



GOVERNMENT OF WEST BENGAL
Office of the Commissioner of Police,
Chandannagar Police Commissionerate
Pin- 712101, Tele 033 26802381/Ext.- 40
E-mail: legalcellepc.chinsurah@gmail.com

C.O. No. 2829

Date. 23.09.2025

APPOINTMENT LETTER

To
Shri Arunava Ganguly, Advocate,
S/O Kishalay Ganguly,
72, GT Road, P.O. – Telenipara,
PS – Bhadreswar, Dist. Hooghly
PIN 712125
Mob. No. 9674184299

We are pleased to offer you the position of Senior Legal Consultant in Chandannagar Police Commissionerate on a contractual basis. Your appointment is effective from 08.10.2025 to 07.10.2026 unless extended or terminated earlier as per the terms.

A. Terms of Employment :

Job title	:	Senior Legal Consultant
Department	:	Chandannagar Police Commissionerate
Job Location	:	Under Chandannagar Police Commissionerate, Hooghly
Contract Duration	:	From 08.10.25 to 07.10.2026
Reporting to	:	Commissioner of Police, Chandannagar Police Commissionerate, Chinsurah Police Lines, Hooghly

B. Consolidate remuneration :

You will be paid consolidated amount of Rs. 40,000/- (Forty thousand only) per month. The amounts includes all benefits and allowances.

C. Confidentiality :

During your tenure and there after you are expected to maintain strict confidentiality of all the departmental information and not to disclose any proprietary of sensitive data to unauthorized person/persons.

D. Responsibilities (nature of job) :

a) In the matters where FIR has been registered :

1. To tender legal advice to the Investigating Officers during :

- All stages of investigation i.e. from the registration of case to the filing of charge sheet. The work will also include help in drafting legal papers.
- To provide legal advice in Bail matters and Misc. matter in various courts, including Hon'ble Supreme Court and High Courts.

2. To assist the IOs in drafting questionnaires for seeking opinions from experts, i.e. Doctors, Forensic Science Laboratories (CFSL & FSL), QDEB, SDCRL etc.
3. To discuss and share case laws and prominent Judgments of the Hon'ble High Court and Apex Court respectively.
4. To assist the IOs in interpreting the laws, statutory rules and regulations and amendments thereof.
5. To advise the IOs in preparation of the Final Report to ensure convictions.
6. To assist in preparing replies to notices received from various Commissions and statutory authorities.
7. To assist in making replies to Writs/SLPs and other matters of Hon'ble Supreme Court/High Courts.

Note : The selected candidates, i.e. Legal Consultant, shall render only legal advice to the Investigating Officers at the Police Stations/Offices.

E. Other Terms and Conditions :

- i) The tenure of the Legal Consultant will be for one year which may be renewed annually depending on performance.
- ii) Termination of contract: One month notice.
- iii) Any renewal or extension of the contract will be communicated in writing.

Please sign and return a copy of this letter as a token of your acceptance.

We look forward to working with you success in your role.


Commissioner of Police,
Chandannagar Police Commissionerate
(Chairman)

Memo No. 732 (26)/ Legal Cell, CPC

Date. 23.09.2025

Copy to:

1. All ICs/OCs (including Women PSs) under Chandannagar PC
2. RI/RO of Chandannagar PC
3. Head Assistant, Police Office, Chandannagar PC
4. All ACPs of Chandannagar PC
5. All ADCPs of Chandannagar PC
6. All DCPs of Chandannagar PC
7. PA to Commissioner of Police, Chandannagar PC


Commissioner of Police,
Chandannagar Police Commissionerate
(Chairman)