

APPENDIX II
(Regulation 10)

Procedure to be followed in connection with the alteration in the constitution, jurisdiction, site or nomenclature of police-stations

I. All proposals, whether initiated by the District Magistrate or by the Superintendent, which involve any alteration in the constitution, jurisdiction, site or nomenclature of police stations., viz., proposals –

- (i) for declaring new police-stations under section 4(1)(s) of the Code of Criminal Procedure;
- (ii) for the redistribution of villages between existent police-stations or for the inclusion in a police-station of villages which are reformed after dilution; and
- (iii) for the change of site or nomenclature of police-stations;

Shall be submitted by the Superintendent to the Inspector-General through the District Magistrate, the Deputy Inspector-General of the Range and the Divisional Commissioner. Such proposals shall be accompanied by a draft notification in case (i) in form A, in case (ii) in form B and in case (iii) in form D below. In all cases a tracing from or a copy of the general jurisdiction map, with the new and old boundaries, the present and proposed sites of the police-stations and the villages transferred clearly shown on it, shall be submitted with the proposal. Such proposals shall be submitted to the Provincial Government in the Home (Police) Department by the Inspector-General direct after the notification has been checked by the Director of Land Records and Surveys from a geographical and the technical point of view.

Note. – (i) Where a river separates the jurisdictions of two police-stations. The midstream of its main channel shall be taken as the common boundary. When a change of police-station or district jurisdiction occurs owing to a change in the direction of the main stream, prompt steps shall be taken to issue a formal notification under section 4(i)(s) of the Code of Criminal Procedure transferring the area concerned from one police-station to another in the same or in another district, as the case may be. Pending the issue of such notification the officer in charge of a police-station whose jurisdiction has been enlarged (under the main stream rule) shall investigate cases occurring in the added areas. Where, however, doubt arises as to the jurisdiction of any land or lands, the Superintendent concerned shall, in consultation with the District Magistrate, issue executive orders directing particular police-station officers to investigate cases occurring on such land or lands.

(ii) In cases involving a change in the jurisdiction of munsif is the Superintendent shall, before forwarding the proposal to the District Magistrate, consult the District Judge and report whether the latter agrees.

(iii) In cases involving a change in the jurisdiction of Union boards the district Magistrate, shall, before forwarding the proposal to the Divisional Commissioner note on the following points:-

(i) Whether an election proceeding is pending at that time or is likely to be initiated shortly in the area in question

(ii) If so, whether he considers that the proposed change in the jurisdiction of police-stations is likely to interfere with the election proceeding.

(iii) Whether the election can be postponed and if not, whether any serious complications are likely to arise in case the proposed change is effected at that particular time.

(iv) Proposals concerning railway police-stations shall be submitted to the Inspector-General by the Superintendent, Railway Police, through the Range Deputy Inspector-General only.

II. The schedules in forms A and B should be prepared from the general jurisdiction lists, with the villages arranged in serial order according to those lists.

The latest list and map must be followed. When such lists do not exist or in areas in which no maps showing individual villages exist, it will generally be advisable to give the names of villages or the natural features on the boundaries of the area to be included in the police-station and to omit the lists of villages.

Note – General jurisdiction lists and maps prepared for revenue thanas (as distinct from the police thanas) are mainly of two classes:-

- (i) Those prepared in Howrah and Dinajpurn under the orders of Government passed in 1903.
- (ii) Those prepared during survey and settlement proceedings in the rest of the districts of the province which supersede those prepared under the orders of Government in 1903.

III. After the proposed changes have been approved by the Provincial Government and a notification issued in the Calcutta Gazette, the Provincial Government will send to the Inspector-General, the Commissioner and the Director of Land Records and Surveys copies of the notification lists of the Director of Land Records and Surveys will then issue

(i) correction slips to the general jurisdiction lists showing the change in the police jurisdiction, and (ii) traces showing corrections in the jurisdiction maps according to the distribution list prescribed by the Provincial Government. The Deputy Inspector-General, the Superintendent and the officers in charge of police-stations shall maintain their own jurisdiction maps and police jurisdiction lists in the prescribed form C up to date.

IV. A file of notifications that may be issued relating to the establishment, jurisdictions site or nomenclature of police-stations or to any changes therein shall be maintained in the offices of –

- (i) Deputy Inspector-General for all police-stations in their Ranges;
- (ii) Superintendents (including Railway Police) for all police-stations in their districts; and
- (iii) Officer in charge of police-stations for their police-stations.

V. In the case of proposals for (i) for the establishment of a new police-station, or (ii) the change of site of an existing police-station, a rough estimate of the cost of acquiring the new site and of constructing the new buildings shall be given, and in the latter case, it shall be stated how the existing sites and buildings are to be disposed of, and whenever any additions to, or redistribution of, the sanctioned force is needed, the present and the proposed force shall be clearly stated with reasons for the change. Information on the following points shall be given for each police-station affected by the proposed change and also separately for the area or areas which it is proposed to transfer –

- (i) Area in square miles.
- (ii) Population by communities in form E.
- (iii) Number of cognizable cases reported.
- (iv) Number of cognizable cases investigated.
- (v) Number of unnatural death cases investigated.
- (vi) Number of reports under sections 107, 109, 110 and 145, Code of Criminal Procedure submitted.
- (vii) Number of bad characters under surveillance at the time of report.

Note. – The information against items (iii) to (vi) shall be given for the previous three years, each year’s figures being shown separately.

VI. The constitution of police-station jurisdictions will depend mainly on the requirements of the Police Department, but chauikidari unions (where they exist) should not be split up unless this cannot be avoided without serious inconveniences.
The unions formed under the Bengal Village Self-Government Act, 1919, should not be split up save in most exceptional circumstances.

VII. As soon as settlement operations are completed in a district, the Superintendent should examine the new jurisdiction lists and police-station maps prepared by the Settlement Department and submit draft notifications, where necessary, through the proper channel, in terms of villages taken as units by the new district settlement.

Form A

The Governor is pleased to sanction the establishment of an investigating centre at in the district of

2. In exercise of the power conferred by clause (s) of sub-section(1) of section 4 if the Code of Criminal Procedure, 1898 (Act V of 1898), and in modification of all previous notifications relating to the area included within the police-station in the district of the Governor is pleased to declare that with effect from the date of publication of this notification in the Calcutta Gazette, the said investigating centre shall be a police-station and shall include the villages specified in the following schedule –

SCHEDULE

Names of villages.	General jurisdiction list number of thana	Remarks.
1	2	3

Form B

In exercise of the power conferred by clauses of sub-section (1) of section 4 of the Code of Criminal Procedure, 1898 (Act V of 1898), and in modification of all previous notifications published in the Calcutta Gazette relating to the area included in the police-station, in the district of and to the boundaries of that area, the Governor is pleased to declare that the villages specified in the following schedule

*which have hitherto been included in that police–station
which are not at present included in any police–station
the

Police-station * in the same district
With new jurisdiction list Nos.as noted below

*Strike out what does not apply.

SCHEDULE

Names of villages.	General jurisdiction list number of thana	Remarks.
1	2	3

Form C
Police jurisdiction list.

Police-station.....
Subdivision..... District.....

Jurisdiction list number of revenue thana	Name of village	Area in acres	Names of villages arranged alphabetically	Number in column 1	Remarks.
1	2	3	4	5	6

Form D

It is notified for general information that the Governor has been pleased to order the removal of the police-station in the district of from its present site in village, jurisdiction list No. within the same police-station, and to direct that the said police-station shall with effect from the date of publication of this notification in the Calcutta Gazette be known as the police-station,

Form E

Area in square miles	Population				
	General				
	Muslims	Scheduled castes	Others, i .e. Caste Hindus, Buddhists, Parsis, Jews,etc.	Total (of columns 3 and 4)	Total (of columns 3 and 4)
1	2	3	4	5	6

Note –If the area affected is partly urban and partly rural, separate figures for urban and rural areas shall be given.