

## ORDER

C.O. No. 1851/CP BDN PC

Date :- 03.08.16

**It has been decided that more and more community oriented policing will be emphasized upon in Bidhannagar Police Commissionerate. For this purpose the following steps are to be taken :-**

- The Officer-in-Charge shall mark one officer each for every block or more than one block depending on the availability of officers. Some other officers or constables may be attached with such officer to assist him.
- Every block officer shall maintain a block register with him. Such register shall contain:
  - 1) A map of the block:- Indicating all the roads, lanes, by lanes & exit/entry point to the block.
  - 2) A list of all the important persons residing in the block with their contact number & address.
  - 3) A list of all the offices and vital installation in the block. This should include :-
    - Govt. Offices
    - Schools.
    - Hospitals.
  - 4) List of religious place.
  - 5) List of Club & NGOs.
  - 6) List of Banks, Cinema Halls, Auditoriums, ATM Centre, Hospitals, Bars, Hotels, Nursing Homes, Financial Institutions, Cyber Cafes, Gun License etc.
  - 7) Festivals and other occasions of gathering in the block.
  - 8) The officers shall also maintain a record of :-
    - Active criminal in the area.
    - Important cases in the block in the last one year.
    - Any law & order issue in the block.
    - Important civil dispute in the area.
    - Status of registration of tenants/domestics help.
    - Block officers will ensure collection of data regarding tenants and domestic help and other outsiders such as Chaukidars etc.
    - He will also ensure that landlords furnish informations whenever there is a change in tendency or a new person joins as domestic help or for any other work.
    - He will motivate the residents for installing CCTV Camera in their houses.
    - He is expected to become a friend of the community.
    - Formation and functioning of RG Party.
    - Organizing sports/games/culture programmes.
    - List of senior citizens with contact no.
    - Organize awareness programmes on evils of duty/alcoholism etc.

**Note:-** The block officer shall ensure that either he himself or some other officer visit the block twice daily, once during the day & once at night.

- Officers will participate in all the social cultural meeting/events in the block.
- The block level officer shall hold weekly meeting with the office bearers and residents of their respective block. The agenda of such meetings will be decided in consultation with the block residents and officer in charge of PS.
- There shall be a monitoring cell of the Commissionerate level. Consisting of the monitoring cell will meet once every month and review the performance of block officers.
- At the end of every month the best performing block level officers will be rewarded based on
  - Prevalence of crime.
  - Maintenance of record.
  - Interaction with the people.

Commissioner of Police  
DD, BDN PC

Copy for information & necessary action to :-

1. Dy. Commissioner of Police (HQ), BDN PC.
2. Dy. Commissioner of Police (DD), BDN PC.
3. Dy. Commissioner of Police (SB), BDN PC.
4. Dy. Commissioner of Police Airport, Zone-II.
5. All Zonal ACPs BDN PC.
6. All O/Cs of PSs of BDN PC.
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Commissioner of Police  
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