

POLICE ORDER No. 272

It has come to notice that crime records maintained in different police posts/offices are found short of up to date information relating to result of investigation and trial of police cases. Primary duty of the police is to detect and prevent crimes. Improper and poor maintenance of crime records at different levels vitiates the above purpose. In order to overcome these shortcomings, the following instructions are issued for sincere implementation.

(1) In charge-sheet cases the I.O. will prepare two charge-sheets and four copies of brief where there are S. D. P. Os or else 3 copies of brief. The I.O. should send the original charge-sheet, 2 copies of brief to the concerned C. S.-I. together with case diaries relating to the case under a proper acknowledgement in the record challan register of the concerned P.-S. Then the C. S.-I. shall send one copy of brief to D.P. O. with endorsement that C. Ds. charges-sheet, brief, etc. have been received by him. The I.O. should send one copy each of the brief to the concerned C.-I. and S.D. O. The C. S.-I. should not accept any brief and C. S. without C. D. and brief. Similarly Head Moharir should only accept brief from the C. S.-I. with the required endorsement. The C. S.-I. should hand over the original brief to the concerned A. P. P. The C. S.-I. will maintain a register on this score and obtain signature of the A. P. P. concerned in token of receipt of the brief against the concerned entry.

A note should also be made in the brief regarding sending of exhibits to the Court Malkhana as to whether the exhibits were received in the Court Malkhana or not.

(2) In Final Report cases procedures laid down in P. M. R. 181 should be strictly followed. The C. I. on receipt of final report should scrutinise whether C. Ds. in the case have been received and the instructions imparted have been carried out. He will send the original F. R. and refer notice to the C. S.-I. Another copy of F. R. should be sent to S. P. with the endorsement that C. D. S. and served copy of form No. 33-A have been received in the case. A receipt in this connection should be obtained from the C. S. I. and pasted in the remarks columns of crime index maintained at the C. Is office against the particular case. The C. I. should not accept F. R. where C. Ds. have not been received.

(3) The crime index of the C. I.'s office should be compared with the General Register of the C. S.-I. once in every month and G. R. reference, results if any noted in the crime index. This work should invariably be done in Court holidays. The comparison work can be done by the C. A. S.-I. where there are more than one Court. Either the C. S.-I. or if there are more circles under one Court, the C. A. S.-I. should attend the monthly crime meeting of C. I., who would ensure that the discrepancy between the Courts and Circle Inspector's record is reconciled. So crime meeting should be held on holidays or late afternoon to enable the C. S.-I. to attend the meeting.

(4) The crime index of the C. Is. Office should be compared with indices maintained at D. P. O. quarterly.

The G. R. references, results, etc. should also be noted in the indices of D. P. O. Any difficulty or deviation should be brought to the notice of S. P. by the Crime D. S. P.

(5) The counterfoil of the F. I. R. Book of the Police-Station should be compared with crime index of the C. Is. Office once in every month and G. R. reference, results, etc. should be noted in the F. I. R. Book. The top headings of the F. I. R. should always be kept up to date.

The S. D. P. O. and C. I. should ensure during the periodic visits to Police-Station that this is being done regularly.

P. O. 253/76 is hereby repeated.

Any deviation, at any level, will be seriously viewed and drastic departmental action will be taken.