

Chapter I
(Extracts from the Rules of Business of the CID)
Investigation staff and Deputy Superintendents

Assumption of control and disposal of cases of which control is assumed

90. (a) The Addl. Director General & Inspector General of Police, Criminal Investigation Department, may either assume control of enquiries or investigations subject to the provisions of P.R.B. Rule 612 or may advise or assist without assuming control. He may assume control of an enquiry or investigation at any stage. He may, with the approval of the Inspector-General, also assume control of other cases not prescribed under the rule.

(b) Control of investigation may be taken on receipt of the intimation of the case whether in the form of a message, telegram, radiogram, express letter, news item or copy of F.I.R. which affords materials to determine its importance. As the time of assuming control, the particular kind of responsibility of the Criminal Investigation Department in the matter of investigation is to be fixed and accordingly order is to be passed either (i) to investigate and (ii) to assume control and guide investigation or (iii) to assist the District Police.

(c) On assuming responsibility under the first two categories mentioned above, the Addl. Director General & Inspector General of Police, Criminal Investigation Department, shall inform the Deputy Inspector-General of the Range forthwith sending a copy of his intimation direct to the Superintendent or Superintendents concerned. In respect of cases under categories (i) and (ii) above, the responsibility is transferred from Deputy Inspector-General of the Range to the Addl. Director General & Inspector General of Police, Criminal Investigation Department. Such responsibility includes the determination of the broad lines of enquiry or investigation, as well as such supervision of the conduct of the same there after, as will prevent serious errors of irregularities. In case of under (i) category both investigation and guidance should be with the Criminal Investigation Department. In cases under (ii) category, the investigation is left with the District Police under the guidance of the Criminal Investigation Department. In such cases, Superintendents of districts are responsible under such guidance, for the details of enquiry or investigation within their districts. In cases under (i) and (ii) categories the order for final disposal rests with the Addl. Director General & Inspector General of Police, Criminal Investigation Department. In assisted cases both investigation and guidance remain with the district Police and Criminal Investigation Department Officer is to help the local Police with intelligence Department, shall issue no orders for closure of such inquiries or investigations.

(d) When an order is passed by the Addl. Director General & Inspector General of Police, Criminal Investigation Department, assuming responsibility under one or other of the categories (i) and (ii), the Special Superintendent, Criminal Investigation Department, is to detail an Inspector of the C.I.D to discharge the responsibility so undertaken in the matter of investigation and to see that in all cases under (i) category, the investigation is conducted by a Sub-Inspector of the C.I.D who is to work under the Inspector detailed by him to discharge this responsibility. An Inspector may also be detailed to investigate an important case. Criminal Investigation Department will assist the Range D.I.G and Superintendent of Police in control of crime. This responsibility will

be discharged by dissemination of collected intelligence of serious organized crimes other than of political nature by successful enquiry and investigations and by suggestions to the District Police about criminals from the modus operandi point of view.

91. Special Superintendent. - The Special Superintendent will exercise overall supervision over Deputy Superintendents and will further ensure proper investigation of controlled cases/enquiries by personal local supervision, examination of records perusal of case diaries etc. whenever necessary.

92. Deputy Superintendents of Police. - The Deputy Superintendents of the Criminal Investigation Department are essentially touring and supervising officers. Their duties shall be :

- (a) To ensure the controlled and guided investigations and enquiries are conducted expeditiously and on proper lines.
- (b) To scrutinize progress reports submitted by the controlling Inspectors, and case diaries, where necessary, and to bring all important developments or serious omissions or negligence to the notice of the Special Superintendent in all cases.
- (c) To see that all orders and instructions issued by the Deputy Inspector General or Special Superintendent, Criminal Investigation Department or by them to the Investigation staff are duly complied with.
- (d) To watch the incidence of heinous crime as reflected in the Crime Invest and Crime map as maintained in the Crime Section and to bring to the notice of the Special Superintendent, Criminal Investigation Department, any outbreak. In consideration of the important function, they are to ensure by periodical check that the index of crime is duly maintained in the Crime Section.
- (e) To pursue the personal diaries and enclosure to diaries of the Investigating Officers and to bring to the notice of the Special Superintendent, Criminal Investigation Department, all important matters incorporated therein with their comments in all deserving cases. These diaries shall be filled in the office of the Deputy Superintendents.
- (f) To investigate important cases when specially deputed by the Deputy Inspector-General, Criminal Investigation Department, or higher officers.
- (g) To see that Investigation staff have sufficient work in hand and to suggest Cases being made over to them on taking control.
- (h) To have statements, etc., in gang cases properly prepared under their supervision.
- (i) To check periodically the account of stamps issued to the Executive officers.

93. **Investigating Officers - Their duties.** - (a) Investigating Officers of the C.I.D will mainly comprise of Sub-Inspectors and Inspectors and the former will work under the guidance of the controlling Inspectors. An Inspector or an officer of a higher rank will act as a controlling officer. The functions of the controlling officer are to guide the investigation and to see that their instructions and instructions or orders issued by higher authorities in matters of investigation and enquiry are complied with. The

controlling officers should themselves test important witnesses and work out important points of enquiry.

(b) The controlling officers are to keep the superior officers apprised of the progress of investigation of cases under their control by progress reports to be submitted regularly every fortnight in all controlled or guided investigations and enquiries but the first one shall be sent within a week from the date of assumption of control. Progress reports are to be submitted earlier if called for. In assisted cases progress reports are to be submitted as called for or when the progress or development in investigation as per suggestion of the assisting Inspector deserves to be brought to the notice of Deputy Inspector-General, Criminal Investigation Department. One copy of the progress report should be sent direct to the Deputy Superintendent of Police by name and the other to be Superintendent of the district concerned.

(c) Each Sub-Inspector and Inspector of the Investigation/controlling/cadre shall submit personal diaries every Monday and Thursday. These diaries should contain all details of movement with date, time and place as well as details of the work the officer does preferably including number of persons and types of exhibits and documents examined. Agent's statements or highly confidential informations should not be included in the personal diary but should be incorporated in separate enclosures attached to such diaries. If, however, the tour is in connection with any enquiry/case so that the enquiry report may be noted in a separate enclosure for each enquiry/case so that the enquiry report may be placed in the relevant files. And these details need not be repeated in the body of the personal diary. All investigating officers will be held responsible for the work of their watch staff attached to them and will keep an account of their deployment in the personal diary unless separate watch reports are obtained.

(d) The investigating officers are to submit monthly statements of work in the first week of the following month and will send them to the office Crime Inspector. The monthly statement is to be submitted in the proforma prescribed from time to time.

(e) All officers of this Department controlling investigation of cases shall try to complete investigation within 90 days of taking over of investigation. If investigation has to be prolonged beyond 90 days, they must state reasons in writing for the case remaining pending and submit a list of points to be further enquired into. Deputy Inspector-General will pass necessary orders in cases supervised by him or in which progress reports were mainly perused by him. Special Superintendent will pass orders in other cases. After expiry of 180 days, all cases must be put up to the Deputy Inspector-General who alone will pass orders on scrutiny of the grounds of delay. Extension of time will be given for a limited period, not exceeding 60 days, after expiry of which fresh permission must be sought with fresh grounds and the Deputy Inspector-General will scrutinize such grounds and pass orders.

(f) On receipt of the information of any heinous crime, e.g., dacoity, murder, cheating by any professional gang zonal C.I.D. Inspector or Inspectors of the District Detective Branch should visit the place of occurrence along with the local Police and send intimation to this Department suggesting control, if necessary. It would also be his duty to help the District Police in every possible way and keep the District Police apprised of useful intelligence collected about criminals and their operation. This co-operation should be spontaneous and given without waiting for an order from this Department.

(g) The zonal C.I.D. Inspector should see that every watcher constable is fully employed and carries a pocket book in which duties performed by him day to day and matters of importance noticed by the watcher constable himself. The zonal C.I.D. Inspector should regularly check entries in the pocket book. If such pocket book is not available in this Department, it should be borrowed from the district.

(h) Zonal Inspectors should submit quarterly crime review of dacoity cases. The review should reach this Department a fortnight before the quarterly conference.

(i) The controlling Inspector shall, as soon as he supervises a case, keep a continuous rough note in a separate register about the points to be investigated so that late last minute efforts may be avoided and commissions may not occur. In this register he may also keep notes of cases in which Criminal Investigation Department only assists without taking control. A senior supervising officer will also check this register during local supervision and inspection.

(j) A bound register will be maintained by each controlling officer and information under the following heads will be incorporated in different parts :

1. Dacoity/Robbery - including Railway, Highway dacoities/robberies;
2. Murder cases involving professional/contract criminals;
3. 4 wheeler/2-wheeler thefts including hi-jacking of vehicles;
4. Professional cheating, fraud including Bank frauds and share script forgery;
5. Counterfeiting of currency;
6. Forgery of share scripts, passports, mark sheets, stamps etc;
7. Kidnapping, abduction, Extortion by gangs;
8. Human Trafficking involving women/children
9. Receiving stolen property;
10. Explosion / sabotage
11. Theft of antiques and other cultural artifacts
12. Arms/theft recovery with identified supply line;
13. Important seizure of narcotics. In case of Ganja, seizure of quantities exceeding 25 Kgs to be included;
14. Drugging;
15. Wire theft by organized gangs.
16. List of note forgers and counterfeit coiners.
17. List of notorious receivers of stolen property.
18. List of approvers. This list should be confined to cases of dacoity, robbery, murder for gain and other important or sensational cases. This should be done after careful scrutiny. i.e., after the approver's evidence is tested in court and accepted and the case ends in conviction. To improve maintenance of information contained in the register, an elementary card index may also be prescribed by the Addl. Director General & Inspector General of Police and a card cabinet provided.

(n) The C.I.D. Inspectors and Sub-Inspectors working in a zone and/or in a D.D. *have not only the duty of investigating and guiding investigation of a case under C.I.D. control but also have the larger obligatory duty to help the District Police in unearthing gang of professional criminals.* Their duties shall comprise as follows :-

- (i) To guide and investigate C.I.D. controlled cases.
- (ii) To help in detecting crime by professional gangs/criminals, e.g., dacoity, robbery, murder for gain, note forgery, serious burglary, specially cases having special modus operandi features, railway wagon breaking, thefts of railway fittings and copper and aluminium wires used in telegraph, telephone and power transmission, goondaism, etc.
- (iii) To recover stolen properties of above cases.
- (iv) To recover unlicensed firearms and explosives.
- (v) To arrange or advise watch and surveillance over dangerous criminals.
- (vi) To collect materials for preventive detention.
- (vii) To start gang case under section 400/401, I.P.C. etc., etc.

In short they must develop interest amongst themselves in helping detection and investigation of professional crime in the district.

- (o) In order to achieve success in their work, C.I.D. Inspectors and Sub-Inspectors should keep themselves fully apprised of cases of the type mentioned in (n) (ii) above, consult records maintained in the police office, circle office and police stations and organize local intelligence and contacts. Whatever, there is any outbreak of any type of crime as mentioned above or whenever a gang of any district is found to operate in another district, it should be the duty of the C.I.D. staff to apply their wholehearted attention to the detection of criminals responsible for such crime. The work of an officer will, therefore, be judged not only from the viewpoint of his success in investigation of cases under C.I.D. control, but also from the ability of that officer to help the district in the detection of crime control of professional criminals, either individuals or gangs. The annual report of the officers will be based on their success on both fronts.

(Extract from the CID Rules of Business)

Detective Branch

168, **Introductory.** - District Detective Branches have been set up at each of the District Headquarters as well as at Burdwan, Salt Lake, Barrackpore, Diamond Harbour. The control over the Detective Branch will remain with the Addl. Director General & Inspector-General of Police, Criminal Investigation Department. The strength of the staff will be the same as may be fixed by the Addl. Director General & Inspector-General of Police, Criminal Investigation Department, from time to time. The Headquarters of the staff posted will generally be the place where the Branch is located.

169. **Functions.** - The functions of the Detective Branch will be :

- (i) To undertake specified investigation of important and heinous cases.
- (ii) To organize preventive and detective intelligence involving serious crime in their jurisdiction and adjoining areas.
- (iii) To exercise surveillance over important and dangerous professional criminals.
- (iv) To assist the local police to keep rowdies under control.
- (v) To apprehend important absconders.
- (vi) To undertake special work to control particular types of crime and criminals when there is an outbreak of crime.

170. **Jurisdiction.** - The jurisdiction of the Detective Branches mentioned below will consist of the areas as noted against each.

	Location of DD Unit	Jurisdiction	Remarks
1	Siliguri	Darjeeling District	The DD will look after the GRP area falling within their jurisdiction
2	Coochbehar	Coochbehar District	Do
3	Jalpaiguri	Jalpaiguri District	Do
4	Raiganj	Uttar Dinajpur District	Do
5	Balurghat	Dakhin Dinajpur District	Do
6	Malda	Malda District	Do
7	Murshidabad	Murshidabad District	Do
8	Krishananagar	Nadia District	Do

9	Barasat	(a) Barasat Sub Div except Rajarhat PS (b) Bashirhat Sub Division (c) Bongaon Sub Division of North 24 Parganas District	do
10	Barrackpore	Barrackpore Sub Division of North 24 Parganas District	Do
11	Salt Lake	Three Police Stations of Bidhannagar Lake Town Rajarhat Two Air Port Police Stations of North 24 Parganas District	Do
12	Behala	Jurisdiction of Addl. S.P. South Industrial except two PS of South 24 Parganas District	Do
13	Diamond Harbour	Jurisdiction of Addl. SP South Rural of South 24 Parganas District	Do
14	Howrah	Howrah District	Do
15	Tamlukh	Purba Midnapore District	Do
16	Kharagpur	Paschim Midnapore District	Do
17	Bankura	Bankura District	Do
18	Purulia	Purulia District	Do
19	Durgapur	Asansol and Duragpur Sub Divisions of Burdwan District	Do
20	Burdwan	Sadar, Katwa and Kalna Sub Divisions of Burdwan District	Do
21	Serampore	Hooghly District	Do
22	Suri	Birbhum District	Do

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.

