

APPENDIX XII

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

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

No	Description of report or return.	By whom submitted.	When due .	To Whom due	Authority.	Remarks.
1.	Daily. Daily report .. ..	Circle Inspector	Daily.	Superintendent direct or through the Sub divisional Police Officer and the Sub divisional Magistrate, as the case may be.	Regulation 192 ...	The Superintendent shall submit the report to the District Magistrate.
2	Personal diary.	Ditto.	Ditto.	Superintendent.	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	Superintendent.	Regulation 533.	Extracts relating to the Railway Police cases should be sent to the Superintendent of the Railway Police concerned.
5	Return for publication in the <i>Criminal intelligence Gazette.</i>	Officer in charge of police-station.	With 3 days of occurrence.	Special Superintendent of Police. Criminal Investigation Department or Special Assistant, Intelligence Branch, with a copy for warded to the superintendent of Police.	Regulation 73.	
1	Weekly Returns of promotions and confirmations, leave, reductions and reversions, transfers and casualties and rewards, for publication in the <i>police Gazette.</i>	Superintendent and Deputy Inspector-general.	Every Monday.	Assistant InspectorGeneral.	Regulation 71.	
2	Jail parade report.	Court Officer.	Ditto.	Superintendent.	Regulation 515.	
3	Reports of outbreak of cattle diseases.	Officer in charge of Police-station.	Weekly (after the chaukidari parade day)	(1) Local Veterinary Assistant. (2) Chairman, Local Board.		These reports shall be submitted until the epidemic has ceased only from the areas where union boards have not been established .In subdivisions where there is a separate Veterinary Assistant, the report shall be sent to the chairman of the subdivisional local board.4
4	List of officers whose dues are pending in the Superintendent‘ s office.	Accountant	Every Saturday.	Armed Inspector.	Regulation 1195.	
4A	Statement of wandering gangs in B.P. Form No.87.	Officer in charge of police-station.	On such day that the statement shall reach district headquarters on Friday.	Superintendent.	Regulation s 72 and 73.	No statement shall be forwarded unless a wandering gang is or has been halting in the police-station jurisdiction.

1	Fortnightly. Copies of entries made in the patrol register.	Officer in charge of floating outpost.	On 1 <sup>st</sup> and 16 <sup>th</sup> of the month.	Circle Inspector (through officer in charge of police station)	Appendix XXV Rule 7.	
2	Report on dacoities.	Deputy Inspector-General, Criminal Investigation Department.	On 11 <sup>th</sup> and 26 <sup>th</sup> or 27 <sup>th</sup> of the month.	InspectorGeneral.	Standing order.	
3	Demi-official report on the situation in the subdivision.	Sub-divisional Police Officer	At the close of the fortnight	Superintendent	Regulation 46(k)	
	<i>Monthly</i>					
1	Return of inspection , (B.P.From No.19 for District Police and B.P. Form No.128 for	Corcle Inspector	1 <sup>st</sup> of the month	Ditto	Regulation 198 and 557	

	Railway Police					
2	Force return	Superintendent, Deputy Inspector-General, Criminal Investigation Department and Intelligence Branch	3 <sup>rd</sup> of the month	Inspector general	Regulation 925	Superintendents Shall sen at the same time a duplicate copy to the range deputy Inspector-General
3	Statement of accounts for expenditure under —56- Stationery and Printingprinting work done by other GovernmentsCost of Army forms supplied to the Police Department	Superintendent and Deputy Inspector General	Ditto	Assistant Secretary to the Government of Bengal, Finance Department	Inspector General’s letter No. 832445 Bt. Dated 22 <sup>nd</sup> July 1933	
4	Statement of pay drawn for subordinate Police officers.	Ditto	On or before 10 <sup>th</sup> of the month	Inspector General	Regulation 1213	
5	Statement of departmental accounts (in form B)	Ditto	By 5 <sup>th</sup> of the month	Ditto	Regulation 1149	
6	Absentee statement of Inspectors, Sergeants and sub-Inspectors	Superintendent	By 7 <sup>th</sup> of the month	Range Deputy Inspector-General	Regulation 1185	
7	Statements of railway and steamer warrants issued.(B.P. Form No. 11 and No. 12.)	Officer issuing warrants	1 <sup>st</sup> week of the month	Superintendent	Appendix III.	
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.	
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13	Return of births and deaths	Officer in charge of Police station	At the beginning of the month	Sub divisional 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	7 <sup>th</sup> 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 10 <sup>th</sup> of the month	Accountant General	Regulation 1162	
16	Absentee statements of head clerks.	Superintendent	By 10 <sup>th</sup> of the month	Range Deputy Inspector general	Regulation 1185	
17	House rent roll (for hired buildings)	Officers copying hired buildings.	Ditto	Superintendent	Regulation 1169	
18	Progress and completion report on departmental buildings	Superintendent	10 <sup>th</sup> 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 15 <sup>th</sup> of the month	Ditto	Regulation 1142	
21	Travelling allowance bills of subordinate police officers	Circle Inspector, Court Officer and Inspector	By 15 <sup>th</sup> of the month	Superintendent	Regulation 1238	All bills shall be submitted to the Inspectors concerned by the 7 <sup>th</sup> of the month following that to which they relate.
22	Consolidated statements of railway and steamer	Superintendent and Deputy Inspector-General	Ditto	Accountant-General	Appendix III	

	warrants issued. (B.P. form No. 11 and 12.)					
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 and officer in charge of Police station	27 <sup>th</sup> of the month or earlier in heavy districts.	Superintendent	Regulation 1186	
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. 9901059f., dated 17 <sup>th</sup> 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 Intelligence Branch	Ditto	Chief Auditor Chief Examiner of Accounts of the Railway concerned	Regulation 221(c)	
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.	1 <sup>st</sup> Sunday of the month	(1) Court Inspector (2)Circle Inspector (at sub-divisions where there are no court Inspectors	Regulation 547	



	<i>Quarterly.</i>					
1	Return of petitions of Police officers withheld	Superintendent	At the end of each quarter (1 <sup>st</sup> of April, July, October and January).	Range Deputy Inspector General	Regulation 888	
2	Return of petitions of police officers withheld	Deputy Inspector General	At the end of each quarter ( 7 <sup>th</sup> of April, July , October and January)	Inspector General	Regulation 888	
3	Return of cases of obstruction placed on Railways and of attempts made to derail trains.	Superintendent, Railway Police	At the end of each quarter (7 <sup>th</sup> of April, July, October and January).	Range Deputy Inspector General	....	The return will show— (1) Locality (2) description of case. (3)result of police enquiry. (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 (10 <sup>th</sup> of April, July October and January)	Inspector General	Inspector General's letter No. 3791-3830b. dated 19 <sup>th</sup> March 1927	
5	Report regarding appointment 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.	1 <sup>st</sup> 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	
	<i>Half-yearly</i>					
1	Return of serious crime	Court Officer	5 <sup>th</sup> January and July	Superintendent	Regulation 546	
2	Ditto	Superintendent	Not later than 10 <sup>th</sup> 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	Consolidated Range return of serious crime with district returns and review.	Range Deputy Inspector General	Not later than 20 <sup>th</sup> January and July	Deputy Inspector General, Crime Investigation Department.	Ditto	
4	Review of the consolidated range returns of serious crime.	Deputy Inspector General, crime Investigation Department	As soon after 20 <sup>th</sup> January and July as possible	Inspector General	Ditto	
5	Return of appointments of Muslims, nonMuslims and members of scheduled castes and other communities made in subordinate services, offices and posts.	Superintendent	1 <sup>st</sup> April and October.	Range Deputy Inspector General	Regulation 770	
6	Ditto	Deputy Inspector-General	10 <sup>th</sup> April and October	Inspector-General	Ditto	
7	Report on Probationary Assistant and Deputy	Principal Police Training college	(1) At the close of the training of A.S.P.	Inspector-General (through Deputy Inspector-	Rule 35, Police Training College	

	Superintendents under training at the Police Training College		(2) After 6 months training for Dy. S.P. and also after the close of the training.	General, Armed Forces.)	Manual, 1936	
8	Statement showing the names of probationary Assistant and Deputy Superintendents liable to appear at the departmental examination.	Ditto	25 <sup>th</sup> February and 10 <sup>th</sup> September.	Inspector General	Standing orders	
9	Recommendations for titles and decorations.	Superintendent	On or before 15 <sup>th</sup> April and 15 <sup>th</sup> November	Range Deputy Inspector General	Regulation 1036	Recommendations for the award of the King's Police and Fire Services Medal and the Indian Police Medical 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 1 <sup>st</sup> May and 1 <sup>st</sup> December.	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.	Superintendent (through Circle Inspector).	Regulation 1111	
	<i>Yearly</i>					
1	Confidential reports on Additional, Assistant and Deputy Superintendents	Superintendent	Early in January	Deputy Inspector-General	Regulation 75	
2	Confidential reports on Superintendents , Additional, Assistant and Deputy Superintendents.	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 Commissioner 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	Superintendent	Ditto	
5	Reports regarding approvers	Officer-incharge of Police station	Ditto	Ditto	Regulation 386	



6	List of criminals about whom information is on record in the Criminal Intelligence Bureau eliminated from the conviction register.	Officer-incharge of Police station	Ditto	Superintendent (through circle Inspector)	Regulation 399	The Superintendent shall forward a consolidated list to the Officer-incharge of the Criminal Intelligence Bureau not later than 1stFebruary.
7	Recommendati on 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 ammunition 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 1 <sup>st</sup> 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, Great Trigonometrical 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 Governme nt Order No. 166Cin.. dated 9 <sup>th</sup> January 1929	
14	List of district the arms of which should be inspected by the Civil Chief Master Armourer.	Deputy Inspector-General	1 <sup>st</sup> week of January	Inspector General	Regulation 1001	
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	8 <sup>th</sup> 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 10 <sup>th</sup> January.	Ditto	Regulation 1024	

17	Acknowledgme nt of the rules for the protection of his Excellency the Viceroy in the possession of Deputy Inspector General	Deputy Inspector General, Criminal Investigation Department.	15 <sup>th</sup> January	Ditto	Bengal Governme nt order No.445 P.S. dated 5 <sup>th</sup> February 1935	
18	Report regarding —Next of kinl	All officers of the Indian Police	20 <sup>th</sup> January	Ditto	Paragraph 880, Police Gazette, dated 29 <sup>th</sup> 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 DeputyInspector General, Criminal Investigation Department and Special Superintendent, Intelligence Branch.	1 <sup>st</sup> 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	15 <sup>th</sup> February	InspectorGeneral (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 15 <sup>th</sup> February. The other copy submitted through the District Magistrate and the Range Deputy Inspector General by 1 <sup>st</sup> 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	InspectorGeneral, (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 15 <sup>th</sup> February. The other copy submitted through the District Magistrate and Divisional Commissioner to reach the Inspector-General by 1 <sup>st</sup> March.
22.	Statement A, Part I, Return of cognizable Crime. (B.P. Form No. 115.)	Superintendent.	Not later than 15 <sup>th</sup> February.	InspectorGeneral.	.....	To be submitted with the Annual administration Report through proper channel, as laid down in the instructions for the pre- paration of the re 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.	Ditt0.	....	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 NonCognizable 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; showing the equipment, discipline and general internal management of police force. (B.P. Form No.123.)	Ditto.	Ditto.	Ditto.	.....	Ditto.
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.
24	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 railway Police in cognizable crime. (B.P. Form NO 133.)	Ditto	Ditto.	Ditto.	...	Ditto.
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.	1 <sup>st</sup> March.	Ditto.	Regulation 1107.	
41	General review on the administration of Ranges.	Renge Deputy InspectorGeneral.	Ditto.	Ditto.	....	
42	List of building schemes for new major works administrativel y approved, arranged in order of urgency for inclusion in the civil works budget.	Ditto.	Ditto.	Ditto.	Bengal Governme nt order No 3554PI., dated 5 <sup>th</sup> july 1927.	
43	Statement of immovable property held or acquired by servants of the Crown.	Officers of the Indian Police and Provincial Police Service.	1 <sup>st</sup> 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 servants of the Crown.	All subordinate police officers with the exception of head constable, naiks and constables and clerks in the offices of superintendents.	1 <sup>st</sup> week of March.	Superintendent.	Regulation 112.	If there is no change, the fact should only be reported.

45	Ditto.	All clerks in the offices of Deputy InspectorGeneral.	Ditto.	DeputyInspectorGeneral.	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.	InspectorGeneral.	Regulation 806.	
47	Statement of steam or motor harbour cragt, etc., maintained by the Police Department.	Deputy Inspector-General Presidency, Bakarganj and Dacca Ranges.	8 <sup>th</sup> Match.	Ditto.	Bengal Governme nt order no.736PI., dated 21 <sup>st</sup> February 1938.	
48	Return of Assistant SubInspectors appointed direct.	Deputy InspectorGeneral.	15 <sup>th</sup> 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 Governme nt order No.2923PI. , dated 31 <sup>st</sup> May 1927.	
50	Statement showing the number of temporary outposts created.	Superintendent.	1 <sup>st</sup> April	Range Deputy Inpector-General.	Regulation 11.	



51	Report regarding the number of question papers required for the departmental examination of Sub-Inspectors in Law and Procedure and Criminology.	Range Deputy InspectorGeneral.	Ditto	Assistant InspectorGeneral.	Regulation 806.	
52	Detailed list of establishment.	Superintendent.	In April.	Range Deputy InspectorGeneral.	Regualtion 681.	
53	Ditto.	Deputy InspectorGeneral.	Ditto.	Inspectorgeneral.	Ditto.	
54	Certificate of inspection of Reserve office stock book.	Superintendent.	Ditto.	Range Deputy InspectorGeneral.	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.	InspectorGeneral (through Range Deputy InspectorGeneral.)	Appendix XXV, Rule 55.	
56	List of clerks corrected up to 1 <sup>st</sup> April serving in the offices of Range Deputy InspectorGeneral.	Range Deputy InspectorGeneral.	Ditto.	InspectorGeneral.	Standing orders.	
57	List pf pending minor works projects.	Superintendent.	1 <sup>st</sup> week of April.	Range Deputy InspectorGeneral.	Ditto.	The Deputy Inspector-General will forward to the Inspector-General by the 20 <sup>th</sup> 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, Bakarganj Range.	7 <sup>th</sup> .	InspectorGeneral.	Bengal Governme nt order No. 3421P., dated 15 <sup>th</sup> July 1933.	
59	Acknowledgme nt of permanent advance.	Deputy InspectorGeneral.	10 <sup>th</sup> April.	Ditto.	Regulation 1151.	
60	Ditto	Superintendent.	15 <sup>th</sup> April.	AccountantGeneral.	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 memorand um No. T.D.1371B., dated the 28 <sup>th</sup> june 1937.	
62	Return showing the fees, recurring or nor-recurring, sanctioned by each sanctioning authority ( <i>vide</i> chapter VI of West Bengal Service Rules, Part I)for each individual officer under his control	Deputy Inspector-General, Superintendents of Police, Commandants and principal, Police Training College.	15 <sup>th</sup> April	InspectorGeneral of Police.	Governme nt order No.2902Pl. , dated the 2 <sup>nd</sup> July 1958.	To be complied, in the InspectorGeneral's Office and submitted to Government by the 30 <sup>th</sup> April.

	during the preceding financial year.					
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63	List showing the demend for quarters, office accommodation , etc., required by the Police Department at different stations on the East Indian Railway.	Deputy Inspector-General, Burdwan Range .	20 <sup>th</sup> April.	InspectorGeneral.	Circular No.AW-2106, dated 8 <sup>th</sup> April 1930, from the Agent, East Indian Railway.	
64	Return of expenditure on stores purchased in India.	Superintendent and Deputy InspectorGeneral.	30 <sup>th</sup> April.	InspectorGeneral.	Regulation 1025.	
65	Report on musketry course with a return in B.P. Form No. 157.	Superintendent.	1 <sup>st</sup> May	Range Deputy InspectorGeneral.	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 InspectorGeneral.	In May after the date of the parade is fixed.	InspectorGeneral.	Standing order.	
69	Indent for stationery.	Superintendent.	On or before 15 <sup>th</sup> May from officers in Calcutta on or before 1 <sup>st</sup> June.	Range Deputy Inspector-General.	Regulation 1286.	
70	Ditto.	Deputy Inspectorgeneral.	On 1at June in the case of Indents from officers in Calcutta and on 1 <sup>st</sup> July in the case	Deputy Controller of Stationery.	Ditto.	

			of indents from officers outside Calcutta.			
71	Return of secret military documents in the possession of Police officers.	Superintendent and Deputy InspectorGeneral.	1 <sup>st</sup> June.	Issuing authority.	Bengal Governme nt order No.3797P.S., dated 15 <sup>th</sup> October 1929.	
72	Indent for forms	Superintendent and Deputy InspectionGeneral.	As laid down in the Bengal forms Manual.	Press and Forms Manager, Bengal.	Regulation 1283.	
73	Report regarding the best shots in musketry course together with score sheet.	Deputy InspectorGeneral.	Not later than 1 <sup>st</sup> June.	Inspector-General	Regulation 796.	
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 medals and decorations.	Superintendent and Deputy InspectorGeneral.	1 <sup>st</sup> june.	Ditto.	Standing orders.	
76	Return of deficiencies in service qualifying for pension condoned under Article 423(1) of the Civil Service Regulations.	Ditto.	1 <sup>st</sup> week of June.	Ditto.	Bengal Governme nt order Nos. 97719868F., dated 18 <sup>th</sup> October 1938.	
77	Return of interruptions of service for pensionary purposes condoned under Article 422 of the Civil Service Regulations.	Ditto.	1 <sup>st</sup> week of July.	Ditto.	Bengal Governme nt order Nos, 98709967F., 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 InspectorGeneral.	1 <sup>st</sup> 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 will attain or pass the age of 55 or may exceed the period of any extension of service already granted.	Superintendent.	1 <sup>st</sup> September.	Range Deputy InspectorGeneral.	Regulation 844.	
82	Ditto	Deputy Inspector – General.	In September.	InspectorGeneral.	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 Inspectorgeneral.	Not later than 15 <sup>th</sup> 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 15 <sup>th</sup> September.	InspectorGeneral.	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 InspectorGeneral.	1 <sup>st</sup> October.	Ditto.	Ditto.	
86	Report regarding gun licences.	Officer in charge of Police-station.	In November.	Superintendent.	Regulation 384.	The Superintendent shall for ward these reports to the

						District Magistrate.
87	List of candidates nominated by the District Committee for	Superintendent.	Ditto.	Range Deputy InspectorGeneral.	Regulation .	
	direct appointment as Sub-Inspectors,					
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 InspectorGeneral.	1 <sup>st</sup> week of December.	InspectorGeneral.	Regulation 807.	
90	List of selfpropelled vessels not registered under the Merchant Shipping Act, 1894.	Deputy InspectorsGeneral, Dacca and Bakarganj, Ranges.	By the 15 <sup>th</sup> December.	InspectorGeneral.	Bengal Governme nt order NO.2419(2 )-PI., dated the 8 <sup>th</sup> December 1939.	
91	Nominations of Assistant Subinspectors for promotion to the rank of subInspector.	Superintendent.	When called for	Range Deputy InspectorGeneral.	Regulation 741.	
92	Nomination of constables for promotion to the rank of Assistant SubInspector.	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.	