

[Section 4(1)(b)(v)]

As per the provisions of the Act, the following documents are held by West Bengal Police:-

- 1) Police orders.
- 2) Order related with Promotion, Transfer, and Posting etc.
- 3) West Bengal Police Gazette.
- 4) Maintenance of Service Books / Pensions papers.
- 5) Data on strengthening and implementation of preventive measure

The list of Major Acts, Minor Acts, Service Rules, Police Regulations Bengal etc, are used by the employees of West Bengal Police for discharging its functions , is follows

Rules, Regulation, Instructions

Sl.No.	Name of the Act, Rules, Regulations etc.	Gist of the Contents	Reference
1	The Police Act, 1861, The Bharatiya Nayaya Sanhita , 2023 The Bharatiya Nagarik Suraksha Sanhita, 2023 & Other Minor Acts	Enactment of Parliament specifying Offences, procedure of investigation and trial	Central Govt. Gazette Notifications.
2	Police Regulation, Bengal 1943 (Volume I/II & III)	The consolidated Rules relating of the police in the State of West Bengal. [Corrected up to 1 st February 1972. These rules govern the administration of Police Personnel of lower to the higher post, covering aspects such as: • Appointment & Recruitment • Promotion & Confirmation • Punishment & Disciplinary Actions • Other conditions of services These regulations apply to all Police personnel in West Bengal, excluding IPS officers.	State Govt. Notifications.
3	The Rules of Business of the West Bengal Police Directorate, 1976	The rules relate to the functioning of the West Bengal Police Directorate have been revised three times, with the last revision in July 1976. These rules cove the organization, general correspondence, duties of police officers and personnel, functions of various branches and sections, operations of the control room and police press, duties of the Public relations Officer (P.R.O.) , and disciplinary actions related to High Court	State Govt. Notifications.

		cases.	
4	E.F.R. Act, 1920	Deals with Eastern Frontier Rifles.	Govt. Notifications.
5	West Bengal Service Rules. [Part I & II], as amended or revised from time to time.	These shall apply to all the Police Officers (above the rank of Inspector of Police), Civilian employees of W.B. Police.	Govt. Publication.
6	West Bengal Financial Rules.	The Rule describes primarily the financial powers of different authorities subordinate to the Governor of West Bengal and the procedure prescribed by the Governor which should be followed by them in the securing and spending of the funds necessary for the discharge of the functions entrusted to them.	Govt. Publication.
7	Delegation of Financial Powers Rules-1977 and as amended of time to time.	Delegation of financial power to incur expenditure in certain circumstances.	Govt. Notification No. 9751F dt. 17.11.77.
8	Loans and Advances to State Govt. Employees.	Rules regulating the grant of loans / Advance for purchase of Motor Car, Advance for purchase of Motor Cycles/ Scooters / Moped etc. to the state Government Employees.	Govt. Notification No. 1300 – F.B. dt. 31.5.99., No. 1301-F.B. dt.31.5.99, No.1302-F.B. dt. 31.5.99.
9	Purchase (tender rule) as amended in the West Bengal Financial Rules.	Procedure for issuance of Tender.	Govt. Notification No. 10500-F dt. 19.11.2004.
10	West Bengal Treasury Rules, 2005 and as amended	Function of Distt. Treasury and the Pay & Accounts Office.	Govt. Notification no. 4840- F. 10 th June, 2005
11	The General Provident Funds (West Bengal Services) Rules	Relating to General Provident Funds.	Govt. Notification.
12	Group Insurance Scheme 1983 & 1987.	Self-financing Scheme for full time State Govt. employees.	Govt. Notification
13	Medical Attendance Rules 1964 and as amended time to time. West Bengal Health Scheme, 2008, as amended.	Determines who will come under this rule and the facilities of treatment admissible to the Govt. Employees	Govt. Notifications No. Estt/ 2850/ 2M-36/64 dt. 22.6.64, No. Estt./1142/2M-70/76 dt. 29.1.77. GO No 7287 – E dated 19.09.2008.
14	West Bengal (Duties, Rights and Obligations of the Govt. Employees Rules) 1980	Responsibility of employees	Govt. Notifications No. 5630-F dt. 4.6.1980.
15	West Bengal Government Servant's conduct Rules, 1959	Condition of Service of Employees	Govt. Gazette.
16	West Bengal Services (classification, Control and Appeal) Rules, 1971, as amended.	Describe the procedure of the Disciplinary Action against government employees except Inspector of Police and members of subordinate forces.	Govt. Notifications No. 2018 – F, the 16 th April, 1971
17	Appointment, probation and confirmation rules 1979. As amended from time to time.	Confirmation of police and non-police staffs	Govt. notifications no. 6060 – F dt. 25.06.1979
18	Service on Compassionate Grounds. (The west Bengal Scheme for compassionate 'Appointment,	Relief to the family of the deceased Govt. servant while in service.	Govt. Notifications No. 251 – Emp. Dt. The 3 rd December, 2013

	2013, as amended.)		
19	The West Bengal State Tax on Professions, Trades, Callings and Employments act, 1979, as amended.	Rules for the levying and collection of tax on professions, trades, callings and employments for raising additional resources for the benefit of the state.	The Calcutta Gazette dated the 31st March, 1979 and Government order issued time to time.
20	The income - tax Act, 1961, as amended.	It is the law relating to income tax. It describes the responsibility of the D.D.O., which includes the deduction of income tax, submission of T.D.S., and filing of returns.	Govt. Notification.
21	Compendioum of reservation for SC, ST and OBC	Rules Regarding Recruitment & promotion	Govt. Of W.B. Notification.
22	All India service Manual I & III	Applicable to India Police Service.	Govt. Notification.
23	Promotion Policy of Subordinates Ranks in West Bengal Police.	Guidelines for awarding promotions to members of the Subordinate Police Force.	Govt. of W.B. home (Police) Deptt. No. 1035 PL dt. 21.02.2001 & no. 1036 PL dt. 2102.2001 & No.. 1038 PL dt. 21.02.2001.
24	West Bengal Services (Death - cum - Retirement Benefit) Rules, 1971, as amended.	These rules govern the pension and other retirement benefits to the State Government employees.	Govt. Notification no. 5827 -F - 1 st December 1971