

MANUAL II

POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES

Additional Director General of Police:

1. He will exercise supervision over the work of the CID including its special cell;
2. He will organize specialized in-service training courses for officers of the CID and the District police including the GRP relating to investigation of offences against women, offences under the NDPS Act, Murder, Dacoity etc;
3. He will take special interest in combating serious crimes in running trains, cable theft including theft of High tension wires and Highway robberies and dacoities;
4. He will take steps to improve the quality of investigation of cases both by the CID and by the District Police and also ensure speedier investigation of Special report Cases by the CID and the Districts;
5. He will co-ordinate and supervise activities and functioning of the CID, the District police including District crime Records Bureau so far as they relate to better and speedier utilization of the services of the Police Computer net work in West Bengal;
6. He will hold inspections of Districts/units etc as may be assigned to him by the DGP from time to time;
7. He will take up any other duty as may be specifically assigned to him by the DGP
(Police Order 1/92)

(a) Inspector General of Police (I) :

1. Supervise, control and co-ordinate the functions of DIG of Police, Special Cell, CID and DIG of Police, Operations, CID and all the sections/units under them.
2. Supervision of Research & Development Cell and all matters pertaining to training.
3. Initiate steps of combat serious Railway Crime, Highway Crime, Bank Dacoities/Robberies, theft of Arms and Ammunitions, Cases of Terrorism and extremists' violence leading to general disturbances, organized crimes including coal theft etc.
4. Ensure improvement in the quality of investigation of cases, investigated within the purview of DIG of Police, Operations, CID and DIG of Police, Special Cell, CID.
- *5. Hold periodical meetings with the Zonal IG of Polices and DIG of Polices of the Range, District SPs of his jurisdiction, IG of Police, Railway and his officers and appropriate level of officers of Kolkata Police, West Bengal/ Addl.DG&IGP, CID, WB.

8. Monitor and scrutinize progress of trial of Sub-judice cases under DIG of Police,Operations,CID and DIG of Police,Special Cell,CID and take steps to expedite, trials of the same. He will hold periodical meetings with judges/Magistrates for the purpose.

9. Visit CID units under the jurisdiction of DIG of Police,Operations and DIG of Police, Special and take administrative steps to improve working conditions, besides issuing instructions regarding investigation of cases.

10. Annual Inspections of selected CID units as allotted by Addl.DG&IGP,CID.

11. Any other duty as may be specifically assigned to him by DG&IGP,WB and Addl.DG&IGP,CID,WB..

(b) Inspector General of Police (II)

1. General Administration:- General Administration:- Discipline and welfare of the Department, Reserve Office, Service Association, Control Room and Modernisation Programme, Motor Transport of CID and all matters allied with it. CID establishments, Accounts, Armoury, Building matters. Discipline and welfare of the Department, Reserve Office, Service Association, Control Room and Modernisation Programme, Motor Transport of CID and all matters allied with it.

2. He will exercise supervisions and control over the functions of DIG of Police,CID and the Sections/Units under him.

3. Ensure improvement in the quality and investigation of cases investigated within the jurisdiction of DIG of Police,CID,WB.

4. Monitor and study crime trend in the state on the basis of reports and returns to be obtained from the District Police supplemented reports and returns from CID unit and suggest and initiate preventive actions.

5. Maintain liaison and co-ordination with CFSL and other such units specially to ensure timely submission of expert reports in special report cases dealt with by the CID and the District Police.

6. Monitor and scrutinize the progress of trial of sub-judice cases under DIG of Police,CID and take steps to expedite trials of the same. He will hold periodical meetings with Judge/Magistrates for this purpose.

7. Visit CID units within the zone of DIG of Police,CID and take administrative steps to improve working conditions, besides issuing instructions, regarding investigation of cases.

8. Annual inspection selected CID units as allotted by Addl.DG&IGP,CID,WB.

9. Any other duty as may be especially assigned to him by DG&IGP,WB and Addl. DG&IGP,CID, WB.

(c) DIG CID

Zone:-

South Industrial, South Rural, Barasat, Barrackpore, Howrah, Hooghly, Salt Lake, East Midnapore DDs.

Functional

Discipline & Administration matter, Reserve office & Police office, C.I, CIW & Interpol, Dacoity, Robbery, Burglary, Theft (DRBT) Cell, Motor Theft Section, FACTS, Photographic Bureau, Computer section, Telecom, Control Room, Library, Arms & Ammunition, Clothing, MT Section, Homicide, Cheating & fraud cases, Law Cell, Questioned Document Examination Bureau, EOW, Lock-up, Office Security, Welfare matter, Human Rights, FACTS & OCIS, BDS, Finger Print Bureau and any other job to be assigned by ADG CID.

Nodal Officer

Statistics, Returns, Parliament & Assembly Questions, Conferences & Seminar NCRB & SCRB, FSL & CFSL, Banks, National Human Rights & West Bengal Human Rights Commission, Interpol.

(d) DIG CID (Operations)

Zone:-

West Midnapore, Bankura, Purulia, Burdwan, Asansol, Birbhum;

Functional

SOG, FICN, SOG Kharagpur, Naxalite Cell, Railway & Highway Crime, MU, Anti terrorist cell, Anti Rowdy Section, Highway/Railway Crimes, Aircraft Hijacking, Hostage Negotiation, Terrorist Activities, Kidnapping & abduction, Gambling, Explosive, Arms Act, Official Secret Act, Passport Act & Foreigner's Act, and any other job to be assigned by ADG CID.

Nodal Officer

Railways, Bureau of Civil Aviation, Mobile Service Providers, Central Intelligence Agencies. Crime Branch of Orissa & Jharkhand.

(e) DIG (Special)

Zone:-

Coochbehar, Jalpaiguri, Darjeeling, North Dinajpur, South Dinajpur, Malda, Nadia, Murshidabad DDs.

Functional :

Offence against Women & Juveniles & Tribals, Weaker Section, Missing Persons Bureau, Narcotic Cases and any other job to be assigned by ADG CID;

Nodal Officer:

Narcotic Control Bureau, Women Commission of State & Centre. MPB.

SPECIAL SUPDTS. OF POLICE:

| Sl no | Designation | Zonal Responsibility | Functional Responsibility |
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| 1 | SS-I | | Police Office, Building, Establishment & Security, Reserve Office, Telecom, Control Room, MT Section, Armoury, Lock-up, Reader, Clothing Stores, Welfare matters, Computer Section, Photographic Bureau, Canteen, Interrogation Room, Fingerprint Bureau, FACTS, BDS , OCIS, Modernization, Sports & Recreation, R&D, Homicide, DRBT, MTS, Cheating, Fraud, EOW, Law Cell, QDEB, Library, CI, CIW, Human Rights, Interpol and supervision over the duties of DS HQ, DS Traditional Crime, DS Law & DS Eco Offence and any other job that may be assigned. |
| 2 | SS North | Coochbehar, Jalpaiguri, Darjeeling, Malda, Uttar Dinajpur, Dakshin Dinajpur, Murshidabad, Nadia DDs. | W.G.Cell, Narcotic Cell, MPB, Forest Crimes, Crime against Weaker sections, Women's Commission, SEVA Counselling Centre and supervision over the duties of DS Siliguri, DS Malda, DS Murshidabad & DS Spl. |
| 3 | SS South | Barasat, Barrackpore, Salt Lake, South Industrial, South Rural, Howrah, Hooghly, Purba Midnapur DDs. | Training & Seminar and supervision over the duties of DS 24 Parganas & DS Howrah. |
| 4 | SS West | Purulia, Paschim Midnapur, Bankura, Burdwan, Asansol, Birbhum DDs. | SOG, FICN, Naxalite Cell, Railway & Highway Crimes, MU, Cyber Crime and supervision over the duties of DS Midnapur, DS Burdwan, DS SOG, DS Naxalite Cell & DS Railway-Highway Crime. |

DEPUTY SUPDTS. OF POLICE

| | Designation of the post | Responsibility | Supervising Special Supdt. Of Police |
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| 1 | DS South | DD Units at Barasat, Salt Lake, Barrackpore (Baranagar), South Industrial and South Rural DD's Any other duty to be assigned by Addl. DGP | Special Supdt. Of Police (South) |

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| 2 | DS Howrah | DD Units at Howrah, Hooghly (Serampore), East Midnapore Any other duty to be assigned by Addl. DGP | Do |
| 3 | DS Midnapore | DD Units at Paschim Midnapore (Kharagpur), Bankura and Purulia Any other duty to be assigned by Addl. DGP | Special Supdt. Of Police (West) |
| 4 | DS Burdwan | Burdwan, Asansol(Durgapur), Birbhum Any other duty to be assigned by Addl. DGP | Do |
| 5 | DS Special Operations Group | Special Operations Group, FICN Any other duty to be assigned by Addl. DGP | Do |
| 6 | DS Naxalite Cell | Naxalite Cell and any other duty to be assigned by Addl. DGP | Do |
| 7 | DS Railway and Highway Crime | Railways & Highway Crime, MU, BDS, OCIS & PA to Addl. DGP Any other duty to be assigned by Addl. DGP | Do |
| 8 | DS Siliguri | Coochbehar, Jalpaiguri and Darjeeling (Siliguri), BDS at Siliguri Any other duty to be assigned by Addl. DGP | Special Supdt. Of Police (North) |
| 9 | DS Malda | Malda, Uttar Dinajpur(Raiganj). Dakhin Dinajpur (Balurghat) Any other duty to be assigned by Addl. DGP | Do |
| 10 | DS Murshidabad | Murshidabad, Nadia Any other duty to be assigned by Addl. DGP | Do |
| 11 | DS Special | WG cell, Narcotics Cell, Missing Persons Bureau; Any other duty to be assigned by Addl. DGP | Do |

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|----|-----------------------------------|---|---------------------------------|
| 12 | DS (TD)[Tradiational Crime] | Homicide, DRBT, MTS Any other duty to be assigned by Addl. DGP | Special Supdt. Of Police (I) |
| 13 | DS (Economic Offences) | Cheating, Fraud, EOW Any other duty to be assigned by Addl. DGP | Do |
| 14 | DS Headquarters | DDO, Police Office, Reserve Office, Telcom, Control Room, MT Section, Armoury, Lockup, Reader, Clothing, Welfare. Computer, Photography, FACTS, Any other duty to be assigned by Addl. DGP | Do |
| 15 | DS Law | Law cell, QDEB, Library, CI, CIW, Human Rights, Interpol Any other duty to be assigned by Addl. DGP | do |

FOR INSPECTORS/SI'S/ASI'S

171, Duties of officers. – (a) Duties of the Inspector-in-charge of the Detective Branch will be –

- (i) To guide investigation of such cases and conduct such enquiries as ordered from time to time by the Addl. Director General & Inspector-General of Police, Criminal Investigation Department. The Inspector-in-charge will collect criminal intelligence and build up records of criminals. He will also arrange surveillance and other preventive measures against known professional criminals (convicts and suspects) and receivers. To this extent his duties are different from that of the Inspector of this Department posted to a district. While the latter is essentially an officer guiding the investigation of controlled cases, the former is an officer who not only would guide the investigation but is also responsible for collection of Criminal Intelligence and building up of and maintenance of proper criminal records and arranging preventive measures.
- (ii) To ensure that registers and files are properly maintained and that cases are properly investigated by Sub-Inspectors and posted under him.
- (iii) To detail the constables for watch duty and check the watch reports submitted by constables and utilize the information in proper ways. The watch reports should be maintained watcher by watcher.
- (iv) To attend jail parades regularly and be familiar with the appearance of the criminals. He should also see that jail parades are attended by the staff, including constables, posted under him.
- (v) To keep close liaison with the District Police.

- (b) **Duties of the Sub-Inspector will be -**
- (i) To investigate such cases as ordered from time to time by the Inspector-in-charge of the Detective Branch.
 - (ii) To collect information about criminals, local and foreign, rowdies and anti-social elements and put up such information before the Inspector-in-charge.
 - (iii) To conduct such enquiries as ordered by the Inspector-in-charge.
 - (iv) To maintain such registers and files as ordered by the Inspector-in-charge.
 - (v) To assist in such surveillance and crime preventive work as detailed by the Inspector.
- (c) **Duties of the Assistant Sub-Inspectors** – (i) To maintain such registers and files and do such other work as ordered by the Inspector-in-charge from time to time.
- (ii) To undertake important watch duty as and when so detailed.