

**National Crime Records Bureau  
Ministry of Home Affairs  
Government of India**

East Block – 7, R. K. Puram  
New Delhi-110066

Dated: 22.02.2010

To

**CCTNS Nodal Officers of all States/UTs**

Sub.: A three day workshop in NCRB from 17<sup>th</sup> to 19<sup>th</sup> March 2010 – reg.

Madam/Sir,

A three day workshop is planned to be held in NCRB from 17<sup>th</sup> to 19<sup>th</sup> March 2010 for Cutting Edge Level police officers to be drawn vertically from the ranks of Inspector / Sub Inspector, Munshi / Station writer / Writer Constable / Moharrir or Crime Havildar from each State/UT. Dy.SPs who are in the field may also attend the workshop. Representatives from each state should be restricted to a maximum of three members, with representatives from each rank as indicated above working in the field/police stations.

The objectives of the workshop are as follows which are basically aimed at capturing them in the software to be developed for CCTNS project (Crime and Criminal Tracking Network & Systems)

- (a) To quantify different types of M.O. Crimes/Criminals
- (b) To finalize formatting of FIR (Screen design) with all necessary details to facilitate smooth registration of cases.
- (c) To identify common registers maintained at PS level
- (d) To find out from the state officers about their requirements in the CCTNS w.r.t FIR and other drop down menus.
- (e) To find out any specific issues regarding navigation from one screen to another in the existing application (CIPA)/ any specific requirement of navigation in CCTNS
- (f) Requirement of search on Modus Operandi, Acts and Sections etc and any other aspect concerning Registration and investigation of cases

(g) To discuss drawbacks of earlier systems and police applications software like CCIS MLe, OCIS, MVCS, Talash, CIPA etc.

(h) On how to make the CCTNS software user friendly.

You are once again requested to nominate three police officials having expertise in recording FIR, maintaining police station records, registers and periodical reports/statements originating from the police stations. The officers to be nominated should have preferably working knowledge of English or Hindi and they should be familiar with the following topics / bring the documents as mentioned below:

- Personnel attending this work shop should bring blank FIR forms and copies of their State Police Manuals along with list of registers maintained in the police stations along with their columns.
- Formats of daily / bi-weekly / weekly / fortnightly / monthly / quarterly / half-yearly / annual returns prepared by the police stations to be brought by the state police personnel
- To find out how they are handling signatures in the system generated FIR
- To know whether the States have taken approval of the Courts for issue of computerized FIRs / FIR registration through electronic medium. If so, necessary details may be brought for discussion during the workshop.
- How many copies of FIR do states generate after a complaint is received? If there are any executive instructions to that effect in the form of police order, circulars, gazette notification on number of copies of FIR to be generated in a police station, a copy of such instructions may be brought to the workshop for discussion.
- Language in which FIR is registered, whether in English or Bi-lingual and the fonts used in the application.
- Details of any other relevant record/report/registers concerning FIR registration, investigation, submission of final form, monitoring of trial followed in your state may be brought along with you for discussions during the workshop.

As it is a very important project which concerns working of the police stations as well as public interest, gathering of necessary inputs for incorporation in the CCTNS software to be developed is very very important. Therefore you are requested to carefully choose the police officers who are to be sent to this workshop. You are requested to instruct the officials attending

the workshop to come prepared and also bring necessary documents for discussions and leaving behind for further study at our end.

I solicit your personal attention in this regard.

Yours sincerely,

  
23/2/10

(P.R.K. NAIDU)  
JT. DIRECTOR (CCTNS)  
☎ 011-26169722

Copy for info. to :

The Joint Secretary (CS), Min. of Home Affairs, North Block, New Delhi.