

Chapter 25

District Crime Records Bureau

Functions of the Bureau

1. Introduction

The District Crime Records Bureau (DCRB) is the Criminal Intelligence and Information Agency of the District Police and an integral part of the crime-criminal information system of the State and the country. The unit shall be headed by the Addl. SP/Dy.SP posted at the district headquarters assisted by as many police officers and staff as necessary. The DCRB shall function under the command and control of the district SP and shall keep him fully informed on all matters.

2. Functions of DCRB

2.1 The main functions of the District Crime Records Bureau are:

A. Compilation, maintenance, updating of criminal records and crime-criminal information system. The information system shall include,

- all types of crimes, active and habitual criminals who commit crime against property and whose activities extend over more than one PS,
- counterfeit currency offenders,
- financial offences,
- computer crimes,
- organised crime and criminal gangs, their members, terrorist crimes and gangs,
- Offences against children, women and other weaker sections, scheduled tribes and scheduled castes, communal offenders,
- environmental crimes including flora and fauna and temple property thefts, smuggling and drug trafficking.

- B. Collect, record, collate, analyze, interpret and disseminate information about crime and criminals and the movements and activities of the district, inter-district, inter-state and international criminals;
- C. Remain in constant touch with the incidence of crime in districts, cities and other states, also movements of criminals;
- D. Maintain detailed folders photos and videos in respect of each criminal gang and organised types of crimes as mentioned at A above.
- E. Maintain constant, and when established, on-line communication, with the Police Stations and the SCRB and make available by fastest means the information to the field officer, including at the scene of crime, besides acting as a reference point for all investigating officers and teams.
- F. Maintain the Computer Centre in the district and regularly update the data pertaining to Crime Criminal Information System (CCIS).

2.2 The DCRB is a vital link in the criminal records, Intelligence system of the State apart from being a valuable asset to the district police and Investigating Officers. In order that the Bureau may serve its purpose fully and well, it is important that officers who obtain or come across information, which may be useful to others, must promptly communicate the same to the Bureau directly by quickest means, marking a copy to their immediate superiors i.e., SHO, SDPO or SP as the case may be.

2.3. DCRB advises Investigating Officers in the investigation of cases and furnishes classified information to them and the superior officers, to enable the latter to direct investigations, control of crime, coordination of investigation and tracing of wanted persons and properties.

3. Method of storing and retrieval of information: All records, files, indices, statistics reports and information should be stored in a computer system choosing appropriate hardware and software. The crime criminal information system may be stored in the manner recommended by NCRB generating the information at PS levels in the integrated investigation forms, terrorist details forms and any other forms prescribed from time to time. The entry of data as soon as received or in due course entering the data at the on line terminal provided in police stations is to be ensured if the data is to be useful. The retrieval systems have to be set out for each user who is provided a terminal. The SCRB should arrange to design an entire package and have it positioned in the DCRB and the police stations as quickly as feasible. It should be ensured that the system includes a fax, printers, as well as a scanner and e-mail facility with safety and security precautions. The DCRB should be provided with necessary video/digital equipment. The entire system should be based on the principle of utility and access of the users i.e. the PSs, and the Investigating Teams. All information, files and records in DCRB should be stored in CDs or the prescribed computer accessories.

4. Collection of Information and Intelligence by District and CB-CID police stations.

4.1 All Station House Officers and other officers of police stations should furnish information to the Bureau on the subjects mentioned below. Besides these, any other Government agency declared as a police station should furnish information of cases registered in the Districts and other subsequent information in the integrated investigation forms. The ADGP/IGP, CID in charge of SCRB should send instructions to the concerned officers and departments along with the forms and codes to enable them to send the data in the prescribed format.

- (1) Crime Card and Crime Details - All offences against property and financial crimes should prima facie be considered professional and in all these cases, the Station House Officer should, as soon as he registers a case, send a Crime Card in Form I and Crime Details in Form II direct to the DCRB with copy to the SCRB. In all other cases also information in the Crime Details Form II should be sent. The information in all the columns in the Crime Card and Crime Details Form should

be filled up completely and accurately by the SHO. Special attention should be paid to the major, minor, methods and crime detail and modus operandi classifications in property as well as other offences.

- (2) Where no classification is given, words indicative of the method employed in the commission of crime should be entered, for example, if an organized gang (Mafia type) cause a murder in a Land deal, the words “Land deals - contract killing - fire arms - revolver - residence - three persons posing as visitors - speaking Nepali - 25 years age - will indicate the method employed in the classification titled “Organized Crime”. On receipt of this crime card or crime details form action as indicated in order 23(2) below should be taken by the Bureau.
- (3) Action to be taken soon after first investigation: The investigating officer, after visiting the scene of offence and making preliminary enquiries, may come to know certain additional facts and details relating to the crime and the criminal. These additional particulars, should be reported again in crime details form and despatched by fax or e-mail direct to the DCRB with copy to SCRB. On receipt of this form also, action as indicated in Order 23(2) below should be taken by the Bureau. Further details emerging from time to time should like wise, be sent quickly.
- (4) Station Crime Report: The SHO of police stations should send a **Weekly Station Crime Report in Form III to the DCRB** for the week Monday to Sunday by fax or e-mail or by other fast means so as to reach the Bureau ending every Monday. Any arrests made in cases should also be mentioned.
- (5) Report of release of prisoners from jail: A report in Form IV containing particulars of history sheeted persons who, whether residing in the station limits or concerned in the station cases, were released from jail during the week or likely to be released during the ensuing four weeks should be attached to the weekly Station Crime Report.

- (6) Report of arrest of strangers under suspicious circumstances: In respect of all strangers and also history sheeted persons arrested in specific cases or under suspicious circumstances, the SHO and Investigating Unit should send an arrest report to the DCRB with copy to SCRIB in Form V and VI. These reports should be sent to the Bureau as and when an arrest is made and should contain full information about each individual. On receipt of these reports, the DCRB & SCRIB will examine them and take further action if such arrested persons are wanted in any other case or anywhere else on the basis of information received by the Bureaus.
- (7) Conviction Report: As soon as an accused in a crime against property is convicted, the SHO should send a Conviction Memorandum in Form VII and VIII to the DCRB and SCRIB. Instructions regarding the persons whose finger prints are to be taken for record and procedure regarding the sending of finger print slips to be sent for record in FPB by SHO are contained in the chapter on “Finger Prints Bureau”.
- (8) Appeal Report: As soon as an appeal in connection with a criminal case is decided the concerned Court Inspector shall submit the result of the appeal in form VIII ‘A’ to the concerned district Superintendent of Police and the SP/CB-CID who will mark the same to the DCRB and SCRIB respectively for record.
- (9) Reports on the activities and conduct of all criminals whose dossiers are maintained in the Bureau: The SHOs of Police Stations should send a report (quarterly) in Form IX for every quarter on the activities and conduct of all dossier criminals, so as to reach the DCRB with copy to SCRIB not later than the fifth of the first month of the following quarter. When a dossier criminal has also been registered in another district, a copy of the quarterly report on him should be sent direct to the Bureau of that district as well. In the case of a criminal, concerning whom it is desirable to obtain more frequent reports, the district Superintendent of Police will issue necessary special instructions. The information furnished in the

report will be embodied by the Bureaus in the dossier of the criminal maintained in the DCRB & SCRB.

5. Records of the Bureau

5.1 The following records, indices and files (computerised) shall be maintained by the Bureau using appropriate computer programme. Till such time the files are completely computerised and stored on optical disks, the maintenance should be continued manually.

- (1) Dossiers for criminals
- (2) Register containing the list of dossier criminals
- (3) Register of out of view history sheeted persons of all Police Stations arranged according to modus operandi (Methods)
- (4) Register showing the probable dates of release of dossier criminals as well as all other history-sheeted persons
- (5) Indices
- (6) General subject files including emerging patterns and phenomenon
- (7) Criminal organisation files
- (8) Photographs and videographs of criminals and absconding warrantees and suspects
- (9) History of crime
- (10) Register of suicides
- (11) Crime graphics, charts, graphs, statistics for each important class of crime

- (12) advisory and crime alert communication file
- (13) References from investigating officers
- (14) Register of visits by SHOs and other officers to the Bureau
- (15) Monthly Crime Statements
- (16) Monthly Crime Reviews
- (17) Specific crime analysis report and leads given
- (18) Criminal Intelligence Gazettes
- (19) Organized crime files (each type)
- (20) Files on Financial crimes including financial companies
- (21) File on criminals and habitual offenders in crimes against women, including trafficking in women and children, and the agents
- (22) Photographs and descriptive particulars of crimes, criminals, smugglers relating to cultural property including monastery/temple properties of antique value
- (23) Files of criminal offenders against environmental crimes and crimes against flora and fauna
- (24) Automobile information system
- (25) Information on property stolen and recovered

(26) Terrorist crimes and criminal information system files

(27) Arms, ammunition and explosives

(28) Interpol and Inter-state enquiries

(29) Extradition file - Red Corner notices and other notices

6. Dossiers for Criminals

6.1 The Bureau should maintain dossiers for all criminals for whom History Sheets are opened. Criminals who belong to the category of organised crime gangs, terrorists, financial offenders, rowdies and those whose activities relate to forest and excise offences, arms and explosives manufacturers and those who deal in illicit arms or have come to notice for perpetration or communal and caste based offences or offences against scheduled castes or tribes, should be treated as dossier criminals if they have a history sheet maintained in the police station. These criminals will be known as dossier criminals and will be given a DC (dossier criminal) number. The dossier should be maintained in Forms X ABC. An inter-district criminal on record in a Bureau must also be on record in the Bureau of each of the districts/state in which he has committed crime or has resided for more than three months irrespective of whether he has committed crime in that district or not, and will be given a DC number in each of those districts, DC numbers of other districts being entered for reference on the docket sheet. Similar action should be taken for inter-state criminals. The number assigned to the DC of one district in another district outside the State should be obtained and noted on the docket.

6.2 The following are the instructions regarding the opening, maintenance and closure of a dossier in the Bureau:

- A. A dossier need not necessarily be maintained for the life-time of a criminal but may be closed under the orders of the SP if the criminal (i) is too old to commit or organise crime, or (ii) is unable, from any disability or other reason, to commit or organise crime, or (iii) has shown beyond doubt that he has reformed himself and abandoned his criminal life. The dossier of a criminal who is out of view may be closed after he attains seventy years of age. A criminal whose dossier has been so closed should be indicated by a yellow colour signal on all the indices where his name or alias appears, to indicate that he is inactive and that his dossier has been closed. Dossiers of persons who have died shall be destroyed under the orders of the SP. Before the dossier of a criminal, who is also on record in another district, is closed or destroyed, the Superintendent of Police of the later district should be consulted.
- B. A history sheet will be maintained for every dossier criminal in the station in the jurisdiction of which he resides for at least such time as a dossier is retained for him in the Bureau.
- C. In case on-line comparison is not possible, the Bureau should draw up a programme at the close of every year fixing months in the succeeding year for comparing the dossiers maintained in the Bureau with the history sheets in the stations. It should be ensured that the comparison is made and all entries are updated. For the purpose of this comparison, the SHO will bring the history sheets maintained by him to the Bureau during the month fixed for him. But before this he shall visit the village of criminal and verify all the entries in the history sheet, special attention being paid to his descriptive particulars, habits, occupation, relations and associates. Where on-line comparison is possible it should be done every quarter fixing a time on each day for each police station. The SDPO and the SP during their annual inspections, should also interview the dossier criminals residing in the station limits and check up the entries in their history sheets. If they detect any mistake in the entries in any sheet, they should report it promptly to the

Bureau, besides correcting it in the history sheet and mentioning it in their inspection notes.

- D. In the case of criminals who are on record in two or more Bureau, the dossiers maintained in one Bureau should be compared at least once a year with those maintained in all the others.
- E. A sheet should be attached at the end of each dossier or history sheet, showing the dates of comparison ordered in (C) and (D) above, and the signatures and designation of the officers who compared them.
- F. To ensure that the dossiers in the DCRB are correctly maintained, each dossier should be scrutinised by the SDPO/Addl. SP at district headquarters/Superintendent of Police once a year. For this purpose (a) a few dossiers shall be put up to the SP every month with notebook, noting therein the numbers of the dossiers put up and (b) a few dossiers will similarly be put up to the Sub-divisional Officer in District Head Quarters. The Superintendent of Police and the ASP/DSP in charge of DCRB will scrutinize the dossiers, ensure that they are correctly maintained and record their remarks, if any, in the note-book, in respect of the dossier to which the remarks relate. All the dossiers should be scrutinised by both the SP and the ASP/DSP concerned during a year. The same officers with the help of their own terminals should continue the inspection even in the computerised system with greater frequency wherever there is access for scrutiny. They should, after viewing the matter and entering the data, which they wish to, should also enter the fact with date and time. When the print out is taken, the sheet with the corrections should be signed.
- G. The SHO in consultation with the SDPO shall select criminals who have to be registered as dossier criminals and intimate to the Bureau forthwith. The Bureau will obtain the orders of the Superintendent of Police as to whether a dossier should be opened for the criminal proposed by the SHO through the SDPO for

registration. The Sub-Divisional Officer also should, during their station/Unit visits and inspections, see whether any addition to, or deletion from, the list of dossier criminals is necessary and submit proposals to the Superintendent of Police. The Bureau, too, will watch for criminals who operate in more than one Sub-Division or in a Sub-Division other than the one in which they reside and take up suo-moto the question of registering them as dossier criminals. No dossier will, however, be maintained in the Bureau for a casual criminal who has committed a petty crime in a Sub-Division other than the one in which he resides, unless those petty offences form part of series of others and if there is material warranting initiation of security proceedings for good behaviour.

7. Register of dossier criminals

7.1 This register should be maintained in Form XI. It is intended to ensure that numbers assigned to dossier criminals do not overlap. When a dossier is closed, the date of the order should be noted in the remarks column and the serial number should be rounded off. The whole entry relating to a dossier criminal should be scored out only when the dossier is destroyed, the date of destruction being noted in the remarks column.

8. *Modus Operandi* Register of history sheeted “out of view” criminals

8.1 A register in Form XII will be opened in the Bureau for each *modus operandi* classification noted in Order 10(2) below, for history-sheeted criminals of police station who are out of view. These registers will be written on the basis of the particulars furnished by the SHO as and when they are received. If an ‘out of view’ history-sheeted person is known to have employed more than one *modus operandi*, his name should be entered in all those *modus operandi*. For example, if a criminal scales over a wall, breaks open the lock of a door and steals a watch, his name should be entered in the registers maintained for all the three *modus operandi* classifications, viz.,

- (1) (a) "Scaling wall or roof" (b) "Lock I, Breaking lock or fastening, and (c) "Watches, clocks and time pieces".
- (2) If a history-sheeted person who has been out of view is traced or arrested, the entry or entries relating to him should be scored out from the relevant registers and the date of tracing or arrest should be noted in the remarks column.
- (3) These registers are maintained for pointing out to the investigating officers the possibility of an "out of view" criminal of a particular *modus operandi* being responsible for the crime under investigation.

9. Register of dates of release of history-sheeted and dossier criminals

9.1 The Bureau will maintain a register in Form IV showing the probable dates of release from jail of all history-sheeted persons, including dossier criminals. This register must be prepared with the help of the jail release lists furnished by the jail authorities and checked with the reports submitted by the SHOs. Such information as the MO details and sphere of operation, which will not be found in the jail release lists, can be obtained from the monthly reports submitted by the SHOs. A page or more in the register should be set apart for each month. The Bureau will publish in the last weekly Crime and Occurrence Sheet of each month full details of all persons who are likely to be released in the succeeding month. It will also study the relations between the incidence of crime and the release of a criminal with reference to *modus operandi* and place of occurrence.

10. Indices for dossier criminals

- (1) Name Index (Alphabetical Index): The cards for the name index will be maintained in three colours, white for criminals of the district, blue for criminals of border districts operating in the district, and pink for criminals from farther. The cards will be arranged in strict alphabetical order, like the words in a dictionary, irrespective of their colours. If a new card is opened, it should be inserted in the correct place. Inter-district criminals will be given appropriate coloured cards from the point of view of each district, e.g., a criminal of East district who also operates

in West district will have a white card in East district and a blue one in West district, but the white card maintained in East district will be given a green signal to indicate that the criminal is also registered in another district (see instructions under “Signals” infra). The cards have a line, quarter of an inch above the bottom edge. Below this line the name or alias of the criminal, followed by his father’s name indicated by the prefix “s/o” should be typed. The card provides for the entry of various details for easy reference. A card should be opened for each alias that a criminal is known to assume. The *pro forma* for this card is shown in Form XIII. This index provides a ready reference to all the dossier criminals and gives important facts about each criminal, but for further details, the dossier of the criminal must invariably be referred to.

- (2) *Modus Operandi Index*: The cards for this index will be arranged in alphabetical order of the different *modus operandi* and other characteristics in drawers assigned to the main heads of crime. The index heads will be the catchwords given in the crime classification list prescribed in **Orderunder heading classes of crime of chapter on Station Crime Record.**
- (3) The list is only illustrative and not exhaustive. The classification methods in the National Crime Code Book should be followed to the extent applicable. If the list above contains any item not covered in the national codebook, the entry in this list should be utilised to make the necessary entries in the records. However, if the wording is similar or it has similar meaning, the NCP words may be used.
- (4) Some of the items above may even not apply to all districts in the state and some districts may need a few additional items. Any addition to the list should be made with the approval of the ADGP/IGP, CID in charge of SCRB. SHOs should note the appropriate classification in the various reports sent by them to the Bureau. The DC number of the district in which the criminal resides, the DC numbers, if any, assigned to him in other districts, his name with aliases, his place of residence with the name of the Police Station, the name or names of police station limits and

districts where the criminal has operated, and full *Modus operandi* details shall be noted in columns 1 to 6 respectively in the body of the card. The type of crime will be entered below the bottom line of the card. The names of the criminals addicted to the particular type should be entered on both sides of the card, three to four names on each side, additional sheets of paper being attached, if necessary. The card will be in Form XIV. When a criminal commits a crime, which falls within more than one head, for example entry into a school by lock breaking and the theft of a watch from it, his name should be entered in the title "Lock I". "Schools from" and "Watches, clocks and time-pieces", and the full *modus operandi* details entered in column 6 of the card. Column 6 is of special significance because in locating a criminal, apparently minor details of the *modus operandi* are more important than the broad classifications outlined above. Hence, all details and particulars regarding the method of entry, nature of the building attacked, nature of weapons employed, kind of property stolen, form of violence used and all criminal characteristics such as eating food at the scene of crime, using detonators or crackers and using boulders to break open the door should be noted in detail in the column 6. A sample entry is given in Form XIV. When a crime of any particular *modus operandi* is reported, the criminals, whose names and other particulars are found on the card bearing the index head of that particular *modus operandi* will be examined besides other indices and records in order to point out to the investigating officer as to who among them are likely to have committed the offence. In doing this, details of *modus operandi*, and not merely its broad classification, should receive attention.

- (5) Index of physical peculiarities and criminal characteristics: Index cards, which should be in Form XV, will be maintained for such physical peculiarities, identification marks, and criminal characteristics of dossier criminals as can readily and usefully be classified. The class of physical peculiarity and criminal characteristic will be typed below the bottom line of the card (in the same way as for *modus operandi* index cards) and the dossier numbers and names of criminals and the details of peculiarities or characteristics noted on the card. If a criminal

has more than one physical peculiarity or criminal characteristic, then his name should find a place under all those heads. For example, if a criminal has his ears low set, a scar on his left arm and conspicuously high forehead, is bow legged, and is in the habit of consuming food at the scene of crime, his name should find a place in the cards "Ears — low set", "Arm — left — marks, moles, scars, etc." "Forehead — conspicuously high". "Legs — bow-legged". "Consumed food at scene" and "Scars".

- (6) The national crime codebook gives certain physical features under major and minor classifications from page 143 onwards. A typical list of physical peculiarities and criminal characteristics is however given below. The list given in the national code book and the one given below should be used. Only items, which are not available in the list given below but are found in the national crime codebook, may be used. Any addition to this should only be made with the approval of the ADGP/IGP, CID in-charge of SCRB.

Abdomen - marks, moles, scars, etc.

Abdomen - pot-bellied

Arm - left - deformed, missing in full or part

Arm - right - deformed, missing in full or part

Arm - right - marks, moles, scars, etc.

Arm - left - marks, moles, scars, etc.

Back - marks, moles, scars, etc.

Back - hunch

Beard - Note in column 5, whether goaty, imperial, pointed or pointed or rounded, trimmed, or untrimmed

Birthmarks

Blind

Cripple

Chest - marks, moles, scars, etc.

Chest - pigeon

Chin - markedly long
Chin - markedly short
Chin - pronouncedly square
Chin - pronouncedly pointed
Chin- dimpled
Chin - doubled
Consumed food at scene
Crackers or detonators used
Deaf
Diverting attention
Dog silenced
Doors of neighbouring houses fastened or chained
Dumb
Ears - high set
Ears - low set
Ears - markedly large
Ears - markedly small
Ears - lobes or helices pierced
Ears - too close to the head
Ears - markedly protruding from the head
Ear - left - deformed or missing
Ear - right - deformed or missing
Easing at the scene of offence
Eunuch
Eyes - conspicuously large
Eyes - conspicuously small
Eyes - markedly wide set
Eyes - markedly close set
Eyes - protruding
Eyes - sunken
Eyes - blinking

Eyes - squint

Eyes - artificial right

Eyes - artificial left

Eyes - right - missing or blind

Eyes - left - missing or blind

Eyes - wearing glasses

Eyes - Iris black

Eyes - Iris blue

Eyes - Iris grey

Eyes - Iris brown

Eyes - Iris maroon

Eyes - Iris yellow

Eyebrows - note any special peculiarities such as conspicuously arched, straight or oblique, long or short, nearly united or distended, thin, thick or pencilled, black, grey or red

Face - prominent check boxes

Face - smiling

Face - flabby cheeks

Face - scowling

Face - wrinkled

Face - marks, moles, scars, etc. (such as pox marks, birth barks, and any marked growth)

Foot - right - marks, scars, moles, etc.

Foot - left - marks, scars, moles, etc.

Foot - right - splay-footed

Foot - left - splay-footed

Foot - right - pigeon-toed

Foot - left - pigeon-toed

Foot - right - toes missing or extra, deformed, peculiarity of nails

Foot - left - toes missing or extra, deformed peculiarity of nails

Foot - right - missing or deformed

Foot - left - missing or deformed
Foot - right - exceptionally large
Foot - left - exceptionally large
Foot - right - exceptionally small
Foot - left - exceptionally small
Forehead - conspicuously high
Forehead - conspicuously low
Forehead - pronouncedly receding
Forehead - pronouncedly bulging
Forehead - pronouncedly narrow (as measured from temple to temple)
Forehead - pronouncedly broad (as measured from temple to temple)
Forehead - deep horizontal wrinkles
Forehead - marks, scars, moles, etc.
Hair - bald or partly bald
Hair - grey
Hair - curly
Hair - dyed (note colour also)
Hand - right - marks, scars, moles, etc.
Hand - left - marks, scars, moles, etc.
Hand - right - fingers missing or extra, deformed, peculiarity of nails
Hand - left - fingers missing or extra, deformed peculiarity of nails
Hand - right - exceptionally large (elephantiasis)
Hand - left - exceptionally large (elephantiasis)
Hand - right - exceptionally small
Hand - left - exceptionally small
Hand - right - missing or deformed
Hand - left - missing or deformed
Head - pronouncedly big
Head - pronouncedly small
Head - egg-shaped
Head - bent forward

Head - inclined backwards

Head - turned sideways to the right

Head - turned sideways to the left

Head - marks, scars, moles, etc.

Holding cloth as screen in front of shop

Legs - bow-legged

Legs - knock-kneed

Legs - right - lame or limping

Legs - left - lame or limping

Legs - right - Elephantiasis

Legs - left - Elephantiasis

Legs - right - marks, scars, moles, etc., and deformities

Legs - left - marks, scars, moles, etc., and deformities

Legs - varicose veins

Leprosy

Lips - harelip

Lips - markedly thick

Lips - markedly thin

Lips - protruding

Lips - upper lip markedly long (as measured from the base of the nose to the line
of the mouth)

Lips - upper lip markedly short (as measured from the base of the nose to the line
of the mouth)

Lips - upper lip overhanging

Lips - spouting

Lips - marks, scars, moles, etc.

Mask word

Moles

Mouth - pronouncedly large

Mouth - distorts when talking or laughing

Moustache - Note in column 5 the colour, whether stubby, long, with pointed or curly ends

Neck - Pronouncedly thick

Neck - pronouncedly thin

Neck - Adam's apple prominent

Neck - marks, scars, moles, etc.

Nicotine fingers

Nose - prominently long

Nose - prominently short

Nose - pronouncedly projecting

Note - pronouncedly flat

Nose - pug

Nose - deviating towards left

Nose - deviating towards right

Nose - markedly dilated nostrils

Nose - line of nose prominently concave

Nose - line of nose prominently convex

Nose - nose base pronouncedly turned up

Nose - marks, scars, moles, etc.

Occupation marks

Pimples

Pox marks

Rites - religious or superstitious - performed at scene

Scars

Shoulders - oblique

Shoulders - left dropping

Shoulders - right dropping

Shouting certain special words (the exact words should be entered in Col. 5)

Stick kept outside the door

Stones collected for use in case of attack

Stoops

Swallowing stolen property

Talking - looking down

Talking - looking obliquely to right

Talking - looking obliquely to left

Tattoo marks

Teeth irregular

Teeth - missing

Teeth - artificial

Teeth - discoloured

Uniform - military or police - worn

Vehicle used to or from scene (the exact nature of vehicle used, i.e., car, tonga, jutka, rickshaw, cycle, etc. should mention in column 5)

Visiting scenes in advance as beggars, fortune tellers, folk songsters, jugglers, or in any other capacity

Voice - stammering

Voice - pronouncedly feminine in the case of males, or pronouncedly masculine in the case of females

Walking - unusually long strides

Walking - unusually short strides

Walking - unusually quick strides

Walking - unusually slow strides

Warts

Note:

- Full details of the physical peculiarity or criminal characteristic should be noted in column 5 of the card.
- If a person has a mole on the back, he should be indexed under item “Back — marks, scars, moles, etc.” and also under item “moles”, the details of the

moles, e.g., size, colour, exact location, being given in column 5 of the card. The same thing applies to other marks also.

- Only pronounced physical peculiarities should be noted, a slight departure either way from the normal appearance may be ignored. If the perpetrator of a crime, whose identity has not been established, is known to possess a given physical peculiarity or criminal characteristic, the card bearing the index head of that physical peculiarity or criminal characteristic, will show the criminals having that peculiarity or characteristic.

(7) Untraced property index: All identifiable property lost in cases whether numbered or un-numbered published in the Weekly Crime and Occurrence Sheet which has not been recovered at the time of its publication will be indexed. The information in respect of properties seized under suspicious circumstances received by the Bureau either from Station House Officers, Investigating Units or through Crime and Occurrence Sheets of neighbouring districts should be carefully checked with the properties indexed in the Bureau to see whether they are concerned in any crime of the district. If any of the properties seized is identical with that lost in a case, the fact should be immediately intimated to the Station House Officer, in whose case the property was reported lost and the Station House Officer who recovered the property under suspicious circumstances. If any item of property indexed is recovered, the entry relating to it should be scored out from the index and the date of tracing it noted. A list of identifiable properties to be indexed is given in pages 82 to 98 under the item “type of property” of the National Crime Code Book. Another list of identifiable properties to be indexed is also given hereunder. The list given in the national crime codebook should be followed after adding the items if any missing in that codebook from the list given below. Any addition to this list should be made with the approval of the ADGP/IGP, in charge of SCRB in Criminal Investigation Department. The *pro forma* of the index will be in Form XVI.

1. Agricultural implements
2. Anklet
3. Bangles - Gold
4. Bangles - Silver
5. Batteries
6. Books
7. Boxes (other than trunks and suit cases)
8. Buffaloes
9. Bulls
10. Buttons - Gold
11. Buttons - Silver
12. Cameras
13. Cars
14. Carts
15. Chains - Gold
16. Chains - Silver
17. Tilhari
18. Clothes (other than sarees)
19. Cows and calves
20. Currency notes (if number available or if they contain any signature or initials for identification)
21. Cycles
22. Dogs
23. Dynamo belts
24. Dynamos
25. Ear-rings - Gold
26. Ear-rings - Silver
27. Electric bulbs
28. Electric goods other than bulbs and meters
29. Electric meters
30. Fire - arms

31. Fountain pens
32. Fowls
33. Furniture
34. Goats or sheep
35. Gramaphones
36. Harmoniums
37. Idols
38. Iron safe or cash chest
39. Lantern
40. Lights - petromax
41. Machines and Engines
42. Medals - Gold
43. Medals - Silver
44. Silver (Toe rings)
45. Miscellaneous - unclassified
46. Money purse
47. Nose-screws - Gold
48. Photographs
49. Plates - brass
50. Plates - bronze - eating
51. Plates - other metals
52. Plates - Silver - eating
53. Precious stones
54. Promissory notes
55. Radios
56. Rings - Gold
57. Rings - Silver
58. Saddle - Cycle
59. Saddle - Horse
60. Saddle - Motor Cycle
61. Sarees

62. Soda Machine
63. Spectacles
64. Suit cases
65. Toys
66. Trunks
67. Tumblers - Brass and other metals
68. Tumblers - Gold
69. Tumblers - Silver
70. Typewriters
71. Tyres - Cycle
72. Tyres - Motor
73. Tyres - Motor Cycle
74. Vessel
75. Waist belts - Gold
76. Waist belts - Silver
77. Watches, clocks and time pieces
78. Water Meters
79. Wires

- (8) Signals: Slip-on signals indicating the particulars noted below will be attached to the bottom of name index cards and to the sides of *modus operandi* and physical peculiarity index cards:

Blue - in full

Red - Out of view

Two Reds — Out of view and wanted.

Yellow — Inactive

Green — Operates outside the district

- (9) For all these indices to be maintained in a computerised system appropriate colours and signals as indicated above should be given to distinguish each

category and the special nature of the card. The format of each index may be modified only to the extent necessary while preparing the software programme for the maintenance of these records.

11. General Subject Files

11.1 Information of permanent value about important classes of crime and criminals will be maintained in General Subjects Files or folios. Materials for these files will be secured from Weekly Crime & Occurrence Sheets and Monthly Crime Reviews, case diaries, special reports and other sources of information. The subjects for which such files should be opened are criminal organisations, organised crime syndicates, subject-wise rowdy gangs, habitual offender groups, counterfeit coins and currency notes, bombs and other explosives, supplying of arms, drugging or professional poisoning, financial frauds, caste and communal groups with militant designs and special classes of crime. The actual number of such files will depend on the conditions existing in each district. The files should cover all subjects of importance affecting the criminal history of the district and should be carefully maintained and kept up-to-date. As the title indicates the files have to be maintained for each subject that has criminal element.

12. Photographs

- (1) All dossier criminals and habitual offenders will be photographed and in respect of the more dangerous videographed once in five years. The requirements are (1) the full face including the head and shoulders; (2) the full length and (3) One profile, the one that has any particular mark or character, e.g., a scar. The full-length photograph should be half plate size and the remaining quarter plate. The full-length photograph should be taken of the individual in the dress that he ordinarily wears when out of jail. Any marked peculiarity, which makes identification easy, should be brought out in one or more of the positions detailed above or in another position specially taken for the purpose. A panel showing the date of the photograph and district number of criminal will be set in on right hand bottom corner, in each of the photographs. Each set of photographs will be mounted on a sheet.

- (2) For each criminal, two complete sets will be taken, one to be filed with the dossier and the other in a loose-leaf file arranged in the alphabetical order of the criminal's name. An additional set will be taken and filed with the history sheet in the police station. Extra-unmounted copies will be kept in envelopes affixed to the loose-leaf file sheets ready for distribution when occasion arises. Additional sets and unmounted copies will be prepared for inter-district criminals for supply to the other Bureau where they are on record.
- (3) The negatives of all photographs should be retained in boxes and indexed in the Bureau so that further prints can be taken if necessary. Albums should also be maintained *modus operandi*-wise in respect of criminals concerned in important classes of crime, such as drugging or poisoning, property offences attended with violence, pocket-picking and vehicle thefts.
- (4) Video clippings of as many of the serious crime offenders, as are possible including their voice may be prepared and kept in the Video Library of criminals in DCRB. The video clipping showing his movements and all angles including his speech should be taken. His identification and history sheet number and date of the clipping should be indicated even while taking the video by entry of the data in the video camera itself instead of displaying a board near the person. Even for still cameras such data entry can be built in the camera itself. The photographs, videographs and voice should be stored ultimately on optical disks and retrieved whenever required.

13. History of Crime

13.1 Registers of cases against property and all other crimes falling within the major classification of the National Crime Code book in the order of their occurrence will be maintained in the Bureau in the form in which they are published in the Monthly Crime and Reports. A separate register will be maintained for each *modus operandi*. Any subsequent information may be inserted appropriately as

also final disposal. The dates of release and return, jail number and finger print classification will also be noted in respect of convicted persons.

14. Register of Suicides

14.1 Every SHO shall attach in the monthly crime statement sent by him to the Bureau a statement in form XVII showing the number of suicides during the previous month classified in the manner prescribed. A register in form XVIII shall be maintained in the Bureau, wherein a page will be allotted for each month in the year. The register shall be compiled every month from the statements received from SHOs and the total arrived at. Whenever information regarding suicides is called for by the SCRB, CID or higher authorities, information readily available in the register should be furnished.

15. Crime Charts (maps) and Graphs

- (1) In order to help analysis and study of crime in the district, with particular reference to persistent incidence of any particular type of crime (crime pattern) in any area or along any route, analyse a specific case to obtain investigative leads, comparative study of crimes of different classes to know any links or organised activity, study of criminal's or group's methods, description, or to obtain clues as to an offender in a case or to devise preventive methods, crime charts of different description, maps, graphs, statistics and detailed reports in a pre-determined format are necessary. Some of these are to be maintained or generated on a regular basis while some others are to be made out for specific needs from time to time. Those which require to be maintained are generated on a regular basis periodically, in respect of the following subjects, should be maintained in the Bureau. These are maintained for ready reference by investigators or analysts in the day-to-day work of crime investigation.
- (2) A crime chart as well as graphs representing volume and geographical spread for each month will be maintained in which crime reported during the month will be indicated. The most rampant form of crimes at any given point of time should be separately chalked out on the chart/graph. In case in the subsequent months/years

it is not a serious problem it may not be separately shown in the charts/graphs to be maintained.

- (3) The classifications given in National Crime Code book for major heads of crime from codes 001 to 096 is a proper guide for maintenance of the crime charts and graphs and other visual presentations according to need. The minor heads given in the Codebook could be adopted whenever analysis on any special type of crime is to be done. The adoption of the National Crime Code Book titles provides a convenient access to crime and criminal intelligence data stored in the computers.
- (4) Separate annual crime charts shall be maintained for each of the broad groups of crimes.

Graphs

- (5) The Bureau will maintain the following graphs in order to enable it to study the fluctuations of crime in successive years, the areas affected, the activities of professional and organised groups and thus enable both strategic and operational planning and results.
- (6) For each of the following classifications, a separate graph will be maintained and on it the number of cases reported and the number convicted will be shown, the former by an uninterrupted line and the latter by a dotted line. A group of similar crimes may be plotted on the same graph in the number of crimes in the State is low:
 - All IPC cases
 - Murders
 - Dacoities
 - Robberies
 - House breaking
 - Thefts (other than auto thefts)

- Auto Thefts
 - Cable Thefts
 - Organized crime
 - Terrorism
 - Financial crimes
 - Crimes against women & children
 - Crimes against weaker sections
 - Crimes related to pollution, flora and fauna
 - Antiquities, and cultural property.
 - Suicides
- (7) Each graph sheet if manually prepared will have the X-axis showing the years and the Y-axis the number of crimes. The scale may be varied, if necessary, at the discretion of the Superintendent of Police or the Addl. SP/Dy.SP at Hqrs incharge of the DCRB. At the point representing the crime for a year, the exact number of crimes will be indicated in brackets.
- (8) The graphs will represent the crime for the last 10 years. Crimes for successive years will be plotted on the same graphs. A graph should normally last at least 10 years.
- (9) All graphs, charts and regional (geographical) distribution of crimes should, in course of time, be generated in a computerised system by use of appropriate software programmes.

16. File of References from Investigating Officers

16.1 The Bureau should keep separate files showing references received from investigating officers asking for information in unlocated cases. The purpose of this file is to assess the quantities, quality and results of the queries of investigating officers to the Bureau. These files should be kept for each Police Station. The information furnished by the IO, his report,

queries, and further reports if any, should be stored in the connected database to enable meaningful analysis whenever it is done or required to be done at any stage.

17. Calls on the expert staff of State Forensic Lab, State FPB or Crime Analysts of the SCRB

17.1 There are, officers trained in finger and footprints, scientific assistants attached to the State Finger Print Bureau and the Laboratory. A separate file showing the reports received from investigating officers requisitioning the services of these experts or other scientific experts attached to the Investigation Teams and the results achieved should be maintained in the SCRB.

18. Criminal Intelligence

18.1 Intelligence gathering, storage and retrieval should be organised. The SP should maintain the Register of informants and ensure that there is a regular flow of useful information and its use in day-to-day work of the police.

19. Computerised Records

19.1 The crime-criminal information system and records of DCRB should all be maintained in computerised system with on-line facility in due course to all Police Stations.

20. Criminal Intelligence Gazette

20.1 The Criminal Intelligence Gazettes of the State prepared by the SCRB should be filed in the Bureau and used for reference. The concerned Police Stations/Units should be advised if any action is necessary to be taken by them.

21. Dissemination of Intelligence

21.1. Important informations coming to the notice of the Bureau should be sent to all SsP, SDPOs and Police Stations, as also to DIGP/ Range, ADGP/IGP, L&O and ADGP/IGP, CID in the monthly crime reports indicated below.

22. Monthly Crime Reviews

22.1 At the beginning of each month a review of crime for the previous month should be prepared by the Bureau. Monthly statements of crime should accompany this. Only true cases will be dealt with both in the Monthly Crime Review and in the statements. In view of the compactness of the State and low volume of cases the monthly crime review shall, for the present, be prepared by the State Crime Record Bureau (SCRB) on the basis of monthly crime reviews, drawn up on the same format, submitted by the SHOs to the SCRB with copy of the DCRB. The comments of district SP, if any offered on the MCRs sent by SHOs shall be considered by the SCRB while finalizing the MCR for the State. Instructions for the compilation of the Review are given below:

- (1) Paragraph 1 of the Review should contain two sections; first one dealing with property crime and the second one dealing with all other IPC and cognizable cases. In general review of crime, all true offences against property (barring those dealt with under section 157 (1)(b) of CrPC) should be treated as professional crime until the contrary is proved. In view of this, no statement of professional crime need be furnished in paragraph 1. Fluctuations in crime during the month as compared with the previous month and the corresponding month of the previous year should be commented upon. The possibility of gangs or organisations being responsible should be examined. Points for comment are indicated below for guidance:
 - A. considerable general increase in respect of any class of crime;
 - B. serious outbreaks of crime under a particular class;
 - C. unusual types of crime;
 - D. recurrence of particular kind of crime;
 - E. crime by organized gangs, and the routes taken by them, if any.
 - F. refusing investigation.

- (2) In respect of crime against persons and other offences, the fluctuations in each class, the persons responsible and whether they form a pattern or part of a series

should be indicated. In case the accused concerned are not known, the profile of the offenders, their method, the organisation or group to which they belong, the weapons used, the benefit derived and the motives that propelled the commission of offences should be commented upon.

- (3) The foregoing suggestions are not exhaustive but only illustrative. The main object of comment should be to give a brief but comprehensive account of the salient features of the month with the deductions drawn from them. The crime analysis group in the SCRB with the help of the district crime records bureau and the monthly reports of the police stations prepares this review.
- (4) Paragraph 1 of review – should also give details of cases in which investigation was refused and cases, which were, registered *suo motu*. The nature and value of property lost and recovered in such cases and the section of law with *modus operandi* should be furnished.
- (5)-A. The second para – A of the Review should be analysis of all murders, classified as shown below. Where a murder is followed by the accused committing suicide, it must be mentioned, whether it is important or not.

(a) Murders for gain	Give brief details of each case with specific reference to fire arms used, if any
(b) Murders due to faction	-do-
(c) Murders due to organised criminal activity	-do-
(d) Murders due to sexual jealousy	-do-
(e) Murders due to family disputes	Give brief details of cases of special importance
(f) Murders due to previous enmity	-do-
(g) Murder due to petty quarrel	-do-

(h) Murder due to land dispute	-do-
(i) Murder due to dowry	-do-
(j) Murder due to money dispute	-do-
(k) Murder of unknown deceased	-do-
(l) Murder by unknown accused	-do-
(m) Murder by Extremist	-do-
(n) Murder due to other causes	-do-

(5)-B. The second para – B should give analysis of all culpable homicides not amounting to murder.

(6) Para 3 should deal with dacoities classified into highway, field, house, etc. Give brief details of each case with particular reference to the fire-arms used, if any.

(7) Para 4 should deal with robberies classified into highway, field, house, etc. Give brief details of each case with particular reference to the firearms used, if any.

(8) Para 5 should deal with house-breakings by day or night including attempts. The following statements should be enclosed.

A. Furnish a District-wise *Modus operandi* statement in the form attached.

District	Modus Operandi											Convicted	Pending Trial
	A	B	E	H	L1	L2	R	T	W	M	S		

B. Indicate the number of house breakings classified as in Table 1 attached.

Table - I

Classification	Reported	Pending trial	Convicted	Discharged or acquitted	Under Investigarion	Referred as UN	Total
1	2	3	4	5	6	7	8
I. Classified according to buildings attacked:							
i. Inhabited dwelling houses							
ii. Uninhabited dwelling houses							
iii. Boarding establishments							
iv. Schools and Colleges							
v. Banks and post offices							
vi. Places of religious worship							
vii. Shops							
viii. Hospitals							
ix. Others							
Total							

II. Classified according to Property Stolen:							
i. Jewels, clothes and cash							
ii. Vessels							
iii. Radios and cameras							
iv. Cable thefts/copper wire							
v. Auto - parts							
vi. Animals							
vii. Fire - arms							
viii. Watches and clocks							
ix. Others							
Total							

C. Furnish in the Table 2 below, brief details of all cases in which offenders are definitely known, house breakings by day and by night being shown separately. (In column 5 should be noted the class of offenders in each case, such as first offenders, dossier criminals, habitual offenders, history sheeted bad character, ex-convicts, juveniles, locals or non-locals.

Table 2

Sl. No.	Station, , Cr.No., date & MO	Value of property		Names and particulars of accused. If arrested, note (+) against each name, if absconding note (-)	Present stage of the case	Remarks
		Stolen	Recovered			
1	2	3	4	5	6	7

D. Furnish in Table 3 below brief details of all cases in which offenders are not known, house breakings by day and by night are shown separately, where there is a mere suspicion, he must be treated as unknown, but the grounds of suspicion should be noted against his name:

Table 3

Sl. No.	Station,, Cr.No., date & MO	Value of property		Names and particulars of persons suspected, if any.	Present stage of the case	Remarks
		Stolen	Recovered			
1	2	3	4	5	6	7

- (9) Paragraph 6 of the review should deal with thefts including house thefts. The number of thefts including house thefts, irrespective of value of property lost should be classified as shown in Table 4 below. (Details of important crimes and out-breaks should be given)

Total number of (i) House thefts: ----- (ii) Ordinary thefts: -----

Table 4

Classification	Reported	Pending trial	Convicted	Discharged or acquitted	Under investiga-	Referred as LIN	Total
1	2	3	4	5	6	7	8
i. Vessel thefts							
ii. Pocket-picking							
iii. Snatching from children							
iv. Snatching from sleeping persons.							
v. Snatchings not classified							
vi. Copper wire							
vii. Firearms							
viii. Explosives							
ix. Radios and cameras							
x. Watches and clocks							
xi. Animal thefts							
xii. Other cases							

(10) Para 7 should deal with automobile thefts of all kinds.

(11) Para 8 of the review should deal with other professional offences under different heads such as receiving stolen property, breach of trust, cheating, misappropriation, forgery, counterfeiting of notes and coins and other financial crimes, professional poisoning, kidnapping for ransom and extortion. In all cases of counterfeit coins and currency notes, it should be clearly stated in the review whether a report on the case has been sent to the CID.

(12) Para 9 of the review should deal with cases of rioting. In respect of these cases, only the number under each head need be given, brief details being furnished if

they are work of an organized gang or gangs or political groups or otherwise important or sensational.

(13) Paragraph 10 of the Review deals with cases of Juvenile Justice. The following particulars should be given in respect of each juvenile crime reported during the month:

- A. Station and section of law;
- B. MO particulars - full details;
- C. Name of the accused juvenile, with father's name, residence, age and caste;
- D. Antecedents and the causes that led him to criminal life, such as lack of control by parents, unhappy family life and poverty, should be described in detail;
- E. The status of the parents, their means of livelihood and domestic conditions of the family;
- F. Result of the case. Mention if found guilty and how he is dealt with.

(14) Para 11 of the Review deals with cases of crimes against women. The classification to be followed in respect of these crimes should be specified under the following heads.

- A. Dowry deaths
- B. Cruelty of husband and relatives
- C. Molestation
- D. Kidnapping and abduction
- E. Rape
- F. Immoral Traffic (Prevention) Act

G. Unclassified

(15) Para 12 relates to review of cases of atrocities against Scheduled Castes and Scheduled Tribes. The information to be furnished should include murders, hurt and all IPC offences and offences under Protection of Civil Rights Act 1955, and the SC & ST (P&A) Act 1989.

(16) Security cases. — Security cases u/s 107, 108, 109 and 110 CrPC should be dealt with in paragraph 13 as shown below:

Classifi- cation	Sec.107 CrPC		Sec.108 CrPC		Sec.109 CrPC		Sec.110 CrPC	
	Put up	Bound over						
1.Number of Locals								
2.Number of Non- local								

Note:- These cases should be analyzed with reference to the circumstances of their arrest if any, the previous crime history of the person if any, recoveries made from him or at his residence, if he is wanted in any offence outside etc. In short the quality of security proceedings shall receive due attention in the comments to be made by the Bureau including the impact on incidence of crime.

(17) Paragraph 14 of the review — Notable preventive arrests. — In this paragraph the particulars of notable preventive arrests should be given.

(18) Paragraph 15 of the review — Statement of case progress.— The progress of cases should be entered in paragraph 15 of the review in Form XIX.

- (19) Paragraph 16 of the review — Notes on unlocated crime. — Notes on unlocated crime should be incorporated in this paragraph. A close and comprehensive study of all important unlocated offences, the possible connection between the different offences, likelihood of particular local or outside district agencies being responsible, etc. has to be made and incorporated. The instructions given should be specific, informative and instructive and should serve as a guidance to the officers and not in the nature of general comments.
- (20) Activities of criminal gangs should be specified in the concerned heads of crime dealt within the fore-going paragraphs. Good work done by Police Station DCRB and other voluntary bodies and individuals, community liaison groups and the police should be mentioned in the respective heads of crime and not separately. Particulars of notable arrests should also be shown in the concerned category of crime or in the para relating to preventive arrests whichever is applicable. The occurrence of any particular type of crime or outbreak in any particular area should be specifically dealt with.
- (21) The Monthly Crime Review for each month should be sent by each SHO to the SP/SCRB with copy to the district SP who may offer his comments on the various paras and send these to the SP, SCRB so as to reach him on or before the 10th of the succeeding month. The SP, SCRB should place the reviews of the police stations with the remarks of the district SPs if any to the Addl. DGP/IGP CID before 20th of the month. The latter will forward the same with his comments for perusal of the DGP through Addl. DGP CID. The remarks of DGP, if any, should be communicated to the concerned district SPs/DIGP, Range & the ADGP/IGP, L&O.
- (22) The monthly statement of crime in Form XX should accompany the review.

- (23) The detailed Monthly Crime Review should be distributed to DGP, ADGP/IGP-CID, ADGP/IGP, L&O, DIG, Range, district SPs, SDPOs & SHOs of police stations. A shortened version of the MCR sent to the CS/HS, Secretaries to Governor and Chief Minister with a copy to the DGP giving the overall picture, trends, crimes that are or could be of concern for the State, analysis of the various types of crimes etc.
- (24) At the end of the year, a consolidated review of the year's crime (also w.r. to previous years) should be prepared dealing with the salient features, steps taken and results achieved.

Advisory and crime memo books

- (1) The Bureau should maintain a separate memorandum book in trifoil in Form XXI for all the advisory and crime warning memoranda issued by it. The book should be maintained in chronological order and each memorandum issued by the Bureau should be given a separate number, such as 1/Crime/11, 2/Crime/11, etc. The replies to each memorandum should be sent by the concerned promptly and filed with the office copy.
- (2) As soon as the Bureau receives information regarding the occurrence of any serious and grave crime, the Bureau should study the indices maintained with a view to discovering whether any criminal of the same modus operandi has operated in the area previously or has any relatives or associates in the station limits or the neighbouring station limits and whether any dossier criminal or any history-sheeted criminal who is out of view from that station or a neighbouring station or any criminal who has returned from jail recently is likely to have committed the offence. A quick analysis of the information available from the scene about the profile of the criminal or group and comparison with those with similar group or criminal in the data bank, or any inputs or intelligence available should be made and leads should be communicated to the IOs by fastest means. The required data can be picked up by the Bureau easily from (a) the history of

crime, (b) modus operandi register of all “out of view” history-sheeted persons, (c) register showing the dates of release of dossier criminals and other history-sheeted persons, (d) general subjects files, (e) modus operandi indices and of the dossiers. It should however, be noted that the modus operandi is not the sole criterion for the determination of the probable complicity of a criminal as many active criminals adopt more than one modus operandi and commit different crimes also.

- (3) The Bureau should make a careful study of crime on receipt of crime cards and crime details forms and other reports, weekly station reports, and information regarding the probable dates of release of dossier criminals and other history-sheeted persons, criminal intelligence gathered through sources by the PS or Beat Police on the basis of such study and analysis should be sent direct to the IOs under intimation to the SDPOs concerned, on the indication or possibility of an out-break of crime and about the release of any dangerous criminals. Effort should be made to study the activities and profiles of criminals or groups from outside the district or state, those at large and places where they committed crimes earlier.

23. Quarterly return of photographing of dossier criminals

- (1) The Bureau should send a quarterly progress report on the photographing of dossier criminals in Form XXII, which should reach the SP (SCRB), not later than the fifth of the month following the quarter.
- (2) An explanatory note should be given stating as to why photographs have not been taken for those mentioned in columns 5 and 6 of the Form XXII.

Visits to and Inspections of the Bureau

- 24 -** (1) The Bureau is subject to the inspection of the ADGP/IGP, L&O, DIG, Range as well as by ADGP/IGP CID, and will comply with their instructions.

- (2) All officers of and above the rank of Sub-Inspector stationed at the district headquarters should visit the Bureau once a month. Those stationed outside must visit the Bureau whenever they visit the district headquarters or at least once a quarter. A register in Form XXIII should be maintained in the Bureau to show the days on which and the purpose for which each officer visited the Bureau and the business transacted during the visit. The register will be written at the end of each visit and should be placed before the district SP after each visit. It should be produced at the time of each inspection. Facilities should be provided in the Bureau where visiting officers can sit, refer and study the relevant files as also to retrieve information from any computer system provided and take down notes.
- (3) Sub-divisional Officers must visit the Bureau whenever they visit the district headquarters and leave notes in the visiting book as to the nature of work transacted and summary of discussions held.
- (4) The Addl.SP/Dy.SP at Hqrs who is in direct charge of the Bureau shall daily monitor its activities. The district SP must remain in touch and visit the Bureau as frequently as possible and make detailed inspection once a year.
- (5) In each District Headquarters a Computer Centre has been established by SCRB for data entry in Crime Criminal Information System (CCIS). It is necessary that whenever a Senior Officer conducts the Inspection of the DCRB or DPO, he must invariably inspect the Computer Centre as well. They should check the following points during such inspections.
 - A. Check-up whether the Flooring, Roof, Wiring in the Computer Room are up to the mark.
 - B. Check-up whether the computer and its peripherals including UPS are in working order or not and whether the concerned company is maintaining the same or not.

- C. Verify whether the concerned maintenance company is attending on the complaints of the Units/Districts to rectify the problems of UPS and computer of CCIS project.
- D. Check-up the Logbooks, Monthly Reports Books, computer and UPS maintenance registers.
- E. Check-up whether the reports are being sent regularly to SCRIB or not.
- F. Check-up whether the operators are entering the CCIS data regularly and thres holding the data to SCRIB on a periodical basis or not.
- G. Verify whether the Integrated Investigation Forms are collected by DCRB CCIS computer section on par with the investigation and disposal of the case till it closes.
- H. Check-up the quality of data received through the Integrated Investigation Forms. (Input forms for CCIS)
- I. Check-up whether Memo's are given to the I.Os. in respect of non-receipt of Integrated Investigation Forms by the Unit Officer.

CRIME CARD

1. Name of Police Station.
2. Crime Number and Section.
3. Date and time of occurrence (Note particularly whether by day or night)
4. Village of occurrence, distance and direction from police station. (Note street name in the case of town).
5. Description of the scene. (In the case of building, note its nature, such as dwelling house, shop, temple, etc).
6. Nature and value of each item of property lost and total value.
7. Nature and value of each item of property Recovered and total value.

(REVERSE)

8. Brief facts of the case explaining MO details not given under items 5 and 6.
9. Name and address of offender's if suspected, known or arrested. If stranger, give description.
10. Dates of receipt and enquiry (to be filled by receiving police stations).
11. Remarks.

Station House Officer.

Date:

.....Station.

FORM – II (Condt.)

Motive of Crime:.....

Description of physical evidence collected from the scene of crime (for the property recovered/seized for the purpose of Investigation). Attach separate sheet, if necessary.

1. Witness Name..... Signature.....

Address:.....

2. Witness. Name.....Signature.....

Address:.....

6. Details of properties Stolen/Involved (Use appropriate prescribed form (s) and attach):

7. Date and time of visit of the place of occurrence:

Date:.....Time:.....

8. D.escription of the place of occurrence:

FORM – II (Condt.)

- 9. Sketch/Map of the place of occurrence (Attach Sketch/Map with legends separately, if needed, if to scale. Indicate so. May be certified and signed by witnesses, if required):

Place:.....

Signature of the Investigating Officer

Name.....

Rank:.....No.....

WEEKLY STATION CRIME REPORT REGARDING PROGRESS OF CASE FOR THE WEEK ENDING.....

Name of Station :

Crime No.	Section of law	Value and details of property lost	Value and details of property recovered	Name and addresses of offenders (i) if arrested write (+) against each name and show place and date of arrest. (2) If absconding write (-) against each name (3) If convicted give conviction particulars (4) If offender is an ex-convict furnish MO details and particulars of previous convictions.	Name, addresses and descriptive particulars of persons reasonably suspected with reasons for suspicion.	C. and O. sheet page number (to be filled by the Bureau).	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

N.B. :- This should contain information not only in respect of cases reported during the week but also in respect of cases of previous weeks in which offenders came to light.

PROBABLE DATES OF RELEASE OF ALL HISTORY SHEETED PERSONS INCLUDING DOSSIER CRIMINALS. DURING THE WEEK ENDING AND LIKELY TO BE RELEASED IN NEXT FOUR WEEKS.

Name of Station :

Sl.No.	Name and father's name with aliases, village and police station.	Station. Crime No. and Section in which convicted.	Modus Operandi details.	Sphere of operation.	H.S. No. and Dossier No., if a Dossier Criminal.	Probable date of release (allowing for remission).	Actual date of release	REMARKS.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

REPORT OF THE ARREST OF A STRANGER OR A HISTORY SHEETED PERSON UNDER SUSPICIOUS CIRCUMSTANCES OR IN A SPECIFIC CRIME

	(1)	Name and father's name with aliases as given by the arrested person
	(2)	Crime No. and Section and date of arrest.
	(3)	Occupation as given by the arrested person
	(4)	Names and addresses of closely related persons as given by the arrested persons
	(5)	Names and addresses of respectable persons as given by the arrested person
	(6)	Previous convictions, if any, as given by the arrested person
	(7)	Age, Height and other descriptive particulars
	(8)	Any other useful information to establish his identity.
	(9)	Nature and value of each item of property seized with full descriptive particulars.
	(10)	Account of his movement as given by him
	(11)	The result of interrogation in regard to his complicity in any crime.

ARREST/COURT SURRENDER FORM
(Separate Memo for Each accused)

1. *Dist. *P.S. *Year..... FIR No.....
 Proceeding No..... GD No..... *Date.....
 *Alphanumeric Code of the Accused.....(Write A1 to A9 for the first 9 persons.
 B1 for 10th person and so on)
2. Date, Time & Place of Arrest/Surrender: *Date..... Time..... GD.No.....
 Place of Arrest:..... PS.....*Dist.....
3. Name of the Court (if surrendered):.....
4. *Acts and Sections:.....
5. *Arrested and forwarded/Arrested and released on bail or PR bond/Arrested but
 released on anticipatory bail/Arrested and remanded to police custody/Surrendered in
 court and bailed out/Surrendered in court and sent to judicial custody / Surrendered
 in court and remanded to police custody (tick ' ' applicable portion).
6. Particulars of the Accused:
 - (i) Name.....
 - (ii) *Father's/Husband's/Guardian Name.....
 - (iii) *First Alias:.....
 - (iv) *Second Alias:.....
 - (v) *Nationality:.....(vi) (a) *Voter Id. Card No.....
 *(b) Passport No.....(c) *Date of issue..... (d) *Place of issue.....
 - (vii) *Religion..... (viii) *Caste/Tribe.....
 - (ix) *S.C./S.T/OBC..... (x) *Occupation.....
 - (xi) *Permanent address:.....
 Dist..... P.S.....
 - (xii) *Present Address.....
 Dist..... P.S.....

7. Injuries, causes of injuries and physical condition of the accused person (indicate if medically examined).

8. The accused, after being informed of the grounds of arrest and his legal rights, was duly taken into custody on - - - - -
 (date) at..... (hours) at..... (place)

The following article(s) was/were found on physical search, conducted on the person of the accused, and were taken into possession for which a receipt was given to the accused.**

- 1..... 2.....
 3..... 4.....
 5..... 6.....

Necessary wearing apparels were left on the accused for the sake of human dignity and body protection.

The accused was cautioned to keep himself/herself covered for purpose of identification. Intimation given to (name) (Relationship)

**If no article found 'NIL' may be indicated in the blank space provided:

9. Physical features, deformities and other details of accused:

*Sex	*Date/Year of Birth	*Build	*Height in cms	*Complexion	*Identification Mark(s)
1	2	3	4	5	6

(For Modus Operandi Offences only)

*Deformities/peculiarities	*Teeth	*Hair	*Eyes	*Habit(s)	*Dress Habits
7	8	9	10	11	12

*Languages/ Dialect	P L A C E O F				
	*Burn Mark	*Leucoderma	*Mole	*Scar	*Tattoo
13	14	15	16	17	18

* Other Features (1).....

10. Whether finger-print taken or not?

11. Socio-economic profile of the accused showing:

(a) *Living Status: Living alone/Living with family / with associate in Pucca House/
Hotel/Hostel/Kachcha House/Thatched House/Slum/Homeless/Harbourer

(b) *Educational qualification(s):.....

(c) *Occupation:.....

(d) *Income Group (tick)

- (i) BPL
- (ii) Middle Income Group
- (iii) High Income Group

12. Whether the accused person, as per the observations and known police records:

- * (a) Is dangerous : Yes/No
- * (b) Previously escaped any bail : Yes/No
- * (c) Is generally armed : Yes/No
- * (d) Operates with accomplices : Yes/No
- * (e) Has past criminal record : Yes/No
- * (f) Is recidivist : Yes/No
- * (g) Is likely to escape bail : Yes/No
- * (h) If released on bail, likely to commit
crime or threaten victims/witnesses : Yes/No
- * (i) Is wanted in any other case : Yes/No

(If Yes give case ref./Sec.)

13. Name and Address of the witnesses

Signature

(Atleast one witness is necessary)

1.

2.

14. Signature or LTI of the Arrested Person.

Signature of the investigating Officer with:

Name.....

Rank.....

Number, if any:.....

Place:.....

Date:.....

CONVICTION MEMORANDUM

(To be retained in station).

1. Name : (To be despatched to the Finger Print Bureau through the Superintendent of Police).

2. Father's Name. :

3. Crime Number and Section. : 1. Name

4. Date of Despatch. : 2. Father's Name

Station. : 3. Caste

: 4. Age

: 5. Residence Village

Station House Officer : Police Station

District

: 6. Present Conviction Station Cr. No.

Section

Court, CC No.

And date.

: 7. Previous convictions.

FORM - VII (Contd.)

General Description – Age, Height, Peculiarity of Speech, Gait, any Malformation, Loss of any Limb, Eye or Tooth.

Permanent and conspicuous marks and scars.

1. Whether likely to commit crime outside station limits (say Yes or No)
2. Whether to be shadowed on release (say Yes or No)

Station House Officer

Order of Superintendent of Police Retain

Destroy.

Finger Prints. P.R./S.

The man's convict No is of Jail

Finger Prints taken on.....

At.....

Signature of Finger Print Officer at Jail

The Finger Print slip sent with this memorandum has been assigned Finger Print Bureau Serial No.....

Officer-in-Charge, Finger Print Bureau.

RESULT OF APPEAL FORM

*IN THE COURT OF.....

1. Dist.....P.S,YearFIR No./Proceeding No.....*Date.....
2. Charge Sheet No..... Date.....3. *Judicial File/Court Cases No.....
4. *Appellant Party.....State/Accused/Complainant.....
5. *Appeal No..... 6. *Date of Appeal.....7. *Date of Judgment.....
8. *Particulars of the results of Appeal in respect of the Adult Accused Persons:

Sl. No.	Name of the Accused	Provisional Criminal No.	Regular Criminal No.	Acts & Sections of Law under which convicted	Result of Appeal	Type of Punishment	Period of Punishment	Amount of Fine	Period of Bond	Amount of Bond
1	2	3	4	5	6	7	8	9	10	11

The columns showing “Acts and Sections of Law” onward should be filled up only in case when there is change in punishment in case of conviction or when acquittal is set aside, both in respect of adults and juveniles.

FORM – VIII A (Condt.)

Particulars of the results of appeal in respect of Juveniles:

Sl. No.	Name of the Accused	Provisional Criminal No.	Regular Criminal No.	Acts & Section of Law under which convicted	Result of Appeal	Type of Punishment	Period of Detention / Care	Amount of fine	Name & Address of the Special Home/Juvenile Home/Observation House to which sent
1	2	3	4	5	6	7	8	9	10

10. Any Notable observations of the Appellate Court on the Investigation/Prosecution/Lower Courts

11. Other Comments/Strictures passed by the Court.

12. Remarks, particularly in regard to further appeal, if any.

Signature and.....

Name of the Court Inspector.....
 Preparing the Memo.

REPORT ON THE CURRENT DOINGS OF DOSSIER CRIMINALS

Station.

For the quarter ending

S.No.	D.C.No.	Name with Aliases	Details of Current doings (Note whether Present throughout the quarter or absent at any period, whether suspected or arrested in any case, whether sent for Jail and, if so, conviction particulars, Whether absent and, if so, from what date And whether released from jail with date. A BC's absence other than for going out of View, if unaccounted for, should be Reported).
(1)	(2)	(3)	(4)

COVER SHEET FOR DOSSIER

SIKKIM POLICE MONAGRAM

DOSSIER No.....

1. Name of Police Station where a :
History Sheet is maintained and :
Its number. :
.....

2.
Name.....

3. Father's /Husband's
Name.....

4. Village of
residence.....

5. Date of opening
Dossier.....

6. Names of Crime Bureaux where :
also a Dossier is maintained for :
this person, together with its num- :
ber at each of those Bureaux. :.....

7. Date of closing Dossier.
.....

(For special instructions for filling in particular headings
of the Dossier, see inside cover)

FORM - X B

COVER SHEET FOR HISTORY SHEET

SIKKIM POLICE MONOGRAM

HISTORY SHEET

1. History Sheet No.....
2. Dossier No. (if any).....
3. Police Station.....
4. Name.....
5. Father's/Husband's Name.....
6. Village of residence.....
7. K.D./Suspect.....
8. Date of opening History Sheet.....
9. Date of expiry of History Sheet.....
(to be noted in pencil)
10. Date of closing History Sheet.....

NOTE: (1) Delete what is not applicable.

(2) For special instructions for filling in particular headings of the History Sheet, see inside cover.

FORM: X (B) (Condt.)

**(Instructions for filling in particular headings of a History Sheet/Dossier.)
(To be printed on inside cover)**

- NOTE:- Almost all the headings are obvious and no special instruction is necessary to fill them in correctly. However, from experience, it is noticed that mistakes are often committed in filling in certain headings and, it is in respect of these, the following instructions are given.
- ITEM: 7. Class of offender. while noting the modus operandi, symbols like I, II-A, etc must not be used. MO classification, as given, should be noted. Besides this, details of MO, even though they be minor, should be noted. This is necessary, because the broad classification of MO may be the same for two criminals, but in minor details they would differ, and these details are the ones that determine the individuality of the criminal. Full modus operandi details of each of the cases in which the criminal is convicted with the nature and value of property stolen should be given. These cases should be the same as those given in item 16.
- ITEM: 9. Relatives. When the History Sheet is first prepared, the Station House Officer should visit the village of the criminal/suspect, get all the details of his relatives and note them. The entries so made should be verified from time to time. When any new relationship is contracted, e.g. by the marriage of his daughter, the particulars of the new relations should be noted. When any relative dies, his name should be scored out neatly in red ink and the work "DEAD" noted against his name.
- ITEM: 10. Associates, Same instructions as for item.9.
- ITEM: 15. Particulars of cases in which definitely suspected, with clear reason for suspicion, and miscellaneous information useful for a security case. Suspicion should be definite and reasonable. The miscellaneous information should be noted on the reverse of Sheet 6.
- ITEM: 16. Particulars of convictions and of cases in which acquitted, discharged (including compounded cases). MO classification as given should be noted in respect of each case. The entries under this head should be compared with those under item 7 to see if all cases under this item find a place under item 7.

FORM - X C

HISTORY SHEET

SHEET - 1

1. Name and aliases.
2. Father's Name/Husband's name
3. Caste
4. Trade of Profession
5. (a) Native place (district and Police Station).
(b) Identifying witnesses (two or three), their fathers and address.
6. (a) Place of residence, with dates and periods.
(b) Places visited with dates and periods.
7. Class of offender. (Append notes showing MO details, means of transport used, kind of property stolen, etc., in all cases in which any such features are distinctive).

SHEET - 2

8. Description (Delete what is not applicable). If nothing extreme Under the head, delete all sub heads. Underline any very distinctive point.

Also refer to list of physical peculiarities and Criminal Characteristics as given under the Sikkim Police Manual while filling this sheet.

Height : (which may be classified as tall 5',8" and above, medium 5',4", short 5',2" and very short Below.5).

Build : Thin, Medium, Fat

Hair : Colour-Black, Brown, Greying, Grey, Curly (no note about straight hair) Baldness
– Frontal, rear

Fore-head. : Broad, Narrow, Wrinkles (Horizontal, Vertical)

Eye brows : Arched, Straight, joined, Thin, Thick, Bushy.

Eyes : Black, Brown, Blue, Small, Large, Sunken, Special peculiarities (Squint, Blood-shot, one eyed blind artificial).

FORM: X C (Condt.)

- Nose - Snub, Pointed.
- Nostrils - Wide, Narrow, Straight, curved (Parrot like), Sunken at the root, special peculiarities.
- Ears - Large, Medium, Small, Bobe, Large, Small, Hanging, Pierced, Special peculiarities (Harry).
- Lips - Thick, Thin, Hare lips, Protruding Upper lip.
- Teeth - Small, large, Protruding, Over lapping Special peculiarities, Missing, Gold Pointed, Silver Pointed.
- Chin - Double, Dimpled, Square, Pointed.
- Face - Square, Ovel, Round, Prominent, Check-bones, prominent Jaw, Flabery-check, Sunken-cheek, Pock-pitted.
- Moustaches - Complexion – Fair, Wheet, Brown, Black
- Beard
- Leg - Bow legged, Knock-kneed
- Feet - Flat foot, toe missing, extra toe, special peculiarities
- Speech - Stammer, Nasal, Feminine, Fast
- Deformities - Hunchback, stopping, Lameness, Pot and other Peculiarities: belled, six fingers.

SHEET - 3

9. Relatives (those he is likely to visit to be underlined or starred.)

Name and relationship	Residence, Police Station.	Occupation	Reference to History, if Any.
-----------------------	----------------------------	------------	-------------------------------

10. Associates (those he is likely to visit to be underlined or starred)

Name, father's Name and caste	Residence, Police Station	Occupation.	Nature of association and reference to History, if any.
-------------------------------	---------------------------	-------------	---

FORM - X C (Condt.)

SHEET - 4

11. Exact information regarding known methods of disposal of stolen property (cite cases) and names and residence of receiver.

SHEET - 5

12. Particulars of past arrests, when and where, and by whom harboured.
13. Localities in which he has committed crime (Specify any favourite locality and cite offences committed in particular localities).
14. History (how he became criminal, etc).

SHEET - 6

15. Particulars of cases in which definitely suspected with clear reasons for suspicion, and miscellaneous information useful for a security case.

Section, modus Operandi and G.I.F.No.	District, Station and Crime number	Kind of property	Summary
---------------------------------------	------------------------------------	------------------	---------

SHEET - 7

16. Particulars of convictions and cases in which acquitted, or discharged (including compounded cases).

Section M.O. and G.I.G. number	Station and Crime number	Kind and value of property		Court, C.C. number, date and sentence	F.P. Bureau serial number and date ; identifying witnesses; jail number date of release and return.
		Lost	Recovered		

FORM - X C (Condt.)

SHEET - 8

17. Current doings.

SHEET - 9

18. Photograph sheet

Profile right

Profile left.

Full length.

Full face

Head and shoulders.

Close up photographs of physical peculiarities with descriptions.

**REGISTER SHOWING THE DOSSIER CRIMINALS OF THE BUREAU /
K.Ds AND SUSPECTS IN THE POLICE STATION OF THE.....DISTRICT.**

Sl. No.	Name and Father's Name and aliases.	Village and Police Station (if outside the dist, Give name of district)	Date of opening the dossier with reference number	Remarks
(1)	(2)	(3)	(4)	(5)

PARTICULARS OF HISTORY-SHEETED PERSONS WHO HAVE BEEN OUT OF VIEW BUT NOT WANTED IN ANY CASE

Name of Station :

Name and father's name with aliases, and History Sheet Number.	Date from which absent (out of view)	Age, height, and physical or other peculiarities helpful for identification	Modus Operandi details. (Give nature of the building, the kind of property he is addicted to steal and other details).	Places of relations, associates and other places likely to visit.	Sphere of operation	Any other useful information to establish his identity.	Remarks :
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

NAME INDEX OF DOSSIER CRIMINALS

D.C. No. of the District.	D.C. Nos. of other districts	Residence	Modus Operandi (Give all M.Os.) any speciality in M.O. should be noted in detail.
(1)	(2)	(3)	(4)

Name with aliases and Father's Name: Sample entry : Naresh, Narre S/o. Prakash.

MODUS OPERANDI INDEX

D.C. Number of the district ----- (1)	D.C. Nos. of other districts ----- (2)	Name with aliases ----- (3)	Village, Station, (Give name of district, if outside the district.) ----- (4)	Sphere of operation ----- (5)	Full M.O. details and criminal characteristics. ----- (6)
D.C.22	D.C.39. West D.C. North	Naresh Chettri @ Narre	Ranka Sadar East	1.Sadar Police Station 2.Soreng Police Station West Dist. 3. Mangan, North Dist.	House; rich house breaking open front door with khukuri; armed with khukuri, sticks and knives; forcibly snatching jewels from women folk;; exploding detonators to scare away villagers. Speaking Nepali, dressed in Khaki shorts and no shirts or banians.

Modus Operandi (write the Crime classification) Sample entry : Lock I breaking lock or fastening.

INDEX OF PHYSICAL PECULIARITIES AND CRIMINAL, CHARACTERISTICS

D.C. No. of the district ----- (1)	D.C. No. of other Districts. ----- (2)	Name with aliases ----- (3)	Village & station, (Give name of district, if outside the district). ----- (4)	Particulars of physical peculiarities of criminal characteristics. ----- (5)	Sphere of Operation. ----- (6)

Physical peculiarity or criminal characteristics (Note the main head as given) Sample entry:
Chin-doubled.

UNTRACED IDENTIFIABLE PROPERTY INDEX

Station, Crime No., Section of Law.	Reference to the crime and occurrence sheet	Full description of the property	Value
(1)	(2)	(3)	(4)

Untraced identifiable property (note the heading).

Sample entry : Ear-rings – Gold.

MONTHLY RETURN OF SUICIDES FROM SHO_s TO DISTRICT CRIME BUREAU.

Name of Circle.	Number.
I. Classified under Sex and Age.	
<ol style="list-style-type: none">1. Number of suicides by men2. Number of suicides by women3. Number of suicides by male children under 16 years of age4. Number of suicides by female children under 16 years of age.	
II. Classified according to causes.	
<ol style="list-style-type: none">1. Poverty2. Sickness.3. Family disputes4. Neglect of or misconduct of wife or husband5. Love affairs6. Failure in Examination7. Murder or other grave charges8. Other causes.	
III. Classified according to methods.	
<ol style="list-style-type: none">1. Drowning2. Hanging3. Poisoning4. Lying or falling in front of trains5. Burning6. Use of fire-arms7. Use of weapons other than fire-arms8. Electrocutation9. Other methods.	

Remarks :

(Full details of important cases should be mentioned. Any special method adopted in the commission of suicide must be given. This must be noted in a few lines, noting also the crime numbers)

REGISTER OF SUICIDES
(To be maintained in District Crime Bureau)

Classified under sex and age.					Classified according to causes								Classified according to methods.							REMARKS		
Police Station	Number of suicides by Men	Number of suicides by Women	Number of suicides by Male Children under 16 years of age	Number of suicides by Female Children under 16 years of age	Poverty	Sickness	Family disputes	Neglect of or misconduct of Wife or Husband	Love affairs	Failure in examination	Murder or other grave charges	Other causes	Drowning	Hanging	Poisoning	Lying or falling in front of trains	Burning	Use of Fire-arms	Use of weapons other than Fire-arms	Electrocution	Other methods	(Full details of important cases should be mentioned. Any special method adopted in the commission of suicide must be given. This must be noted in a few lines, noting also the crime number)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23

Singtam PS
C - Circle

--
--

Total for the District for the Month.

Total for the District for the year upto the end of last Month

Total for the District for the year upto the end of the current Month

MONTHLY STATEMENT OF CASE PROGRESS

No .of cases of the previous years pending disposal at the beginning of the current year.	OF THOSE IN COLUMN ONE								No.of cases reported during the current year from 1st January upto the end of the Month under review (excluding cases dealt with regards under section 157(l)(b) Cr.P.C.	OF THOSE IN COLUMN TEN								Total No.of cases including those of the previous year pending trial (column 7 plus column 15)	IN 19 of those		of Those in Cols 9 & 18.	
	Convicted	Discharged or acquitted	Compounded	Referred as undetectable	Total of columns 2,3,4 and 5	(*)	Pending Trial	Under Investigation		Convicted	Discharged or acquitted	Compounded	Referred as undetectable	Total of columns 11, 12, 13 and 14.	(*)	Pending Trial	Under Investigation		Pending trial, over 12 months	Under Investigation over 6 months	Remarks	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	

N.B.- A note should be appended regarding discharge or acquittal of grave cases giving reasons therefore, Specific mention should be made whether the failure of the case was due to defective investigation.

- Headings for Cols. (7) and (16) – referred as False, Mistake of fact or mistake of law.

MONTHLY STATEMENT OF CRIME FOR THE MONTH OF.....

Crimes	FIGURES FOR THE CURRENT YEAR							CORRESPONDING FIGURES FOR THE PREVIOUS YEAR							Remarks		
				of the cases in Column 4.							of the cases in Column 12						
	Reported in the Month under review (excluding false cases)	Reported in the previous Month (excluding false cases)	Reported upto the end of the Month under review from 1st January (excluding false cases)	Charged	Convicted	Discharged or acquitted	Referred as undetectable	Compounded	Reported in the Month under review (excluding false cases)	Reported in the previous Month (excluding false cases)	Reported upto the end of the Month under review from 1st January (excluding false cases)	Charged	Convicted	Discharged or acquitted		Referred as undetectable	Compounded
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)

Murder,
Culpable Homicide not amounting to murder.
Dacoity, Robbery
House-Breakings (by Day) including attempts.
House-Breakings (by Night) including.

FORM - XX – (Contd).

(1)	(2)	(3)	(4)	(6)	(5)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)

Ing attempts.
 Thefts other than
 Cattle thefts
 Cattle thefts.
 Rioting, Kidnapping and Abduction.
 Cheating
 Breach of trust.
 Offences relating to
 Coin, Currency and
 Bank, Notes.
 Administering of
 Stupefying Drugs.
 Other cognizable
 Cases under the
 I.P.C.

Grand Total :

FORM – XX (Contd.)

THEFTS OF ALL KINDS OTHER THAN CATTLE THEFTS FOR THE MONTH

OF.....

COLUMNS SAME AS IN THE MONTHLY STATEMENT OF CRIME

(1) (2) (3) (4) (5) (6) (7) (8) (9) (10) (11) (12) (13) (14) (15) (16) (17) (18)

Copper wire.

Motor Vehicles & Accessories

Fire-arms

Explosives.

Other types.

Total

FORM - XX (Contd).

**INFORMATION AS TO THE WORKING OF THE SECURITY SECTION AND OFFENCES
UNDER THE RESTRICTION OF HABITUAL OFFENDERS**

ACT FOR THE MONTH ENDING.....

Number of Person	In the current year upto the end of the month from 1st January.		Corresponding figures for the previous year	
	Locals	Non-locals	Locals	Non-locals.
1.	(a) Charged under Section 109 Cr.P.C.			
	(b) Bound over under Section 109 Cr.P.C.			
2.	(a) Charged under Section 110 Cr.P.C.			
	(b) Bound over under Section 110 Cr.P.C.			
3.	(a) Charged under Section 107 Cr.P.C.			
	(b) Bound over under Section 107 Cr.P.C.			
4.	(a) Charged under Section 106 Cr.P.C.			
	(b) Bound over under Section 106 Cr.P.C.			

MEMO FORM BOOK

<p>No. Dated</p> <p>To</p> <p>(To be retained by the sender)</p>	<p>No. District</p> <p>From <u>Circle</u> Station.</p> <p>MEMORANDUM</p> <p>(To be filed by recipient with office copy of the reply on the reverse)</p> <p>20 [of Police.</p> <p>On label outside : MEMO. FORM BOOK</p>	<p>No.</p> <p>REPLY</p> <p>(This portion only to be returned to the sender)</p> <p>20 .[</p>
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**QUARTERLY RETURN OF PHOTOGRAPHS TAKEN BY DISTRICT
CRIME BUREAU**

District	No. of Criminals Photographed during the previous quarter of the current year	No. of Criminals Photographed during the quarter under review	Total of Columns 2 and 3.	Balance of Criminals to be Photographed (This should include criminals of previous years who are yet to be Photographed).		
				Present	In Jail	O.V.
(1)	(2)	(3)	(4)	(5)	(6)	(7)

