pt.-III) dated 30.12.2025 issued by the Home & Hill Affairs Department, Govt. of West Bengal, the Government has accorded approval for Creation of 17 posts of Constables in West Bengal Police for appointment of the Medal Winners Sports Persons under special dispensation as per terms and condition laid down in G.O no. 629-PL dated 07.03.2024.

These newly created 17 posts of Constables are added to the sanctioned strength of **State Armed Police 1<sup>st</sup> Battalion, Barrackpore.**

**(Rajeev Kumar)**  
**Director General & Inspector General of Police**  
**West Bengal**

**GOVERNMENT OF WEST BENGAL,  
Home & Hill Affairs Department  
Police Establishment Branch**

Nabanna, 4<sup>th</sup> Floor, Room No. – 404  
325, Sarat Chatterjee Road, Howrah – 711 102

E [mail-homepoliceestablishmentwb@gmail.com](mailto:mail-homepoliceestablishmentwb@gmail.com), Phone No. - 2253-5120

No. 4155-PL/PB/14M-18/2024(Pt.-III)

**Dated : 30.12.2025**

**NOTIFICATION**

Sub : Creation of 17 (seventeen) posts of Constable under West Bengal Police for Appointment of 17 (seventeen) Medal Winner Sportspersons under special dispensation.

A number of sportspersons who have won medals in different sports events were recommended in different lots by the Department of Youth Services and Sports, West Bengal for appointment in Government service under special dispensation in terms of this Department Notification vide No. 629-PL/PB/14M-18/2024 dated 07.03.2024.

2. The candidates so recommended by the Department of Youth Services and Sports, West Bengal were referred to West Bengal Police Directorate for Physical Measurement Test to assess their suitability for employment in West Bengal Police.
3. Vide Memo. No. 309-Org dated 25.03.2025 read with Memo. No. 719-Org dated 11.08.2025, West Bengal Police Directorate reported *inter alia* that a total of 17 (seventeen) candidates have been found fit for appointment as Constables under West Bengal Police.
4. After careful consideration of the matter, the Governor is pleased to accord sanction to the creation of 17 (seventeen) posts of Constables under West Bengal Police for the purpose of appointment of the aforesaid 17 Medal Winner Sportspersons under special dispensation on the usual rates of pay and allowances.
5. The posts may be filled up in observance of necessary formalities.
6. The charge is debitible from the appropriate head of account of state police budget.
7. This order issues with the concurrence of the Finance Department vide their U.O. No. Group P2/2025-2026/0863 dated 10.12.2025 and with approval of the Cabinet vide their UO No. CAB(D)-1411 dated 24.12.2025.

By order of the Governor,

Sd./-  
Deputy Secretary  
to the Government of West Bengal.

**Annexure – I**

(enclosed with Order No. 4155-PL/PB/14M-18/2024(Pt.-III) dtgd 30.12.2025)

Sl. No.	Name	Gender	Father's Name	Address	Sports Event	Type of Medal	Name of Championship
1.	Ranita Mondal	Female	Lalit Mondal	Vill-Champahati Mondal Para, PO- Champahati, PS-Baruipur, Dist.-24-PGS(S), Pin-743330	Water Polo	Silver	36 <sup>th</sup> National Games, 2022
2.	Kanchan Halder	Female	Panna Halder	Vill-Taldi, PO-Taldi, PS-Canning, Dist-24-PGS(S), Pin-743376	Water Polo	Silver	36 <sup>th</sup> National Games, 2022
3.	Rasni Parvin	Female	Afsar Uddin Sardar	Vill-Taldi, PO-Taldi, PS-Canning, Dist-24-PGS(S), Pin-743376	Water Polo	Silver	36 <sup>th</sup> National Games, 2022
4.	Supriya Roy	Female	Sankar Roy	43, Shashi Bhushan Mukherjee Lane, Salkia, Howrah, Pin-711106	Water Polo	Silver	36 <sup>th</sup> National Games, 2022
5.	Debasish Chowdhury	Male	Ranjan Chowdhury	2 No. Rabindra Nagar, Kulihanda, PO- Rabindra Nagar, PS-Chinsurah, Dist.-Hooghly, Pin-712103	Kho-Kho	Bronze	36 <sup>th</sup> National Games, 2022
6.	Krishnakanta Pal	Male	Subhas Pal	Saraswati Palli, Mankundu, PO-Mankundu, PS-Bhadreswar, Dist-Hooghly, Pin-712139	Kho-Kho	Bronze	36 <sup>th</sup> National Games, 2022
7.	Chiranjit Chowdhury	Male	Chittoranjan Chowdhury	2 No. Rabindra Nagar, Kulihanda, PO- Rabindra Nagar, PS-Chinsurah, Dist.-Hooghly, Pin-712103	Kho-Kho	Bronze	35 <sup>th</sup> National Games, Kerala, 2015
8.	Sk. Aaryan Rahaman	Male	Sk. Ratan Rahaman	Plot No. 13, Sonarpur, SD Park, Kusumba, PO & PS-Narendrapur, Dist-24-PGS(S), Kol-700103	Water Polo	Bronze	37 <sup>th</sup> National Games, 2023
9.	Tapan Pal	Male	Subhas Pal	Saraswati Palli, Mankundu, Palpara, PO-Mankundu, PS-Bhadreswar, Dist-Hooghly, Pin-712139	Kho-Kho	Gold	13 <sup>th</sup> South Asian Games, 2019
10.	Amit Mondal	Male	Rabi Mondal	2 No. Ananda Nagar, Satadal Pally, PO-Rahara, PS-Khardah, 24-PGS(N), Kolkata-700118	Sepak Takraw	Bronze	37 <sup>th</sup> National Games, 2023
11.	Nilay Biswas	Male	Nitai Biswas	Narayanpur, Fakirpara, Kankinara, PO-Narayanpur, PS-Bhatpara, 24-PGS(N), Kol-743126	Gymnastics	Bronze	37 <sup>th</sup> National Games, 2023
12.	Sayan Debnath	Male	Santosh Debnath	Vill-Betpukur, PO-Chakbamangoria, PS-Nadanghat, Dist-Purba Bardhaman, Pin-713513	Gymnastics	Bronze	37 <sup>th</sup> National Games, 2023
13.	Hrishikesh Ghosh	Male	Debasis Ghosh	2 No. Kalianibas Main Road (East), PO-Nonachandanpukur, PS-Titagarh, Dist 24-PGS(N), Pin-700122	Table Tennis	Gold	All India Inter-University Table Tennis(M), 2018
14.	Susnata Malik	Male	Susanta Malik	Bagnan ND Block, Khalore, PO & PS-Bagnan, Dist-Howrah, Pin 711303	Football	Gold	36 <sup>th</sup> National Games, 2022
15.	Rupsa Halder	Female	Panna Halder	Vill-Taldi, PO-Taldi, PS-Canning, Dist-24-PGS(S), Pin-743376	Water Polo	Silver	37 <sup>th</sup> National Games, 2023
16.	Dipika Chowdhury	Female	Ranjan Chowdhury	2 No. Rabindra Nagar, Kulihanda, PO- Rabindra Nagar, PS-Chinsurah, Dist.-Hooghly, Pin-712103	Kho-Kho	Gold	12 <sup>th</sup> South Asian Games, 2016
17.	Rai Talukdar	Female	Bipur Talukdar	2/11, Jadavgarh, PO-Haltu, PS-Garfa, Kolkata-700078	Water Polo	Silver	37 <sup>th</sup> National Games, 2023

Sd./-

BISHNUPADA SARKAR, WBSS  
Deputy Secretary  
Home & Hill Affairs Department  
Government of West Bengal.

**West Bengal Police Headquarters**  
**Bhabani Bhavan, Alipore, Kolkata-700027**

**Police Order No 03 of 2026**

**Dt. 30<sup>th</sup> January, 2026**

**Sub. : Standard Operating Procedure for Paying Homage on demise of Retired Senior Police Officers of the rank of IGP and above.**

In order to institutionalize a uniform, dignified, mechanism for paying homage to retired senior police officers of the rank of IGP and above on their demise, the following Standard Operating Procedure (SOP) is hereby prescribed for strict compliance in West Bengal Police.

**1. Scope of Applicability**

This SOP shall apply to retired officers of the rank of Inspector General of Police and above of West Bengal Police.

**2. Guiding Principles**

Homage shall be governed by dignity, restraint, respect for family wishes, absence of ostentation, and uniformity.

**3. Responsibility at Police Headquarters**

DIG, Planning & Welfare shall act as Nodal Officer.

**4. District/Commissionerate**

CPs/SPs shall nominate a DySP/ACP-level Nodal Officer to maintain updated records of retired IPS officers, which should be shared with DIG (P & W), WB periodically.

**5. Action on Receipt information of demise**

CP/SP shall ensure timely police representation and facilitative assistance to the bereaved family.

**6. Nature of Homage**

Homage shall consist of wreath laying and general salute only. Gun salute, bugle call, or National Flag draping should be avoided unless specific instructions are there. Family wishes shall be ascertained and strictly respected.

The following contingent in ceremonial uniform may be detailed paying homage.

- a) DG/ADG rank – 01 Inspector, 02 SI, 02 ASI & 10 Const.
- b) IGP rank - 01 SI, 02 ASI & 10 Const.

CP/SP shall ensure smooth conduct of this Homage Ceremony.

**7. Cases where Homage shall not be rendered**

No homage shall be arranged in cases of suicide or circumstances bringing disrepute to the organization.

**8. Expenditure**

Expenditure shall be met from Welfare Fund or Unit Welfare Fund.

This Order issues with the approval of DG & IGP, West Bengal.

By Order

Sd./-  
(Gopal Chandra Mondal)  
Registrar-II  
West Bengal Police Directorate

Registered No. WB/SC-247

No. WB(Part-I)/2026-13

KOLKATA



GAZETTE

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Notification No. 74-DCA

Date 15.01.2026

PART-I –Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury etc.

Government of West Bengal  
Department of Correctional Administration  
Jessop Building, 1<sup>st</sup> Floor,  
63, Netaji Subhas Road, Kolkata – 700 001.

**NOTIFICATION**

No. 74- DCA

Date 15.01.2026

In partial modification of the Notification No. 543-J/2P-44/99, dated the 24<sup>th</sup> January, 2000, and Notification No. 768-JL, dated the 20<sup>th</sup> December, 2022 of the Judicial Department, Government of West Bengal and in pursuance to the solemn directions dated 18.02.2025 and 25.04.2025 passed by the Hon'ble Supreme Court of India in Suo Moto Writ Petition (Criminal) No(s). 4/2021, IN RE POLICY STRATGEGY FOR GRANT OF BAIL, the Governor is pleased hereby to specify the following conditions with immediate effect in consideration of cases of all convicts for grant of premature release as and when they become eligible:

- (1) Completion of 14 years in Correctional Home by itself would not entitle a convict to automatic release from the Correctional Home and the State Sentence Review Board shall have the discretion to recommend for premature release by granting remission to a convict, at an appropriate time or otherwise after considering from following factors in individual cases :
  - (a) Nature of crime and circumstances in which the crime was committed;
  - (b) Impact of crime committed by the conduct in the society;
  - (c) Period of actual sentence served by the convict;
  - (d) Age of convict;
  - (e) Physical and mental health of convict;
  - (f) Whether the convict has lost his potentiality for committing further crime;
  - (g) Whether any6 chyance of further crime by the convict or risk on life of convict himself;
  - (h) Whether a habitual offender or having involvement in several crime;
  - (i) Conduct of the convict furing incarceration;
  - (j) Record of offence and punishment and incident of breach of Correctional Home discipline during incarceration;
  - (k)Conduct of prisoners on parole in the society;
  - (l) Overall development of convict and possibility of reclaiming the convict as a useful member of the society;
  - (m) Relations with family members and social acceptance of the convict;
  - (n) Socio-economic background of the convict or convict's family and prospect of rehabilitation of vonvict after release;
  - (o) Opinion of family members of victim;
  - (p) Any other information material to the case of the prisoner.
- (2) The State Sentence Review Board shall consider each proposal on case-to- case basis after taking into account relevant conditions from those mentioned above. The Board shall decide which information is to be sought in each case.
- (3) All Superintendent of respective Correction Home (where the prisoner is lodged) shall ionitiate comprehensive proposal along with the following documents;
  - (a) Willingness of the life convict concerned;
  - (b) Descriptive information sheet cum Superintendent's recommendation;
  - (c) Copy of Jugement;
  - (d) Opinion of convicting Court;

- (e) Report of Police authorities;  
(f) Social acceptance report of Chief Probation-cum-After Care Officer, West Bengal.
- (4) Whenever a proposal is initiated to the appropriate Government, it shall require the opinion of presiding Judge of the convicting Court before or by which the conviction was had or confirmed to state his opinion as to whether the application should be granted or refused. On request (along with a report about the convict) from the Superintendent, the concerned Court will send his opinion to the Member-Secretary of State Sentence Review Board. In case of non-availability of such report, the Judicial Department will place the issue before the confirming Court for opinion.
- (5) Petition seeking premature release on the part of life convict concerned is not mandatory. The Superintendent of Correctional Home shall initiate proposal as per guidelines framed by the Government, if an individual is found eligible for getting remission. However, willingness of the life convict may be obtained in such cases.
- (6) Any condition if imposed, on which such sentence has been suspended or remitted, is in the opinion of the appropriate Government not fulfilled, the appropriate Government may cancel the suspension or remission, and thereupon the person in whose favour the sentence has been suspended or remitted may, if at large, be arrested by any police officer, without warrant and remanded to undergo the unexpired portion of the sentence. However, while passing an order of cancellation of the order or remission, the appropriate Government must record brief reasons and the convict must be given a show cause notice stating the grounds for cancellation and he must be provided an opportunity to file a reply.
- (7) Decision of the Government with regard to grant of the relief of remission shall contain brief reasons which shall be communicated to the prisoner through the concerned Superintendent of the Correctional Home. In case of rejection of such prayer to grant premature release, similar reasons for such rejection shall be provided to the concerned prisoner under acknowledgement. However, the prisoner shall have the right to challenge the order of rejection.
- (8) Rejection of the case of a prisoner for premature release on one or more occasion by the Sentence Review Board will not be a bar for reconsideration of his case. However, the consideration of the case of a convict already rejected shall be done only after the expiry of a period of one year from the date of last consideration of his case, if not otherwise directed by the Court.

By order of the Governor,

Sd./-

DUSHYANT NARIALA

Additional Chief Secretary to the Government of West Bengal

**West Bengal Police Directorate**  
**Bhabani Bhavan, Alipore, Kolkata-700027**

**LAW CELL CIRCULAR MEMORANDUM 01/Law Cell**

**Date 07.01.2026**

**Sub. :** Circulation of the following Kolkata Gazette Notifications issued by Judicial Department.

- (i) West Bengal e-Sakshya Application (Collection and Management of Evidence by Audio-Video Electronic means) Rules, 2025;
- (ii) Bharatiya Nagarik Suraksha Sanhita (West Bengal) Rules, 2025;
- (iii) West Bengal Rules for Community Service, 2025;
- (iv) West Bengal Witness Protection Scheme, 2025;
- (v) West Bengal Electronic Processes Issuance of Service and Execution (e-Summons) Rule, 2025.

1. The Kolkata Gazette Notifications noted above have been issued by the Judicial Department, Government of West Bengal vide Notification No. (i) 1663-JL dtd 12.08.2025 (ii) 1668-JL dtd. 19.08.2025 (iii) 1686-JL dtd. 09.09.2025 (iv) 1689-JD dtd. 18.09.2025 and (v) 1760-JL dtd. 03.11.2025 are enclosed.

2. This is for your information and necessary action.

Enclo. : As stated above (.)

Sd./-  
Additional Director General of Police (Legal)  
West Bengal



GOVERNMENT OF WEST BENGAL  
Judicial Department  
(Law Cell)  
Writers' Buildings, Kolkata-700001

No. 02(11)-J/JD/L/16M-52/2025

Dated: 02.01.2026

From : Sr. Law Officer & Ex-Officio Assistant Secretary, Government of West Bengal.

- To :
- 1) The Registrar General, High Court, Calcutta, Kolkata-700 001.
  - 2) The Secretary, Law Department, Writers' Buildings, Kolkata-700 001.
  - 3) The Secretary, West Bengal Secretariat Library, Writers' Buildings, Kol.-700001.
  - 4) The District Judge, Barasat, P.O. Barasat & Dist. North 24-Parganas.
  - 5) The Secretary, State Bar Council, City Civil Court Buildings, 2 & 3, K.S. Roy Road, Kolkata-700 001.
  - 6) The Librarian, Judges' Library, Supreme Court of India, New Delhi-110001.
  - 7) The Librarian, Judges' Library, High Court, Calcutta, Kolkata-700 001.
  - 8) The Librarian, National Library, Alipore, Kolkata-700027.
  - 9) The OSD to the Hon'ble M.I.C., Law and Judicial Department, Govt. of West Bengal.
  - 10) The P.A. to the Principal Secretary, Judicial Department, West Bengal.
  - 11) Shri Anand Kumar, IPS, ADG(Legal), West Bengal Police Directorate.

Subject :- The Kolkata Gazette Notifications issued by Judicial Department.

Sir,

I am directed to forward herewith a copy of the Kolkata Gazette Notifications issued by Judicial Department bearing (i) No. 1663-JL dated 12.08.2025, (ii) No. 1668-JL dated 19.08.2025, (iii) No. 1686-JL dated 09.09.2025, (iv) No. 1689-JD dated 18.09.2025 and (v) No. 1760-JL dated 03.11.2025, for your kind information and necessary action.

Yours faithfully,

Enclo. : As stated

Sd./-  
Sr. Law Officer & Ex-Officio Assistant  
Secretary to the Govt. of West Bengal

Registered No. WB/SC-247

No. WB(Part-I)/2025/358

KOLKATA



GAZETTE

*Extraordinary*  
*Published by Authority*

**NOTIFICATION NO. 1668-JL/JD/L/16M-38/2025 DATE : 19.08.2025**

PART-I –Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury etc.

**GOVERNMENT OF WEST BENGAL,  
Judicial Department  
Writers' Buildings  
Kolkata-700 001**

**NOTIFICATION**

No. 1668-JL/JD/L/16M-38/2025 - the 19<sup>th</sup> August, 2025 – In exercise of the powers conferred by section 37, section 48, section 64, section 173, section 174, section 176, section 193 and section 497 of the Bharatiya Nagarik Suraksha Sanhita, 2023 (Act No. 46 of 2023) the Governor is pleased to make the following rules, namely :-

1. Short title and commencement :- (1) These rules may be called the Bharatiya Nagarik Suiraksha Sanhita (West Bengal) Rules, 2025.  
(2) These rules shall come into force on the date of publication of the notification in the Official Gazette.
2. Definitions :- (1) In these rules, unless the context otherwise requires, -
  - (a) "CCTNS" means the Crime Criminal Tracking Network Systems of the State Crime Records Bureau;
  - (b) "Court" means and includes any Criminal Court or the Magistrate empowered to take cognizance or commit the case for trial;
  - (c) "Form" means forms appended to these rules;
  - (d) "General diary" means the diary maintained in physical or electronic form in the format of B.P. Form No. 65 as provided under the Police Act, 1861 or Police Regulations in Bengal 1943 or Police Regulations in Calcutta, 1968, as the case may be;
  - (e) "Inventory" means an statement of property to be produced before the Court;
  - (f) "register" includes a register maintained electronically on CCTNS or any other Government-notified platform;
  - (g) "Regulations" means the Police Regulations in Bengal, 1943 or the Police Regulation, Calcutta, as the case may be;
  - (h) "Sanhita" means the Bharatiya Nagarik Suraksha Sanhita, 2023 (Act 46 of 2023).

(2) Words and expressions not defined in these rules but defined in the Sanhita or Police Regulations in Bengal 1943 or Police Regulations in Calcutta, 1968, as applicable, shall have the same meaning as assigned to them in these rules.
3. Establishment of Control Room and appointment of Designated Police Officer (Section 37 of Sanhita):-
  - (1) There shall be -
    - a. The District Police Control Room at the respective District Police Headquarters;
    - b. The Commissionerate Control Room at the headquarters of the respective Police Commissionerate;
    - c. The State Police Control Room at West Bengal police Directorate.

- (2) The District Superintendents of Police and Police Commissioners, as the case may be, shall appoint a Designated Police Officer, not below of the rank of Assistant Sub-Inspector, who will be responsible for maintaining records of arrested individuals, including their names, addresses and the charges against them. Details about the arrested individuals and their respective charges will be prominently displayed in any manner including in digital mode in every Police Station and at the district headquarters including Police Commissionerate.
4. Obligation to inform the Relative about the Arrest (Section 48 of Sanhita) : –
- The arresting officer must notify the arrested person's relative, friend or such other person as may disclosed by the arrested person, of the grounds for arrest and location where the arrested person is held and details of the same shall be entered in the "Register of Persons Arrested" as appended in **Annexure-A** of these rules.
5. Service of Summon (Section 64 of the Sanhita) :-
- (1) Maintenance of register at the Court and Police Station:
- (a) There shall be a summons register in each Police Station and in each Court.
- (b) The register is to be maintained in the form specified in **Annexure-B**
- (2) Modes of Serving Summons :
- (a) Summons may be served to the persons concerned either through physical mode or through electronic mode.
- (b) The Police Officer serving the summons via physical means shall ensure proper acknowledgement from the person receiving the summons on one of the duplicates and return it to the issuing court through the Officer-in-Charge of the Police Station, mentioning therein the manner of service or otherwise.
- (c) In case of issuance and service of summons through electronic mode, the e-summons rules shall apply.
6. Information of Cognizable Offences (Section 173 of Sanhita) :
- (1) Recording of Information
- The substance of all information regarding the commission of a cognizable offence received under sub-section (1) of section 173 of the Sanhita shall be recorded in the standard form made available through the Crime and Criminal Tracking Network and Systems (CCTNS), The format is appended in **Annexure-C**.
- (2) Register of Preliminary Enquiry
- (a) Every Police Station shall maintain a Register of Preliminary Enquiry in the form as prescribed in **Annexure-D**.
- (b) All enquiries conducted under clause (i) of sub-section (3) of section 173 of the Sanhita shall be duly recorded by the officer-in-charge in the Register of Preliminary Enquiry.
7. Information of Non-Cognizable Cases (Section 174 of Sanhita) :-
- (1) The substance of every information related to the commission of a non-cognizable offence received under sub-section (1) of section 174 of the Sanhita by the officer-in-charge of the Police Station shall be entered or caused to be entered by the Officer-in-Charge of the Police Station in the General Diary and in the register for non-cognizable cases.
- (2) The Register for non-cognizable cases shall be maintained as per the form provided in **Annexure-E**.
- (3) The Officer-in-charge of a Police Station shall send a certified copy of the register to the concerned Magistrate every fortnight, on the first day and sixteenth day of each month, containing all entries made during the proceeding fortnight.
8. Manner of giving intimation to the informant, if there is no sufficient ground for entering into investigation (Section 176(2) of the Sanhita) :-

If the officer-in-charge of a Police Station determines that there are insufficient grounds for initiating an investigation under clause (b) of the first proviso to sub-section (1) of section 176 of the Sanhita, the officer shall notify the informant forthwith of the case, under the provision of sub-section (2) of section 176 of the Sanhita, along with reasons :

Provided that the information will be provided in writing; either in physical format or through electronic means of communication :

Provided further that the same should also be recorded in the general diary.

9. Preparation and forwarding of Police Report after completion of investigation (Section 193 of the Sanhita) :-

(1) Forwarding of Police Report :-

- (a) Upon completion of the investigation, the officer-in-charge of the Police Station shall forward the Police Report prepared under clause (i) of sub-section (3) of section 193, or under sub-section (9) of section 193 of the Sanhita in the standard form available in CCTNS, to the supervising Deputy Superintendent of Police where the officer-in-charge of the Police Station is of the rank of Inspector of Police, and to Circle Inspector where the officer-in-charge of the Police Station is of the rank of Sub-Inspector of Police. The format is appended in **Annexure-F**.
- (b) The supervising Deputy Superintendent of Police or Circle Inspector of Police as the case shall scrutinize the police report and forward it to the magistrate for orders.

(2) Electronic Submission of Police Report :-

- (a) The officer-in-charge of a Police Station shall also submit the Police Report electronically, including but not limited to the Crime and Criminal Tracking Network and Systems (CCTNS), a designated official email, or any other platform notified by the State Government from time to time.
- (b) All annexures, supporting documents, and the report shall be digitally submitted.

(3) Information on Progress of Investigation :-

Periodic updates on the progress of the investigation, as required under clause (ii) of sub-section (3) of section 193 of the Sanhita, shall be submitted in the format as prescribed in **Annexure-G**.

(4) Intimation to the Informant :-

The Investigating Officer shall communicate to the informant, if any, about the action taken on the complaint in the format specified in **Annexure-H**.

10. Preparation of Inventory for Disposal of Property produced before the Court (Section 497 of the Sanhita) :-

(1) Inventory of Property

- (a) The Magistrate shall prepare a detailed inventory of all items produced before the Court under sub-section (1) of Section 497 of the Sanhita, in the format prescribed in **Annexure-I** to these rules.
- (b) Where considered necessary, the Magistrate may also direct the police officer concerned to furnish a certificate confirming that all requisite samples for forensic examination, if any, have been duly collected, and that the property in question is no longer required for any further forensic analysis or investigation.
- (c) Where any property cannot be physically produced before the Magistrate due to its size, weight, nature, location, or any other valid reason, the Magistrate shall pass appropriate orders for its on-site inspection, documentation, and preparation of the inventory or statement. The Magistrate may further direct that the property be photographed and/or videographed in the presence of the concerned officers, and that such photographs or videographs be certified and preserved in the manner prescribed under these rules.

(2) Preservation of Photographic and Videographic Evidence :-

Photographs, and videography taken under sub-section (3) of Section 497, shall be preserved in three (03) separate digital storage devices, such as pen drives, compact discs, or any other suitable medium. Two of these shall be submitted to the Court for inclusion in the Judicial Record, while one copy shall be retained at the concerned Police Station.

Alternatively, such data may be uploaded to a secure online application or platform notified by the State Government for this purpose.

(3) Copies of Inventory and Certification :-

Three (03) copies of the completed inventory form and the certificate(s) issued under sub-section (4) of Section 63 of the Bharatiya Sakshya Adhiniyam, 2023, in respect of the photographs and videography preserved, shall be prepared. Of these, two copies shall be submitted for Judicial Record and one shall be retained by the Police Station.

(4) Expenses Related to Photography and Videography :-

The police department shall bear all expenses related to photography and videography.

11. Application of Existing Police Regulations :-

The provisions of the Police Regulations in Bengal, 1943, and the Police Regulations in Calcutta, 1968, along with their appendices, shall continue to be applicable, as the case may be, to the extent that they are not inconsistent with the provisions of the Sanhita.

By order of the Governor,

Sd./- SIDDHARTHA KANJILAL  
Principal Secretary to the Government of West Bengal.

**Annexure A**  
(The West Bengal BNSS Rules, 2025)  
Register of Persons Arrested  
(Section 48 of BNSS)

Sl. No.	Name of Person Arrested	Age & Gender	Address of the person arrested	Date & Time of Arrest	Case reference	Place of Custody	Name, address and phone number of Person Informed of arrest	Relationship with Arrestee	Date & Time of Intimation	Mode of Intimation (Phone/Electronic /in-person)	Name & Rank of Arresting Officer	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13

**Annexure B**  
(The West Bengal BNSS Rules, 2025)  
Register of Summons

Sl. No.	Date of Receipt at the PS	Name of the issuing Court	Case reference	Name of the person summoned	Address, email id, phone number of the Person Summoned	Date fixed for appearance	The officer to whom endorsed	Date of service	Mode of service (Physically/ electronically)	If electronically, specify the mobile number/email if or any other id/ or any other application on which delivered	Date of service return to the Court	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13

**Annexure C**

The West Bengal BNSS Rules, 2025

N.C.R.B.

I.I.F.-I

FIRST INFORMATION REPORT  
(Under Section 173 B.N.S.S.)

1. District : P.S.: Year :

FIR No. Date and Time of FIR :

2.

S. No.	Acts	Sections

3. (a) Occurrence of offence :

I. Day : Date from : Date to :  
Time Period : Pahar 4 Time from : Time to :  
(b) Information received at P.S.: Date : Time :  
(c) General Diary Reference : Entry No. : Date and Time :

4. Type of Information :

5. Place of Occurrence :

I. (a) Direction and distance from P.S. : Beat No. :  
(b) Address :  
(c) In case, outside the limit of this Police Station, then Name of P.S. :

District (State) :

6. Complainant/Informant :

(a) Name :  
(b) Ex wife's Name :  
(c) Date/Year of Birth : (d) Nationality :  
(e) UID No. :  
(f) Passport No. :  
Date of Issue : Place of Issue :  
(g) ID Details (Ration Card, Voter ID Card, Passport, UID No., Driving License, PAN) :

S. No.	ID Type	ID Number

(h) Occupation :

(i) Address :

S. No.	Address Type	Address

(j) Phone Number : Mobile :

7. Details of known/suspected/unknown accused with full particullars :

Accused More Than :

S. No.	Name	Alias	Relative's Name	Present Address	Permanent Address

8. Reasons for delay in reporting by the complainant/informant :

9. Particulars of properties of interest :

S. No.	Property Category	Property Type	Nature of Property	Description	Value (In Rs./-)

10. Total value of property (In Rs./-)

11. Inquest Report/U.D. Case No., if any :

S. No.	UIDB Number

12. First Information contents :

13. Action taken : Since the above Information reveals commission of offence(s) u/s as mentioned at Item No. 2.

(1) Registered the case and took up the investigation / or

(2) Directed (Name of I.O.) : Rank :

No. : to take up the Investigation or

(3) Refused investigation due to; or

(d) Transferred to P.S.: District :

On point of jurisdiction,

F.I.R. read over to the complainant/informant, admitted to be correctly recorded and a copy given to the complainant/informant , free of cost.

R.O.A.C.

14. Signature/Thumb impression  
Of the complainant/informant

Signature of Officer in charge, Police Station

Name

Rank

No.

15. Date and time of dispatch to the court :

Attachment to item 7 of First Information Report :

Physical features, deformities and other details of the suspect/accused : (If known/seen)

S. No.	Sex	Date/Year of Birth	Build	Height (cms)	Complexion	Identification Mark(s)

Deformities/Peculiarities	Teeth	Hair	Eye	Habit(s)	Dress Habit(s)

Language/Dialect	Place of					
	Burn Mark	Leucoderma	Mole	Scar	Tattoo	

These fields will be entered only if complainant/informant gives any one or more particulars about the suspect/accused.

**Annexure D**  
(The West Bengal BNSS Rules, 2025)  
Register of Preliminary Enquiry persons Arrested  
(Section 173(3) B.N.S.S. 2023)

Sl. No.	Date	Ref. General Diary entry No.	Gist of information	Sections of law under which offence is alleged to have been committed punishable between 3 to 7 years	Officer ordering Preliminary Enquiry	Officer to whom endorsed	Outcome of the enquiry (closed/NCR/report filed/converted to FIR)	If converted to FIR give reference of		Whether complainant was informed about the outcome (Yes/No)	Remarks
								FIR No.	GDE No.		
1	2	3	4	5	6	7	8	9	10	11	12

**Annexure E**  
(The West Bengal BNSS Rules, 2025)  
Register of cases of non-cognizable offences  
(Sec. 174 B.N.S.S.)

Sl. No.	Date	Gist of information	Whether the informant was referred to Magistrate (Yes/No)	Date of sending fortnightly report to the Magistrate u/s 174(1)(ii) BNSS	Whether the Magistrate was moved for investigation (Yes/No)	If yes in previous column, then provide following details			Remarks
						Details of persons arrested, if any (With date in each case)	Reference of Report for Prosecution before Magistrate along with date of submission	Magistrate's order with date	
1	2	3	4	5	6	7	8	9	10

**Annexure F**

The West Bengal BNSS Rules, 2025

N.C.R.B.  
I.I.F.-V

**FINAL FORM/ REPORT**  
**(Under Section 193 B.N.S.S.)**

IN THE COURT OF

1. District : P.S.: Year :

FIR No. Date:

2. Final Report/Charge Sheet No. :

3. Date :

4.

S. No.	Acts	Sections

5. Type of Final Form/Report :

6. If FR Unoccurred :

7. If Charge sheet :

8. Name of I.O. at the time of charge sheet :

Rank : No. :

9. (a) Name of complainant/informant :

(b) Ex Wife's Name :

10. Details of Properties/Articles/Documents recovered/seized during investigation and relied upon :

S. No.	Property description	Estimated value (in Rs.)	P.S. Property Register No.	From whom/Where recovered or seized	Disposal

11. Particulars of accused persons/juveniles charge-sheeted :

S. No.

(i) Name :

Whether Verified :

(ii) Father's Name :

(iii) Date/Year of birth :

(iv) Sex :

(v) Nationality

(vi) Passport No.

Date of Issue

Place of Issue

(vii) Religion

(viii) Whether SC/ST/OBC :

(ix) Occupation :

(x) Address :

S. No.	Address Type	Address

Whether verified :

(xi) Regular Criminal No. (If known) :

- (xii) Date of arrest/custody :  
 (xiii) Date of release on bail :  
 (xiv) Date on which forwarded to court :  
 (xv) Under Acts & Sections :

S. No.	Act	Sections

- (xvi) Details of bailers/sureties :  
 Name :  
 Father's Husband's Name :  
 Occupation :  
 Address :

S. No.	Address Type	Address

- Identification :  
 Date of Birth : UID Number :  
 Any other ID Proof

S. No.	ID Type	ID Number

- (xvii) Previous convictions with case references :

S. No.	FIR No.	State	District	Police Station	Description of Cause	Details of conviction/acquittal

- (xviii) Status of the accused/juvenile (suspect) :

- S. No.  
 (i) Name :  
 (ii) Father's Name :  
 (iii) Date/Year of birth : (iv) Sex :  
 (v) Nationality : (vi) Passport No.

- Date of Issue : Place of Issue :

- (vii) Religion :  
 (viii) Whether SC/ST/OBC :  
 (ix) Occupation :  
 (x) Address :

S. No.	Address Type	Address

- Whether verified :  
 (xi) Regular Criminal No. (If known) :  
 (xii) Date of arrest/custody :  
 (xiii) Date of release on bail :  
 (xiv) Date on which forwarded to court :  
 (xv) Under Acts & Sections :

S. No.	Act	Sections

(xvi) Details of bailers/sureties :

Name :  
 Father's Husband's Name :  
 Occupation :  
 Address :

S. No.	Address Type	Address

Identification :  
 Date of Birth : UID Number :  
 Any other ID Proof

S. No.	ID Type	ID Number

(xvii) Previous convictions with case references :

S. No.	FIR No.	State	District	Police Station	Description of Cause	Details of conviction/acquittal

(xviii) Status of the accused/juvenile (suspect) :

12. Particulars of accused persons/juvenile – not charge sheeted (suspect) :

13. Particulars of witnesses to be examined :

S. No.	Name	Father's/Husband's Name	Date/Year of birth	Occupation	Address	Type of evidence to be tendered

14. If FR is false (F.R. false), indicate action taken or proposed to be taken u/s 217/248 B.N.S. :

15. Result of Laboratory analysis :

16. Brief facts of the case :

17. Refer Notice served : Date :

(Acknowledgement to be placed)

18. Despatched on :

19. No. of enclosures :

20. List of enclosures, as annexed :

Forwarded by Officer in charge

Name :

Rank :

No. :

Signature of Investigating Officer submitting final report/charge sheet

Name :

Rank :

No. :

**Annexure G**

(The West Bengal BNSS Rules, 2025)

Information to the informant/victim regarding the progress of investigation in accordance with  
Section 193 (3)(ii) B.N.S.S.

(A copy of the same to be attached with the case docket)

1. F.I.R. No. :
2. Name of the Person informed :
3. Mode of information (By handemail/mobile/post) :
4. Progress of investigation in connection with the above FIR :
  - (i) Persons arrested (if any) :
  - (ii) Persons given notice u/s 35(1) B.N.S.S. :
  - (iii) No. of witnessed examined :
  - (iv) Recovery/seizure of stolen/misappropriated/defrauded articles belonging to victim(s) in c/w the alleged offence (mention details) :
5. Status of investigation :
  - (i) Pending investigation :
  - (ii) Charge sheet/Final Report No. (if disposed of) :
  - (iii) Date and Section of Law :
  - (iv) Name of Court where CS/FR submitted :

Signature of the Investigating officer

Name :-

Rank :-

Mob. Number :-

Date :-

**Annexure H**

The West Bengal BNSS Rules, 2025

Information to the informant/complainant regarding the investigation in accordance with  
Section 193 (3)(iii) B.N.S.S.

(The information should be provided within a period of 03 days of submission of CS/FR to the complainant/ informant by post or electronically on mobile number and email id)

1. F.I.R. No. :
2. No. of Person arrested (if any) :
3. No. of Absconders/Proclaimed offenders :
4. No. of persons given notice u/s 35(1) B.N.S.S.
5. Result of investigation (Charge sheet/Final report) :
  - (i) Charge sheet/Final report No. :
  - (ii) Date and Section of Law :
  - (iii) Name of Court where CS/FR submitted :

Signature of the Investigating officer

Name :-

Rank :-

Date :-

Number, if any :-

**Annexure I**

(The West Bengal BNSS Rules, 2025)  
(Under sub-section (2) of Section 497 of Sanhita)  
**STATEMENT OF PROPERTY**

FIR No.GD No.  
Date  
District  
Police Station

**Seizure Details**

Name of officer making seizure  
Date of Seizure  
Place of Seizure  
Date of production of property before Court  
Name of the officer producing property before Court

**Table of Seized items**

Sl. No.	Description of the seized items	Type/ category	Quantity	Mode of packing	Number and description of seal(s), if any	Other identifying particulars of seized items or packing	Remarks (if property is subject to speedy and natural decay, the same may be mentioned)
1.	2.	3.	4.	5.	6.	7.	8.

**Details of Photography/Videography**

1. Name of the Person conducting Photography/Videography:
2. Device Used (Mobile/Camera Model) :
3. Hash Value of the Recorded File :
4. Date and Time of Recording :
5. Location of Storage/Backup Copy :

Whereas the police officer, under Section 497 of the BNSS, has produced articles, I, having been satisfied with the above inventory as per the seizure list and the correctness of the photography/video graphs (if any) taken under 497(3) attached herewith or stored through application notified by the government, along with the certificates under Section 63(4) of the BSA, certify the correctness of the above inventory.

Signature, name and designation  
of Police Officer

Signature, name and designation  
of the Magistrate

Registered No. WB/SC-247

No. WB(Part-I)/2025/345

KOLKATA



GAZETTE

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**NOTIFICATION NO. 1663-JL/JD/L/16M-20/2025 DATE : 12.08.2025**

PART-I –Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury etc.

**GOVERNMENT OF WEST BENGAL,  
Judicial Department  
Writers' Buildings  
Kolkata-700 001**

No. 1663-JL/JD/L/16M-38/2025

Date : 12.08.2025

**NOTIFICATION**

In exercise of the power conferred by section 2(1)(a) and other enabling provisions of the Bharatiya Nagarik Suraksha Sanhita, 2023, the Governor is pleased hereby to make the following rules,

1. Short title and commencement :-

- (1) These rules may be called “West Bengal e-Sakshya Application (Collection and Management of Evidence by Audio-Video Electronic means) Rules”, 2025.
- (2) The rules shall come into force from the date of publication in Official Gazette.
- (3) The rules shall be applicable throughout the State of West Bengal.

2. Definitions :-

(1) In these rules, unless the context otherwise requires, -

- a) “e-Sign” authentication of any electronic record by a subscriber or Court by means of the electronic technique specified in the Second Schedule of the Information Technology Act 2000 (21 of 2000), as amended, and includes digital signature. Also, when a process or report generated in electronic form is authenticated by means of electronic signature, it shall be deemed to be authenticated by signature of the person who affixed the electronic signature.
- b) “High Court” means the High Court of Judicature at Calcutta.
- c) “Investigating Officer” means any of Police Officer or any other person authorized by the Officer-in-Charge of a Police Station or any competent authority to investigate any offence.
- d) “Sakshya” means and includes any evidence video recording(s), audio recording(s) and photograph(s) collected/recorded through West Bengal e-Sakshya Application. Each Sakshya stored will have a unique hash value and should preferably be geotagged.
- e) “Sanhita” means the Bharatiya Nagarik Suraksha Sanhita, 2023 (46 of 2023)
- f) “Data Centre” (DC) means standard storage facility for keeping digital records.
- g) “West Bengal e-Suraksha Application”, hereinafter referred as application, means a digital solution developed or prescribed by Government of West Bengal for collection, preservation, authentication, viewing and management of evidence by audio-video electronic means. The Application shall record the evidence in immutable storage through a secure packet of the events (hereinafter referred to as e-Sakshya Packet).

(2) Words and expressions used but not defined in these rules shall have the same meaning as assigned to them in the Bharatiya Nagarik Suraksha Sanhita, 2023 (46 of 2023); the Bharatiya Nyaya Sanhita, 2023 (46 of 2023); the Bharatiya Sakshya Adhinyam, 2023 (47 of 2023) and the Information Technology Act, 2000 (21 of 2000).

3. Every Investigating Officer so assigned/authorized to investigate any case may log in to the Application and record the audio-video and photo evidences as required under section 105 & 185 of the Sanhita through the Application. The

Investigation officer may also record evidence as required under section 173, 176 and 180 through the Application. This application may also be used for taking photographs and for videography under section 183 (6) (a) and section 497 of the Sanhita.

4. As per section 63(4)(C) of the Bharatiya Sakshya Adhinyam, 2023, the investigating officer shall generate Part A certificate solely through the application and shall e-Sign the certificate using the application.
5. Every evidence uploaded through this Application shall be stored in an immutable form in the Data Centre (DC).
6. Magistrate/court having jurisdiction of the case shall have proper access to all Sakshya in the Application related to the case.
7. IO shall inform the Magistrate empowered to take cognizance of the offence about uploadimng of the Sakshya in immutable form in the Data Centre. Such intimation shall be construed to be sufficient compliance *of forwarding the Sakshya to the concerned court as required under Sections 105 and 185(5) of the Sanhita.*
8. The Court may permit sharing of Sakshya with accused and the victim (if presented by an advocate) as per section 230 of the Sanhita.
9. e-Sakshya Packet will be archived after completion of trial in a storage facility as identified by the Sate Government.
10. These rules shall be in addition to, and not in derogation of any other Law, Rules or procedure for time being in force for accepting and managing Sakshya by the Court in terms of the provisions of Bharatiya Sakshya Adhinyam, 2023 (47 of 2023).

By order of the Governor,

Sd./- SIDDHARTHA KANJILAL  
Principal Secretary to the Government of West Bengal.

Registered No. WB/SC-247

No. WB(Part-I)/2025/377

KOLKATA



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**NOTIFICATION NO. 1686-JL/JD/16M-20/2025 DATE : 09.09.2025**

PART-I –Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury etc.

**GOVERNMENT OF WEST BENGAL,  
Judicial Department  
Writers' Buildings  
Kolkata-700 001**

**NOTIFICATION**

No. 1686-JL/JD/16M-20/2025

dated 09.09.2025

Whereas, the following Acts of Parliament namely, THE BHARATIYA NYAYA SANHITA, 2023 (Act 45 of 2023), and THE BHARATIYA NAGARIK SURAKSHA SANHITA, 2023 (Act 45 of 2023) have received the assent of the President of India on the 25<sup>th</sup> December, 2023 and have been enforced on and from 01<sup>st</sup> July, 2024; And

Whereas, Section 4 clause (f) of the Bharatiya Nyaya Sanhita (BNS) 2023 has prescribed Community Service as punishment which can be imposed for commission of certain offences under the Bharatiya Nyaya Sanhita (BNS) 2023; And

Whereas, there is a need to prescribe necessary guidelines on how to apply the provisions of Bharatiya Nyaya Sanhita (BNS) 2023 together with the Bharatiya Nagarik Suraksha Sanhita, 2023 (8N55);

THEREFORE, in exercise of powers conferred by clause (1) of Section 4 of the Bharatiya Nyaya Sanhita 2023 (No. 45 of 2023) and relevant Section of Bharatiya Nagarik Suraksha Sanhita, 2023 (No. 46 of 2023) the State Government after consultation with the High Court at Calcutta, hereby, makes the following guidelines for award of Community Services as punishment.

1. (i) These rules shall be called the “West Bengal Rules for Community Service”, 2025  
(ii) These rules shall come into force from the date of publication in Kolkata Gazette.
2. Definitions :- In these rules, unless the context otherwise requires :
  - (i) “Authorizing Officer” means and includes any person who has been authorized by the Court for facilitating due execution of the Community Service ordered by the Court.
  - (ii) “Court” means any Court as defined in the Bharatiya Nyaya Sanhita (BNS) 2023 and shall include a physical Court or a virtual Court.
  - (iii) “Exceptional circumstances” include illustratively a pandemic, natural calamities circumstances implicating law and order and matters relating to the safety of the convict.
  - (iv) “Probation Officer” means an officer as defined in The Probation of Offenders Act, 1958.
3. General principles to be followed while imposing Community Service as punishment -
  - (3) The Court while imposing Community Service as punishment shall be guided by the following fundamental principles, namely :-
    - (i) Principle of dignity and worth : All human beings shall be treated with equal dignity and rights

- (ii) Tailoring Community Service to reformative Needs : The imposing of Community Service should be designated in a manner that promotes the reformation and rehabilitation of the offender while simultaneously benefiting the community.
- (iii) Principle of safety : All measures shall be taken to ensure that the offender is not exposed to any abuse or maltreatment while rendering Community Service.
- (iv) Principle of equality and non-discrimination : There shall be no discrimination against an offender on any grounds including caste, ethnicity, place of birth and equal treatment shall be provided to every offender.
- (v) Principle of right to privacy and confidentiality : Every offender shall have a right to protection of his/her privacy and confidentiality, by all means and throughout the process of Community Service.

4. Guidance on imposition of sentence of Community Service -

- (1) In exercising the discretion whether to impose a sentence of Community Service, the following factors may be taken into consideration by the Court :
  - a. The gravity of the offence;
  - b. Whether the nature and circumstances of the case is appropriate for the offender to be held accountable to the community by making compensation to it in the form of work, in addition to, or instead of imprisonment;
  - c. Whether the sentence is appropriate having regard to the offender's character and personal history, and to any other relevant circumstances;
  - d. The offender's personal history, physical and mental capabilities and how the offender could benefit from learning work habits or skills through the sentence;
  - e. The welfare of the society;
  - f. The reasonable probability that the offender shall not violate the law while rendering the service, and
  - g. Any other relevant circumstances.
- (2) The table as provided in Schedule-I, of these rules may be taken as guidance while specifying the type of work that an offender may be required to perform for the purposes of a sentence of Community Service.
- (3) A sentence of Community Service is inappropriate if the Court is satisfied that –
  - (a) the offender has alcohol, drug, psychiatric or intellectual problems that indicate that it is unlikely that he or she would complete a sentence of community work, or
  - (b) for any other reason it is unlikely that the offender would complete a sentence of community work.

5. Order of Community Service :- (1) The Community Service order shall provide for the following :-

- a. The details of the Community Service program;
- b. The specific number of hours to be accomplished and period within which to complete the service,
- c. A direction requiring the concerned Officer to provide a final report on the offender's compliance with the program within 5 (five) calendar days from expiration of the period and recommendation if applicable;
- d. The initial reporting obligations of the offender; and
- e. The date on which the sentence commences; and
- f. The obligations to comply with the instructions of the probation officer and the terms of the sentence.

(2) The Community Service order shall take effect upon its pronouncement in open court. The court shall inform the offender of the consequences thereof and explain that failure to comply with the terms of commission of another offence during Community Service, by the offender shall expose him/her to serve further punishment.

(3) After promulgation of judgement or order where the impossible penalty for the crime committed by the offender is Community Service, it shall be the Court's duty to inform the offender in a language which is understandable to him/her, that he/she has right to challenge the order/judgement and he/she has a right to avail of legal aid from the appropriate legal services authority if he intends to assail the conviction.

(4) A copy of the order/judgement shall also be communicated to the victim.

6. Length of sentence of community work – (1) If the Court imposes a sentence of Community Service of 100 hours or less, that sentence must be served within 03 (three) months from the date of passing such order.

(2) If the Court imposes a sentence of Community Service of more than 100 hours, the offender must serve at least 100 hours in every 03 (three) month period from the date on which the order of sentence has been passed, until the number of hours imposed under the sentence has been served.

7. Report to Probation Officer :- (1) An offender who is subject to a sentence of Community Service must report in person to a Probation Officer in which the offender resides -

- (a) As soon as practicable, and not later than 72 hours, after the sentence is imposed or, if the start date of the sentence has been specified by the court, within 72 hours of the specified start date, and
- (b) As directed at any other time during the sentence for the purpose of monitoring the sentence by the Probation Officer.
- (2) If an offender who is subject to a sentence of Community Service moves to a new residential address, the offender must, within 72 hours, notify the Probation Officer of the offender's new residential address.

8. When community work must be done – (1) If Community Service is to be done on placement with a government organization, the days on which and the times at which the offender will do the work must be fixed by authorizing officer and notified in writing to the offender.

(2) If the community work is to be done on placement at a non-governmental organization, the days on which and the times at which the offender will perform the work must be determined by the head of such organization and notified in writing to the offender.

(3) It is not necessary for all the periods of work to be of the same duration, but no period may be longer than 04 hours and no offender may be required to do more than 24 hours of community work per week.

(4) The times at which the offender is required to report, and the periods during which he or she is required to do Community Service, must be such as to avoid interference, so far as practicable, with the offender's attendance at any place of education or employment, or with his or her religious observances.

9. Supervision of offender while doing community work – (1) An offender who is directed to do Community Service shall be subject to the control, direction, and supervision of the Probation Officer at all times while the offender is doing the Community Service.

10. Offender excused from reporting in certain circumstances – (1) An offender who is subject to a sentence of Community Service may be excused from reporting during any period when the place of rendering Community Service to which he or she is required to report is closed.

(2) In exceptional circumstances, a probation officer may excuse an offender from reporting on any day or during any period.

(3) Without limiting subsection (2), if an offender is unable to report on any day or during any period because of illness or injury, a Probation Officer must, on being satisfied (whether before or after the failure to report) with the circumstances of the case, excuse the offender from the requirement to report on that day or during that period.

(4) For the purpose of deciding whether an offender should be excused under sub-section (3), the Probation Officer may require the offender to produce a certificate from a registered medical practitioner stating whether the offender is, was, or will be unfit to report on a particular day or during a specified period.

(5) A medical certificate obtained under sub-section (4) shall not be considered final proof that the offender is, was, or will be unfit to report.

(6) For the avoidance of doubt, if an offender is excused from reporting under this section, such excuse shall not reduce or cancel the total number of community service hours required to be completed under the sentence.

---

#### 11. When Hours of Community Work Shall Not Be Counted

(1) If an offender fails to perform community service work satisfactorily, the authorizing officer shall report the matter to the Probation Officer. Subject to sub-section (2), the Probation Officer may refuse to treat such work as having been completed under the sentence.

(2) However, the number of hours that may be disallowed by the Probation Officer must not exceed ten percent (10%) of the total community service hours imposed under the sentence.

## Schedule I

Sl. No.	Community Service	Place/Office of Service	Authorizing Officer	Monitoring Authority	Duration
1	Cleaning and maintenance of hospital wards, restrooms, and surrounding areas	Government Hospital	RMO/Dean or Designated Officer	District Probation Officer or any officer appointed by the State Government	One to thirty-one days OR 40 to 240 hours
2	Casualty/Outpatient (OP) management	Government Hospital	RMO/Dean or Designated Officer	Same as above	Same as above
3	Trolley and movement assistance	Government Hospital	RMO/Dean or Designated Officer	Same as above	Same as above
4	Any other duties identified by the RMO/Dean requiring special or medical knowledge	Government Hospital	RMO/Dean or Designated Officer	Same as above	Same as above
5	Cleaning and maintenance of study areas, stock rooms, restrooms, and surrounding areas	District/Taluk Government Library	Librarian/In-charge Officer	Same as above	Same as above
6	Arranging and listing books, clerical assistance, or binding work	District/Taluk Government Library	Librarian/In-charge Officer	Same as above	Same as above
7	Cleaning classrooms, libraries, laboratories, grounds, and restrooms	Government Educational Institutions	Headmaster/Principal or Designated Officer	Same as above	Same as above
8	Cleaning and maintenance along with municipal/corporation cleaning staff	Corporation/ Municipality/ Panchayat	Commissioner/BDO or Designated Officer	Same as above	Same as above
9	Removal of weeds from water bodies and roadsides	Corporation/ Municipality/ Panchayat	Commissioner/BDO or Designated Officer	Same as above	Same as above

Sl. No.	Community Service	Place/Office of Service	Authorizing Officer	Monitoring Authority	Duration
10	Any cleaning or maintenance of public buildings	Public Offices	Concerned Officers	District Probation Officer or any officer appointed by the State Government	One to thirty-one days OR 40 to 240 hours
11	Traffic regulation, crowd regulation, cleaning of station premises, maintenance of common areas	Police Station	SHO / Designated Officer	Same as above	Same as above
12	Cleaning/Maintenance	Public Parks/Spaces & Beach of Corporation/Municipality/Panchayat	Respective Commissioner/BDO or Designated Officer	Same as above	Same as above
13	Cleaning/Maintenance	Old age homes / Hostels / Social Welfare Department buildings	Warden / In-charge Officer or Designated Officer	Same as above	Same as above
14	Tree planting, watering, weed removal and maintenance work	Forest Department	Ranger / In-charge Officer / Designated Officer	Same as above	Same as above
15	Cleaning/Maintenance or clerical assistance	Zoo / Museums	Curator / In-charge Officer / Designated Officer	Same as above	Same as above
16	Any other duty as part of community service which the court deems fit in the given case	Concerned Department	Concerned Department	Same as above	Same as above

By order of the Governor,

**SIDDHARTHA KANJILAL**

Principal Secretary to the Government of West Bengal.

Registered No. WB/SC-247

No. WB(Part-I)/2025/377

KOLKATA



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**NOTIFICATION NO. 1686-JL/JD/16M-20/2025 DATE : 09.09.2025**

PART-I –Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury etc.

**GOVERNMENT OF WEST BENGAL,  
Judicial Department  
Writers' Buildings  
Kolkata-700 001**

**NOTIFICATION**

No. 1689-JL/JDL/16M-38/2025 – the 18th September, 2025 – In exercise of the powers conferred under section 398 of the Bharatiya Nagarik Suraksha Sanhita, 2023 (Act No. 46 of 2023), the Governor is hereby pleased to make the following Witness Protection Scheme, namely:–

Short title, extent and commencement 1. (a) This Scheme shall be called the West Bengal Witness Protection Scheme, 2025.  
(b) It extends to the whole of the State of West Bengal.  
(c) It shall come into force on the date of its publication in the Official Gazette.

Definitions 2.(1) (a) "Act" means the Bharatiya Nagarik Suraksha Sanhita, 2023 (Act No. 46 of 2023).  
(b) "Concealment of Identity of Witness" means and includes any condition prohibiting publication or revealing of, in any manner, directly or indirectly, the name, address and other particulars which may lead to the identification of the witness during investigation, trial and post-trial stage.  
(c) "District Competent Authority" means a Standing Committee in each District comprising of the District & Sessions Judge with the Superintendent of Police in the District as Member and an officer not below the rank of Deputy Superintendent of Police to be nominated by the District Magistrate as Member or an officer of the equivalent rank nominated by the Government in case of Kolkata Police and the Head of the Prosecution in the District as the Member Secretary. Any other member(s) may be co-opted by the District Competent Authority. The said Committee in its meetings shall review the status of the implementation of this Scheme.  
(d) "Family Member" includes parents or guardian, spouse, live-in partner, siblings, children, grandchildren of the witness and the spouse of the siblings, children and grandchildren of the witness:  
(e) "Form" means the Witness Protection Application Forms (Form-I) and the Threat Analysis Report (Form-II) appended to this Scheme;  
(f) "In Camera Proceedings" means proceedings wherein the Competent Authority or Court allows only those persons who are necessarily to be present while hearing and deciding the witness protection application or deposing in the court.  
(g) "Live Link" means and include a live video link or other such arrangement including any electronic communication through any audio-video electronic means;  
(h) "Offence" means those offences which are punishable with death or life imprisonment or an imprisonment up to seven years and above and also offences punishable under sections 74, 75, 76, 77, 78 and 79 of the Bharatiya Nyaya Sanhita, 2023 (Act No. 45 of 2023);  
(i) "State Witness Protection Authority" means a Standing Committee at state level to be chaired by the Principal Secretary, Home & Hill Affairs, Govt. of West Bengal with (i) Principal Secretary, Judicial, Govt. of West Bengal, as a Member (ii) Addl. Director General Police (Legal) WB. as a Member (iii) Addl. Director General of Police, CID, WB, as a Convenor. (iv) one Additional Commissioner of Kolkata Police to be nominated by the

Commissioner of Police, Kolkata as a Member and (v) Director of Prosecution, West Bengal as the Member Secretary. Any other member(s) may be co-opted by the Authority. This Authority shall regulate its own procedure, meet at least once in every six months and shall take all the steps as deemed necessary by it for the effective implementation and monitoring of the scheme;

(j) "Superintendent of Police of a District" includes Superintendent of Police District and Commissioner of Police in case of a Commissionerate except Kolkata where it shall mean Deputy Commissioner of Police of the concerned Division;

(k) "Threat Analysis Report" means the detailed report to be submitted by the Superintendent of Police in the District or the Commissioner/Deputy Commissioner of Police in case of Kolkata investigating the case with regard to the seriousness and credibility of the threat perception to the witness or his family members. It shall contain specific details about the nature of threats faced by the witness or his family to their lives, reputation or properties apart from analyzing the extent, the person or persons making the threat, who have the intent, motive and resources to implement the threats;

It shall also categorize the threat perception apart from suggesting the specific Witness Protection measures which deserves to be taken in the matter;

(l) "Witness" means any person, who has made a statement or who has given or agreed to give evidence in relation to any offence and who possesses information or document about any offence;

(m) "Witness Protection Application" means an application submitted by a witness before a District Competent Authority for Witness Protection Order. It can be moved either in offline or online mode by the witness, his family member, his duly engaged counsel or by the Investigating Officer or Officer in Charge or Circle Inspector or Sub-Deputy Police Officer or Deputy Superintendent, or Asstt. Commissioner or Deputy Commissioner or Joint Commissioner of Police or Jail Superintendent concerned. Witness protection application may be defined as an application submitted by a witness in the prescribed form before the District Competent Authority seeking Witness Protection Order. It can be moved either in offline or online mode by the witness, his family member, his duly engaged counsel or by the Investigating Officer or Officer in Charge or any supervisory officer of the investigation concerned :

(n) "Witness Protection Cell" means a cell constituted at district level (including Police Districts/Commissionerates) for implementation of the witness protection order, which shall be headed by the Superintendent of Police/ Commissioner of Police or Deputy Commissioner of Police in case of Kolkata Police as the case may be. Other suitable person(s) may be co-opted by the head of the cell:

(o) "Witness Protection Fund" means the fund created for bearing the expenses incurred during the implementation of Witness Protection Order passed by the Competent Authority under this scheme to take the witness protection measures;

(p) "Witness Protection Measures" means the measures provided in clauses 7, 8, 9, 10 and 11 of this Scheme,

(q) "Witness Protection Order" means an order passed by the Competent Authority detailing with the witness protection measures to be taken.

Note - I. It should be a dedicated cell assigned with the duty to implement the Witness Protection Order.

Note - II. It may also be added that as long as any witness is protected under this scheme, the Witness Protection Cell shall provide details of persons to be contacted by the witness in case of emergency.

(2) The Scheme shall be applicable within the jurisdiction of Kolkata Police, with references to the Director General of Police to be read as references to the Commissioner of Police, Kolkata; references to Superintendent of Police as Deputy Commissioner of Police and references to districts to be read as references to divisions under Kolkata Police.

Categories of witness as per threat perception

3.(1) Category 'A': Where the threat extends to the life of a witness or his family members, during investigation or trial or thereafter.

(2) Category B: Where the threat extends to safety, reputation or property of the witness or his family members, during the investigation or trial or thereafter.

(3) Category 'C': Where the threat is moderate and extends to harassment or intimidation of the witness or his family member's reputation or property during the investigation or trial or thereafter.

State Witness Protection Fund

4.(1) There shall be a Fund namely, the Witness Protection Fund for incurring expenses during the implementation of the witness protection measures as per the Witness Protection Order passed by the Competent Authority and other related expenditure.

(2) The Witness Protection Fund shall comprise the following: -

(i) budgetary allocation made in the Annual Budget by the State Government;

(ii) receipt of amount of costs imposed or ordered to be deposited by the Courts or Tribunals in the Witness Protection Fund;

(iii) donations or contributions from Philanthropist or Charitable Institutions or Organizations and individuals permitted by the Government, and

(iv) funds contributed under the Corporate Social Responsibility.

(3) There shall be a separate bank account for the State Witness Protection Fund at State and District level. The said account at the State Level shall be operated by DIG, CID, West Bengal and in case of Calcutta by Additional Commissioner of Police in case of Kolkata Police.

Filing of Applications before the competent authority. Procedure for processing the application.

5. The applicant shall file an application for seeking protection order under this scheme in Form I before the Competent Authority of the concerned District where the offence is committed, through its Member Secretary along with supporting documents, if any. It can be filed in offline as well as in online mode.

6. (1) As and when an application is received by the Member Secretary of the Competent Authority, in Form-I, he shall forthwith pass an order immediately calling for the Threat Analysis Report from the Assistant Commissioner of Police or Deputy Superintendent of Police (SDPO) in charge of the concerned Police Sub-Division, as the case may be.

(2) Depending upon the urgency in the matter owing to imminent threat, the Competent Authority may pass orders for interim protection of the witness or his family members during the pendency of the application:

Provided that nothing shall preclude police from providing immediate protection in case of grave and imminent threat to the life of applicant and his family members.

(3) On receipt of the order from the Competent Authority the Assistant Commissioner of Police or Deputy Superintendent of Police in charge of the Police sub division, as the case may be, shall prepare the Threat Analysis Report in Form-II appended to these Scheme expeditiously while maintaining full confidentiality and it shall reach the Competent Authority within five working days from the date of receipt of the order from the Competent Authority.

(4) The Threat Analysis Report shall categorise the threat perception and also include suggestive protection measures for providing adequate protection to the witness or his family.

(5) While processing the application for witness protection, the Competent Authority shall also interact either in person or through electronic means or a live link with the witness and or his family members or employers or any other person deemed fit so as to ascertain the witness protection needs of the witness. The Competent Authority may also conduct its meeting through live link.

(6) All the hearings on Witness Protection Application shall be held in-camera by the Competent Authority while maintaining full confidentiality.

(7) An application shall be disposed of by the Competent Authority within five working days from the date of receipt of the Threat Analysis Report from the Police Authorities.

(8) The Witness Protection Order passed by the Competent Authority shall be implemented by the Witness Protection Cell. Member Secretary of the Competent Authority shall cause to send a copy of the Witness Protection Order to the Investigation Officer of the case and to the court which is empowered to take the cognizance of the concerned case or to the court in which the trial is pending and to the public prosecutor of the case concerned. Overall responsibility of implementation of all Witness Protection Orders passed by the Competent Authority shall lie on Director General of Police and Commissioner of Police in their respective jurisdictions. In case of any change of identity and/or relocation of the Witness Protection Order, it shall be implemented by the Additional Director General of Police (CID), West Bengal or Additional Commissioner of Police, Kolkata Police with assistance of Superintendent of Police in the districts or Deputy Commissioner of Police in Kolkata, as the case may be.

(9) Upon passing of a Witness Protection Order, the Witness Protection Cell shall file a monthly follow-up report before the Competent Authority.

(10) In case, the Competent Authority finds that there is a need to revise the Witness Protection Order or an application is moved in this regard and upon completion of trial, a fresh Threat Analysis Report shall be called from the Deputy Commissioner of Police or Deputy Superintendent of Police in charge of the concerned Police Sub-Division. THE KOLKATA GAZETTE EXTRAORDINARY

7. The order of the Witness Protection measures shall be proportionate to the assessed threat and shall be for a specific duration, not exceeding three months at a time. The measures may include, but are not limited to, the following:

ensuring that the witness and the accused do not come face-to-face during the course of investigation or trial;

monitoring of mail and telephone communications of the witness, as permitted by law;

arranging for a change of the witness's telephone or mobile number;

installation of security devices at the residence of the witness, such as CCTV surveillance, security doors, alarm systems, fencing, and similar measures, as deemed necessary;

designating emergency contact persons for the witness;

providing close protection, including regular patrolling around the residence of the witness;  
temporary relocation of the witness to the residence of a relative or any other safe location;  
conducting in-camera trials to protect the identity and security of the witness;  
allowing a support person to be present during the recording of the witness's statement and during deposition in court proceedings;  
ensuring expeditious recording of deposition during trial proceedings on a day-to-day basis, minimizing adjournments;  
awarding periodical financial assistance or grants to the witness from the Witness Protection Fund for purposes such as relocation, sustenance, or initiation of a new vocation or profession, if so required or desired;  
providing escort services to and from the Court and arranging for State-funded conveyance for the witness on the dates of hearing;  
concealment of the identity of the witness by referring to him or her with a changed name or an assigned code-alphabet in official records and proceedings;  
adoption of any other protection measures deemed necessary in the specific circumstances of the case.

#### 8. Monitoring and Review

(1) Once a Protection Order is passed, the Competent Authority shall monitor its implementation and may review the same based on follow-up reports received in the matter. The Competent Authority shall, in any case, conduct a quarterly review of the Witness Protection Order, based on monthly follow-up reports submitted by the Witness Protection Cell.

(2) The Superintendent of Police in the district shall forward a copy of the monthly follow-up report submitted by the Witness Protection Cell to the Range authority. At the Range level, the concerned Inspector General of Police (IGPs), Deputy Inspectors General of Police (DIGs), and Commissioners of Police (CPs) shall review the implementation of Witness Protection Orders within their respective ranges or jurisdictions on a quarterly basis, and submit a consolidated report to the State Witness Protection Authority on a quarterly basis.

#### 9. Protection of Identity

(1) During the course of investigation or trial of any offence, an application seeking protection of identity may be filed in Form-I before the Competent Authority through its Member Secretary.

(2) Upon receipt of the application, the Member Secretary shall call for a Threat Analysis Report. The Competent Authority shall examine the witness, his or her family members, or any other person it deems fit, to ascertain whether it is necessary to pass an identity protection order.

(3) During the hearing of the application, the identity of the witness shall not be disclosed to any person in a manner likely to lead to the identification of the witness. The Competent Authority shall dispose of the application based on the material available on record.

(4) Once an order for protection of the witness's identity is passed by the Competent Authority, it shall be the responsibility of the Witness Protection Cell to ensure that the identity of the witness and/or his or her family members including their names, parentage, occupation, addresses, or digital footprints is fully protected.

(5) For the duration that the identity protection order remains in force, the Witness Protection Cell shall provide the witness with details of designated contact persons who may be approached in case of any emergency.

Change of Identity. 10. (1) In appropriate cases, where a witness makes a request for change of identity, and based on the assessment contained in the Threat Analysis Report, the Competent Authority may take a decision to confer a new identity upon the witness, in accordance with the procedures prescribed by the Government.

(2) The process of conferring a new identity may include the assignment of a new name, profession, and parentage, along with the issuance of supporting documents acceptable to Government agencies, subject to verification and necessary due diligence.

(3) The conferring of a new identity shall not, under any circumstances, deprive the witness of his or her existing educational, professional, or property rights. Necessary steps shall be taken to ensure that the continuity of such rights is preserved and duly reflected under the new identity.

Relocation of Witness.11. (1) In appropriate cases, where a witness makes a request for relocation, and based on the assessment contained in the Threat Analysis Report, the Competent Authority may consider such request. If deemed necessary, the Competent Authority shall forward its recommendation, along with a detailed report, to the State Witness Protection Authority for consideration of witness relocation.

(2) Upon receipt of the recommendation, the State Witness Protection Authority may pass an order for the relocation of the witness to a safer place, either within the State or to any other territory of the Indian Union, taking into account the safety, welfare, and overall well-being of the witness.

(3) The State Witness Protection Authority shall be assisted in this process by the District Competent Authority. All expenses incurred for the relocation shall be borne from the Witness Protection Fund.

Witness to be apprised of the scheme.

12. The Investigating Officer and the concerned Court shall inform witnesses about the existence of "Witness Protection Scheme" and its salient features.

Confidentiality and preservation of records. 13. (1) All stakeholders, including the Police, the Prosecution Department, Court staff, and Lawyers from both sides, shall maintain strict confidentiality in respect of all matters relating to proceedings under this Scheme and under no circumstance shall any record, document, or information pertaining to such proceedings be disclosed or shared with any person, except with the prior approval of the trial Court or the Appellate Court, and that too only pursuant to a written order.

(2) All records pertaining to proceedings under this Scheme shall be preserved until the conclusion of the trial or appeal before the Court of Law. After a period of one year from the final disposal of all related court proceedings, the Competent Authority may authorize the weeding out of the hard copies of such records, provided that scanned soft copies are duly preserved in a secure manner.

Recovery of expenses.

14. In cases where it is established that a witness has lodged a false complaint, the Home Department may initiate proceedings against him for the recovery of the expenditure incurred from the Witness Protection Fund towards the protection of such witness.

The amount recoverable shall be treated as arrears of land revenue and shall be recovered accordingly, in accordance with the applicable laws and procedures.

Review.

15. In case the witness or the police authorities are aggrieved by the decisions of the Competent Authority, a review application may be filed before the Competent Authority within 15 days of passing of the orders by the Competent Authority and the decision of Competent Authority on such review application shall be final and no appeal shall lie against such order before any authority.

Residuary provisions.

16. (1) In respect of any matter not specifically covered under this Scheme, or in the event of any ambiguity or difficulty arising in the implementation of the provisions of this Scheme, the decision of the State Witness Protection Authority shall be final and binding upon all concerned.

(2) The State Witness Protection Authority may issue necessary guidelines, instructions, or clarifications, consistent with the objectives of this Scheme, to ensure its effective implementation.

FORM – I  
(See Clause-5,9)  
West Bengal Witness Protection Scheme, 2025  
Witness Protection Application

To  
The Competent Authority  
District .....

Application for (Tick)  
 Witness Protection  
 Witness  
 Identity  
 Protection  
 New Identity  
 Witness Relocation

Particulars of the Witness (Fill in CAPITAL LETTERS)	
Name	
Date of Birth and Age	
Gender (Male/Female/Transgender)	
Father/Mother name	

Residential Address	
Mobile Number	
Email ID	
Aadhar Number (attach a self-attested copy)	
Any other Government ID (voter ID/PAN/Driving licence/Other) [attach a self-attested copy]	
Name and details of the family member(s) of the victim who are facing threats (including self)	

Particulars of the case	
FIR number	
Police Station	
Sections and Act(s) involved	
Year of the FIR	
GDE or daily diary number (if FIR not yet registered)	
CR case number (in complaint cases to magistrate)	
Name	

Particulars of the Accused (if known/available)	
Father/mother name	
Address	
Mobile Number	
Email ID	

Particulars of the person who is giving or suspected to be giving threats	
Name	
Father Name	
Address	
Mobile Number	
Email	
Other details known (if any)	

Threat Perception	
Nature of the threat perception. Please give a brief of the threat received in the matter with specific date, place, mode and words used	

Types of the witness protection measures prayed for by the witness	
Please give details of what kind of protection is prayed for	
Details of the urgent immediate witness protection measures required, if any	

Note : Witnesses can use extra sheets, if needed and attach with the application

**UNDERTAKING**

- (1) I shall fully cooperate with the competent authority, Department of Home and the Witness Protection Cell.
- (2) I certify that the information provided by me is correct to the best of my knowledge and belief.
- (3) I understand that if the information field by me is found incorrect, competent authority reserves the right to recover the expenses incurred on me from the witness protection fund.

Name of the Witness/Applicant :

Signature :

Date :

Place :

FORM – II  
See Clause-6(3)

The threat Analysis Report to be submitted before the District Competent Authority under West Bengal Witness Protection Scheme, 2025

Particulars of the Witness (Fill in CAPITAL LETTERS)	
Name	
Date of Birth and Age	
Gender (Male/Female/Transgender)	
Father/Mother name	
Residential Address	
Mobile Number	
Email ID	
Aadhar Number (attach a self-attested copy)	
Any other Government ID (voter ID/PAN/Driving licence/Other) [attach a self-attested copy]	
Name and details of the family member(s) of the victim who are facing threats (including self)	

Particulars of the case	
FIR number	
Police Station	
Sections and Act(s) involved	
Year of the FIR	
GDE or daily diary number (if FIR not yet registered)	
CR case number (in complaint case to magistrate)	
Name	
Father/mother name	
Address	
Mobile Number	
Email ID	

Particulars of the person who is giving or suspected to be giving threats	
Name	
Father Name	
Address	
Mobile Number	
Email	
Other details known (if any)	

Threat Perception	
Nature of the threat perception. Please give a brief of the threat received in the matter with specific date, place, mode and words used	
History of enmity (if any)	
Details of body injury causing death.	
Grievous hurt, injury and threat of injury to properly, reputation etc.	

Potential vulnerabilities of the witness	
Physical location of the Application	
Vulnerability with regard to gender issues i.e. threat of gender violence like acid attacks/ physical/ emotional/ psychological abuse etc.	
Any social vulnerability	
Possession of weapon by the threatening party	
Political patronage	
Socially dominate position of the threatening party	
Witness against gangsters or organized criminals	
Threat of contract killing or abduction	
Vulnerabilities on social media Extent of threat	
Categories of Witness as per Threat perception and Analysis	
Category 'A' : Where the threat extends to the life of a witness or his family members, during investigation/trial or thereafter.	
Category 'B' : Where the threat extends to safety, reputation or property of the witness or his family members, during the investigation/trial or thereafter.	
Category 'C' : Where the threat is moderate and extends to harassment or intimidation of the witness or his family member's reputation or property, during the investigation/trial or thereafter.	
Protection Measures Prayed or Recommended	
Please give details of what kind of	
Protection is prayed for by the witness Details of the Interim/urgent/immediate witness protection measures required, if any	
Protection measures Suggested for the witness (please specify the approximate cost involved in each measure suggested) Note : The witness protection measures shall be proportionate to the threat analysis and shall be for a specific duration not exceeding 3 months at a time.	
Ensuring that witness and accused do not come face to face during investigation or trial	
Arrangement with the telephone company to change the witness's telephone number or assign him or her any unlisted telephone number	
Installation of security devices in the witness's home such a security doors, CCTV, alarms, fencing etc.	
Concealment of identity of the witness by referring to him/her with the changed name or alphabet	
Emergency contact persons for the witness	
Close protection, regular patrolling around the witness's house	
Temporary Change of residence to a relative house or a nearby town.	
Escord to and from the court and provision of Government vehicle or a State funded conveyance for the date of hearing	
Holding of in-camera trials	
Allowing a support person to remain present during recording of statement and deposition	
Usage of specially designed vulnerable witness court rooms which have special arrangements like live links, one way mirrors and screens apart from separate passages for witnesses and accused, with option to modify the image of face of the witness and to modify the image of face of the witness and to modify the audio, feed of the witness voice, so that he/she is not identifiable.	
Ensuring expeditious recording of deposition during trail on a day to day basis without adjournments.	

Awarding time to time periodical financial aids grants to the witness from Witness Protection Fund for the purpose of re-location, sustenance or starting a new vocation/profession, as may be consisted necessary.	
Protection of identity	
Change of Identity	
Relocation of witness	

Signature with

Name :

Date :

Place :

Mobile :

Email :

By order of the Governor,

SIDDHARTHA KANJILAL

Principal Secretary to the Government of West Bengal.

Registered No. WB/SC-247

No. WB(Part-I)/2025/477

KOLKATA



GAZETTE

*Extraordinary*  
*Published by Authority*

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**NOTIFICATION NO. 1760-JL/JD/16M-20/2025 DATE : 03.11.2025**  
PART-I—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury etc.

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**GOVERNMENT OF WEST BENGAL,  
Judicial Department  
Writers' Buildings  
Kolkata-700 001**

**NOTIFICATION**

No. 1760-JL/JD/16M-20/2025

Date 03.11.2025

In exercise of the powers conferred by Sub Section (1) of Section 64 and of clause (i) of Section 530 and other enabling provisions of the Bharatiya Nagarik Suraksha Sanhita, 2023 (46 of 2023), in its application to the State of West Bengal, the Government of West Bengal hereby makes the following rules namely:

**RULES**

**1. Short title and commencement**

(1) These rules may be called the West Bengal Electronic Processes Issuance of Service and Execution (e-summons) Rules, 2025.

(2) They shall come into force from the date of their publication in the Kolkata Gazette.

**2. Definitions:-**

(1) In these rules unless the context otherwise requires:-

(a) "CCTNS", means Crime and Criminal Tracking Network and System, a system software used by the Police for the collection of data and execution of instructions;

(b) "CIS" means Case Information System, a system software used by the District Judiciary and High Courts for the collection of data and execution of instructions;

(c) "Disclosed Electronic Mail Address" means the email account of a person or organization that is used by the person or organization to send and receive messages over Internet, and is shown to be admitted, or provided by such person or organization either personally or on a website or portal;

(d) "Electronic Communication" as defined in Section 2(1)(i) of the Sanhita;

(e) "e-Sign" means authentication of any electronic record by a subscriber or court, by means of the electronic technique specified in the Second Schedule of the Information Technology Act, 2000, (21 of 2000) and includes digital signatures. Also, when a process or report generated in electronic form is authenticated by means of

electronic signature, it shall be deemed to be authenticated by signature of the person, who affixed the electronic signature.

(f) "High Court" means the High Court of Calcutta;

(g) "Process" includes summons, warrant or any other forms set forth in the Second Schedule of the Sanhita, with such variations as the circumstances of each case may require, issued for the respective purposes as mentioned in the Sanhita;

(h) "Rule & Orders" means the Calcutta High Court Criminal (Subordinate Courts) Rules, 1985 and Orders and Appellate Side Rules of the High Court at Calcutta;

(i) "Sanhita" means the Bharatiya Nagarik Suraksha Sanhita 2023 (Act No. 46 of 2023);

(j) "Seal" means image of the seal of the Court;

(k) "State" means the State of West Bengal;

(l) "Summons" means any summons issued under the Sanhita;

(m) "Warrant" means a warrant issued under the Sanhita and includes bailable warrant and non bailable warrant.

(2) Words and expressions used but not defined in these rules shall have the same meaning as assigned to them in the Bharatiya Nagarik Suraksha Sanhita, 2023 (46 of 2023); the Bharatiya Nyaya Sanhita, 2023 (45 of 2023); the Bharatiya Sakshya Adhinyam 2023 (47 of 2023) and the Information Technology Act, 2000 (21 of 2000).

3. The Court shall generate and issue process in electronic mode through CIS in such forms as set forth in the Second Schedule of the Sanhita, with such variations as the circumstances of each case may require. The same shall be served by an officer of the Court issuing it:

Provided that the generation of such process shall be done through the electronic system, used by the court, within three working days from the date of the passing order by the court:

Provided further that the issuance of such process shall ensure a clear gap of at least fourteen days between the date of its issuance and the returnable date, unless the court directs otherwise.

4. When the Court does not possess required electronic address/contact details of the person to whom such process is intended to be served or when the process issued as per rule 3 is not served, it may direct the same to be served by a police officer or other public servant.

6. Every process issued in form of electronic communication under the Sanhita must ordinarily be written in the language of the court and shall be in an encrypted form of electronic communication and shall bear the image of the seal of the court and e-Sign.

7.

6. Every process issued electronically shall contain e-Sign in such a manner that the name of the court and the capacity in which the signatory or subscriber acts should be clearly mentioned. The Summons generated in electronic form shall bear image of the seal of the court and e-Sign of the appropriate officer of the court or the Bench Clerk or any person authorized in writing in this regard as the case may be. Every warrant of arrest in electronic form shall be issued by e-Sign of the Presiding Officer of the Court and shall also bear the seal of the Court.

7. Where the process generated in electronic form is received on CCTNS through a secured system, in any encrypted or any other form of electronic communication, it shall be presumed to be issued by the Court.

Further, any print out of such process shall have the same effect as issued in original for the purpose of its execution.

8. The Officer in Charge of the Police Station shall ensure that the verified details relating to address, disclosed electronic mail address, phone number and messaging application used by the accused or witnesses, as the case may be, are recorded during arrest, investigation or inquiry and entered in CCTNS. Such details, shall also be entered in the Register maintained at the Police Station in compliance with Sub-Section (1) of Section 64 of the Sanhita. If any of such details is not available, the Officer in Charge of the Police Station shall make an endorsement to that effect in the Register;

Provided that any such details may be amended on the basis of further verification or on the basis of an application by such person.

9. Where a case is filed on the basis of a private complaint, the complainant shall provide the details relating to address, disclosed electronic mail address, phone number and messaging application of the accused and witness along with the complaint. If any of such information is not available, the complainant shall make an endorsement to that effect.

10. The details relating to address, disclosed electronic mail address, phone number and messaging application shall be transmitted in electronic form and maintained in CIS and may be used for issuance of process. Such digital information shall form part of the register under section 64 of the Sanhita.

11. The details relating to disclosed electronic mails address, phone number and messaging application of the victim and witnesses shall not be disclosed to the accused.

12. The Officer in charge of the police station or any sub-ordinate Officer deputed by him upon receipt of summons issued in pursuance of rule 4 may forward the summons on the disclosed electronic mail address, phone number or messaging application of the person summoned.

13. (1) Where summons are served by way of electronic mail, service shall be deemed to have been made if the service provider generates acknowledgement of the delivery.

(2) When any summons is sent to a person or organization on disclosed electronic mail address, unless delivery of the electronic mail is disrupted or bounced back for any reason whatsoever, the delivery shall be deemed to be effected; and unless the contrary is proved, be deemed to have been effected at the time at which the electronic mail would be delivered.

14. (1) Where summon is served by way of any other electronic communication including messaging application, the acknowledgement shall form part of the report of the service. and the report shall contain details including mobile number, messaging application and screenshot/ photo of the application reflecting delivery of the communication.

(2) Such delivery may be deemed to be due service of summons /process and a copy of such summon/ process along with the report of service shall be kept in record as a proof of service of summons/process

Explanation:- Acknowledgement under this rule or under rule 14 include an acknowledgement given by-

(a) Any communication by the addressee, automated or otherwise; or

(b) Any conduct of the addressee, sufficient to indicate to the originator that the electronic record has been received.

15. In case verified details of the email address, phone number or messaging application relating to the person summoned are not available, the Officer-in-Charge of the Police Station or any police officer deputed shall make an entry in that regard and after taking printout in duplicate of the summons issued in electronic mode, shall execute the same in accordance with procedure prescribed under the Sanhita.

16. When summons are not served by an electronic mail or other mode of electronic communication, or delivery is disrupted and undelivered or bounced back for any other reason, the concerned officer shall prepare a report in that regard containing all details including mobile number, messaging application and screenshot /photo of the application of confirmation of non-delivery and may proceed as per applicable process.

17. In case of warrant or any other process required to be served in person is issued in electronic mode, the Officer-in-charge of the police station or any police officer deputed by him shall take a printout of the warrant or process and execute the same in accordance with the Sanhita and rules made therein.

18. Where any process is served or executed other than through electronic mode, the police officer while making service or executing the process shall take acknowledgement of the recipient and may capture photograph, which shall form part of report of the service.

19. Upon due service or non-service of the warrant, the serving officer of the concerned police Station shall transmit the service along with relevant documents including bail bonds, photographs, acknowledgement, if any, to the concerned Court in electronic form through CCTNS/NSTEP.

20. The Court upon receiving the report in electronic form under rule 19 may act upon such report as deemed appropriate. Such report or printout of such report shall be deemed to be original for the purpose of satisfaction as the service/ execution of the process.

21. Where any process is issued in cases relating to offences under section 64 to 71 of the Bharatiya Nyaya Sanhita (45 of 2023) or offences against woman or child or offences under the Protection of Children from Sexual Offences Act, 2012 and Juvenile Justice (Care and Protection of Children) Act 2015 the concerned officer shall ensure that the identity of the victim is not revealed in any manner in course of service or execution.

22. Any rule made in this behalf shall be in addition to, not in derogation of, any other law or rules made by the High Court to specify for the time being in force for issuance, service and exhibition of process by the court.

By order of the Governor,  
SIDDHARTHA KANJILAL  
Principal Secretary to the Government of 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