

OFFICE OF THE INSPECTOR GENERAL OF POLICE, PONDICHERRY

STANDING ORDER NO. 45/89 DATED 2.8.89

Sub: Village Crime Register, Information sheet
Register Proclaimed Offenders Register
Personal File of Proclaimed Offenders,
Armed Forces Deserter Register.- Opening
and Maintenance - Reg.

1. VILLAGE CRIME REGISTER:

All Police Stations shall open and maintain a beatwise register of criminals residing in their areas. This register will be called the 'Village Crime Register'.

This register shall be an index to the criminals of the area and shall be maintained in the proforma enclosed separately for each beat. In this register, entries shall be made with regard to the names of persons residing in a beat who have been arrested or against whom a strong suspicion exists of involvement in cognizable cases, whether the case occurred in the beat or not, exists. A separate entry shall be made for each suspect with a separate serial number. When the person is again arrested or suspected, a fresh entry shall bear the previous serial number and shall be entered below the last entry in the form of a fraction. Persons who are suspected to have committed an offence and arrested u/s 41 Cr.PC., would also be entered as above. Details of arrests and conviction of such persons in cases of other police stations shall be entered on the basis of information sheets received and verified.

If A is arrested in PS Grand Bazar and is a resident of Beat 1 of PS Odiensalai, the name of 'A' will be entered in Beat 1 of Village Crime Register of PS Odiensalai at the last serial No. which for purpose of demonstration is taken as 25. If 'A' is arrested again in a case of PS Odiensalai his entry will be made as 25/2. If he is arrested again in any case, his entry will be made as 25/3 irrespective of the serial No. running in the Village Crime Register of Beat 1.

2. INFORMATION SHEET REGISTER.

Information Sheets Register shall be maintained in two parts viz., Part - A - Information Sheets despatched and Part -B- Information Sheets received, in Forms A & B respectively. (enclosed) Information Sheets shall be issued by the SHO/IO

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in the proforma in Form -C (enclosed) to ascertain the antecedents of persons who are residents of jurisdiction of other Police Stations.

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He shall then verify the information received about its genuineness and enter the particulars about the arrest of the bad character in the Village Crime Register and Beat Book. If History Sheet is maintained for the individual, he shall make appropriate entries in the History Sheet and Check Register and then return the Information Sheets to the issuing Police Station i.e., report after entries in Part-B of the Register.

On receipt of the report from the concerned Police Station, the SHO who has issued the Information Sheet, shall make necessary entries in part- A of the Information Sheet Register.

3 PROCLAIMED OFFENDERS REGISTER:

Proclaimed Offenders Register shall be maintained in Form D enclosed. In this register, name, parentage and other particulars of proclaimed offenders should be entered by the Officers - in-charge of Police Stations when an offender is declared a proclaimed offender by the Court and evidence u/s 299 Cr.PC., is recorded.

Whenever the proclaimed offender is arrested, the SHO shall cause appropriate entries to be made in this register regarding the arrest of the offender and entries in the register with regard to the offender may be crossed out with red ink.

4. Personal File of Proclaimed Offenders:


The SHO shall prepare and maintain a Personal File in respect of all Proclaimed Offenders listed in the PO Register of the station, till the PO is apprehended and produced in the Court, and thereafter it can be closed on the orders of the Supervisory Gazetted Officer. The personal file shall be maintained in Form - E (enclosed).

The SHO should record the action taken by him to apprehend the PO in the personal file which will be counter checked by the Inspecting Officer with reference to the General Diary, Pocket Note Book, Special Report from the police personnel who were deputed for the purpose and the case. When a proclaimed offender is arrested, his personal file may be closed.

5. ARMED FORCES DESERTER REGISTER:

All SHOs shall maintain a register in Form-F(enclosed) and enter the details of the Deserter/Absentee from the Armed Forces which they have received in respect of those personnel and who are residents of their station limits. Thereafter, efforts should be made to apprehend such of those deserters/absentees by deputing police personnel and after apprehension of the deserter/absentee, he shall be forwarded without delay to the Commandant of the Unit to which the deserter absentee belongs.

During inspection, the Inspecting Officer should check the percentage of apprehension of deserter and if the same is not satisfactory, he should find out whether the SHO has made sincere efforts to trace the deserter/absentee by verifying the entries in the General Diary, Pocket Note Book etc., with reference to the entries in the register.


(S. RAMAKRISHNAN)
INSPECTOR GENERAL OF POLICE
PONDICHERRY.

Encl:a. a.

To
All concerned.

Copy to:
SSP(I) & SSP(II)

FORM - A

INFORMATION SHEETS DESPATCHED REGISTER

1	Date of issue
2	Date of issue of sheet
3	Name of Police Station to which issued
4	Name, parentage, caste and address of suspect
5	Full description of suspect
6	Details communicated in information sheet
7	Date of return of sheet
8	Action taken, such as preparation of personal file or history sheet etc.

POLICE STATION..... DISTRICT.....

	Serial Number	#
	Police Station, Villiage & District number of first information report with date.	2
	Section of law, nature of offence and class of property attached	3
	Name, parentage and caste of accused	4
	Name, parentage, caste, and address of all criminals implicated in the case, whether con- victed, acquitted or suspected of commi- tting the offence & of harbourers, receivers or other helpers of the accd	5
	Results of the case against persons column 4	6
	R E M A R K S	7

VILLAGE CRIME REGISTER

FORM - B

INFORMATION SHEETS RECEIVED REGISTER

POLICE STATION.....	DISTRICT.....
1	8
2	7
3	6
4	5
5	4
6	3
7	2
8	1

Date of receipt

Date of sheet

Name of Police Station from which received.

Name of parentages, caste and address of suspect

Full description of suspect

Details communicated in information sheet

Date of return of the sheet

Action taken such as preparation of personal file or history sheet etc.

F O R M - C

POLICE STATION.....

INFORMATION SHEET

No..... Dated.....

Information sheet regarding.....

alias..... son of.....

caste..... resident of Village.....

..... Police Station.....

..... District.....

age..... height..... Particulars

.....

.....

Other details.....

Sub-Inspector
incharge of police Station.

Date:.....

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ANNEXURES

NEWSPAPERS/MAGAZINES REGISTER

Sl.No.	Name of Newspapers/ Magazines	No. of copies received during the month	Due date for sending to stores	Date of actually sent
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-----1-----2-----3-----4-----5-----

No. of copies/weight returned to Stores	Signature of the person receiving	Remarks
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-----6-----7-----8-----

ANNUAL RANGE FIRE REGISTER

Sl.No.	Name & Designation of the Officer	Date of last Annual Range Classification
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-----1-----2-----3-----

Type of Weapon	Date of Annual Range Classification during current year	Marks obtained
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-----4-----5-----6-----

WEEDED OUT RECORDS REGISTERS

Sl.No.	Name of the record/register	Pertaining to period	Period of destruction as per Standing Order	Due date for destruction
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-----1-----2-----3-----4-----5-----

Name & Designation of Officer recommending destruction	Name & Designation of verifying Officer	Actual date of destruction	Remarks
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-----6-----7-----8-----9-----

LAND AND BUILDING REGISTER

Sl.No.	Description of the land/building	Nature of maintenance/repairs required	Communication reference No. if any and to whom sent	Nature of maintenance/repairs carried out
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-----1-----2-----3-----4-----5-----

Date of repairs/maintenance	Date of next repairs/maintenance is due
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-----6-----7-----

PUBLIC MEETING REGISTER & LOUD SPEAKER PERMISSION REGISTER

Sl. No.	Date of receipt of application	Date, Time and place of Public Meeting/ Speaker permission	Particulars of applicant/ organisation
2	3	4	

Date of sending to Inspector, if any	Date of receipt from Inspector's Office/Police Station.	Whether permission granted/Rejected with grounds of rejection
5	6	7

Communication No. & Date of sending reply to party	Remarks
8	9

TOKEN FOR MAT
(Chief Store)

Denomination:

Date	Received	Issued	Balance	No. of token	Sales amount
1	2	3	4	5	6

AMOUNT HANDED OVER REGISTER
(Chief Store)

Date	1.00	.75	0.50	0.25	0.10	Total	Handed over	Sig- nature	Remarks
1	2	3	4	5	6	7	8	9	10

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DUPLICATE KEY REGISTER

Sl.No.	Key No.	Date of receipt	Details of key/purpose	Name and Designation of the Officer holding the key	Date of handing over the key and the signature of receiving officer
1	2	3	4	5	6

Date of verification of the key by checking officer	Date of receiving the key back from the checking officer	Remarks
7	8	9

SPECIAL REGISTER (SP OFFICE)

Sl No.	Reference No.	Subject	No. and date of despatch	To whom sent	Remarks
1	2	3	4	5	6

G.D. CHECK REGISTER
(CI OFFICE)

Sl. No.	Date of GD	Date of receipt	Important points for action	Action taken	Date of receipt of compliance	Remarks
1	2	3	4	5	6	7

STOCK REGISTER
(Chief Store)

Date	Palmoil	Sugar	Rice	Tea Powder	Coffee Powder	Kassakasu

Balance:

- Purchase
- Expenditure
- Balance

- Purchase
- Expenditure
- Balance

ROLL CALL REGISTER

Sl.No.	Date	Time	Name of Officer holding roll-call and No. of staff present rank-wise	Instructions given in each roll-call if any to be written
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-----1-----2-----3-----4-----5-----

A.C.R. REGISTER

(N.B. One page for each Individual)

Rank and Buckle No.	Name	place of duty	Brief particulars of good work/brief facts wherein came to adverse notice	Reference No. and date of communication if any
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-----1-----2-----3-----4-----5-----

Time prescribed for explanation	Date of receipt of explanation, if any	Final Action	Remarks
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-----6-----7-----8-----9-----

WEEKLY PARADE REGISTER

NOMINAL ROLL

Sl.No.	Rank & Name	Date:		Date		Date:	
		Whether present or not	Reason for not attending parade	Whether present or not	Reason for not attending parade	Whether present or not	Reason for not attending parade

-----1-----2-----3-----4-----5-----

Date:

Whether present or not	Reason for not attending parade
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-----6-----

ASSESSMENT REGISTER

(P A P Companies)

Rank Number & Name of the Individual:.....

Sl.No.	Date	Brief Facts	Initials of G.O.
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-----1-----2-----3-----4-----

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COMPANY ORDER
(PAP Unit)

Date	Time of Roll Call	No. of Officers and men present	Instructions given during roll call	Remarks
1	2	3	4	5

POLICE CONTROL ROOM

Out-going Message Register

Sl. No.	Date	Time	From whom received	Brief instructions	Action taken and time (Interim & Final)	Remarks
1	2	3	4	5	6	7

TELEPHONE MESSAGE REGISTER

(Police Control Room)

Sl. No.	Date	Time	Telephone NO., Name and address of the Caller	Brief facts	Action taken	Remarks
1	2	3	4	5	6	7

DISASTER WARNING REGISTER

(Police Control Room)

Sl. No.	Date & Time of receipt of warning	Nature of warning	Time of communication of message on phone to District Magistrate, Sub-Divisional Magistrate and other Police Officers	Time of despatching to Collector in writing
1	2	3	4	5

PERIODICAL RETURNS REGISTER

(C.I.D. Office)

Sl.No.	Subject	Due date	Date of Despatch Month											
			Jan.	Feb.	Mar.	Apr.	May.	June	July	August	Sept.	Oct.	November	December
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

DETECTION SLIP REGISTER

(Traffic)

Sl. No.	Book No./ Slip No.	Name of the Officer and Designation	Date of receipt by Traffic PS	Consecutive No.
1	2	3	4	5

Name and Address of the accused	Date, Time and Nature of the Offence	Date of Challan	Result of the case and STR No.	Remarks
6	7	8	9	10

NAME WAR INDEX

(Traffic)

Vol. No.	G.C.R. Page No.	Sl. No.	Name	Father's Name	Address	License/ Badge No. and Issuing Authority
1	2	3	4	5	6	7

Brief particulars of the case involved	Reference of previous convictions, if any	Remarks
8	9	10

CONDEMNATION REGISTER

(Wireless Unit)

Sl. No.	Description of item	Date of purchase	Prescribed life	Particulars of condemnation	Mode & date of disposal	Remarks
1	2	3	4	5	6	7

DINING OUT REGISTER

(Police Training School)

Sl. No.	Name of Individual	Period for which he will be out	Signature	Remarks
1	2	3	4	5

NIGHT DUTY REGISTER

(Special Branch)

Date	Name of the Officers on night duty	Time of report	Details of Telephones received/ action taken and other work attended and initials
1	2	3	4

Signature of Incharge Unit	Remarks
6	7

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REGISTER OF FOREIGNERS GRANT OF EXTENSION OF STAY IN INDIA

(Foreigners Registration Office)

Sl.No.	Name and Address	Date of Registration	Period of Extension applied for	Action taken
1	2	3	4	5

Reference No. granting or refusing extension	Period of extension granted, if any	Remarks
6	7	8

FOURTEEN-DAYLY REPORT REGISTER
(Special Branch)

Fourteen-daily report for the month of	Due Date	Date of Despatch					
		January	February	March	April	May	June
1	2	3	4	5	6	7	8

July	August	September	October	November	December
9	10	11	12	13	14

MONTHLY REPORT
(Special Branch)

Monthly Situation report for the month of.....	Due Date	Date of Despatch					
		January	February	March	April	May	June
1	2	3	4	5	6	7	8

July	August	September	October	November	December
8	9	10	11	12	13

TRAINING CHECK REGISTER (ESTT. I) CHIEF OFFICE

Order	Name and Designation	Duration	Place	Remarks
2	3	4	5	6

HIRED VEHICLES REGISTER

(Motor Transport Office)

Sl. No.	Details of the Driver & Firm	Register No. and type of the vehicle	Date & Time of arrival	KMs reading on arrival	
-1-	-2-	-3-	-4-	-5-	
Diesel/Petrol in the Tank	Diesel/Petrol supplied	Details of the user & purpose of Hiring	Details of the duty performed	Date and time of release	KMs reading at the time of release
-6-	-7-	-8-	-9-	-10-	-11-
Petrol/Diesel in the tank at the time of release	Signature of the driver at the time of release	Date of receipt of the bill	Date of despatch of bill to Chief Office	Remarks	
-12-	-13-	-14-	-15-	-16-	

WORK ORDER REGISTER
(Motor Transport Office)

Sl. No.	Work Order No. & Date	Details of repairs	Particulars of drivers (Buckle No., Rank & Name)	Date of receipt of the vehicle from the Unit/Officer
-1-	-2-	-3-	-4-	-5-
Date of Admission of the vehicle in Govt. Automobile Workshop	KMs reading at the time of departure & returning	Date of return of the vehicle	Whether all repairs carried-out, if not details	
-6-	-7-	-8-	-9-	
Date of receipt of the Bill and Amount	Date of sending of the bill to the Chief Office	Remarks		
-10-	-11-	-12-		

OTHER DEPARTMENTS' VEHICLES REGISTER
(Motor Transport Unit)

Sl. No.	Name of Dept.	Date & Time of arrival	Registration No. & Type of the Vehicle	KMs reading at the time of arrival	Petrol/Diesel in the tank at the time of arrival	
-1-	-2-	-3-	-4-	-5-	-6-	
Petrol/Diesel drawn in the Police Account	Date & Time of release	KMs reading at the time of release	To whom allotted and purpose	Driver's Name & Signature	Period of duty	Date of despatch of the duty statement to Chief Office
-7-	-8-	-9-	-10-	-11-	-12-	-13-

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ENGAGEMENT REGISTER (POLICE BAND)

(Estt. II Section)

Sl. No.	Receipt/Voucher No./Date and amount of payment	Date & Time and place where Band is required	Transport arrangement by	Date & Time when intimation sent to CMT	Remarks
1	2	3	4	5	6

SERVICE BOOK MOVEMENT REGISTER

(Estt. II Section)

Sl. No.	Service Book pertaining to	Signature and B.No. of the individual taking the Service Book.	Signature of dealing Asst. with date	Signature and B.No. of the Individual returning the Service Book with date	Signature of the Dealing Asst. with date
1	2	3	4	5	6

WATER CONSUMPTION & CURRENT CONSUMPTION CHARGES REGISTER (ACCOUNTS SECTION)

Sl. No.	Bill No. & Date	Particulars of Quarters	Policy No.	Period	Meter reading	Amount	Remarks
1	2	3	4	5	6	7	8

REGISTER OF BILLS RECEIVED (Accounts Section)

Sl. No.	Dak. No.	From whom received	T.A.	Details of Bills				Bill No. and Date	Remarks
				M.R.	POL	Telephone	Other Contingent		
1	2	3	4	5	6	7	8	9	10

REGISTER OF EXPENDITURE SANCTION AND PROGRESS OF SETTLEMENT OF BILLS (Account Section)

Sl. No.	Expenditure sanction No. and Date	Nature of expenditure	Amount	Details of bills in which claim has been made	Remarks
1	2	3	4	5	6

