

APPENDIX XII

(Regulations. 198,407,530,924, and 1072.)

List of periodical reports and returns due to and from various officers.

Daily.						
No	Description of report or return.	By whom submitted.	When due	To Whom due	Authority	Remarks
1	Daily report ..	Circle Inspector	Daily	Superintenden t direct or through the Subdivisional Police Officer and the Subdivisional Magistrate, as the case may be.	Regulation 192 ...	The Superintend ent shall submit the report to the District Magistrate.
2	Personal diary.	Ditto.	Ditto.	Superintenden t.	Regulation 197.	
3	Reports of epidemic diseases	Officer in charge of police-station.	Ditto.	(1) District Magistrate (2) Chairman of the Local Board. (3) District Health Officer or Civil Surgeon.	Regulation 233.	In areas where union boards have been established, these reports are submitted by presidents of union boards and by station officers.
4	Under – trial case report. ..	Court Officer .	Ditto	Superintenden t..	Regulation 533.	Extracts relating to the Railway Police cases should be sent to the Superintend ent of the Railway Police concerned.
5	Return for publicatio n in the Criminal intelligenc e Gazette.	Officer in charge of police-station.	With 3 days of occurre nce.	Special Superintenden t of Police. Criminal Investigation Department or Special Assistant, Intelligence Branch, with a copy for warded to the superintenden t of Police.	Regulation 73.	
Weekly						
1	Returns of promotion s and confirmati ons, leave, reductions and reversions, transfers and casualties and rewards, for	Superinten dent and Deputy Inspector-general.	Every Monday .	Assistant Inspector-General.	Regulation 71.	



1	Return of inspection , (B.P.From No.19 for District Police and B.P. Form No.128 for Railway Police	Corcle Inspector	1st of the month	Ditto	Regulation 198 and 557	
2	Force return	Superinten dent, Deputy Inspector-General, Criminal Investigati on Departmen t and Intelligenc e Branch	3rd of the month	Inspector general	Regulation 925	Superintend ents Shall sen at the same time a duplicate copy to the range deputy Inspector General
3	Statement of accounts for expenditur e under —56- Stationery and Printingpri nting Work done by other Governme nts- Cost of Army forms supplied to the Police Departmen t	Superinten dent and Deputy Inspector General	Ditto	Assistant Secretary to the Government of Bengal, Finance Department	Inspector General’s letter No. 832445 Bt. Dated 22nd July 1933	
4	Statement of pay drawn for subordinat e Police officers.	Ditto	On or before 10th of the month	Inspector General	Regulation 1213	
5	Statement of departmen tal accounts (in form B)	Ditto	By 5th of the month	Ditto	Regulation 1149	
6	Absentee statement of Inspectors, Sergeants and sub- Inspectors	Superinten dent	By 7th of the month	Range Deputy Inspector-General	Regulation 1185	
7	Statements of railway and steamer warrants issued.(B. P. Form No. 11	Officer issuing warrants	1st week of the month	Superintenden t	Appendix III.	

	and No. 12.)					
8	Statement of Omnibus warrants issued.	Ditto	Ditto	Ditto	Ditto	
9	Statement of chaukidars whose absence from the muster parade is unexplained or unsatisfactorily explained.	Officer in charge of Police station	Ditto	Punishing authority	Regulation 369	
10	Report regarding crime and office matters	Ditto	Ditto	Superintendent (through Circle Inspector).	Regulation 408	
11	Return of pension and gratuity rolls	Superintendent and Deputy Inspector-General	Ditto	Inspector-General	Regulation 855	
12	Tour diary of Superintendents, Additional Assistant and Deputy Superintendents	Officer making the tour	Ditto	Range Deputy Inspector General (through District Magistrate or Superintendent as the case may be).	Regulation 62.	
13	Return of births and deaths	Officer in charge of Police station	At the beginning of the month	Subdivisional Magistrate	Regulation 234(e)	
14	Statement of sanction under “Petty Construction” and “Works” accorded by Deputy Inspectors General (B.P. Form No. 243)	Range Deputy Inspector General	7th of the month	Accountant General and Inspector General	Standing orders	
15	Statement showing charges on account of (i) pay and (ii) leave and pension contribution of the escorts employed in the remittance of treasure.	Superintendent	By 10th of the month	Accountant General	Regulation 1162	
16	Absentee statements of	Superintendent	By 10th of	Range Deputy Inspector general	Regulation 1185	

	head clerks.		the month			
17	House rent roll (for hired buildings)	Officers copying hired buildings.	Ditto	Superintendent	Regulation 1169	
18	Progress and completion report on departmental buildings	Superintendent	10th of the month until completion of work.	Range Deputy Inspector General	Regulation 1268	
19	Consolidated absentee statements of Inspectors, Sergeants and Sub inspectors.	Deputy Inspector-General	By 11th of the month	Inspector-General	Regulation 1185	
20	Cash account certificate	Superintendent and Deputy Inspector-General	On or before 15th of the month	Ditto	Regulation 1142	
21	Travelling allowance bills of subordinate police officers	Circle Inspector, Court Officer and Inspector	By 15th of the month	Superintendent	Regulation 1238	All bills shall be submitted to the Inspectors concerned by the 7th of the month following that to which they relate.
22	Consolidated statements of railway and steamer warrants issued. (B.P. form No. 11 and 12.)	Superintendent and Deputy Inspector-General	Ditto	Accountant-General	Appendix III	
23	Consolidated absentee statements of clerks	Range Deputy Inspector General	Ditto	Ditto	Regulation 1185	
24	Detective warrant certificate	Superintendent, Assistant to the Deputy Inspector General, Criminal Investigation Department and Special Assistant, Intelligence Branch.	By third week of the month	Deputy Inspector-General, Criminal Investigation Department.	Appendix XXXI	
25	Pay and a quittance roll	Court officer, Reserve officer	27th of the month or	Superintendent	Regulation 1186	

		and officer in charge of Police station	earlier in heavy districts.			
26	Rent roll for departmental or hired buildings	Superintendent	Before the close of the month when necessary	Treasury Officer	Regulation 1171	
27	Statement of taxes recoverable from pay bills	Superintendents, 24-Parganas and Howrah, Railway Police, Sealdah and Howrah, and Deputy Inspector-General, Criminal Investigation Department, and Intelligence Branch.	Ditto	Accountant-General or Treasury Officer, Alipore or Howrah, as the case may be.	Bengal Government order Nos. 990-1059f., dated 17th February 1927	
28	Cash account	Officer in charge of Police station.	At the close of the month	Superintendent (through Court Officer)	Regulation 409	
29	Bill for prisoners diet and traveling expenses and cost of conveyance of stolen property and other articles sent to the court.	Ditto	Ditto	Superintendent	Regulation 333	
30	Return of unexecuted processes	Court officer	Ditto	Ditto	Regulation 476	Extracts relating to Railway Police cases to be sent to the Superintendent of Railway Police concerned.
31	Court and station cash accounts	Ditto	Ditto	Ditto	Regulation 548	
32	Return of train journeys made by Police officers without prepayment of fare	Superintendent and Deputy Inspector-General, Criminal Investigation Department and	Ditto	Chief Auditor Chief Examiner of Accounts of the Railway concerned	Regulation 221(c)	

		Intelligence Branch				
33	Bill for prisoners diet and traveling expenses and cost of conveyance of stolen property and other articles sent to the court	Superintendent	Ditto	District Magistrate	Regulation 1181	
34	Statement showing number of subordinate Police Officers actually in the force.	Reserve officer	Ditto	Superintendent	Regulation 1184	
35	Report of the death of and accidents to European police officers	Superintendent, Deputy Inspector-General, Criminal Investigation Department and Intelligence Branch.	Immediately on occurrence	Inspector-General	Regulation 926	
36	Reports concerning registers maintained in the Court office	Officer responsible for the upkeep of registers.	1st Sunday of the month	(1) Court Inspector (2)Circle Inspector (at sub-divisions where there are no court Inspectors	Regulation 547	
Quarterly						
1	Return of petitions of Police officers With held	Superintendent	At the end of each quarter (1st of April, July, October and January ).	Range Deputy Inspector General	Regulation 888	
2	Return of petitions of police officers with held	Deputy Inspector General	At the end of each quarter ( 7th of April, July , October and January )	Inspector General	Regulation 888	
3	Return of cases of obstruction placed on	Superintendent, Railway Police	At the end of each quarter (7th of April,	Range Deputy Inspector General	....	The return will show— (1) Locality (2) description of case.

	Railways and of attempts made to derail trains.		July, October and January ).			(3)result of policeenquiry. (4) causes of failure, preventive measures adopted etc.
4	Returned of sanctioned rents rates and taxes.	Range Deputy Inspector General	At the end of each quarter (10th of April, July October and January )	Inspector General	Inspector General’s letter No. 3791-3830b. dated 19th March 1927	
5	Report regarding appointme nt of officers not belonging to the I.P.S. Cadre to act in posts borne on the I.P.S. Cadre.	Compiled in the Inspector General’s office.	1st week of January April, July October each year	Under Secretary, home (G. A.) Department	In pursuance of Rule 9(2) of the I.P.S (Cadre) Rules, 1954	
Half-yearly						
1	Return of serious crime	Court Officer	5th January and July	Superintenden t	Regulation 546	
2	Ditto	Superinten dent	Not later than 10th January and July	(1) Range Deputy Inspector General through District Magistrate (2) Divisional Commissioner through District Magistrate.	Ditto	In the case of the Railway Police the return shall be submitted direct to the Range Deputy Inspector General.
3	Consolidat ed Range return of serious crime with district returns and review.	Range Deputy Inspector General	Not later than 20th January and July	Deputy Inspector General, Crime Investigation Department.	Ditto	
4	Review of the consolidat ed range returns of serious crime.	Deputy Inspector General, crime Investigati on Departmen t	As soon after 20th January and July as possible	Inspector General	Ditto	
5	Return of appointme nts of Muslims, non-Muslims and members of	Superinten dent	1st April and October .	Range Deputy Inspector General	Regulation 770	



	scheduled castes and other communities made in subordinate services, offices and posts.					
6	Ditto	Deputy Inspector-General	10th April and October	Inspector-General	Ditto	
7	Report on Probationary Assistant and Deputy Superintendents under training at the Police Training College	Principal Police Training college	(1) At the close of the training of A.S.P. (2) After 6 months training for Dy. S.P. and also after the close of the training.	Inspector-General (through Deputy Inspector-General, Armed Forces.)	Rule 35, Police Training College Manual, 1936	
8	Statement showing the names of probationary Assistant and Deputy Superintendents liable to appear at the departmental examination.	Ditto	25th February and 10th September.	Inspector General	Standing orders	
9	Recommendations for titles and decorations.	Superintendent	On or before 15th April and 15th November	Range Deputy Inspector General	Regulation 1036	Recommendations for the award of the King's Police and Fire Services Medal and the Indian Police Medal for conspicuous gallantry shall be submitted by local officers in the prescribed form through the proper channel as soon as possible after the act for which the award is recommended.

10	Ditto	Deputy Inspector General	On or before 1st May and 1 <sup>st</sup> Decemb er.	Inspector-General	Ditto	Ditto
11	Statement showing the incidence of crime and how dealt with by the police and the courts (station statistics).	Officer-incharge of Police station.	At the end of each halfyear .	Superintenden t (through Circle Inspector).	Regulation 1111	
Yearly						
1	Confidenti al reports on Additional , Assistant and Deputy Superinten dents	Superinten dent	Early in January	Deputy Inspector-General	Regulation 75	
2	Confidenti al reports on Superinten dents , Additional , Assistant and Deputy Superinten dents	Deputy Inspector General	In January	Inspector General	Ditto	In the case of District Police Officers the District Magistrate will submit his report early in January to the Divisional Commissio ner who will forward them to the Range Deputy Inspector-General
3	List of persons whose names have been removed from the conviction register.	Officer-incharge of police station	In January	Headquarters court officer	Regulation 398	
4	Ditto	Court officer	Ditto	Superintenden t	Ditto	
5	Reports regarding approvers	Officer-incharge of Police station	Ditto	Ditto	Regulation 386	
6	List of criminals about whom informatio n is on record in the Criminal Intelligenc e Bureau	Officer-incharge of Police station	Ditto	Superintenden t (through circle Inspector)	Regulation 399	The Superintend ent shall forward a consolidate d list to the Officer-incharge of the Criminal Intelligence

	eliminated from the conviction register.					Bureau not later than 1stFebruary .
7	Recommendation for conferring honorary rank of deputy Superintendent on senior and deserving Inspectors.	Deputy Inspector-General	Ditto	Inspector general	Regulation 736	
8	List of records and registers due for destruction	Officer-incharge of Police station	Ditto	Circle Inspector	Regulation 1101	
9	Statement of deaths amongst convicts and exconvicts .( B.P.From No. 84)	Court Officer	Ditto	Finger Print Bureau	....	
10	Estimate of 380 bore revolvers and revolvers ammunitio n required for the Bengal Police	Superintendent and Deputy Inspector-General, Criminal Investigation Department and Intelligence Branch	Ditto	Inspector-General	P.O. 11 of 1928	
11	Report regarding damage or injury to survey pillars.	Officer-incharge of Police station	As soon as possible after 1st January	Superintendent	Regulation 230	The Police are not required to submit this report in areas where there are union boards.
12	Return of Trigonometrical survey pillars.	Superintendent	Ditto	Superintendent, GreatTrigonometrical Survey (through the District Magistrate).	Regulation 1110	
13	Indent for quinine and cinchona febrifuge required by the Police department.	Ditto	Ditto	Superintendent , Presidency Jail.	Bengal Government Order No. 166Cin.. dated 9th January 1929	
14	List of district the arms of which should	Deputy Inspector-General	1st week of January	Inspector General	Regulation 1001	

	be inspected by the Civil Chief Master Armourer.					
15	Statement showing the grant, probable expenditure, extra grant required or anticipated savings under all budget heads, (B.P. Form No. 222	Superintendent and Deputy Inspector General	8th January	Inspector General	Regulation 1149.	
16	Statement showing the strength and armament of in force	Superintendent and Deputy Inspector General, Criminal Investigation Department and Intelligence Branch.	On or before 10th January.	Ditto	Regulation 1024	
17	Acknowledgment of the rules for the protection of his Excellency the Viceroy in the possession of Deputy Inspector General	Deputy Inspector General, Criminal Investigation Department.	15th January	Ditto	Bengal Government order No.445 P.S. dated 5th February 1935	
18	Report regarding —”Next of kin”	All officers of the Indian Police	20th January	Ditto	Paragraph 880, Police Gazette, dated 29th may 1936.	The report shall be submitted on first appointment and thereafter when there is any change.
19	Confidential reports on Inspectors and of officers on the approved list fit for promotion to Inspector’s rank.	Superintendent, Assistant to the Deputy-Inspector General, Criminal Investigation Department and Special Superintendent, Intelligence Branch.	1st February	Inspector-General (Through the District Magistrate and the Deputy Inspector General, as the case may be).	Regulation 79	In the case of officers of the District Intelligence Branch these reports shall be submitted through the District Magistrate and the Deputy Inspector General, and the

						Range Deputy Inspector General.
20	Annual Administration Report (Departmental Portion).	Superintendent	15th February	Inspector-General (One copy direct and the other through the District Magistrate and the Range Deputy Inspector General	Regulation 1107	One copy of the Report to reach the Inspector-General, by 15th February. The other copy submitted through the District Magistrate and the Range Deputy Inspector General by 1st March. The report of the Railway Police to be submitted through the Range Deputy Inspector General concerned.
21	Annual Administration Report (Crime Portion)	Ditto	Ditto	Inspector-General, (One copy through the Range Deputy Inspector General and the other through the District Magistrate and the Divisional Commissioner .)	Ditto	The copy submitted through the Range Deputy Inspector General to reach the Inspector-General by 15th February. The other copy submitted through the District Magistrate and Divisional Commissioner to reach the Inspector-General by 1st March.
22	Statement A, Part I, Return of cognizable Crime. (B.P. Form No. 115.)	Superintendent.	Not later than 15th February.	Inspector-General.	.....	To be submitted with the Annual administration Report through proper channel, as laid down in the instructions for the preparation of the report. An

						advance copy to be forwarded to the Inspector-General direct.
23	Statement AA, Part I, Return of cognizable Crime. (B.P. Form No. 117.)	Ditto.	Ditto.	Ditto.	....	Ditto.
24	Statement A, Part II, Return of cognizable Crime. (B.P. Form No .116.)	Ditto.	Ditto.	Ditto.	...	Ditto.
25	Statement AA, Part II, Return of cognizable Crime, (B.P. Form .NO.118.)	Ditto.	Ditto.	Ditto.	....	Ditto.
26	Statement B, Part I, Return of Noncognizable Crime. (B.P. Form No.119.)	Ditto.	Ditto.	Ditto.	....	Ditto.
27	Statement B, Part II, Return of Non-Cognizable Crime (B.P. Form No. 120.)	Ditto.	Ditto.	Ditto.	....	Ditto.
28	Statement C; showing property stolen and recovered. (B.P. Form No. 121.)	Ditto.	Ditto.	Ditto.	....	Ditto.
29	Statement D; showing the strength and cost of police force.(B.P. Form No. 122.)	Ditto.	Ditto.	Ditto.	....	Ditto.
30	Statement E;	Ditto.	Ditto.	Ditto.	....	Ditto.

	showing the equipment , discipline and general internal management of police force. (B.P. Form No.123.)					
31	Statement H; showing Juvenile, Delinquency Statistics. (B.P. Form No. 124A.)	Ditto.	Ditto.	Ditto.	....	Ditto.
32	Statement I; showing true cases no serious crime. (B.P. Form No.125.)	Ditto	Ditto	Ditto	...	Ditto
33	Statement J; showing remands (B.P. Form No.128.)	Ditto.	Ditto.	Ditto.	....	Ditto.
34	Statement K; showing burglaries and thefts and percentage of abstention from enquiry together with the result of bad livelihood cases. (B.P.Forn. No.1 27.).	Ditto.	Ditto.	Ditto.	....	Ditto.
35	Statement of railway accidents (B.P. Form No. 131.)	Superintendent, Railway Police.	Ditto.	Ditto.	....	To be submitted with the Annual Administration Report.
36	Statement of collisions. (B. P. Form No. 132.)	Ditto.	Ditto.	Ditto.	....	Ditto.
37	Comparative statement showing the working of the	Ditto	Ditto	Ditto	....	Ditto

	railway Police in cognizable crime. (B.P. Form NO 133.)					
38	Statement showing different classes of thefts committed in the different lines,(B.P. Form No. 134.)	Ditto.	Ditto.	Ditto.	....	Ditto.
39	Return of obstruction cases.(B.P. Form No .135.)	Ditto.	Ditto.	Ditto.	....	Ditto.
40	Report on the working of the Criminal Investigation Department and Intelligence Branch.	Deputy Inspector-General,Criminal Investigation Department and Intelligence Branch	1st March.	Ditto.	Regulation 1107.	
41	General review on the administration of Ranges.	Renge Deputy Inspector-General.	Ditto.	Ditto.	....	
42	List of building schemes for new major works administratively approved, arranged in order of urgency for inclusion in the civil works budget.	Ditto.	Ditto.	Ditto.	Bengal Government order No 3554PI., dated 5th july 1927.	
43	Statement of immovable property held or acquired by servants of the Crown.	Officers of the Indian Police and Provincial Police Service.	1st week of March.	Ditto.	Regulation 112.	If there is no change, the fact should only be reported.
44	Statement of immovable property held or acquired by	All subordinate police officers with the exception of	1st week of March.	Superintendent.	Regulation 112.	If there is no change, the fact should only be reported.



	servants of the Crown	head constable, naiks and constables and clerks in the offices of superintendents.				
45	Ditto.	All clerks in the offices of Deputy Inspector-General	Ditto.	Deputy-Inspector-General.	Ditto.	Ditto.
46	Report regarding the date fixed for the departmental examination of Sub-Inspectors in law and Procedure and Criminology.	Principal, Police Training College.	Ditto.	Inspector-General.	Regulation 806.	
47	Statement of steam or motor harbour cragt, etc., maintained by the Police Department.	Deputy Inspector-General Presidency, Bakarganj and Dacca Ranges.	8th Match.	Ditto.	Bengal Government order no.736Pl., dated 21st February 1938.	
48	Return of Assistant Sub-Inspectors appointed direct.	Deputy Inspector-General.	15th March.	Ditto.	Standing orders.	
49	Estimate of the amount recoverable from other Governments and Indian states on account of the training for officers in the Police training college.	Principal, Police Training College.	20the March.	Ditto.	Bengal Government order No.2923Pl, dated 31 <sup>st</sup> May 1927.	
50	Statement showing the number of temporary outposts created.	Superintendent.	1st April	Range Deputy Inpector-General.	Regulation 11.	
51	Report regarding the number of question papers	Range Deputy Inspector-General.	Ditto	Assistant Inspector-General.	Regulation 806.	

	required for the departmental examination of Sub-Inspectors in Law and Procedure and Criminology.					
52	Detailed list of establishment.	Superintendent.	In April.	Range Deputy Inspector-General.	Regualtion 681.	
53	Ditto.	Deputy Inspector-General.	Ditto.	Inspector general.	Ditto.	
54	Certificate of inspection of Reserve office stock book.	Superintendent.	Ditto.	Range Deputy Inspector-General.	Regulation 906.	
55	Report regarding repairs of launches, etc., carried out during the previous financial year and the condition of each vessel.	Engineer Superintendent, Government Dockyard Narayanganj, Dacca.	Ditto.	Inspector-General (through Range Deputy Inspector-General.)	Appendix XXV, Rule 55.	
56	List of clerks corrected up to 1st April serving in the offices of Range Deputy Inspector-General.	Range Deputy Inspector-General.	Ditto.	Inspector-General.	Standing orders.	
57	List pf pending minor works projects.	Superintendent.	1st week of April.	Range Deputy Inspector-General.	Ditto.	The Deputy Inspector-General will forward to the Inspector-General by the 20th April a consolidated list of projects arranged in order of urgency.
58	Statement showing the pilotage of Government vessels.	Superintendents Bakarganj, Faridpur, Tippeara, Dacca and Mymensingh and Deputy Inspector-General,	7th.	Inspector-General.	Bengal Government order No.3421P.,dated 15 <sup>th</sup> July 1933.	

		Bakarganj Range.				
59	Acknowledgment of permanent advance.	Deputy Inspector-General.	10th April.	Ditto.	Regulation 1151.	
60	Ditto	Superintendent.	15 <sup>th</sup> April.	Accountant-General.	Ditto.	
61	Statement showing the expenditure incurred by the superintendent of Police, Noakhali, on account of medicines supplied to the Noakhali Subjail.	Superintendent, Noakhali	Ditto.	Ditto.	Accountant - General's memorandum No. T.D. 1371B., dated the 28th june 1937.	
62	Return showing the fees, recurring or non-recurring, sanctioned by each sanctioning authority (vide chapter VI of West Bengal Service Rules, Part I)for each individual officer under his control during the preceding financial year.	Deputy Inspector-General, Superintendents of Police, Commandants and principal, Police Training College.	15th April	Inspector-General of Police.	Government order No.2902Pl., dated the 2nd July 1958.	To be complied, in the Inspector-General's Office and submitted to Government by the 30th April.
63	List showing the demand for quarters, office accommodation, etc., required by the Police Department at Different stations on the East Indian Railway.	Deputy Inspector-General, Burdwan Range	20th April.	Inspector-General.	Circular No.AW-2106, dated 8th April 1930, from the Agent,East Indian Railway.	
64	Return of expenditure on stores purchased in India.	Superintendent and Deputy Inspector-General.	30th April.	Inspector-General.	Regulation 1025.	

65	Report on musketry course with a return in B.P. Form No. 157.	Superintendent.	1st May	Range Deputy Inspector-General.	Regulation 796.	
66	Return of revolver course. (B.P. Form No. 158.)	Ditto	Ditto	Ditto	Regulation 797.	
67	List of registers and records to be deposited in the Magistrate 's record room.	Officer in charge of police station, Court Officer Reserve Officer, Head Clerk and Circle Inspector.	In May.	Superintendent.	Regulation 1102.	
68	Distribution of rewards at the Police Parade.	Superintendent and Deputy Inspector-General.	In May after the date of the parade is fixed.	Inspector-General.	Standing order.	
69	Indent for stationery.	Superintendent.	On or before 15th May from officers in Calcutta on or before 1st June.	Range Deputy Inspector-General.	Regulation 1286.	
70	Ditto.	Deputy Inspector general	On 1st June in the case of Indents from officers in Calcutta and on 1st July in the case of indents from officers outside Calcutta	Deputy Controller of Stationery.	Ditto.	
71	Return of secret military documents in the possession of Police officers.	Superintendent and Deputy Inspector-General.	1st June.	Issuing authority.	Bengal Government order No.3797P.-S., dated 15 <sup>th</sup> October 1929.	
72	Indent for forms	Superintendent and Deputy Inspection-General.	As laid down in the Bengal forms Manual.	Press and Forms Manager, Bengal.	Regulation 1283.	
73	Report	Deputy Inspector-	Not later	Inspector-General	Regulation 796.	

	regarding the best shots in musketry course together with score sheet.	General.	than 1st June.			
74	Report regarding the best shots in revolver course with scores obtained.	Ditto.	Ditto.	Ditto.	Regulation 797.	
75	Corrections to the list of titleholders and recipients of and decorations.	Superintendent and Deputy Inspector-General	1st june.	Ditto.	Standing orders.	
76	Return of deficiencies in service qualifying for pension condoned under Article 423(1) of the Civil Service Regulations.	Ditto.	1st week of June.	Ditto.	Bengal Government order Nos. 9771-9868F., dated 18th October 1938.	
77	Return of interruptions of service for pensionary purposes condoned under Article 422 of the Civil Service Regulations.	Ditto.	1st week of July.	Ditto.	Bengal Government order Nos,9870-9967F., dated 18 <sup>th</sup> October 1938.	Bengal Government order Nos. 9870-9967F., dated 18 <sup>th</sup> October 1938.
78	Forecast of the cost of overhauling and repairing police launches, etc.	Engineer-Superintendent, government Dockyard, Narayanganj, Dacca.	Not later than 31 <sup>st</sup> july.	Ditto.	Appendix XXV, (rule 55).	
79	Budget estimates.	Superintendent and Deputy Inspector-General.	1st August.	Ditto.	Regulation 1146.	
80	Estimate for charges for police custody.	Superintendent, Bengal and Assam Railway Police, Saidpur.	Ditto.	Ditto.	Standing orders	To be submitted along with budget estimate.
81	Return of officers who	Superintendent.	1st September.	Range Deputy Inspector-General.	Regulation 844.	

	will attain or pass the age of 55 or may exceed the period of any extension of service already granted.					
82	Ditto	Deputy Inspector – General.	In September.	Inspector-General.	Ditto.	
83	Estimate of the grant required under —56- Stationery and Printing – cost of printing work done by other Governments – cost of Army forms supplied to the Police Department.	Superintendent and Deputy Inspector general.	Not later than 15th September.	Ditto.	Regulation 1283.	
84	Budget estimate regarding the allocation of the Port Police charges between the Commissioners for the Port of chittagong and the Provincial Government.	Superintendent, chittagong.	On or before 15th September.	Inspector-General.	Standing orders.	
85	Report showing the number number of surplus revolvers, if any, which are available for transfer to districts in other Ranges.	Range Deputy Inspector-General.	1st October .	Ditto.	Ditto.	
86	Report regarding gun licences.	Officer in charge of Police-station.	In November.	Superintendent.	Regulation 384.	The Superintendent shall forward

						these reports to the District Magistrate.
87	List of candidates nominated by the District Committee for direct appointment as Sub-Inspectors,	Superintendent.	Ditto.	Range Deputy Inspector-General.	Regulation	
88	Requisition for platform passes	Ditto.	In December.	Traffic Manager of the Railway concerned.	Regulation 216.	
89	Report regarding the number of clerks appearing at the examination in accounts and officer procedure.	Range Deputy Inspector-General.	1st week of December.	Inspector-General.	Regulation 807.	
90	List of self propelled vessels not registered under the Merchant Shipping Act, 1894.	Deputy Inspectors-General, Dacca and Bakarganj, Ranges.	By the 15th December.	Inspector-General.	Bengal Government order NO.2419(2)-PI., dated the 8th December 1939.	
91	Nominations of Assistant Sub inspectors For promotion to the rank of sub-Inspector.	Superintendent.	When called for	Range Deputy Inspector-General.	Regulation 741.	
92	Nomination of constables for promotion to the rank of Assistant Sub-Inspector.	Ditto.	Ditto.	Ditto.	Regulation 743.	
93	Nomination of constables for promotion to the rank of head constable.	Ditto.	Ditto.	Ditto.	Regulation 745.	
94	Nomination of officers fit for promotion to the rank of inspector.	Ditto.	Ditto.	Ditto.	Appendix XLIII.	