



**PUDUCHERRY POLICE**  
**STANDARD OPERATING PROCEDURE**

**Subject:- SOP FOR ZERO FIR, e-FIR & PRELIMINARY ENQUIRY**

**FIR registration Under The Bharatiya Nagarik Suraksha Sanhita, 2023**

The Bharatiya Nagarik Suraksha Sanhita (BNSS) 2023, replacing the Code of Criminal Procedure 1973 (Cr.P.C) introduced the provisions of registration of FIR relating to commission of cognizable offence irrespective of area where the offence is committed (Zero FIR). Information can be given orally or through electronic communication to the SHO. The provisions of Section 173 BNSS also provides for concept to file e-FIR, where the information received through electronic communication. It further provides the concepts of preliminary enquiry for the offence punishable for 3 years or more but less than 7 years, SHO may obtain prior permission of concerned DSP, considering the nature & gravity of offence proceed to conduct preliminary enquiry to ascertain whether prima facie offence exists or not within 14 days. Therefore, a need arisen to issue certain guidelines to all the SHOs/SDPOs to implement the new BNSS-2023 in its letter & spirits.

**Zero FIR:-**

1. SHOs shall ensure that whenever any information about a cognizable offence is received irrespective of its territorial jurisdiction, he shall register a zero FIR without any delay and further transfer the relevant documents to the concerned Police Station having jurisdiction to investigate through electronic means or otherwise.
2. SHOs shall also ensure that the complainant shall be informed about the registration Zero FIR and further guide him/her to peruse the matter with the concerned Police Station. A GD entry in this regard must be entered in the GD register.

3. SHOs shall send such Zero FIR in Daily Crime Report (DCR) to the supervisory officers.
4. It is clearly instructed that upon failing of registration of Zero FIR for the offence committed outside the jurisdiction of Police Station, concerned SHO shall be responsible for the same and strict action will be initiated against him.
5. Whenever any Zero FIR is received in any Police Station from the other Police Station, concerned SHO shall immediately register the FIR and further investigate the case in accordance with law.
6. If a woman gives any information regarding the commission of offences under section 64 to 71, 74 to 79 or 124 of BNS-2023 and POCSO Act, then SHO shall ensure that information must be recorded immediately only by a women Police Officer.
7. If woman complainant/victim is physically/mentally disabled, then SHO shall ensure that such information shall be recorded by Women Police Officer after taking the assistance of interpreter/Special educator at the residence of person/victim or at a convenient place of such person/victim.
8. Whenever, any information in respect of commission of offences against woman i.e. under section 64 to 71, 74, 76 to 79, 124, 143 and 144 of BNS 2023 is received, FIR shall be registered immediately. If any SHO/ Police officer failed to lodge the FIR, he/she would be prosecuted under section **199(c) of BNS-2023** and separate departmental action shall also be initiated against erring Police officials/SHO.
9. SHOs shall ensure that victim's identity shall not be disclosed/revealed against whom offences 64 to 71 of BNS- 2023 (i.e. rape cases, sexual assault cases & POCSO cases) have been committed.

**E-FIR:-**

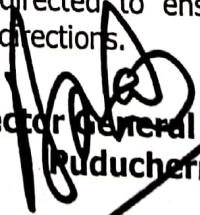
1. Whenever any information of cognizable offence is received through e-mail or otherwise by any electronic means, SHOs shall maintain an e-complaint register in the police station.
2. SHOs should further ensure that complainant be informed through email/phone calls to visit in the Police Station for signing the complaint for formally registering the FIR to proceed into the matter according to law. A GD entry in this respect should be entered, accordingly.

3. If complainant fails to appear in the Police Station for signing his/her complaint, then SHO shall make a GD entry in the GD and also in form the concerned SDPO in this regard.
4. If complainant appears after the stipulated period of 03 days described under BNSS, then SHO shall register the case after taking the signature of the complainant.

**Preliminary Enquiry:-**

1. Section 173(3) of BNSS has also given statutory recognition for conducting of preliminary enquiry of cases punishable with imprisonment of three years or more but less than seven years. The same shall be conducted after the permission from their respective SDPOs.
2. The scope of the preliminary enquiry is only to ascertain whether any cognizable offence is committed or otherwise and if cognizable offence appears to be committed, then immediately register the case FIR under the relevant sections of law and to investigate the case as per law.
3. SHO/EO must conclude the preliminary enquiry within a period of 14 days as per BNSS-2023 and GD entry of each steps taken under enquiry, shall be recorded.
4. After conducting the enquiry, if SHO/EO comes to the conclusion that no offence has been committed, then he will submit his finding before the concerned SDPO.
5. SDPO shall thorough examine the enquiry report/findings of the SHO/EO and pass an appropriate order as deem fit according the facts and circumstances of case within 14 days from the receipt of information, whether FIR is to be registered or otherwise.
6. All SDPOs/SHOs/EO shall maintain the complete record of proceedings conducted in any preliminary enquiry on day to day basis.

In view of above, all SDPOs/SHOs are hereby directed to ensure the strict & meticulously compliance of above guidelines/procedure/ directions.

  
**Director General of Police  
Ruducherry**

**Distribution:** All concerned.