

## **CHAPTER 5**

### **POLICE STATION RECORDS AND REGISTERS**

93-1. Crime records are an integral part of criminal intelligence system without which no police organization can function. It is therefore necessary that all information relating to all crimes, criminals, properties and methods of commission of crime is collected, recorded and used on a day-to-day basis. The complexities and new forms of crime, coupled with the advancement in information technology, transport and communications have given a new dimension to crime prevention and detection. Effective anti-crime strategy of the police needs up-to-date data on crime, criminals, properties and methods. The word properties should be understood in a wider sense not only to include stolen properties but also immovable properties, articles, weapons used etc. The crime, criminal information system as evolved by NCRB applied to local conditions and practices obtaining in the State should be the basis of all records, registers, and forms to be maintained. Hence, proper maintenance of police station records is a pre-requisite for the smooth functioning of a police station.

1. Crime-criminal information system aims at recording of all information regarding all crimes, criminals, properties involved, methods employed, disposals etc. to enable the police to prevent and detect offences and bring offenders to justice. It is particularly necessary in respect of the persons who have a tendency to repeat the same crime or some other crime. The system in its operation acts as a deterrence to potential and existing criminals from leading a life of crime. It helps in keeping track of criminals as also to know the antecedents of persons. It is, if properly maintained, a useful

and necessary tool as effective as any direct tools such as science and technology.

2. The criminal records indicated in this are to be maintained by all police stations. It is the duty of a SHO of police station to ensure that these records are kept safely, properly, up-to-date and do not deteriorate from mishandling, damp, vermin or other causes.
3. Every police station registered is required to be paged in English. No page should be torn out of a register. Any correction required to be made should be made by drawing a line through the mistake so as to leave the words erased and by writing the corrected words afterwards or in the margin. A piece of paper should not be pasted over a wrong entry/mistake. All entries should be neatly and clearly written and all the corrections should be attested by the signature of the officer making them.
4. The National Crime Code book circulated by NCRB and the Integrated Investigation Forms 1 to 8 devised by NCRB constitute the basis for maintenance of these records. The upkeep of the records either manually or in a computerized system is the primary responsibility of the police officers at all levels particularly the SHOs.
5. The records should be maintained in the proforma devised for the purpose using the software and loaded into the computer systems. The backup arrangements should be ensured. Constant updating of the records should be done. The records indicated below should be maintained manually until such time the entire

CIS data is safely stored in appropriate computer systems in the State. The officers in charge of the records should however enter the data in the computer system provided to them while maintaining the important records manually.

94-1 Police station shall maintain following records and register.

General Diary:

- (i) This is one of the important records of the police station. A general diary will be maintained in every police stations and outpost in Form . The SHO is responsible for its up-to-date and accurate maintenance. In his absence one of the Sub-Inspectors of police stations present or ASI or general duty head constable will be the in-charge of the General Diary.
- (ii) A certificate to the effect that General diary contents 200 pages will be affixed by SHO on general diary before it is commenced.
- (iii) This register shall be maintained in duplicate by means of carbon copying process. There shall be two copies. The original will remain in the police station and the carbon copy shall be sent to sub-divisional police officer in charge of the sub-division.
- (iv) The opening entry of each day shall give the name of each person in custody, the offence of which he is accused and the date and hour of his arrest. The last entry of each day shall show the balance of cash in hand as shown in the cash register.
- (v) The General diaries may be destroyed five years after the date of last entry, after express permission from the Superintendent of Police of the District.
- (vi) The following instructions are issued for the maintenance of

### General Diary:

- A. At 0800 hours, the Inspector or Sub-Inspector who is the SHO shall close the previous day's general diary and open the general diary for the day.
- B. He shall scrutinize personally the cashbook, certify to their correctness.
- C. He shall examine the vehicle(s), the POL, communication equipments, telephones, fax, and other equipments and record the maintenance details and damages if any. He should countersign the vehicle log books daily.
- D. He shall scrutinize the diaries of each beat and note in the station GD any important matter requiring attention.
- E. He shall leave specific instructions for the next 24 hours in the general diary and also where necessary, in the diaries of any beat or the outpost.
- F. When detailing HCs and PCs for any duty, he should specify the time of their departure and return to the station after assessing the time required for the duty proposed to be performed.
- G. Whenever he goes out, he should record the duty on which and the place to which he is proceeding, and hand over charge of the GD to the SI or ASI or GD HC as the case may be.
- H. When the SHO goes out on any work including court work, he should, after completing the work, return to the station and record in the general diary, the work turned out by him. Whenever the SHO goes out, he should see that his absence

from the station is to the barest minimum, a necessity to ensure efficiency and discipline in the staff.

- I. HCs or PCs sent outside the town on duty should be issued with a command certificate under the SHO's own signature, specifying the work he is to perform and the hour at which and date on which he is to return.
  - J. Whenever the SHO returns to the station, he should take follow up action as per entries made in the general diary or beat diaries and record the fact of his having done so therein.
  - K. The days, on which the SHO does not propose to check night patrols, he should direct, through an entry in the station general diary, the next in command to carry out the check.
- (vii) The following matters shall be entered in the station diary apart from the above:
- (a) The taking and handing over of charge by the officers maintaining the Diary.
  - (b) The name of accused person with the details including whether in custody or remand.
  - (c) Information regarding commission of non-cognizable offences including reports of enmities likely to lead to the breach of peace.
  - (d) The Gist of FIR giving the number of FIR, gist of offence and section of law under which the case is registered.
  - (e) The effecting of searches
  - (f) The seizure of property suo-motto or u/s 93 Cr.P.C and its disposal.
  - (g) The effecting of arrests with or without warrants and the disposal of the arrested persons.

- (h) The receipt and manner of execution of Magistrate's order u/s 154, 156 and 159 Cr.P.C and section 17 of the P.C Act, 1988.
- (i) Every officer returning from any investigation shall record his arrival regarding the investigation made, places visited, the details property seized and deposited in malkhana.
- (j) All case property received or released from police station malkhana.
- (k) All arrivals and dispatches from police stations of persons in custody and all admissions to and removal from police station lockup, whether temporary or otherwise.
- (l) It is mandatory for SHO to check the malkhana and properties therein twice a week and make a report of the same on the day after checking.

(viii) Checking of General Diaries

The SDPO concerned is responsible for scrutiny of general diaries. This is an instrument of information, record of work and events as well as of supervision. Bearing this in mind the SDPO may make use of it to communicate his instructions and comments through the Diary. He should in case of any instructions, return the remarked diary in original to the SHO for his compliance and reply. After the scrutiny, the diaries should be filed in his office by the SDPO and sent to the District Police Office on the 20<sup>th</sup> of every month for record. Inspecting Officers should go through the general diaries; see whether the scrutiny exercised by the SDPO has served its purpose.

**95. First Information Book**

- a. The first information report register shall be maintained on a printed book in prescribed Form No. .... consisting of 200 pages. It shall be completely filled before a new register is commenced. Cases shall bear an annual serial number in each police station for each calendar year. Every four pages of the register shall be numbered with the same number and shall be written at the same time by means of carbon copying process.
- b. The FIR in original shall be sent to the magistrate having jurisdiction without delay. One copy of the FIR will be retained in the station and one copy will be sent to SDPO and SP each. One copy of FIR shall invariably be given to complainant free of cost, even if complainant does not ask for it.
- c. If by mistake wrong entry in the body of FIR is made, then the said number of FIR should be cancelled and FIR should be printed on the separate copy.
- d. A warning stating therein that 'burking or writing in correct report is an offence punishable under sec 218 IPC' shall be affixed to the cover of every FIR book before bringing it to use.

### **Note books - contents**

- 96-1.** The note books of Inspectors, Sub-Inspectors, Assitant Sub-Inspector and Head Constables shall contain a record of investigation, an account of the duties performed and places visited daily, any information gathered regarding crime, bad characters, breaches of peace and other matters of importance.

Head Constables in charge of beats are required to enter a full account of their work and that of Constables of the beat in his team or any special duty performed by him or them.

### **Custody of note books**

1. Note books of Head Constables shall be kept in the station under lock and key in-charge of the Sub-Inspector or ASI. They will be handed over to them when they go out on duty and received back on their return. Note books of the station staff, when full or no longer in use, shall be kept in the station under the personal charge of the Station House Officer for a calendar year and then destroyed. Officers of and above the rank of Head Constables when transferred from a station shall leave their current note books behind.

### **Arrest Report**

97. An arrest report (Form ) shall be sent in all cases of arrest by police or handed over to Police custody by any other agency. It need not be sent when persons arrested by officers of the Customs and Excise Departments are brought to the Police Station. Instructions in the Chapter on arrest particularly in Chapter should be thoroughly read and complied with in making entries in this Report.

98. Arrest Register

The register shall contain a daily list of all persons under arrest in the police station in form ..... along with following details.

- (a) Name & Address of arrestee.
- (b) Time & Date of arrest.
- (c) Legal provisions under which arrest were made.
- (d) Identification of the arrestee.
- (e) Time of medical examination.
- (f) Time of intimation to the relatives/friends.
- (g) Name and batch no. of the officer who arrested him.
- (h) Time of production before Magistrate.
- (i) Time of intimation of arrest to the police control room.
- (j) Present status and remand.

### **Government Property Register**

99. All items of Government property issued to the station including furniture, books, transport, wireless, communication and other equipment, and various other items should be entered in this register. (Form .....) The up-keep of all the property items issued shall be the responsibility of the SHO. He should also ensure the maintenance particularly of the transport and communication equipment apart from ensuring their security. The inspecting officers should check every item and fix responsibility for shortages or misuse if any.

### **Receipt/Dispatch Register (Register of correspondence)**

**100.** All references received in the police stations should be entered in the receipt/dispatch register in the form prescribed indicating the mode, time and the date. Similarly all papers sent out should also be referenced and entered in the dispatch register indicating the method of dispatch. Both the registers should be scrutinized by the SHO to ensure that the receipt and dispatch of all communications is reflected in the registers.

### **Message Book**

- 101.** Police station receives several messages by telephone, wireless, fax or by any other means. All messages received particularly on telephone should be entered verbatim in the prescribed register and a message made out and placed before the SHO. The name of the officer who is sending the message, reference number if any, address, telephone number of the sender and the name of the officer who received the message should be clearly indicated in this register. They should see the message book every day to ensure that all telephone messages are truly reflected. The messages sent out on telephone from the police station should also be noted in the message register. The copy of the message sent out should be kept for record in the concerned file after the message is noted in the message book.

### **Sentry Relief Book**

- 102.** The Sentry Relief Book (Form ) in a police station shall be maintained for the Constables deputed on station watch or guard duty by day or night. The Sentry Relief Book should be maintained in Outposts also regularly noting therein the reliefs of Constables on Outpost watch duty even if regular guard is not mounted. Entry of reliefs, should, however, be made in the outpost general diary and such an entry should be signed by both the relieving and the relieved Constables.

### **Process Register**

- 103-1. Two registers one for summon and other for warrants separately for processes in form ..... and form ..... shall be maintained in each police station. All processes received from courts for service or execution, as the case may be, and the disposal of such processes should be entered in this register.
2. This register shall be maintained in the form of a ledger.
3. Every SDPO shall, as often as possible at least once in two months, visit personally the police station under his charge and check the process registers. They should ensure the comparison of the process registers with the registers of the concerned Magistrate's court by SHO, check the entries and report any serious delays or omissions to the SP.
4. Unexecuted process shall be brought forward in the register at the beginning of the month.
5. All non-bailable warrants issued at the instance of other departments should be executed by the police with the assistance of departmental officials to identify the accused.
6. *Monthly abstract.* At the end of the month, an abstract in Form shall be entered in the register.
7. At the half yearly meetings, the Superintendent of police should examine the question of warrants remaining unexecuted at the Stations/Units and discuss it with the SHOs.
8. *Return of arrest warrants.* Warrants of arrest shall be entered in the register of the station in which they are first received.

They shall not be transferred to another station without the orders of the SDPO. Similarly non-bailable warrants of arrest shall only be returned under the orders of SDPO.

1. All processes issued by the High Court or Court of Session and thus entrusted to the police should also be entered in the register.

### **Petty Case Register/Non FIR Case Register**

**104-** A register in Form shall be maintained for entering cases under special and local laws including the Police Acts, where complaint procedure without FIR is prescribed. Complaint in such cases is written in the same proforma. The register should be kept at the station and destroyed after three years.

### **Cognizable Cases Register**

A register in form shall be maintained for all cognizable cases reported in the Police station. Similar register shall also be maintained in the office of SP . Any subsequent changes in the details initially entered therein shall also be effect under the relevant columns therein as soon as such changes occur. Column 8 shall be filled in with the remarks “charge-sheeted”, ‘final-reported’ or “transferred to CB-CID’, etc. as the case may be.

### **Non-Cognizable Cases Register**

105. A register in Form shall be maintained for all non-cognizable cases reported in the police station. This register is maintain in accordance with section 155 CrPc which prohibits the police to

investigate and non-cognizable offence unless authorized by the Magistrate to investigate such an offence. On receipt of information about a non-cognizable offence, the SHO shall record the information in the non-cognizable register and advise the complainant to seek redress in a Court of Law. The report so recorded will be read over to him and got signed. A copy of a report shall be given to the complainant.

### **Command Certificate**

- 106-1.** Head Constables and Constables leaving the station on duty or leave or attending hospital for treatment must take command certificate in Form        except those who attend as outpatients while continuing to do their duty.
  
2. All subordinate police officers proceeding on special duty outside the State shall be provided with a command certificate in Form        signed by the Superintendent of Police or if the circumstances do not allow of delay, by the deputing officer on behalf of the Superintendent, who shall be informed of the issue provided that, where reciprocity exists between the Superintendents on either side of the State border, no such issue of command certificate need be made but it is desirable that an officer proceeding to another place always carries his identity card and specific duty authorization signed by the SHO. On return from duty a report shall be submitted of the work done including the police officers or others who were contacted.
  
3. A Station House Officer issuing a command certificate to a Head Constable or Constable of another station should intimate the fact to the SHO of the station to which the Police Officer belongs.

4. It must be made clear to every Head Constable and Constable that every absence of his from the station whether on duty or leave or due to illness should be covered by a command certificate.
5. In-patients in hospital should not leave the hospital without the permission of the medical officer. A Police Officer absenting himself from hospital is liable to punishment as absence without leave.

**Check Register of (BCs) and Suspects, Organised gang members and leaders and other History Sheeted persons**

107-1. A register in Form        should be maintained in all stations and out-posts to check the movements of all suspects. The names of notorious rowdies and all other history sheeted persons shall also be entered in this register. The bad characters who are in jail and not likely to be released during the year can be entered at one place in the opening pages of the register. The information in respect of bad characters who are present, out of view, or in jail but likely to be released during the year shall be entered every month. In the case of bad characters in jail, entries regarding the period of imprisonment and the probable dates of their release shall be made in the remarks column. The date of the expiry of the history sheet shall be noted in the remarks column against the name of each BC. The entries on each person should be entered on the basis of reports received from beat constables or on facts ascertained through personal enquiries by the SHO. The presence or absence of a person in the register will be noted by means of the symbol "P" or "A" with the date and hour of check, the number and name of the

constable who checked the person or the designation and name of the officer who checked him.

2. The names of criminals and suspects addicted to the commission of crime at night should be entered in red ink in the register. These persons should be checked during the night. The names of others should be entered in blue ink. Enquiries should be made in respect of all criminals during day. Associates of night criminals, though not known to have themselves operated during night, should also be shown in red ink or highlighted in red colour and checked during the night.
3. The names of persons who are members of organised crime gangs, terrorists, drug traffickers, habitual offenders, offenders of trafficking in children and women, habitual forest offenders and those known to commit offences against flora and fauna should be entered in the register and enquiries made. The result of enquiries and their current activities should be noted in the sheets.

### **Duty Roster**

- 108-1. A register in Form    should be maintained in all police stations.
2. The name and number of the beat, sensitive/hyper-sensitive villages therein and route villages should be written for each beat area in the relevant column of the Duty Roster. Each beat should be given name.
3. The name of beats should be entered first in the register with three horizontal columns for each beat shown as below:

Beat 1      Night  
                  Day  
                  Checking Officer

Beat II     Night  
                  Day  
                  Checking Officer

4. Other duties such as investigation, process service, village visiting, guards, escorts and messenger duties should be entered below the above entries. This will be followed by “Miscellaneous duties”. The exact nature of the miscellaneous duty on which a constable is deputed shall be indicated in the roster by a letter of the alphabet below his number. There should be a key on the first page of the roster to show what each letter stands for.

5. The Identity Number of the Police Officer, his name and his rank detailed for a particular duty should be mentioned below the date entry on which day such duty was performed. In the case of the Sub-Inspector and the Assistant Sub-Inspector, the entries below the relevant date entries will be “SI” and ASI” respectively.

6. The duty roster relates to all duties and not merely beat duties and shall be maintained by SHO or Station Writer. The SHO must attest the duty roster whenever he is at Headquarters after careful check of entries made in his absence.

### **Village Roster**

109-1 A register in Form      should be maintained in all police stations.

The names of all the villages in the jurisdiction, arranged alphabetically, hamlets being noted immediately below the village to which they are attached should be entered. A village is what is comprised in one Panchayat. The names of villages will be written in red ink and those of hamlets, which are part of same Panchayat in blue or black ink. The visits of a constable, head constable or the SHO on any duty to a village should be noted in the relevant column by marking the date on which the visit was made and the number and name of the constable or HC or the letters "SHOs" as the case may be.

### **Postage Register**

**110.** The Postage Register (Form ) shall contain the account of postage stamps.

### **Visiting Book**

**111.** Senior Officers of and above the rank of SDPO should record their inspection or visiting notes in the Visiting Book maintained for the purpose in Form in accordance with the questionnaire and guidelines prepared for visits and inspections (Annexure -1).

### **Village Crime Note book**

**112-1.** To facilitate the study of crime and criminals, the Village Crime Note book shall be maintained in five parts in all Police stations.

### **Part I - Crime: Occurrence and Classification Register (Crime Register)**

2-A. The Part-1 (Form ) of the Village Crime Notebook will be

known as crime register/crime occurrence and classification register. This register will be maintained in parts corresponding to the revenue blocks under the jurisdiction of a police station. A separate register shall be maintained for each revenue block or group of revenue blocks as decided by District SP. All true cases of crime coming under the classes of crime as shown in Order below, reported and registered in the police station including attempts to commit these offences, should be entered in this register, in the order of their occurrence chronologically, in the following manner.

- B. In making entries in this register, the classification given in the National Crime Code book should be followed. The major and minor heads referred to in the Crime Code book should be entered in column 1 of this register in addition to the other information relating to crime number, sections of law etc. The method as described in the National Crime Code book should be entered in column 8 of the register. The crime details which are ascertained after preliminary investigation and which are incorporated in the crime details Form should be entered in column 9 along with the other information. The details about the criminal or suspect should also conform to the Codebook while making entries in the columns relating to accused or suspect.
- 3.** The entries in this register should be made at every stage and the integrated investigation forms filled up by the IO and sent to the DCRB.
4. The nature of property stolen shall be detailed in column (6). If it is not a conventional property offence, the value or amount involved in cheating or misappropriation or fraud or organized

crime as the case may be has to be entered. In case of offences against persons, the value of property involved and description thereof shall be noted. It must be understood that all crimes involving property and all crimes against persons involving monetary gain or loss are to be covered and recorded, apart from serious offences of murder by organized groups. The classification as applicable to the entries of each case shall be noted in column in the language indicated in the National Crime Code Book. If any one case falls within two or three classifications all the classifications applicable shall be noted. In column any useful information shall be noted in respect of the offence including the offences against persons or any discovery made during the investigation, including the names of the known or suspected accused, with grounds of suspicion, any peculiarity in the commission of the offence, such as the use of fire-arms or poison, and also the result of the case.

5. A few blank pages shall be reserved after the entries relating to each year, to post the annual review and analysis of crime for the year. This analysis and review shall be drawn up by the SDPO having jurisdiction.
6. The word "Casual" shall be added in brackets in red ink for the entries relating to offences committed by casual offenders.
  - e. Cases in which investigation is refused under section 157(1)(b) CrPC need not be entered.
  - f. At every stage of investigation, charge sheet or

final report, court disposal, or appeal when the integrated investigation forms are filled and sent to DCRB this register should also be suitably updated.

### **Annual Review of Crime**

- 113-1.** An annual analysis and review of crime shall be undertaken for each police station in the jurisdiction covered by SDPO. The main objective of the review is to undertake a critical analysis of all crimes that have occurred in the police station, the offenders responsible, the source of unlocated crime, the activities of organized criminal gangs, or individuals responsible for series of crimes, the quality of preventive action and investigations the reasons for any unusual outbreak, and the specific method of dealing with them.
2. The review should specifically cover
- A. Critical and thorough analysis of crime and criminals, suggestions and directions to be pursued by the SHO and IOs.
  - B. Marked fluctuations of volume of crime and any special type of crime, special outbreak of crimes, activities of specific categories of criminals or criminal organizations, or organized crimes, terrorist crimes, areas affected routes and circuit of criminal groups.

- C. The probability of crimes occurring in different areas and forming a series in the area of the sub-division.
  - D. The quality of preventive action under the security sections, effectiveness of beats and surveillance as well as the specific directions regarding the future.
  - E. Maintenance, accuracy updating and use of criminal records system and information and criminal intelligence.
  - F. Application and results of use of scientific aids and fingerprints.
  - G. Cases charge sheeted / final reported after investigation, pendency in courts, reasons for acquittals and measures for successful disposal of the pending cases.
3. The study should be thorough and methodical to discern patterns of organized crime and other crimes.
  4. The annual crime reviews of the police stations should be sent to the SP. After his approval of the reviews these should be entered in Part I of the Village Crime Notebook/Crime Register of the PS. This process should be done before the end of January each year.

## **Part II - Crime Charts**

- 114.** Part II shall consist of a crime chart or charts showing village boundaries and the principal physical features of the station limits and of the adjoining areas to a distance of 3 to 5 km

outside the station limits. A broad classification of the offence and the date of occurrence should be entered on the chart at the spot representing the scene of offence using the abbreviated classification symbols given below for convenience. One chart should be used for property offences and another for offences against persons if the incidence of all crimes is too heavy in the police station.

1. Class I M-Murder for gain
2. Class I MF-Murder due to faction
3. Class I MP-Murder due to political rivalry
4. Class I MC-Murder due to communal or caste
5. Class I MD-Dowry death
6. Class I MT-Murder by terrorists or organised crime
7. Class I D-Dacoity
8. Class I R-Robbery
9. Class II A-House breaking by auger hole
10. Class II B-House breaking by hole in the wall near bolt
11. Class II E-House breaking through eaves (over wall and under roof)
12. Class II H-House breaking by man-hole in wall
13. Class II L1-House breaking by breaking or opening block fastening
14. Class II L2-House breaking by using key to open lock
15. Class II R-House breaking by making hole in roof or through the stair case
16. Class II T-House breaking by making hole under threshold
17. Class II W-Housebreaking by removing or bending window bars or removing window frames
18. Class II M-House breaking miscellaneous
19. Class II S-Shop burglaries of all types

20. Class III A-Automobiles
21. Class III AP-Art pieces and Antiquities
22. Class III E-Electronic or Electrical goods
23. Class III V-Vessel thefts
24. Class III P-Pocket Picking
25. Class III SI-Snatching from children
26. Class III S2-Snatching from sleeping persons
27. Class III S3-Snatching other than from children and sleeping persons
28. Class III M-Thefts - not classified
29. Class IV cattle thefts
30. Class V-Receiving stolen property
31. Class VI C-Cheating
32. Class VI F-Forgery and or financial frauds
33. Class VI M-Misappropriation and criminal breach of trust
34. Class VII-Making or passing the coin and notes
35. Class VIII A-Abduction
36. Class VIII AR-Arson
37. Class VIII C-Communal/Religion
38. Class VIII CR-Cruelty by husband/relatives
39. Class VIII E-Extortion
40. Class VIII H-Hurt and grievous hurt
41. Class VIII I-Criminal Intimidation
42. Class VIII R-Rioting
43. Class VIII SC-Atrocity against Scheduled Castes and Civil Rights
44. Class VIII ST-Atrocity against Scheduled Tribes and Civil Rights
45. Class VIII W-Wrongful restraint
46. Class IX A-Adulteration
47. Class IX E-Environmental Crimes
48. Class IX F-Fire arms
49. Class IX I-Immoral Traffic

50. Class IX N-Narcotics
51. Class IX E-Explosives
52. Class X P-Preventive Detention
53. Class X S-Security for good behavior

**115-1.** The object of the station crime chart is primarily to show where crime mostly occurs. The chart may be for a year, half-year, a quarter or a calendar month depending on the volume of crime. The SHO may have more charts for different classes of crime if the incidence in a PS is heavy to facilitate easy location.

2. A note giving the scale of the map, full moon dates, and dates of important festivals and names of the villages shall be entered on the map.
3. A proper official map showing all physical features, villages, roads, river, jhoras, hills etc. of the area covered by the PS including some parts of the neighboring police station should be used for making entries.

### **Part III - General Conviction Register**

**116.** Part III of the Village Crime Notebook shall be maintained in Form . The names of the following persons shall be entered in the register.

- A. Persons convicted of all offences entered in part I.

- B. Persons convicted of offences under Chapter XII and XVII of the IPC, for which a punishment of three years and upwards is prescribed.
- C. Persons convicted of offences under sections 489-A to 489-D of the Indian Penal Code (forgery of currency notes and bank notes).
- D. Persons notified under the Habitual Offenders Act, convicted under section 12 of the Act and of any of the offences narrated in the schedule to the said Act.
- E. Persons bound over under section 109 or 110 of the CrPC.
- F. Persons convicted under the Telegraph Wires (Unlawful Possession) Act and other special enactments like Immoral Traffic (Prevention) Act, 1986, Forest Act, Excise Act and FEMA, if their finger prints have been ordered to be retained by SP.
- G. Unconvicted persons reasonably suspected to have committed offences with particulars of the offences, whose inclusion has been ordered by a SDPO. These shall be retained only so long as reasonable suspicion exists against them.

**Note:** After the names of casuals, shall be entered, the word "Casual" in red ink.

2. Entries in this register shall be made in the chronological order of conviction and in the case of suspects, in the order of the dates of the orders of Gazetted Officers.

3. This register will contain convictions in cases registered at the station and of persons living in the station limits convicted elsewhere. It is very essential that the entries relating to this are obtained and made. If a conviction is reversed on appeal, the entry should be crossed out, unless the person is brought under (F) of sub-order (1).
4. The names of persons registered in Part III shall be deleted after a period of ten years from the expiry of their last sentence of last conviction, provided the history sheet has been discontinued for those persons having dossiers. Sub-Divisional Officers may affect the removal. The SDPO may, however, sanction the removal of names at any time within the period mentioned above, if the retention of such names is considered unnecessary.
5. Convicted shall be enquired about whenever a member of the Station Staff visits the village. The SHO must make detailed enquiries about each ex-convict twice a year during his visits to the village and if he was not able to make enquiries about an ex-convict in a particular half year, he should do so as early as possible in the next half year. All Police Stations and Investigating Units shall maintain this record.

#### **Part IV – Village History**

117. Part IV of the Village Crime Notebook (Form ) shall contain, all crimes occurring in the village / town, notes on important factions and disputes, especially between castes and communities, political groups, and the commission of serious

breaches of the peace and records of police bandobust for important festivals, etc. Notes shall include:

- **Extremist activity;** underground extremists and sympathizers hailing from the village or locality etc.
- **Faction feuds;** Groups/individuals involving in faction violence, important faction leaders-details of criminal cases.
- **a)Communal activities;** Name of members of such organizations.

**b) Fundamentalist Organisations** – Details thereof.

- **Political activities;** Different political parties – activities – important leaders, trouble mongers - criminal cases if any against them.
- **Property crime;** important cases with details of gangs involved, arrested and convicted, references to operations of suspected receivers of stolen property. Repeat offenders to be short listed for opening sheets.
- **Bodily Crime;** Important Murder/Attempt to murder/Other serious rioting cases. Repeat Offenders to be short listed for opening sheets.
- **White Collar Crime** – List of NBFCs/BFCs. which are not recognized by Reserve Bank of India. Child adoption centers, Chit Fund Companies, Offenders involving in forged degree or post graduation certificates, Man Power frauds by agents etc.
- **Names of** Rowdies/ Goondas/ Gangsters/ Bootleggers/ Narcotic offenders in the village/ area/ locality.
- **Agrarian issues and disputes;** Tribal/Non-Tribal issues. Agitations by farmers-Political parties involvement, important disputes between the Mondals and tenants or between tenants and action taken to stop them.
- **Industrial Problems;** Trade Union Activities Strikes/Dharnas

etc., Important Union Leaders and their party of affiliations, Police Bandobust done on previous occasions.

- **Student Agitations;** Organisations/Unions of a students, their affiliation with political parties if any, Names of office bearers etc.
- **Other caste-based agitations;**
- **Fairs and Festivals;** Bandobust required, any specific problems experienced etc.
- **Elections;** Panchayat, Municipal, Local Bodies, Legislative Assembly, Parliament etc.
- Any other matters of interest which the Superintendent of Police considers should find entry with special references to local conditions.
- Other issues having a bearing on L&O and crime.

In short, any information, which may be useful to a new Station House Officer, having no previous experience of that station, should be entered in this register. One or more sheets, as may be necessary, should be kept for station information of a general nature. Information relating to different villages shall be recorded on separate sheets, headed by the names of the villages. All entries in this record based on reports submitted by beat PC or on his own shall be edited, signed and dated by the SHO. The SDPO should also enter any matter, which he considers important. Only the station copy of this record is to be maintained. The SDPO will not maintain a copy with his sub-divisional records, but a summary of all important points shall be entered in the Sub-Division Information Book maintained by him.

## **Part V - History Sheets**

- 118-1.** Part V consists of History Sheets (Form -A, B & C ) of persons residing permanently or temporarily in the station limits, who are known or believed to be addicted to or aid and abet to the commission of crime, whether convicted or not, or who are believed to be habitual receivers.
2. History sheets shall not be opened for criminals with no fixed residence. However this restriction does not apply to persons who move about in a limited area of not more than two districts. History sheets may be opened for such persons at the discretion of the SP.
3. All History Sheets shall be numbered serially in each police station.

#### **Automatic opening of History Sheets**

- 119-1.** History Sheets shall be opened automatically at the time of conviction for persons convicted as under and shall be retained for two years after release from jail.

Persons or crime for which convicted                      Number of times convicted

Persons released from life imprisonment after Conviction under Chapters XII and XVII of the IPC	}	Once
Professional poisoners		
Members of organized crime syndicates and gangs		
Drug Traffickers and Smugglers		
Indian Penal Code sections 395 to 402		
Indian Penal Code sections 392 to 394, if convicted or liable to conviction under section 75 of the Indian Penal Code	}	Twice
Illicit distillation		
House breaking		Twice
Trafficking women, girls and children		Once
Theft		Thrice
Cheating, forgery for gain, misappropriation and breach of trust     - if individuals	}	Twice
- if organised involving public funds		

Bound over under section 109

Twice

Bound over under section 110

Once

2. History Sheets should be opened for habitual offenders. For any violation with regard to registration, change of residence or failure to report the habitual offenders are liable for prosecution. The surveillance of the police is with a view to ensure their compliance of the rules and to watch if they are reverting to crime.
3. The History Sheet of a person against whom an order has been passed under section 356 of the Cr.P.C shall not be closed until the period during which he is required to report changes of residence has lapsed.

### **Maintenance of History Sheets**

- 120.** The History Sheets should be in the form prescribed and should contain a recent photograph of the person concerned. The descriptive particulars and physical peculiarities should be entered with precision. The names of close relatives and friends whom he is likely to visit and the places, which he frequents, should be noted. The means of livelihood and whether they are in proportion to the style of living, information if any about his activities should be entered in the relevant columns. Detailed enquiries made by the beat Constables and the SHO about his conduct and absence should be entered periodically. When any information favorable to a History Sheeted person is received it should also be entered therein. The object of surveillance is to prevent commission of crime and also as to make sure whether the person has taken to peaceful life and has become a law abiding citizen. To achieve this

objective it should therefore be necessary that the information gathered is thorough, impartial and not influenced by any extraneous factors. A person who is making efforts to lead an honest life and break from the past should be helped to remain so. The police should handle this carefully in such a manner as not to frustrate his attempts at living an honest life.

### **Transfer of History Sheets**

- 121-1.** The History Sheet of a person, who changes his residence to another station limits, shall be forwarded to that station through the Sub-Divisional Police Officer.
2. The History Sheet of a bad character who changes his residence from a police station in this State to a station in another State, shall be forwarded by the Station House Officer to the Superintendent of Police, through the usual channel, and the latter shall forward the Sheet confidentially to the Superintendent of Police of the district, in which the individual concerned has taken up his residence.

### **Continuance/Discontinuance of History Sheets**

- 122-1.** Where the retention of a History Sheet as mentioned in Order (        considered necessary after two years of registration, orders of the SDPO must be taken for the extension, in the first instance up to the end of the next December and for further annual extension from January to December every year.
2. History Sheets (Order        ) shall be closed by the definite orders of a SDPO and shall be filed in the records of the station. The

History Sheets of persons, who have died, shall be destroyed by the order of a gazetted officer. The SP may order the closure of a History Sheet at any time, but a Sub-Divisional Officer may only do so on the expiry of the periods indicated in Order above. History sheet may also be closed if the history sheeter attains the age of 60 years or loses a hand or a leg or both eyes.

### **Suspects**

**123-1.** The following persons should be classified as suspects and History Sheets shall be opened for them under the orders of the Superintendent of Police/SDPO.

- A. Persons once convicted under any section of the Indian Penal Code who are considered likely to commit crime again, and
  - B. Persons, not convicted, but believed to be addicted to crime.
  - C. Members of criminal gangs or organised criminal syndicates
  - D. Communal and Caste activists who are known to instigate, organize violence or spark off communal or caste riots.
  - E. Smugglers, hoarders, black marketers and for professional land grabbers.
2. Care should be taken to see that History Sheets are opened under this Order only for persons who are likely to turn out to be habitual criminals or who are members of organized crime syndicates or such organizations who had history or plan for violence and therefore, require close surveillance. The material and information collected to obtain orders from the SsP or other

officers authorized to order opening of history sheets in this category should bring out the above requirements.

### **Rowdies**

**124.** The following persons may be classified as rowdies and Rowdy Sheets (Form ) may be opened for them under the orders of the SP/ SDPO.

- A. Persons who habitually commit, attempt to commit or abet the commission of, offences involving a breach of the peace, disturbance to public order and security.
- B. Persons bound over under Sections 106, 107, 108 (1) (i) and 110 (e) and (g) of Cr.P.C.
- C. Persons who habitually tease women and girls and pass indecent remarks.
- D. Rowdy sheets for the rowdies residing in one Police Station area but found frequenting the other PSs area, can be maintained at all such Police Stations.
- E. Persons who intimidate by threats or use of physical violence or other unlawful means to part with movable or immovable properties or in the habit of collecting money by extortion from shopkeepers, traders and other residents.
- F. Persons who incite and instigate communal/caste or political riots.
- G. Persons who are convicted for offences under the Representation

of the Peoples' Act for rigging and carrying away ballot paper, Boxes and other polling material.

### **Period of retention of History Sheets of Suspects/Rowdies**

- 125-1.** History Sheets of suspects shall be maintained from the date of registration up to the end of December, after which the orders of a gazetted officer as to their discontinuance or retention for a further period shall be obtained.
  
2. Merely because a suspect/rowdy, having a history sheet, is not figuring as accused in the previous 5 years after the last case in which he was involved, it should not preclude the SP to continue his history sheet if SP is of the considered view that his activities are prejudicial to the maintenance of public order or one affecting peace and tranquility in the area or the victims are not coming forward to give complaint against him on account of threat from him.

### **Indices (Crime, Criminals and Ex-Convict)**

- 126-1.** The following indices shall be maintained by Police Stations.
  
2. *Modus operandi* index of crime and criminals: An alphabetical loose-leaf crime classification index to Part I and Part III according to the list specified in Order in the form shown below:

Volume and page number of	Name, Father's name, village, Police Station of the convict or suspect or casual	Crime Number & PS limits where offence took place	Conviction particulars
Part-I			
Part-II			
(1)	(3)	(4)	(5)
(2)			

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**Note:-** In column 3 of the Index, note the word "Casual" in red ink after the names of casual offenders.

3. **Name index of criminals.** An alphabetical name index of persons whose names are entered in Part III should be maintained in all police stations.
4. **Ex-convicts register:** A check register of persons entered in Part III of a police station shall be maintained in Form for each village, villages being arranged alphabetically.

### **Classification of criminals into Casual and Professionals**

- 127-1.** The following general instructions are issued for the guidance of all officers in regard to the classification of criminals into casuals and professionals.
  2. A professional criminal is one who has chosen crime as his profession, whereas a casual offender may be defined as one who

has committed a crime more or less by accident and not by design. But it is possible that a casual offender may, by the force of circumstances repeat the crime and turn it into a profession. The nature of the crime will often indicate whether the person who committed it is a professional or a casual. For example, a burglar, pick-pocket or a cheat can safely be treated as a professional, whatever be the circumstances and conditions under which he operated. Also, every person, who has committed more than one crime for gain, should normally be classified as a professional, irrespective of the nature of the crimes committed by him. Again, when a series of similar or approximately similar offences occur in an area, it should be evident that one or more criminals have taken to that type of crime for livelihood. When a first offender belongs to a family or a group with a criminal history or is known to be the member of a criminal gang or organized crime syndicate or associate of a habitual criminal, he should be treated as a professional.

4. But, property offences committed as the result of a land dispute or family quarrel do not become professional cases merely because they were repeated or because they satisfy the definition of house breaking in the Penal Code or because the persons who committed them are members of a criminal group, gang or a family. Petty thefts of garden produce, avenue trees and the like committed by first offenders may also be safely treated as casual. But, a receiver should be classified as professional, irrespective of the property received by him, because a man, who stoops to receive a petty article knowing it to be stolen, will certainly buy valuable things too, if they are offered to him for sale by a criminal.

4. Crime Syndicates come into existence to make money by resorting to unlawful acts in support of persons or parties. They thrive on conditions of demand and supply of goods and services, which are scarce, prohibited or attract high taxes. The crime syndicates operate in secrecy and use intimidation, kidnapping, grievous hurt, murder etc. as a means to achieve their end. They develop clout with influential sections of society, public bodies, enforcement and regulatory wings of the Government and the police, and indulge in elimination of witnesses, bribery etc. to perpetuate their activity. They are ruthless with their members who betray them and command fierce loyalty generated by greed and fear. Members and leaders of such syndicate gangs are to be treated as professionals, but not those who submit and render small help out of fear or due to blackmail.

### **Bad Character Roll**

- 128-1.** When a person whose name is entered in General Conviction Register (Part III) moves or changes his place of residence to the limits of another police station, the fact shall be communicated to that station by means of a Bad Character Roll Form A for entry in the register of that station. The roll will be returned with the page number of the register, on which the entry has been made, noted thereon. This page number will be noted in column 3 of the Station register. The transfer of information to the concerned police should be prompt and authentic. The fastest method of means of communication available should be used preferably the fax mode of communication. The acknowledgement should be insisted upon. This work needs personal pursuit by the SHO. It should be remembered that if conviction particulars are not recorded at the right place, the entire crime data system in the

area and all over the country will be distorted.

2. It is not necessary that Bad Character Roll Form A should be used for the communication of conviction particulars or for the transfer of History Sheets. These can be done through a memorandum in Form . It is likewise unnecessary to send Bad Character Rolls with History Sheets submitted to superior officers for orders regarding their retention or closure. Orders should be obtained on the History Sheets themselves.
3. If any criminal of other PS limits comes to a particular PS it should be intimated through Bad Character Roll B to the PS concerned.

### **Death of Criminals – Registered in Part III**

- 129.** When a person registered in Part III dies, his name shall be struck off from Part III and other records. The fact of his death shall also be immediately communicated to all other stations where he has been registered, so that entries regarding him may be struck off the registers in those stations.

### **General**

- 130-1.** The Village Crime Notebook shall be maintained in English. The MO classifications may be entered in English also for convenience.
2. Sub-divisional Officers shall also maintain, in conjunction with crime charts, registers in Form as prescribed in Order , to enable them to keep a check on case diaries, crime, and the

progress of cases in their sub-divisions. Entries in this register may be made by the personal assistant/LDC except those under column 5 and 6, which should be made by the Sub-Divisional Officer in his own hand. A careful study of the distribution and types of crime occurring may enable officers to draw deductions as to the criminals at work and to issue instructions to their subordinates as to the line of investigation to be pursued and preventive action to be taken.

3. The Superintendent of Police will study crime with the help of the registers and charts maintained by the District Crime Bureau.

### **Juveniles**

- 131.** No History Sheet should be opened for a juvenile discharged from a Juvenile Home. Juvenile offenders should not be treated as bad character or watched or interrogated, unless suspected of committing crime in accordance with the provisions of Juvenile Justice (Care and protection of children) Act 2000.

### **Index Register**

- 132-1 This register shall be maintained in two parts
- Part 1- In this history sheets and personal files shall be entered in a serial number as they are opened. The serial number shall be permanent and shall not be altered when one history sheet transferred from one bundle to another. This serial number shall also not be re-allotted until the history sheet has been destroyed or transferred to another police station.
- Part 2- Shall be alphabetical index of personal files and history sheets. Preparation of history sheets has already been elaborated in order no. ....

## **Malkhana Register**

- 133-1 This register shall contain details of all case properties, articles of personal search, property seized, unclaimed/suspicious property or exhibits or any other properties seized in form .....
2. The articles released shall be entered in the appropriate column and every such release shall be attested by the SHO or by the I.O.
  3. The SHO shall physically check the articles once in a fortnight and make a note to this effect in this register and station diary. On the last day of every calendar year, total number of pending malkhana items shall be brought forward in red ink.
  4. All entries in this register shall have corresponding command certificates, in case of movement of any articles to and from the police station.

## **Register of Absconders and Deserters**

134-1 This register shall be maintained in form no. .... It shall be maintained in following parts:

Part I-This part shall contain the names of all absconders in cases registered in the home police station.

Part II- The names of absconders in cases registered in other police stations but resident of or likely to visit the home police station shall be written in this part. The entries of residents of home police stations shall be made in red ink.

Part-III- Will contain the name of deserters from the army.

2. As soon as an absconder has been proclaimed u/s 83 of CrPC his name shall be entered into the register of proclaimed offenders.

### **Register of proclaimed offenders**

135-1 A proclaimed offender register shall be maintained in form no.....

This register shall be maintained in two parts.

Part -I The name of proclaimed offenders who are residents of home police station irrespective of the police station in which proclaimed, shall be entered in this part.

Part-II The name of proclaimed offenders of the cases registered in this home police stations but not residents of the home police station.

2. In addition to this, a list of proclaimed offenders shall also be hung up in the office and notice board of the police station.

### **Surveillance Register**

136- 1 This register shall be maintained in form no. .... In two parts.

Part -I The name of the persons commonly residents of the jurisdiction of the police stations and who belongs to one or more of the following classes.

- A. All persons who have been proclaimed under sec 83 of CrPc
- B. All released convicts in regard to whom an order under sec 356 CrPc has been made
- C. All convicts whose sentence is suspended in the whole or any part or whose punishment has been remitted conditionally u/s 432 CrPc.

Part -II The names of the following categories of persons shall be entered under the written order of Superintendent of Police.

- A. Persons who have been convicted of offences once or twice as specified for opening of history sheets in order no. ....

- B. Persons who are reasonably believed to be habitual offenders or receivers of stolen property whether they have been convicted or not.
  - C. Persons under security u/s 109/110 of CrPc.
  - D. Convicts released before the expiry of sentences.
2. No entry in the part 1 of this register shall be made except by the order of SP and every entry shall be attested by a gazette officer. Before the name of a person is entered in part II, a history sheet shall be opened for such person.

### **Information sheets dispatched**

- 137-1 Information shall be issued by SHO of the police station for ascertaining antecedents of a persons who are residents of the jurisdiction of other police stations and
- A. Who are believed to have committed an offence, whether they have been arrested or not.
  - B. Who have been arrested u/s 41(2) of CrPc
  - C. Who are genuinely believed to be under suspicion.
2. Information sheet of the arrested persons shall be issued thrice, firstly at the time of the arrest, secondly at the time of conclusion of investigation and finally after the conclusion of trial or magisterial proceedings.

### **Information sheets received**

- 138-1 SHO of a police stations receiving an information sheet shall cause an entry to be made in this register.

### **Cash register**

- 139-1 Cash register shall be maintained in form no.....The receipts

and disbursements of pay, travelling allowance, medical reimbursement etc. shall be entered in this register. The account shall be balanced daily and attested by SHO of the police station.

### **Printed receipt books**

**140-1** This is a register containing 100 receipt forms in form no.....in duplicate. These books shall have printed serial numbers and only one such book shall be in use at a time. If any serial number is missing or wrongly printed, it shall be brought to the notice of the SHO of the Police Station and a report shall be entered in the general diary. For all sums of money received in a Police Station, a receipt from this book shall be issued to the remitting party under the signature of the SHO of the Police Station or the duty officer. Necessary entry shall be made in the cash register and attested by the SHO of the Police Station.

### **Standing orders and Circulars**

141-1 This register shall be maintained in two parts

Part-I Standing order book- all standing orders issued by and in the name of Director General of Police shall be entered in chronological order in a file book. Addl. Director General of Police, IGP, DIG and Superintendent of Police of the District may issue standing instructions within their respective jurisdiction to carry out the purposes of the Sikkim Police Act, 2008; and they shall be entered in a chronological order in a separate file book.

Part -II Circulars and other orders- A file shall be maintained of all circulars and other order issued for the instructions and guidance of the police and not being standing orders.

2. An index giving the serial number, subject and brief of the circular/standing order shall be pasted on the first page for ready reference.

### **Register regarding missing persons**

**142-1** A register regarding missing person/child shall be maintained in form no..... to keep a proper record of missing persons, their being traced later and action taken to trace them.

2. As soon as the information about the missing of a person/child is received at the Police Station, the duty officer or Officer in Charge of Police Station shall record a General Diary entry in the Police Station giving complete description of missing person/child, including sex, age, special marks of identification, dress worn by him or her and the circumstances leading to disappearance.
3. As soon as a report is recorded, the duty officer or Officer in Charge shall depute an officer to take suitable action to trace the missing person. The details of the missing person shall be transmitted to all Police Stations and Check Posts with a copy to Police Control Room. A photograph of the missing person shall also be sent as soon as made available.
4. Field enquiries will be taken up immediate and where it is suspected that the children or the missing person has been kidnapped/abducted, a case will be registered.

### **Domestic and Professional Help Register**

143- The register shall contain the details of all Domestic and Professional helps, that are registered after verification with the Police Station, as per the Sikkim Tenant and Domestic and Professional Help (Verification of Antecedents) Act. 2008 in form no.....

### **Tenant Verification Register**

144- The register shall contain the details of all tenants that are registered after verification with the Police Station, as per the Sikkim Tenant and Domestic and professional Help (Verification of Antecedents) Act, 2008 in form no.....

### **Verification register**

145- This shall be maintained in four parts in form no.....

Part-I Shall contain the Domicile Verifications, including COI and Sikkim Subject

Part-II Shall contain the Character Antecedents Verification

Part -III Shall contain the Arms License Verifications

Part-IV Shall contains miscellaneous verifications, not covered by above. The fees prescribed for the verifications if any by the Government of Sikkim, from time to time, shall be deposited by the public in the bank, and the bank receipt number, date and amount shall be entered in this register.

### **Register of Arms deposited**

1. On the cancellation or expiry of licenses or unlawfully owned or otherwise all arms must be immediately deposited in the nearest police station or with a licensed dealer. The arms so deposited at the police station would be recorded in the register of arms deposited in Form . And accurate description of each weapon, with the makers name and number, if given, an actual measurements, and whether it is Country made gun should be entered in Column . The SHO is responsible for the safeguard of arms deposited in the police station. The arms should be kept under lock and key.
2. Arms deposited in station shall, if not returned or otherwise disposed off within two month from the date of their deposit be sent to and lodged in State Reserve Lines (SRL) Police armory. The SHO will send such Arms with an extract from the registers of Arms deposited in Form 46 (which is in duplicate with a trefoil for the

station record). One copy will be retained in the State Reserve Lines (SRL) Police armory and the other return to the SHO as an acknowledgement. This acknowledgement should be pasted with the corresponding trefoil in the Station and the number allotted for each weapon by the State Armory should be noted against the respective entry in the "Register of Arms deposited" Column of Form in the Station.

3. Inspecting officers should, during the inspection of police stations check all arms physically vis a vis "Register of Arms deposited" and ensure that an accurate description of every Arm is entered in the register. They should report having done so in the inspection report.
4. When any Arms or ammunition are deposited by the owner u/s 21 (1) of the Arms Act in a police station, the SHO shall immediately sent a copy of the receipt issued to the depositor to the authority who granted the license or renewed it last( Rule 46 (2) (c ) of the Arms Rules, 1962). The transfer of any arm or any ammunition deposited in the police station to the State police Armory should also be intimated to the licensing authority and also to the depositor by the SHO. (Rule 46 (3) (d) of Arms Rules 1962.

### **Motor Vehicle Challan Register**

A motor vehicle challan Register shall be maintained in each Police Station in form..... to record all cases of vehicles challaned under the Motor Vehicle Act. At the end of each month, a summary of challans shall be recorded in the register, showing the total number o challans made during the month, challans pending for disposal from previous month, grand total of pending challans, challans disposed of by the court and balance carried forwarded as peindig to the next month.

### **Use of Integrated Investigation Forms**

- 146.** Integrated investigation forms have been designed as part of countrywide crime criminal information system. These forms are

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1. FIR form (Form No. ). This form should be used for recording all FIRs by all police stations.
2. Crime details form (Form No. ). The form has to be filled by the Investigating Officer generally after the first investigation and has to be sent in all cases and not merely in property offences.
3. Arrest and Court Surrender form (Form No. ). This form is to be filled up and sent in respect of each accused person who has been arrested in a case. This is different from the arrest card and memo which is to be sent to the concerned Magistrate and other officers.
4. Property search and seizure form (Form No. ). This form should be filled up by the IO after search and seizure of any property either from the accused or from elsewhere which is connected with the case under investigation. It includes such evidentiary item like weapons, documents and other materials.
5. Charge sheet/case disposal report form (Form No. ). This form should be filled up after the case is charge sheeted or after a referred report is submitted to the court.
6. Court disposal form (Form No. ). This form is to be submitted after the trial court either by way of conviction, acquittal or discharge disposes off the case.
7. Result of appeal form (Form No. ). This form is sent after the Appellant Court disposes off the appeal.

8. Automobiles form (Form No.     ). This form should be used on information submitted when any of the vehicles are seized, recovered, stolen or involved.
9. Cultural property form (Form No.     ). This form should be used when any of the properties, art pieces, idols and other property of historical or cultural value is seized, recovered, stolen or involved.
10. Recovery of identifiable numbered or unnumbered properties form (Form No.     ). This should be used when any of the identifiable numbered or unnumbered general properties including firearms are seized or stolen or involved.
11. The additional terrorist details form should be utilized to furnish the information relevant as per the classification given in the Codebook in respect of offences committed by the terrorists.
12. The above forms are intended to enable the data to be computerised by the DCRB and the SCRB for use in the prevention and investigation of crimes. Till such time, the police stations are provided with an on-line computer system, they should maintain all the crime records manually while the DCRB and SCRB will on the basis of the data, provide necessary advice and clue to the Investigating Officer on enquiry or on their own. While sending the integrated investigation form to the DCRB the SHOs and IO should ensure the same data is entered in the crime records of the station in appropriate columns using the classification available in the Crime Code book. The type of information needed by the IO in regard to the local crime and local offenders will have to be found in the station records maintained as also from the DCRB.