

APPENDIX XXXI
(Regulation 631)
Detective warrant Rules

To Whom to be issued:

1. (i) A detective warrant shall be issued to every officer or man of a below the rank of Sub-Inspector of police who is posted to the criminal and Detective Department.

(ii) Detective warrants shall not, however, be issued to any officer or man posted temporarily or any period less than four months to any of these establishments.

(iii) Constables of the District Intelligence Branch casualty reserve shall be issued with detective warrants when they first undertake actual duties in the District Intelligence Branch.

Description:

2. The detective warrant is a cloth bound paste board document 3×2 ½ allowing four surface pages with the state emblem printed on the front page. On the 2nd page will be a bust photograph of the holder with his signature below and the seal of the office of issue stamped on the lower half of the photograph. The third page will bear the consecutive number dates of issue and expiry of the warrant, name, place of posting, number and rank of the holder with marks of identification properly visible and the signature of the issuing officer with his designation stamped below.

How obtained:

3. (i) The deputy Inspector-General, Criminal Investigation Department, shall obtain supplies of blank detective warrants from the Superintendent, West Bengal Government press, where these shall be serially numbered, commencing from A-1 to A-9999 for the first series, B-1 to B-9999 for the second and soon. These will on receipt be entered in a register in Form A (attached).

(ii) Issuing officers shall obtain their supplies of blank warrants by annual indent from the Deputy Inspector-General, Criminal Investigation Department. Indents must reach the Deputy Inspector-General by the first week of November each year. On receipt from the Deputy Inspector General, Criminal Investigation Department, the serial numbers of the warrants received shall be entered in Form B by the recording officer.

Issuing and recording officers:

4. (i) The following officers are issuing officers for the purposes of these rules:

(a) Special Superintendent of Police, Criminal Investigation Department, for the Criminal Investigation Department Staff.

(b) Special Assistant, Intelligence Branch, for the Intelligence Branch Staff.

(c) The Superintendent of police, for the District Intelligence Branch and Detective staffs in a district.

(ii) The following are recording officers:

(a) The Reserve Sub-Inspector in the Criminal Investigation Department and Intelligence Branch.

(b) The Armed Inspector in districts.

Custody of warrants:

5. (i) All blank warrants, valid warrants, temporarily in abeyance (vide rule 9) and cancelled warrants awaiting return to the Deputy Inspector-General, Criminal Investigation Department, shall be kept in the personal custody of the Issuing Officer.

(ii) All valid warrants in use shall be carried by the holders on all occasions. Warrants issued to Assistant Sub-Inspector, had constable and constable

shall be enclosed in case to be supplied round the neck or otherwise secured to prevent loss or theft. Officers shall make their own arrangements for carrying their warrants.

Issue of Warrants:

6. (i) Warrants shall, as far as possible, be issued, and shall always. Be renewed, from the 1st January.

(ii) A new warrant shall be completed with the particulars of the holder by the recording officer and signed by the issuing officer. The recording officer shall then take and attest the holder's signature on the second page below the bust photograph and make over the warrant to the holder. He shall, at the same time, record the issue in the register in Form B and shall take the holder's receipt for the warrant in the register.

(iii) The dates on which all new warrants are issued (whether they are being issued for the first time or as renewals) shall be reported by issuing officer in Form D. (see rule s(iii).)

Period of validity:

7. Warrants shall be valid until the 31st December, five years after the year in which they are issued. Thus a warrant issued on any date from the 1st January to the 31st December 1951, inclusive, shall be valid until the 31st December 1956. This period of validity cannot be extended and when a warrant is to be renewed a new warrant valid for a fresh period as above shall be issued.

Inspection of warrants:

8. (i) All holders of detective warrants shall, at the time of receiving their pay, show their warrants to the officer who disburses their pay. That officer shall, as soon as the disbursement is complete, send a certificate to the recording officer in Form C(I)

(ii) The recording officer shall check the certificates in Form C(I) with the Issue Register (Form B) and shall send a certificate in Form C(2) to the issuing officer so as to reach him by the 20th of the month.

(iii) On receipt of the certificate prescribed in paragraph (ii) the issuing officer shall, before the close of the month, send a report to the Deputy Inspector-General, Criminal Investigation Department, in Form D.

Warrants in abeyance:

9. (i) When any holder of a detective warrant proceeds on leave or on transfer or otherwise vacates a posting in which he is required under these rules to hold a detective warrant, he shall forthwith present his warrant to the recording officer who shall give him a receipt for it.

(ii) The Recording Officer shall make the appropriate entries in Form B in respect of the warrant and shall then forward the warrant to the Issuing officer for custody in accordance with rule 5.

(iii) If, during the period of validity of the warrant, the holder rejoins in the same district a posting in which he is required to hold a detective warrant, the warrant shall be reissued to him.

Expiry of warrants:

10. (i) No detective warrant shall be deemed to have expired unless (a) its period of validity as laid down in rule 7 has been completed or (b) the holder has permanently quitted police service.

(ii) An expired warrant which is still in the possession of its holder shall be presented by him, as soon as possible after the date of expiry, to the recording officer.

(iii) Immediately a warrant in abeyance expired warrant is returned in accordance with paragraph (ii) the recording officer shall cancel it by ruling

two parallel diagonal lines across the obverse of the warrant in red ink. He shall then make the appropriate entries in Form B and forward the warrant to the issuing officer.

Disposal of cancelled warrants:

11. (i) As soon as the issuing officer has received all warrants cancelled during the preceding month, he shall send them to the Deputy Inspector General, Criminal Investigation Department, with a forwarding letter giving the numbers of the warrants, the rank and names of their holders, the dates of cancellation and the reasons for cancellation. The numbers of the warrants and the number and date of the forwarding letter shall also be reported in Form D sent in the succeeding month.

(ii) Cancelled warrants shall, after receipt by the Deputy Inspector General, Criminal Investigation Department, be destroyed in accordance with his orders.

12. (i) The loss of or any damage to a detective warrant in any way affecting the legibility or general appearance of the warrant shall be treated as a serious offence unless the holder can prove that the loss or damage was caused by circumstances beyond his control.

(ii) Every loss or damage as aforesaid shall be forthwith reported by a holder to the recording officer. The recording officer shall forthwith transmit such reports to the issuing officer.

(iii) Every loss shall be forthwith reported by the issuing officer to the Deputy Inspector-General, Criminal Investigation Department, with full details, for publication in the Criminal Intelligence Gazette.

(iv) The loss of a warrant shall render its holder liable to a penalty which may extend to Rs50 according to the circumstances attending the loss and with due regard to the rank of the holder. It shall, however, not be less than five rupees.

(v) Damage which renders a warrant unfit for further use shall incur the same penalty as is prescribed for the loss; while damage to a less extent shall incur such smaller penalty as is proportionate to the period by which the usefulness of the warrant is reduced; provided that, if any damage which should have been reported by an inspecting officer in accordance with rule S(i) has not been so reported the issuing officer may assess the penalty between the holder and the inspecting officer in such proportion as he thinks fit.

(vi) The penalties prescribed in paragraphs (iv) and (v) shall not be levied if the holder has forthwith reported the loss or damage and can prove that it was due to circumstances beyond his control and was in no way facilitated by his own negligence. Loss by pocket picking, for example, should ordinarily be regarded as loss by negligence, unless it can be shown that the pocket picked might reasonably be considered as the safest place available for custody of the warrant.

(vii) The penalties prescribed in paragraphs (iv) and (v) may be inflicted by the issuing officer without drawing proceedings. Proceedings will, however, be necessary if it is contemplated to inflict any punishment heavier than those penalties.

FORM A
Detective warrant Register

To be maintained in the Office of the Deputy Inspector-general, Criminal Investigation Department.

(N.B. Each consignment of blank warrants received from the Superintendent, West Bengal Government Press, shall be recorded by a red ink entry written across the page, showing how many warrants were received, the date of receipt and the number and date of the chalan.)

Numbers allotted.	Issuing officer to whom issued.	Date of issue.	No. and date of acknowledgment by the issuing officer.	Initials of the Spl. Supdt. of police.	Date of issue to holder.	Date of report in Form "D"	Date of return to C.I.D.	D.I.G.'s acknowledgment.	Date of destruction	Initials of the spl. Supdt. of police.

FORM B
Detective Warrant Register.

[To be maintained by every Recording Officer.....]

(N.B.- Each supply of new warrants received from the Deputy Inspector-general, Criminal Investigation Department, shall be recorded by a red ink entry written across the page, showing how many warrants were received, the date of receipt and the number and date of the Deputy Inspector-General's forwarding memo.)

Numbers of warrants received.	Date of issue.	To whom issued.	Signature of holder.	Date of return by holder	Reason for return.	Date of re-issue.	Signature of holder.	Date of return to C.I.D.	No. and date of acknowledgement of D.I.G. C.I.D.

FORM C(1)
Report of processing of detective warrants.

To

Issuing Officer district.

Certified that I have to-day satisfied myself by actual inspection that detective warrant No is in my possessing and is in good condition has suffered damage as follows.

Date.....

Signature.....
Rank.....

FORM C(2)
Report of inspection of detective warrants.

To

Recording Officer district.

Certified that between the dates and I have personally inspected, at the time of disbursement of pay, the detective warrants of the under noted holders and found them in the condition noted.

The numbers of the warrants reported to have been lost, the names of their holders and the circumstances of each loss are reported on the reverse.

Date.....

Signature.....
Designation.....

(Reverse.)

Rank and names of holders	No. of Warrants	Condition

FORM C(3)
Monthly inspection certificate.

(Due to the Issuing Officer by the 20th of each month)

Certified that during the current month I have received reports of inspection of detective warrants from all disbursing officers from whom due as laid down in rule 8(ii) of the Detective Warrant Rules.

The warrants were found in the actual possession of their respective holders and were in good condition, with the exceptions noted below. The action taken in each case is also reported below.

Signature of Recording officer.....

Date

FORM D
Monthly detective warrant certificate.

(Due to the Deputy Inspector-General, Investigation Department)

1. Certified that during the current month I have received all certificates due in Forms C(2) and C(2) as required by rule 8 of the Detective warrant Rules.

All warrants are reported to be in the actual possession of their respective holders, and in good condition, with the following exceptions:

No. of warrant	Rank and name of holder	Date of loss or Nature of damage	Action taken by the Issuing Officer

2. The following new warrants were issued during the preceding month.

No. of warrant	Date of issue	To whom issued

3. The following cancelled warrants were sent to the Deputy Inspector-General, Criminal Investigation Department, for destruction during the preceding month:

Numbers of warrants	Number and date of forwarding letter.

Signature.....

Issuing officer..... District.

Date.....