

OFFICE OF THE INSPECTOR GENERAL OF POLICE
PUDUCHERRY

No. 4 | IOTP | Secy | 2012 - 03

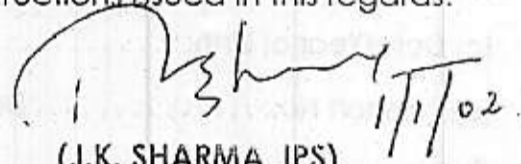
Date: 01 - 01 - 2012

ORDER

Sub: Disposal of complaints pertaining to the Preventive measures - Orders - Issued.

The Puducherry Police is registering all criminal complaints into one FIR book u/s. 154 Cr.P.C. However disposals of these complaints lies either with SDM or with JMFC's concerned. Since their disposal process differs vastly therefore we must maintain two separate FIR books for SDM / JMFC. Hence forth, all complaints pertaining to Executive Magistrate's will be recorded in a separate numbered FIR Register (without the heading u/s 154 Cr.P.C.) and will be disposed off as per procedure mentioned in the Criminal Procedure Code. As for as disposal of complaints by JMFC's is concerned, process as being followed presently will continue to be followed and there will be no change in that. A copy of the approved format for registration of all such complaints being disposed by SDM is also enclosed for ready reference. All Police Stations should take cognizance of it w.e.f. 1st January, 2012.

This will supercede all previous instructions issued in this regards.



(J.K. SHARMA, IPS)
INSPECTOR GENERAL OF POLICE
PUDUCHERRY

To
All SPs/CIs/SHOs in UT of Puducherry.

Copy to
1. DIGP(Admn)/(AP&T), Puducherry.
2. SSP(L&O)/(C&I)/(HQ)/ & (Karaikal).



**PUDUCHERRY POLICE
FIRST INFORMATION REPORT**

No. _____

1. District P.S. Year FIR No. Date:
2. (i) Act/Code: Sections:
- (ii) Other Acts & Sections:
3. (a) Occurrence of Offence: Day: Date from Date to
- Time period: Time from Time to
- (b) Information received at P.S. Date Time
- (c) General Diary Reference: Entry No(s) Time
4. Type of information: Written/Oral
5. Place of Occurrence:
 - (a) Direction and Distance from P.S. Beat No.
 - (b) Address:
 - (c) In case outside limit of this Police Station, then the name of P.S. District
6. Complainant/Informant:
 - (a) Name:
 - (b) Father's/Husband's Name:
 - (c) Date/Year of Birth: (d) Nationality:
 - (e) Passport No.: Date of Issue: Place of Issue:
 - (f) Occupation:
 - (g) Address:
7. Details of known/suspected/unknown accused with full particulars(Attach separate sheet if necessary):

Physical features, deformities and other details of the suspect:

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

Integrated Investigation Form-I

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

Languages/Dialect	PLACE OF				
	Burn Mark	Leucoderma	Mole	Scar	Tattoo
13	14	15	16	17	18

Three fields will be entered only if complainant/informant gives any one of more particulars about the suspect. This will be used only for the purpose of preliminary retrieval to assist I.O.

A data base created will subsequently link one suspect in several cases, if any.

A comprehensive and complete data on all fields will again be prepared when any accused is arrested irrespective of previous suspicion.

8. Reasons for delay in reporting by the Complainant/Informant:

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9. Particulars of properties involved/damaged(Attach separate sheet if necessary):

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10. Total value of properties involved/damaged:

11. Inquest Report/U.D. Case No. if any

12. F.I.R. contents(Attach separate sheets, if required):

13. Action taken: Since the above report reveals apprehension breach of peace/un-natural death as mentioned at item No.2 registered the case and took up the enquiry/directed Rank to take up the enquiry transferred to PS on point of jurisdiction.

F.I.R. read over to the Complainant/Informant, admitted to be correctly recorded and a copy given to the Complainant/Informant free of cost.

14. Signature/Thumb impression of the
Complainant/Informant

Signature of the Officer-in-charge,

Police Station

Name:

Rank: No.

15. Date & Time of dispatch to the Executive Magistrate: