



CB CID MANUAL

CB CID TAMIL NADU
2004

**APPROVED BY
GOVERNMENT OF TAMIL NADU
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HOME (POL.VIII) DEPARTMENT**

TABLE OF CONTENTS

Chapters	Contents	Page No.
I	Organisation and Functions	9
II	Role and Responsibility of Supervisory Officers	14
III	Complaints and Source Informations	16
IV	Preliminary Enquiries	21
V	Regular Cases	23
VI	Progress Reports & Concluding Reports	28
VII	General Guidelines for Investigation.	31
VIII	Arrests, Searches and Seizures	46
IX	Technical Assistance in Enquiries/Investigation	62
X	Prosecution	67
XI	Conviction /Acquittal Reports and Filing of Appeals, Revision etc.	70
XII	State Crime Records Bureau (S. C. R. B.) and Police Research Centre.(P.R.C)	75

APPENDIX

ANNEXURE-I	Strength Particulars with Details of Detachments	87
ANNEXURE-II	Proforma for Final Reports	89
ANNEXURE-III	Extract of DGP Circular Memorandum	92
ANNEXURE-IV	Proforma for Organized Crime Information System	96
ANNEXURE-V	Proforma for Memorandum of Arrest	106
ANNEXURE-VI	List of Countries with Extradition Treaties	110
ANNEXURE-VII	Proforma for Arrest of Legislators	113
ANNEXURE-VIII	Proforma for Court Diaries	118
ANNEXURE-IX	Proforma for Inspection by Senior Officers	120
ANNEXURE-X	Progress report Proforma - A	136
ANNEXURE-XI	Progress report Proforma - B	137
ANNEXURE-XII	Interrogation report	139

SYNOPSIS

Chapters	Subject	Page No.
I	ORGANISATION AND FUNCTIONS	9
	History	9
	Organisation	9
	Charter of Duties	10
	CBCID Officers not to Wear Uniform (PSO 505)	13
	Assistance to CBCID Officers(PSO 491)	13
II	ROLE AND RESPONSIBILITY OF SUPERVISORY OFFICERS	14
	Additional Director General of Police & Inspector General of Police	14
	Deputy Inspectors General of Police	14
	Superintendents of Police, Crime Branch	14
	Senior Legal Adviser/ Legal Adviser	15
III	COMPLAINTS AND SOURCE INFORMATIONS	16
	Complaints Register and SIR Register	16
	Complaints /SIRs Verification & Disposal	16

	Complaints in which Enquiries should be Initiated.	17
	Guidelines for Action on Complaints/ SIRs	18
	Complaints Received from Government, Departments, Public Sector Under Takings etc	19
	Complaints Received from High Court/Supreme Court	20
	Complaints Against CBCID Officials	20
IV	PRELIMINARY ENQUIRIES	21
	Registration of PEs	21
	Crime Register for P.Es	21
	Investigation / Enquiry	22
	Disposal of PEs	22
	Concluding Reports in P.Es	22
V	REGULAR CASES	23
	Registration of RCs	23
	Formalities to be Observed	23
	Maintenance of Crime Files	25
	Case Diaries : (PSO 567)	25
	Final Report (PSO 658)	26
	Safe Custody Of C.Ds	26
	Completion of Investigation	27
VI	PROGRESS REPORTS & CONCLUDING REPORTS	28
	Concluding Reports	28
	Preparation Of Concluding Reports (CRs)	29

VII	GENERAL GUIDELINES FOR INVESTIGATION	31
	Time Limit For Investigation of Cases	31
	Scrutiny of Investigation in Transferred Cases	31
	Scene Of Crime (SOC)	31
	Plan of Action	32
	Requisition and Seizure of Records	32
	Recording of Statements by Magistrate U/S.164 Cr.P.C.	33
	Test Identification Parade (PSO 600)	33
	Examination of Suspect Persons	36
	Examination of Women	36
	Guidelines for Interrogation of Accused / Suspects	37
	Confessions (PSO 598)	38
	Refusal/ Withholding Of Passport	39
	Measures to Avoid Delays in Investigations	39
	Guidelines for Investigation of Counterfeiting of Currency / Securities etc. (PSO 578)	41
	Inspection Of Records of Criminal Courts (PSO 606)	42
	Investigations in Foreign Countries and Letters Rogatory	43
	Handing Over Charge of Documents	45

VIII	ARRESTS, SEARCHES AND SEIZURES	46
	Pre – Arrest Guidelines	46
	Guidelines To Be Followed	
	During Arrest	47
	Post Arrest Guidelines	50
	Provisions of Bail	51
	Arrest and Extradition of Persons in Foreign Countries (PSO 648)	51
	Arrests of Members of Legislatures (PSO 622, 647)	52
	Absconding Offenders	53
	Publicity Regarding Absconded Offenders	53
	Issue of Proclamation	53
	Recording of Evidence Under Section 299 Cr.P.C.	54
	Records to be Maintained for Absconders	54
	Searches And Seizures:	
	Order for Production of Documents Under Section 91 Cr.P.C.	55
	Statutory Powers of Search	56
	Search Without Warrant Within Jurisdiction	56
	Search Without Warrant Outside Jurisdiction	57
	Searches With Warrants	57
	Care to be Exercised in Selecting Witnesses	57
	Procedure For House Searches	58
	Search Lists (Seizure Memos) (PSO 675 & 676)	58
	Check List for Searches	59
	Simultaneous Searches	60
	Memos for Records taken into Possession	61

IX TECHNICAL ASSISTANCE IN ENQUIRIES/ INVESTIGATION 62

Requisitioning Services of Expert Personnel from Other Departments	62
Super Check of Substandard Works	62
Testing of Samples of Materials Used in Construction or Road Works	63
Evaluation Of Buildings	64

X PROSECUTION 67

Charge Sheet	67
Role of Investigating Officer During Trial	67
Supply of Copies of Statements and Documents along with Charge Sheet	68
Custody of Case Property	68
Registers to be Maintained by I.O	69
Withdrawal of Prosecution	69
Court Diaries	69

XI CONVICTION /ACQUITTAL REPORTS AND FILING OF APPEALS, REVISION ETC. 70

Obtaining Copy of the Judgment	70
Scrutiny of Judgment	71
Recommending Appeal and Revisions	71
Watching Progress in Appeal Filed By Accused.	72
Report of Acquittal/ Discharge	72

	Action to be Taken in Case of Adverse Remarks/ Strictures by Courts	73
XII	STATE CRIME RECORDS BUREAU (S. C. R. B.) AND POLICE RESEARCH CENTRE.	75
	Functions of the SCRB	75
	Police Research Center (PRC)	76
	Modus Operandi Bureau (M.O.B.) (PSO 495)	77
	Modus Operandi Bureau Sheets, Indices and Signals	78
	Indices	79
	Name Index	79
	Serial Index	80
	Alphabetical Index	80
	Descriptive, Deformative and Physical Peculiarities	80
	M.O. Index	80
	Alias Card	81
	Style Index	81
	Trade mark index	81
	Transport Index	81
	Property Lost/Stolen	82
	Property Recovered	82
	General Subject File Index	82
	Signals	82
	General Subject Files	83
	Photographs	83
	History of Crime	83
	Missing And Wanted Persons Bureau	84
	Forms Of Gangs	85
	Register of Smugglers	85
	Police Computer Wing	85
	Finger Print Bureau	86
	Statistical Cell	86

CHAPTER - I

ORGANISATION AND FUNCTIONS

HISTORY

1. Consequent to the recommendations of the Police Commission 1902, Criminal Investigation Department (CID) was created in Madras Presidency on 18th August 1906 with a sanctioned strength of one Deputy Inspector General of Police (DIG), six Inspectors, six Sub-Inspectors, twelve Head Constables and twelve Constables. The objective of the CID was to tackle inter-district criminals, professional offenders and tribes who were addicted to crime. The CID was bifurcated into Special Branch CID and Crime Branch CID in the year 1929. The CB CID was placed under the overall charge of the Inspector General of Police and under direct supervision of DIG Railways, CID and Eastern Range. One Assistant Inspector General of Police Crime Branch was posted to assist the DIG. The executive strength of the CB CID consisted of one Superintendent of Police, four Inspectors, four Sub Inspectors, six Head Constables and nineteen Constables.

ORGANISATION

2. The CBCID today functions under the overall control of the Director General of Police. The unit is headed by an officer of the rank of Additional Director General of Police. The Headquarters of CBCID is at Chennai.
3. CB CID comprises 7 Special Units (with 7 Cells of Organised Crimes) and 34 field detachments and functions with a sanctioned executive strength of one IGP, one DIG, three Superintendents of Police, 23 DySsP, 68 Inspectors, 72 Sub Inspectors and 410 other ranks. (excluding SIT, NIB, ADC, VPC and Economic Offences Wing). **(ANNEXURE-I)**

ORGANISATION AND FUNCTIONS

- 3.1 In view of the increasing trend in organised crimes and using of computers by criminals in the commission of crimes, Organised Crime Units in the Commissinates of Tiruchirapalli, Madurai, Tirunelveli, Salem, Coimbatore, Chennai and in Chengalpattu East District and also a Cyber Crime Cell in the Crime Branch CID, Headquarters in Chennai to deal with Cyber Crimes were created vide G.O.Ms.No.940, Home (Pol.12) Department, dated 3.10.2002.
- 3.2 The above Organised Crime Units/Cyber Crime Cell are headed by the Inspector General of Police, Crime, Chennai under the overall supervision of the Additional Director General of Police, Crime Branch CID.

CHARTER OF DUTIES :

4. CBCID takes up the investigation of the cases falling under the following categories :-
- i) Counterfeiting of currency, Stamps and other valuable securities etc and cases of Counterfeit Coins;
 - ii) Cases of professional poisoning;
 - iii) Looting / Theft of Government arms and ammunition and illicit trade in arms;
 - iv) Important cases in which foreigners are concerned (including cases of international criminals, and trafficking in women and children by foreigners);
 - v) Frauds by means of advertisements, bogus funds and companies, personating public servants, swindling etc.
 - vi) Cases of dacoity or house-breaking of sensational nature which indicate the work of an expert gang not previously noticed or accounted for by the local police;
 - vii) Cases of fraud, theft or cheating of a peculiar nature, which affect more than one district;

ORGANISATION AND FUNCTIONS

- viii) Cases of such a technical nature as in the opinion of the Director General of Police or the State Government call for investigation by an officer of the Criminal Investigation Department;
- ix) Important thefts of currency notes or important defalcations of public money;
- x) Cases of organised smuggling of Narcotic drugs and Psychotropic Substances etc.
- xi) Cases of bringing fraudulent civil suits;
- xii) Gang cases and cases of Organised Crime including trafficking in women and children;
- xiii) Important cases of Cyber Crime and Computer Crimes which may require technical and expert investigation.
- xiv) Important cases of terrorism.
- xv) Important conspiracy cases whose ramifications extend to several districts;
- xvi) Pornography;
- xvii) Thefts of idols, antiquities, art treasures or curios etc;
- xviii) Thefts of Automobiles having inter-district and inter-state ramifications;
- xix) Any serious crime which appears to have a political motive including all offences connected with arms and explosives which are suspected to be of a political nature;
- xx) Any case which the Director General of Police or Government consider should be investigated by an independent agency consequent on the investigation by the local Police having become suspect of partisanship or corruption.

4.1 As per the charter of duties, CB CID also functions as a storehouse of information on crime and criminals. It collects, collates and disseminates crime statistics in the State and liaises with other State /National Investigating

ORGANISATION AND FUNCTIONS

Agencies. Within the state, the CB CID coordinates the functioning of the District Crime Records Bureaux. It is also the nodal agency in the State for dealing with INTERPOL matters. The State Crime Records Bureau (SCRB) operates under the functional control of CB CID.

5. The Head Quarters of the CBCID has been notified as a Police Station with jurisdiction over the entire State of Tamil Nadu and all police officers with CBCID above the rank of Inspector of Police/ Deputy Superintendent of Police, have been notified to have the powers of an officer in - charge of Police Station under section 2 (s) of the Cr.P.C. 1973 (Central Act 2 of 1974). Criminal cases involving Prevention of Corruption Act can be registered and investigated by officers of the rank of Deputy Superintendent of Police and above. **(G.O. Ms.No.1093 dt. 8.7.1991) (G.O. Ms.No.226 dt. 18.2.2004)**
- 5.1 The Special Investigation Units and all detachments of the CBCID have also been notified as Police Stations. All records connected with investigation normally maintained in a Police station are required to be maintained in the Head Quarters and all detachment offices of the CBCID.
6. The CBCID has its own legal staff consisting of Senior Legal Adviser and Legal Adviser who tender advice on legal issues.
7. The Executive Police officers and constabulary required for the CBCID are drawn from the Tamil Nadu Police department. The post of Senior Legal Adviser, Legal Adviser are filled by recruitment from the Law Officers in the State Service on deputation.
8. CBCID Headquarters has a Modus Operandi Bureau (MOB) and Police Research Centre (PRC) located at Headquarters. CBCID Hqrs., has a modern library to cater to the requirements of investigation and Police research.

CBCID OFFICERS NOT TO WEAR UNIFORM (PSO 505):

9. Except on ceremonial occasions, officers of the CBCID should not wear uniform and have instructions not to receive their superior officers with military salute (PSO 505)
- 9.1 While attending courts, the men officers should invariably be dressed either in Safari suits/ tucked in full sleeves shirt with tie and shoes. Women officers shall be attired in a formal, appropriate and neat manner.

ASSISTANCE TO CBCID OFFICERS (PSO 491):

10. District Superintendents of Police should give officers of CBCID every facility for conducting enquiries in their districts and should make available for their assistance the local knowledge of the District Police. The officers of the CBCID have the same right of inspecting records as the District Police.

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CHAPTER - II

ROLE AND RESPONSIBILITY OF SUPERVISORY OFFICERS

ADDITIONAL DIRECTOR GENERAL OF POLICE & INSPECTOR GENERAL OF POLICE

1. Additional Director General of Police CB CID will be incharge of Crime Branch CID under the overall control of Director General of Police. He will be assisted by an Inspector General of Police (Crime) who will supervise the work of DIsG, SsP and subordinate staff of the Crime Branch CID in all matters relating to investigations, administration and connected issues. The IGP (Crime) will also function as ex-officio Director, State Crime Records Bureau (SCRB).

DEPUTY INSPECTOR GENERAL OF POLICE.

2. There is one DIG in Crime Branch CID. He will carry out the functions assigned to him by ADGP / IGP CB CID. The DIG will inspect the detachments etc. falling in his jurisdiction every 5 years (i.e. 20% detachments each year). The DIG shall function as the nodal officer for look out notices etc. of INTERPOL. [The Guidelines for the inspection by Senior Officers are furnished in ANNEXURE-IX]

SUPERINTENDENTS OF POLICE, CRIME BRANCH

3. There will be three Superintendents of Police Crime Branch (SsCB) in CB CID. They will be named SCB Special Units, SCB North Zone and SCB South Zone.
 - 3.1 Superintendent of Police, Crime Branch, Special Units shall be in-charge of Headquarter Units, CC Wing Chennai, CC Wing Madurai, Cyber Crime Cell and

ROLE AND RESPONSIBILITY OF SUPERVISORY OFFICERS

Organised Crime Unit, Chennai. He will also supervise MTO, Control Room and also supervise cases entrusted to him by ADGP / IGP. He will inspect the units and Detachments under his control every 3 years (33% of units in each year). He shall also supervise the Anti Trafficking Cell, PRC and MOB, publication of CID Review, Criminal Intelligence Gazette etc.

3.2 Superintendent of Police, Crime Branch, North will supervise office administration and establishment. He will also supervise the investigation of criminal cases handled by Metro Wing, Chengalpattu, Villupuram and Vellore Range units. He will inspect the units under him once in 3 years (33% of units in each year). He will be in-charge of Organised Crime Units of Chengalpattu and Salem.

3.3 Superintendent of Police, Crime Branch, South will supervise the investigation of criminal cases handled by Tirunelveli, Madurai, Coimbatore and Trichirapally Range units and also inspect the above units once in 3 years (33% of units in each year). He will be in-charge of Organised Crime Units of Coimbatore, Tiruchirapalli, Madurai and Tirunelveli.

SENIOR LEGAL ADVISER / LEGAL ADVISER

4 Senior Legal Adviser will offer legal opinion pertaining to the cases handled by Headquarters, Metro, CC Wings and Chengalpattu Range units. He will work under the DIG CBCID supervising these units.

4.1 Legal Adviser will offer legal opinion pertaining to cases handled by district units except Chengalpattu East unit. He will work under the DIG CBCID in-charge of Administration.

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CHAPTER-III

COMPLAINTS AND SOURCE INFORMATIONS

COMPLAINTS REGISTER AND S.I.R REGISTER:

1. A complaint register shall be maintained at the CBCID Headquarters and all the detachments for complaints received directly by them.
2. All "Source Informations" received in the CBCID either verbally or in writing should be recorded in the "Source Information Register".
3. Separate Registers should be maintained for source information reports and complaints.
4. Running numbers will be assigned to each complaint received. Each complaint will be given a Complaint Enquiry (CE) number. Similarly each SIR will be assigned a Source Information Enquiry (SE) number.

COMPLAINTS /SIRs: VERIFICATION & DISPOSAL:

5. No complaint or source information shall be verified except with the permission, in writing of the ADGP/ IGP. The Source Information Reports files and their verification shall be treated as confidential.
6. Each complaint or source information will be examined whether it warrants verification by the CBCID; otherwise it should be straightaway filed or referred to the jurisdictional unit/Department for necessary action. The Superintendents of Police, CBCID should examine each source information and complaint immediately on its receipt and identify the verifiable points that merit

COMPLAINTS AND SOURCE INFORMATION

attention. Only verifiable points should be got enquired, wherever warranted. Ordinarily, no enquiries on information/ complaint of the following nature should be conducted except for special reasons:-

- i. Anonymous and pseudonymous complaints;
- ii. Information or complaints containing vague and general allegations.

7. Complaints of the above categories should be forwarded to the authorities concerned for necessary action or should be filed if no action is deemed necessary. While forwarding, it should be specifically mentioned that the CBCID has not conducted any enquiry into the matter. While conveying a source information to a department, the identity of the source or the CBCID officer who had collected the information should not be disclosed.

COMPLAINTS IN WHICH ENQUIRIES SHOULD BE INITIATED.

8. Enquiries may be initiated in the following categories of information or complaints if there are adequate grounds for doing so after a preliminary discreet check or verification:-

- (a) Specific information or complaint falling within the charter of the CBCID received from official channels or from well established and recognised public organizations and concerns or from the persons who are known or who can be traced and examined.
- (b) Verifiable and specific Information or complaint containing clear and definite allegations involving corruption or serious misconduct against public servants etc.

GUIDELINES FOR ACTION ON COMPLAINTS/ SIRs.

9. Complaints/Source Informations referred to the detachments by CBCID Headquarters shall be enquired into as per the instructions. Before referring a complaint to the detachments, the Headquarters should ensure that clear instructions are issued such as " for necessary action and disposal" or "for necessary action and report" or "for discreet enquires and report" etc. Only the verifiable points should be directed to be enquired.

9.1 When petitions are received by the CBCID directly from Chief Minister Special Cell/Chief Minister's office, the following instructions should be followed :-

- The unit/detachment officers, to whom the Chief Minister's Special Cell/Chief Minister's office petitions are sent, should pay personal attention and arrange for fair and prompt enquiry of the petitions within a day or two.
- Complaints against police officials or Police Station personnel should be dealt with personally by superior officers.
- The replies to the C.M's Special Cell petitions shall be sent in the following format

1.	C.O.Reference No	
2.	C.M's Cell petition No & date (indicate specifically "F" "G" Etc.	
3.	Name of the petitioner and address	
4.	Gist of the request	
5.	Brief report on the action taken	
6.	Gist of the reply sent to the petitioner	
7.	Whether the request has been complied or rejected	
8.	If the request has been rejected specify the reasons	

COMPLAINTS AND SOURCE INFORMATIONS

All unit officers shall send their reply on C.M's Special petitions (R,C,F,M & G) in duplicate along with the original petition.

10. Enquiry reports should be prepared in the following format for other references :-

(DGP Circular Memo dated 27.7.2001)

- i. Name of the petitioner and address.
- ii. Name of the counter petitioner and address.
- iii. Grievances in brief.
- iv. Name of Police Officer who conducted enquiry and date of enquiry.
- v. Statement of petitioner and counter petitioner.
(In this column, it is enough if it is noted whether the statements of petitioner and counter petitioner are obtained or not and if not, the reasons thereof)
- vi. Enquiry report.
- vii. Result of enquiry.
- viii. Signature of petitioner and counter petitioner.
(In this Column, it is enough if it is noted whether the signatures of petitioner and counter petitioner are obtained or not and if not, the reasons thereof)
- ix. Name, address and signature of the witnesses present during enquiry.
(In this column, the details of name and address of the witnesses and whether their signatures are obtained, should be noted).

COMPLAINTS RECEIVED FROM GOVERNMENT, DEPARTMENTS, PUBLIC SECTOR UNDER TAKINGS ETC.

11. Complaints received from Government, public sector undertakings etc. with a request for a CBCID investigation should be dealt with promptly. The receipt of the complaint should be invariably acknowledged with an assurance that the matter is being looked into.

COMPLAINTS RECEIVED FROM HIGH COURT/
SUPREME COURT

12. Immediate action should be taken to comply with the direction of the Court. A thorough enquiry/ investigation should be carried out within the limit prescribed by the Court. Compliance should be reported by the concerned officer keeping the Headquarters informed.

COMPLAINTS AGAINST CBCID OFFICIALS

13. All complaints against CBCID officials must be brought to the notice of the head of CBCID before taking a final decision, regarding the action to be taken thereon.

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CHAPTER-IV

PRELIMINARY ENQUIRIES.

REGISTRATION OF PEs :

1. Preliminary Enquiries should be initiated under following circumstances:-
 - i. Where, prima-facie, the information/ complaint discloses violations of departmental nature.
 - ii. Where the commission of a criminal offence is suspected but available information is not sufficient to register a case u/s. 154 Cr.P.C.
 - iii. Preliminary enquiries are usually not registered where the information supplied about a crime appears to be doubtful and not definite enough to require a verification or where merely misconduct not amounting to an offence is made out.
2. On registration of a Preliminary Enquiry (P.E.), a copy of the P.E. registration report should be sent by the I.O. to the CBCID Hqrs.

CRIME REGISTER FOR P.Es :-

3. A crime register for P.E. shall be maintained in CBCID Headquarters for each district and special unit. The report regarding registration of P.E.s should be written on P.E. register and not on the form prescribed for recording FIR u/s. 154 Cr.P.C.

INVESTIGATION / ENQUIRY

4. Statement of witnesses should be recorded during preliminary enquiries in the same manner as they are recorded during regular cases.

DISPOSAL OF PEs

5. Preliminary enquiries will result either in registration of R.C. or referring the matter to the concerned Department for initiating appropriate action. In certain cases the PE may be closed for want of proof. As soon as sufficient material disclosing the commission of a cognizable offence is collected a regular case should be registered. In all cases where it is proposed to convert a PE into an RC, a self-contained note should be put up to the competent officer at Headquarters for orders, after getting the opinion of SLA/LA.
6. While deciding whether a P.E. should be converted into an R.C., inter-alia, the following should be considered :-
 - (i) Whether it is impossible to further continue the enquiries without registering an R.C.
 - (ii) Where it is necessary to do so for making arrests or for invoking the other processes of law in aid of investigation.

CONCLUDING REPORTS IN P.Es.

7. At the conclusion of an enquiry in every P.E. the I.O. will prepare a comprehensive concluding report and submit it to the SCB who will obtain the final orders from the competent officers of CBCID Headquarters.

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REGULAR CASES

CHAPTER-V

REGULAR CASES

REGISTRATION OF RCs

1. Regular case should be registered under the following circumstances:-
 - a) On the orders of the Supreme Court/High Court;
 - b) On the request of the State Government;
 - c) On the orders of the DGP/CBCID Headquarters.
2. A Preliminary Enquiry should be converted into a Regular Case when prima facie evidence exists for the commission of a criminal offence after taking permission from the ADGP/ IGP CB CID.
3. Proper preliminary verification should be made before a Regular Case is registered. No Regular Case should be registered without the orders of ADGP / IGP CBCID.

FORMALITIES TO BE OBSERVED

4. All the legal and other formalities prescribed regarding the sending of FIR, properties or records to courts, submission of case dairies etc. should be observed. Filing of charge sheet should be decided in the Headquarters Office of CBCID, after a careful analysis and assessment of the evidence in consultation with the competent Law Officers and after obtaining sanction for prosecution from the competent authority wherever necessary.

REGULAR CASES

5. The same I.O. may continue with the investigation of the case after a Preliminary Enquiry is converted into a Regular Case.
6. Care should be taken to see that the FIR contains, as far as possible, full name along with father's name and other particulars of the accused such as age, place of residence and occupation at the time and date of commission of the offence, the scene of crime, modus operandi, full names and particulars of the witnesses, the motive alleged by the complainant for the commission of the offence and in cases involving property, full details and description of the property involved. In cases where the names of the accused or any of them are not known to the complainant, he should be called upon to give a description of the accused which should be recorded.
7. Copies of the FIR should be sent forthwith by the I.O, after registration, to the Jurisdictional Magistrate or Judge, as the case may be. Copies of the registration reports should be sent to the CBCID, Headquarters without delay.
8. A copy of the first information report should contain endorsement made to all others concerned. All copies should be legible. All columns of the FIR should be properly filled in.
9. Unless the investigation of a case is transferred to another branch or to the local police no regular case can be finally closed without the orders of the Magistrate or Special Judge having Jurisdiction. In such cases the I.O. shall send the final report under section 173 Cr.P.C. with other necessary papers to the Magistrate or Special Judge having jurisdiction for orders to close the case.

MAINTENANCE OF CRIME FILES:

10. All I.Os (Inspectors/DySsP) should send one copy of their Case Diary to CID HQs promptly. The CD copies will be put up in the crime file to the concerned SsCB. The SsCB will make their remarks/ instructions/ queries wherever necessary which will be promptly communicated to the concerned by the crime section.
11. In CBCID HQs, Crime Files should be maintained in four parts. Part-I will be note file, Part-II will be current file, Part-III will be confidential file and Part-IV will be the case diary and progress report.
12. Confidential reports may be sent in sealed cover and maintained in a separate file with wrapper sheets with crime number.

CASE DIARIES (PSO 567):

13. The Investigating Officer should submit case diaries in every R.C. entrusted to him for investigation in the prescribed form showing time, date, place of investigation, enquiries made and result of such enquiries. Case diary should consist of two parts :

- (i) Statements recorded by the IO and
- (ii) Daily investigation report.

Gist of statements of witnesses recorded u/s. 161 Cr.P.C should be incorporated in the case diaries. The statements themselves should be recorded separately and enclosed with the case diary. The case diaries will be submitted to the Superintendent of Police who will peruse them and issue instructions and directions in the running note sheet as and when necessary. The date of receipt of the case diary in the CBCID, Headquarters should bear the rubber

REGULAR CASES

stamp with date. All case diaries prepared in a case should be serial numbered and carry date. There will be a separate case diary for each date for each case.

14. Case Diaries should contain only particulars of actual steps taken or progress made in the investigation. The following shall not be incorporated in Case Diaries :-

- i) Conflict of opinion between I.O., Law Officers, SP and Head Quarters.
- ii) Opinions of Law Officers.
- iii) The final order passed in the case by the SP or DIG or Head Quarters Office may however be incorporated in the CD without mentioning what each officer had recommended.

FINAL REPORT (PSO 658)

15. After completion of investigation and receipt of written orders from the competent authority in CBCID Hqrs., the Investigating Officer shall prepare a Final Report in the prescribed form and submit it to the competent Court. A communication u/s.173 (2) Cr.P.C. shall be sent to the complainant informing him whether the case has been charge sheeted in the court or not after the completion of the investigation. **(PSO 660).** Similarly, the result of police investigation into cases connected with other Government Departments should be communicated forthwith by the IO through CB CID HQs to the local Head of the Department. **(PSO 579)** Final Report should be prepared in the proforma given in **ANNEXURE II.**

SAFE CUSTODY OF C.Ds

16. In the normal course, the custody of the office file of case diaries will remain with the I.O. till the stage of finally closing the case is reached. If the custody of a

REGULAR CASES

file is transferred to some other officer, a record of the transfer should be kept, under proper acknowledgement.

17. Investigating Officers should submit their case diaries on every day of investigation to the Deputy Superintendent of Police of the Branch concerned and the latter will peruse them and issue necessary instructions while recording a gist of its contents in the running note sheet. The case diaries should be stamped with the dated rubber stamp as soon as they are received in the DySP's office. He will forward them to SsCB concerned who will hand them over to Crime Section at the CBCID Headquarters.

COMPLETION OF INVESTIGATION:

18. The last case diary in every case would be as mentioned below:-

- (i) In cases in which charge-sheet is submitted to the Court, the last CD would be written on the date of filing the charge sheet. If however, investigation is continued U/S 173(8) Cr.P.C. on the same allegation or on other allegation, case diaries would continue to be written till such further investigation is fully completed. Thereafter, court C.Ds. shall be submitted till the disposal of case in the court in the prescribed proforma.
- (ii) In cases which are closed without launching prosecution, the last Case Diary would be written on the date when the competent court passes the closure order.

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CHAPTER-VI

PROGRESS REPORTS & CONCLUDING REPORTS

1. In all cases pending investigation and trial progress reports on a monthly basis are to be put up to senior officers by the SCB supervising the cases.
2. Progress Reports in cases pending investigation shall be prepared by the SCB on the basis of the case diaries received by him from the Investigating Officer of the case. The P.R. shall be a summary of the monthly progress along with instructions issued by the SCB to the Investigating Officer. The P.R. shall be put up in Crime File Part-IV in Progress report Proforma (Annexure- X).

SsCB will personally scrutinise the Case Diaries and prepare Progress Reports (PRs). Where the Inspectors are I.Os, the supervisory DysSP shall put up the C.Ds to the SsCB after recording his remarks and details of supervision done by him.

3. Monthly Progress Reports in Pending Trial cases should be prepared by the SsCB and submitted in Progress report Proforma (Annexure-XI). Part IV of the Crime File.

CONCLUDING REPORTS:

4. The Investigating Officer shall put up a Concluding Report (C.R.) to his Superintendent of Crime Branch (SCB) on completion of investigation of P.E./ R.C. However, when a preliminary enquiry is converted into an R.C. a brief note will suffice.

PREPARATION OF CONCLUDING REPORTS (CRs):

5. The following points should be kept in mind while preparing Concluding Reports:-
- (i) Information supplied in the Concluding Reports should be adequate and comprehensive on all points.
 - (ii) The allegations, the facts of the case, the evidence available and the opinions and comments should be dealt with separately and succinctly.
 - (iii) Repetition should be avoided. The allegations should be listed in proper order in a clear and definite form and discussed separately and in detail.
 - (iv) The analysis of the facts of the case should be kept separate from the opinion. When there are number of allegations and a number of accused persons, care should be exercised so that the conclusion is very clear in respect of each allegation and in respect of each accused. In the final recommendation, the name of each accused person as well as his accused number should be furnished.
 - (v) If any necessary witnesses could not be examined or if some of the required documents could not be obtained, the fact should be mentioned clearly in the Concluding Report, giving reasons.
 - (vi) All Expert opinions should be summarized in the Concluding Report.
 - (vii) Wherever sanction for prosecution is required, the SCB will put up a detailed self - contained report incorporating all relevant points to the CB CID HQs.

6. Senior Officers of the CBCID should examine the Concluding Reports critically and pass appropriate orders after taking into account the merits of the case. Orders should be unequivocal and succinct.
7. The Investigating Officer will take further action as per the orders passed.

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CHAPTER-VII

GENERAL GUIDELINES FOR INVESTIGATION.

TIME LIMIT FOR INVESTIGATION OF CASES:

1. Investigation in all Preliminary Enquiries should ordinarily be completed within a month of registration. In case of RCs, the maximum time limit should be three months.

SCRUTINY OF INVESTIGATION IN TRANSFERRED CASES :

2. In CB CID, a large number of cases are registered on transfer from local police on allegations of irregularities etc. On receipt of a case for further investigation, the concerned Superintendent of Police Crime Branch will conduct a scrutiny of the investigation already conducted, list out the lapses and gaps in investigation and put up detailed suggestions on the line of further investigation especially indicating how to overcome the lapses and fill in the gaps.

SCENE OF CRIME (SOC) :-

3. In all the cases, a detailed plan of the scene of crime (SOC) should be prepared by the Investigating Officer. The Scene of Crime should be photographed/videographed and a detailed sketch/diagram with measurements and explanatory notes should be prepared. On the spot examination should include assessment of what evidence is available which requires to be collected and evidence which requires technical forensic examination. Material evidence should be properly packaged, labelled and preserved. In case, technical expertise is required at the SOC, experts in the field concerned should be consulted. Services of Finger Print and Forensic Experts should be requisitioned, whenever required.

PLAN OF ACTION:

4. The Investigating Officer will prepare a Plan of Action at the initial stage. He should make an analysis of all the allegations and points for investigation. All available leads to be pursued, enquiries to be conducted, searches required to be made and clues to be developed, should be systematically listed out. For each allegation, the evidence available should be enumerated. As the investigation progresses, further fresh points which arise should be appended to the plan of action.

REQUISITION AND SEIZURE OF RECORDS:

5. Requisitioning and seizing of requisite records/documents should be done without delay. This point should be examined immediately after taking up an enquiry / investigation. Where searches are to be conducted, requisitions for documents should be issued only after the searches are over if required. Only such records should be requisitioned which are really necessary for the purpose of investigation. Where it is not possible to take any records or documents immediately into possession, adequate precautions should be taken and arrangements made so that any interpolation/tampering cannot be done. Wherever required, documents should be examined/scrutinized on the spot. The Investigating Officer should prepare scrutiny reports of documents and the summary of the scrutiny should find a place in the case diary.
6. In all the cases, the SCB should personally supervise the investigation on a regular basis through perusal of case diaries and records, discussion with investigating officers, examination of important witnesses, visit to the scene of crime, issuing memos, instruction etc. Senior officers such as DIsG, IGP & ADGP should conduct regular reviews and issue necessary instructions.

RECORDING OF STATEMENTS BY MAGISTRATE
U/s.164 Cr.P.C.:-

7. Statements made during the course of investigation by witnesses or accused persons in regular cases not amounting to a confession may be got recorded by Magistrate under section 164 Cr.P.C wherever required. Such statements should be recorded in the manner prescribed. It is desirable that in important cases, statements of important witnesses are got recorded as soon as possible to avoid the possibility of the witnesses resiling from their statements. All necessary precautions laid down u/s.282 Cr.P.C should be strictly observed.

TEST IDENTIFICATION PARADE (PSO 600)

8. When witnesses claim that they can identify persons who took part in an occurrence, the Investigating Officer shall record their description in detail. Thereafter, an identification parade shall be held to confront such arrested persons with such witnesses.
- 8.1 Following instructions should be scrupulously followed in this regard:
 - (a) Identification Parade shall be conducted by a Magistrate or where the presence of the Magistrate cannot be secured without considerable amount of delay, by panch witnesses and the Police shall, after arranging the preliminaries for the Parade, withdraw allowing the Magistrate or the panch witnesses as the case may be, to conduct the parade under his/ their exclusive direction and supervision. Whenever panch witnesses are requested to conduct the Parade, the Investigating Officer shall record in writing the reasons for not being able to secure the presence of a Magistrate to conduct the parade.

GENERAL GUIDELINES FOR INVESTIGATION.

- (b) Arrangements shall be made to ensure that the identifying witnesses are kept separate from each other and at such a distance from the place of identification as shall render it impossible for them to see the suspects or any of the persons concerned in the proceedings until they are called upon to make the identification.
- (c) Identification shall be carried out as soon as possible after the arrest of the suspects. In a case of inordinate delay in holding Test Identification Parade, without any valid explanation for the delay, no reliance can be placed on the evidence of the proceedings of Test Identification Parade. (Sri Niwas v. State of U.P. 1996 Cr. LJ 3965) and (Rajesh Govind Jagesha v. State of Maharashtra (1999))
- (d) The suspects should be placed among other persons similarly dressed and of the same social strata in the proportion of 8 or 9 such persons to 1 suspect. The suspect will be allowed to take any position in the parade, which he chooses and may be allowed to change his place if so desired after identification by each witness. Each witness shall then be brought out separately to make the identification. Care should be taken to see that the remaining witnesses are still kept out of sight and hearing and that no opportunity is permitted for communication to pass between the witnesses who have been called up and those who have not been called up.
- (e) The results of the test shall be recorded by the Magistrate or the persons holding the Identification Parade as each witness views the suspects. On conclusion, the Magistrate or the person holding the Identification Parade shall be requested to sign the form and certify that the test has been carried out correctly and that no collusion between the Police and

witnesses or among the witnesses themselves was possible. It is advisable that, whenever possible, an independent and reliable person not connected with the police should be present throughout the proceedings at the place where the witnesses are kept and should be required to devote his attention entirely to the prevention of collusion. Once the arrangements for proceedings have been made, the officer investigating the case and any police officer assisting him in that investigation should have no access whatsoever either to the suspects or the witnesses.

- (f) It is not the duty of the officers conducting the test to record statements or cross-examine the suspects or witnesses. They should, however, be requested to question the identifying witnesses as to the circumstances in which they saw the suspects whom they claim to identify and to record the answers correctly. While every precaution shall be taken to prevent collusion, the identifying witnesses must be given a fair chance and conditions must not be imposed which would make it impossible for a witness honestly capable of making an identification to do so.
- (g) When a photograph is the basis of test identification it must be a good photograph or a set of good photographs.
- (h) Media reports shall not be given about the involvement of the accused prior to the conducting of Test Identification Parade.
- (i) Photos shall not be published in Newspapers or displayed on electronic media prior to conducting of Test Identification Parade.

EXAMINATION OF SUSPECT PERSONS:-

9. Suspects should be examined thoroughly on all points and their statements should be carefully recorded in detail with a view to ascertaining their possible defence and to discover the sources of evidence. The accused may be informed of the charge against him and questions should be put to him for the purpose of enabling him to explain or elucidate any circumstances that would have been brought to light during investigation. All the points or arguments advanced by the accused in his defence should be looked into thoroughly by the Investigating Officer. If fresh points arise after the statement of the suspect has been recorded by the Investigating Officer, he can be interrogated again to get further elucidation. It should be ensured that full statements of suspect persons are taken and the points arising therefrom are looked into during the course of investigation so that the prosecution is fully prepared to meet the defence of the accused. Instructions laid down in **PSO 597** regarding "questioning of accused persons" should be strictly adhered to.

EXAMINATION OF WOMEN:

- 9.1 Detailed instructions have been issued from time to time regarding examination of women witnesses/suspects/accused. These instructions are given in DGP Circular Memorandum Rc.No.084863/Crime-I(1)/2002 dated 13.4.2002 (**ANNEXURE-III**). The instructions should be scrupulously followed.
10. The I.O. should prepare a questionnaire for examination of the accused and record his statement at first in a brief narrative form and then in the form of answers to the questionnaire which cover all-

important points. The questionnaire should bring out the salient points appearing against the accused and the questions should be in the nature of seeking clarification from him on these points. The record of the answers given by the accused should then be read over to him. The I.O. should normally be able to prepare the questionnaire himself but in important and complicated cases, he may take the help of the legal adviser/senior officer.

GUIDELINES FOR INTERROGATION OF ACCUSED / SUSPECTS :

10.1 The following guidelines should be kept in mind while interrogating suspects / accused :-

- The interrogator should have thorough knowledge of the subject, the case under investigation and available clues. If necessary, the interrogator should visit the scene of crime more than once and acquaint himself with minute details of commission of the crime.
- The interrogator should gather as many details as possible about the personal life of the suspect, his family members, his associates, past criminal record and his knowledge or involvement in the case.
- The interrogation should be continuous and not in intervals.
- The interrogator should avoid interrupting the suspect.
- A questionnaire should be prepared in advance.
- The interrogator should not put leading questions and should not take down notes. This gives

GENERAL GUIDELINES FOR INVESTIGATION.

opportunity to the suspect to plan his answers. Arrangements may be made to record the conversation, wherever necessary.

- The interrogator should repeat the same questions in different language after gaps. Any discrepancy found in the answers deserves further probe.
 - If there are more than one suspects to be interrogated, they should be kept separately and not allowed to meet and exchange information.
 - Preferably the suspects should not be interrogated by different officers unless permitted by interrogating Officer.
11. A statement made by a person likely to be implicated in an offence must be accepted with extreme caution and should be invariably got corroborated. If the statement is not corroborated or, prima facie, appears improbable, it must be pointed out and explanation demanded.
12. While interrogating professional criminals/ gangsters/ terrorists etc. information prescribed in proforma "Organised Crime Information System" (**ANNEXURE IV**) should be obtained. The proforma should be handed over, after filling, to MOB for their record. For other criminals, interrogation report in the form Annexure – XII should be handed over to MOB.

CONFESSIONS : (PSO 598)

13. An accused person desirous to make a confession should be produced by the Investigating Officer before a stipendiary magistrate of the first or second-class. Failure to do so will be held to detract from the value of the confession.

REFUSAL/ WITHHOLDING OF PASSPORT:-

14. In deserving cases, provision of section 6 & 10 of the Passport Act 1967 may be invoked.

MEASURES TO AVOID DELAYS IN INVESTIGATIONS:-

15. The following measures may be taken for preventing delays in Investigation of cases:-
- i. Immediately after the registration of a case, a checklist should be prepared of all the authorities from where documents are to be taken over. Requisitions for these documents should be issued within a week after the registration of the case or after the completion of searches, as the case may be. If during the investigation further documents are required a requisition should be given by the I.O.
 - ii. The I.O. should personally follow up the matter till the documents are obtained.
 - iii. After the receipt of the document, the I.O. should submit a scrutiny report within a week. The scrutiny of document should be done simultaneously. As soon as the documents are obtained, SCB should fix a target date by which the scrutiny of documents should be completed by the I.O. and a scrutiny report submitted. Such urgent investigation as may be required to be done even during the scrutiny of documents should also be completed in the mean time along with other investigating work.
 - iv. As soon as the scrutiny of documents is over, the I.O should ensure that witnesses are examined on a planned basis and their examination is

GENERAL GUIDELINES FOR INVESTIGATION.

completed early. It should be ensured that the statements of the complainant, and all eye witnesses etc. whose evidence is of an important nature are examined on top priority. Wherever required, statements should be got recorded u/s. 164 Cr.P.C without delay.

- v. Photocopies of all documents, which are required to be sent to the expert, should be prepared and retained. Original documents should be sent to the expert. All witnesses, whose evidence is connected with the documents, should be examined with reference to the original documents while less important witnesses can be examined with reference to the photocopies of the documents. The sending of the documents to the expert need not await the completion of the field investigation. In other words, sending of the documents to the expert at a fairly early stage of the investigation should be the rule and waiting till the field investigation is over should be an exception.
- vi. There should be no delay on the part of the I.O. to submit his Concluding Report. The SCB should ensure this.
- vii. In quite some cases of the CBCID, investigations are stayed by the Courts, on writ petitions etc. In every such case, certified copy should be applied for immediately and an appeal against the stay order filed wherever deemed fit. Action should be taken on a top priority basis at every stage, as this is a matter, which involves limitation.
- viii. Wherever required, all efforts should be made to obtain the sanction orders promptly.

- ix. Recommendation for sanction for prosecution should be comprehensive and exhaustive to avoid seeking of clarifications.

GUIDELINES FOR INVESTIGATION OF COUNTERFEITING OF CURRENCY/ SECURITIES etc. (PSO 578)

16. Following are some of the points that would be kept in view during the investigation of counterfeiting cases:-

- (i) All fresh notes should be examined to see if similar notes have come to notice before.
- (ii) Very careful enquiries should be made to trace the origin of such counterfeit notes. All suspects connected with the circulation of notes should be put through sustained interrogation as a part of more determined effort to get to the bottom of the racket.
- (iii) As the type of crime is such that it is necessary to arrange inter-district co-ordination of enquiries the investigation of all such cases shall be done by the CBCID.
- (iv) In order to keep the Central Bureau of Investigation in touch with the up-to-date position regarding the circulation of forged notes on All-India basis, the CBCID shall report to the Central Bureau of Investigation every case of detection of forged notes in the State as and when they are reported to them with the following particulars-
 1. Serial and general number of the note.
 2. Date of appearance.
 3. Place of detection with Police Station.
 4. Police Station Crime Number.

GENERAL GUIDELINES FOR INVESTIGATION.

5. Particulars of the tenderer.
6. Letter number and date with which the forged notes were forwarded by the Police to the Security Press for examination.
7. Remarks, if any,

Full particulars of important cases which are likely to be helpful in tracing the source of the note will also be mentioned.

- (v) On completion of the investigation or the trial, as the case may be, the forged note shall be sent to the Circle Currency Officer for eventual destruction of the note under the rules of the Reserve Bank. A report explaining the facts should also be sent to the Master, India Security Press, Nasik by CB CID.

INSPECTION OF RECORDS OF CRIMINAL COURTS (PSO 606):

17. The High Court has made the following rules for the inspection of records of criminal courts by Police Officers:-

Inspection by Police or Public Prosecutor.

- 17.1 Whenever it shall appear to any officer of Police, not below the rank of Sub-Inspector of Police, that an inspection of the records of any criminal trial or appeal will facilitate the detection or prevention of crime or is desired for examination of the conduct of Police Officers connected with the case, and whenever the inspection of such records may be desired by a Public Prosecutor, in the exercise of his duty as Public Prosecutor, such officer or Public Prosecutor, as the case may be, may apply to the Sessions Judge or presiding Magistrate of the court in which the records are lodged for permission to inspect the same.

Procedure on Application

- 17.2 The application referred to in the preceding rules shall be made in writing and shall contain a description of the records and shall state the purpose for which the inspection is sought, and the Sessions Judge or Magistrate may grant or refuse the application as he may see fit. If the application is refused, the Sessions Judge or Magistrate shall record the reasons for refusal and shall communicate a copy thereof to the officer of Police concerned or to the Public Prosecutor, as the case may be. If the application is granted, the Sessions Judge or Magistrate shall make arrangements for permitting the inspection to be conducted in accordance with the next following rule.

Conduct of Inspection.

- 17.3 Every inspection of records under these rules shall be conducted by an officer of Police not below the rank of Sub-Inspector of Police or if the inspection is granted on the application of a Public Prosecutor then by the Public Prosecutor himself, it shall take place within the precincts of the Court in which the records are lodged and in the presence of an officer of the Court who shall be deputed by the Sessions Judge or Magistrate, for the purpose, and no record or part of record shall be removed by the inspecting officer from the precincts of the Court.

INVESTIGATIONS IN FOREIGN COUNTRIES AND LETTERS ROGATORY:-

18. For collection of formal, admissible evidence available in a country or place outside India, a letter of request (Letter Rogatory) is required to be issued by the competent Criminal Court in India to the competent

Court or authority in that Country or place on an application by the Investigating Officer. Provisions of Section 166-A Cr.P.C. are to be followed for issue of Letter Rogatory.

- 18.1 Before an application is made by the Investigating Officer to the Criminal Court u/s 166-A Cr.P.C, a thorough verification of the evidence required to be collected should be done. This verification should be done through (i) INTERPOL, (ii) enquiries abroad.
- 18.2. The Investigating Officer should, at the outset, prepare a comprehensive report on evidence required to be collected from abroad. The available details and required information should be sent through CBCID Hqrs to National Central Bureau (NCB) of INTERPOL i.e. CBI to be transmitted to the NCB, INTERPOL of the country from where the information is sought. On receipt of the information from the foreign country through INTERPOL, if further verification is called for, CBCID officer should put up a proposal to Hqrs to conduct enquiries abroad. The nature of the enquiry to be conducted should be clearly spelt out in the proposal sent by CBCID Hqrs to the Government for clearance and approval.
- 18.3. After conducting informal enquiries and obtaining the requisite information, a draft Letter Rogatory should be prepared bringing out:-
 - (i) Facts of the case,
 - (ii) Specific legal provisions (including corresponding legal provisions in the foreign country) under which the case is being investigated.
 - (iii) List of witnesses required to be got examined abroad along with a detailed questionnaire accompanied by a note on the relevance of the evidence.

GENERAL GUIDELINES FOR INVESTIGATION.

- (iv) Material objects/documents to be got collected, seized with a note on their relevance for the investigation.
- (v) List of premises required to be got searched in the foreign country with a note on the need and relevance for the search.

18.4 This draft Letter Rogatory should be got vetted from the law officer and the State Government and got approved by the Central Government as per the procedure laid down by the Government of India from time to time. After the despatch of the Letter Rogatory, the matter should be followed up and any assistance required by the foreign Court or Police authorities should be promptly provided after obtaining necessary clearance.

HANDING OVER CHARGE OF DOCUMENTS:-

19. When an investigating officer retires from service or is transferred, the SCB will issue an order requiring the relieved officer to hand over charge of all documents relating to cases under investigation, pending trial in court, pending departmental action, and all other documents, to another officer named by him. The transferred officer will hand over all the documents/case diaries/records under proper acknowledgment before his relief.

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CHAPTER-VIII

ARRESTS, SEARCHES AND SEIZURES

Following guidelines for arrests should be strictly complied with:-

PRE – ARREST GUIDELINES :

1. The power to arrest without a warrant should be exercised only after a reasonable satisfaction is reached, after some investigation, as to the genuineness and bonafides of a complainant and a reasonable belief as to both the person's complicity as well as the need to effect arrest. [Joginder Kumar's case (1994) 4 SCC 260].
2. Arrest in cognizable cases may be considered justified in one or other of the following circumstances: -
 - i. The case involves a grave offence like murder, dacoity, robbery, rape etc. and it is necessary to arrest the suspect to prevent him from escaping or evading the process of law.
 - ii. The suspect is given to violent behaviour and is likely to commit further offences.
 - iii. The suspect requires to be prevented from destroying evidence or interfering with witnesses or warning other suspects who have not yet been arrested.
 - iv. The suspect is a habitual offender who, unless arrested, is likely to commit similar or further offences.
- 2.1 An arrest must be avoided if police officer issues notice to the person to attend the police station and not leave the station without permission.

- 2.2 The power to arrest must be avoided where the offences are bailable unless there is a strong apprehension of the suspect absconding.
- 2.3 CBCID officers carrying out an arrest or interrogation should identify themselves by showing their identity cards. The particulars of police personnel carrying out the arrest or interrogation should be recorded contemporaneously in a register kept at the CBCID Hqrs./Detachment. Wherever, services of local police personnel are taken for effecting arrest, the personnel should bear clear identification and name tags with designations.

GUIDELINES TO BE FOLLOWED DURING ARREST:

3. Use of force should be avoided while effecting arrest. However, in case of resistance to arrest, minimum force to overcome such resistance may be used. Care must be taken to ensure that injuries to the person being arrested, visible or otherwise, are avoided.
- 3.1 The dignity of the person being arrested should be protected. Public display or parading of the person arrested should not be permitted at any cost.
- 3.2 Searches of the person arrested must be done with due respect to the dignity of the person, without force or aggression and with care for the person's right to privacy. Searches of women should only be made by other women with strict regard to decency. The officer making the arrest should prepare a search memo. It is advisable to keep at least one witness while conducting the personal search.
- 3.3 The use of handcuffs or leg chains should be avoided and if at all, it should be resorted to strictly in accordance with the law repeatedly explained and mandated in judgment of the Supreme Court in Prem

Shankar Shukla v. Delhi. Administration [(1980) 3 SCC 526] and Citizen for Democracy v. State of Assam [(1995) 3 SCC 743].

- 3.4 Woman police officers should be invariably associated where the person or persons being arrested are woman. The arrest of woman between sunset and sunrise should be avoided.
- 3.5 Where children or juveniles are sought to be arrested, no force or beatings should be administered under any circumstances. Police Officers may for this purpose, associate respectable citizens so that the children or juveniles are not terrorized and minimal coercion is used. The provisions under TN Juvenile Justice (Care & Protection of Children) Rules, 2002 . should be scrupulously followed.
- 3.6 Where the arrest is without a warrant, the person arrested has to be immediately informed of the grounds of arrest in a language, which he or she understands. Again, for this purpose, the CBCID officers, if necessary, may take the help of respectable citizens. These grounds must have already been recorded in writing in police records. The person arrested should be shown the written reasons as well and also given a copy on demand.
- 3.7 A memorandum of Arrest should be prepared in the prescribed proforma (**ANNEXURE-V**) and a copy served to the relative/ friend of the accused arrested or in their absence, to a respectable witness/neighbour under acknowledgement.
- 3.8 The arrested person can, on a request made by him or her, demand that a friend, relative or other person known to him be informed of the fact of his arrest and the place of his detention. The police should record in

ARRESTS, SEARCHES AND SEIZURES

the Prisoners Search Register the name of the person so informed.

- 3.9 If a person is arrested for a bailable offence, the CBCID officer should inform him of his entitlement to be released on bail so that he may arrange for sureties.
- 3.10 Apart from informing the person arrested of the above rights, the CBCID should also inform him of his right to consult and be defended by a lawyer of his choice. He should be informed that he is entitled to free legal aid at State expense.
- 3.11 When the person arrested is brought to the CBCID, Hqrs./detachment/ police station, he should, if he makes a request in this regard, be given prompt medical assistance. He must be informed of this right. Where the police officer finds that the arrested person is in a condition where he is unable to make such request but is in need of medical help, he should promptly arrange for the same. This must also be recorded contemporaneously in Prisoner Search Register. Only a female registered medical practitioner should examine the female requesting for medical help.
- 3.12 Information regarding the arrest and the place of detention should be communicated by the CBCID officer effecting the arrest without any delay to the CBCID Control Room and District/State Headquarters. There must be a monitoring mechanism working round the clock.
- 3.13 As soon as the person is arrested, CBCID officer effecting the arrest shall make a mention of the existence or non-existence of any injury(s) on the person of the arrestee, in Prisoner Search Register. If any injuries are found on the person of the arrestee full description and other particulars as to the manner in

which the injuries were caused should be mentioned in the Prisoner Search Register, which entry shall also be signed by the CBCID officer and the arrestee. At the time of release of the arrestee, a certificate to the above effect under the signature of the CBCID officer shall be issued to the arrestee.

- 3.14 If the arrestee has been remanded to police custody under the orders of the Court, the arrestee should be subjected to medical examination by a trained Medical Officer every 48 hours during his detention in custody by a doctor on the panel of approved doctors appointed by Director, Health Services of the concerned State or Union Territory. At the time of his release from the police custody, the arrestee shall be got medically examined and a certificate shall be issued to him stating therein the factual position of the existence or nonexistence of any injuries on his person.

POST ARREST GUIDELINES :

4. The person under arrest must be produced before the appropriate court within 24 hours of the arrest.
- 4.1 The person arrested should be permitted to meet his lawyer at any time during the interrogation.
- 4.2 The interrogation should be conducted in a clearly identifiable place, which has been notified for this purpose by the Government. The place must be accessible and the relatives or friend of the person arrested must be informed of the place of interrogation taking place.
- 4.3 The methods of interrogation must be consistent with the recognized rights to life, dignity and liberty and right against torture and degrading treatment.

PROVISIONS OF BAIL:

5. When an arrested person/ accused of a bailable offence can give good and sufficient bail, it shall be accepted and he shall be released from custody under the intimation to the SsP.
6. When a person accused of a non-bailable offence is arrested or detained without warrant, he may be released on good and sufficient bail if the release on bail is not likely to prejudice the investigation or is not likely to result in the person absconding, but he shall not be so released if there appear reasonable grounds for believing that he has been guilty of an offence punishable with death or imprisonment for life.
7. A person accused of a non-bailable offence shall be released on bail under Section 437(2) Cr.P.C. 1973 at any stage of investigation when it, appears that there are no reasonable grounds for believing that a non-bailable offence has been committed by him, although grounds may exist for further Investigation.

ARREST AND EXTRADITION OF PERSONS IN FOREIGN COUNTRIES (PSO 648) :

8. When a person accused of a grave offence in the territory of India is residing or takes refuge in foreign countries, a message should be sent to Central Bureau of Investigation Interpol Division giving a gist of the case and the description of the wanted offender and requesting assistance for securing him, as also watching him till the necessary formalities are completed.
- 8.1 For initiating the process of effecting an arrest and seeking repatriation of an accused who is located in a foreign country, a detailed proposal should be sent by

the I.O. to the CBCID, Hqrs. containing full reasons for the proposed action. The Headquarters would then take necessary steps to move the Ministry of External Affairs through proper channel for extradition. A list of foreign countries with whom India is having arrangements for extradition is given in ANNEXURE-VI. In cases where no extradition treaties exist, proposals should be prepared after ascertaining the procedures of the country.

ARRESTS OF MEMBERS OF LEGISLATURES
(PSO 622 - 647) :

9. When a Member of Parliament/ Member of Legislative Assembly is arrested on a criminal charge for a criminal offence, the arrest shall be intimated to the Speaker of the Lok Sabha / the Chairman of the Rajya Sabha / Speaker of Legislative Assembly as the case may be, indicating the reasons for the arrest and the place of detention or imprisonment in the form prescribed, in the Third Schedule of the book titled "Rules of Procedure and Conduct of Business for Lok Sabha. Similar intimation shall be given to the Presiding Officers of State Legislatures in case of arrest of members of those Legislatures. Formats of the intimations are at ANNEXURE-VII. Where intimation of arrest or detention is sent by wireless or telegram, the information on all the points mentioned in the form should be given succinctly but clearly. Information whether an arrested Member has been released on bail pending prosecution or trial should also be furnished.
- 9.1 No arrest shall be made within the precincts of the House without obtaining the permission of the Speaker. No legal process - civil or criminal - shall also be served within the precincts of the House without obtaining the permission of the Speaker.

- 9.2 The Chief Secretary to the Government of Tamil Nadu, Secretary (Public Department), Secretary (Home Department), Government of Tamil Nadu and Director General of Police must be informed in case of arrest, detention or release of Members of Parliament / State Legislature

ABSCONDING OFFENDERS:

10. If, during the course of investigation of a case, sufficient evidence justifying the arrest of an accused is collected but the accused is found evading arrest, a warrant of arrest should be obtained immediately and the Investigating Officer should make all possible efforts to trace the whereabouts of the accused. Enquiries should be made from his relatives, friends and other persons who are likely to be aware of his movements and they should all be warned against harbouring him.

PUBLICITY REGARDING ABSCONDED OFFENDERS:

11. A descriptive roll, marks of identification and, if possible, a photograph of the absconded offender should be published in the CBCID Crime Intelligence Gazette. Wide publicity should be given in newspapers and electronic media soliciting information about the whereabouts of the absconder and announcing suitable rewards.

ISSUE OF PROCLAMATION:

12. If the accused continues to evade arrest and the warrant cannot be executed, the police officer entrusted with the execution of the warrant should be produced before the Magistrate to give evidence to the effect that the accused is intentionally avoiding arrest and/or was concealing himself and that the warrant could not, therefore, be executed. The Magistrate should then be

requested for the issue of proclamation under section 82 Cr. P.C. 1973, and for attachment of property under section 83 Cr.P.C. 1973. Proceedings under Section-83 Cr.P.C. should then be completed expeditiously.

RECORDING OF EVIDENCE UNDER SECTION 299 Cr.P.C. :

13. In all cases in which an accused is absconding, except those of exceedingly trivial or petty nature or when special circumstances exist which make the procedure unnecessary or undesirable, the court should be requested to record evidence against the absconded offender under Section 299 Cr.P.C. All cases concerning absconding offenders in which evidence u/s 299 Cr.P.C is not recorded should be reported to the CB CID Headquarters.
- 13.1 In order to render evidence recorded under section 299 Cr.P.C. admissible at future trial, it must be proved and put on record that the offender has absconded and that there is no immediate prospect of arresting him.
- 13.2 In cases where only some of the accused are absconding evidence should first be produced to prove that these persons are absconding and that there is no immediate prospect of arresting them so that the evidence recorded in the case against those present may be relevant against the absconders under section 299 Cr.P.C.

RECORDS TO BE MAINTAINED FOR ABSCONDERS:

14. To ensure that adequate steps are taken for arresting absconders and also for the declaration in time of absconding accused persons it should be ensured that the relevant particulars are entered in red ink in the Absconders Register.

15. All the documents of the case in which the accused persons or any one of them is absconding, the case file and the seized property should be carefully preserved so that these may be available when the accused is arrested. Such documents, files and property will not be destroyed for a period of 30 years from the date of proclamation of absconders.
16. Periodical enquiries should be made about all the proclaimed offenders and efforts made for their arrest should be renewed from time to time and they should be mentioned in the Register.
17. Removal of the name of a proclaimed offender from the register should be done under the following circumstances.
 - i. arrest of the accused;
 - ii. Death of the proclaimed offender or expiry of 30 years from the date of proclamation.
 - iii. Any other good and sufficient reason, e.g. trifling nature of the case or lack of sufficient evidence for a successful prosecution.

SEARCHES AND SEIZURES:

ORDER FOR PRODUCTION OF DOCUMENTS UNDER SECTION 91 CR.P.C.

18. If an Investigating Officer considers the production of any particular document or articles which is known or believed to be in the possession of a person other than an accused, necessary or desirable for the purpose of investigation, he may issue a written order for its production under Section 91 Cr.P.C.

STATUTORY POWERS OF SEARCH: -

19. Following are the statutory powers of police to conduct searches :
- i. Search of person by police u/s 51 Cr. P.C.
 - ii. Search with a warrant issued by a Magistrate u/s 97 or 98 Cr. P.C.
 - iii. Search with a search warrant issued by the Magistrate under Section 93,94,95 and 101 Cr.P.C.
 - iv. Search without a warrant under section 47, 165 and 166 Cr.P.C.
 - v. Search when a person is carrying property suspected to be stolen u/s 41 and 102 Cr.P.C.

SEARCH WITHOUT WARRANT WITHIN JURISDICTION

20. If the document or the article is likely to be found at a place within the territorial jurisdiction of the Unit and the Investigating Officer has reason to believe that such document or article cannot otherwise be obtained without undue delay, such officer may, after recording in writing the grounds of his belief and specifying in such writing so far as possible, the article or document for which search is to be made, search or cause a search to be made for such document or the article. The search shall, if practicable, be made by the officer himself but if he is unable to conduct the search, he may, after recording in writing the reasons for doing so, require a subordinate officer by an order in writing to make the search. Such order shall specify the places to be searched and as far as possible the article or document for which search is to be made. Section 165 Cr.P.C. gives powers to Investigating Officers for carrying out such searches. A record of these searches shall be made then and there and a copy thereof shall be sent to the Magistrate or Special Judge empowered to take cognizance of the offence.

SEARCH WITHOUT WARRANT OUTSIDE JURISDICTION

- 20.1 Under Section 165 Cr.P.C. a Police Officer not below the rank of Sub-inspector may require an officer in charge of another Police Station to search for any document or article if he has reason to believe that the document or article cannot be otherwise obtained without undue delay, or may search himself if he thinks that the delay occasioned by addressing the officer in charge of another Police Station in whose jurisdiction the document or the article is believed to be might result in being concealed or destroyed. In either case the officer conducting the search shall proceed according to the provisions of section 165 Cr.P.C.

SEARCHES WITH WARRANTS:-

21. Investigating Officers may conduct searches, as authorised by law, under their own authority wherever necessary; however, in all important and serious cases it would be advisable to obtain warrants for searches u/s 93 Cr.P.C. 1973 from a competent Magistrate.

CARE TO BE EXERCISED IN SELECTING WITNESSES

22. It is mandatory for an officer making search to select two or more independent and respectable inhabitants of the locality to attend and witness the search, but there is no bar in taking witnesses from any other locality, if no such inhabitant of the locality is available or willing to be a witness to search. In the latter case it will, however, be necessary to place on record the fact of having made unsuccessful attempts to have witnesses of the locality in which the search is to be made. These provisions are to be followed strictly.

PROCEDURE FOR HOUSE SEARCHES

23. The Investigating Officer is empowered to require the attendance of persons to witness the search by an order in writing and a refusal to obey such order is punishable under Section 187 IPC. The occupant of the house or some persons on his behalf should be permitted to be present during the search and before entering the house, the Investigating Officer and the witnesses should submit their person for being searched. No other person should be permitted to enter or approach the house except a member of the household. The search must be thorough and meticulous and, if necessary, may continue beyond the day of search. Proper and secure arrangements for guarding the premises should be made during the night if the search is to continue the next day. All the important exhibits should be got video-filmed and the same got sealed and deposited in the Court having jurisdiction. With the permission of the Court, a copy may be procured for the purpose of investigation. Members of search parties should behave politely with the inmates of the house/place particularly women & aged persons. Due respect should be shown to the place of worship but the search itself should cover the entire premises, including the place of worship.

SEARCH LISTS (SEIZURE MEMOS) (PSO 675 & 676)

24. A Search List of the articles or documents seized in the course of search and of the places where they were found shall be prepared on the spot in triplicate by the Investigating Officer in Form No.91. The original as well as the carbon copies shall be signed by the Officer conducting the search and the witnesses. Seizure memos should always be prepared under the appropriate provisions of law i.e. section 51, 100(4,5,6,7,8), 165, 166, 102 Cr. P.C. 1973 as the case may be. Seizure memos should not bear the

signature of the accused except in token of receipt of the search list. One copy of the memo will be immediately delivered to the person whose place was searched (whether accused or not) or to his agent and a receipt will be obtained in the following form. "Received a copy of this seizure memo. Signature of the house-owner, agent or occupant. Date and time."

25. A copy of the seizure memo shall be sent to the Magistrate having jurisdiction, as required by Section 457 Cr.P.C. The original memo will be retained by the Investigating Officer in the case diary file.
26. The officer conducting the search must insist the witnesses to be present with him throughout the search and when an article or document is discovered, attention of the witness should be called to all the circumstances relating to it.

CHECK LIST FOR SEARCHES: -

27. The following guidelines should be kept in mind while planning / executing searches :
 - Though there is nothing in law that prohibits searches being carried out during night, it has been held that, ordinarily, they should be conducted during daytime so as to avoid any complaint on the part of the accused that there was room for unfair practices like planting articles. (**A.P. Kuttan Panicker v. State of Kerala 1963 (1) Cri. LJ 669, 673**). Searches after dark should, as far as possible, be avoided. In such cases precautions should be taken to see that articles of evidentiary value for which search is to be made are not destroyed or tampered with.
 - Whenever searches are effected without a warrant issued by a competent court, the officer who has effected the search should forthwith send copies of

ARRESTS, SEARCHES AND SEIZURES

the records of materials seized by him besides specifying the grounds for having effected the search without a warrant, to the magistrate empowered to take cognizance of the offence.

- Searches executed either with or without warrant are likely to turn out futile, if there is no element of surprise. Therefore, there is no point in effecting a search as a matter of routine and legal formality.
- The money in an account in a bank is also property within the meaning of section 102 Cr. P.C. which could be seized by prohibiting the holder of the account, from operating it. Thus money in a bank account is property capable of being seized under 102 Cr.P.C.
- While exercising the powers under Section 91 Cr.P.C. or while taking into possession documents, records etc., required for the investigation, the Investigating Officer must be careful not to act in a manner which may cause unnecessary hardship or dislocation of work to the persons or offices concerned.
- In every case in which the Investigating Officer requires to search a house or place, he will record in his case diary the reasons for doing so. A house must not be searched unless there is definite reason to believe that certain specific articles or documents relating to the Investigation will be found there.

SIMULTANEOUS SEARCHES

28. If incriminating documents or articles required for the purpose of investigation are suspected to be kept at various places, simultaneous searches may be conducted to seize them. The Investigating Officer and

the Superintendent Crime Branch should properly plan and execute the searches to preclude the danger of the documents or articles being disposed or mutilated.

MEMOS FOR RECORDS TAKEN INTO POSSESSION

29. In all cases where any records or articles are taken into possession during the course of investigation without formal search a proper recovery memo attested by two respectable witnesses and the person from whom the records or articles are taken possession of should invariably be prepared on the spot and each of the documents or articles should be got initialled and numbered by the persons producing it and the witnesses to preclude all changes or substitution. All records and property seized during investigation must be forthwith deposited in the concerned court. The case property register shall be maintained year wise in all CBCID cases. As soon as the I.O. comes to know that property seized in one case (whether of the same Unit or of any other Unit) is required in another case, a clear note may be made in the case diary. The I.O. who originally seized the property should also be asked to keep a note of that.

If the property has to be produced in the trial of a case other than the one in which it was originally seized, it should be routed through the court concerned with the first case. A clear request should be made to the second court to return the property to the court concerned with the first one as soon as possible so that it should not be disposed of in any other manner. Photostat copies or certified copies (in the case of document) should be retained with the court within the jurisdiction of which the property is originally seized. That will enable secondary evidence to be produced in event of loss of primary evidence.

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CHAPTER-IX

TECHNICAL ASSISTANCE IN ENQUIRIES/ INVESTIGATION

REQUISITIONING SERVICES OF EXPERT PERSONNEL FROM OTHER DEPARTMENTS:-

1. In enquiries/investigations taken up by CB CID which involve allegations of technical nature/professional or business irregularities in a Government Department/Public Undertaking etc., the Investigating Officer should seek guidance/ assistance / expert opinion on technical issues involved from competent personnel of the department concerned. The IO should consult them with the objective of familiarising himself with the working procedure of the particular Department/Undertaking. In such cases, the Investigating Officers, with the prior concurrence of the Headquarters, may requisition and utilize the services of such staff by mutual understanding with the respective Head of Departments/ Public Undertaking. In enquiries/ investigations involving allegation of financial impropriety in payment of bills, settling of contracts and allied accounting and audit matters, the services of the audit staff under the control of the examiner of local fund accounts may be sought.

SUPER CHECK OF SUBSTANDARD WORKS:-

2. In enquiries/ investigation involving allegation of execution of substandard works, where a super check of the work by a technical person is considered necessary, the items which have to be covered by the super check will be clearly formulated by the Investigating Officer concerned. Requests for super check by CBCID

Headquarters to the competent authority will be carefully drafted indicating all relevant points to be checked.

3. In all enquiries/ cases where super checks of suspected works are proposed, the Investigating Officers should follow the following guidelines:-

- a) Investigating Officer should draw up proceedings which should recite the date of super check and the suspected work super checked. The signature of the super checking authority and the Investigating Officer should be available with the said proceedings. Super checks should be got carried out promptly without undue delay.

- b) The super check reports when received shall be scrutinized by the Investigating Officer. If any obvious mistakes are noticed in calculations or otherwise, they may be pointed out to the officer who conducted the super check, and clarifications obtained.

TESTING OF SAMPLES OF MATERIALS USED IN CONSTRUCTION OR ROAD WORKS

4. If in any enquiry/ investigation involving allegations of use of substandard materials in construction or road works, it is considered necessary to test the materials, the samples of the materials shall be sent by the Investigating Officer to the Director, Highways Research Station, Guindy, Chennai under intimation to the SCB for necessary analysis and report. The cost of such analysis shall be borne by the Director, Highways Research Station, Guindy, Chennai, as per the G.O.Ms.No.737, Public Works Department, dated 16th May 1975.

5. The Director, Highways Research Station, in his letter No.013075/Chennai/CMC/ dated 22.12.87 has desired that while sending samples of materials for analysis,

sufficient quantity of not less than 1.5 kgs. in respect of works sample and not less than 2.5 kgs. in respect of concrete sample, be sent.

6. While taking sample of impugned works, for being sent to the Highways Research Station, for analysis, the Investigating Officer should ensure that restricted number of samples of concrete or mortar are taken covering all the aspects of the allegations. The Investigating Officer should see that the samples taken are representative in character and that the restrictions of sample should not be at the cost of successful results in investigation.
7. Samples of wood used in construction works may be sent through CBCID, Hqrs., office to the Head of Utilisation Research, Forest Research Laboratory, Bangalore for analysis and report.

EVALUATION OF BUILDINGS:-

8. During investigation of cases of possession of properties disproportionate to the known sources of income by Public Servants, one of the important items that goes to make up the assets is the construction of residential buildings. The cost of construction of the building has to be evaluated as closely as possible to the correct value prevailing at the time of construction.
9. It is essential to have the presence of the Public Servant during evaluation. A notice should be served on him in writing and under acknowledgement requesting his presence during evaluation. If the Public Servant refuses to allow evaluation in a Regular Case, recourse may be taken to Section 93(1) (c) Cr.P.C. to obtain warrant from the Court for inspection of the building or other property. A notice may be served on the Public Servant under section 160 Cr.P.C. to be present at the time of evaluation.

10. Departmental instructions to the officers of the Public Works Department exist that the purpose of enquiry is to assess the probable expenditure one might be reasonably expected to have incurred in putting up the construction of the building. Therefore, the adoption of market rates that prevailed during the actual period of construction of the building concerned will alone be the proper basis for arriving at the probable original cost of construction, since the valuation is sought for enquiry purposes. It is preferable to prepare a detailed estimate based on the schedule of rates for the actual period of construction, and the net estimated value so arrived at shall be treated as the probable original cost of construction. For this purpose, details on actual or probable period of construction shall be furnished by the CBCID. For any item of work not provided for in the schedule of rates suitable rates may be worked out or lump sum provision adopted on reasonable basis at the discretion of the officer furnishing the valuation. The Superintending Engineers of Regular Circles of Public Works Department will also see that one copy of schedule of rates is kept in separate stock file on permanent basis for reference in such matters at any later date.
11. The Executive Engineer, Public Works Department, concerned shall take every effort in reporting the probable original cost of construction in the most reasonable way, indicating in the covering letter, to the Officers of the CB CID, the probable period of construction, the basis for the rates adopted and the period, difference in actual construction and the plan furnished by the CB CID etc., so that further correspondence can be avoided or minimized.
12. The Superintending Engineers, Public Works Department, have been requested to take note that the procedure of adopting the plinth area rates as on the

date of valuation, restricting the valuation for sanitary, electrical and water supply items to fix percentage (such as 7 ½ percent each) and making deductions for depreciation, etc., is meant for fixing reasonable rent for private buildings taken on lease and this procedure shall not be adopted for valuation of probable original cost of construction required by the CB CID.

13. As regards ensuring the presence of the Accused Officer(s) during evaluation the same procedure as outlined in respect of super check, shall apply.
14. Evaluating officers should ensure that all the items are correctly evaluated without omission and obtain the signature of the accused officer in token of having accepted the measurements as well as that of the Investigating Officer of the CBCID who will be present at the time of evaluation.

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CHAPTER-X

PROSECUTION

CHARGE SHEET

1. The Investigating Officer, on receiving orders for prosecution in a case, will prepare a charge sheet under section 173(2) Cr.P.C. in the prescribed format and file it in the Court of competent jurisdiction. The Investigating Officer should invariably consult the Law Officer concerned before filing charge sheets. The Law Officer will, inter-alia, check the memo of evidence and list of documents etc. and ensure that they are in order, before they are filed in the court.

ROLE OF INVESTIGATING OFFICER DURING TRIAL :

2. During trial of a case, the Investigating Officer will render all necessary assistance to Asst. Public Prosecutor / Addl. Public Prosecutor / Special Public Prosecutor entrusted with the prosecution of the case. The Investigating Officer will ensure production of prosecution witnesses, whenever summoned by the court, and case records on the dates of hearing. It will be the responsibility of the Investigating Officer to frequently liaise with the prosecution witnesses in advance and refresh their memory with regard to the facts of the case and their earlier deposition during investigation. He should guard against illegal pressures brought on the witnesses by the accused and take prompt remedial measures so that prosecution witnesses are not intimidated or coerced.
3. Addresses of witnesses should be checked periodically for confirmation of their latest addresses. A register of witnesses should be maintained containing addresses which should be updated periodically. Alongwith the

postal address, the telephone number, E -mail address and Fax numbers should be collected wherever available. Maintenance of the register should be checked by the Detachment Dy.S.P. every month. The Investigating Officer should furnish the current address of the accused and the witnesses in the case diaries.

SUPPLY OF COPIES OF STATEMENTS AND DOCUMENTS ALONG WITH CHARGESHEET

4. Charge sheet must be filed along with all required copies of statements and documents; wherever required, copies of statements etc. should also be submitted in regional language to avoid delay.
5. In all cases pending trial, the SCB should submit progress report as already prescribed.

CUSTODY OF CASE PROPERTY

6. Any property seized during the investigation should invariably be forwarded to the court in accordance with the provision of the Cr.P.C. and directions of the Court should be obtained u/s. 451 or 457, as the case may be, for its custody or disposal, during the pendency of the case. On conclusion of the enquiry or trial, the property should be disposed of in accordance with the orders of the Court u/s. 452 Cr.P.C.
7. All property/document (case properties) seized during the investigation and referred by the court for safe custody will be deposited in the case property room. The I.O will make entry in the register as and when the property/documents are taken out therefrom. The SCB-I in Headquarters and the DSP of the unit will inspect the Case Property Room once every quarter.

PROSECUTION

The SCB during inspection and visiting should invariably check the Case Property Rooms and make his observations in the Inspection Report.

REGISTERS TO BE MAINTAINED BY I.O.:

8. The I.O. will maintain the following registers:-

- (i) Register of cases under trial
- (ii) Register of acquittals or discharge
- (iii) Register of Appeal and revision
- (iv) Register of summons and warrants
- (v) Register of Case Property

WITHDRAWAL OF PROSECUTION

9. A proposal for withdrawal of prosecution may be initiated by the investigating agency through the prosecutor on appropriate legal grounds. Request for withdrawal of prosecution may also come from the accused. Such request should be entertained only in exceptional cases. In all such cases the appropriate authority should be consulted and orders should be obtained. The principles laid down in section 321 Cr.P.C. for withdrawal of prosecution should be followed.

COURT DIARIES :-

10. Court Diaries will be submitted by the IO for each hearing in the prescribed format available in **ANNEXURE-VIII**.

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CHAPTER-XI

CONVICTION /ACQUITTAL REPORTS AND FILING OF APPEALS, REVISION ETC.

1. The Investigating Officer will immediately, after pronouncement of a judgement, furnish to the concerned SCB, a conviction / acquittal report, as the case may be. In cases of discharge, the I.O should put up his report with the order.
2. A register of acquittal and discharge shall be maintained in every unit of CBCID. Each case which ended in acquittal / discharge is required to be entered in the register. The register should have columns of Case No, Section of Law, Name of the accused, Date of Acquittal / Discharge, Name of the Court, Name of the Investigating Officer, Name of the Assistant Public Prosecutor / Public Prosecutor conducting the case, Grounds of Acquittal/ Discharge, Action recommended by the I.O. and the final action taken as per the orders. The acquittal not only from the first court of trial but also the decision of the first court of appeal is required to be entered in the above register. For the convicted cases, extract of GCR shall be sent to concerned jurisdiction Police Station where the accused is residing.

OBTAINING COPY OF THE JUDGEMENT

3. In all cases, pursuant to the pronouncement of the judgement, the IO should forthwith file an application for the certified copy of the Judgement. He should follow up the matter and ensure that the certified copy bears clear endorsement regarding the application for the certified copy, date of application when the copy was ready and the date of delivery of the certified copy. Whenever necessary, the copies should be obtained after remitting the requisite fee. In the High court it should be the duty of the I.O./ Officer Incharge to keep watch and make a

request to the Public Prosecutor personally for obtaining certified copies of the judgement.

4. The I.O./ Officer Incharge should ensure that the certified copy of the judgement in all cases along with the concerned Assistant Public Prosecutor's comments / recommendation is sent to the Superintendent of Police, well before the expiry of the limitation period so that adequate time is available for moving the Government for filing revision / appeal if any in the High Court or Supreme Court.

SCRUTINY OF JUDGEMENT

5. Each judgement should be critically scrutinised by the SCB and other supervisory officers and examined with reference to the following points:-
 - i. Whether the sentence is adequate or inadequate.
 - ii. Whether revision for enhancement of sentence is to be filed.
 - iii. Whether acquittal or discharge is justifiable.
 - iv. Whether there is a case for filing an appeal against acquittal or discharge.

RECOMMENDING APPEAL AND REVISIONS

6. A revision application for enhancement of the sentence should be made after taking into account the part played by each accused in the commission of the offence. Similarly, filing of revision application in interlocutory matters should not be resorted to as a routine unless there is some substantial question of law involved or, the impugned order, if allowed to stand, is likely to have far-reaching consequences.

WATCHING PROGRESS IN APPEAL FILED BY ACCUSED.

7. Progress made in an appeal filed by the accused against conviction should be closely watched. Daily cause list of cases heard in High Court should be carefully perused by the I.O./ Officer Incharge. The monthly list of the appeal and revision pending in Supreme Court / High Court should be furnished by the I.O./Officer Incharge to the Hqs in three parts. Part-I for new matters, Part-II to watching progress in pending matters and Part-III for matters disposed. The I.Os should ensure that all the cases are included in the list.

REPORT OF ACQUITTAL/ DISCHARGE.

8. Whenever a case ends in acquittal or discharge, a report will be prepared by the I.O. along with a copy of the judgement. This report should clearly show the reasons for acquittal or discharge and whether there were any defects or negligence in investigation or in prosecution, which led to the acquittal /discharge. Adverse remarks regarding investigation or prosecution should also be clearly mentioned. This report will be sent to the SCB by the I.O. along with the final report and the judgement. Then the SCB will get the opinion of the SLA/LA. If an appeal or revision is recommended to be filed against acquittal/discharge, a self-contained note should be prepared giving, in brief, the facts of the case and reasons why the appeal or revision is considered justifiable. In his comments the SLA/ LA should discuss the specific point raised in the judgement and give clear reasons wherever he disagrees with the same. The reasons given by SLA/LA should be supported by the evidence on record and his recommendations should be clear and unambiguous.

9. The period of limitations should be specifically mentioned alongwith the dates on which application for a copy of the judgment was made and was obtained. Time taken in giving orders should also be indicated. Normally the SLA/LA should not take more than three days for giving his comments after receipt of the copy of the judgment, deposition of witnesses and case diary. If more time is taken, he should account for the same. The SCB will then make a thorough study of all the documents, record his own comments and suggestions and send all the papers within three days to the ADGP through IG/DIG. All the papers should be accompanied by proforma of limitations.
10. Copies of Judgement and comments of the SLA/LA should be put up to DIG/ IGP / ADGP in cases ending in acquittal/ discharge. On receipt of orders for filing of an appeal or revision, a copy of the judgement and a copy of the comments of the SLA/LA will be forwarded to the State Government for filing an appeal.

ACTION TO BE TAKEN IN CASE OF ADVERSE REMARKS/ STRICTURES /APPRECIATION BY COURTS.

11. SsCB will carefully go through judgements and such records of the case as may be necessary. They will then consider whether any further action is called for in respect of any adverse remark or strictures by the court. After obtaining such explanations or clarifications the SCB should offer his remarks and obtain final orders from the senior officers.
12. The report of the SCB should be comprehensive and he should analyse each adverse remark and recommend further action including filing of appeal/ revision against acquittal/discharge and expunction of adverse remarks. Acquittal /discharge cases should be treated as closed only when no further action is pending by way of appeal

or revision. In cases which fail in court in which no appeal or revision is considered necessary, it should be examined whether departmental action is called for.

13. Any appreciation of the investigation in the judgement should be taken due note of, and suitably rewarded, besides recording it in the ACRs of the concerned officers.

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CHAPTER-XII

STATE CRIME RECORDS BUREAU (S. C. R. B.) AND POLICE RESEARCH CENTRE (PRC)

1. State Crime Records Bureau (S.C.R.B.) was constituted in 1995 in Tamil Nadu in pursuance to recommendations made by the National Police Commission, Government of India. The Government of India, as a follow up of the recommendations, had advised the State Governments to take steps for establishment of Crime Records Bureaux at State and District levels as a measure to increase operational efficiency of the Police Force and to improve the Crime Records System of the Country [G.O. Ms.No.1536, Home (Police VIII) Department dated 13.10.1995]
2. The State Crime Records Bureau of Tamil Nadu comprises:
 - The Police Computer Wing (PCW)
 - Fingerprint Bureau (F.P.B.)
 - Modus Operandi Bureau (M. O. B.)
 - Statistical Cell
3. The State Crime Record Bureau functions under the control of ADGP (CBCID) and IGP (Crime). IGP (Crime) has been designated as ex-officio Director of SCRB (G.O.Ms.No.100 dated 30.01.2003)

FUNCTIONS OF THE SCRB:

4. Functions of the SCRB are as follows :-
 - to function as a storehouse of information on crime and criminals including those operating at National and International levels so as to assist investigators and others, in linking crimes to the perpetrators.

- to store, coordinate and disseminate information on inter-State and international criminals from and to respective States, National Investigating Agencies, Courts, and Prosecutors in India without having to refer to the Police Station Records;
- to collect and process crime statistics at the State level;
- to supply data to the panel and correctional agencies for their tasks of rehabilitation of criminals, their remand, parole, pre-mature release, etc.
- to co-ordinate and assist the functioning of the District Crime Records Bureaux.
- to provide training facilities to personnel of the District Crime Records Bureaux.
- to evaluate, develop, and modernise Crime Records Bureaux.

POLICE RESEARCH CENTRE (PRC):

5. The Police Research Centre (PRC) is a special unit of CBCID. It was constituted in 1960 as per G.O. MS.No.857, dated 17.3.1960. PRC undertakes studies of crimes relating to definite groups or classes or people in select areas. PRC also examines the possibility of arresting crimes by eliminating the factors which are known to be contributory causes. The relationship between industrialization resulting in the coming up of slums and the incidence or pattern of crime etc. also receive attention at the Police Research Centre. The Research Centre also studies special circumstances that contribute towards crime trends. The methods of raising the Police morale and improving Police-Public relations also come within the purview of the studies in the Research Centre.

It carries out studies on the subjects entrusted to it by the Government, DGP or ADGP.

MODUS OPERANDI BUREAU (M.O.B.) (PSO 495) :-

6. The State Modus Operandi Bureau functions as an adjunct of the Crime Branch, C.I.D. This unit is an important component of SCRB. Its primary duty is to collect, record and disseminate information regarding offences and criminals. The types of offences to which the Bureau bestows particular attention are those which are to be normally investigated by the CBCID and criminals whose operations are either extensive in the State or inter-State in nature. The Bureau does not undertake the investigation of cases, the responsibility for which rests with the executive units of the Crime Branch, C.I.D. The Investigating Officers should, however, make full use of the information available in the Bureau. The Bureau consolidates crime figures on a monthly basis, puts up the monthly crime review, prepares the quarterly statistics of crime and collects particulars for the Annual Administration Report. It also publishes the weekly "Criminal Intelligence Gazette" and monthly "CID Review".
7. The records to be maintained in the Modus Operandi Bureau are
 - (i) List of Missing Persons,
 - (ii) List of Wanted Persons,
 - (iii) General subject File
 - (iv) Indices and such other items as may be prescribed by special orders from time to time.

MODUS OPERANDI BUREAU SHEETS, INDICES AND SIGNALS:

8. Modus Operandi Bureau sheets will be opened for criminals who have operated in more than one State generally. In cases of criminals who have obtained notoriety in the cases investigated by the C.I.D. sheets may be ordered to be opened by the Superintendent of Police, Crime Branch, C.I.D. Sheets will be maintained normally for all the accused concerned in cases listed under Police Standing Order 507 except for special reasons. A number will be assigned to each sheet and the fact of opening a sheet shall be communicated to the Superintendent of Police of the district in which the criminal normally resides or where his operation has extended. The Superintendents of Police will send a monthly return of the current doings of the criminal to the Modus Operandi Bureau. The Modus Operandi Bureau will also maintain sheets for MOB criminals of other States residing in this State. The fact of having opened a Modus Operandi Bureau sheet for a criminal of any other State should be promptly communicated to the concerned State, and the cross reference obtained and noted in the Modus Operandi Bureau sheet maintained.
9. Whenever Modus Operandi Bureau sheets are maintained for any criminal, a History Sheet shall be opened by the local police where the criminal resides, or where he has operated. The Sheets shall be periodically reviewed on the strength of the reports received from the Superintendents of Police and for such of those who have become
 - (a) too old to commit crime
 - (b) unable from any physical infirmities to commit crime, and

- (c) so completely reformed as is established by continued good record for over a period of 15 years, the sheets shall be closed.

INDICES:

10. The following are the indices to be maintained for Modus Operandi Bureau criminal in the Modus Operandi Bureau. They will be computerised. Till computerisation is complete, these will be on the card system. They will be typewritten and kept in cabinets of an approved type.
- a) Name Index.
 - b) Serial Index.
 - c) Alphabetical Index.
 - d) Descriptive, deformative and physical peculiarities index.
 - e) M.O. Index.
 - f) Alias Card.
 - g) Style Index.
 - h) Trade Mark Index.
 - i) Transport Index.
 - j) Property lost.
 - k) Property Recovered.
 - l) General Subject File Index.

NAME INDEX:

11. The cards for the name index will be maintained alphabetically in four colours. Red Card for inter-State, white for local criminals, blue for inter-police station, and pink for inter-District criminals. The card should contain residential particulars, age, height, reference to M.O. etc. This will be flagged by signals vide "Signals" infra. The cards have line 1/4 inch about 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.

SERIAL INDEX:

12. Indices to a Modus Operandi Bureau sheets should be maintained, serially, showing address particulars, Modus Operandi Bureau number and serial number of history sheet or personal file maintained in the district.

ALPHABETICAL INDEX:

13. An Alphabetical index showing the date of opening of Modus Operandi Bureau sheet, classification of history sheet, details of address, etc.

DESCRIPTIVE, DEFORMATIVE AND PHYSICAL PECULIARITIES:

14. Index cards will be maintained having special features of deformatives in respect of all criminals whose appearances, identification marks, habits or other characteristics can readily and usefully be classified. Apart from furnishing details in this form the classes of physical and criminal characteristics will be typed below the bottom line of the card also. The sphere of operation will be entered on the reverse of the card.

M.O. INDEX:

15. The Cards for this index will be arranged in the alphabetical order of the different modus operandi and other characteristics in drawers assigned to the main heads of crime. The index heads will be plain language each words corresponding to those in crime classification list prescribed for indexing

Part-I Station Crime History; The M.O.B. criminal number, the station and sphere of operation will be entered against the name of each individual. The type of crime will be entered below the bottom line of the card also. Slips and signals will be used on the sides of the card according to instructions below.

ALIAS CARD:

16. A card for each criminal will be opened containing his aliases. H.S. classifications and M.O. classifications. This will be maintained alphabetically.

STYLE INDEX:

17. Index cards of the same type as descriptive, deformative and physical peculiarities shall be noted in respect of criminals who indicate alleged trade, profession at the time of or immediately prior to commission of offence, which can readily and usefully be classified. They shall be grouped style-war.

TRADE MARK INDEX:

18. Similar index cards like Style index will be maintained for all criminals who indicate any extraordinary act e.g. poisoning dogs, changing clothes, food, committing nuisances, etc., not associated with crimes and grouped trade-war.

TRANSPORT INDEX:

19. An index of all type of transport used at the time of commission of the offence, classified according to vehicle used shall be maintained individually for each criminal and grouped vehicle-war.

PROPERTY LOST/STOLEN:

20. Cards will be opened in respect of identifiable properties lost or stolen in respect of all grave and important cases, the reports being compiled from the C&O sheets, reports from DCRB and other information received in CIG sheets of other States.

PROPERTY RECOVERED:

21. Cards will also be opened in respect of all identifiable properties recovered, the reports being compiled from C&O sheets, reports from DCRB and other information received in CIG sheets of other States.

GENERAL SUBJECT FILE INDEX:

22. A card index to the general subject file will be maintained. A list of subjects for which general files have been opened will be kept in alphabetical order. The first page of each General File will contain a list of its main contents.

SIGNALS:

23. 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 deformative descriptive and physical peculiarities index cards.

BLUE	-	In Jail
RED	-	Out of view
TWO REDS	-	Out of view and wanted
YELLOW	-	Inactive
GREEN	-	Operating outside the State
ORANGE	-	Active

GENERAL SUBJECT FILES:

24. Information of permanent value about important classes of crime and criminals will be maintained in General Subject Files or folios. Materials for these files will be got from District Crime Records Bureau, results of investigation of cases in the CID special reports and from any other information obtained or records available. The subjects for which such files should normally be opened are criminal organizations, criminal areas, counterfeit coins and currency notes, bombs, smuggling of arms, poisoning, special classes of crime, all the heads of crime for which such files are maintained in the Modus Operandi Bureau and such other special types of crime peculiar to the State etc. The files should cover all subjects of importance affecting criminal history of the State and should be carefully maintained and kept upto-date.

PHOTOGRAPHS:

25. Photographs of all Modus Operandi Bureau criminals will be maintained in albums. They will be maintained M.O. wise in respect of this State criminals as well as other State criminals. The photographs will be in the same three poses as is being maintained in the District Crime Records Bureau. The District Crime Records Bureau will supply the photographs to the State Modus Operandi Bureau as soon as any criminal of the District is registered as a Modus Operandi Bureau criminal.

HISTORY OF CRIME:

26. The District Crime Records Bureau will communicate to the State Modus Operandi Bureau cases of

interest and cases coming under Police Standing Order 507 in Form 92: The Modus Operandi Bureau will embody this information in the General Subject File. In cases where a report in Form 92 has been sent to the Modus Operandi Bureau, the officer in-charge of the District Crime Records Bureau should send final report either when the case has ended in conviction or when the case has been treated as undetected in Form Part-II.

MISSING AND WANTED PERSONS BUREAU:

27. The State Modus Operandi Bureau will maintain a list of missing persons and wanted persons. The list of missing persons will be compiled alphabetically from the First Information Report of missing persons received from police stations and a special report will be sent in a proforma. All cases of Missing children, Kidnapped women and children and activities of professional traffickers of women and children will be reported directly by S.H.Os. to the M.O.B. An 'A' card will be opened for all missing persons and a card showing details of cases in case of kidnappers. Similarly an index will be opened for all wanted persons in the descriptive roll form flagged by appropriate signals as in the case of M.O. Index cards. An edited paragraph will be published in respect of all missing persons and wanted persons in the Criminal Intelligence Gazette provided the descriptive and other particulars are found to be useful or photographs are available. The Criminal Intelligence Gazette sheet number wherever possible should be entered at the bottom of each card opened. Periodical enquiries will be made by correspondence about the missing and wanted persons and if they are traced the cards will be eliminated. Cards will also be opened for missing

persons of other States who are likely to visit this State. Their photos and particulars will also be similarly published in the Criminal Intelligence Gazette of this State. The District C&O Sheets and other State Criminal Intelligence Gazette will be scrutinized by the MOB with regard to persons for whom cards have been opened and any information received will be communicated to all concerned.

FORMS OF GANGS :

28. A register of the activities of all gangs that have come to notice in this State during the investigation of cases will be maintained. The register will be in the same form as the one maintained in the DIB and will be maintained M.O. war. Apart from listed M.Os. any particular or special M.O. that comes to notice should be separately listed.

REGISTER OF SMUGGLERS:

29. A list of smugglers will be maintained showing the type of articles involved, places from and to which they are smuggled, transport used, contacts with the public and officials etc. Result of each case should be entered after disposal.
30. MOB will ensure the publication of CIG every week and CID Review every month. Daily Crime reports, Newspapers clippings of Police related matters should be put up before DIG/IGP/ADGP and their remarks should be carried out.

POLICE COMPUTER WING [PCW]:

31. The Tamil Nadu Police Computer Wing (PCW) was established in 1971 as a part of the Modernisation of Police Force scheme of the Government of India.

This wing is engaged in creation of criminal information system, software development, computer training and helping the investigating officer by using tools such as Portrait Building System and Talash software in crime detection. PCW is a part of SCRB.

FINGER PRINT BUREAU [FPB] :

32. Established in the year 1895, the Tamil Nadu Finger Print Bureau is the oldest one in the country. It helps identification of criminals and detection of crimes. It serves the general public, various government departments and judicial departments which refer cases on dispute of finger impression for their identity. FPB is a part of SCRB.

STATISTICAL CELL:

33. This Cell is attached to the Chief Office. Preparation of Policy Note for Budget sessions, preparation of Administrative Report, preparation of speeches for the Governor and the Chief Minister for Assembly sessions and collection of data for furnishing replies to Assembly and Parliamentary questions are some of the main items of work being attended to by this cell.

-oOo-

ANNEXURE

ANNEXURE-I

CRIME BRANCH CID STRENGTH PARTICULARS WITH DETAILS OF DETACHMENTS

Sl.	Name of the Unit	SP S	ADSP S	DSP S	INSP S	SI S	HC S	GrI S	GrII S
UNITS									
1	HEAD QUARTERS	1	-	1	2	4	6	5	19
	Control Room				1	3	1	-	6
	Motor Transport				2	1	6	1	45
2	PRC			1	1	1	1	-	5
3	M.O.B			1	4	3	4	4	10
4	Anti Trafficking Cell			1	1	3	3	-	6
5	C.C. WING			2	4	3	5	3	12
6	Cyber Crime Cell	-	-	1	2	2	2	-	7
7	Organised Crime Cell			7	14	14	14	-	49
	Total - I	1	-	14	31	34	42	13	159

Sl.	Name of the Unit	SP S	ADSP S	DSP S	INSP S	SI S	HC S	GrI S	GrII S
1	METRO	1	-	2	4	4	6	3	17
2	CHENGAI			1	1	1	2	-	6
3	KANCHEEPURAM				1	1	1	-	2
4	THIRUVALLUR			1	1	1	2	1	2
5	VILLUPURAM				1	1	2	1	2
6	CUDDALORE			1	1	1	2	1	3
7	VELLORE				1	1	1	-	2
8	THIRUVANNAMALAI				1	1	1	1	3
9	SALEM				1	1	1	1	1
10	NAMAKKAL				1	1	2	1	2
11	DHARMAPURI				1	1	2	1	2
12	KRISHNAGIRI			1	1	1	2	1	5
13	COIMBATORE CITY				1	1	2	1	3
14	COIMBATORE (R)				1	1	2	1	2
15	The NILGIRIS				1	1	2	-	4
16	ERODE				1	1	2	1	2
17	TRICHY	1	-	1	1	1	2	1	4
18	TRI.SPL.CELL				1	1	1	1	1
19	KARUR				1	1	1	1	1
20	PERAMBALUR				1	1	2	1	2
21	PUDUKOTTAI				1	1	1	1	1
22	NAGAPPATTINAM				1	1	1	1	1
23	THIRUVARUR				1	1	2	1	3
24	TANJORE			1	1	1	2	1	4
25	MADURAI CITY				1	1	1	1	2
26	MADURAI (R)				1	1	1	1	1
27	THENI				1	1	2	1	3
28	VIRUDHUNAGAR				1	1	2	1	3
29	RAMNAD				1	1	2	1	5
30	SIVAGANGAI				1	1	2	1	3
31	DINDIGUL			1	1	2	2	1	4
32	TIRUNELVELI				1	1	2	1	4
33	TUTICORIN				1	1	2	1	3
34	KKI				1	1	2	1	
TOTAL - II		2	-	9	37	38	60	30	106
GRAND TOTAL-I & II		3	-	23	69	73	104	44	267

ANNEXURE-II

FINAL FORM/REPORT
(Under Section 173 Cr.P.C.)

IN THE COURT OF

1. District.....P.S.....Year.....FIR.No.....
Date.....
2. Final Report/Charge Sheet No.....
3. Date
4. (i) Act..... Sections.....
(ii) Act..... Sections.....
(iii) Act..... Sections.....
(iv) Other Acts & Sections
5. Type of Final/Report: Charge Sheet/ Not charge sheeted for want of evidence / FR True, undetected /FR True, Untraced/FR True, offence abated/ FR unoccurred.
(tick '4' applicable portion)
6. If FR Unoccurred: False/ Mistake of Fact/ Mistake of law / Non cognisable / Civil Nature. (tick '4' applicable portion)
7. If Charge Sheet: Original /Supplementary.
(tick '4' applicable portion)
8. Name of I.O..... Rank.....No.
(at the time of charge sheet)
9. (a) Name of complainant / informant
(b) Father's/ Husband's Name
10. Details of Properties/Articles/Documents recovered/ seized during investigation and relived upon
(separate list can be attached, if necessary)

Sl. No.	Property Description	Estimated value (Rs.)	P.S. Property Register No.	From whom/where recovered or seized	Disposal
1	2	3	4	5	6

II. Particulars of accused persons charge-sheeted : (Use separate for each accused)

Sl.No.....

- (i) Name.....Whether verified.....
- (ii) Father's/ Husband's name.....
- (iii) Date/ Year of birth.....
- (iv) Sex(v) Nationality
- (vi) Passport No..... Date of issue
Place of issue
- (vii) Religion
- (viii) Whether SC/ST/OBC.....
- (ix) Occupation.....
- (x) Address
-Whether verified ./.....
- (xi) Provisional criminal No.
- (xii) Regular criminal No. (if known)
- (xiii) Date of arrest
- (xiv) Date of release on bail
- (xv) Date on which forwarded to court.....
- (xvi) Under Acts & Sections.....
- (xvii) Details of bailers / sureties:
Name
- Father's/Husband's Name
- Occupation Address.....
- Identification
- (xviii) Previous convictions with case references
-
-
-

- (xix) Status of the accused;
Forwarded/ Bailed by police/ Bailed by court/
Judicial custody/ Absconding / Proclaimed
offender
(tick '4' applicable portion)

12. Particulars of accused persons - not charge sheeted
(suspect) : (Use separate sheet for each suspect)
Sl. No.

- (i) Name Whether verified
- (ii) Father's/Husband's name
- (iii) Date/Year of birth
- (iv) Sex
- (v) Nationality
- (vi) Passport No. Date of issue
- Place of issue
- (vii) Religion
- (viii) Whether SC/ST/OBC,
- (ix) Occupation
- (x) Address
- Whether verified
- (xi) Provisional criminal No.
- (xii) Suspicion approved: Yes/No
- (xiii) Status of the accused (suspect)
Bailed by Police/Bailed by court/ Judicial
custody/not arrested.
(tick '4' applicable portion)
- (xiv) Under Acts & Sections
- (xv) Any Special remarks including reasons for not
charge sheeting
-
-

ANNEXURE-III

EXTRACT OF DGP CIRCULAR MEMORANDUM
R.C.No.084863/CRIME 1(1)/2002 Dated 13.4.2002

CIRCULAR MEMORANDUM.

Sub: Police - Law & Order - Bringing of Women to
Police Stations for Enquiry - Instructions - Issued.
-oOo-

Section 160 Cr.P.C. empowers a Police Officer making investigation to procure witnesses who are acquainted with the facts and circumstances of the case and such persons shall attend as so required.

2. According to proviso no male person under the age of fifteen years or woman shall be required to attend any place other than their place of residence.

3. In the recent observation of the High court His Lordship Thiru.J. Karpagavinayagam has directed the Police that woman accused /witnesses should not be brought to Police stations, for interrogation. They should be interrogated only by woman Police Personnel that too at the place of their residence. In this connection His Lordship has also directed the Government to issue a circular to all Police Stations in the State with suitable instructions.

4. In the light of the above observation of the High court the instructions issued earlier through various circulars mentioned in the references cited are hereby reiterated as below for strict compliance.

(i) the submission to custody by women should be presumed. There should be no occasion to touch a woman where arrest of a woman is unavoidable. No woman should be arrested between sunset and sunrise excepting under very extraordinary circumstances. Information in such cases should be promptly communicated to superior officer immediately. Such arrest of woman should be effected only by an officer of and above the rank of a Sub Inspector of Police.

(ii) Release on bail in bailable offences is mandatory and should be complied with expeditiously. Production for remand in non-bailable offences should also be done with utmost expedition.

(iii) A woman accused should be searched only by another woman. The assistance of women police should be invariably enlisted wherever available.

(iv) The arrested women should be kept in a separate female lock-up. A male or female relative of the arrested woman should be allowed to stay in the police station premises

and also be allowed to accompany the women police escort. Wherever Women Police Station is available she should be kept in the women Police Station only.

(v) The men Police Personnel should be severely warned that deviant behaviour towards women would invite stern departmental action and also prosecution.

(vi) The guidelines could be incorporated in a small booklet with a set of Do's and Don'ts.

(vii) They may also be reproduced in 'Bold Letters' and hung in a placard to serve as daily reminder.

(viii) Do not take any male person below 15 years or a female of any age from his or her residence either for enquiry or for investigation (sec. 160(1) Cr. P.C.)

(ix) Do not enter any premises occupied by a female without permission.

(x) Do not search any female except by another female and with strict regard to decency (Sec. 51(2) Cr.P.C.)

(xi) Do not cause medical examination of female accused except by or under the supervision of a woman Medical Officer (sec. 53(2) Cr. P.C)

(xii) Do not order a female prisoner to walk more than a mile during escort; do not refuse a conveyance for shorter

distance too if reasons of health or custom or other valid reasons warrant the provision of a conveyance (P.S.Os 348(10) and 350(6) Vol.1)

(xiii) Do not provide an exclusive male police escort to a female prisoner, a female warder/ women police, shall accompany a woman prisoner (P.S.O.348 (12) Vol.I)

(xiv) Do not keep a female in lock up except under a female guard (P.S.O. 637(4) Vol.I)

(xv) Do not delay production of a female in custody before the Magistrate.

5. The importance of adequate safeguard to the status of women and the deal to treat them with respect and consideration should be emphasized to the force at lower level. All the Unit Officers are requested to communicate the above instructions to all Police Personnel down to Police Constables to respect the modesty of woman while dealing with them. The erring police personnel should be subjected to higher enquiry and if found guilty, they should be punished deterrently by awarding maximum punishments and there should not be any violation on these instructions.

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ANNEXURE IV

ORGANISED CRIME INFORMATION SYSTEM

ORGANIZED GANG/TERRORIST/MILITANT/INSURGENT ORGANISATION [Tick(✓) as applicable] GANG/ORGANISATION DETAILS

1. Gang/Organisation Name -----
2. Gang/Organisation Leader Name -----
3. Class/Category [Tick(✓) as applicable]
(i) Organisation Criminal Gang/Mafia (ii) Terrorist (iii) Militant (iv) Subverse outfit (v) Insurgent (vi) Inter-district/ Inter- state Criminal Gang.
4. Type of activity -----
5. Area of operation -----

S.No	Country	States	Districts

6. Targets -----
7. Membership details (No. of Members to be filled)
(i) Full time ----- (ii) Part time -----
(iii) Associates-----

8. Transport in Possession

- | <u>Vehicles</u> | <u>Quantity</u> | <u>Vehicles</u> | <u>Quantity</u> |
|------------------------------------|-----------------|---------------------------|-----------------|
| (i) Light Motor -----
Vehicles | | (iii) Two Wheelers ----- | |
| (ii) Heavy Motor -----
Vehicles | | (iv) Other Vehicles ----- | |

9. Linkage with Communal Groups etc. (Fill Name of group)

Communal group/ Party	Ethnic Group	Caste Group

10. Transport holding

S. No	Auto type	Make	Registration No.	Chassis No.	Engine No.	Ownership details.

(Attach separate sheet if necessary)

11. Weapon holding.

S.No	Type	Quantity

12. Explosives holding.

S. No.	Type (RDX/PETN/TNT/OTHERS)	Quantity

(Attach separate sheet if necessary)

13. Gang/Organisation hideout

S. No.	Address					
	H.No., Street, Locality	Police Station	City	District	State	Country

Owner's Name	Details of Occupants

(Attach separate sheet if necessary)

14. Gang/Organisation criminal activity details (Fill separates sheet for each FIR)

S.No. ———

i) FIR No. ——— ii) Date ——— iii) P.S. ———
 iv) Dist ——— v) State ——— vi) Acts/Section ———
 vii) Member: No. killed ——— No. injured ———

viii) Victim details

Name	Age	Sex	Victim type killed/ injured/ abducted/ extorted	Occupation	Address	Compensation paid (Rupees)

ix) Nature of property attacked ———
 Details of Property ———
 Value of property (Loss) Rs. ———
 Location ———

x) Weapons involved

Type	Number	Bore	License No.	Recovered/Looted/ Not Applicable

xi) Explosives details

Type (RDX/PETN/ TNT /Others)	Weight	Detonation (Electric Fuse/ Chemical Fuse/ Electronic/ Remote Control/ etc	Type of casing (Crude/Steel /Serrated etc.)	Recovered/ Looted/ used/Not Applicable

xii) Brief facts of the case

MEMBER DETAILS

(Fill separate form for each Full Time Member only)

1. Gang/Organisation Name -----
2. (i) Name -----
(ii) Alias -----
3. Status in Gang/Organisation -----
[Leader/Member/etc.]
4. Linkage with other Gangs/Organisations -----
5. To be filled up only in case of
Terrorist/Militant/Insurgent
 - (i) Category -----
 - (ii) Country where trained -----
 - (iii) Targets of suspected attack -----
 - (iv) Area of operation -----

AFFIX
PASSPORT
SIZE
PHOTOGRAPH

S.No.	Country	States	Districts

- [v] Expertise in use of
Weapons -----
Explosives -----
- (vi) Motivation factor [Tick(✓) as applicable]
Mercenary Religious Revenge Any other
fanatic

6. Personal details:

- (i) Sex ----- (ii) Age ----- (iii) Place of birth -----
(iv) Nationality ----- (v) Religion ----- [vi] Caste -----
(vii) Blood group -----
(viii) Educational Qualification -----
(ix) Occupation -----
(x) Sources of income -----
(xi) Mother tongue -----
xii) Languages known -----
xiii) Identification mark -----
xiv) Food preferences -----
xv) Diseases -----
xvi) Weaknesses (Wine/Gambling/Women
/Wealth/Drugs.....)

7. Address & Telephone number

i) Permanent

ii) Present

8. Physical features

- i) Eyes ii) Nose iii) Lips
iv) Teeth v) Forehead vi) Face
vii) Complexion vii) Mouth
ix) Build x) Height
xi) Beard xii) Chin
xiii) Speech xiv) Moustache
xv) Dress xvi) Walking Style
xvii) Hair xviii) Deformity
xix) Eye sight xx) Disability

9. Property held

i) Immovable

Details

Address

ii) Movable

Details

10. Reward details
Amount

Announced by
(Organisation and Reference No.)

11. Present whereabouts

i) Inside the jail (YES/NO)

(yes) Anticipated date of release

(no) Date of last release

ii) Out of sight (YES/NO)

(yes) Date of jumping the bail

(no) Date of last bail

iii) Dead / Killed

Cause of death*	FIR No.	Date	Police Station	District	State	Country	Date of death	Place of death

* Natural death / Accidental / Killed in encounter / killed by rival gang

12. Family particulars

Relationship	Name	Sex	Age	Occupation	Address

13. Associate details

S.No	Name & Aliases	Address					Type of Associate	Nature of Association
		H.No. Street & Locality	Police Station	District	State	Country	Criminal/ Political/ Relative/ Bureaucrat/ Financier	

14. Harbourn details

S. No.	Name & Aliases	Address					Telephone Number	
		H.No. Street & Locality	Police Station	District	State	Country		

15. Passport holder (Y/N)

Passport details (if available)

S.No.	Category	Name as in Passport			Passport Number	Date of issue	Valid upto
		First	Middle	Last			

Place & country of issue	Countries visited so far		
	Country	From	To

16. i) State Dossier No. ii) CBI Dossier No.....
 iii) CRB Dossier No

iv) Whether Interpol Notice issued (Y/N)

S.No.	Interpol Notice No.	Date	File No.	Issuing Country	If extradition required

17. Political post details

S.No.	Party Name	From	To	Type of membership/ position held	Area

18. Employment details

S.No.	From	To	Designation	Occupation	Employer details	Place of work

19. Bank details

S.No.	Bank Name	Branch	City	State	Country	Type of account	Account number	Locker number

20. Criminal history

S.No	FIR No.	Date	Police Station	District	State	Acts / Section

Number Killed	Detained		Arrested		Whether named accused or suspect
	From	To	From	To	

ANNEXURE-V

MEMORANDUM OF ARREST

1. Name and Address of the Arrestee :
2. Crime Number :
3. Section of Law :
4. Nature of Offence/Reason for arrest [U/s.50 Cr.P.C] :
5. Place of arrest :
6. Date and Time of arrest :
7. Place of confinement (Police Station/Place of Interrogation/ other police lock up) :
8. Whether weapon or any other article seized from the arrested person :
9. Whether any Grievous/simple injury found on the body of the arrested person. :
10. Whether the arrested person is suffering from serious disease [details to be collected from the accused] :
11. Whether sent for Medical treatment or Not (U/s.53 and 54 Cr.P.C 667 P.S.O.) :

12. Name and address of the :
friend/relative who was
informed about the arrest of
the accused. If not informed
the reasons for the same.
13. Name and address of the :
witness who signed the arrest
memo (He should be a
relative of the arrestee or a
respectable person in the
locality)

Signature &
Acknowledgement for the
receipt of the copy of the
arrest memo

Investigating
Officer.

கைது குறிப்பாணை

1. கைது செய்யப்படுபவரின் பெயர் :
மற்றும் முகவரி :
2. வழக்கு நிருபணம் :
(குற்ற வழக்கு எண் இருந்தால்)
3. சட்டப்பிரிவு :
4. குற்றத்தின் தன்மை/கைதிற்கான :
காரணம் எசி.ஆர்.பி.சி. பிரிவு 50ன
5. கைது செய்யப்படும் இடம் :
6. கைது செய்யப்படும் நேரம் மற்றும் :
நாள்
7. காவல் வைக்கப்பட்ட இடம் :
(காவல் நிலையம்/விசாரணை
இடம்/ மற்றைய காவல் சிறை)
8. ஆயுதம் அல்லது வேறு பொருட்கள் :
ஏதேனும் அவரிடமிருந்து
கைப்பற்றப்பட்டதா?
9. கொடுங்காயம் அல்லது சொற்ப :
காயங்கள் ஏதேனும் அவள்/அவன்
உடலில் இருக்கிறதா
10. ஏதேனும் கடுமையான வியாதியாக :
பாதிப்பிருந்தால் (கைதியிடம்
கேட்கப்பட வேண்டும்)
11. மருத்துவ சிகிச்சைக்கு :
அனுப்பப்படுகிறாரா அல்லது
இல்லையா? எசி.ஆர்.பி.சி. 53
மற்றும் 54 பி.எஸ்.ஓ. 667ன

12. கைது செய்து சிறை வைக்கப்பட்ட :
விபரத்தினை தெரிவிக்கப்பட்ட
அவருடைய நண்பர் அல்லது
உறவினர் பெயர் மற்றும்
முகவரி. தெரிவிக்கப்படவில்லை
எனில் அதற்கான காரணம்

13. கைது செய்யப்பட்ட :
குறிப்பாணையில் சாட்சி
கையொப்பமிட்டவரின் பெயர்
மற்றும் முகவரி (கைது
செய்யப்பட்டவரின் குடும்ப
உறுப்பினரோ அல்லது கைது
செய்யப்பட்ட இடத்தில் உள்ள
மரியாதைக்குரிய நபராக இருத்தல்
வேண்டும்).

ஒப்புதல் கையொப்பம் மற்றும் நகல்
பெற்றமைக்கான ஒப்புதல்

விசாரணை அதிகாரி

ANNEXURE - VI

COUNTRIES WITH WHOM WE HAVE PRE- INDEPENDENCE TREATIES AND WHICH ARE STILL VALID ACCORDING TO OUR LAW

Sl. No.	Name	Date of Treaty	Remarks
1	2	3	4
1.	Albania	22.07.1926	
2.	Argentina	22.05.1889	
3.	Belgium	29.10.1901	
4.	Bolivia	22.02.1896	
5.	Chile	26.01.1897	
6.	Colombia	27.10.1888	
7.	Cuba	03.10.1904	
8.	Czechoslovakia	11.11.1924	
9.	Denmark	31.03.1873	
10.	Equador	20.09.1880	
11.	Finland	30.05.1924	
12.	France	14.08.1876	The French Govt. does not recognise it but under 1927 Act extraditions are being ordered.
13.	Greece	24.09.1910	
14.	Guatemala	04.07.1885	
15.	Haiti	07.12.1874	
16.	Hungary	03.12.1873	
17.	Iceland	31.03.1873	
18.	Iraq	02.05.1923*	
19.	Italy	05.02.1873	Italian Govt. has informed that the Treaty is not valid.
20.	LIBERIA	16.12.1892	
21.	LUXEMBURG	24.11.1880	
22.	MEXICO	07.09.1886	
23.	MONACO	17.12.1891	
24.	NETHERLANDS	26.09.1898	This Govt. has Confirmed that the treaty is not valid.

Sl. No.	Name	Date of Treaty	Remarks
1	2	3	4
25.	NICARAGUA	19.04.1905	
26.	NORWAY	26.06.1873	
27.	PANAMA	25.08.1906	
28.	PARAGUAY	12.09.1908	
29.	PERU	26.01.1904	
30.	POLAND	11.01.1932*	
31.	PORTUGAL	17.10.1892	
32.	ROMANIA	21.03.1893	
33.	SALVADOR	23.06.1881	
34.	SAN MARINO	16.10.1899	
35.	SIAM (THAILAND)	04.3.1911	
36.	SPAIN	04.6.1878	
37.	Sweden	26.6.1873	Notification issued on 5.1.1963
38.	Switzerland	26.11.1800	Notification issued on 5.1.1963
39.	U.S.A.	22.12.1931	
40.	Uruguay	26.3.1884	
41.	Yugoslavia (formerly Serbia)	06.12.1900	
42.	Austria	02.12.1875	

II. AFTER INDEPENDENCE TREATIES HAVE BEEN ENTERED INTO WITH :

1.	Bhutan	1949	(Art. VIII, Notification issued on 26.8.1969).
2.	Nepal	1953	Notification issued on 22.2.1963)
3.	Canada	6.2.1987	Notification issued on 7.5.1987)

III. BESIDES ABOVE, WE HAVE ALSO EXTRADITION ARRANGEMENT UNDER NOTIFICATIONS ISSUED UNDER THE ACT. WE DO NOT HAVE ANY SEPARATE TREATY WITH THEM.

1.	U.S.S.R	01.4.1966	
2.	Tanzania	16.8.1966	
3.	Uganda	18.8.1969	
4.	United Kingdom	20.1.1972	
5.	Singapore	20.1.1972	
6.	Australia	30.8.1971	
7.	Papua New Guinea	17.8.1978	
8.	Sri Lanka	17.8.1978	

IV. Malaysia -

Treaty is under consideration.

V. COMMONWEALTH COUNTRIES AS PER SCHEDULE "I" OF THE ACT ARE :-

1. Commonwealth of Australia
2. Canada
3. Ceylon (Sri Lanka)
4. Cyprus
5. Federation of Malaya
6. Ghana
7. New Zealand
8. Nigeria
9. Pakistan
10. Sierra Leone
11. Singapore
12. Tanganyika
13. United Kingdom

Note: * marked treaties were separately acceded on behalf of India.

Confirmations from other countries are awaited.

ANNEXURE-VII

Confidential/Most Immediate

POLICE DEPARTMENT

From

To

Officer's Name and
Designation.
Office.

The Hon'ble Chairman,
Rajya Sabha,
New Delhi.

No.

Dated:

Sir,

Sub: Arrest of Thiru/Tmt. M.P. (Rajya
Sabha- with name of political party to which
he/she belongs) on (date) at (Place to be
mentioned) - Report sent.

-oOo-

I have the honour to inform you that Thiru / Tmt.
..... M.P. (Rajya Sabha with name of political
party) and (nature of offence ... reason for arrest alone
should be mentioned) was arrested on (date) at hrs.,
in P.S. Cr.No. /2002 under section
..... and removed to
..... or lodged in prison
..... (as the case may be) (.)

2. This is for favour of information.

Yours faithfully,

(emblem seal to be affixed)

Signature

Designation

Date

Copy to:

The Secretary to Government of India, Ministry of Home Affairs, New Delhi.

The Chief Secretary to Government, Govt. of Tamil Nadu, Chennai-9.

The Secretary to Government, Home Department, Chennai-9.

The Director General of Police, Law and Order, Chennai-4.

The Addl. Director General of Police, Law and Order, Chennai-4.

The Addl. Director General of Police, Intelligence, Chennai-4.

Please Note

**This message should be faxed with post copy sent by
registered post or speed post**

Confidential/Most Immediate

POLICE DEPARTMENT

From

To

Officer's Name and
Designation.
Office.

The Hon'ble Speaker,
Lok Sabha,
New Delhi.

No.

Dated:

Sir,

Sub: Arrest of Thiru/Tmt. M.P. (Lok
Sabha- Name of constituency to be with name
of political party to which he/she belongs) on
(date) at (Place to be mentioned) - Report sent.

I have the honour to inform you that Thiru / Tmt.
..... M.P. (Lok Sabha constituency to be
mentioned with name of political party) and (nature of
offence ... reason for arrest alone should be mentioned) was
arrested on (date) at hrs., in P.S. Cr.No.
/2002 under section
..... and
removed toor
lodged in prison (as the case may be) (.)

2. This is for favour of information.

Yours faithfully,

(emblem seal to be affixed)

Signature

Designation

Date

Copy to:

The Secretary to Government of India, Ministry of Home Affairs, New Delhi.

The Chief Secretary to Government, Govt. of Tamil Nadu, Chennai-9.

The Secretary to Government, Home Department, Chennai-9.

The Director General of Police, Law and Order, Chennai-4.

The Addl. Director General of Police, Law and Order, Chennai-4.

The Addl. Director General of Police, Intelligence, Chennai-4.

Please Note

**This message should be faxed with post copy sent by
registered post or speed post**

VIDE RULE 314 ANTE

FORM OF COMMUNICATION REGARDING ARREST AND
DETENTION AS THE CASE MAY BE OF A MEMBER

PLACE: .

DATE : .

To

The Speaker,
Tamil Nadu Legislative Assembly
Fort. St. George,
Chennai-600 009.

Dear Mr. Speaker,

I have the honour to inform you that (name of the arrested MLA) was arrested by (whom) in connection with (Crime No. and section of law) at..... (Place of arrest date and time).

The arrested person (Name) was produced before the Hon'ble Magistrate and remanded to Judicial custody till..... (date) and lodged in Central Prison (name of the prison).

Sd/-xxxxx

Signature of the DIG

Copy to:

The Chief Secretary to Government, Govt. of Tamil Nadu, Chennai-9.

The Secretary to Government, Home Department, Chennai-9.

The Principal Secretary to Government, Tamil Nadu Legislative Assembly, Government of Tamil Nadu.

The Director General of Police, Law and Order, Chennai-4.

ANNEXURE- VIII

COURT DIARY

1. CBCID Unit _____ Crime No. & Section of Law _____
2. Name of the Court _____ Court Case No. _____
3. Date of filing charge Sheet _____ Date of Taken on file _____
4. Date of hearing _____
5. Name (s) of accused (Present or not) _____
6. Next date of hearing _____

7. Trial Stage Precharge/Charge/Prosecution/Defence/ Final Arguments/Judgement Reserves.

8. Details of witness:-

Type of Witnesses	Total No. Cited	Total Examined	Total number of remaining
Technical Witnesses			
Other Witnesses			

9. Details of witnesses summons for date of hearing:

Name of Witnesses Summoned	Process Served	Appeared	Fully Support	Partly Support	Did not Support	Not examined and reasons thereof.

- i) _____
- ii) _____
- iii) _____
- iv) _____

10. Brief description of proceedings including hostility of witness(es) if any
11. Reason for adjournment
12. Remedies suggested by PP and whether the witness has been treated as hostile.
13. Court attending Officer's Name & Rank.
14. Name of the investigating officer
15. Prosecutor's name & rank.
16. Defence Counsels Name

Signature of Unit Officer

ANNEXURE - IX

PROFORMA TO SERVE AS GUIDELINES FOR THE INSPECTION OF CID UNITS BY THE SENIOR OFFICERS

PART - I

I. INFRASTRUCTURE & ADMINISTRATION :

- i. The name of the officer present for the inspection.
- ii. Dates of last inspection of the senior officers.
- iii. Sanctioned and actual strength of the Detachment/Unit and vacancy particulars. Action taken to fill up the vacancy.
- iv. Accommodation of the building - rented or Government. If rented, whether the rents have been paid regularly or report sent for sanction of rent or enhancement of rent..
- v. Whether acquiring of the land for the construction of the future CBCID office has been initiated.
- vi. Comment on the infra structure facilities like telephone, vehicles etc.
- vii. Have the vehicles been periodically inspected ? Whether repairs have been carried out to the vehicles. Whether tyre retreading, oil and water service was done on the scheduled time. Whether vehicle was admitted in the workshop and workshop visited to ensure repair to the vehicle properly?
- viii. Other administrative matters - Claiming of TA/DA and Investigation Charges.

PART - II

I. REVIEW OF COMPLIANCE/VERIFICATION/ CASES :

Preliminary Enquiry - Pendency and Disposal.

II. REVIEW OF U.I. CASES [PROFORMA - A]

- i. Plan of action
- ii. Whether documents related to the cases have been received, scrutinized and legal opinion of Sr.LA or L.A. obtained.
- iii. Whether accused was secured, or has the accused moved for Anticipatory bail. Was action taken to cancel the Anticipatory bail?
- iv. After completing the investigation, whether draft charge sheet was approved by the senior officers.
- v. Was expert opinion obtained ?

III. REVIEW OF P.T. CASES (PROFORMA - B]

- i. Reason for the pendency to be reviewed.
- ii. Were witnesses produced by serving summons, accused produced by executing warrants?
- iii. Formalities regarding proclaimed offenders - Issue of proclamation, attachment of properties etc.
- iv. Was letter of Rogatory sent in the cases of accused residing in other countries.

- v. Steps to be taken to issue Red Corner notice.
- vi. Sending of case properties to the Court to be ensured.
- vii. Transfer of records from one Court to another Court if any, to be ensured.
- viii. Was unnecessary delaying tactics of the accused contested by filing petitions u/s 317 Cr.P.C. ?
- ix. If no P.P or APP available, steps to be taken to address the Government to fill up the vacancy.

IV. REVIEW OF DISPOSAL OF CASES [PROFORMA - C]

- i. Statement of the cases registered in the unit /received on transfer and disposal of the cases for the past 10 years.
- ii. Review of the disposal of the cases - Convicted, acquitted or referred. If convicted, whether the judgement copies are obtained. If convicted, whether automatic opening of History sheets as per P.S.O.747(1) was ensured. Whether entries have been made in the General Conviction Register.
- iii. Whether action was taken for the lapses pointed out in the judgement.
- iv. Whether BCR "B" form have been sent to other districts, about the conviction of other districts criminals.

V. INSPECTION RECORDS

- i. Maintenance of the CD files, FIR index. Whether monthly abstract of the pendency has been drawn.

- ii. Whether despatch of CDs is noted down in the last column.
- iii. Have proper entries regarding registration of the cases been made in the FIR index when compared with the FIR?
- iv. Whether arrest card, sentry relief book, P.S.R. maintained. Have corresponding entries been made in the arrest card ?
- v. Whether duty roster maintained.
- vi. Are Government property register and form 95 maintained ? Have entries to the despatch of the property to the Court been made?

VI. PROCESS REGISTER

- i. Are Monthly abstract of the pending summons and NBWs drawn ?
- ii. Are entries on receipt of the summons and NBWs entered ?
- iii. Has the register been compared with the concerned record in the Court every quarter ?
- iv. Whether Court Pad is maintained.

VII. GOVERNMENT PROPERTY REGISTER

- i. Has the register been compared by the Store Supdt ?
- ii. Have receipt of all furnitures and other equipments been entered in the register ?

- iii. Was physical checking done? Comment on the maintenance of the equipments sanctioned to the unit.
- iv. Whether G.D. is maintained upto date.

VIII. CURRENT REGISTER

- i. Are all currents entered with date wise?
- ii. Has monthly abstract been drawn for the current pendency. If pending, what is the reason for pendency?

IX. CASH BOOK

- i. Have all the receipts been ensured? Has daily balance sheet been drawn?
- ii. Is monthly balance sheet drawn and signed by the unit in-charge.

X. SPECIAL REWARD

- i. S.R. and reward - Have the counterfoils been received ?

XI. REQUEST

- i. Whether any request was given previously and what action has been taken to redress the grievance.
- ii. Are there any requests now?

XII. GENERAL REMARKS :

PROFORMA - A

U.I. CASES

1. Name of the unit :
2. Name of the I.O. :
3. Crime No. and Sections of law :
4. Place and Date of Occurrence:
5. Name of Complainant :
6. Date of Report :
7. Date of Transfer to CBCID :
8. Number and Date of Reference:
(Govt/Chief Office/Court) by :
which the transfer was ordered:
9. Total number of accused :
10. Name of important accused :
11. Number of accused arrested :
12. Property/Materials Lost :
13. Property/Materials recovered :
14. Gist of the case :
15. Progress of the case :
16. Reasons for Pendency :

PROFORMA - B

PT CASES

1. Name of the Unit :
2. Name of the I.O. :
3. Cr.No. & Sections of Law :
4. Place and Date of Occurrence:
5. Name of Complainant :
6. Date of Report :
7. Date of Transfer to CBCID :
8. Number and Date of Reference:
9. Total number of accused :
10. Name of important accused :
11. Number of accused arrested :
12. Property/Materials Lost :
13. Property/Materials recovered :
14. Date of Charge Sheetting :
15. Date on which taken on file :
16. Name of the court and CC.No.:
17. Total No.of Witnesses examined:

18. Total No. of Witnesses to be:
examined.
19. Details of NBWs pending with:
reasons.
20. Date of next hearing :
21. Brief of case :
22. Progress of the case :
23. Reasons for pendency :
(Give details)

PROFORMA - C
DISPOSAL OF IPC CRIME CASES BY POLICE (HEAD-WISE)

S. NO.	CRIME HEADS	TOTAL NO. OF CASES FOR INVESTIGATION INCLUDING PENDING CASES			
		BELOW 1 YEAR	1-3 YEARS	3-5 YEARS	5-10 YEARS
(1)	(2)	(3)	(4)	(5)	(6)
1	MURDER				
2	ATTEMPT TO COMMIT MURDER				
3	C.H. NOT AMOUNTING TO MURDER				
4	RAPE				
5	KIDNAPPING AND ABDUCTION				
	(I) OF WOMEN & GIRLS				
	(II) OF OTHERS				
6	DACOITY				
7	PREPARATION & ASSEMBLY FOR DACOITY				
8	ROBBERY				
9	BURGLARY				
10	THEFT				
11	RIOTS				
12	CRIMINAL BREACH OF TRUST				
13	CHEATING				
14	COUNTERFEITING				
15	ARSON				
16	HURT				
17	DOWRY DEATHS				
18	MOLESTATION				
19	SEXUAL HARASSMENT				
20	CRUELTY BY HUSBAND AND RELATIVES				
21	IMPORTATION OF GIRLS				
22	OTHER IPC CRIMES				
TOTAL					

(Contd.....)

S.NO.	CRIME HEADS	INVESTIGATION WAS REFUSED	CHARGE FOUND FALSE / MISTAKE OF FACT OR LAW ETC.,	FINAL REPORT TRUE SUBMITTED
(1)	(2)	(7)	(8)	(9)
1	MURDER			
2	ATTEMPT TO COMMIT MURDER			
3	C.H. NOT AMOUNTING TO MURDER			
4	RAPE			
5	KIDNAPPING AND ABDUCTION			
	(I) OF WOMEN & GIRLS			
	(II) OF OTHERS			
6	DACOITY			
7	PREPARATION & ASSEMBLY FOR DACOITY			
8	ROBBERY			
9	BURGLARY			
10	THEFT			
11	RIOTS			
12	CRIMINAL BREACH OF TRUST			
13	CHEATING			
14	COUNTERFEITING			
15	ARSON			
16	HURT			
17	DOWRY DEATHS			
18	MOLESTATION			
19	SEXUAL HARASSMENT			
20	CRUELTY BY HUSBAND AND RELATIVES			
21	IMPORTATION OF GIRLS			
22	OTHER IPC CRIMES			
TOTAL				

(Contd.....)

S.NO.	CRIME HEADS	CHARGE SHEETS WERE SUBMITTED	TOTAL (8+9+10)
(1)	(2)	(10)	(11)
1	MURDER		
2	ATTEMPT TO COMMIT MURDER		
3	C.H. NOT AMOUNTING TO MURDER		
4	RAPE		
5	KIDNAPPING AND ABDUCTION		
	(I) OF WOMEN & GIRLS		
	(II) OF OTHERS		
6	DACOITY		
7	PREPARATION & ASSEMBLY FOR DACOITY		
8	ROBBERY		
9	BURGLARY		
10	THEFT		
11	RIOTS		
12	CRIMINAL BREACH OF TRUST		
13	CHEATING		
14	COUNTERFEITING		
15	ARSON		
16	HURT		
17	DOWRY DEATHS		
18	MOLESTATION		
19	SEXUAL HARASSMENT		
20	CRUELTY BY HUSBAND AND RELATIVES		
21	IMPORTATION OF GIRLS		
22	OTHER IPC CRIMES		
TOTAL			

(Contd.....)

S.NO.	CRIME HEADS	NO. OF CASES PENDING FOR INVESTIGATION			
		BELOW 1 YEAR	1-3 YEARS	3-6 YEARS	6-10 YEARS
(1)	(2)	(12)	(13)	(14)	(15)
1	MURDER				
2	ATTEMPT TO COMMIT MURDER				
3	C.H. NOT AMOUNTING TO MURDER				
4	RAPE				
5	KIDNAPPING AND ABDUCTION				
	(I) OF WOMEN & GIRLS				
	(II) OF OTHERS				
6	DACOITY				
7	PREPARATION & ASSEMBLY FOR DACOITY				
8	ROBBERY				
9	BURGLARY				
10	THEFT				
11	RIOTS				
12	CRIMINAL BREACH OF TRUST				
13	CHEATING				
14	COUNTERFEITING				
15	ARSON				
16	HURT				
17	DOWRY DEATHS				
18	MOLESTATION				
19	SEXUAL HARASSMENT				
20	CRUELTY BY HUSBAND AND RELATIVES				
21	IMPORTATION OF GIRLS				
22	OTHER IPC CRIMES				
TOTAL					

DISPOSAL OF IPC CRIME CASES BY COURTS (HEAD-WISE)

S.NO	CRIME HEADS	TOTAL NO. OF CASES PENDING TRIAL INCLUDING PENDING CASES			
		BELOW 1 YEAR	1-5 YEARS	6-10 YEARS	ABOVE 10 YEARS
(1)	(2)	(3)	(4)	(5)	(6)
1	MURDER				
2	ATTEMPT TO COMMIT MURDER				
3	C.H. NOT AMOUNTING TO MURDER				
4	RAPE				
5	KIDNAPPING AND ABDUCTION				
	(I) OF WOMEN & GIRLS				
	(II) OF OTHERS				
6	DACOITY				
7	PREPARATION & ASSEMBLY FOR DACOITY				
8	ROBBERY				
9	BURGLARY				
10	THEFT				
11	RIOTS				
12	CRIMINAL BREACH OF TRUST				
13	CHEATING				
14	COUNTERFEITING				
15	ARSON				
16	HURT				
17	DOWRY DEATHS				
18	MOLESTATION				
19	SEXUAL HARASSMENT				
20	CRUELTY BY HUSBAND AND RELATIVES				
21	IMPORTATION OF GIRLS				
22	OTHER IPC CRIMES				
TOTAL					

(Contd.....)

S.NO	CRIME HEADS	WITHDRAWN BY GOVT	COMPOUNDED	CONVICTED
(1)	(2)	(7)	(8)	(9)
1	MURDER			
2	ATTEMPT TO COMMIT MURDER			
3	C.H. NOT AMOUNTING TO MURDER			
4	RAPE			
5	KIDNAPPING AND ABDUCTION			
	(I) OF WOMEN & GIRLS			
	(II) OF OTHERS			
6	DACOITY			
7	PREPARATION & ASSEMBLY FOR DACOITY			
8	ROBBERY			
9	BURGLARY			
10	THEFT			
11	RIOTS			
12	CRIMINAL BREACH OF TRUST			
13	CHEATING			
14	COUNTERFEITING			
15	ARSON			
16	HURT			
17	DOWRY DEATHS			
18	MOLESTATION			
19	SEXUAL HARASSMENT			
20	CRUELTY BY HUSBAND AND RELATIVES			
21	IMPORTATION OF GIRLS			
22	OTHER IPC CRIMES			
TOTAL				

(Contd.....)

S.NO	CRIME HEADS	ACQUITTED OR DISCHARGED	TOTAL (9+10)
(1)	(2)	(10)	(11)
1	MURDER		
2	ATTEMPT TO COMMIT MURDER		
3	C.H. NOT AMOUNTING TO MURDER		
4	RAPE		
5	KIDNAPPING AND ABDUCTION		
	(I) OF WOMEN & GIRLS		
	(II) OF OTHERS		
6	DACOITY		
7	PREPARATION & ASSEMBLY FOR DACOITY		
8	ROBBERY		
9	BURGLARY		
10	THEFT		
11	RIOTS		
12	CRIMINAL BREACH OF TRUST		
13	CHEATING		
14	COUNTERFEITING		
15	ARSON		
16	HURT		
17	DOWRY DEATHS		
18	MOLESTATION		
19	SEXUAL HARASSMENT		
20	CRUELTY BY HUSBAND AND RELATIVES		
21	IMPORTATION OF GIRLS		
22	OTHER IPC CRIMES		
TOTAL			

(Contd.....)

S.NO	CRIME HEADS	NO. OF CASES PENDING TRIAL			
		BELOW 1 YEAR	1-5 YEARS	6-10 YEARS	ABOVE 10 YEARS
(1)	(2)	(12)	(13)	(14)	(15)
1	MURDER				
2	ATTEMPT TO COMMIT MURDER				
3	C H NOT AMOUNTING TO MURDER				
4	RAPE				
5	KIDNAPPING AND ABDUCTION				
	(I) OF WOMEN & GIRLS				
	(II) OF OTHERS				
6	DACOITY				
7	PREPARATION & ASSEMBLY FOR DACOITY				
8	ROBBERY				
9	BURGLARY				
10	THEFT				
11	RIOTS				
12	CRIMINAL BREACH OF TRUST				
13	CHEATING				
14	COUNTERFEITING				
15	ARSON				
16	HURT				
17	DOWRY DEATHS				
18	MOLESTATION				
19	SEXUAL HARASSMENT				
20	CRUELTY BY HUSBAND AND RELATIVES				
21	IMPORTATION OF GIRLS				
22	OTHER IPC CRIMES				
TOTAL					

ANNEXURE X

PROGRESS REPORT- PROFORMA - I

Name of the Unit

UNDER INVESTIGATION CASES

1. P.R.No. and Date :
2. Crime No. & Date of Registration :
3. Name and other details of the accused :
4. Sections of Law :
5. Name of the I.O. :
6. No.of witnesses examined :
7. Accused persons arrested :
8. Recovery made if any :
9. No.of documents/materials objects collected :
10. Gist of the complaint :
11. Developments :
12. CD No. & Date which this PR related :
13. What remains to be done :

ANNEXURE XI

PROGRESS REPORT - PROFORMA – II

Name of the Unit:

PT CASES

1. Name of the Court :
2. Crime No. and Sec. of Law :
3. Court Case No. :
4. Date of filing Charge Sheet :
5. Date of taken on file :
6. Number of hearings :
7. Date of hearing in the month :
8. Name of the accused :
9. Next date of hearing :
10. Trial stage precharge/charge/prosecution/defence/final arguments/judgement reserves
11. Details of witness:

Type of witness	Total No.cited	Total examined	Total number of remaining
Technical witness			
Other Witnesses			

12. Details of witnesses summons for date of hearing:

Name of Witnesses Summoned	Process served	Appeared	Fully support	Partly support	Did not support	Not examined and reasons there of
----------------------------	----------------	----------	---------------	----------------	-----------------	-----------------------------------

13. Brief description of Proceedings including hostility of witnesses if any

14. Remedies suggested by P.P. and whether the witness was treated as hostile.

15. Officer attending the court Name & Rank

16. Prosecutor Name and Rank

17. Defence counsels Name

18. SP's comments

19. DIG's comments if necessary

ANNEXURE-XII

INTERROGATION REPORT

Enclosures:

- | | |
|---------------------------------------|-----------------------------------|
| 1. No. of Photographs : | 1. Place/ date of Interrogation : |
| 2. No. of Loose Sheets : | 2. Names(s) of Interrogator (s) : |
| 3. No. of Finger Print sheets :..... | 3. Photographs taken by : |
| 4. No. of Foot Prints Sheets :..... | 4. Finger Prints taken by : |
| 5. No. of Sample Hand writings :..... | 5. Foot Prints taken by : |
| 6. Sample voice recorded :.... | 6. Sample Hand writing taken by : |
| | 7. Sample voice recorded by : |

7. Enclosures available with:

- | | | |
|------|-----------------------------------|---|
| i) | Name of the Investigating Officer | : |
| ii) | Designation | : |
| iii) | Signature | : |

8. REASON FOR INTERROGATION/ SUSPICION

- | | | |
|------|-------------------------------|---|
| i) | Name with aliases | : |
| ii) | Father's Name | : |
| iii) | Caste, Religion, Nationality: | |

- iv) Date of Birth :
- v) Place of Birth :
- vi) Present Address :
- vii) Permanent Address :
- viii) Police Station limit :
- ix) Occupation :

9. Descriptive Roll:

- i) Sex :
- ii) Age :
- iii) Height :
- iv) Complexion :
- v) Built :
- vi) Identification Marks visible :
- vii) Colour of Hair and description of Hair (Whether thin, curly, scarce or thick or plenty of bald or style of hair dressing) } :
- viii) Colour of Eyes: (Dark brown, Black, Grey, Blue, light, brown) } :
- ix) Teeth Features :
- x) Physical Features :
- xi) Photograph :

10. Other Identification:-

- i) Driving License No..... issued on.....
by.....
- ii) Identity Card No :..... issued on.....
by.....
- iii) Ration Card No. :..... issued on
by.....
- iv) Gait :
- v) Mannerism :
- vi) Wears spectacles or not :
- vii) Deformity if any :
- viii) Dress which he/she
wears generally :
- ix) Whether wears ready
made cloths . :
- x) Language Spoken . :
- xi) Style of Speech :
- xii) Tattoo marks, if any :
- xiii) Any other papers/ Details :

11. HABITS:

- i) Smoking (Brand etc.) :
- ii) Drinking (Brand etc.) :
- iii) Drugs (Type – effect etc.) :
- v) Sexual Habits :
- vi) Other habits, if any :

12. Educational Qualification:
13. Family Members (Their Names, Address, Occupation and present whereabouts)
 - i)
 - ii)
 - iii)
 - iv)
 - v)
14. Close Relatives & Friends (Their Names, Address, Occupation and present whereabouts)
 - i)
 - ii)
 - iii)
 - iv)
 - v)
15. Please indicate if any family members or relative is in /any organised group and if so the nature of involvement.
 - i)
 - ii)
 - iii)
16. Associates (Their Names, Address, Occupation, Telephone/ Fax No. contact points & present whereabouts)
 - i)
 - ii)
 - iii)
 - iv)
 - v)
17. Political / terrorist group affiliation/ position held

18. Place of arrest/ Surrender/
being found :
19. Details of cases in
which involved :
20. Record in 'Q' Branch/Special
Branch :
- i) 'Q' Branch
ii) Special Branch
iii) Any other Agencies
21. Record in Computer Centre :
(Reference of files)
22. Result of Personal Search:
23. Result of Home Search :
24. Brief History and Conclusion (specify points of
involvement in the present cases and the category
thereof i.e. Direct involvement in Crime, Conspiracy,
Preparation, Escape, Contacts with the accused/
group etc., - Attach more sheets if required.)