

**OFFICE OF THE DIRECTOR GENERAL OF POLICE
PUDUCHERRY**

No. 4/DGP/Secy./2017 – 74

Dated: 06.07.2017.

STANDING ORDER No. 02/2017

OPENING & MAINTAINING HISTORY SHEETS IN THE POLICE STATIONS

Part – V of the Police Registers shall contain all History Sheets of the persons residing permanently or temporarily in the Police Station limits, who are known or believed to be addicted to or to aid and abet the commission of crime, whether convicted or not or who are believed to be habitual receivers.

The History Sheets shall be maintained in the prescribed History Sheet forms, as enclosed in the 'Annexure'.

AUTOMATIC OPENING OF HISTORY SHEETS :

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

The offences under which the persons were convicted	Number of times of conviction
(a). Persons released from imprisonment for life under Chapter XII (offences relating to coin and government stamps) and Chapter XVII (offences against property) of the Indian Penal Code.	} - Once
(b). Professional prisoners	
(c). Sections 395 to 402 IPC (Dacoity)	
(d). Sections 392 to 394 IPC (Robbery)	- Once
(e). Burglary (Day / Night); if convicted or liable to conviction under section 75 Indian Penal Code; Theft of ISR nature	} - Twice
(f). Theft not covered under ISR	- Thrice
(g). Bound down (conviction) under section 109 Cr.P.C	- Twice
(h). Bound down (conviction) under section 110 Cr.P.C	- Once

Persons or prisoners convicted as above will be styled as K.D. (Known Depredators). Their History Sheets will be called **K.D. Sheets**.

OTHER HISTORY SHEETS :

History Sheets should also be opened under the orders of the superiors for such persons in respect of whom they think it advisable on account of their active criminality. These History Sheets will be styled as, namely:

(a). Rowdy Sheets

The following persons shall be classified as Rowdies and Rowdy Sheets in the prescribed form shall be opened for them under the orders of the Superintendent of Police.

- (i). Persons who habitually commit, attempt to commit or abet the commission of offences involving the breach of peace.
- (ii). Persons bound over under section 106, 107 and 110 Cr.P.C. (Criminal Procedure Code)
- (iii). Persons who have been convicted u/s 34 A (i) and 34 B IX, 34-BB of the Police (Pondicherry Amendment.) Act, 1966
- (iv). Persons who are illicit distillers and known bootleggers.
- (v). Persons who habitually commit hurt cases and indulge in acts of violence and intimidation.

(b). Members of Organized Crimes' Sheets

The following persons shall be classified as Members of Organized Crimes and History Sheets shall be opened for them under orders of the Superintendent of Police.

Persons running Organized Crime Rackets for monetary gain, viz., prostitution, immoral trafficking, gambling, sale of illegal lottery tickets, illegal mining, gun running, drug trafficking, illegal manufacturing/sale of explosive substances, human trafficking, dealing in counterfeit currency, child sex racket (paedophiles), etc.

(c). Suspect Sheets

The following persons shall be classified as Suspects and Suspect Sheets shall be opened for them under orders of the Superintendent of Police.

- (i). Persons once convicted under the following offence of the Indian Penal Code – burglary, theft or the offence of attempts of such offences.
- (ii). Persons not convicted but believed to be addicted to crime (property offences)

(d). Budding Criminals

Budding Criminals are those against whom there were complaints of indulgence in acts of violence affecting the human body and property, hereinafter enumerated namely:-

- (i). Attempt or abet the commission of offence relating to land / house grabbing.
- (ii). Hiring for and taking part in offences like rioting and assault;
- (iii). Clandestine operation of sand quarrying ;
- (iv). Acts of extorting money ; and
- (v). Offences under the provision of the Explosive Substances / Explosive Acts and Arms Act.

Note:

Inmates or ex-inmates of the Juvenile Correctional Home should not be styled as Known Depredators.

MAINTENANCE OF HISTORY SHEETS :

While writing the current doings of the History Sheeter or Bad Character (BC) in the History Sheets, the following instructions shall be carried out :

- (a). The information relating to the facts ascertained both by the SHO and his men since the date of last entry shall be entered.
- (b). Anything of interest including commission of any crime coming to notice in respect of the bad character during a month should be entered then and there, without waiting for the end of the month.

The entries in various columns in the History Sheet should be checked by the SHO personally and maintain up-to-date. The Surveillance Charts for both the HS holder and the Sureties shall be put up by the SHO before CI once a fortnight, who in turn will put up the same to the SDPOs once a month without fail.

DISCONTINUANCE OF HISTORY SHEETS :

The History sheets shall be closed by the definite orders of an officer of and above the rank of Superintendent of Police and shall be filed in the Police Station. The History Sheets of persons who have died shall be destroyed under orders of an officer of and above the rank of Superintendent of Police.

RETENTION/CONTINUATION OF HISTORY SHEETS:

Where retention of a History Sheet is considered necessary after two years of registration, orders of an officer of and above the rank of Superintendent of Police must be taken for the extension in the first instance upto the end of the next December and further annual extension from January to December.

PERSONS TO BE CLOSELY WATCHED :

- (i). Persons for whom History Sheets have been opened shall be normally watched by the Police.
- (ii). Whenever a History Sheet is opened for a Bad Character for the first time, he shall be under close watch.
- (iii). The bad character returning from Jail should be under close watch. If they settle down and maintain good character, close watch can be removed.

HISTORY SHEETS NOT TO BE OPENED FOR WANDERERS :

The History sheets shall not be opened for criminals of no fixed residence.

GENERAL INSTRUCTIONS :

- (i). The fact that a History Sheet has been opened for a suspect or a budding criminal shall be kept 'confidential'.
- (ii). All registered rowdies should be kept under the same type of watch as required for KDs.
- (iii). The names of the history sheeted KDs should be entered in the station KD Check Register.
- (iv). KDs and rowdies should be checked regularly by the Beat Officers and the SHOs.
- (v). The general night patrolling Inspectors and SPs should also make random check. If they notice any absentee, the same shall be indicated in their night checking reports.
- (vi). The checking, however, should be discreetly done by the method of enquiries and not in the manner of domiciliary checks.
- (vii). The Circle Inspectors and the SPs in charge of the sub-divisions when they visit the area should make their own independent verification and not by their findings through the History Sheets and inspection reports.
- (viii). All reports against notorious rowdies and budding criminals entered in the General Diary of the Station and matters brought to light on enquiries of the petitions should be entered against them in the sheets and should be dated.
- (ix). Rowdies and budding criminals are often employed for committing breaches of peace in the areas of opponents or in times of political or communal or caste based tension. The SHOs should take effective and timely action to control their activities. The necessary legal action under the provisions of IPC like 160, 143, 341, 506 or under section 110 or 107 of Cr.P.C, as the case may be or under the provisions of the Police Act, 1861 and Police (Pondicherry Amendment) Act or, if reasonable grounds exist, under the provisions of the Criminal Law Amendment Act.
- (x). Besides known rowdies, there are a set of budding criminals and anti-social elements in every street, villages and area, who intimidate the local people and exploit them for their selfish ends. The possibility that these elements clandestinely carry on certain shady business like illicit sale of liquor, gambling, prostitution, land grabbing through fraudulent means and collecting money from the market areas under the garb of running market / merchants associations, etc., cannot be ruled out. Sometimes, they have political backing also. They are the persons who escalate the law and order problems at a given situation or at a bandh like situation. The activities of such persons also require vigilant watch and check. A Confidential Register may be maintained by the SHO which should be kept in his personal custody in which the names of such persons and their categories should be entered in the Register.

NUMBERING OF HISTORY SHEETS :

- (i). History sheets shall be numbered serially in each Police Station.
- (ii). An index to History Sheets and Personal Files shall be maintained in each Police Station. Apart from the identity particulars of the criminal, it will also contain date on which the sheet was opened; whether he is a criminal in this territory / region, Known Depredator, habitual offender or suspect. When History Sheets or Personal File are transferred or destroyed, this register should accompany the sheet or files to the Superintendent of Police for orders of such transfer or destruction,
- (iii). The History Sheets of a person who changes his residence to another Station limits shall be forwarded to that Station through the Superintendent of Police concerned.
- (iv). When any information favourable to an individual for whom a History Sheet is being kept, is received, it shall be entered therein.
- (v). The History Sheet of a B.C. who changes his residence from Police Station of this territory to a Police Station of the neighbouring State, it shall be forwarded by the SHO of the Station to the Senior Superintendent of Police concerned through proper channel and the latter shall forward the Sheet confidentially to the Superintendent of Police of the District in which the individual concerned has taken up the residence.



(S.K. GAUTAM, IPS)
DIRECTOR GENERAL OF POLICE
PUDUCHERRY

Encl.: Annexure

To

- 1) The Senior Supdts. of Police (L&O)/(C&I)/(HQ)/Kkl.
- 2) The Addl. Secretary to Govt., Home Dept., Puducherry.
- 3) All SPs/Inspectors/SHOs/Incharge OPs in Puducherry U.T.