POLICE MANUAL
2024

GOVERNMENT OF PUDUCHERRY
POLICE DEPARTMENT

‘Puducherry Police Headquarters: A Heritage Building’

GOVERNMENT OF PUDUCHERRY

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POLICE DEPARTMENT
PUDUCHERRY

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सत्यमेव जयते

FOREWORD

Policing has always remained a critical component of the Puducherry Union Territory Administration. Governed by a duly enacted laws and codes, as well as the prescribed set of rules, procedures, and guidelines, Puducherry Police has always addressed issues related to crime control and maintenance of law and order through a fair, justice-oriented and citizen-centric approach.

I am happy to note that Puducherry Police has come up with the comprehensive and self-contained Police Manual when the entire government machinery is marching ahead in unison in the implementation of the three New Criminal Laws viz. 'Bharatiya Nyaya Sanhita', 'Bharatiya Nagarik Suraksha Sanhita' and 'Bharatiya Sakshya Adhiniyam' replacing the erstwhile colonial-era laws. At a historic time of transition from a punishment oriented to a justice oriented criminal justice system, the inclusion of various provisions of these new Laws into the Police Manual makes it a most relevant and useful document for Puducherry Police.

This Manual is a well-crafted and detailed reference document incorporating standard forms and guidelines of Bureau of Police Research & Development (BPR&D). It also encompasses various unique and historical facets of Puducherry Police including its legacy, commitment to welfare, the vital role of Coastal Police and serious and emerging concerns of cyber-crimes.

I am certain that this Police Manual, prepared with all due diligence by Puducherry Police in coordination with the Home and Law Departments, would go a long way in guiding and strengthening the collective pursuit of the officers and men of Puducherry Police to meet the future security challenges.

Dr. SHARAT CHAUHAN, IAS

Dr. B. SRINIVAS, IPS
Director General of Police

FOREWORD

Puducherry Police takes pride in achieving the essential objectives of crime control, maintenance of law and order, traffic management, prevention of crime against women and children besides ensuring welfare of Police personnel and their families.

To achieve these objectives, an institutional framework has been in place over the decades with well-defined functions and methods. This Police Manual revisits those structures and protocols aligning them with the emerging trends in policing. All the provisions of New Criminal Laws which came into effect from July 1, 2024 have been incorporated in the Manual.

This Manual has been prepared by a dedicated team of Police officers who, over the years have imbibed the tradition and ethics of Puducherry Police. It contains 35 chapters under four broad heads. Organization and Administration of Puducherry Police forms the first part of the Manual while Duties, Powers and Procedures laid out by Puducherry Police form part of the second. Issues related to Personnel Management find detailed coverage in the third portion while the fourth part is dedicated to mandatory Forms, Formats and Returns that guide the functioning of Puducherry Police.

I am optimistic that this Manual, encompassing the working standards, norms and values of Puducherry Police shall enhance the efficiency of all Police personnel and in turn, productivity of entire Police Force in years to come.

Dr. B. SRINIVAS, IPS

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PART-I

ORGANIZATION AND ADMINISTRATION

CHAPTER – 1

PUDUCHERRY POLICE AND ITS ADMINISTRATION

Introduction

The Government of India (GoI) took over the administration of the territories of the French Establishments in India viz. Puducherry, Karaikal, Mahe and Yanam with effect from November 1, 1954, following the agreement between the two Governments for de-facto transfer of these territories to India on October 21, 1954. In the year 1963, the Government of India decided to confer Union Territory (UT) status to Puducherry by an enactment of the Parliament. 'The Government of Union Territories Act, 1963', provided for Legislative Assemblies and Council of Ministers in the Union Territories. The Union Territory of Puducherry is administered by this Act.

Before Puducherry was granted Union Territory status, the wishes of the people were ascertained for maintaining their distinct identity or merging with the neighbouring Indian States. Chandernagore alone opted for a merger with the State of West Bengal. The other four enclaves (Puducherry, Karaikal, Mahe and Yanam) preferred to be governed as Union Territory of Puducherry. The Indo-French Treaty gave option to the people either to retain their French citizenship or become Indian citizens. Those who opted for French citizenship were allowed to reside in the Union Territory of Puducherry. Today, around 10,000 French citizens of Indian origin reside in the Union Territory. They regularly exercise their franchise during elections to the French Parliament.

Puducherry is located 163 Kms. South of Chennai and is surrounded by Cuddalore and Villupuram Districts of Tamil Nadu. Karaikal lies about 132 Kms. South of Puducherry and is surrounded by Nagapattinam, Thiruvarur and Mayiladuthurai Districts of Tamil Nadu. Mahe region is located about 610 Kms. West of Puducherry on the Kerala coast bordering Kozhikode and Kannur Districts of Kerala. Yanam is about 813 Kms. North-East of Puducherry on the banks of the river Godavari.

The Union Territory changed its official name to Puducherry (*Putuccēri*) on 20th September, 2006. It is spread over an area of 480 Sqkm, with Puducherry District alone accounting for 290 Sqkm, Karaikal 161 Sqkm, Yanam 20 Sqkm and Mahe 9 Sqkm. The official languages of the Union Territory are Tamil, Telugu, Malayalam, English and French. Tamil is mainly spoken in the Districts of Puducherry and Karaikal, Malayalam in Mahe region and Telugu in Yanam region. Besides, several people also speak French in the Union Territory.

History of Puducherry Police

The Police Act, 1861 as well as other Major and Minor Acts of India were extended to the Union Territory of Puducherry with effect from October 1, 1963 (commemorated as the Puducherry Police Raising Day). In the initial years, the Police procedures, routines and other standing instructions as stipulated in the Madras Police Standing Orders were followed in the Union Territory. After the formation of the Union Territory Cadre in Indian Police Service, the provisions laid down under Punjab and Delhi Police Rules/Manuals were steadily incorporated into the working of Puducherry Police in the forms of Circulars, Standing Orders and Memoranda issued by the Director /Inspector General of Police, from time to time.

Puducherry Police Organization

There are two Police Districts in the Union Territory of Puducherry viz. Puducherry and Karaikal, which are further divided into 08 Law and Order Sub-Divisions, having supervision over 30 Police Stations (PSs) and 08 Police Outposts. There are 12 Police Circles, each supervising two or more PSs and Outposts. In addition, the following PSs of other Police Units have been created in the Union Territory.

(1) Traffic PS	- 6
(2) All Women PS	- 3
(3) Food Cell PS	- 2
(4) Excise PS	- 2
(5) PCR Cell PS	- 3
(6) CBCID PS	- 1
(7) Cyber Crime PS	- 1
(8) Coastal PS	- 4

Superintendence and Administration

The Puducherry Police shall work under the overall control, direction and supervision of the Director/Inspector General of Police who shall exercise powers and perform such functions and duties, as provided by the Police Act, 1861. The Director/Inspector General of Police shall be assisted by the Deputy Inspector General of Police and Senior Superintendents of Police, who are transferred and posted to this Union Territory by the order of the Ministry of Home Affairs, Governemnt of India.

The Jurisdiction of the Police District of Puducherry extends to the regions of Puducherry, Mahe and Yanam. The administration of the Police Districts of Puducherry and Karaikal vests with the District Superintendents of Police also known as Senior Superintendents of Police (SSP), who belong to the Indian Police Service or Puducherry Police Service (Junior Administrative Grade).

There are four Police Sub-Divisions in Puducherry District viz. North, South, East and West and two Police Sub-Divisions in Karaikal District viz. North and South. The Sub-Divisions are headed by the Sub-Divisional Police Officers (SDPOs) also known as Superintendents of Police (SP), who belong to Puducherry Police Service or Indian Police Service (Junior Time Scale).

Besides the District Superintendents of Police / SSP (Law and Order) in Puducherry and Karaikal, the following Senior Superintendents of Police supervise various other Police Units in the Union Territory of Puducherry. The number of Senior Superintendents of Police is subject to change consequent upon restructuring of AGMUT cadre by MHA, GoI, from time to time.

1. Senior Superintendent of Police (Headquarters)
2. Senior Superintendent of Police (Crime and Intelligence)
3. Senior Superintendent of Police (Traffic)
4. Senior Superintendent of Police / Commandant (IR Battalion)

Scope of this Manual

The scope of this Manual shall extend to all the Personnel of Puducherry Police as well as to the Personnel of India Reserve Battalion. Notwithstanding anything contained in this Manual, the DGP/IGP, Puducherry reserves the right to alter/modify/add or delete any provision of this Manual as per the requirements.

Hierarchy in Puducherry Police

The rank and hierarchical structure of the Puducherry Police (Executive) shall be the following:

(i) Director General of Police (DGP)
(ii) Addl. DGP / Inspector General of Police (IGP)
(iii) Deputy Inspector General of Police
(iv) District Superintendent of Police also known as SSP
(v) Sub-Divisional Police Officer also known as SDPO
(vi) Inspector of Police
(vii) Sub-Inspector of Police
(viii) Assistant Sub-Inspector of Police
(ix) Head Constable
(x) Police Constable

Puducherry Police Formations

The structural formation of Puducherry Police is as follows:

(i) Police Headquarters
(ii) Police Districts
(iii) Police Sub-Divisions
(iv) Police Circles
(v) Law and Order, Traffic, Coastal and other PSs
(vi) Police Out posts

Other Specialized / Allied Units

(i) Special Branch
(ii) SIGMA (Security)
(iii) SIGMA (Intelligence)
(iv) Crime Investigation Department (CID)
(v) Anti-Narcotics Task Force (ANTF)
(vi) Anti-Rowdy Squad (ARS)
(vii) Traffic Police
(viii) Coastal Security
(ix) Cyber Crime
(x) Crime and Criminal Tracking Network & Systems (CCTNS)
(xi) Puducherry Armed Police (PAP)
(xii) India Reserve Battalion (IR Battalion)
(xiii) Police Training School (PTS)
(xiv) Policing of Police
(xv) Vigilance and Anti-Corruption Unit
(xvi) PCR Cell
(xvii) Home Guard Unit
(xviii) Motor Transport
(xix) Puducherry Police Welfare Society
(xx) Crime Records Bureau
(xxi) Fingerprint Bureau
(xxii) Dog Squad
(xxiii) Bomb Detection and Disposal Squad (BDDS)
(xxiv) Foreigner's Registration Office (FRO)
(xxv) Wireless
(xxvi) Band Unit
(xxvii) Photo Section
(xxviii) Emergency Response Support System (ERSS)
(xxix) Chief Stores
(xxx) Food Cell
(xxxi) Excise Police Squad
(xxxii) Police Unit at the Legislative Assembly

I. Special Branch

The Special Branch acts as 'Eyes and Ears' of the Police Administration. It is headed by a Superintendent of Police, a Sub-Divisional Police Officer (SDPO) rank Officer. It feeds to the Police Department / Union Territory Administration on matters pertaining to internal and external security. It covers overt/covert activities of various outfits related to Political / Religious / Communal / Trade Unions / Fundamentalists/ Left Wing Extremism / Terrorism / Banned Organizations / NGOs, etc. Besides Puducherry, this Unit had established its branches at Karaikal and Mahe regions to ensure proper coverage.

II. SIGMA (Security)

The SIGMA (Security) Unit, headed by a Superintendent of Police, provides high standards of security to the dignitaries of this Union Territory, and the VIPs and VVIPs visiting the Union Territory from outside including the President of India. It also conducts anti-sabotage checks and mandatory access control with security gadgets during the visits of VIPs/VVIPs and other important functions, besides searching and frisking passengers at the airport/helipad. A Bomb Detection and Disposal Squad (BDDS) is attached to this Unit.

III. SIGMA (Intelligence)

SIGMA (Intelligence) Unit is functioning under the supervision of a Superintendent of Police. The objectives of this Unit are to gather intelligence about the following, among others:

(a) Anti-national activities, which are likely to affect the security and integrity of the Union Territory and the country.
(b) Movements and activities of all kinds of security suspects.
(c) Movements and activities of foreigners (from a counter-intelligence angle), trans-national criminals/smugglers, anti-nationals and terrorists.
(d) Likely infiltration of subversive elements into government services, defence establishments, vital installations and strategic industries.

IV. Crime Investigation Department (CID)

CID is headed by a Superintendent of Police. Its functions are as follows:

(a) Collection, collation and dissemination of criminal intelligence, statistics and data.
(b) Investigation of important cases having inter-State ramifications and coordination with CBI and other sister agencies.

(c) Investigation of specialized cases relating to economic offences, counterfeit currency, terrorism, narcotics, smuggling, etc. and cases relating to custodial deaths.
(d) Investigation of sensational/heinous offences and other cases, as assigned by the Senior Officers of Police and the Government of Puducherry.
(e) Criminal Intelligence gazettes.
(f) Handling matters related to crisis management.

V. Anti-Narcotics Task Force (ANTF)

In the year 2011, a dedicated Anti-Narcotics Cell was notified in the Union Territory of Puducherry as per the Guidelines of the GoI to enforce the Narcotic Drugs and Psychotropic Substances (NDPS) Act strictly. Later in 2022, the Cell was renamed as Anti-Narcotics Task Force. The ANTF is headed by an Officer of the rank of Superintendent of Police, who functions under the direct supervision of the District Superintendent of Police, Puducherry. The main functions of ANTF are to collect and disseminate intelligence regarding the supply and trade of narcotic drugs and psychotropic substances; to monitor and mount surveillance on the gangs involved in drug peddling, to conduct raids; as well as to Register and investigate NDPS cases.

VI. Anti-Rowdy Squad (ARS)

The Anti-Rowdy Squad (ARS), previously known as Special Task Force (STF), is a specialized Police Unit created to assist in the investigation of cases involving heinous crimes, notorious criminals and hardcore rowdy elements. The ARS is headed by a Superintendent of Police, who works under the direct control of the District Superintendent of Police, Puducherry. The ARS is bifurcated into two teams headed by Inspectors of Police in North-East and South-West Sub-Divisions. The main functions of the ARS are collection and sharing of information on heinous crimes, notorious criminals, hardcore rowdies and criminal gangs; their networks/associates and leaders; besides collecting details, initiating action and arresting the persons, who are involved in crimes like extortion, gambling, human trafficking, organized prostitution, etc.

VII. Traffic Police

The Traffic Police regulates road traffic in busy areas and in other places whenever required. They enforce traffic laws, rules and regulations and book cases of traffic violations and obstructions on roads, besides the removal of encroachments on the roads/pavements.

VIII. Coastal Security

Puducherry Union Territory is having about 45.5 Kms. of coastline in the Bay of Bengal (Puducherry and Karaikal), Arabian Sea (Mahe), and on the Bank of Godavari River (Yanam). To ensure the safety and security of the Union Territory and our country from intrusion, external aggression, smuggling of contrabands, and other subversive activities Coastal Police was established to work with the Coast Guard and Indian Navy. Initially, one Coastal PS at Karaikal with Marine Police Wing for the whole of the Union Territory was established in 2006. Subsequently, three more Coastal PSs, one each at Puducherry, Mahe and Yanam were set up in 2012. The Superintendent of Police (Coastal Security), Puducherry acts as Nodal Administrative Agency for all coastal security matters under the supervision of the SSP (Crime and Intelligence), Puducherry.

IX. Cyber Crime

A Cyber Crime PS was notified in 2018 to deal with the cyber crimes reported in the Union Territory of Puducherry under the supervision of the Superintendent of Police (Cyber Crime). The Cyber Crime PS Registers and investigates cases related to cyber crime. A Cyber Crime Cell was set up in Karaikal vide Note No. 3/DGP/SECY/2023–94 of DGP to resolve cyber crime complaints in Karaikal District in coordination with Cyber Crime PS, Puducherry whenever required.

X. Crime and Criminal Tracking & Network Systems (CCTNS)

This Unit functions under the supervision of Superintendent of Police (Cyber Crime), Puducherry. CCTNS is a Mission Mode Project under the National e-Governance Plan of the GoI for digitalization of databases on crime and criminals. CCTNS aims to enhance the efficiency and effectiveness of policing by creating a nationwide comprehensive and integrated network for tracking crime and criminal information.

XI. Puducherry Armed Police (PAP)

The PAP was established in 1956 to replace the erstwhile ‘Sepoy Company’ in existence during the French Regime and the Malabar Special Police. The PAP assists local Police in managing law and order situations, besides performing various Guard and Escort duties. In PAP, there is a stadium with Parade Ground, where parades are conducted regularly. There are separate buildings for the Armoury Unit and Band Unit. One Indoor Shuttle Court, a Police Gymnasium, and two open Lawn Tennis Courts are also functioning under the control of PAP. There is also a common mess for PAP Personnel.

XII. India Reserve Battalion (IR Battalion)

IR Battalion was raised in the year 2005 to overcome the shortage of Central Para Military Forces (CPMF) for law and order, and internal security duties in the Union Territory of Puducherry. IR Battalion provides armed reserves to local Police for maintaining law and order, and other bandobust duties. Its Personnel are deployed in all four regions of Puducherry, Karaikal, Mahe and Yanam.

XIII. Police Training School (PTS)

The PTS is headed by a Superintendent of Police. PTS conducts training of recruits and promotees. It also conducts refresher courses for Police Officers and men regularly by inviting faculties from within the organization and other experts from outside the organization.

XIV. Policing of Police

This Unit enquires into the complaints against Police Personnel, Police response, etc., and submits a monthly report to the DGP/IGP. It is headed by a Superintendent of Police. The Staff of this Unit shall download complaints, if any, received via e-mail, in addition to the complaints received in person and over the phone. The telephone number/e-mail ID/address shall be displayed prominently in the reception room of the Unit. The duties and responsibilities of this Unit are as follows:

(a) To conduct surprise and formal inspections of all PSs, Circle Offices, Sub-Divisional Police Officer (SDPO) offices and other Police Units.
(b) To conduct enquiry both covertly and overtly on matters relating to corruption, highhandedness, escaping of accused from Police custody and other allegations against erring Police officials.
(c) Any other task as assigned by the Senior Officers.

XV. Vigilance and Anti-Corruption

The Vigilance and Anti-Corruption Police Unit is supervised by a Superintendent of Police rank Officer, who functions under the direct control of the Chief Secretary / Chief Vigilance Officer, Puducherry. This Unit conducts preliminary enquiries into the allegations of corruption and other malpractices against public servants, and collects intelligence about the corrupt practices of the Government servants working in various Departments, Municipalities and Government Undertakings, besides investigating the above-mentioned cases as assigned by the Chief Secretary. The Unit also undertakes cases of misappropriation and criminal breach of trust committed in the Cooperative Societies. The Unit also lays traps to identify the public servants who accept bribes during the discharge of their official duties.

XVI. PCR Cell

The PCR Cell has offices in Puducherry, Karaikal and Yanam. Headed by a Superintendent of Police, it Registers and investigates cases under the PCR Act, 1955 and the SC/ST(POA) Act, 1989. In addition to the investigation and prosecution of criminal cases under these Acts, the Cell makes enquiries into the related complaints and collects intelligence about the atrocities, ill-treatment and practices of “untouchability” and other social evils.

XVII. Home Guard Unit

The DGP is the Commandant General of the Home Guards for the Union Territory, who is assisted by the Commandant / SSP Home Guards. The Superintendent of Police, Home Guards directly supervises the Unit. The duties and responsibilities of the Home Guards are defined in the Home Guards Rules.

XVIII. Motor Transport Unit

The Motor Transport Unit looks after plying, roadworthiness and maintenance of the fleet of Motor Vehicles for the use of Police Personnel during their official duties. It is headed by a Superintendent of Police.

XIX. Puducherry Police Welfare Society (PPWS)

All the Officers and Men of Puducherry Police are Members of this Society. Each Member has to remit a monthly subscription as Membership fee. The main objectives of PPWS are mentioned below:

(a) Undertaking welfare activities touching upon all vital aspects of the lives of the Members and their Families.
(b) Providing loans/grants to the Members and their Dependents for various purposes.

XX. Crime Records Bureau (CRB)

The CRB functions as a repository of crime and criminal information in the Union Territory on the lines of National Crime Records Bureau (NCRB), New Delhi and other similar Bureaus of the neighbouring States for the exchange of crime/criminal information. The main function of CRB is collection and collation of all crime-related data of the Union Territory and submission of periodical reports to the Senior Officers, as and when required. CRB also issues advisory memos to PSs in certain property offences for verifying the MO criminals.

XXI. Finger Print Bureau (FPB)

The Finger Print Bureau, Puducherry functions under the charge of an Officer in the rank of Inspector of Police, who reports to SP (CID). The main functions of FPB are as follows:

(a) Visit the scene of crime for fingerprint clues and chance prints.
(b) Compare the chance prints with existing fingerprints to identify suspects.
(c) Compare un-identified chance prints in the FPBs of neighbouring States.
(d) Give an opinion, both in civil and criminal cases, on disputed thumb impressions.
(e) Match the fingerprints of Unidentified Dead Bodies.
(f) Furnish Certificates of Fingerprint Examination on admitted and disputed thumb impressions.
(g) Give evidence in the Courts, as and when summoned.
(h) Coordinate with National Automated Fingerprint Identification System (NAFIS) and share the Records.

XXII. Dog Squad

The District headquarters of Puducherry and Karaikal are provided with a Dog Squad each to assist the local Police/CID in the investigation and detection of explosive substances / IEDs. The Dog Squad of Puducherry is sent to other outlying regions - Mahe and Yanam, as and when required, in connection with VVIP visits or other functional requirements.

XXIII. Bomb Detection and Disposal Squad (BDDS)

The BDDS assists the local Police in detecting explosives, besides deputing Staff to cover important festivals, functions and VIP visits in Puducherry, Karaikal, Mahe and Yanam regions as and when required.

XXIV. Foreigner's Registration Office

This Unit deals with immigration of foreign tourists, their registration, and checking of valid documents. It also deals with the clearance of foreign vessels entering the Union Territory . It also conducts the background check of Indian Passport applicants as referred by the FRRO, Bureau of Immigration, Chennai.

XXV. Wireless Unit

Headed by SP (Wireless), this Unit is responsible for establishing and ensuring secure and smooth communication among all the constituents of the Puducherry

Police, besides establishing communication with other Departments of the Government during emergencies like natural disasters and other crises.

XXVI. Police Band Unit

The Police Band Unit functions under Commandant (PAP) / Commandant (IR Battalion) and attends all ceremonial parades of the Puducherry Police. The Band shall attend all State functions free of cost and any other function under the specific order of the DGP.

XXVII. Photo Section

The Photo Section is functioning under the control of SP (CID). This Unit is utiilised in all cases of crime requiring photographic evidence. The photographs provide scientific aid/ information to the investigating Officer (IO) about the scene of crime.

XXVIII. Emergency Response Support System (ERSS)

The Emergency Response Support System (ERSS) functioning at Police Central Control Room (CCR) is a nationwide project of MHA, GoI, aimed at setting up an integrated emergency response system across the Nation. 'Dial 112' is the Toll-Free 'Single Emergency Contact' for people in need.

XXIX. Chief Stores

The Unit is headed by an Inspector of Police who functions under the control of the Superintendent of Police (HQ). The following are its main functions:

(a) Purchase of all kinds of Uniform/equipment for Police Personnel.
(b) Purchase of stationery items required by all Offices/Units of Police Department.
(c) Purchase of all other items required by various Units / PSs / Offices.
(d) Purchase of machinery/equipment/instruments required by various Units.
(e) Maintenance including minor repair works relating to electric / plumbing works at Police complexes.
(f) Maintenance of Stock and Supply Registers.

XXX. Food Cell

The Food Cell with two PSs (Puducherry and Karaikal) and two Outposts (Madagadipet and Bahour) is headed by the Superintendent of Police (Food Cell), who functions under the administrative and operational control of the Director, Civil Supplies and Consumer Affairs, Puducherry. The Cell is responsible for collecting intelligence regarding misuse of the supply of essential commodities as well as for preventing and detecting offences and prosecuting offenders under the provisions of

the Essential Commodities Act, 1955. The Cell conducts raids/inspections to ensure smooth supplies of essential commodities under the Public Distribution System.

XXXI. Excise Police Squad (EPS)

The EPS functions as per the provisions of the Puducherry Excise Act, 1970 under the overall control of the Excise Department, Puducherry. They assist the Excise Authorities to conduct raids and take action under the said Act. There are two EPSs, one each in Puducherry and Karaikal.

XXXII. Police Unit at Legislative Assembly, Puducherry

Two Inspectors and other Police Personnel have been posted at the Puducherry Legislative Assembly to discharge the duties of Marshal and Watch & Ward.

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CHAPTER - 2

POLICE STATION

Introduction

Police Station (PS) is the most important Unit of any Police organization. A person, while in need or distress visits the PS. Thus, PS is his/her first point of contact with the Police organisation. PS plays a significant role in providing relief to people in need and thereby contributes significantly towards building a positive Police image along with improving Police community relations, which are essential for effective and efficient Police functioning.

Section 2(1) (u) of Bharatiya Nagarik Suraksha Sanhita (BNSS) 2023, defines 'Police Station as any post or place declared generally or specially by the State Government to be a Police Station and includes any local areas specified by the Government in this behalf'. The Union Territory Government may in consultation with the DGP/IGP and by notification, create as many PSs with as many Outposts, in a Police District as deemed necessary, duly keeping in view the population, area, crime statistics, the workload in terms of law and order and distances to be travelled by the people to reach the PS.

In the Union Territory of Puducherry, 52 PSs including 30 Law and Order PSs and 08 Police Outposts have been created over the years.

Officials and functionaries of a Police Station

(i) SHO (Inspector/ Sub-Inspector)
(ii) In-charge Investigation (Inspector/ Sub-Inspector)
(iii) Duty Officer
(iv) Investigating Officer (IO)
(v) Juvenile Officer
(vi) Station Writer
(vii) In-charge Store Room
(viii) Police Constables
(ix) Beat Officer/Beat In-charge
(x) Patrolling Staff
(xi) Drivers
(xii) Women and Child Help Desk Staff
(xiii) CCTNS Operator
(xiv) Wireless Operator
(xv) Mess In-charge
(xvi) General Diary (GD) Writer
(xvii) Follower Constables

(xviii) Lock-up Police Constable
(xix) Sentry
(xx) Court Duty Staff
(xxi) Summons and Warrant Staff
(xxii) Diary & Dispatch Staff
(xxiii) Escort Duty Staff for the accused
(xxiv) Multi Tasking Staff

Work routine of a Police Station

PS functions round the clock and is expected to be alert, active and vigilant during all 24 hours of the day and night. This time is structured into various phases like morning roll call, evening roll call, day duty, night duty, rounds/patrolling and other duties pertaining to prevention, detection and investigation of crime, maintenance of law-and-order duties and other miscellaneous Police tasks. All activities taking place at the PS and all happenings including arrival and departure of the PS Staff shall be recorded in the General Diary of the CCTNS. The General Diary provides an overview of the working routine about the concerned PS.

Roll Call, Drill and Class

The SHO or any other Officer for the time being in charge of a PS shall hold morning and/or evening roll call for briefing / debriefing the PS Staff on important matters relating to the PS jurisdiction and allocating various duties to them.

(a) Every Friday, parade shall be conducted for one hour following the roll call.

(b) Every Saturday, the PS Staff shall be required to perform fatigue duty, which includes cleaning and keeping the area around the PS in order.

(c) Every Thursday, arms cleaning and ammunition verification shall be done.

(d) Every fortnight, all the PS Staff except those on essential duty shall be given training or legal awareness class. They shall be made aware of every change or addition to the laws that concern the Police and all the new Standing Orders or Circulars.

(e) There shall be periodic sensitization of Police Personnel, in respect of promotion of human rights, and welfare of the weaker sections.

(f) There shall be monthly riot drills.

Officer-in-charge / SHO of a Police Station

The SHO is the in-charge and most important functionary of the PS. As per section 2(1)(r) of BNSS, 2023 ‘Officer-in-charge of a PS’ includes, when the SHO of the

PS is absent from the Station Houseor unable from illness or other cause to perform his duties, the Police Officer present at the Station House, who is next in rank to such Officer and is above the rank of Constable or, when, the State Government so directs, any other Police Officer so present.

Duties of Station House Officer (SHO)

The SHO is the Chief Officer / Supervisor of the PS, who is responsible for the effective and efficient functioning of the PS. The SHO is primarily responsible for the effective working, management, good conduct and discipline of the local Police in his jurisdiction, for preservation of peace and prevention and detection of crime.

SHO is responsible for the due performance of all Police duties and the proper exercise of Police powers granted by law. The correctness of all Registers, Records and Reports prepared at the PS is also the responsibility of the SHO. The SHO is answerable for compliance of all the administrative and other directions/instructions and matters received at PS. He shall strike a balance in the allocation of Staff for the various duties given the magnitude, gravity, frequency and recurrence of various activities on routine days and special occasions. He shall immediately report to the Senior Officers regarding any major crime/law and order incidents in his area.

To check crime, his first aim shall be to obtain correct information about criminals, criminal classes, vagrants and wandering gangs residing in or passing through the PS limit, and either to keep a watch on them or to take such active measures against them as may be necessary. The SHO shall strictly adhere / possess the following norms:

(i) An intimate knowledge of the area committed to his charge and of its inhabitants and enlistment of their sympathy and co-operation;

(ii) The regular and early reporting of facts as to crime and criminals,suspicious characters and strangers;

(iii) The active surveillance of registered criminals and suspects;

(iv) The careful maintenance and study of Village Crime Register;

(v) The efficient use of patrols; and

(vi) Generous cooperation with the SHOs of neighbouring PSs.

An Officer-in-charge of a Police Station shall not neglect any of these norms, and by constantly moving about his jurisdiction and by visits to respectable residents of the area, shall assure himself that he receives regular and complete information regarding crime and criminals.

Officer In-Charge of Investigation

To ensure professional investigation and monitoring of cases on a daily basis, there shall be an Officer In-charge Investigation of the rank of Inspector or Sub-Inspector in all the PSs. His duties include the following:

(a) Checking of inquest proceedings.

(b) Supervising investigation of Undetected / Referred FIRs.

(c) Supervising and monitoring of all BNS and other local and special law cases during investigation, trial and appeal.

(d) Supervising of Missing Persons cases.

(e) Monitoring cyber complaints in the PS.

(f) Ensure that all the Records of the PS are updated and as per the Format.

(g) Following official SOPs during the investigation.

Duties of Station Writer

The Station Writer is an important functionary of the PS and works as a clerk, accountant, record-keeper and custodian of Government and other properties at the PS under the overall supervision and command of the SHO. The Station Writer performs the following duties:

(a) He receives and opens the tapals, and hands over to the SHO, all the papers intended for him.

(b) He keeps the Register of correspondence, writes all reports and returns called for by the Sub Divisional Police Officers(SDPO) office, and is responsible for all the pending papers, and ensuring that they are promptly disposed of.

(c) Every morning, he brings to the notice of the SHO, orders and pending papers awaiting execution and reply. Before the morning roll call, he records the orders of the SHO as to the distribution of duties for the day in the Duty Roster.

(d) He enters all routine entries in the General Diary and all the other PS Registers except those that the SHO is personally required to write. He sees that all orders and notices that concern the Staff or the work of the Staff are carefully noted by them.

(e) He is also responsible for the safe custody and proper care of all Government properties in the PS. He is in-charge of the Property Room and is responsible for the care and safety of the property kept in it. As a Record-keeper, he shall ensure that all Registers and other Records are safely kept and that they do not suffer injury from damp, vermin or other causes.

(f) He assists the SHO to prepare DOR (Daily Occcurenec Report).

Other important Police Personnel

(i) **Duty Officer:** There shall be one Police Personnel of the rank of Head Constable and above in the PS who shall supervise the entries made in the General Diary (GD) by the Data Entry Operator. He shall inform the SHO about the calls and complaints received in the PS and ensure that the corresponding GD entries about the action taken on the calls and complaints are properly entered by the GD Writer.

(ii) **Data Entry Operator:** There shall be one Police Personnel of the rank of Constable and above who shall make entries in the General Diary as per the directions of the Duty Officer.

Duties of Police Constable

A Police Constable (PC) is one who has maximum interface with the public. As the most accessible person for the public, he is expected to protect the needy, rescue people from danger, apprehend offenders and assist in securing prompt help and justice. The important roles assigned to him are organising and securing community participation, activating himself in the prevention and detection of crime and maintenance of law and order. Another main role of the PC is performance of all the tasks connected with the Beat area and thereby helping in the prevention of offences and breach of peace. The PC on traffic duty has the task of regulating traffic.

All PCs in their dealings with the public shall inspire confidence in the efficacy of the Police to protect them. The Police image is directly proportionate to their good conduct and behaviour in the public as they are the persons who are basically and directly in touch with them. At all costs, they shall avoid ill-treatment either to the victims or to the accused as a first step to build a better Police image. The duties of a PC include the following:

(a) To perform duties in Beats, patrols and pickets;

(b) Surveillance over History Sheeters and other potential criminals;

(c) Collection of information and intelligence relating to crime and criminals, subversive, terrorist and other anti-social elements in his area;

(d) Developing cordial relations with members of the local community and voluntary organizations besides knowing households in the Beat area;

(e) Convey information relating to persons and events that cause or are likely to cause law and order situations or widespread disturbances;

(f) Keeping himself abreast with local disputes, caste/communal overtones;

(g) Assist IOs in the matters of arrest, recoveries, searches, identification and securing of witnesses or verification of information;

(h) Execute warrants and serve summons promptly;

(i) Escort prisoners and arrested persons;

(j) Escort injured or dead to the hospital;

(k) Guard for prisoners in custody and all station properties;

(l) Help and assist in dealing with calamities like landslides, floods, earthquakes, fires, accidents, epidemics, extremist/terrorist attacks etc;

(m) To perform allotted duties in fairs, festivals, bandhs, agitations, riots, large assemblies, elections, bandobust and security duties;

(n) To preserve and Guard the scene of occurrence until necessity ceases;

(o) To behave courteously with the public and treat poor people, children, women, the aged and all weaker sections of society with consideration, sympathy and helpful attitude;

(p) To be regular and punctual in his duties, physical training and weekly parades;

(q) To work as Data Entry Operators etc. wherever they have the necessary skills;

(r) To give updates on Court proceedings, if assigned Court duty.

(s) Make entries in the prescribed Registers and Forms and maintain Records entrusted to him particularly those relating to his Beat;

(t) Any other duties allotted by SHO or other Senior Officers from time to time.

The entire preventive work of Police depends on the efficiency, commitment, professionalism and integrity of the Beat Policemen. The Constable allotted to a Beat shall realize that his participation in the community even in a small measure is essential for successful policing.

Functions of Police Station

The PS is an embodiment of Police administration and each and every duty, activity, role and function expected to be performed by Police administration is executed and carried out by the PS. PS naturally is the most visible, known and approachable place, and for any and every help, assistance and relief, the common man gets in touch with the PS. The following are the important functions performed by every PS:

1. Handling and dealing properly with the complaints received at the Police Station.
2. Providing adequate relief, advice and guidance to the people visiting the PS. 24x7 Mahila Help Desk and Child-friendly Room shall be available at all PSs.

3. Registration of cognizable offences once reported.
4. Taking appropriate action on the reports about non-cognizable offences.
5. Prevention of crime by adequate and efficient use of crime prevention measures like rounds, patrolling, barricades, raids, searches, and preventive arrests.
6. Speedy, impartial, and quality investigation and detection of cases by quick visit to the scene of crime, collection of evidence, recording of statements, arrest of accused persons and having the chargesheet before the concerned Court.
7. Providing means for digital reporting of crimes, to facilitate registration of e-FIR under BNSS, 2023.
8. Proper and flawless maintenance of various Records at the PS.
9. Handling various law and order situations, demonstrations, agitations, processions, strikes, etc.
10. Timely processing of character antecedents, passport verification etc.
11. Maintenance of peace and tranquillity in the area.
12. Executing various ceremonial, VIP and protocol duties.
13. The SHO of PS shall collect and communicate intelligence on all the matters of public importance in his jurisdiction, even though suchmatters may have no connection with any criminal offence.
14. Protection of human rights and the interests of the weaker sections of the community.
15. Ensuring friendly, cordial and harmonious relations with various segments of society and building positive image of Police by way of community policing.
16. Other miscellaneous and contingency duties.

Records in Police Station

(1). Station Name Board: Every PS and Outpost shall be provided with a name board in which the name of the Station or Outpost shall be displayed in English and Tamil. The name board shall be displayed in a conspicuous place outside the PS or Outpost, as the case may be.

(2). Notice Board: Every PS and Outpost shall be provided with a notice board measuring at least 4X4 square feet for display at the entrance for affixing notices of persons wanted, rewards offered etc. Every PS shall contain boards mentioning D.K. Basu Guidelines regarding arrest, Juvenile Justice Act Guidelines, etc., and any other Guidelines recommended by the Hon'ble Courts or the Government. The

directives given by the Supreme Court under the *Arnesh Kumar vs. State of Bihar and Anr*, and *Lalita Kumari vs. Government of UP and Ors* Judgements shall also be mentioned.

(3). Map: At every PS and Outpost, there shall be a map showing all the villages/communes/colonies/important institutions located in its jurisdiction. Efforts shall be made towards digitalization of the information.

(4). Notice: The following lists both in English and Tamil shall be displayed in every PS or Outpost:

(1) List of villages in its jurisdiction.

(2) List of Missing Persons

(3) List of Unidentified Dead Bodies.

(4) List of absconding offenders.

(5) List of Proclaimed Offenders.

(6) List of persons ordered to notify residence under section 394 of BNSS.

(7) List of prisoners conditionally released.

(8) List of licensed dealers in arms and ammunition.

(9) List of licensed dealers in explosives or explosive substances.

(5). Records: Various types of Police Records are maintained at the PS. These can be classified as Records about crime and criminals, Records and returns pertaining to law and order, Records of administrative and procedural nature as well as Records and returns of general and special nature. Normally the following Registers and documents are maintained at every PS. Each PS can maintain Records as per its administrative and policing requirements. As per the requirements under BNSS, digital database of Records shall be maintained. DGP / competent Authority can at any point of time add/delete/modify any Register. The following instructions govern the maintenance of a few of these Registers.

(6). General Diary (GD): The GD is maintained in accordance with section 44 of Police Act, 1861. With the commencement of the CCTNS (Crime and Criminal Tracking & Networking Systems) portal, all the entries that were made in the GD in a PS are mandatorily required to be entered it in online mode.

The SDPO concerned is responsible for the scrutiny of General Diaries. This is an instrument of information, record of work and events as well as of supervision. This is one of the important Records of the PS. The SHO is responsible for its up-to-date and accurate maintenance. Any Police Officer who enters or causes to be entered in the General Diary, a report that he knows or has reason to believe to be untrue,

whether he has or has not been directed to make such entry by a Senior Officer, shall ordinarily be dismissed from service. The following information and related matters shall be entered in the General Diary:

(a) The taking and handing over of charge by the Officers maintaining the Diary;

(b) The name of accused persons with the details including whether in custody or remand;

(c) Information regarding the commission of non-cognizable offences including reports of enmities likely to lead to breach of peace;

(d) The gist of FIR giving the number of FIR, the gist of the offence and the section of law under which the case is registered;

(e) The effecting of searches;

(f) The seizure of property and its disposal;

(g) The effecting of arrests with or without warrants;

(h) The receipt and manner of execution of Magistrate's order u/s 173, 175 and 178 of BNSS and section 17 of the POC Act, 1988;

(i) Every Officer returning from any investigation shall Record his arrival, the investigation made, places visited, and the details of property seized and deposited in the Property Room.

(j) All the case properties received or released, from the PS Property room.

(k) All arrivals and departures of persons in custody from PSs and all admissions to and removal from PS lockup, whether temporary or otherwise;

(l) SHO shall check the property room and properties therein, twice a week, and make a report of the same, on the day after checking.

(m) Routine entries like arrival and departure of patrolling Staff, Policemen sent for process services, deployment of Sentry, Guard for accused, etc.., shall be made.

(n) All important incidents like political rallies, processions, dharna, etc., shall be entered by the SHO himself.

Instructions for SHO regarding maintenance of GD

(i) SHO shall scrutinize the diaries of each Beat and note any important matter requiring attention in the GD;

(ii) He shall leave specific instructions for the next 24 hours in the GD and also where necessary, in the Diary of any Beat or the Outpost;

(iii) When detailing HCs and PCs for any duty, he shall specify the anticipated time of their departure and return to the PS after assessing the time required for the duty proposed to be performed;

(iv) Whenever he goes out, he shall Record the duty and the place to which he is proceeding, and hand over charge of the GD to the Officer next to him;

(v) When the SHO goes out on any work including Court work, he shall, after completing the work, return to the Station and Record the same in GD. Whenever the SHO goes out, he shall see that his absence from the PS is to the barest minimum and is duly substituted;

(vi) HCs or PCs sent outside the town on duty, shall be issued with a command certificate under the SHO's signature, specifying the work he is to perform and the hour and date on which he is to return;

(vii) Whenever the SHO returns to the PS, he shall take follow-up action as per entries made in the GD or Beat diaries and Record the fact of his having done so therein;

(viii) On the days, SHO does not propose to check night patrols, he shall direct, through an entry in the GD, the next in command to carry out the check.

(7). Crime Register: All the details of cognizable offences in which FIR has been registered shall be entered in the Crime Register with information of complainant, accused, date and time of report, property, brief of case and investigation details. This Register shall be maintained as per Form No. 2.1 (refer Chapter 2 in Part-IV of the Manual).

(8). Non-Cognizable Case Register: A separate Register shall be maintained at every PS for maintaining all the details of non-cognizable cases. The Non-Cognizable Case Register shall be maintained as per Form No. 2.2.

(9). Unnatural Death(UD) FIR Register: A separate Register shall be maintained at every PS for maintaining all the details of UD FIR cases. This Register shall be maintained as per Form No. 2.3.

(10). Charge Sheet / Final Report, Supplementary Charge Sheet and UDFIR Final Report Register: A separate Register shall be maintained at every PS for maintaining all the details of Charge Sheets/Final Reports and supplementary Charge Sheets and UDFIR Final Reports. These Registers shall be maintained as per Form No. 2.4(a)/2.4(b)/2.4(c).

(**11). CFSL/FSL Register:** All the properties sent to FSL/CFSL shall be entered in the CFSL/FSL Register with date and time of receipt and dispatch of the property. It shall be maintained as per Form No. 2.5.

(12). Malkhana Register: All the properties seized shall invariably be deposited in Case Property (Malkhana) Room and details of properties shall be maintained in the Malkhana Register. This Register shall be maintained as per Form No. 2.6.

(13). Arrest Register: The details of the arrestee shall be maintained with the time of arrest and bail. The Arrest Register shall be maintained as per Form No. 2.7.

(14). Circulars/ SOPs File Book:

Part I - All Standing Orders/Circulars issued by the Senior Officers shall be entered in a file book. These Standing Orders/Circulars shall be continued for five years and the file shall be indexed. These orders shall be checked annually.

Part II - In each PS, an annual file shall be maintained of all Circulars and other orders issued for the instruction and guidance of the Police and not being Standing Orders or orders on which a reply is returned in original. Each paper before being placed in this file shall receive a registration number in the Correspondence Register, where the subject and the fact of it being placed in the file shall be noted.

(15). Petty Case Register: Petty cases which are dealt by the Police on their own motion or otherwise shall be registered in Form 2.8. The Records shall be in duplicate; one Form shall serve as a Charge Sheet or complaint for presentation to the Court and the counterfoil shall be for the PS Record. Copies of petty case Charge Sheet and all relevant documents shall be supplied to the accused. At the end of each month, an abstract of petty cases shall be prepared and submitted to the SDPO. A copy of the abstract shall be attached to the Petty Case Register.

(16). Register of Stolen Properties:

All properties stolen, whether recovered or not, and all properties and articles of which the Police take charge under section 106 of BNSS, 2023 shall be entered in the Register of Stolen Properties. The term stolen property is defined in section 317 of Bharatiya Nyaya Sanhita (BNS), 2023.

The amount of property to be entered as stolen and recovered shall be the amount accepted by the Magistrate and shown in the Final Report of the case. Property, in cases which are treated as false or mistake of fact or law shall be scored out in red ink. When promissory notes, bonds and other similar property are stolen, only the intrinsic and the nominal value of the article stolen shall be entered. This Register shall be maintained as per Form No. 2.9.

(17). Register of Summons and Warrants:

Separate Registers of summons and warrants shall be maintained at every PS and Outpost. Unexecuted processes shall be carried forward in the Register at the beginning of every month, and this shall be entered in red ink. At the end of the

month, an abstract shall be entered in the Register. This shall be maintained as per Form No. 2.10(a)/2.10(b).

(18). Quarterly Crime Abstract: An abstract of crime shall be made out quarterly in each PS and a copy shall be forwarded to the SDPO within a week after the expiry of each quarter. In every quarter, abstract of all the crimes for the year up to the end of the quarter shall be shown. Cases pending from the previous year shall be shown separately to the year to which the cases belong, until they are finally disposed of. After the final disposal of such cases has been shown in any abstract, they shall not be mentioned in any subsequent abstract. This shall be maintained as per Form No. 2.11.

(19). Weekly Station Crime Report: All PSs shall send their weekly crime reports under various heads to the SDPO every Monday, of cases reported during the immediate preceding week of that Monday.

(20). Proclaimed Offenders (PO) Register: A PO Register shall be maintained in Form 2.12 in each PS. This Register shall be maintained, in two parts: Part I - The names of POs who are residents of that PS, shall be entered irrespective of the PS by which they were declared as POs. Part II - The names of POs of the PS irrespective of the fact that they are not the residents of the PS.

(21). Village Roster: Important villages for which regular Beats are detailed shall be recorded first in the roster, grouped into Beats, and the remaining villages subsequently as a miscellaneous Beat. The number of Constables shall be noted against such villages as are actually visited by them on Beat duty. This Register shall be maintained as per Form No. 2.13.

(22). Village Crime Register (VCR): This is a very important Register from the point of view of crime and criminals record. This Register shall be maintained in the following five parts. The VCR is an unpublished official Record relating to the affairs of the State and is a privileged document under section 129 of Bharatiya Sakshya Adhiniyam (BSA), 2023. This shall be maintained as per Form No. 2.14.

Part I- A separate Register shall be maintained for each village and the Register shall contain information about the village.

Part II- Any crime registered in the area of the village shall be entered in the VCR. In this Register, the names of persons residing in the village who have been arrested or against whom strong suspicion of involvement in cognizable cases, whether the case occurred in the village or not, exists, shall be entered.

Part III- Any crime registered in the area of the village shall be entered. In the VCR, the names of persons residing in other villages who have been arrested or against

whom strong suspicion of involvement in cognizable cases, whether the case occurred in the village or not, exists, shall be entered.

Part IV - This is a Confidential Register and shall remain in the personal custody of the Officer-in-charge of the PS. The following matters shall be entered in this Register:

(a) Notes regarding influential individuals residing in or having connection with the area who habitually abet or share in the proceeds of crime or shelter criminals.

(b) Special types of lawlessness or crime to which the inhabitants of the area are addicted.

(c) Notes on gangs operating in the area.

(d) Notes on personal, land, communal and other feuds, which are liable to cause a breach of peace.

(e) Notes on fairs and similar occasions requiring the special attention of the Officer-in-charge of the PS.

(f) Notes on criminals of other areas who commit crimes in the jurisdiction.

(g) A list of respectable inhabitants of the area who can provide important information regarding POs and absconders.

(h) Convictions under sections 152 and 196 of BNS.

Part V - The Conviction Register is a permanent Record of the crime and criminals and their previous convictions. It is to a great extent the basis for the preparation of all types of History Sheets and other measures of surveillance. In this Register, entries shall be made by the Officer-in-charge of the PS or under his special or general orders. Each entry shall be signed by the Officer-in-charge of the PS.

(23). PCR/ Emergency Response Support System (**ERSS) Call Register:** A PCR/ ERSS Call Register shall be maintained at every PS with details of the date and time of call, the call attended by whom, caller name and number, brief facts of the call, what action was taken or result of the call. This Register shall be maintained as per Form No. 2.15.

(24). MLC Register: A Medico-Legal Certificate (MLC) Register shall be maintained at every PS with details of the date and time of MLC case, information given by whom, hospital and patient name, brief facts of the MLC, what action was taken or the result of the MLC. This shall be maintained as per Form No. 2.16.

(25). Missing Persons Register: All PSs shall maintain Missing Persons Register in which all the information regarding the missing persons reported at the PS shall be recorded as per Form No. 2.17.

(26). Register of Unidentified Dead Bodies: All the information regarding unidentified dead bodies found in the PS jurisdiction shall be entered as per Form No. 2.18 in the Unidentified Dead Bodies Register.

(27). Motor Accident Claim Tribunal (MACT) Register: All PSs shall maintain a MACT Register in which all information regarding accident cases that occurred in the PS jurisdiction including the details of MACT Report sent to the Insurance company as well as to MACT by the IO shall be entered as per Form No. 2.19.

(28). Women and Child Help Desk Register: All PSs shall maintain a Women and Child Help Desk Register, in which details of all complaints regarding any crime against women/children or any such information pertaining to women and children, that require Police intervention or assistance and the action taken thereof shall be entered as per Form No. 2.20.

(29). Complaint Register: All the complaints received shall be maintained head-wise with details of Enquiry Officer, complainants and timeline for enquiry. This Register shall be maintained as per Form No. 2.21.

(30). Posting Register: A Register of Officers and Staff posted at the PS or at the Outpost shall be maintained at each of these places. Particulars required under various columns of the Register shall be entered for each rank separately, i.e. the Register shall be divided into five parts, one each for Inspectors, Sub-Inspectors, Assistant Sub-Inspectors, Head Constables and Constables. It shall be maintained as per Form No. 2.22.

(31). Duty Roster:

(a) In all PSs, the Duty Roster shall be filled up before detailing the Staff for duty.

(b) The Staff shall ordinarily start their duties from the PS only. Similarly, they shall return from duty and report at the Station before going home. The Duty Register shall be maintained as per Form No. 2.23.

(32). Sentry Relief Book: The Sentry Relief Book in a PS, where there is no standing Guard, shall be entered with respect to the Constables deputed for PS Sentry duty. When a prisoner is confined in the lock-up, a regular Guard shall be posted, and the necessary entries shall be made in the Book. This Register shall be maintained as per Form No. 2.24.

(33). Reward Register: A Reward Register shall be maintained in the PS in which entries of all particulars as contained in reward rolls submitted to the District Superintendent of Police from time to time shall be made. As soon as the rewards are sanctioned, a reference to that effect and the nature of the reward sanctioned shall be entered in the remarks column of this Register. This Register shall be maintained as per Form No. 2.25.

(34). Government Property Register: A Government Property Register shall be maintained in five parts. Part-I shall include all arms supplied to the PS or Outpost as the case may be, Part-II shall include ammunition and Part-III shall include dead stock such as furniture, etc. Part-IV shall include the books and publications and Part-V shall include expendable stores such as diesel, petrol, kerosene oil, flannelette rifle oil, cells, etc. This shall be maintained as per Form No. 2.26

(35). Arms License Register: A Register of persons licensed to carry or possess arms shall be kept at each PS. The entries shall be arranged village by village, the villages being grouped according to Beats. Additions and alterations in the lists of licenses made during the year shall be reported promptly by the District Magistrate to the SHOs of PSs and a list of unrenewed licenses shall also be furnished to PSs at the end of the year as soon as renewal of license is over. The Arms License Register shall be maintained as per Form No. 2.27.

SHOs of PSs shall be supplied with the lists of persons exempted from the operation of the Indian Arms Act, 1959. A list of such persons shall be kept as an appendix to the Arms License Register.

(**36). Register of Arms Deposited (RAD):** Arms deposited in PSs shall be entered into this Register and, if not returned or otherwise disposed of within one month from the date of their deposit, be removed to and lodged in the Police Armoury, unless the application for renewal of the license is pending disposal. The SHO shall send such arms with an extract from the Register which is in duplicate with a trefoil for the PS Record. One copy shall be retained in the Police Armoury and the other returned to the SHO as an acknowledgement. This acknowledgement shall be pasted with the corresponding trefoil in the PS and the number allotted for each weapon in the Police Armoury shall be noted against the respective arms in this Register. The Register of Arms Deposited shall be maintained as per Form No. 2.28

(37). Correspondence Register:

All correspondences received at or dispatched from a PS or Outpost shall be registered in the Correspondence Register. This Register shall be maintained in two parts, one for incoming correspondence (Receipt Diary) and the other for outgoing correspondence (Dispatch Diary). Every correspondence shall be given an annual serial number. In the remarks column of the Register, cross-references to the serial

number of the Receipt or Dispatch Diary as the case may be, shall be given to facilitate reference.

(a) All confidential, secret and top secret letters shall be invariably sent in double cover. The inner cover shall distinctly bear the security marking “Confidential”, “Secret” or “Top Secret”, as the case may be, and shall be properly sealed and addressed by name to the Officer for whom it is intended, while the top cover shall bear only the usual official address of the Officer. In no case shall the security marking be indicated on the top cover. A “Confidential” or “Secret” or “Top Secret” communication shall be opened only by the Officer for whom it is intended. For all such correspondences, the SHO shall maintain a separate correspondence Register in two parts as stated above which shall be written in his handwriting and kept in his custody.

(b) Every SHO shall submit to the District Superintendent of Police a monthly return of pending correspondences. These shall be maintained as per Form No. 2.29(a) & 2.29(b).

(38). Fine Amount Register: The Fine Amount Register is for entering details regarding fines realized under various provisions/ laws/ orders. The details shall be entered head-wise in this Register. SHO shall regularly review the fines collected in the Government treasury.

(39). Memo Book: The Memo Book is intended for all correspondences including correspondences with the magistracy, for which no particular Form is prescribed. This shall be maintained as per Form No. 2.30.

(40). Gazetted Officers' Visit book: This is maintained as a blank Register. The Gazetted Officers on their visit to a PS shall give their remarks in this Register which require the attention of the Officer-in-charge. This shall be maintained as per Form No. 2.31.

(41). File Book of Inspection Reports: This is a file cover of standard size in which inspection reports by Gazetted Officers are kept along with its compliance.

(42). Beat Book and Beat Officer: An area under the jurisdiction of any PS is divided region-wise into Beats and they are supervised by Beat Officers of the rank of PC/HC/ASI. They are responsible for checking illegal activities in their Beat like the sale of illicit liquor, drug trafficking and other crimes.

(43). Lockup Register: The details of the arrested persons in PS lockup shall be maintained with entries related to time of detention and release from the lockup. This Register shall be maintained as per Form No. 2.32.

Digitalization of PSs

(i) All PSs shall be covered by CCTVs as per the Guidelines of the Hon'ble Supreme Court.

(ii) Digital database of offenders shall be maintained as per the requirements of BNS, BNSS and BSA. 2023.

(iii) Geo-tagging of all important locations, crime hotspots and CCTVs within the limits of PSs, shall be ensured.

(iv) e-Beat Book application shall be introduced to ensure proper patrolling by the Beat Officers, supervision by Senior Officers and also to maintain complete Records concerning a Beat.

General instructions regarding maintenance of PS Records

Proper maintenance of PS Records is a pre-requisite for the smooth functioning of a PS. These Records are of immense help in prevention and detection of crime and in keeping the track of criminals. Since these Records are of paramount importance, SHO of a PS shall ensure that these Records are safely kept and do not deteriorate from damp, vermin or other causes.

Every PS Register is required to be paginated in English from beginning to end and certified by SHO about the opening of the Register. No page shall be torn out of a Register. Any correction required to be made shall be made by drawing a line through the mistake so as to leave the words erased and by writing the corrected words afterwards or in the margin. A piece of paper shall not be pasted over a mistake. All entries shall be neatly and clearly written, and all the corrections shall be attested by the signature of the Officer making them. All Registers and Records shall be written in Tamil or English.

Police Outposts

Outposts are established for patrolling and surveillance and generally for the prevention of crime. They are not investigation centres and the Officer-in-charge, usually a SI or ASI or Head Constable is responsible for the functioning of the Outpost. The work is under the control and direction of the SHO of the parent PS. He shall detail duties to his men at roll call to be held at 0700 hours daily and shall supervise the work of his men. He shall also maintain a GD and submit a copy at the same to the SHO daily.

As regards his powers of recording first information in cognizable cases, investigation and inquiry into cases of sudden and unnatural deaths, instructions are given in the respective chapters of the manual dealing with these subjects. A crime Register shall be maintained at each Outpost wherein all cognizable crimes occurring within their jurisdiction shall be entered. Copies of History Sheets

concerning any bad characters living within the Outpost limits shall also be maintained. SHO shall inspect the Outposts under him at least once every month.

All Women PS (AWPS)

Three AWPSs (two in Puducherry and one in Karaikal) have been established to prevent, detect and investigate women-related crimes by placing trained women Staff on duty. The functions of AWPS include:

(a) Registration and investigation of all dowry-related cases and other complaints of crime against women.

(b) Enquiries into petitions given by or on behalf of women; and

(c) Counselling and guidance in domestic disputes.

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CHAPTER - 3

TRAFFIC MANAGEMENT

Introduction

Managing and regulating traffic is an important function of Puducherry Police. Smooth flow of traffic and safe and secure vehicular and pedestrian movements are basic to modern living. Besides, effective traffic regulation, safe road conditions, and overall road security are an integral part of traffic management today. The Traffic Police has to perform all these duties efficiently.

The Traffic Police shall Register and investigate all cases of road accidents and rash driving of vehicles falling under sections 106 (2), 125 (a) (b), 281 and 285 of Bharatiya Nyaya Sanhita (BNS), 2023; section 194 of Bharatiya Nagarik Suraksha Sanhita (BNSS), 2023; and the offences under the provisions of the Motor Vehicles Act; Police Act, 1861; and Police (Puducherry Amendment) Act, 1968.

The functions and responsibilities of Traffic Police are to achieve smooth and safe flow of traffic by efficient regulation and enforcement of traffic laws and to ensure prevention of accidents. Efficient road traffic management shall aim at striking a just balance among the three essential factors - satisfactory movement, absolute safety and optimum cost.

In traffic management, Engineering, Education and Enforcement (EEE) shall operate together to make the roads safe and the passage smooth.

While traffic regulation, enforcement of traffic rules and investigation of accident cases are the major preoccupations of the Traffic Police, they shall also liaise with the Transport Department, Public Works Department, Local Administration Department, Health Department and Urban Development Authorities to continuously maintain and rectify the road surface, design and to have adequate and **f**unctional infrastructure like signals, traffic islands, railings, dividers, flyovers, underpasses, pedestrian crossings, Bus bay, etc.

Duties of Traffic Police

The basic duties of the Traffic Police Personnel include:

(a) Manning the fixed traffic points in the area.

(b) Mobile patrol to regulate traffic and clear the road.

(c) Enforcement of MV Act, Rules and other notifications.

(d) Check and control rash, negligent, dangerous and drunken driving.

(e) Patrolling of highways, enforcement of traffic discipline and maintenance.

(f) Removing obstructions to traffic flows and organizing traffic diversion, whenever necessary, both in the congested areas of the town and on the highways.

(g) Prompt arrival at the scene of road accidents, guarding the scene, to carry out the investigation and submit the Charge Sheet within the stipulated time as per the Guidelines.

(h) Communicating information to local Police of any incident or movement of criminals or suspected persons or property, which they come to know.

(i) Setting up barricades to check vehicles.

(j) Assisting local Police or other Police Units in checking for suspicious persons and vehicles.

(k) Assistance to L&O Police during large gatherings.

(l) Undertaking traffic education.

(m) Maintenance of prescribed Records.

(n) Upkeep and maintenance of all traffic equipment including traffic signals.

(o) Take special care of school children, old, blind or physically challenged persons and others at road crossings and peak traffic points.

(p) Advice the Local Bodies and other Authorities for erection of road signals, road painting and other matters connected with traffic engineering.

(q) Coordination with local Authorities of the Highways Department, telecommunication, drainage, and electricity in matters relating to the free flow of traffic and its regulation occasioned by maintenance and repair works undertaken by the concerned Departments.

(r) Organize road safety education, and awareness training for drivers, road users, the public, students and other stakeholders.

(s) Set up road safety and Traffic education parks.

Organization and Supervision

There are two Traffic Sub-Divisions in Puducherry District i.e. North-East and South-West. The Traffic PSs in Puducherry region, are conferred with jurisdictions as notified under the operational and administrative control of Superintendent of Police, Traffic (NE) & (SW) respectively under the overall supervision of the Senior Superintendent of Police (Traffic), Puducherry. The Traffic PSs in Karaikal function under the operational and administrative control of the Superintendent of Police,

(North) under the overall supervision of the District Superintendent of Police, Karaikal.

The Traffic PS at Yanam shall be under the operational and administrative control of the Superintendent of Police, Yanam; and the Traffic Wing at Mahe shall be under the operational and administrative control of the SP, Mahe.

In matters relating to the preparation and submission of consolidated statements, reports and statistical data about the traffic and road accidents required for Departmental and other uses, the Superintendents of Police, Traffic concerned shall furnish such details in Puducherry and Karaikal. The Superintendent of Police, Mahe and Yanam shall furnish the above particulars in respect of Mahe and Yanam regions.

One SI/HC shall be on Station in-charge duty from 07.00 hrs. to next day 07.00 hrs. in every Traffic PS in Puducherry, Karaikal and Yanam regions and shall Register all the traffic accident cases reported during the duty period. The Inspectors of Police in charge of the Traffic PSs concerned shall send the Daily Occurrence Reports (DORs) at 07.00 hrs. daily to the SP concerned with copies to the Senior Officers.

If the Superintendents of Police of Traffic in the outlying regions (Karaikal, Mahe and Yanam), need the assistance of the Engineering/Education Cell of Puducherry Traffic Police Unit, they shall take such assistance through proper channel.

Dress/Uniform

The Traffic Policemen in the rank of Constable to Inspector of Police shall wear a neat white Uniform with a red lanyard and other prescribed Uniform items. The details regarding the Uniform have been provided in Chapter – 33 of the Manual.

Traffic Engineering and Education Cell

The Traffic Engineering and Education Cell headed by an Inspector shall function at Puducherry. They shall carry out the following works:

(a) Road markings

(b) Installation of sign boards

(c) Ensuring maintenance of automatic signals.

The Traffic Police in Puducherry shall conduct educational programmes for the students and road users to arouse awareness about traffic rules and regulations and to create road safety culture. The Traffic Engineering and Educational Cell shall conduct educational programmes and impart training to School Children under the

scheme of "Children Traffic Corps" (CTC). The best six students of the CTC shall be honoured during the celebrations of Republic Day. The CTC contingent, both boys and girls shall also take part in the parade during the Republic Day and Independence Day celebrations.

The Traffic Engineering and Education Cell shall perform the following duties:

(a) Visiting educational institutions to give lectures on road safety measures and traffic rules.

(b) Visiting factories and industries.

(c) Visiting the congested areas during peak hours.

(d) Distribution of pamphlets and leaflets on road safety culture.

(e) Mike announcements at important traffic junctions.

(f) Organizing seminars/symposia/workshop on traffic management and on the role of road users.

(g) Exhibition of films and videos on road accidents and the causes of accidents.

(h) Conducting studies and suggesting for traffic improvement by means of one way traffic, No-parking, vehicle free-zone, speed breakers, etc.

(i) The Inspector in charge of Traffic Engineering and Education Cell shall identify the accident-prone areas and analyze the causes of fatal accidents and send reports to the concerned Superintendent of Police for strengthening the road safety measures in that particular area.

General Instructions for Traffic Police

1. A roll call shall be conducted for all Police Personnel of the Traffic PSs at 07.00 hrs. daily by the SHOs and the men shall be marched for duties after due briefing.
2. A fortnightly report shall be sent by the SHO of Traffic PS through the concerned SP about the progress of investigation in the fatal accident cases u/s 106(2) BNS to ensure time limitation for taking cognizance.
3. Police Constables on traffic duty shall note in their pocket notebooks, the Registration numbers and other details of erring vehicles and intimate the same to the SHO, after returning to the station.
4. Traffic Police Personnel on duty need not salute while regulating traffic. They may come to attention only when Senior Officers cross them.

Dealing with Road Accident Cases

(i) The procedure to be followed in the investigation of road accident cases has been laid down in the Central Motor Vehicle Rules (Fifth Amendment – 2022). Whenever a road accident causing death or bodily injury to any person or involving damage is either reported or otherwise brought to the notice of the

Police, the SHO concerned shall, after prompt enquiry, prepare a report in duplicate and forward the original without delay to the SP through the usual channel, the duplicate being retained in the PS.

(ii) Whenever any accident case of fatal/grievous injury is reported, the SHO concerned shall visit the scene of occurrence and send a report to all the stakeholders i.e. Public Works Department, Local Administration Department and Transport Department for joint inspection of the scene.

(iii) The SHO shall arrange for the joint inspection with all the stakeholders, prepare the minutes of the Meeting duly signed by the participants and send it to the concerned SP for onward transmission to the Department concerned to carry out / implement the observations.

(iv) A monthly review shall be prepared by each SP and sent to the DGP/IGP through the concerned SSP. An annual report to the DGP/IGP shall also be sent, who shall send a consolidated annual report to the Government. The SP shall include in his Report, an analysis of the causes of the road accidents in his jurisdiction during the year.

(v) Investigation of a road accident shall comprise the following examinations:

(a) Scene of the accident;

(b) Injured person or dead body;

(c) Suspected vehicle; and

(d) Driver of the vehicle.

(a). Examination of Scene of Accident

The place shall be isolated till the examination is complete, and to take note of the exact position of the bodies of the victims and the vehicle, and take photographs wherever necessary from different angles of the scene before removal of bodies and the vehicle. Search shall be conducted for the following things:

(a) Skid marks - Note their length, and prepare a sketch giving details of various measurements.

(b) Tyre impressions - For determining their make, condition, size and direction of movement.

(c) Dirt and debris from impact - For comparison with the dirt from the under surface of the suspected vehicle.

(d) Chipped flakes of paint and enamels - For comparison with samples from the suspected vehicle.

(e) Fragments of glass - Pieces of glass from damaged headlights, mirrors, windows or windscreens shall be collected to determine the type of vehicle

involved in the accident and also connect a suspected vehicle found with broken windscreens or headlights, etc.

(f) Broken equipment - Such as pieces of metals from broken bumpers, door-handles, radiator, emblem, etc. which may have been detached.

(g) Fabric - Small fragments of cloth or fibres of garments torn away shall be collected.

(h) Blood and hair tissues - These shall indicate what else to look for in a suspected vehicle.

(i) Services of forensic experts shall be utilized as and when required.

A sketch of the scene shall invariably be prepared showing the following:

(a) Point of impact;

(b) Track marks of vehicles concerned in the accident;

(c) Position of the vehicles related with the accident;

(d) Width of the road and nature of road surface (whether metalled or tarred or otherwise);

(e) Visibility - whether the road at the accident spot is straight or with bends, presence of fog if any and such other details;

(f) Gradient of the road at the scene of the accident;

(g) Skid marks and brake impressions;

(h) Position on the road of glass or other debris;

(i) Width and nature of the katcha position of the road and roadside land;

(j) Dimensions of vehicles involved;

(k) If visibility is obstructed by hedges, fences, poles etc. and if so, measurements;

(l) Any fixed objects (e.g. telephone or electric poles) that might have a bearing on the accident or which might help to fix the exact position of vehicles and injured on the road;

(m) Road directions, traffic signs and their location;

(n) Position and direction of the dead body or injured;

(o) Position of blood stains; and

(p) Lighting facility with the location of street lights.

(b). Examination of the Injured Person or Dead Body

Attempts shall be made to find out:-

(a) Whether the injury was caused by a direct or glancing impact.

(b) Whether the injuries were due to crushing effect of the weight of the vehicle.

(c) Whether the body was dragged along.

(d) Whether the person was lying on the road when hit.

(e) Whether the person fell from a vehicle.

(f) Whether the injury was by parts projecting under the vehicle, such as axles.

(g) The speed of the vehicle at the time of the impact.

(h) Any physical disabilities of the injured or deceased like cataract, deafness, epilepsy, fits etc.

Preserve any foreign matter present in the wound and note carefully, marks such as tyre marks and grill marks, if on the person or his clothing. Take samples of blood and urine of the deceased, if any, along with the sample of hair from the head of the deceased, if any. Note any foreign matter found on clothing and loss of buttons and signs of tears, etc. Preserve clothing of the deceased or injured which shall be searched for flakes of glass, traces of paints, metal, blood or any other stains, dirt and debris which shall be carefully preserved. Such clothing shall be dried naturally and not by using heat before packing.

(c). Examination of Suspected Vehicle

The suspected vehicle shall be protected from other interference and shall not be cleaned and a search for fingerprints shall be made first. If glassware is broken it shall be taken possession of and sent to the expert for examination. Specimen samples of paint and enamel shall be taken and sent for examination along with any paint found at the scene of occurrence. Foreign objects including paints and debris found on the suspected vehicle shall be carefully collected.

The inside of the vehicle shall also be searched for the presence of material from the other vehicles involved having been thrown inside through the window, etc. at the time of impact. Broken portion of the vehicle found at the scene or on the route shall be preserved for comparison. These shall also be photographed, if possible.

Stains of blood, etc. shall be scraped and collected. Hair and fibres sticking to the vehicle shall also be collected. Sometimes pattern marks on the clothing of the victim are produced on the area of impact. These shall be photographed. Dents and scratches can provide valuable clues to find out the nature of impact and shall be closely examined.

The presence of vegetation on the vehicle and soil which is typical of the scene, shall be noted to fix its identity. The under structures shall be examined for evidence of contact with the victim. Mechanical examination by the Motor Vehicle Inspector shall be done to find out defects.

(d). Examination of Driver

The Driver of the vehicle shall be examined for drunkenness, disease or any bodily infirmity, which might affect his driving. All the documents and the past record of the driver shall also be examined.

Compounding of Offences

The offences punishable under sections 177 to 184 of the Motor Vehicles Act 1988 may be compounded by any Police Officer not below the rank of Sub-Inspector of Police, provided that the offender volunteers for compounding the offence as per the procedure laid down from time to time by the Union Territory Administration. The cases of specific violations that are to be produced before the Court shall be followed up by the SHO to the logical end.

Records to be maintained

The following Registers shall be maintained by the Traffic Police. The period of retention of these Registers is mentioned against each Register.

I. In the offices of SP Traffic (N-E) & (S-W) Puducherry and SP Karaikal-North

S.N.	Name of the Registers	Period of retention in years
1.	Attendance Register	2
2.	Causal Leave Register	1
3.	Crime Register	10
4.	Traffic Offence Detection Slip	2
5.	Government Property Register	Permanent
6.	Stock Register	Permanent
7.	General Current Register	3
8.	Despatch Register	3
9.	Petition Register	3
10.	Crime Memo Book	3
11.	Landline Phone Register	5
12.	Formal Inspection Register	Permanent
13.	Welfare Meeting Register	3
14.	Newspaper/Magazine Register	2

15.	Annual Range Fire Register	5
16.	Indent Book	5
17.	List of Articles Returned to Stores(LARS) Book	5
18.	Log Book	To be returned to MTO
19.	ACR Register	3
20.	Orderly Room Register	3
21.	Weeded-out Register	Permanent
22.	Weekly Parade Register	2
23.	DGP/IGP Standing Order File	Permanent
24.	DGP/IGP Circular File	Permanent
25.	Stationary Articles/Consumables Register	2
26.	POL Coupon Book	To be returned to MTO
27.	Medical History Sheet	Permanent
28.	Kit Cards	Permanent
29.	Bus / Railway Warrants	To be returned to the Chief Stores
30.	Stamp Account Register	5
31.	GO's Causal Inspection Register	Permanent

II. In the Traffic PSs

1.	General Diary	2
2.	FIR Book	10
3.	FIR Index	Permanent
4.	Arrest Card	3
5.	Prisoner's Search Register	3
6.	Bail Bond	5
7.	Process Register	3
8.	Charge Sheet Book	5
9.	Final Report Book	5
10.	Referred Charge Sheet(RCS) Notice	2
11.	M.V. Petty Case Register	5
12.	Other Petty Case Register	3
13.	Permanent Advance Register	Permanent
14.	Duty Roster	2
15.	Rough Duty Roster	2
16.	Government Property Register	Permanent
17.	Landline Phone Register	5
18.	Casual Inspection Register	Permanent
19.	Bus Warrant Issue Register	To be returned to the Chief Stores
20.	Railway Warrant Issue Register	
21.	Formal Inspection Register	Permanent
22.	Petition Register	3

23.	Crime Register	10
24.	Despatch Register	3
25.	Current Register	3
26.	Summon to Panchayatars	5
27.	Conviction Register for Accident Cases	10
28.	Name-wise Index for Accident Cases	Permanent
29.	Performance Register for HCs/PCs	3
30.	Weekly Parade Register	2
31.	Welfare Meeting Register	3
32.	Indent Book	5
33.	Log Book	To be returned to MTO
34.	Orderly Room Register	3
35.	List of Articles Returned to Stores(LARS) Book	10
36.	Weeded-out Register	Permanent
37.	Casual Leave Register	1
38.	DGP/IGP Standing Order File	Permanent
39.	DGP/IGP Circular File	Permanent
40.	ACR Register	3
41.	Stationary Articles/Consumables Register	3
42.	Newspaper/Magazine Register	2
43.	Medical History Sheets	Permanent
44.	Kit Cards	Permanent
45.	Stamp account Register	5
46.	GO's Causal Inspection Register	Permanent
47.	Annual Range Fire Register	5
48.	Sentry Relief Book	2
49.	Detection slip	2
50.	Information Sheets (Despatched)	3
51.	RTI Register	Permanent
52.	Interrogation Register	3
53.	CCTNS Register	3
54.	Walkie Talkie Register	2
55.	Message Register	2
56.	Name and Address Book	2
57.	MLC/Wound Certificate Register	2
58.	MV inspection Register	2
59.	MLC Intimation Register	2
60.	Vehicle Damage Certificate Register	2
61.	Spot Fine Register	3
62.	E-Challan Issue Register	10
63.	Vehicle Detention Register	5

Guidelines for accident investigation and adjudication to claims tribunal

The Central Motor Vehicles (Fifth Amendment) Rules, 2022 have come into force on 1st April 2022. The aforesaid Rules lay down a new procedure for expeditious investigation and adjudication of motor accident claims. The new Rules mandate the timeline for investigation and adjudication of all motor accident claims within the designated time frame. The following are the mandatory Guidelines :

(i) The intimation regarding the accident is required to be furnished by the IO within 48 hours to the Claims Tribunal in the form of the First Accident Report (FAR) in Form-I.

(ii) The injured/victim(s), legal representative(s), State Legal Services Authority, and Insurer shall also be provided a copy of Form-I and the same shall be uploaded on Police website.

(iii) It shall be the duty of the IO to inform the injured/victim(s)/legal representative(s) regarding their rights for compensation as specified by the Competent Authority from time to time by supplying Form-II within 10 days specifying the scheme to seek remedial measure. It shall be the duty of the IO to ask for the information in Form-III and Form-IV from the Driver(s) and the Owner(s) respectively within 30 days.

(iv) On receiving the information, the Interim Accident Report (IAR) shall be submitted by the IO to the Claims Tribunal within 50 days in Form-V along with relevant documents. A copy of the said IAR shall be furnished to the Insurance Company of the motor vehicle(s) involved in the road accident, victim(s)/claimant(s), State Legal Services Authority, insurer and General Insurance Council.

(v) The IO shall also verify the details of the Driver and the Owner by using the VAHAN App or shall take the help of the Registration Authority.

(vi) IO is duty-bound to take the relevant details from the victim(s) or the legal representative(s) and furnish the details within 60 days in Form-VI. The Form-VI-A is modulated to the minor children, who need care and protection in terms of the Juvenile Justice (Care and Protection of Children) Act, 2015.

(vii) On failure to submit the relevant information and documents, as required in Forms-III, IV and VI by the Driver(s), Owner(s), Claimant(s) or any information by the Insurance Company, the IO may ask for direction to the stakeholder(s) before the Claims Tribunal to furnish such information within 15 days.

(viii) The Registration Authority is duty-bound to verify the license of the Driver, fitness and permit of the vehicle(s) involved in the accident and shall supply such information within 15 days to the IO. Similarly, for issuance of a Medico-legal Report or The Post-mortem Report, the hospital is required to furnish such information to the IO within 15 days.

(ix) The IO shall within 90 days, compile all relevant documents and material in the form of Detailed Accident Report (DAR) in Form-VII accompanying Site Plan Form-VIII, Mechanical Inspection Report in Form-IX, Verification Report in Form-X and the Final Report/Charge Sheet.

(x) The extension of the time limit to file IAR and DAR is only permissible where the IO approaches the Claims Tribunal in cases where parties reside outside the jurisdiction of the Court, or where the Driver's license is issued outside the jurisdiction of the Court, or where the victim(s) have suffered grievous injuries and are undergoing continuous treatment.

(xi) The IO shall furnish FAR within 48 hours, IAR within 50 days, complete the investigation within 60 days, and file DAR within 90 days. Copy of DAR shall be furnished to the victim(s), the owner(s)/driver(s) of the vehicle(s), the insurance company involved, the State Legal Services Authority and the General Insurance Council.

The above Guidelines for accident investigation and adjudication shall be reviewed from time to time and revised as directed by the DGP, Puducherry.

Road Safety Committees & Rules*

(i) Puducherry Road Safety Council constituted vide G.O.Ms. No. 73/Tr. Sect/2014, dated 17.11.2014

(ii) Road Safety High-Level Committee constituted vide G.O.Ms. No. 35/Tr. Sect/2014, dated 25.08.2014

(iii) Road Safety Fund Rules issued vide G.O.Ms. No. 16/Tr. Sect/2015, dated 20.08.2015

(The details may be referred to in Chapter 3, Part-IV of the Manual.)

(Subject to amendments from time to time.)*

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CHAPTER - 4

COASTAL POLICE

Introduction

The Union Territory of Puducherry comprises four regions, namely, Puducherry, Karaikal, Mahe and Yanam. The coastline of Puducherry is about 35 Kms., Karaikal 21 Kms. and Mahe 1.5 Kms. Yanam has no coastline but has a riverfront of East Godavari river to a stretch of 12 Kms. The total coastline of Union Territory of Puducherry is about 57.5 Kms.

There are 3 minor ports in the Union Territory of Puducherry, one in Puducherry which is owned by the Government and two private ports in Karaikal. There are two fishing harbours, one in Puducherry and one in Karaikal and many fish landing centres, vital installations, and vulnerable areas/points that hold a prominent place in the national security domain.

Initially, one Coastal PS at Karaikal with Marine Police Wing for the whole of the Union Territory was established vide G.O. Ms. No.57, dated 3.10.2006 of the Home Department, Puducherry. Subsequently three more Coastal PSs one each at Puducherry, Mahe and Yanam were set up vide G.O. Ms. No. 16, dated 29.03.2012. Superintendent of Police (Coastal Security) is responsible for supervising the overall functioning of Coastal Police in Puducherry.

Aims and Objectives

(a) To provide an additional line of defence to the coastline of the Union Territory of Puducherry.

(b) To prevent collusion between local criminals and smugglers or militants from committing unlawful acts.

(c) To obtain community participation in coastal security in around the Union Territory of Puducherry.

(d) To handle law and order situations that may arise on account of clashes between various communities/groups both onshore and offshore.

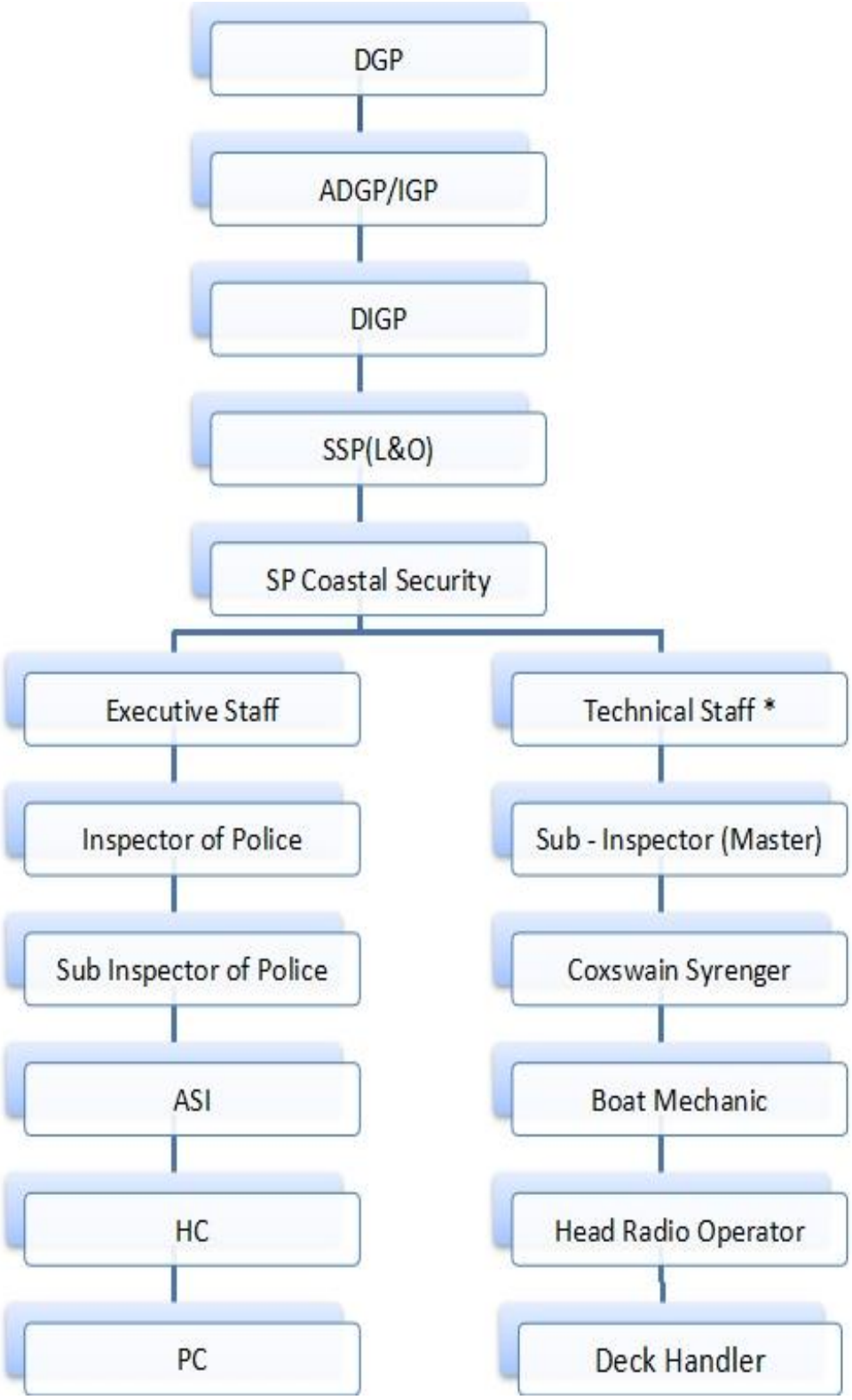
(e) To effectively impose a ban on monsoon trawling in some States and enforce the law of the State relating to fishing, if so desired by the concerned State.

(f) To protect the maritime interest of the country.

(g) To protect Indian territory from surveillance and untoward incidents from the hostile countries.

(h) To prevent entry of illegal immigrants.

Organisational structure of Coastal Police



(G.O.Ms. No.17, dated 17.03.2015 of Home Department, Government of Puducherry)*

Duties and Responsibilities of Coastal PSs (CPS)

The Coastal Police shall exercise all Police powers conferred on them under BNSS, BNS, BSA, the Indian Passports Act, 1967, the Foreigners Act 1946, the Indian Arms Act, 1959, the Indian Explosives Act, 1884, the Explosive Substances Act, 1908, the Unlawful Activities Prevention Act, 1967 and various other associated laws, codes and enactments to Register, enquire, investigate, apprehend and prosecute persons engaged in any crime at the waterfront/sea limits. Its various duties are as follows:

(i) To collect intelligence about the anti-social elements/waterfront criminals/smugglers and to disseminate, share and coordinate with Indian Navy, Indian Coast Guard (ICG), Customs, Fisheries and neighbouring PSs to prevent and detect unlawful activities in the coastal areas and territorial waters in and around the Union Territory of Puducherry.

(ii) To patrol the waterfront area, and protect the coastal stretch and port/fishing harbour to combat the menace of seaborne terrorism and prevention of intrusion in our territorial waters.

(iii) To check infiltration of anti-social elements into our territorial waters.

(iv) To patrol coastal waters to prevent the fishing disputes that often erupt off the coast among various fishermen groups of Puducherry and of the adjoining areas of Tamil Nadu, Andhra Pradesh or Kerala.

(v) To conduct random checking of vessels to prevent human trafficking, smuggling of marine products, contraband, narcotics or any other items banned by the Government from time to time.

(vi) Organizing, searching, salvage, and rescue operations whenever the need arises as well as during natural calamities and accord assistance in Disaster Management.

Jurisdiction of the Coastal Police

The jurisdictions of the Coastal PSs (CPS) of Puducherry, Karaikal, Mahe and Yanam are as tabulated:

Name of the PS	Jurisdiction
Coastal PS with Marine Wing, Puducherry	The entire coastline of Puducherry region in the Bay of Bengal, extending up to 12 Nautical Miles over the territorial waters, having operational jurisdiction up to 5 Nautical Miles in the sea in terms of patrolling, surveillance etc., with 200 meters on land having concurrent jurisdiction with the local land-based PS.

Coastal PS with Marine Wing, Karaikal	The entire coastline of Karaikal region in the Bay of Bengal, extending up to 12 Nautical Miles over the territorial waters, having operational jurisdiction up to 5 Nautical Miles in the sea in terms of patrolling surveillance etc., with 500 meters on land having concurrent jurisdiction with the local land-based PS.
Coastal PS with Marine Wing, Mahe	The entire coastline of Mahe region in the Arabian Sea, extending up to 12 Nautical Miles over the territorial waters, having operational jurisdiction up to 5 Nautical Miles in the sea in terms of patrolling, surveillance etc., with 200 meters on land having concurrent jurisdiction with the local land-based PS.
Coastal PS with Marine Wing, Yanam	The entire stretch of the Gautami Godavari river along the side of Yanam region from Savitri Nagar to Kanakalpetta village, with only half of the breadth of the river including all the five islands in the river, with 200 meters on land having concurrent jurisdiction with the local land-based PS.

Regional Coastal Security Operational Centres (RCSOCs)

A total of 8 RCSOCs are being planned at 4 Coastal PSs/Area Coastal Security Operational Centres (ACSOCs) and 4 SDPOs' offices in all 4 regions (Puducherry, Karaikal, Mahe, Yanam). These have been envisaged as nerve centres for patrolling and surveillance in their respective jurisdictions. The marine vessels under the operational control of RCSOCs shall work in close coordination with the Coastal PSs to secure the coastal waters. The following are the mandates of CSOCs:

1. To function round the clock for prompt dissemination of information to Coastal PSs
2. Monitoring and controlling of CPS vessels.
3. Deployment of CPS Personnel for coastal patrolling and anti-poaching operations.
4. To protect life and property at sea.
5. Coordinate with various stakeholders during real-time threat and anti-poaching operations.
6. To launch search and rescue operations.

Jetties

It may not be feasible for each Coastal PS to have its dedicated jetty. The Coastal PSs may, therefore, have to make use of any jetty, which is available/located in their jurisdictions or nearby. However, in the interest of maintaining the secrecy of

operations and security of the boats, it shall be inevitable for each Coastal PS to have its dedicated jetty/pier. Till the time jetties are built or are made available, all Coastal PSs may develop capabilities of rolling out their temporary jetties.

Duties of the Duty Officers and In-charge Coastal Police Control Room

The Coastal Police Control Room (CPCR) is functional 24X7 in shifts and is mainly responsible for communicating with the Police boats and conveying the directions of the Senior Officers to all concerned. The duties of DO are as follows:

(a) The sensitive information related to coastal security received through Fax/Hotline/Telephone and on the Helpline Number shall be promptly disseminated to the Senior Officers and the concerned Coastal PSs for action by the Boat Masters.

(b) The DO shall keep an update on the matters related to anti-poaching operations undertaken by the Coastal PSs concerned in the Union Territory of Puducherry and the RCSOCs.

(c) The DO shall collect the details of technical Staff present on board the Police vessels deployed in Union Territory of Puducherry, the house of patrolling undertaken, the area covered during patrolling, the timing of entry and leaving the harbour, etc. The details of the fuel consumed and available stock of various POL products shall be scrupulously mentioned in the Register, as furnished in the daily patrolling Report.

The In-charge Coastal Police Control Room shall ensure the proper functioning and overall supervision of the CPCR. Some of his duties are:

1. The I/C CPCR shall ensure deployment of assets and movement of Coastal Police Personnel and anti-poaching operations in liaison with the Coastal PSs and other stakeholders.
2. The I/C CPCR shall ensure timely preparation of the morning report, weekly status Report of the assets, deployment of assets, and monitoring of the movements of Coastal Police assets and boat Staff in the prescribed proforma as amended from time to time. These Reports shall be submitted to SP (Coastal Security) regularly as may be prescribed.
3. Besides, the I/C CPCR shall supervise the various coastal patrolling activities and coordinate other exercises like Sagar Kavach, Operation Sajag, Joint Coastal Patrolling etc.
4. The I/C CPCR shall maintain updates about the apprehension of poachers in the Union Territory of Puducherry in liaison with SHOs of the CPSs.
5. The inventory available in the CPCR shall be properly maintained and any non-functional communication equipment shall be rectified/replaced promptly.

Distress Call

Search and Rescue operations shall be initiated in coordination with other agencies on the receipt of a distress call or signal either directly or from the distressed vessel or through any third party. Acting immediately on the distress call, the CPCR shall deploy Coastal Police assets to conduct search and rescue operations in that location and also share the same information with other stakeholders like Indian Coast Guard and Indian Navy without unnecessary delay to ensure better coordination and operation. The CPCR shall coordinate with all the stakeholders involved in the search and rescue operation. It shall be the duty of the Coastal Police whenever they see a boat or other vessel in distress to render all possible assistance consistent with the safety of their boat or vessel.

Repair and Maintenance Section

The I/C Repair and Maintenance Section shall look after the repair and maintenance of all the assets of Coastal Police and shall supervise the Staff posted in the workshop to ensure quick repair of minor defects in the assets. The I/C Repair and Maintenance shall maintain History Sheets of boats/assets, equipment fitted on board the vessel, and other Records relating to the vessel. He shall be responsible for carrying the condemnation of Coastal Police vessels and other store articles. He shall ensure that various store items like flares, life jackets, GPS etc. are in order and their regular inspection is carried out. He shall submit a weekly status report to Senior Officers in this regard. The I/C Repair and Maintenance shall maintain the Records and funds relating to the requirements and issuance of POL.

Each machine on board the vessel requires maintenance which has to be carried out at regular intervals of time based on checklists prepared. The Repair and Maintenance Section of the Coastal Police is required to plan the schedule of maintenance as per the Standing Orders issued from time to time with the approval of DGP, Puducherry.

For inspection purposes, checklists are often used to ensure that the inspection, test and maintenance are performed according to the Guidelines of manufacturers. Most of the problems on board a vessel can be prevented with routine maintenance, with problems only growing more serious if the ships are neglected for extended periods. The routine maintenance as well as minor repair works of the Coastal Police vessels are carried out by the ship’s crew or on-board engineers/technical team, but other major repair works are required to be done by third-party professionals to keep the vessels seaworthy and to meet the operational requirement of the Department.

Scuba Diving Unit

The Unit shall be functioning under the supervision and control of I/C CPCR. The scuba diving team shall remain in a ready-to-turnout position for carrying out search and rescue operations as and when required. They shall participate in coastal patrolling & surveillance duties on board Coastal Police vessels when required.

Daily Diary

The Master / Sub-Inspector shall maintain a Daily Diary which shall be written up when out on duty, patrol or otherwise or while in port. It shall contain entries relating to the departure and return of the Master and every other crew, the duty performed by the crew and all other matters concerning the boat. After the return, the Master shall submit his observation from his Daily Diary to the I/C CPCR to enable him to prepare the reports to be submitted to the Senior Officers in the prescribed proforma. This shall be in addition to the Daily Diary maintained at Coastal PSs.

Other General Instructions

A). Checklist for Boarding Operations

Vessel arrival and departure checklists serve as a guide for seafarers to guarantee that all necessary and crucial steps are taken to help promote safety and comply with international regulations and standards.

B). Daily Protocol

On taking over the charge, the Master of the vessel shall observe the following daily routine in the morning hours:

1. Take a review of manpower status and their health condition.
2. Detailing and briefing the Staff about the day's activities/mission.
3. Check the status of the functioning of all main engines and allied machinery.
4. Availability and quantity of POL and note it down in the log book.
5. Check the weather report.
6. Carry out communication checks.

C). Protocol before Casting off the Vessel

(a) Receiving instruction from CPCR and Senior Officers

(b) Voyage planning with navigational charts and determination of the total distance.

(c) Availability of sufficient quantity of fuel for to and fro journey with extra 25% fuel.

(d) Checking the status of the navigation system, communication system, main engine & allied machinery with the assistance of engine driver

(e) Ensure availability in sufficient quantity of life-saving appliances, emergency medical kits and fire fighting appliances apart from fresh water and ration.

(f) Communication checks with the Marine Police Control Room and Port Management Board.

Signals

The following signals shall be used by Police Officers when they desire to call the assistance of a patrol vessel:

In daytime: The hoisting of a red flag on a long pole.

At night: Two men, each waving two torches up and down.

Vessel's Log Book

A Log Book in Form 4.1 (refer Chapter 4 in Part-IV of the Manual) shall be maintained for the launch. The Master shall initial all entries in the Log and affix his full signature at the end of each night watch. The book shall form a diary of the launch, and every important detail concerning the launch shall find an entry in it. It shall also be a means of checking the consumption of oil and stores. Inspecting Officers shall check from time to time the actual balance of oil on board and the entries in the launch's Log and the Engine Log shall be compared.

Making and Taking over Charge

Masters and chief engine drivers when making and taking over charge of a launch, shall check the stores under their charge and submit a written report signed by the relieving and relieved Officer to the Superintendent of Police (CS). An entry shall also be made in the Daily Diary and the Log Book.

Leave of Crew

In the case of men going on or returning from leave, the Master shall send a Report to the Superintendent of Police (CS).

Sickness

The Master shall promptly report to the Superintendent of Police the number and details of men reporting sick or launch crew laid up and not working owing to sickness.

Inspection of Coastal Police Station Assets

The Master of the boat has the responsibility to daily inspect his/her boat before the launch and after patrolling is over. All his observations shall be recorded in relevant diaries and log books. Apart from this Senior Officers shall also inspect various vessels regularly and submit their reports for the perusal of the DGP. During such inspection, the instructions, as contained in the Standing Orders/Circulars shall be followed.

(A). Inspection by SP(CS) or SDPO

The SP(CS) or SDPO concerned shall inspect the vessels deployed in his/her jurisdiction every quarter as per the checklist (Appendix 4.2, refer Chapter 4 in Part-IV of the Manual) and also check the equipment and articles like life-saving and fire fighting etc. on board. He shall specifically check for adequacy of the life-saving equipment on board and whether these equipment are within their expiry dates or need replacement.

The SP(CS) or SDPO shall supervise the routine maintenance and repair of the assets of CPS every month to ensure the stopgap arrangements and shall submit the informal inspection report regarding the condition of the assets, defects, Staff and POL to the concerned District SP.

SP(CS) or SDPO shall reduce into writing the major defects on the boats and shall bring them to the notice of the concerned District SP without delay so that required remedial measures can be taken in time.

The SDPOs shall monitor the seaworthiness of the vessel deployed at Coastal PSs under their jurisdiction and maintain a minimum real-time response.

(B). Inspection by SP (CS) and District Superintendents of Police

The District SsP shall monitor and regulate the patrolling activities of the assets of CS deployed under their command and control. They shall conduct formal inspection of the vessels and equipment fastened on board, under their command and control, as per SO issued in this regard, every year and submit a report to the IGP/ADGP (Nodal Officer, Coastal Security). They shall review and monitor the weekly patrolling

schedule prepared by SP(CS) and SDPOs respectively and issue necessary directions to ensure its effectiveness.

Handling of Emergencies at Sea

Coastal Police Personnel shall be physically and mentally trained to face any emergency at sea. The following kinds of emergencies may arise at sea. In each case, without exception, CPCR and CPSs shall be informed without delay.

(a). Fire on Board the Vessel

In the case of a fire on a vessel an attempt shall be made to extinguish it with the fire extinguishers or wetted blankets, and then all hatches shall be battened down and the Master/In-charge shall steer for the nearest shallow water and anchor away from houses or other vessels. The Second-in-Command shall take charge of the pumping operation. If the fire occurs in the engine room, the engine driver shall take charge. In the event of a fire breaking out in the daytime, the lascar on the watch shall give the alarm by ringing the vessel bell immediately. The crew upon hearing the alarm shall take up their stations. At night the crew on watch shall raise the alarm and first call the Master/In-charge, chief engine driver, engine driver and then the remainder of the crew who shall take up their stations. To extinguish fire, each vessel shall always have on board, at least one fire extinguisher and fire buckets in the proportion of one for each of the crew.

(b). Collision

In the course of collision, when a vessel has been badly damaged, the Master/In-Charge shall steer for the nearest shallow water and take all possible precautions to stop up the holes with gunny bags, jute etc. The crew on the watch shall raise the alarm and awaken any of the crew who may be sleeping. The whole crew shall proceed to their stations, immediately upon the alarm being given. When a fire or collision occurs at night, the electric light shall be started as soon as possible to minimize the confusion that might arise and for the better / smooth carrying on of the work in hand.

(c). Agrounding

When a vessel runs aground, whatever the state of the tide, the Master shall at once endeavour to get off and (i) run her engines without choking up inlets or (ii) lay out a kedge anchor or (iii) by both (i) and (ii) together. Such Incident Reports shall be directly sent to the CPCR and nearest PS without unnecessary delay. Where there is little or fall of tide, the anchors may be laid as a wedge to assist the engine in refloating the vessel. In this case, the position of the anchor shall be marked by a dinghy or jolly boat, which at night shall carry a bright white light. The Master/In-

charge is responsible for seeing that these precautions are taken and for seeing that anchors are not laid or near the fairway where they are liable to be fouled.

(d). Flooding

In case of heavy flooding, the vessel may be lifted to port side / starboard side. When it occurs, it is the responsibility of boat in-charge to maintain stability of the boat in the respective side (port/starboard), and seek assistance from nearby vessels. If it occurs at night time, he shall switch on NUC (Not Under Command) light and also try to remove the excess water from the boat using available resources. The boat shall be brought back to harbour by towing for necessary assistance.

(e). Machinery Breakdown

Breakdown of machinery cannot be avoided at sea and in case of any machinery breakdown/troubleshooting, the boat In-charge shall take immediate action along with the crew for defect identification/rectification. If the defect is minor, carry out rectification and if it is major, go for anchoring. Switch on anchor light to avoid drifting, inform the Coastal Police Control Room, Coastal Police Station and take assistance from nearby vessels and the boat shall be brought back by use of available resources.

Overhaul at Dockyard

Every vessel is to be dry-docked once in six months for bottom cleaning, painting and for checking all underwater fittings. Also, once in a year, a vessel shall be dry-docked for annual refit such as overhauling of machines, bottom cleaning, painting and for checking hull and all underwater fittings after which the Harbour Master/Mercantile Marine Department Surveyor/Internal Committee of the Department shall issue a certificate of seaworthiness. When a vessel is set to the dockyard for overhaul it shall remain under the charge of a Master/In-Charge.

As soon as the vessel is taken charge of after overhaul or repairs the Master/In-charge shall send the following certificate to the District Superintendent of Police through the SP (CS) : *"Certified that I have received charge of Police vessel …… there are no/the following defects that require to be made good."*

Commissioning of a New Vessel

For any newly commissioned vessel to be inducted into the fleet of CPS, its name, place of berthing and allotment shall be decided by the DGP, Union Territory of Puducherry.

Maintenance of Records

The boat crew shall maintain the following Log Books / Registers:

(a) Ship's Log Book

(b) Main/Aux. Engine Log Book

(c) POL Register

(d) Defect Register

(e) Property Stock Register

(f) Spare Parts Stock Register

(g) Register for Planned Maintenance of all Machinery

(h) Register for Miscellaneous Stores

(i) OBM/Other Machinery Log Book

(j) Master Deck Log Book

These shall be maintained for each vessel, containing a full history of the vessel such as when commissioned, repairs carried out, expenditure incurred, dates and details of dry docking etc.

Communications

VHF/Satellite Phone/Mobile communications (as the case may be) shall be operated by qualified Personnel or under the supervision of the boat Master/In- Charge. Each time before proceeding to the sea, the concerned vessel has to report to Coastal Police Control Room to give the following information:

(i) Call Sign of the boat

(ii) Task - Coastal Surveillance/Exercise/Search and Rescue/Safety Cover

(iii) Area of operation

(iv) Number of Staff on board (Pilot Onboard)

(v) Estimated time of completion of task

(vi) Expected time of arrival

When the boat and crew have arrived at their final destination home base or elsewhere the concerned vessel shall report to the CPCR again to Record their safe arrival and end of sea sortie/exercise.

SOP during Operations or Exercises

The Master/In-charge shall make sure that an Operations Normal Report (Ops Normal) or a more detailed Situation Report (Sit Rep) shall be transmitted every 20 minutes to the concerned Coastal PS/ Coastal Police Control Room. If contact is not established through the VHF radio, other means of communication such as a mobile phone could be used.

White flares fired in quick succession from the shore may be used as emergency recall in the event of a communications failure. In the event of a total communications failure, boats shall return to their vessel point or closest sheltered harbour and establish communications. If the boat fails to call in on its Ops normal comms check, the shore base shall endeavour to establish communications with the boat. If after a further 20 mins, no contact is made then Coastal Police Control Room is to be informed.

Protocol in case of a Foreign Vessel / Yacht in Territorial Waters

The Master of the Police patrol vessel first encountering the foreign origin vessel shall inform the Coastal Police Control Room about the same and then proceed to inspect the foreign vessel/yacht to ascertain the facts about the purpose of visit, last port details, port of destination, permit for entering territorial waters, details of crew members and other permits etc. The Master shall then communicate these details again to CPCR which in turn shall alert the FRO and other stakeholders.

The Master shall alert Coastal Police Control Room, Coast Guard and Navy ships in the vicinity in case of any suspicion on any foreign vessel. Coastal PS shall assist the FRO, customs and other stakeholders in searching and carrying out other formalities on arrival of any foreign vessel. In case of any suspicion, conduct a thorough check, search and if need be seize any contraband items like narcotics, drugs and other psychotropic substances on board the vessel.

Personal Safety

The crew's safety is vital and members of the crew shall be aware and are primarily responsible for their safety. The following issues are just some of the many aspects of safety, which a crew member may meet and need to be aware of:

(a). Manual Handling: Manual boating is a potentially hazardous and arduous activity requiring significant physical effort from crew member(s). However, this does not negate a Master/In-charge’s responsibility to take all reasonable precautions to protect crew members from physical injury, particularly back injuries. All activities shall be properly supervised to ensure that tasks are within the physical capability and training of the crew.

(b). Crush Injuries and Friction Burns: The Master/In-charge shall brief crew members about the dangers on handling sheets and halyards/ropes, especially when these are under extreme load. The chances of severe friction burns or crush injuries to hands and feet where lines are passing through fairleads, around bollards and or cleats also when coming alongside or leaving shall be emphasized. Crush injuries and friction burns shall be treated as per first aid training and the assistance of the emergency services shall be considered if required.

(c). Sun Burn and Exposure: The Master/In-charge is responsible for ensuring that his crew are adequately protected from the sun and is sufficiently hydrated. Sunglasses and sun cream shall be worn whenever necessary. Masters / In-charge shall ensure that their crew members are aware of the symptoms and effects of exposure.

(d). Hypothermia: Hypothermia is a very serious condition that can affect any member of the boat crew or other people on board. All crew shall be aware of the signs and symptoms of hypothermia and the first aid required. Each crew member shall try to avoid hypothermia, by being responsible for his health and welfare and wearing appropriate clothing and Personal Protection Equipment (PPE).

(e). Life-Saving Equipment on Board

The vessels of CPS shall in sufficient quantities carry the following lifesaving equipment, gadgets and articles on board as per the carrying capacity of different boats:

(1) Life Buoys.
(2) Life Rafts
(3) Life Jackets
(4) First Aid kit.
(5) Bulletproof Jackets
(6) Navigational Charts.
(7) Ropes.
(8) Hooks.
(9) SOS Signalling Guns.
(10) Fresh
(11) Ration

Training of CPS Personnel

Coastal security and coastal policing are specialized work. Hence all the Police Personnel posted to the CPS need to be given specialized and intensive training on various aspects of their specialized functions. All Police Personnel posted in CPS

shall undergo certain marine-oriented training to perform their duties effectively and efficiently.

Further, every person appointed to a post in the Police boat shall on enlistment be required to undergo training in drill and musketry for two months. They shall undergo this training in addition to their normal duties. Further, the technical courses are being undertaken by the members of CPS at the National Academy of Coastal Policing at Okha, Gujarat which has been established by the Central Government to address the training needs of the Coastal Police in the States, to qualify for the promotion/ up gradation and also for improving their technical skills. Besides, special training on navigation, equipment handling, repair and maintenance shall be arranged for CPS Personnel from the Indian Navy and Indian Coast Guard from time to time. Also, the training syllabus shall be strictly adhered to, as mentioned in the SOP for the Coastal PSs in India issued by the Bureau of Police Research & Development, Ministry of Home Affairs.

Uniform

A new pattern of Uniform in the form of blue-coloured dungaree has been provided to the CPS Personnel in addition to the routine khaki Uniform. The khaki Uniform worn by the CPS Personnel consists of khaki pants and shirt, khaki peak cap, sam browne shoes and belt for upper subordinates, and black belt and black shoes for the lower subordinates.

(a). Working Dress: The members of CPS shall wear a completely dark blue coloured dungaree, printed with CPS logo, name and rank cloth badge with blood group, yellow colour safety helmet and black colour fire/shock resistant shoes while working on board of the vessel.

(b). Repair and Maintenance Unit: The members of CPS shall wear a completely dark blue coloured dungaree, printed with CPS logo, name and rank cloth badge with blood group, fire/shock resistant shoes and yellow colour safety helmet while working in the workshop.

(c). Ceremonial Uniform: For all ceremonial functions including parades, national functions, badakhana, sampark sabha, orderly room, etc the upper subordinates shall wear khaki pant and shirt, khaki peak cap, sam browne shoes and cross belt. Whereas the lower subordinates shall wear black belt with buckle containing a number, khaki beret cap and black colour leather shoes.

(d). Office Dress: The members of the CPS deployed in the CPS office shall wear full Uniform as per this Police Manual.

Rewards and Incentives

The members of the Coastal Police face difficult situations, especially during sea patrolling and also while patrolling isolated uninhabited areas on the coast. Considering the vulnerability of the Sea and the coastal area to anti-national and terrorist activities, there is a greater degree of risk to the life of Coastal Police Personnel. During sea patrolling, natural calamities like cyclones, rough sea, tidal waves, sea storms, and above all vulnerability to physical assaults are endured by CPS Personnel.

In the face of the above difficulties, it requires tremendous motivation to discharge their duties responsibly. Hence, timely rewards serve as great instruments of motivation. Superintendent of Police (CS) shall ensure that deserving Staff are rewarded timely by obtaining approval from Senior Officers.

Co-ordination amongst the Stakeholders

(a). Joint Coastal Patrolling (JCP)

The coastline needs to be surveilled and regularly patrolled to protect it from foreign intrusion and illegal activities by poachers as well as local nuisance creators. Hence to keep a watch on the coastline, a JCP exercise is carried out by the ICG wherein the Police Personnel and other Departments join the Indian Coast Guard (ICG) for patrolling, surveillance and identifying the suspected activities within the territorial waters of the Union Territory. The Personnel deployed on such exercises shall furnish a summary report along with photographs highlighting the activities noticed during the JCP.

(b). Joint operations

Joint operations namely "Operation Sajag" and "Sagar Kavach" are being organized by the Indian Coast Guard involving Navy, local Police, CPS and other stakeholders every month and bi-annually respectively to address the existing loopholes in the existing security mechanism in coastal security and to fix the same and validate the SOP for operational preparedness.

In Operation Sajag, CPS vessels are deployed to conduct extensive checking and verification of documents of the private vessels and crew at sea. In Operation Sagar Kavach (earlier Tat Suraksha), the Red Forces (terrorists) try to infiltrate from the sea by hijacking fishing vessels and also sabotage various critical assets like airports, sea ports, electricity stations etc, whereas Blue Forces (law enforcement agencies) try to thwart the attempts of Red Forces.

(c). State and District Level Coordination Committees

The Union Territory Level Coastal Security Committee is headed by the Chief Secretary, Puducherry and the District Level Committee is headed by the concerned District Magistrate to review the coastal security mechanism and to resolve various issues persisting in the security prospects of the Union Territory of Puducherry. This Committee consists of all the stakeholders including Indian Navy, ICG, IB, R&AW, Customs, CISF, Fisheries, Forest, Port etc. to ensure better coordination and synergy amongst them.

(d). Fishermen Watch Groups (FWG)

To strengthen the intelligence mechanism and also to alert the fishermen on various issues relating to coastal security, FWGs in fishermen's villages play a vital role. Such meetings are very useful in gathering intelligence from the fishermen and also sensitising them and creating awareness among them on various coastal issues. All Coastal PSs are required to conduct quarterly FWG meetings in the coastal villages. Representatives from Revenue, Forest, Fisheries, Customs, Coast Guard and Navy shall also be invited to participate in the meetings.

The security of the nation shall be highlighted during the meeting and awareness shall be created on the role and responsibility of fishermen in ensuring the safety and security of our coast. The meeting shall be video graphed and the proceeding for the meeting shall be drawn by the Officer organizing the meeting. The participants' signatures shall also be obtained in the proceedings and a copy of the proceedings shall be sent to the headquarters.

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CHAPTER – 5

ARMED POLICE / IR Battalion

Introduction

There are times when law and order disturbances or situations arising out of natural calamities assume serious proportions and the local Police find it difficult to cope with them. To meet these situations, Puducherry Armed Police (PAP) and India Reserve Battalion (IR Battalion) have been formed to support the executive Police Force in the Union Territory. As armed reserves, they are allotted to local Police for some specific purpose and period. They can be called out to deal with serious civil commotion; crowd control (at the time of visits of VIPs, elections, large fairs or festivals, etc.) and any other law and order situation or disaster management. They also provide Guards and Escorts for vital installations, treasury, prisoners, etc.

Puducherry Armed Police (PAP)

PAP was established to replace the erstwhile 'Sepoy Company' in existence during the French Regime in the year 1956. The PAP Personnel (men and women) are drawn from all the Units of the local Police. Recruit Police Constables are posted to PAP for one year just after their basic training.

India Reserve Battalion (IR Battalion)

IR Battalion was raised during the year 2005 with the sanctioned strength of 1007 Officers/Personnel to overcome the shortage of Central Para Military Forces (CPMF) for law and order and internal security duties at Union Territory of Puducherry. Direct recruitment was conducted for various posts in the years 2005 & 2015. IR Battalion consists of 6 service Companies and one administrative Company for deployment at Puducherry and the outlying regions of Karaikal, Mahe and Yanam.

IR Battalion Personnel are trained with various organizations (as per the directions of MHA, New Delhi) such as CRPF, BSF, Assam Rifles and Indian Army. Two Companies have received commando training at NSG/Tamil Nadu Police Commando School. In addition to that, the IR Battalion Personnel have been trained exclusively in specialized courses such as BDDS, Armourer, Disaster Management, Drill Instructor, etc.

Organizational Structure

Puducherry Armed Police (PAP)

PAP is headed by an Officer of the rank of Sub Divisional Police Officers(SDPO) as Commandant who is responsible for the administration, operational preparedness and welfare of Personnel. The Commandant PAP is assisted by 5 Company Inspectors, Sub-Inspectors, Line Officer, Musketry/Armoury Officer, Head Constables and Constables. Also, various offices/Units are functioning under the Commandant (PAP) like Adjutant, DDO, Band, Armoury, Housing, Training, Sports, Parade, etc. The Commandant PAP reports to SSP (HQ) or as directed by the DGP, Puducherry from time to time.

India Reserve Battalion (IR Battalion)

IR Battalion is headed by an Officer of the rank of District Superintendent of Police as Commandant who is Head of Office and Disciplinary Authority for lower sub-ordinates and responsible for the recruitment, promotion, pay and allowances, training, transfer of lower sub-ordinates, deployment, welfare of Personnel etc., under the overall supervision of the DGP, Puducherry.

Commandant IR Battalion is assisted by Deputy Commandants and Assistant Commandants, Inspectors, Sub-Inspectors, Assistant Sub-Inspectors, Head Constables and Constables. Also, various offices/Units are functioning under the Commandant (IR Battalion) like Adjutant, Headquarters, DDO, Wireless, Motor Transport, Quarter Master, Armoury, Housing, Welfare, Training, CPSC Canteen, Welfare Canteen, Band, Outer detachments, etc.

Duties & Responsibilities of Officers of PAP

(I). Commandant PAP

The role of the Commandant as the head of the Puducherry Armed Police is the supervision of all administrative, Personnel, logistics, provisioning and deployment matters etc. He/She shall be responsible for keeping the Force in a state of high discipline, morale and efficiency. High priority shall be given to the welfare, allocation of duties, health, equipment and living accommodation. He/She shall ensure that the concerned Officers under him/her inspect all the Units under them at least once a year. The Commandant is also responsible for the Police welfare and administration of welfare activities including health care, sports and recreational activities of Police Personnel. He/She is also responsible for the management of Police welfare and other funds.

(II). Company Inspector

The Company Inspector shall have the overall responsibility of maintaining discipline and efficient performance of all the duties of the Armed Police. He/She shall attend all parades and hold regular inspections of arms and ammunition, stores and buildings. He/She shall attend all firing practices on the range. He/She shall visit all the armed Guards. He/She shall take stock of all the Government properties in the PAP complex and report deficiencies to the Commandant. He/She shall also be in charge of the Police buildings and lands in the PAP complex, and shall be responsible for their general condition and upkeep. He/She shall exercise general supervision over the working of the PAP Mess, Canteen and all other welfare activities as and when directed by the Commandant. He/She is responsible for keeping the Commandant fully informed of all the matters connected with PAP. He shall submit a Daily Diary to the Commandant and perform all other works assigned to him.

(III). Line Officer

The Line Officer is of the rank of Sub-Inspector and is the immediate assistant to the Company Inspector. In the absence of the Company Inspector, he/she shall assume the duties and responsibilities of the Company Inspector and shall, therefore, be fully conversant with the duties of the Company Inspector. The Line Officer's responsibility is to maintain all types of Police Quarters in Gorimedu and Shanmugapuram, Police Complex, Sports Complex, Parks, etc. He/She is the liaison Officer for PAP and other Government Agencies like PWD, Electricity Department, Health Department, Municipality, etc.

(IV). Armoury / Musketry Officer

The Armoury/Musketry Officer is of the rank of Sub-Inspector. He/She shall be in overall charge of Puducherry, Mahe, Yanam and Karaikal for the Armoury and Magazine and shall be personally responsible for the cleanliness and upkeep of arms and ammunition. He/She shall keep in serviceable order all arms and equipment and shall be responsible for safe custody of all equipment of musketry and entire arms and ammunition of the Armoury. He/She shall inspect and supervise the issue of all arms and ammunition to Guards and other men proceeding on duty and see that they are deposited in the Armoury promptly on their return and check their condition and order. He/ She shall coordinate with all types of weapon classes being conducted for the Police Personnel. He/She shall keep the keys of the Armoury and hand over the keys to the Company Inspector. He/She shall attend all range practices and shall be responsible for the proper conduct thereof. He/She shall maintain a Register of target practice. He/She shall be responsible for the maintenance of all Registers of the Armoury and Magazine. He/She shall maintain an attendance Register for the men under his/her command.

Duties of Company Inspectors in PAP

(A). Inspector of Police 'A' Coy

(i) Supervision of Band Unit
(ii) Supervision of Police Armoury Unit

(B). Inspector of Police 'B' coy

(i) Supervision of Major Office/ Deployment Officer

(C). Inspector of Police 'C' Coy

(i) Maintenance of Parade Ground, Kargil War and Police Memorial
(ii) Supervision of fatigue work arrangements for all public functions
(iii) Supervision of planting and watering of all vegetations in the Police Complex
(iv) Maintenance of barracks of all Companies and Commandant office, etc.

(D). Inspector of Police 'D' Coy

(i) Maintenance of Police Recreation Club
(ii) Maintenance of Gym, Yoga centre and Tennis Courts
(iii) Supervision of Sports Activities

A sports fund is being maintained by the PAP "D" Coy. The income accrued from Tennis Court, Shuttle Court and ground permission is deposited in the said account.

(E). Inspector of Police 'E' Coy

(i) Maintenance of Police Residential Quarters
(ii) Follow up on Court cases pertaining to PAP
(iii) Maintenance of P.H.C., Gorimedu
(iv) Maintenance of Children's Park

Company Fund Account

All five Companies are maintaining individual company fund accounts. The company fund is used for incurring refreshment charges for Police Personnel proceeding on superannuation. The PAP Personnel shall be allowed to draw a refundable advance of Rs.2,000/- for any exigency. Each Company has Rs.500/- as permanent advance.

Duties and Responsibilities of the Officers of IR Battalion

(I). Commandant IR Battalion

The role of the Commandant (IR Battalion) as head of the IR Battalion is supervision of all the administrative, Personnel, logistics, provisioning and deployment matters. Commandant IR Battalion is the Head of Office and deals with the following subjects:

1. Matters relating to establishment and administration.
2. Accounts relating to IR Battalion, wireless, motor transport.
3. Matters relating to store, recruitments and promotion, welfare etc.
4. Commandant IR Battalion is the disciplinary Authority in respect of lower subordinates of IR Battalion.
5. Transfer and posting of lower subordinates of IR Battalion within the Union Territory of Puducherry
6. Any other work assigned by the DGP, Puducherry.

He/She shall be responsible for keeping the Force in a state of high discipline, morale and efficiency. High priority shall be given to the welfare, allocation of duties, health, equipment and living accommodation.

(II). Dy. Commandant (IR Battalion)

The Dy. Commandant (IR Battalion) shall have overall responsibility for the deployment and day-to-day functioning of the IR Battalion. He shall report daily to the Commandant about the general discipline and deployment for the day of the Force. He shall prepare the annual training schedule of the Force in advance and get it approved by the Commandant. Apart from training and discipline aspects of the Force, he shall take active measures to ensure the welfare of the Personnel and present a quarterly report on the management of various funds to the Commandant. He shall from time to time organize such sports and welfare activities to keep the morale of the Force high and keep them engaged.

(III). Asst. Commandant/Company Commander, IR Battalion

The Assistant Commandant / Company Commander shall have the overall responsibility of the maintenance of discipline, welfare and the efficient performance of Personnel of their respective Companies. He shall attend all parades, and hold regular inspection of arms and ammunition. He shall visit all armed Guards. In addition to that, he shall perform the administrative works assigned by the Commandant.

(IV). Inspector of Police/Company 2 I/C, IR Battalion

The Inspector of Police/Company 2 I/C shall have the overall responsibility of performance, discipline, and welfare of the Personnel of his Company. He shall report daily to the Company Commander about the general discipline and deployment for the day. He shall attend all parades. He shall visit all armed Guards. In addition to that, he shall perform the administrative works assigned by the Commandant.

(V). Line Officer

The Line Officer is of the rank of Inspector. He shall be in charge of the buildings and lands of IR Battalion. He shall be responsible for their good order and general condition.

(VI). Inspector Armoury

The Inspector Armoury shall be overall in charge of the Armoury and Magazine and shall be personally responsible for the cleanliness and upkeep of ammunition. He shall keep in serviceable order all arms and equipment and shall be responsible for safe custody of all equipment of musketry and entire arms and ammunition of the Armoury. He shall inspect and supervise the issue of all arms and ammunition to Guards and other men proceeding on duty and ensure that they are deposited in Armoury promptly on their return and check their condition and order. He shall coordinate with all types of weapon classes being conducted for the Police Personnel. He shall attend all range practices and shall be responsible for the proper conduct thereof. He shall maintain a Register of target practice. He shall be responsible for the correct maintenance of all Registers of the Armoury and Magazine. He shall maintain an attendance Register for the men under his command.

Training

Apart from the initial training of recruits, it shall also be ensured that all ranks undergo an annual refresher training programme by rotation, over and above the specialized training in different skills as needed by different categories. The annual refresher training course shall be mandatory, and ordinarily, the Personnel undergoing such training shall not be withdrawn for deployment to law and order or any other duty.

The curricula for the initial as well as annual refresher training courses, besides physical skills and fitness, shall lay due emphasis on the knowledge of constitutional and legal rights of the citizens as well as skills relating to individual and collective

interaction with the public, with special emphasis on courteous and impartial behaviour.

The content and methodology of the annual refresher training courses as well as the other specialized courses for the Personnel shall be reviewed and revised from time to time by the Commandant, under the overall guidance of the DGP.

Conduct and Discipline

Every PAP/IR Battalion Personnel on duty shall ensure maintenance of peace and order to the best of his/her ability and in addition to the rules/instructions contained in this Manual, shall:

1. obey without delay, all lawful orders of his/her Seniors;
2. not exercise his/her discretion to use disproportionate or excessive force;
3. not exercise his/her discretion to refrain from using appropriate force to maintain public peace, on extraneous considerations or in pursuance to orders or suggestions from a person other than his official Senior; and
4. not use his/her position, Uniform or arms against any person other than when required in discharge of his/her duties.

Special Commando Unit

(A). Puducherry Armed Police (PAP)

Two sections/one platoon of a Special Commando Unit shall be formed by training Police Personnel (either young recruits or willing Personnel chosen from various Police Units) of Puducherry Police. These Personnel shall be trained in commando courses from a specialized agency of the Government of India like the NSG. It shall be an elite Force headed by an Officer of appropriate rank. It shall be stationed in the PAP complex and shall be specially trained for handling the following:

(a) Emergencies arising out of unlawful activities of criminal gangs and terrorists.

(b) To carry out rescue operations and provide security to VVIPs/VIPs.

(c) To deal with emergencies arising in the wake of natural calamities.

(B). India Reserve Battalion (IR Battalion)

The two sections of commandoes of IR Battalion shall be specially trained for handling the following:

(a) Emergencies arising out of unlawful activities of criminal gangs and terrorists

(b) To carry out rescue operations and provide security to VVIPs/VIPs

(c) To deal with emergencies arising in the wake of natural calamities

(C). Induction & Training

The Commandant (PAP) shall be responsible for the operational readiness, administration and training of the commandos. The commando trainees (men and women police Personnel) shall be drawn from all the cadres of in Puducherry Police with the approval of the DGP. The selection shall be made by the Commandant from the eligible members of the various Police Units. On selection to the Special Commando Unit, every member shall undergo such training as per the programme determined by the DGP from time to time. The Commandant shall have the power to recommend repatriation of any member to his parent Unit if he considers him unsuitable for continuation in the Force at any time.

Tear Gas Squad

A Tear Gas Squad of appropriate strength shall be formed at the PAP complex and shall be given training in tear gas as decided by the Commandant PAP. The Personnel for this squad shall be drafted from the PAP reserve. The training curriculum shall be as per BPR&D Guidelines or as directed by DGP, Puducherry. The Line Officer shall be responsible for carrying out the programme of training with the aid of an instructor to be detailed by the Company Inspector. All Personnel in the PAP shall be trained in the Tear Gas Squad in due course of time on a rotation basis, the schedule of which shall be chalked out by the Company Inspectors, PAP with the approval of the Commandant.

The training Officer shall maintain a 'Register of armed police Personnel under training in the Tear Gas Squad'. The details of the number and name of persons under training in each batch shall be written in the Register.

Roles and Responsibilities

(A). Puducherry Armed Police (PAP)

(1) They shall be deployed in law and order duties, as decided by the DGP.

(2) They shall perform duty of static Guards at important places.

(3) Supplement the local strength where it is not adequate to deal with law and order disturbances, riots etc.

(4) Provide specially trained Personnel to deal with terrorist and other organized gangs.

(5) Provide security to authorized persons or places.

(6) Guard vital installations, arms and ammunition and other important places.

(7) Escort of prisoners.

(8) Participate in ceremonial parades and Guards of honour.

(9) Help in rescue operations in the event of natural calamities and other disasters.

(10) To man the armed Outposts and conduct armed patrolling called for.

(11) Training of its Personnel.

(12) To provide striking forces or mobile squads for special bandobust including elections.

(13) Management of arms and ammunition in the Districts and Units.

(14) Conducting annual firing

(15) Looking after sports management.

(B). India Reserve Battalion (IR Battalion)

(i) They shall be deployed at Puducherry and outlying regions of Karaikal, Mahe and Yanam of Union Territory of Puducherry.

(ii) They shall perform duty of static Guards at important places i.e. Raj Nivas, Assembly, Secretariat, PHQ, French Consulate, EVM strong room, etc.

(iii) Supplement the local strength where it is not adequate to deal with law and order disturbances, riots etc.

(iv) Provide specially trained Personnel to deal with terrorist and other organized gangs.

(v) Provide security to authorized persons or places.

(vi) Guard vital installations, arms and ammunition and other important places as directed by the DGP from time to time.

(vii) Participate in ceremonial parades and Guard of honour duties.

(viii) Help in rescue operations in the event of natural calamities and other disasters.

(ix) To man armed Outposts and conduct armed patrolling where called for.

(x) Training of its Personnel.

(xi) To provide striking forces or mobile squads for special bandobusts including elections.

(xii) Management of arms and ammunition in the HQ and detachments.

(xiii) Annual firing practice.

Ordinary Duties of the PAP / IR Battalion

The duties to be performed by the PAP/ IR Battalion Personnel can be classified as ‘Fixed’ and ‘Fluctuating’. Men required for ‘Fixed’ duties, i.e. duties of the nature which are such that the men performing them cannot be changed from those duties in times of emergency, e.g. Armoury Staff, administrative office Staff, etc. Men required for ‘Fluctuating’ duties i.e. duties the nature of which is such that the men who perform it shall be changed frequently, e.g. Guards, Escorts and other miscellaneous duties.

Utilization and Briefing of the Reserve Contingents

The armed reserves shall normally be deputed to assist the local Police to meet the exigencies for ‘bandobust’, preserving order at festivals, large public assemblies and when disturbance to peace is anticipated. The deployment of Force for this purpose may be done by the Commandant / DC (Adjutant) on requisition by the SDPOs. They may also be deployed in outlying regions (Karaikal, Mahe and Yanam) for emergency duties as per the direction/approval of the DGP.

Whenever such reserve is deputed, a thorough briefing shall be done by the Company Inspector / Inspector (Subedar Major) concerning their specific duties, topography, and description of the task, reporting mechanisms, likely difficulties to be encountered and the ways to overcome them. The concerned SDPO is responsible for the performance of the Force in the field.

Movement of PAP / India Reserve Battalion

The Commandant shall have powers to deploy the PAP/IR Battalion anywhere in their jurisdiction for any of the purposes stated in the preceding paragraph. In case of emergency, the SDPOs may request for PAP/IR Battalion contingent. The deployment for riots, serious disturbances, festivals and emergencies ordinarily shall be limited and not beyond the time limit; and the rotation shall be provided with intervals for rest.

PAP/ IR Battalion on Detachment Duty

A GD shall be maintained by the Officer-in-charge of the detachment, in which the movements of the Officer-in-charge and all Personnel, the duties for which they are employed, any incident and all particulars such as discipline, presence or absence of any Personnel, sickness, injuries, use of fire arms or other events shall be entered.

The Officer-in-charge of the detachment shall equip himself with the briefing documents and instructions on the task to be performed and brief the Personnel thoroughly before proceeding and after arrival. The requisitioning Officer is responsible for making available all material in advance and any additional material on arrival.

Scale, Care, Maintenance and Inspection of Arms and Ammunition

The BPR&D has worked out the scale of arms for various Units of the Police Department. The armed Police Personnel shall as far as possible maintain weapons, arms and ammunition according to that scale. Distribution of arms shall be fixed on the order of the DGP, who through Standing Orders shall lay down the procedure to be followed for custody and care of arms, ammunition, stock of material for repairs and maintenance, and how damaged and unserviceable weapons are to be disposed of, and the procedure in case of loss of any weapon or ammunition. The adequacy of arms, equipment, mobility, communication etc. shall be assessed regularly on an annual basis by the DGP/IGP in consultation with the Commandant (IR Battalion), Commandant (PAP) and District Superintendent of Police.

All designated Officers of the Units to which arms and ammunition have been issued shall maintain histories of the firearms and weapons supplied to them in the prescribed Form. The Inspector Armoury shall also maintain a similar Register for all weapons in the charge of the Districts/Sub-Divisions/Stations/Detachments in Puducherry, Karaikal, Mahe and Yanam. He shall scrutinize this Register and ensure that each firearm is returned in due time and is produced for inspection in accordance with the orders on the subject.

During the year, the Inspector Armoury assisted by armourer shall inspect the arms. He shall inspect every weapon borne on the strength of each Unit and point out the defects, if any. He shall also attend to the yearly lubrication of arms. When weapons are taken out, the Policemen shall dry clean them and before returning them to the armoury, they shall apply oil to all the metallic portions. Armourers shall inspect the weapons of their respective Personnel after every parade and see whether any parts are missing and whether they are cleaned properly. Any neglect in the care of arms shall not be permitted and such instances shall be promptly brought to the notice of the Senior Officers concerned for suitable action.

If any rifle is found rusty or any barrel bulged or neglected, the PC or HC to whom the weapon has been issued shall be dealt with disciplinary case. All Armourers shall maintain a book wherein details of inspection done and action taken against any Constable or Head Constable for missing parts or causing damage to his weapon shall be entered. The Inspector Armoury shall effectively supervise the work of armourers and more so, the work of the platoon commanders in this regard. Reports of the armourer, after he inspects arms, regarding losses of and damages to the arms due to neglect shall be promptly attended to by the concerned Officer.

It is not only the duty of the armourer to clean weapons but also to repair them. Commanding Officers of the Unit shall, therefore, ensure that all arms are cleaned thoroughly before the armourer inspects them. The armourer shall submit a report to the Commandant IR Battalion / Commandant (PAP) through proper channel on the

work turned out by him and the condition of the arms. The riot control squads of the armed and reserve forces shall be properly trained, briefed and equipped including banners, megaphones etc. The riot control contingent shall consist of tear gas party, lathi party and rifle party. The sequence of the use of force shall be maintained and efforts shall be made to use minimum and adequate force to control the unlawful assembly.

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CHAPTER - 6

GUARDS AND ESCORTS

Introduction

Police are expected to provide safety, security and protection to persons and properties. Guards and Escorts are integral part of the overall Police working. Police Guards are provided to persons, places, prisoners, Jails, and other vulnerable establishments that require protection. Escorts are provided for prisoners, cash and important persons as a security measure.

Functions of Police Guards

The functions of Police Guards are as follows:

(i) Protection of persons, premises, Records, and properties for which Guards are posted.

(ii) Protection of Police arms and ammunition and effective repulsion of any attacks on armouries.

(iii) Ceremonial Guards deployed for VVIPs/VIPs or on important occasions.

(iv) Protection of vital installations and communication entrusted to the Police.

(v) Prevention of escape of prisoners and guarding of prisoners in Jails.

Guards are generally posted in Uniform. In special cases, Police Guards may be posted in plain clothes under specific orders of the concerned District Superintendent of Police.

The weapons to be issued depend on the subject of the Guard and also special circumstances. The Commandant (PAP)/Commandant (IR Battalion) shall determine the nature of weapons to be issued subject to the Guidelines given in this chapter.

The Personnel of the Guard can be from civil Police or the armed Police. Guard Personnel are also provided by the Paramilitary Forces and other security organizations of the State or Central Government.

Classification of Guards

(1). Ceremonial Guard

These Guards shall be in ceremonial dress and shall be posted at Rajnivas, Chief Secretariat, and Police Headquarters.

(2). Tactical Guard

Tactical Guards are posted in working Uniform at Police establishments like Police Headquarters, PSs, SP offices, and Camp offices of Senior Police Officers, Court premises, Chief Secretariat, Strong Rooms, Jail, Police Armoury, etc. as well as for the protection of the following:

(a) Protected Persons and VIPs/VVIPs at their residences or while in camps.

(b) Government offices where the public generally has access and threat perception is high.

(c) Treasuries and bank.

(d) Vital installations.

(e) Essential services.

(f) Any other Guards that are of a miscellaneous nature and/or on occasions like guarding of ballot boxes, examination papers etc.

The general rules for the Guards mentioned herein apply to various types of Guards with special provisions wherever applicable.

(3). Static Guards

The strength, role, supervision, duration, etc., of static Guards shall be governed by the instructions issued by the DGP. A Guard shall ordinarily consist of 2 HC/SGASI and 4 Constables at one Sentry point with the strength being increased when the Sentry posts are more or the threat perception is high. The Sentry post may include a fixed point or a given area within or immediately outside the premises being Guarded. The Head Constable also known as the Guard Commander shall be in charge of the Guard. In the absence of the Head Constable, the senior-most Constable shall be in charge. Men are ordinarily deputed on Guard duty for two or three months at a stretch. The hours of Sentry duty for each member of the Guard shall be fixed in advance for a day of 24 hours.

All static Guards in the Police Headquarters shall be provided from PAP/IR Battalion and shall be relieved at periods fixed by the Commandant (PAP)/Commandant (IR Battalion). All static Guards at the Headquarters shall be under the immediate supervision of the Company Inspector (PAP)/Inspector (IR Battalion).

For all static Guards, printed or typewritten orders in English / Tamil / Telugu / Malayalam (as per the jurisdiction) shall be framed by the Commandant (PAP) / Commandant (IR Battalion) and displayed in the Guard Room.

Duties of the Guard Commander

The duties of the Guard Commander (GC) are as follows:

(1) He is responsible for the regularity and good conduct of the Guard, for the correct performance of their duties and for seeing that the men are at all times properly dressed. He shall also acquaint himself thoroughly with the orders for the Guards.

(2) He shall ensure that all SOs/Instructions regarding the duties of the Guard are duly observed and shall satisfy himself, as soon as the Guard is mounted, that all such orders are known and understood by the men.

(3) Ensure that the Constables on Guard duty are not under the influence or possession of liquor, ganza or any other intoxicating substance. The GC shall report any such matter to his Senior Officer without delay.

(4) He shall detail the duties of men constituting the Guard for the next 24 hours making entries in the Sentry Relief Book.

(5) He shall conduct mock exercises to deal with situations that may arise specific to each Guard. The concerned SHO and Company Inspector shall be personally associated with these exercises and also ensure that they are carried out from time to time.

(6) No Officer shall be employed on Guard duty over any prisoner in the lock-up between whom and the prisoner any relationship or friendship exists.

(7) The GC shall, upon assuming charge, ascertain that all Government property recorded in a separate list including arms, ammunition and accoutrements, have been received and are in good order and enter a report in the Sentry Relief Book accordingly.

(8) All Guards and Escort parties shall be carefully inspected before they go on duty by the Officer who sends them on duty. He shall be held responsible that they are efficiently and properly equipped.

(9) He shall post his sentries in the positions prescribed in Guard rules and make no change in this respect.

(10) He shall be responsible for the safe custody of all prisoners or property committed to his charge. He shall be conversant with rules relating to the custody of prisoners. He shall search every prisoner before confining him and satisfy himself that nothing is likely to facilitate his escape or suicide and no unauthorized article is concealed on his person. He shall see that no prisoner leaves the lock-up without an adequate Escort and report to the Officer-in-charge of the PS in case a prisoner falls ill.

(11) The GC shall in no case leave the Guard except to obey a call of nature and before leaving the Guard, he shall place the next Senior Officer in charge which is to be recorded in the Sentry Relief Book. He shall also prevent any Constable from leaving the Guard without permission which shall be granted sparingly, only for special purposes and for the shortest possible period which is to be recorded in the Register meant for the purpose.

(12) Any deviation from the above shall attract disciplinary action against the erring official(s).

Relief of Guards

The relieved and the relieving GCs both shall carefully examine the change of the Guard and satisfy themselves that all property or prisoners of whom the Guards are in-charge are correct and that all locks and seals are intact.

Clothing or Accoutrements

No Officer on Guard duty shall on any account take off his clothing or accoutrements. This rule does not apply to the occasions when an Officer is taking his meals or answering call of nature, nor does it prohibit him from taking off his headdress or belt when lying down to rest while not on actual duty.

Duties of Guard Hoisting the National Flag

(i) At places where the Guard has to hoist the national flag at sunrise and lower it at sunset, the hoisting shall be carried out with proper ceremony, when the entire Guard falls in at sunrise. The flag shall be lowered before the Guard is dismissed to the Guardroom at sunset as per rules.

(ii) Arms shall be issued at 'Retreat' and from that hour till the hour of the morning inspection of the Guard, they shall remain with men on the Guard, men off-duty shall sleep with their arms beside them. Sentries and the next relief for duty shall be in Uniform and accoutered day and night. During the day, the next relief for duty shall sit outside the Guard room near the Sentry.

(iii) A duty roster shall be maintained by the Guard Commander for each standing Guard which shall Record the rotation of duties and the particular hours of duty of each man of the Guard. An entry once made in this duty roster shall stand so long as the time and rotation of duties remain the same. Any alteration in the time or rotation of duties shall necessitate a fresh entry in the Duty Roster.

Compliments by Guards

During the day, Sentries shall give compliment on the approach of any Senior Officer as per entitlement i.e. butt salute/savdhan for SDPO equivalent rank and present arms for the Officers of the District Superintendent of Police and above rank.

Procedure for Paying Compliments

(i) On the approach of the Officer, the Sentry on duty and the GC shall take 'Salami Shastr' position (present arms) only when the Officer takes up his position in front of the Guard. The Guard shall not take 'Salami Shastr' position when the Officer is still in the car. But, if the Officer does not get down from the car, the Guard shall take 'Salami Shastr' (present arms) position when the car passes in front of him.

(ii) When an Officer, on whose first appearance the compliments as stated above have been presented appears again during the same day, the Sentry shall present arms. The Officers of SDPO rank shall be given butt salute.

(iii) Guard shall fall in, and do 'Salami Shastr' (present arms) to anybody of troops or Police passing the Guard.

(iv) When a Guard is provided for a VIP, he shall do 'Salami Shastr' (present arms) only to the VIP and persons of higher rank and give butt salute to all others entitled to a salute.

(v) Turning out of all Guards for compliments shall normally be confined to visits by Police Officers of District SP Rank and above for outstation District Headquarters. The intention of turning out is to enable the Officer to judge the alertness, turnout and response of the Guard and the Unit as a whole. It is not a ceremony to be repeated in every Guard except as specified above. All other Guards posted at other places including the residences of the VIPs shall pay compliments to the VIP or the Officer when he goes out for the first time and returns at the end of the day. On other occasions clicking the heels to attention shall be sufficient.

Duties of a Sentry

The Sentry shall take charge of his post and all Government property in the vicinity. He shall walk about in a brisk and soldier-like way and converse with no person except on matters of duty as a Sentry. He shall carry out the orders issued for Guards. He shall enforce strictly the orders given to him without distinction of persons. He shall leave his post only when the property committed to his charge is correct and the locks secure. He shall allow none to converse with prisoners unless ordered by Competent Authority. He shall report at once to the Guard Commander

any defect in security, no matter how trivial, in the lock-up or treasury or other place which he Guards. He shall see that no liquor/tobacco/contraband items, drugs or any articles of similar nature are smuggled into the lock-up. He shall not allow anyone to open the treasury or other buildings or property that may be locked without the presence of the Guard commander and the concerned Authority.

If the approaching person is a visiting Officer and replies 'visiting rounds', the Sentry, after satisfying himself regarding his identity, shall call out the Guard.The Guard and Sentry shall pay appropriate compliments by Salami Shastr (present arms) by day, and shall stand Baju Shastr (at the slope) by night, after which the Guard shall be dismissed to the Guard room.

The GC shall post the sentries. During nights, the Sentry on duty is responsible for waking up the GC five minutes before he is due to be relieved for the latter to mount the next Sentry. Neglect of Guard duty, absence from Sentry post, or sleeping, while on Sentry duty shall normally entail Departmental proceedings. In the case where the responsibility for any loss of or damage to the property Guarded by an armed Guard cannot be fixed on any particular member or members of the Guard, then the entire Guard shall be held jointly responsible for the loss or damage.

Any unusual occurrence near the Guard post shall be informed by the Sentry to the GC immediately, who in turn shall report the same to the Senior Officers.

Challenge

On the approach of a person or persons, the Sentry shall call out in a sharp tone, “NIL, YAR ANGU SELVATHU?” (Stop ! Who goes there?), and simultaneously take up the “On Guard” (TAN SHASTR) position. When there is reasonable apprehension of an attack from him or when two or more persons approach, the Sentry shall call out the Guard.

If the approaching person or persons at once halt and reply satisfactorily, the Sentry shall say “ORU NABAR MATTUM VANGA” (advance one at atime), in the case of two or more persons and be recognized. After the person(s) have been recognized by means of passes or otherwise the Sentry or the GC shall say “SARI, ANAITHUM SARIYAGA IRUKIRATHU” (pass all is well). After the person or persons have passed, the Sentry shall slope arms, and the Guard, if turned out, shall be dismissed to the Guard room.

If a person fails to halt and reply when challenged, the Sentry shall turn out the Guard and the GC shall then institute enquiries and take such action as is required to deal with the situation. Fire may be opened only in self-defence when there is an apprehension of being overpowered orwhen there is a reasonable belief that the intruder is armed with fire arms or explosives or when there is an imminent danger of the property under Guard being destroyed or sabotaged. Otherwise, if a

person cannot satisfactorily explain his presence there, he shall be detained in the Guard Room and the SHO to be informed at once by telephone or other quickest means available followed by a Report with a copy, in the case of a PAP / IR Battalion Guard, to the concerned Company Inspector / Commander.

Checking of Static Guards

Police Headquarters shall depute SDPO rank Officers and Inspectors as day and night round checking Officers to check all the Guards. They shall visit each Guard and note in the Sentry Relief Book the time at which they checked the Guard and if the turnout was prompt and satisfactory and whether there are any complaints or defaulters in the Guard. They shall also make a record of this in the General Diary maintained at PSs and shall submit a Report to the Commandant (PAP)/Commandant (IR Battalion) through the Company Inspector/IR Battalion Inspector mentioning the date and time of checking with remarks, if any.

Rules for the Presentation of 'Guard of Honour'

The following procedure for the presentation of 'Guard of Honor' shall be followed:

Composition Strength

S.N.	Personage Entitled	Strength (Rank & File)	Remarks
1.	President	150	Two Bands to be in attendance
2.	Vice President	100	One Band to be in attendance
3.	Prime Minister	100	-do-
4.	Governor	100	-do-
5.	Union Home Minister/MoS Home/Dy. Minister (Home)	50	-do-
6.	Chief Minister	50	-do-
7.	State Home Minister	35	-do-
8.	*DGP/ADGP	20-35	One Band to be in Attendance whenavailable
9.	*IGP	12-20	Two Buglers
10	*DIGP	12	Two Buglers
11	Head of Foreign State	150	Two Bands to be in attendance
12.	Vice head of Foreign State	100	One Band to be in attendance
13	Head of Diplomatic Mission	100	-do-
14.	Head of a Foreign Police Force	20-35	-do-

(Flexibility of strength has been kept for Districts with lesser Guard strength.)*

Occasions

S.N.	Personage Entitled	Occasions
1	President	On arrival and/or departure when public. All official visits are not public. Only formal visits notified as such by the Central Government through local Civil Authorities and/or Army Headquarters shall be treated as public.
2.	Vice President	At special occasions concerned with Police Forces.
3.	Prime Minister	-do-
4.	Governor	i. On special occasions, the Governor shall be presented with a Guard of Honor within the jurisdiction. ii. On arrival to take over the appointment (once only). iii. On departure on relinquishing such appointment (once only).
5	Union Home Minister / MoS (Home)/Dy.Minister (Home)	On special occasions connected with the Police, which shall include a visit to a State Police/CPO/Office/establishment.
6	Chief Minister	-do-
7.	State Home Minister	-do-
8.	DGP/ADGP	On official visits to a District Headquarters /Armed Police Establishment/Police Training School, when the visit is for Inspection/Ceremonial purposes both on arrival and departure.
9.	IGP	-do-
10.	DIGP	-do-
11.	Foreign Dignitaries	Foreign dignitaries shall be presented with the Guard of Honor only when they are on an official visit to a State Police/CPO Office/Establishments.

Escorts and its Duties

In common parlance, the word Escort means accompanying a person, property or thing to carry him/it to a destination by providing adequate security and protection. In policing context, the concept of Escorts means that a duly armed contingent is provided for the safe passage and carriage of persons, properties, items and things.

All under trials/prisoners/detenues etc. are properly escorted and produced in time before the respective Courts and are taken safely and securely to other authorized places. Safe custody of the under trials/prisoners/detenues shall primarily be the responsibility of all duty Staff detailed for this job. Police Escort is responsible for the safe custody of prisoners from the time they are handed over to the Police at the outgate of the Jail, up to the time they are returned.

Classification of Escorts

Requisitions are received for providing Escorts by the Police for various reasons from different Departments and organizations. However, given the general practice of use of Escorts, the Police Escorts can be classified into the following categories:

(A) Escorts for prisoners and criminals.

(B) Escorts for carrying cash, treasuries and other valuables.

(C) VIP Escorts.

(D) Miscellaneous Escorts.

Modes of Travel

The Police Escorts may adopt any of the modes of travel as per the need, necessity and urgency pertaining to the subject matter in question. Rail, Road, Sea or Air travel modes can be resorted to for Escort purposes. The Escort in-charge and the Escort party shall keep in mind the advantages, disadvantages and difficulties entailed in the specifically selected mode of travel and shall exercise all care and precaution to avert and prevent happening of any untoward incident and shall ensure that under all circumstances safe passage up to the destination is available.

Whenever travel by road is undertaken, it shall be ensured that journeys are completed before dusk. It shall also be ensured that communication facilities are available. If there is a need for a break in the journey, it shall be ensured that night stay arrangements are adequately made and there are sufficient provisions for prisoners/criminals who are being escorted for lock-up etc. If the journey is required to be made by train, reserved accommodation shall be arranged in advance.

For air and train journeys, permissions from the Ministry of Civil Aviation/Railways or their designated Authorities may be necessary (if prisoners/criminals are being escorted) and this shall be tied up in advance. The strength of the Escort party shall be carefully fixed in the light of the journey time and number of prisoners and sensitivity of the item, thing or person being escorted.

Escorts for the Treasury, Cash and Valuables

With regard to the duties of Police deputed to Escort treasure, the rules for the Guard as applicable shall be followed. The strength of Escort is calculated as per the scale laid down (see Form 6.1/ Chaptrer 6 in Part-IV of the Manual).

The Police shall decline to receive the charge of money or notes whether enclosed in a locked box or not. They shall however accept a locked box or bag that has been properly sealed and it shall be the duty of the Guard to see that the seal is intact both at the time of taking over and at the time of handing over. They shall be responsible for the seal alone and not the content of the bag or box. The Police shall Guard and not carry such sums of money.

Transport and labour for the conveyance of treasure and the Guard and the baggage of the Guard shall be arranged by the Department or person concerned and the Police shall not assume the duty of Escort unless and until such arrangements have been satisfactorily made.

Charges shall be levied for providing private Guards / Escorts and Escorts to the treasuries as per the mandated/prevailing rates fixed by the GoI / Puducherry Administration. The treasure shall be made over to the Officer or person to whom it isconsigned, or to someone to whom written Authority has been given to receive it.

Escorts shall be armed with rifles and bayonets, except where otherwise laid down and shall carry sufficient arms and ammunition. Persons attacking and attempting to loot treasure may be fired upon when the use of arms becomes necessary for the protection of the person, property and the treasure. The Escort commander shall take adequate and effective decisions in this regard.

Escort of Arms and Ammunition

All consignments of arms shall be sent or taken delivery under Police Escort. For arms and ammunition in large numbers brought from outside the Union Territory, the strength of the Escort shall be 1 SI, 1 HC and 8 other ranks. This scale shall be increased if the situation warrants and in case arms are being brought or taken outside Puducherry.

Arsenal Authorities shall be contacted in advance for confirmation of the following particulars.

(a) The date on which the consignments shall be ready for delivery;

(b) Name and designation of the Officer to be contacted;

(c) Number of arms and ammunition to be issued;

(d) Documentation necessary; and

(e) Other instructions, if any.

On receipt of confirmation from the Ordnance Depot, immediate arrangements shall be made to depute necessary Escorts as per the prescribed scale to take delivery of the consignments from the Arsenals. A separate Escort party shall be sent to each Arsenal. At least 24 hours notice of the date and approximate time of arrival of Escorts shall be given to the Chief Ordnance Officer, so that arrangements may be made for transfer of consignments at the other end. On receipt of the articles, the Officer shall check them and bring to the notice of the Chief Ordnance Officer about the deficiencies, if any. The printed vouchers, which shall be received by the Officers from the Arsenals, shall be duly countersigned and returned without any delay, if the articles are correctly received.

Escort of Prisoners

The provisions under the Prisoners (Attendance in Courts) Act, 1955 and BNSS, 2023 are relevant in the context of these Escorts.

The Superintendent of Jail is responsible for production in Court, at the appointed time of a prisoner remanded pending a magisterial inquiry or trial and shall make suitable arrangements with the Police to provide necessary Escort.

The duty of escorting under-trial prisoners from Jails and lock-ups to Courts for trial devolves on the Police. The Prison Officer shall give timely intimation to the Police of the date and the number of prisoners to be escorted to allow necessary arrangements to be made. The strength of Police Escort parties/Guards for escorting prisoners needs to be reviewed and strengthened in the context of escorting terrorists, extremists, dangerous criminals and other high security/escape-risk prisoners.

Whenever an order for the production of a person confined in a prison is received from the competent Court by the Officer-in-charge of a prison, such Officer shall send a copy of the Court's order to the Union Territory Administration and the local Police Authority in case of other places, who thereupon shall cause the necessary Police Guards to detail in accordance with the terms of the order and the person confined in prison shall be entrusted to the custody of that Guard.

Whenever, a person confined in prison is produced before a Court situated outside the District in which he is confined, the Officer-in-charge of the prison shall report the fact of such production to the concerned District Superintendent of Police as well as Commandant (PAP)/Commandant (IR Battalion).

The Police party shall be thoroughly briefed by the Jail Authorities and Senior Police officials about antecedents of prisoners, their habits, past modus operandi

and whether they are high security / escape risks before handing them over. A thorough physical search of prisoners shall be conducted by both Jail Staff and Escort parties before taking them over. They shall not be allowed to carry any articles, which can be used for offensive/escape purposes.

A receipt in the prescribed Form shall be obtained from the Senior Police Officer of the Escort whenever a prisoner, whether committed to the Sessions or under remand, is made over to the charge of such Police Officer for production in Court.

Only vehicles in good condition shall be used for escorting prisoners. Two vehicles shall be deployed, if necessary, or where the distance is long, with one acting as an Escort vehicle in which a wireless set shall be installed to report, at prescribed intervals, if necessary, the location and position of the party. Escort vehicles for hardcore criminals shall be covered with iron mesh and CCTV and GPS shall preferably be installed. The vehicle shall commute on earmarked routes only.

The Police are responsible for the safe custody of any prisoner committed to their charge till he is returned to Jail or discharged from custody in the due course of law. Handcuffing of prisoners can be done as per the procedure in respect of prisoners who are dangerous, likely to escape, unruly and rebellious.

The Guard PC in immediate custody of the prisoner(s) shall be unarmed to obviate the chance of getting overpowered and losing his weapon. However, other armed Guards beyond the hand's reach of the prisoner can cover the prisoner adequately.

During transit, glass bottles for water shall be avoided. Equipment like chains/ropes/torches shall be placed away from the prisoners.

The Police Escort party shall be cautioned to prevent any contact, exchange of articles or conversation with anyone (including friends and relatives) in transit and also in Court premises. They shall be warned against attempts by prisoners to gain their confidence resulting in laxity in custody and also against accepting food, drinks, or hospitality while escorting prisoners.

As far as possible, food to both the prisoners and the Escort party shall be supplied before the commencement of the journey. Whenever food en route becomes necessary, the convoy shall be stopped as far as possible at the PS/Police lock-up premises and not in congested areas/bazaars. Food shall be tasted/checked before being consumed by the prisoners.

For answering calls of nature, etc. PSs/Police lock-ups en route shall be used. However, if it becomes necessary to stop en route, the leader of the Escort party shall select the spot. Under all circumstances, it has to be ensured that the prisoner(s) are always nearby and under the direct gaze of the Guards at all times.

The Doctors Jail shall be instructed to recommend outside treatment only in the most deserving/critical cases. As far as possible, separate and secure accommodation shall be arranged in the hospital for the prisoner and the Guards shall be in the immediate vicinity.

Police Escort for women prisoners shall include an adequate number of women Staff. Conveyance and other incidental charges of under-trial prisoners sent from this Union Territory to other States/ Union Territories and vice versa shall be borne by the State sending such prisoners.

Whenever a prisoner is sent for examination, or has to halt at night en route at a station where there is a central or District Jail, he shall be confined there. Where there is no central or District Jail, he shall be confined in the Police lock-up. If the Escort is unable to reach a Central or District Jail before sunset, the Police shall make necessary arrangements for the safe custody of the prisoner in the lock-up of the local PS, if available.

If the prisoner is taken to a Central or District Jail, the Jail or Police establishment guarding it shall be responsible for the custody of the prisoner. Whenever the Escort desires to proceed, the prisoner shall be handed over for that purpose. Prisoners escorted under these rules shall ordinarily not be admitted into a Jail after sunset, and ordinarily not handed over to the Escort before sunrise. In exceptional circumstances, they may be admitted and handed over after sunset and before sunrise with prior approval of the IG Prisons.

When a person confined in a prison has to travel by rail/air/sea, the entire cost of the fare for the prisoner and the Escort shall be arranged by the Prison/Home Department to ensure that the required Court orders are complied with.

Persons confined in a prison under ‘A’ Class, if escorted singly, shall be permitted to travel, if they so desire, in any class of accommodation higher than that, which is permitted to them at their own expense, which shall include any extra cost on account of the Escort accompanying them.

When a person confined in a prison is sent from one prison to another or for treatment/production outside the Union Territory, it shall be the responsibility of the Jail Administration to ensure that the warrant(s) of commitment and other necessary documents (including necessary permission from railways or civil aviation Authorities are sent with the prisoner(s) through the Police Escort party.

When prisoners are escorted from Mahe/Yanam/Karaikal to Puducherry or vice versa, the above instructions shall be followed.

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CHAPTER – 7

POLICE BAND

Introduction

The Police Band is an integral part of the Puducherry Police. The Puducherry Police has two Brass Bands, one each from PAP and IR Battalion, which perform separately as well as a combined Band. The Bandmaster is ordinarily a Sub-Inspector rank Officer, who reports to the Company Inspector in PAP and Welfare Inspector / Subedar Major in IR Battalion.

Composition of the Brass Band

The Police Brass Band shall consist of a minimum strength of 01 Sub-Inspector, 04 Head Constables and 15 Constables in PAP; and 01 Sub-Inspector, 03 Head Constables and 27 Constables in IR Battalion, which can be amended as per the requirement.

The Brass Band of Puducherry Police and its members shall undergo the same basic training as other Recruit Constables of Puducherry Police, to remain available for duty. The Brass Band of Puducherry Police shall be supervised by the Commandant (PAP)/ Commandant (IR Battalion) through proper channel. They shall perform such other functions and duties, as may be entrusted to them, in addition to daily practice and attending parade.

Band Fund

The Police / IR Battalion Band may be provided to the general public or Police Personnel (serving/retired) as per prescribed rates and conditions as laid down by the DGP. The revenue so collected shall become part of DGP's discretionary fund, which shall be utilized as per the Standing Order/Byelaws of DGP's discretionary fund and can be used for the improvement of Band and welfare of the Band Personnel with the approval of the DGP. Two band funds shall be maintained separately by the PAP and IR Battalion.

Band Management Committee

(A). Puducherry Police Band Committee

DGP/HOD	-	President
ADGP/IGP/DIGP	-	Vice President
Commandant (PAP)	-	Secretary
PAP "A" company Inspector	-	Treasurer
Band Master (SI)	-	Member

(B). IR Battalion Band Committee

DGP/HOD	-	President
ADGP/IGP/DIGP	-	Vice President
Commandant	-	Secretary
DC (Welfare)	-	Treasurer
AC (Welfare)	-	Member
Inspector (Welfare)	-	Member
Band Master (SI)	-	Member

The receipt, expenditure accounts and stock of the two Bands shall be managed by the respective Management Committee. A Band Committee shall be constituted as per Standing Order issued by the DGP, Puducherry.

Instruments

The Brass Band shall have the instruments as decided by the Band Management Committee.

Uniform

The members of Puducherry Police Band and IR Battalion Band shall wear working Uniform of the Puducherry Police.

Ceremonial dress

For all ceremonial functions including parades, national day participation functions etc. they shall wear ceremonial Uniform as per the Standing Order.

Kit, Uniform and Instruments

The Bandmasters shall indent all the requirements of the kit including Uniforms, instruments and other items through the Company Inspector in PAP / Inspector (Welfare)/Subedar Major in IR Battalion to Commandant (PAP)/Commandant (IR Battalion).

Recruitment

Ordinarily, a member of the Force who has an ear for music shall be considered for selection to the Brass Band by the Band Management Committee. The post of the bandmaster (Sub-Inspector) shall be filled by the promotion of qualified and experienced Bandmen, if any, or by securing the service of a suitable Bandmaster from any other Police Force or Para Military Forces or Armed Forces with the approval of the DGP.

Training

The Bandmaster (Sub-Inspector) shall be responsible for the training of the members of the Band. If the Band Management Committee considers it necessary they may depute any members for training at any Band Training Centre of Police or Armed Forces in all over India with the approval of DGP.

Duties and Responsibilities of Bandmaster

(i) He shall be responsible for the discipline of the men/women of the Band Unit.

(ii) He shall take proper care and maintenance of the Band instruments and their accessories. In case of any loss or damage, he shall report immediately to their respective Supervisory Officers.

(iii) He shall ensure proper turnout of the band Staff at the occasions-Departmental, State and private functions.

(iv) He shall ensure that each member of the Band carries out practice daily.

(v) The Brass Bandmaster shall impart daily practice to the buglers attached to various Units of Puducherry Police.

(vi) He shall ensure proper maintenance and cleanliness of the premises/work area of the Band Unit.

(vii) He shall personally supervise proper maintenance of all Records as per Standing Order.

(viii) He shall personally attend all the roll calls and regularly brief the Band Staff about all recent Circulars, Orders and instructions of Senior Officials being issued from time to time and any other relevant information about the Band Unit in the daily roll calls.

(ix) He shall be responsible for the maintenance of the following Records:

- Government Property Register
- Posting Register
- Leave Register
- Musicians Progress Register
- Private Engagement Register
- Government Engagement Register
- Duty Register
- Roll Call Register
- Correspondence Registers (Receipt Register and Dispatch Register)
- Informal Inspection Book
- Formal Inspection Book.

Private Functions

The Police / IR Battalion Brass Band may be engaged for private functions. The booking of private functions shall be done through the Commandant (PAP) / Commandant (IR Battalion), on payment of fees. The rates for the private/public Band display shall be as fixed and decided by the Band Management Committee from time to time. Any permission for the Brass Band display for any public or private function shall be granted by the Commandant (PAP) / Commandant (IR Battalion).

The DGP, Puducherry, may in special cases permit the Band display free of cost or at concessional rates at various functions organized by the Government Departments for welfare, sports and allied purposes. The Band parties shall be sent individually or jointly by PAP / IR Battalion to All India Police Competitions.

Honorarium

For attending private functions, the Police Brass Band Personnel shall be paid an honorarium, from the Band Fund, as per the rates decided by the Band Management Committee and duly approved by the DGP.

The Honorarium for the PAP/IR Battalion Band Unit is as follows:

Bandmaster	-	1000/-
Head Constable	-	750/-
Police Constable	-	500/-
Other Ranks	-	400/-

The honorarium for Band Unit Personnel shall be given as per the existing SOP. Honorarium / Remuneration amount shall be enhanced from time to time as per the discretionary powers of DGP, Puducherry.

The members of the Band are prohibited from playing individually or in numbers at any private function without the sanction of the Commandant (PAP)/ Commandant (IR Battalion). The Commandant (PAP)/ Commandant (IR Battalion) may permit the Band to perform in any private function subject to the following conditions:

(a) that the member is permitted to play while he is off duty
(b) that the member does not receive any fee or remuneration for so playing
(c) that no instrument belonging to the Police Band is used for the purpose
(d) that the function at which the Band is requested to play is un-objectionable morally, legally and politically

Vehicle

Police / PAP / IR Battalion vehicles shall be utilized for Government functions. For private functions, Police vehicles shall not be provided.

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PART-II

POLICE DUTIES, POWERS AND PROCEDURES

CHAPTER - 8

INVESTIGATION

Power to investigate cognizable and non-cognizable offences

(a) A Police Officer-in-charge of a PS is empowered to investigate any cognizable offence as per section 175 of BNSS. For cognizable offences that have occurred beyond his jurisdiction, he needs to Register Zero-FIR as per section 173(1) of BNSS and investigate as per section 175 of BNSS.

(b) If a Police Officer intends to investigate a non-cognizable offence, he can take orders from the Court and investigate as per section 174 of BNSS, but he shall have no power to arrest without a warrant.

Action when instructions received from the Court

The Magistrate may, under section 175(3) BNSS order the Police Officer to investigate any cognizable offence. Further, any Magistrate may direct an investigation to be made by a Police Officer on a private complaint received by him, of an offence, which may be either cognizable or non-cognizable. In both the cases, referred for investigation either under section 175(3) or under section 225 BNSS, the Police Officer has to necessarily Register the crime in his PS and issue FIR immediately before taking up the investigation. After completing the investigation, the Police Officer in both type of cases, has to submit his Police report to the Magistrate under section 193 BNSS.

Information and registration of offences

(1). First information of a cognizable offence

(a). Section 173 of the BNSS requires that every information of the commission of a cognizable offence, when given to the Officer-in-charge of a PS: orally, it shall be reduced to writing by him or under his direction, and be read over to the informant; and every such information, whether given in writing or reduced to writing as aforesaid, shall be signed by the person giving it; by electronic communication, it shall be taken on record by him on being signed within three days by the person giving it, and the substance thereof shall be entered in a book to be kept by such Officer in such form as the Union Territory Government may prescribe in this behalf:

(b). Every Outpost shall be supplied with books in Form 8.1 (refer Chapter 8 in Part-IV of the Manual) according to its requirements, the pages of which shall be divided into two foils. The Officer-in-charge of the Outpost shall enter therein all occurrences reported to him e.g., offences, both cognizable and non-cognizable,

and all other information which, it is necessary, shall be communicated promptly to the PS. The foil on the right-hand side shall be cut and sent to the PS to which that Outpost is subordinate. When however, any report, oral or written, of a cognizable offence is made to the Officer-in-charge of the Outpost, he shall merely enter the name of the person who brings the information, the name of the aggrieved person, if known the nature of the offence, the name of the offenders, if known, and the time and date of receipt on both the foil of the book and send one foil duly completed to the PS for further action. If the aggrieved person himself appears at the Outpost he shall, if willing, be directed to proceed forthwith to the PS. The fact that he is so willing or not shall be recorded on both the foils.

(c). As a 'first information' can legally be recorded only by the Officer-in-charge of PS, the foil sent by the Officer-in-charge of the Outpost to the PS shall be treated as mere intimation that an offence has been committed and it shall then be for the Officer-in-charge of the PS, acting on such intimation, to contact the person who wishes to give first information and record his information in accordance with section 173 of the BNSS.

(2). Recording of the first information

(a) With the commencement of CCTNS (Crime and Criminal Tracking Network & Systems) portal, all the entries shall be made in IIF-1 in CCTNS online mode and 4 printouts of the FIR shall be taken. The information shall be entered verbatim if the informant appears and gives information orally

(b) One copy of the FIR shall be retained in the PS and one copy of the FIR shall be sent to the Magistrate as required under section 176 of the BNSS and one copy of the FIR shall be sent to the District Superintendent of Police through the SDPO and a copy shall be given to the informant free of cost as per section 173(2) BNSS.

(c) The integrated Form prescribed at the national level, for registration of FIR, for digitalization of the Record, shall be deemed permissible under the Manual.

(d) Zero FIR and e-FIR shall also be recorded as per section 173 of BNSS. Necessary modifications to be made in CCTNS and elsewhere, in this regard.

(3). Procedure when jurisdiction is of different PS

If a crime committed in the jurisdiction of one PS within the Union Territory of Puducherry is reported to the SHO of another PS, a Zero First Information Report shall be issued and its substance entered in the station house diary and it shall be sent to the concerned PS. Relevant entries shall be made in CCTNS in this regard.

Information of non-cognizable offences

When information of a non-cognizable offence is received by an Officer-in-charge of a PS, he shall Record it as a non-cognizable information report in CCTNS (Form IIF-16) and take printouts as required. One copy shall be given to the complainant free of cost.

Qualitative investigations

(a) Investigation, as defined in the BNSS 2023, is the process of collection of evidence. The focus of investigation shall therefore be to collect evidence as opposed to merely effecting arrests and filing Charge Sheet with insufficient or no evidence.

(b) The aim of the investigation shall always be to collect evidence in the form of statements of witnesses, expert opinion, physical evidence, and documentary evidence besides conducting identification parades to enable witnesses to identify suspects. Quest for truth shall be the guiding principle in all Police investigations.

Investigation to be impartial

Police investigation shall always be impartial. The Police shall do all they can to find out the pieces of evidence related to the offence. An IO shall aim at discovering the actual facts and arresting the real offender if required as per the provisions of BNSS. He ought not prematurely to commit himself to any view, for or against any person. He shall consider carefully all pieces of evidence rendered to him on behalf of an accused person.

Visit and examination of the scene of offence

(a). As soon as the information about an offence is reported, the SHO shall, by the quickest available means, proceed to the scene of offence after Registering the FIR or making arrangements for the same depending on the nature of the offence reported. Particular care shall be taken for the preservation of the scene of crime, besides collection of all material and other evidence. Steps shall also be taken for the arrest of the accused or pursuit of the accused if warranted and justified for the investigation of the case.

(b). The search of the scene and its surroundings shall be made patiently, methodically and in a definite order and not in a hurried or haphazard way, lest the valuable clues are missed or lost. Special attention shall be paid to the floor, walls, ceiling, window sashes and all protuberances and edges, which are likely to bear traces. Nothing capable of bearing fingerprints or other traces shall be ignored.

Protection of crime scene

(a) The IO, on reaching the scene of crime, shall secure the crime scene from getting disturbed or being changed by any persons, intentionally or unintentionally. The best physical evidence is normally found at the place where the use of force against persons or property has taken place. Sometimes valuable pieces of evidence may be discarded or dropped or it may fall off accidentally or inadvertently at some distance from the scene of crime. Such spots also need proper protection. All such critical areas shall be secured from intruders and stray animals or neighbours, friends, sympathizers, curious onlookers, newspaper reporters, press photographers and others who are not officially connected. The whole area shall be cleared of all unauthorized persons in the quickest possible time. The Press and other Media shall be requested to keep beyond the barricaded/secured area. The following steps shall be taken for protection of the scene of the crime:

(b) Cordon off the scene and surroundings, access and exit points effectively.

(c) Identify and persuade to retain the person who first informed the Police or note his address, telephone number etc.

(d) Persons who are likely to provide information, investigation leads and other pertinent details shall be segregated and examined for collecting all possible information. Eye-witnesses shall be requested and allowed to stay at an earmarked place for examination.

(e) Physical evidence shall be protected from pet animals like dogs, cats, rabbits, etc., and also rats, mice and birds, as also from adverse environmental influences such as wind, rain, sunlight, dust, smoke moisture, etc.

(f) No physical evidence shall be disturbed from its original position without properly recording it. Jewellery, keys, currency notes and other valuable items with evidentiary value, vulnerable to theft from the scene, shall be removed and preserved after a seizure list is drafted.

(g) During the preliminary inspection of the crime scene, care shall be taken to ensure that nothing is inadvertently dropped such as cigarette but ts, match sticks, empty packs of cigarettes, matchboxes, ash, etc. and nothing is touched that may cause interference with the fingerprints, footprints, etc., and nothing is added such as hair etc.

(h) All physical evidence/traces shall be lifted only after recording and thoroughly searching the crime scene. Where traffic is to be restored or the place is required for immediate use, the examination of the scene and other work shall be completed as expeditiously as possible but with thoroughness.

(i) It shall be borne in mind that evidence may not always be visible to the eye. Even if visible, it may escape a non-observant eye or may not appear relevant. It is therefore necessary that the scene or places be subjected to close scrutiny both by experts and the investigating Staff.

First aid to the injured

In the event of a person being dangerously wounded, the primary duty of the Police Officer who first arrived at the scene is (while noting the position and nature of the wounds) to take immediate steps to procure medical aid or send the wounded person without loss of time to the nearest hospital or dispensary for treatment. This shall be done before the formalities of a panchnama, etc., as the delay thereby incurred might cause serious risk to thelife of the person so wounded.

Preservation of evidence

Simultaneous steps shall be taken to preserve all valuable items or objects of evidentiary value at the scene. This is vital, as certain types of evidence are likely to get evaporated, decomposed, putrefied, degenerated or may undergo other chemical or biological changes with time and other environmental factors. Suitable containers like polythene or glass bottles, polythene bags, paper envelopes, aluminium foils, etc. and preservative substances shall be kept ready for proper preservation of evidence. Section 2(1)(e) of BSA defines “evidence” as all documents including electronic or digital Records produced for the inspection of the Court and such documents are called documentary evidence. The statements given electronically by witnesses are also to be treated as evidence as well as oral evidence. Thus, both physical and digital evidence shall be preserved. Digital evidence shall be preserved and handled as per the official SOPs.

Recording of the crime scene

The Police have a limited time and opportunity to make an in-depth study of the crime scene in an undisturbed state. No time shall therefore be lost to record as accurately as possible the conditions existing when the IO arrives at the scene. Such a record shall help the ongoing investigations, reconstruction of the scene of crime and also presentation in the Court. It is, therefore, necessary to make a visual presentation that shows the various evidentiary items, witnesses and their interrelationship with the scene of crime. The methods of crime scene recording are photography, sketch, video recording and audio tape recording.

Photography is a useful method to make a permanent record of the crime scene and facilitates the reconstruction of the crime scene and description of the method by which the crime was committed. The IO shall record:

(a) Name of the photographer and address
(b) Date and time each photograph was taken

Video and audio tape recording

Section 2(1)(e)(ii) of BSA defines evidence as all documents including electronic or digital records produced for the inspection of the Court and such documents are called documentary evidence. Like photography, video and audio tape recordings are useful in making a record of a crime scene, which helps in scene reconstruction at a later stage. In certain crimes like arson, video recording provides an overall view of the scene and allows investigators who could not be present at the scene to visualize the important pieces of evidence and their relationship to one another. Videography shall be used to supplement the information that is collected from other recording procedures viz. photography, digital photography, sketching and observation notes. It is also possible to locate certain minute pieces of evidence recorded immediately after the incident but overlooked for collection.

Sketching the crime scene

(a) After the scene is photographed and video graphed, it shall be sketched, to provide measurements indicating the relative distance and position of the various items of evidence and their inter-relationships.

(b) The sketch is the first visual record of the condition of the crime scene. It portrays the crime scene and items within that scene that are of interest to the investigation. The sketch compliments the photographs and notes made while observing the crime scene. The ultimate purpose of the crime scene sketch is to represent the facts of the crime with such clarity and precision that the crime itself may be reconstructed from the details. Courts rely to a great extent on sketches of the scene prepared.

(c) The rough sketch once drawn shall not be altered. A smooth or fair sketch shall be prepared based on the rough sketch. The smooth sketch also known as crime scene plan drawing is prepared as per a convenient scale and plan from the details of rough sketch. Colour drawing shall be helpful in distinguishing various objects or the features of an object.

Guidelines for making scene mahazar/spot panchanama

(I) A site plan of the place of occurrence of an incident shall be appended by the IO to the scene mahazar or spot panchnama.

(II) The site plan shall be prepared by the IO by hand and shall disclose:

(a) the place of occurrence,
(b) the place where the body (or bodies) was/were found,
(c) the place where material exhibits and/or weapons were found,
(d) blood stains and/or body fluids had fallen,
(e) the place where bullet shells, if any, were found or have caused impact,

(f) the source of light, if any,
(g) adjoining natural and man-made structures or features such as walls, pits, fences, trees/bushes, if any, and
(h) elevation of structures and their location.

(III) In case of heinous crime and fatal MV/road accident, the preparation of this sketch by the IO shall be followed by a scaled site plan prepared by a nominated/authorized draftsman of PWD/Revenue/Police Department who shall prepare the scaled site plan after visiting the spot, atthe request of IO.

(IV) The relevant details in the mahazar or panchnama shall be marked andcorrelated in the said site plan.

Searching the crime scene for physical evidence

(1) The primary purpose of inspecting the scene of crime is to search for any evidence left behind by the criminals while committing the crime. It is, therefore, the primary responsibility of IO to search, identify and collect such evidence. However, in offences carrying a punishment of 7 years or above, the IO shall cause forensic experts to visit the crime scene to collect forensic evidence and also cause videography as per section 176(3) of BNSS.

(2) A competent search of a crime scene requires a thorough understanding of crime, its nature, and extent of damage, people aggrieved, property lost or damaged and how the offence was committed. All items shall be searched with equal care and concentration. The search shall be carried out carefully, avoiding unnecessary disturbance of the scene.

(3) By the time an initial survey of the scene is completed, the investigator shall have noted the obvious items of evidence to be collected, and decide in what order he shall collect evidence, what shall be searched for, and how the tasks and areas have to be divided.

Medico-legal certificate

When called upon, Medical Officers, immediately after the examination, shall supply the Police with certificates regarding cases of injury brought to hospitals and dispensaries in Form 8.2 which shall accompany every wounded person in a cognizable case. Every medico-legal certificate, and post-mortem report shall contain a printed Format of a human body on its reverse and injuries, if any, shall be indicated on such sketch. The printed Format of the human body shall contain both a frontal and rear view of the human body as provided in Form 8.3.

Post-mortem examination

For instructions regarding the post-mortem examination of a person who has met with homicidal death see Chapter 13 of this Manual.

Photographs and video graphs of post-mortem

(i) In case of the death of a person in Police action under section 43 BNSS or sections 148 to 150 BNSS or death while in Police custody, the Magistrate or the IO as the case may be, shall inform the hospital or Doctor in-charge to arrange for photography or videography for conducting the post-mortem examination of the deceased. The photographs of the deceased shall also be arranged to be taken in all the cases.

(ii) Such photograph and video graph shall be taken either by arranging a Police photographer or a nominated photographer of the Union Territory Administration, and where neither of the above is available, an independent or private photographer shall be engaged.

(iii) Such photographs or video graphs shall be seized under a panchnama or seizure memo and all steps shall be taken to ensure proper proof of such photographs/videographs during the trial.

(iv) The IO shall ensure that such photographs and videographs, if taken electronically, are seized under a panchnama or seizure memo and steps are taken to preserve the original and ensure that certificate under section 63 of BSA, 2023 is obtained and taken to be proved during trial.

(v) The video of photographs shall be stored on a separate memory card, accompanied by a duly certified certificate under section 63 of BSA, 2023.

(vi) Where post-mortems are recorded in electronic form, the file containing the post-mortem proceedings, duly certified, shall be placed with a memory card as an attachment unless individual memory cards are not capable of being produced before the Court.

Examination by fingerprint expert

(1) If in an inspection of the scene of offence or at any stage of the investigation fingerprints on glass bottles, window panes, brass, vessels, tin boxes etc., or prints from blood-stained, greasy or dirty fingers on other articles are visible to the naked eye, they shall be carefully preserved for being examined by a fingerprint expert. If the presence of fingerprints on any articles is suspected they shall be developed by: dusting the surface with powdered graphite, grey powder or aluminium powder, and in the case of prints on paper, by iodine fumes.

(2) When finger impressions have been found they shall, if possible, be sent to the Finger Print Bureau for examination, due care being taken to protect them. The finger impression slips of the IO or any other innocent person, who might have handled the article in question, shall also accompany the finger impressions sent for examination.

(3) Any palm prints found or suspected to be on any object shall be treated in the same way as fingerprints and subjected to examination by a fingerprint expert.

Expert opinion on forged notes and coins

(a) Coins suspected to be counterfeit coming to the notice of the Police shall be sent to the Director, Central Forensic Science Laboratory for his opinion as to whether they are counterfeit or not.

(b) Whenever currency notes suspected to be forged or counterfeit come to the notice of the Police, they shall be sent along with a report regarding the circumstances in which the notes were found, to the Director, Central Forensic Science Laboratory for examination and expert opinion.

Chain of custody of physical evidence

Continuity of possession or the chain of custody of evidence is an important aspect whenever evidence is collected until it is presented in the Court as an exhibit. The chain of custody assures continuous accountability. If it is not properly maintained, an item may become inadmissible in the Court.

Forwarding the physical evidence

Physical evidence can be forwarded for examination, to the concerned experts by IOs through the concerned District Superintendent of Police. Physical evidence shall be forwarded at the earliest to FSL or other test laboratories as the case may be. In case of delay of over one month, a DO letter from the concerned District SP shall be sent.

Special report crimes

The following offences shall be designated ‘special report crimes’ in which the SHO and the Sub-Divisional Police Officer shall personally supervise the investigation:

(i) Murder

(ii) Attempt to murder

(iii) Culpable Homicide

(iv) Rape

(v) Dacoity

(vi) Robbery

(vii) Kidnapping for ransom

(viii) House-breaking and theft of property worth Rs.1 lakh and over or Government arms and ammunition.

(ix) Theft of property worth Rs. 2 lakhs and over or theft of Government arms or ammunition.

(x) Any serious disturbance or riot.

(xi) Any serious motor accident or a motor accident involving loss of life.

(xii) Escape from lawful custody.

(xiii) Serious cases of assault on a Police Officer in the discharge of or in consequence of his duties as a public servant.

(xiv) Cases of alleged extortion or bribery or torture by a Police Officer.

(xv) Any other case of an especially grave nature.

Immediately upon registration of any case falling under any of the above categories, it is the duty of the SHO of a PS to send a copy of the FIR by a special messenger as expeditiously as possible to the SDPO and District Superintendent of Police. Two additional copies of the FIR shall also be sent to the District Superintendent of Police for onward transmission to the District Magistrate and the DGP through proper channel. On receipt of such information, the SDPO shall visit the spot as early as practicable. The SDPO shall;

(i) ascertain the facts of the case as far as possible, from complainant, witnesses and other sources of information;

(ii) ascertain what investigation the Police on the spot have made;

(iii) assist and direct the investigation and to see that it is being correctly and vigorously prosecuted;

(iv) prevent irregularities on the part of the subordinates and to encourage and guide them in their enquiries.

The SDPO shall immediately after he visits the scene in such cases, submit a special report within 24-48 hours to the District Superintendent of Police giving full details of the case, ascertained from his enquiries so far and the nature of instructions given to his subordinates for proper investigation of the case. The SDPO shall thereafter submit fortnightly progress reports of the cases to the District Superintendent of Police until the investigation has been completed.

The District Superintendent of Police shall visit the scene of the special report crimes as far as possible and supervise and lay down the guiding principles on which the investigation shall proceed or in sifting and apprising the value of the evidence or clues obtained.

The District Superintendent of Police shall, in the following cases, submit to the DGP/IGP a “Special Crime Report” showing the progress of the investigation.

(i) Murder
(ii) Attempt to murder
(iii) Rape
(iv) Dacoity
(v) Robbery
(vi) Kidnapping for ransom
(vii) Any serious disturbances or riot
(viii) Any other cases, especially of grave nature in which the DGP considers it necessary to ask for such a report.

Examination and recording the statement of witnesses

(i) The IO is empowered under section 180 BNSS to examine orally any person (including a suspect) who is likely to be acquainted with the facts and circumstances of the case. He may reduce into writing the statement of each such person, and when he does so, he shall make a separate record of each such person whose statement he records. The person so examined shall be bound to answer all questions relating to such case put to him, other than questions the answers to which shall incriminate him to a criminal charge or a penalty or forfeiture.

(ii) The statement of each witness shall be recorded separately, in first person and as far as possible in his own language and verbatim.

(iii) As per proviso of section 180(3) of BNSS, statements may be recorded by audio-video electronic means. Further, the statement of a woman against whom an offence under section 64, sections 66 to 71, section 73, sections 78, 79 and 124 of BNS is alleged to have been committed or attempted, shall be recorded by a woman Police Officer or any woman Officer.

(iv) To examine a witness, the IO shall, as far as possible, contact him at his place, but may, if necessary, require the attendance before himself, of any person being in the limits of his own or adjoining PS. If a person so called intentionally fails to attend despite a written order served on him, he is liable to be prosecuted under section 208 BNS.

(v) However, under proviso to section 179 BNSS, no male person under the age of 15 years or above the age of 60 years or a woman or mentally or physically disabled person shall be required to attend at any place other than the place in which such male person or woman resides.

Recording statement of the accused

It is important and necessary for an IO to record the statement of an accused person, more so, if it contains lengthy details in a complicated case, so that these details may not be forgotten or overlooked in the course of enquiries for their verification. The statement may sometimes disclose his line of defense and may also at times indicate sources from which independent evidence may be available and provide clues for further investigation. Verification of all details given by the accused is a vital exercise in investigation and shall be diligently done and entered in the Case Diary.

Recording statements under section 183 BNSS

(a) In important cases, witnesses may be produced before the Judicial Magistrate, competent to record such statements under section 183 BNSS. Such statements can be used to contradict the statements given by the same person during enquiry or trial. If he retracts later, he can be prosecuted for giving false evidence.

(b) If an accused person on being arrested, expresses his willingness to confess, his confession may be recorded under section 183 of BNSS by the Competent Magistrate.

Confessional statements made to the Police

Though confessions made to Police Officers are inadmissible, but under section 23 of the BSA, 2023 if a statement is given by an accused to a Police Officer while in custody and that statement reveals the discovery of any material fact and in consequence of that statement, if that material fact is discovered, that statement is admissible to the extent of such discovery.

Recording confessional statements

(a) As soon as it appears to the IO that an accused is likely to make a confession leading to the discovery of a fact, the IO shall secure the presence of two respectable and independent witnesses of the locality and in their presence Record the confessional statement himself, obtaining the signatures of the witnesses on the Record. Stock witnesses or those who figure as witnesses in previous cases shall not be taken. If it is not possibleto secure the presence of witnesses, the IO shall himself Record the confessional statement and afterwards when he can secure the presence of witnesses, he shall read over the statement to the accused before the witnesses and, if it is agreed to by the accused as correct, note this fact on the Record and obtain the signatures of the witnesses on it. The statement of the accused shall be in the first person

and in the very words of the accused. When a discovery is made as the result of the statement of the accused, a separate recovery memo shall be drawn up for the discovery. Giving information and recovery that follows it are two different transactions and a separate recovery memo shall be recorded for each of them. The information given by an accused person shall not be mixed up in the recovery memo drawn up for the recovery made as a consequence of such information. It is the information given by an accused person that determines hisknowledge about that fact discovered and that has a direct bearing on his guilt.

(b) When one of several accused persons who have taken part in an act, for example, the burial of property at a certain place, offers to point out the place and the property is found in consequence, his confessional statement is relevant against him under section 23 of the BSA, 2023. But if other accused persons suspected to have taken part in burying the property at the place also give the same information subsequently the discovery cannot be attribut ed toa second person. These confessional statements cannot be said to have led to the discovery of the property which has already been discovered and is not, therefore, relevant under that section. Though there is nothing objectionable in IO trying to see for his moral satisfaction whether such persons point out the same place as the one previously shown by one of them, no attempt shall be made to utilize that evidence against subsequent persons. If two or more accused give statements under section 23 of the BSA, 2023, simultaneously, it is inadmissible, as it cannot be attribut ed to any single person.

(c) Where the place of recovery is a public place accessible to all and sundry a discovery from that place cannot entirely be attribut ed to the exclusive knowledge of the accused and therefore much reliance cannot be placed.

(d) The accused shall be in the custody of the Police for a confession to come under the purview of section 23 of the BSA, 2023. Even a man released on bail and giving information leading to the discovery of a fact can be deemed to be in Police custody within the meaning of Section 23, BSA. Arrest and custody are not synonymous. A person can be in custody without being formally arrested.

Dying declaration

The statement given by a dying person is called a dying declaration. Whether the statement is given expecting death or not, it is not very relevant, but only those portions of the statement explaining the cause of person's death or the circumstances resulting in that person's death are relevant.

(A). Process and precautions in recording dying declaration

(i) The declaration may be recorded by any person. It shall preferably be recorded by a Magistrate, if available. If this is not practicable, the Doctor or if

he is not available, the IO may Record it, in presence of a witness. Even if the declaration is made to a Police Officer, it is admissible as evidence and its use is not barred by section 181 of the BNSS. Even if it has been made orally in the presence of any person, it may be proved in Court by the oral evidence of that person. The declaration becomes admissible, only if the declarant subsequently dies. If he survives, it shall be useful, if made before a Magistrate or anyone other than a Police Officer, to corroborate his oral evidence as a witness in Court. If it was made before a Police Officer, it shall be treated as a statement u/s 180 BNSS.

(ii) Before taking down the declaration, the person(s) recording the dying declaration shall also ask the declarant whether he is mentally capable of making a declaration. He shall obtain wherever possible a certificate from the Medical Officer as to the mental condition of the declarant.

(iii) As far as possible, audio & video of the dying statement shall be recorded.

(iv) The declaration shall be in the form of questions and answers and in the very words of the declarant. The signature of the declarant shall invariably be taken on the dying declaration wherever possible. If the declarant is illiterate or incapacitated from signing for any reason, his thumb impression shall be taken. Whena declarant dies while giving a statement, the declaration is valid even though he does not put his signature or thumb impression. A note shall be made in the dying declaration giving reasons why the signature of the declarant was not taken.

(v) When the declarant, being in a serious condition and unable to speak, makes signs by hand or head, the person recording the dying declaration shall Record the precise nature of the signs that the declarant made.

(vi) Incomplete dying declarations are not by themselves inadmissible in law. Though a dying declaration is incomplete by reason of the deceased not being able to answer further questions in his condition then, the statement to that extent is admissible, provided it is proved he has given it consciously and the statement is not vague.

(vii) An FIR can be recorded on the basis of a dying declaration.

Documentary evidence - Directions to produce a document or thing

(i) Whenever any Officer-in-charge of a PS or the Officer entrusted with the investigation of a case considers that the production of any document or other thing is necessary for the purpose of investigation, such Officer may issue a written requisition to the person in whose possession or power such document or thing is believed to be, requiring him to attend and produce it or cause to produce it at a time and place stated in the order (section 94 BNSS).

(ii) If the statement of the person, in whose possession the document or thing is, is to be recorded, he shall be directed to appear in person and produce such document or thing. If his statement is unnecessary, such person can be asked to cause the document or thing produced on his behalf by any other person.

Instructions regarding questioned documents

(a). Care of documents: From the moment an IO takes possession of documents, the genuineness of which is either questioned or the authorship of which is to be determined, they shall be handled, and cared for in a manner that shall not impair in the slightest degree its value as evidence. The following negative directions are necessary and shall be scrupulously adhered to:

(i) Documents shall not be subject to frequent careless handling and shall from the very beginning be protected either by placing between the sheets of blank papers or preferably between thin, transparent sheets of celluloid.

(ii) Documents shall not be cut, torn or trimmed or in any manner mutilated in the slightest degree.

(iii) Documents shall not be exposed to moisture of any kind or to strong sunlight and shall never be carried in the pocket where they are likely to be affected by bodily heat or moisture or become worn, wrinkled or soiled.

(iv) Document shall not be folded or unfolded unnecessarily and a new fold shall never be introduced.

(v) Documents shall not be touched with an eraser of any kind nor shall adhesive labels be applied.

(vi) Documents shall not be punched or pinned but paper clips shall be used here necessary.

(vii) No additions, such as underlying features thought to be significant, shall ever be made in the documents. The identification marks shall be applied with coloured pencils where they are least likely to be interfered with the writing and which shall be as limited as practicable and clearly recognized as such.

(viii) Tracings of documents shall never be resorted to. For purposes of Record, photography is the advisable and safe method.

(b). Submission of documents

(i) Documents intended for laboratory examination shall be sent by Registered Post to the Government Examiner of Questioned Document (GEQD), after being properly packed and sealed in stout cover or packing to avoid damage during the transit. While it is generally not possible to assess the value of

documents involved in a criminal case, it is advisable that documents shall also be insured for extra precaution.

(ii) Documents submitted for examination shall be accompanied by a forwarding letter which shall clearly indicate as to which of the writings are “questioned” and which of the writings are “standard”. The questioned writings shall be clearly encircled with a coloured pencil without touching or crossing any part of the questioned writing. Identifying marks such as Q1, Q2, Q3, Q4, etc. shall be put for each of the questioned item. In case a questioned item consists of a body-writing followed by a signature which is alleged to be of one person, it is advisable that separate identifying marks be put for the body-writing and the signature. The standard writings shall also be similarly encircled with a coloured pencil and identifying marks such as S1, S2, S3, S4, S5 etc. be put. The standard writings of one person shall be in continuation of the series adopted e.g. the standard writings of a person ‘A’ shall be marked as S21 to S40 and so on.

(iii) The specific points on which an opinion is sought, shall be clearly indicated in the forwarding letter.

(iv) It is worthwhile to note that once a writing or a signature is treated as a questioned item, it can never be used again by GEQD as a standard writing for comparison with other questioned items. Inter-se examination of two questioned items does not generally yield any fruitful result and questions relating to such inter-se examination shall be avoided as far as possible.

(c). Standards for comparison

The quality of the standard writings submitted for comparison has a great influence on the result of examination. Without suitable standards the examiner is unable to express and identify any worthwhile opinion as to the authorship of a questioned writing. As to what constitutes the most satisfactory standard, the answer is very simple. In every case, the aim shall be to provide an opportunity for the examiner to compare “LIKE WITH LIKE”. For example, the best standard, when the signature of a person is in dispute, consists of his admittedly genuine signatures, written before the date of the disputed signature on similar documents. With regard to the amount of standard writings to be submitted, it shall be borne in mind that whilst no document’s examination has ever been prejudiced by too much standard materials, the reverse has often been the case. The majority of the failures on the part of the examiner to furnish definite opinions are due to the standards being either too scanty or unsuitable. With an abundance of standard materials the examiner is able to make the most effective comparison with the questioned writings.

As a general procedure, the IOs shall submit two types of standard writings as detailed below:

(a) Request writings, i.e. writings or signatures written to dictation by the suspect for the purpose of comparison with the questioned writings.

(b) Previous writings, i.e., admittedly genuine writings or signatures written in ordinary course of business by the suspect when he had no knowledge that these writings and signatures shall be used for comparison with the questioned writings.

The writing produced in the ordinary course of business is generally an unconscious act. Request writing produces consciousness in the writer which tends to make the writing formal. Request writings may also be deliberately disguised and distorted by the writer. Such request writings are therefore not always suitable for comparison with the questioned writings executed in ordinary course of business. The importance and necessity of obtaining previous writings for comparison with the questioned writings can thus be well realized. The previous writings are found to be useful writings of the suspect without any attempt at disguised or formal execution, as the writer had no knowledge that these writings shall ever be used as standards for comparison It is of utmost importance that such writings shall be capable of being proved in a Court of law as the standard it purports to be. The usual method of proving the previous handwriting of an accused is by the evidence of a person who is well acquainted with his writings and can identify them. The previous writings of these persons who are to appear as witnesses in the case can be proved by their own admissions in the Court.

If the suspect is willing to give specimens of his handwriting, the following procedure shall be adopted:

(a) Examine the document and note whether it is written in cursive or pen-printing or block lettering style or is a mixture of all. Make it clear to the suspect, the style of handwriting you desire him to use, but never show him the questioned writings.

(b) Obtain paper similar to that of the questioned document and try to match the paper especially with respect to size and ruling if any. Never allow a large sheet of paper if the questioned document is small or plain paper if the questioned document is lined and vice- versa. If the questioned document is an envelope, supply envelopes for the dictation to be written on; if an endorsement on cheque, supply blank cheques and ask them to be endorsed leaving it to the suspect as to where and how he does it. If the questioned document is in the nature of an official Form, the most strenuous efforts shall be made to obtain similar blank Forms on which the suspect shall be invited to write. If blank Forms cannot be obtained, endeavour to duplicate them on a type-writer while taking care to keep the dimensions the same.

(c) Provide the suspect with a writing instrument similar to that used for writing questioned documents. Where ink writing is concerned try to match the nib width. The ink used need not be matched as this has very little influence on the writing.

(d) Dictate the questioned writing to the suspect at a reasonable speed. This shall allow the suspect, if he so attempts an opportunity to disguise his hand-writing, which shall tend to make him much slower than usual. The time taken shall be carefully noted.

(e) When the first dictation has been completed, the writing shall be removed from the sight of the suspect who shall be persuaded to give a second specimen. The second dictation shall be given as fast as the suspect shall allow, because if the speed is kept up and he has disguised his first specimen, he shall have difficulty in remembering the details of the disguise previously used.

(f) The procedure, detailed in aforesaid paragraphs (d) and (e) shall be repeated with two different pens on two different dates. In this way, specimens of the writings of the suspect on six different sheets are to be obtained.

(g) The age of the writer, his name and any of his physical conditions (such as extreme illness, infirmity or injury to his hand or fingers etc.,) likely to affect the writing shall be endorsed in each sheet by the Officer obtaining the request writings.

In obtaining previous writings also the guiding principle “LIKE TO BE COMPARED WITH LIKE:” shall be borne in mind, for example;

(a) In case of questioned signatures on cheques, admittedly genuine signatures of the same type on previous cheques, issued on the same bank and of the same period, shall be obtained.

(b) In case of questioned endorsement on Money Order vouchers, admittedly genuine endorsements on similar Money Order vouchers or acknowledgments of the same period shall be obtained.

(c) In case of questioned writings in receipts or other official Forms, efforts shall be made to obtain admittedly genuine writings of the suspect on similar receipts of official Forms.

(d) Only the papers bearing the previous writings shall be sent to the examiner and not the whole lot of connected papers.

Documents in the custody of postal or telegraph Authority

(i) To obtain protection under section 96(3) of the BNSS, documents and articles in the custody of the postal or telegraph Authorities shall be of the nature of a letter, postcard, telegram, parcel, or other things. To obtain protection under sections 129 and 80 of the BSA, documents shall relate to the affairs of the State or shall be communications made in official confidence, by disclosure of which the public interests shall suffer. The bulk of the Records of the post office do not come under any of these exceptions and consequently they shall be produced on the written requisition of any Police Officer making an investigation, but only to the extent of those entries which relate to the person accused in the case and which are relevant to the offence. Documents and articles covered by section 96(3) of the BNSS shall if necessary, be obtained in accordance with the procedure laid down in section 98, BNSS. The reference to post and telegraph Authorities in this section may be interpreted to include any telephone service provider or cellular operator whether private or government.

(ii) The District SsP and SDPOs are authorized to call from the concerned service providers, the call Records of any person in connection with any enquiry/investigation undertaken by the Police.

Inspection of Criminal Court Records

If it appears to a Police Officer that the inspection of Records of any criminal trial shall facilitate the detection or prevention of crime or is desired for the examination of the conduct of the Police Officer connected with the case, such Officer may apply to the Judge or Magistrate for permission to inspect the Records. The application shall be in writing and shall state why the inspection is to be made. On being permitted to do so, the Records are to be allowed to be inspected by the Police Officer within the Court precincts. If permission is refused for any reason, the Judge or Magistrate shall assign reasons thereof and send a copy of the same to the Police Officer making the requisition.

Expert opinion

(i) In the large array of the list of witnesses, the expert witnesses have a special significance. The experts' opinion and their evidence is considered to be more objective, impartial and scientific as compared to the ordinary witnesses. The IO shall have deep knowledge about the role, significance and relevance of the expert witnesses. Evidence and opinion of an expert are relevant as per the provisions of the BSA (sections 39 to 45). These provisions deal with various facets of evidence by experts and admissibility thereof.

(ii) An IO shall suitably evaluate, analyze and assess as to which part of his investigation shall require help and assistance from an expert. At the scene of crime there are a number of exhibits and pieces of evidence, which might be relevant for the investigation and which may require expert opinion. The IO shall prepare a list of such objects and shall collect those objects for scientific examination and obtain expert opinion. An IO shall know various categories of experts and the subjects with which they deal. He shall also know where to send the exhibits for examination and which institutions, organizations and forensic labs are there to render the requisite help.

(iii) The experts who have given an opinion on a particular matter shall be cited in the list of witnesses along with the correct address and the issue on which they shall tender their expert opinion.

(iv) Extreme care and caution shall be exercised in identifying, lifting, packing and forwarding the exhibits for experts' opinion because during any of the above stages if the exhibit is distorted, disturbed or destroyed, it may cause serious damage to the quality of evidence, because either the expert opinion shall not be available at all or if one is available then on the ground of it being not foolproof, it may be rejected by the Court of law.

Circumstantial evidence

(i) There are occasions when direct evidence is not available. In such a situation, in order to prove the case, an IO has to depend on the circumstantial evidence. Circumstantial evidence pertains to the various facts, situations and conditions, which shall establish connection between the crime and the criminal. Such facts, conditions and situations which may form the basis of circumstantial evidence are dealt as per the various provisions of the BSA.

(ii) Any fact, condition, or situation, which is relevant with relation to the fact in issue, that is, the investigation in question, may form part of the circumstantial evidence. The facts, which are so connected with each other that they form part of the overall transactions of crime are relevant and may form part of the circumstantial evidence. Likewise the facts, which are the occasion, cause or effect with regard to the crime under investigation can also form part of the circumstantial evidence. In the same manner, the facts, conditions and situation, which prove the motive, preparation and previous or subsequent conduct of the accused persons can also form part of the circumstantial evidence. An IO shall have deep knowledge of the various provisions of the BSA, which deal with the various facts, conditions and situations which may become part of the circumstantial evidence.

(iii) Collection of circumstantial evidence is a tough task and the IO has to work hard to collect such evidence. The evidence so collected shall be corroborated by some supporting evidence. The circumstantial evidence shall provide a complete chain of events connecting one another to become

cogent, succinct and reliable. The connecting of the various facts, conditions and situations shall provide a complete chain and no link of which shall be missing. They shall unequivocally point the guilt on the accused so as to exclude any point, which may be consistent with his innocence. The circumstantial evidence in order to secure conviction shall be complete and conclusive in nature and prove the guilt of the accused person beyond reasonable doubt.

(iv) In order to make the circumstantial evidence a valid foundation for conviction. The IO shall collect various types of corroborative evidence, which may be oral, documentary, incidental, occasional or intentional. The circumstantial evidence may be corroborated with the help of expert opinion and scientific examination of various types of exhibits.

Identification

Identification is one of the methods of collecting evidence. Witnesses see the individual or objects which are relevant for the investigation. In order to authentically connect such individuals and objects, the IO prepares a profile on the basis of the statements of the witnesses. The witnesses, later on, are required to identify such individuals and objects to verify the authenticity of the version of the witnesses. This process is called identification and for conducting this process an identification parade is held often in the presence of a Magistrate. This process is relevant under section 7 of the BSA. The standard procedure is to be followed in case of collecting evidence through identification.

Case Diary (CD)

(i) Section 192(1) BNSS requires that every Police Officer making an investigation shall enter his proceedings for the day in a diary, setting forth the time at which the information reached him, the time at which he began and closed his investigation, the place or places visited by him and a statement of the circumstances ascertained through his investigation.

(ii) A gist of the statements of witnesses recorded during the course of the investigation u/s 180 shall be inserted in the Case Diary. (S 192(2) BNSS)

(iii) The Case Diary shall be a volume and duly paginated. (S 192(3) BNSS)

(a). Content of CD

Every Case Diary shall contain the following information:

1. Date and hour of taking action;
2. Date of report of the case;
3. Name of the complainant or informant;
4. Names of accused known, if any;

5. Property lost;
6. Property recovered;
7. Date and last page of the previous CD, if the CD is not thevery first one;
8. Name of the deceased, if any, and names of witnesses examined.

(b). The first Case Diary

The first CD shall commence with a brief summary of the FIR, the time of receipt of the complaint, delay if any, in starting for the scene, the time of departure for and arrival at the scene,' and description and plan of the scene. In cases where there is no scene as such like in financial crimes, the records and places where such records or data recording, storage or retrieval systems are located, the method of crime as reflected at such places, objects, computers, documents etc. and the plan or sketch or diagram representing the crime scene so to say may be described or drawn up as is possible.

(c). Details and description

A statement of circumstances ascertained through the investigation at the place or places visited by the IO, and the date and hour of closing the investigation shall be noted. Every step taken by the IO shall be mentioned as concisely as possible. Every clue obtained, even if at the time it appears likely to be of no value, houses searched with reasons for the search and the names of witnesses to the search, property recovered, its description and place where it was found, arrests, information obtained which is likely to prove of value, and methods adopted by the suspects/accused are among the things to be mentioned in the CD. The substance of the statements of witnesses shall find a place in the CD.

The Case Diary shall be written incorporating the investigation done on each day. statements of witnesses shall be reduced to writing on the spot in the prescribed Form. If it is not possible they shall be written in the IO's notebook, and transcribed in the prescribed Form as soon as he returns to the Station House. If, for any unavoidable reason, notes had to be taken on separate sheets of paper, these shall not be destroyed after the CD is written but preserved in the case file.

(d). Copies of Case Diary

Case Diaries and statements of witnesses shall be maintained in duplicate. The original is retained in the PS and another copy is sent to the SDPO concerned through the SHO, who shall deal with the CDs in the manner prescribed. The SDPO concerned who in turn shall after scrutiny and passing necessary instructions to the IO, dispose them of as prescribed.

(e). Roles and responsibilities of the subsequent IOs

The succeeding IO shall verify the investigation made by the previous IO and re-examine all the important witnesses already examined, to ascertain the facts and circumstances of the case. He may record and reduce such statements into writing as prescribed u/s 180 (3) BNSS or use the earlier record as appropriate.

(f). Case Diary in inquest case

In inquiries under section 194 BNSS relating to suicide and accidental deaths, statements of witnesses examined during the inquest shall be recorded separately and attached to the inquest report. However, in a case where it has not been clearly established that it is a suicidal or accidental death, a CD shall be written discussing the evidence gathered and available during the inquest and the grounds for treating the case as accidental or suicidal death, not warranting investigation. When a Head Constable holds an inquest, the Sub-Inspector shall subsequently verify the investigation, and the result of such verification shall be embodied by him in a CD. A CD shall also be written summarizing the result of the post-mortem examination, if conducted.

Completion of investigation and final disposal

(i) Every investigation shall be completed without unnecessary delay.

(ii) It is the duty of the District Superintendents of Police and Sub-Divisional Police Officers to see that investigations are promptly and vigorously carried out by Officers-in-charge of PSs.

(iii) When any subordinate Police Officer has made any investigation, he shall report, the result of such investigation to the Officer-in-charge of the PS.

(iv) All investigations shall be completed within the time limit provided under section 514 BNSS as no Court shall take cognizance of an offence after the expiry of that period.

(v) The Prosecution shall have to explain the reasons for the delay if the Charge Sheet is filed after the expiry of the period of limitation. The Court has to be satisfied with reasons adduced for delay.

(vi) In cases where the accused are caught red-handed with property, there shall normally be no delay at all in the submission of Charge Sheets. In such cases, the accused shall be forwarded, in custody to the Magistrate having jurisdiction along with the Charge Sheet, unless the accused is a stranger and his antecedents need verification or there is information of his having committed other offences or is a member of an organized crime gang.

(vii) Section 187 BNSS empowers the Court to order release of the accused in custody, if the Charge Sheet is not filed within 60 days or 90 days as the case may be. Hence, the IO shall complete the investigation in the above cases within the time prescribed.

(viii) Section 193 BNSS provides for a supplementary or additional Charge Sheet. This provision is not a substitute for original Charge Sheet. This provision is meant for filing a subsequent Charge Sheet only when there is fresh and further evidence about the offence or offender, which is not known at the time of filing the first Charge Sheet.

Disposal of cases

(i) The investigation shall be completed without unnecessary delay. However, investigation in relation to certain offences as mentioned in section 193(2) of BNSS shall be completed within 2 months from the date on which the information was recorded by the Officer-in-charge of the PS. The IO shall scrutinize the evidence and fix the liability of each accused by independently arriving at a decision.

(ii) The Charge Sheet shall be forwarded to the Court by the Officer-in-charge of the PS.

(iii) The IO shall prepare a report in prescribed Form giving details of the case, the nature of evidence and the liability or otherwise of each accused, the probable defence and its plausibility or otherwise, and finally the action proposed by him.

Charge Sheet

(a) The reports required by section 193, BNSS, to be submitted on the completion of an investigation are of two kinds, viz., (i) Charge Sheets (ii) Final Reports (both in Form 8.4/ IIF-V)

(b) When there is sufficient evidence to justify the sending of an accused person to a Magistrate, a Charge Sheet shall be sent to the Magistrate. In addition to the information to be filled up in all the columns of the charge- sheet, the following points shall be observed:

(i) The correct, home address of each of the accused, the place, time and date of his arrest together with the name of the Officer arresting him shall be shown in the column for accused persons sent for trial or at the foot of the foil sent to the Magistrate as well as of the counterfoil retained at the PS. The Officers conducting the prosecution shall examine all such witnesses by taking help of the legal provisions. All eye-witnesses shall normally be examined in the Committal Court. The depositions recorded in the Committal Court can be taken on Record as substantive evidence in the Sessions Court under section 323, BNSS in case the witness turns hostile in Sessions Court.

(ii) The value of property stolen and recovered shall be shown in a prominent place.

(iii) The Charge Sheet shall be sent to the Court accompanied by a separate memorandum of evidence giving the names and addresses of the witnesses cited and specifying clearly the points each witness is called upon to prove. The original documents, if not already submitted to the Court, shall be submitted along with the Charge Sheet.

(c) When absconding accused persons present themselves before the Magistrate or arrested after a Charge Sheet has been sent up, a supplementary Charge Sheet shall be submitted against them.

(d) The Charge Sheet shall be accompanied by:

(i) the accused, if in custody
(ii) the bail bond of the accused, if he is on bail
(iii) a descriptive roll and marks of identification of the accused
(iv) any weapons or articles of evidentiary value
(v) the bonds of the complainant, if any, and witnesses for their appearance before the Magistrate, and
(vi) Remand order, if any

(e) It is open to the Police to take security under section 190, BNSS, without a formal arrest. Sub-section (1) of that section lays down two alternatives, viz., (a) forwarding the accused under custody, or (b) taking security from the accused for his appearance before a Magistrate. Although the Police may arrest and then take security, yet it is not obligatory on the Police to make a formal arrest in a proper case where security is taken. Apart from the fact that section 190 (1) does not necessarily contemplate an arrest in connection with the second alternative, there is no point in making a formal arrest when security it taken.

(f) After the Police Officer has forwarded a report under section 193, BNSS to the Magistrate, he shall furnish to the accused, free of cost, copies of (a) the report forwarded under sub-section (1); (b) the FIR recorded under section 173, and (c) all documents or relevant extracts thereof, on which the Prosecution proposes to rely, including statements and confessions recorded under section 183 and the statements recorded under sub-section (3) of section 180 of all Prosecution witnesses intended to be examined.

Absconders and proclaimed offenders (PO)

(i) Where an accused person is absconding, the Officer-in-charge of the PS shall request the Magistrate to issue a non-bailable warrant for the apprehension of the accused. If the warrant cannot be executed within a reasonable time, the

IO shall move to the Court to institute proceedings under sections 84 and 85 of BNSS. If it is proved that there is no immediate prospect of arresting the accused even after action has been taken under sections 84 and 85 of BNSS, the Court may, in the absence of the accused, examine the witnesses produced on behalf of the Prosecution and Record their depositions under section 335 BNSS.

(ii) If, at any future time, the accused person is apprehended or appears before the Court, the case against him shall be dealt with according to law. Any such deposition recorded in the absence of the accused may, on the arrest of such person, be given in evidence against him in the inquiry into, or trial for, the offence with which he is charged, if the deponent is dead or incapable of giving evidence or his attendance cannot be procured without an amount of delay, expense or inconvenience which, under the circumstances of the case, shall be unreasonable.

(iii) Proclamation orders under section 84 of BNSS can be issued against any person for whose arrest the Magistrate has issued a warrant. The IO has to convince the Court with all details of the efforts made and that the warrantee is evading arrest and has gone into hiding,and that the warrant could not be executed. Hence, the initiative has to be taken by the IO.

(iv) Once the proclamation orders are issued, they shall be immediately promulgated. Orders of attachment under section 85 of BNSS can also be issued simultaneously along with the proclamation orders. The period of 30 days mentioned in section 84 of BNSS is the time allowed to the accused to surrender.

(v) The Court issuing a proclamation may at any time, order the attachment of any property movable or immovable or both belonging to the proclaimed person. Attachment shall be carried out promptly after the proclamation has been issued and the property of the proclaimed person seized before he has time to transfer, alienate, mortgage or conceal it.

(vi) It is necessary that the proclamation order issued under section 84 of BNSS is widely published in the manner provided for in that section. In order to facilitate the arrest of an absconding warrantee or a proclaimed offender, it is also necessary that an effective watch be maintained over his harbourers. Persons who shallfully or knowingly harbour such offenders could be prosecuted under section 253 BNS.

(vii) It is, therefore, necessary that the widestpublicity is given to the proclamation order issued under section 84 of BNSS so that its knowledge can be conclusively proved against the harbourer for prosecution u/s 253 BNS.

(viii) The observance of formalities under sections 84 and 85 of BNSS does not serve the purpose unless the Officer-in-charge and IO make all out efforts to trace the offender, not only in their jurisdiction but outside jurisdiction too. Information shall be gathered through sources and action taken to work it out eliciting cooperation of Police of the place where the offender is known to be hiding.

Final Report

(a) Whenever a case is referred, it shall be forwarded to the Magistrate in prescribed Form (refer Form 8.4 in Chapter 8 of the Manual) for his acceptance and proceedings.

(b) The SHO of the PS shall then submit a Final Report to the Magistrate empowered to take cognizance of an offence on a Police report through the District Superintendent of Police or the SDPO, as the case may be.

(c) The Final Report shall be written up carefully by the Officer-in-charge of the PS and shall be accompanied by all the case papers numbered and indexed methodically.

(d) He shall also be requested to pass orders regarding the disposal of property attached, unless any of the articles, e. g., blood-stained clothes, are required for further use in true but undetected cases.

When a Final Report is sent to the Magistrate, the SHO of the PS informs the complainant about the action. The Magistrate also sends notice to the complainant directing him to show as to why the report shall not be accepted.

Revival of investigation

(a) If in any case, in which a Final Report has already been made, any information or clue is obtained, the investigation shall be reopened and shall be conducted bysuch Officer as may be detailed by the Officer-in-charge of a PS or by himself.

(b) When the investigation of any case is revived, the foregoing regulations shall apply to such further investigation in a like manner as to the original investigation.

(c) If revised investigation leads to the collection of evidence sufficiently to justify a trial, a Charge Sheet shall be drawn up in accordance with the foregoing rules, otherwise a supplementary Final Report shall be prepared and dealt with in the same manner as an original Final Report.

Reopening of the case

When the Magistrate has issued proceedings closing a criminal case and at a later stage the SHO finds some credible evidence about the case forthcoming, he can re-open the case after obtaining the formal permission of the Court.

Prosecution of complainant in false cases

When the IO reports a case as shallfully or maliciously false, he shall state in the FR whether he intends to proceed against complainant or not, and if not, he shall give his reasons for not doing so.

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CHAPTER - 9

PROSECUTION

Introduction

The Directorate of Prosecution is purely a part of the Union Territory Administration and works with the Police Department. Its vital role is to impart fairness and truthfulness in Criminal Justice System. The Prosecution Branch in itself is an independent agency handled by Puducherry Administration. The Public Prosecutors (PP) / Special Public Prosecutors / Additional Public Prosecutors / Assistant Public Prosecutors are the legal representatives of the Union Territory Government. They prepare and prosecutes Police cases in various Courts and also assist IOs with advice on matters affecting law.

Director of Prosecution: Duties and Responsibilities

1. The Director of Prosecution is the head of the entire prosecuting machinery.
2. Every Public Prosecutor, Additional Public Prosecutor and Special Public Prosecutor appointed by the State Government under sub-section (1) or sub-section (8) of section 18 BNSS to conduct cases in the High Court shall be subordinate to the Director of Prosecution.
3. The powers and functions of the Director of Prosecution shall be to monitor cases in which offences are punishable for ten years or more, or with life imprisonment, or with death; to expedite the proceedings and to give opinion on filing of appeals.
4. The Director of Prosecution shall have the power to deal with and be responsible for all proceedings under this Sanhita.

Deputy Director of Prosecution: Duties and Responsibilities

(1) Every Deputy Director of Prosecution shall be subordinate to the Director of Prosecution; and every Assistant Director of Prosecution shall be subordinate to the Deputy Director of Prosecution.

(2) Every Public Prosecutor, Additional Public Prosecutor and Special Public Prosecutor appointed by the State Government under sub-section (3) or sub-section (8) of section 18 BNSS to conduct cases in District Courts and every Assistant Public Prosecutor appointed under sub-section (1) of section 19 BNSS shall be subordinate to the Deputy Director of Prosecution.

(3) The powers and functions of the Deputy Director of Prosecution shall be to examine and scrutinise Police report and monitor the cases in which offences are punishable for seven years or more, but less than ten years, for ensuring their expeditious disposal.

Assistant Director of Prosecution: Duties and Responsibilities

(1) Every Assistant Director of Prosecution shall be subordinate to the Director of Prosecution and Deputy Director of Prosecution.

(2) Every Public Prosecutor, Additional Public Prosecutor and Special Public Prosecutor appointed by the State Government under sub-section (3) or sub-section (8) of section 18 BNSS to conduct cases in District Courts and every Assistant Public Prosecutor appointed under sub-section (1) of section 19 BNSS shall be subordinate to the Assistant Director of Prosecution.

(3) The functions of the Assistant Director of Prosecution shall be to monitor cases in which offences are punishable for less than seven years.

Sanction to prosecute

(1) Whenever any public servant not removable from his/her office except by or with the sanction of a State Government or some higher Authority is to be prosecuted for any offence alleged to have been committed by him/her in the discharge of his / her official duty, the sanction of the State Government or the Central Government, as the case may be, shall be obtained as required by section 218, of BNSS, 2023.

(2) When a public servant is to be prosecuted for an offence under sections 7, 8, 11, 13 and 15 of the Prevention of Corruption Act,1988 the sanction of the Central Government, the State Government or any other Authority competent to remove him/her from his/her office shall be obtained before filing the Charge Sheet.

(3) As the Governments do not want to discourage members of the public giving information against Government servants, utmost care shall be taken before prosecutions are launched under section 217 of Bharatiya Nyaya Sanhita, 2023 against persons making false complaints about the misconduct of Government officials and in no case, shall such prosecution be launched without the sanction of Government.

Appointment of Public Prosecutors

(1) The Public Prosecutors are appointed in accordance with the provisions of section 18, BNSS, 2023. The Public Prosecutor appears for the State/Union Territory and conducts prosecution in all Sessions cases, contests bail application, and argues appeal and criminal miscellaneous petitions in the Sessions Court and gives advice on legal matters.

(2) The Assistant Public Prosecutors are appointed in accordance with the provisions of section 19 BNSS. The APPs conduct prosecution in the Magistrate Courts. It shall be the duty of the APPs to advise the IOs whenever advice is sought for.

Duties and Responsibilities of Prosecuting Officers

(1) It shall be their duty to properly examine the statements recorded by the IO and the charges suggested. If a lacuna is found in the investigation, they shall request the IO to rectify the same.

(2) He / She shall ensure that all relevant and necessary papers are attached with the Charge Sheet. The complete details and previous convictions of the accused persons shall be mentioned in the Charge Sheet. He / She shall ensure that the list of witnesses entered in the Charge Sheet are supporting Prosecution and also ensure that omissions or defects in the investigation are explained or rectified.

(3) The Prosecuting Officer, before presenting a Charge Sheet, shall carefully scrutinize it and ensure that it has been properly prepared, the accused have been charged under correct sections of law and that all the witnesses necessary for proving the Prosecution case have been cited. He / She shall obtain all necessary instructions from the IO before the presentation of the Charge Sheet in the Hon'ble Court.

(4) The Prosecuting Officer as well as the IO shall bear in mind the relevant provisions regarding time limitations for taking cognizance of certain offences as laid down in Chapter 38 of the BNSS, 2023 (sections 513 to 519).

(5) **Recording of confession and statement u/s 183 of BNSS, 2023:** The Public Prosecutor and the IO shall ensure that the confessional statement of the Accused which is to be recorded before a Magistrate in a manner provided u/s 316 of BNSS, 2023 is signed by the Accused and the Magistrate. As per the Supreme Court Guidelines, special attention shall be given while recording the statement of victims under POCSO Act and sexual offences.

(6) With regard to chargesheeting of a case, where any person is arrested and detained in custody and the investigation cannot be completed within stipulated period, the provisions of section 187 of BNSS, 2023 sub-section 3 shall be kept in mind.

Trials to be expeditious

(a) Priority shall, as a rule, be given to case-related work over other work and every effort shall be made to reduce as far as possible, the hardship to parties and witnesses, which the proceedings entail. The hearing of a case shall

usually go on from day to day except authorized holidays. Adjournments when necessary shall be as short as the circumstances shall permit.

(b) To avoid needless harassment of witnesses by detention for cross-examination after the charge has been framed, Courts shall usually find it convenient not to wait for the completion of the evidence for the prosecution, but to frame the charges as permitted by section 274 of BNSS, 2023 at an earlier stage, as soon as, from the examination of the Prosecutor or complainant or otherwise, it is apparent that there is a prima facie case.

(c) Police Officers shall give due priority to Court attendance. The fact that they were called away by Senior Officers shall not be made an excuse by them for late attendance or non-attendance in Court.

Prosecutors to press for appropriate sentences in certain cases

(i) The IOs and SHOs shall coordinate with the Directorate of Prosecution in important cases and press for deterrent sentences in the following cases:

(a) In all the cases which are heinous in nature,

(b) Sexual offences including POCSO Act 2012,

(c) Cyber crime,

(d) Economic offences,

(e) Offences regarding cheating, forgery and money laundering,

(f) Cases under the NDPS Act 1985,

(g) In acid attack cases, and

(h) Cases related to anti-national activities,

(ii) As a more extensive use of section 394 (order for notifying address of previously convicted offender) of the BNSS, 2023 Prosecuting Officer shall assist the Police in preventing offenders from returning to the place of their former activities and in curtailing crime, the Prosecuting Officers may bring prominently to the notice of the Courts the necessity of passing orders u/s 394 in suitable cases.

(iii) In a trial of any person for an offence against public tranquillity (except offences under sections 189, 190, 196 and 193 of the BNS, 2023) or for assault or other offence involving a breach of the peace, the PP shall remind the Court of the advisability of demanding security for keeping the peace under section 125 of BNSS, 2023 in the event of the person being convicted of any such offence.

Track the trial of important cases

The District Superintendent of Police concerned shall ensure that all heinous crime cases are tracked till they have been finally disposed of by the Courts. There being no doubt that in many cases the guilty, escape punishment merely through the negligence with which the cases are prepared for trial, and because no person acquainted with them from their beginning, watches them in their latter stages. The District Superintendent of Police shall require a brief report from the Officer tracking each such case. He / She shall confer, in particular cases with the Public Prosecutor and shall give such instructions as may prevent a recurrence of errors and defects injurious to the success of prosecutions.

How to give evidence in Court

The following may serve as some of the useful hints for the guidance of Police Officers in the matters of giving evidence in Courts.

(a) Always appear in Uniform to give evidence in Court.

(b) Always salute the Court while entering and leaving the Court.

(c) Be attentive and never fidget.

(d) Be calm and dignified while giving evidence so as to impress favorably by manner and appearance the Court and the counsel.

(e) While giving evidence, look neither to your right nor to your left but look towards the Court.

(f) When questioned by the defence side, never turn towards the Prosecution counsel.

(g) Do not answer a question by means of a question.

(h) Answer no question at random without understanding it. If the question is not clear enough to be understood, say so and politely ask counsel to repeat it in a simple form.

(i) If you do not remember any fact, say so at once, rather than attempt a random answer.

(j) Never show irritation and do not be offended if the cross-examiner questions you in a way you do not like.

(k) If the questions are unnecessarily vexatious, or obnoxious, represent the matter to the Court and seek its protection. Above all do not quarrel with counsel.

(l) Carefully distinguish between what you know personally from what you may have heard from others.

(m)In answering a question volunteer no unnecessary information, i.e. if asked whether the colour of a certain article is white, do not say “no’, it is black” say simply ‘no’ or ‘yes’.

(n) If you consider that some of your answers require an explanation that counsel failed to elicit, you may, when both sides have finished, represent the matter to the Court.

(o) Remember that all that the Court wants to ascertain is the guilt or innocence of the accused, and not any intelligence displayed by you.

(p) Give no more details regarding the source of your information than “from the information received, I did this or that”.

(q) Avoid lengthy answers, as they furnish more material for cross-examination. Your replies shall be commendably short.

(r) Do not leave the Court without the permission of the Court unless all evidence adduced by the party summoning you has been finished.

Duties of IOs

(1) On every date of hearing, the IO shall attend the Court in proper Uniform with the CD files and assist the PP / APP / Senior APP/ Spl. PP in the conduct of the cases by giving him / her necessary instructions. If the IO is not able to attend the Court in the cases on any date of hearing, any other Officer oh his behalf or Court Duty Police (ASI or HC, as the case may be) shall attend the Court with the CD files, contact the PP and give necessary instructions.

(2) Where a case is adjourned for more than six hearings, an extra copy of the Court CD shall be made for the seventh and subsequent adjournments and sent to the District SP concerned. It shall be the responsibility of the District SP to examine such cases and take all necessary action for speedy disposal of the cases.

(3) Whenever SHO of PS is transferred/promoted, he/she shall prepare a list of cases, which are pending trial in the Courts in which he/she is the IO/witness and in which his/her evidence has not yet been taken. It shall be prepared in triplicate. The first copy shall be sent to the District SP concerned along with the charge report concerned. The second copy shall be kept in the PS in a separate file. The SHO shall carry with him/her the third copy and maintain it in a separate file in the PS/Unit to which he/she is transferred.

(4) If there are several cases in which a Police Officer has to give evidence either as IO or as witness, he/she shall, in consultation with the APP, so arrange the posting of cases, that he/she is not summoned to Court too frequently.

(5) In the case of IOs who have been transferred out of the District , the District Superintendent of Police shall arrange with his/her counterpart for prompt

attendance. The watch Register shall be kept up-to-date by making relevant entries. It shall be referred to often, to ensure that IOs who stand transferred, attend the Courts promptly on dates of hearing and have the cases disposed of by the Courts as early as possible, so that within a reasonable time the IOs are relieved of their Court duty arising out of work in their previous place of posting.

Court summons to a Government servant to produce official documents

The Government servants when summoned by a Court to produce official documents for evidence shall be guided by the following instructions:

(a) The law relating to the production of unpublished official Records as evidence in Courts is contained in sections 129, 130 and 165 of the BSA, 2023 which are reproduced below:

(I) No one shall be permitted to give any evidence derived from unpublished official Records relating to any affairs of the State, except with the permission of the Officer at the head of the Department concerned, who shall give or withhold such permission as he thinks fit.

(II) No public Officer shall be compelled to disclose communications made to him in official confidence when he considers that the public interests shall suffer by the disclosure.

(III)(1). A witness summoned to produce a document shall, if it is in his possession or power, bring it to Court, notwithstanding any objection which there may be to its production or its admissibility: Provided that the validity of any such objection shall be decided up by the Court.

(2). The Court, if it sees fit, may inspect the document, unless it refers to matters of the State, or take other evidence to enable it to determine its admissibility.

(3). If for such a purpose, it is necessary to cause any document to be translated, the Court may, if it thinks fit, direct the translator to keep the content secret, unless the document is to be given in evidence and, if the interpreter disobeys such direction, he shall be held to have committed an offence under section 198 of the BNS, 2023:

Provided that no Court shall require any communication between the Ministers and the President of India to be produced before it.

(b) For the purposes of section 129 BSA above, the expression “Officer at the head of the Department” may be held to mean the head of the office in whose custody the document required by the Court is, and vis-à-vis the Court which

demands its production, that office shall be treated as the Authority to withhold or give the necessary permission.

(c) In respect of documents emanating

(i) from a higher Authority, viz., the Government of India or the State/Union Territory Government, or which have formed the subject or correspondence with such higher Authority, or

(ii) from other Governments, whether foreign or not, the head of the Department shall obtain the consent of the Government through the usual official channels before agreeing to produce the documents in Court or allowing evidence based on them, unless the papers are intended for publication or are of a purely formal or routine nature, when a reference to higher Authority may be dispensed with.

(d) In the case of papers other than those specified in sub-rule (c) above the head of the Department shall not allow production of the correspondence, if it relates to matters which are generally regarded as confidential or the disclosure of which shall in his/her opinion be detrimental to public interests, or to matters which are in dispute in some other connection or have given rise to controversy between Government and some other party.

(e) In case of doubt, the head of the Department shall invariably refer to higher Authority for orders.

(f) These instructions apply as well to cases in which the Government is a party to the proceeding. In such cases, much shall depend on the legal advice as to the value of the documents, but before they are produced in Court, the consideration stated above shall be borne in mind, and reference to higher Authority made, when necessary.

(g) The Government servant who is required to attend a Court as witness with official documents shall, where permission under section 129 has been withheld, be given an order duly signed by the head of the Department. He/She shall produce it when he/she is called upon to give his/her evidence and shall explain that he/she is not at liberty to produce the documents before the Court or to give any evidence derived from them. He/She shall, however, take along the papers which he/she has been summoned to produce.

(h) The head of the Department shall abstain from entering into correspondence with the presiding Officer of the Court concerned regarding the grounds on which the documents have been called for. He / She shall obey the Court's orders and shall appear personally or arrange for the appearance of another Officer in the Court concerned with the documents and act as indicated in para (f) above and produce the necessary certificate if he/she claims privilege.

(i) Examination of the Medical Officers and making them wait for a long time in the Court without examination or sending them back without their evidence

being recorded shall be resisted. The Prosecutor shall take steps to promptly bring to the notice of the Court the presence of the Medical Officers and request that the cases in which they have appeared be taken up first so that they may be examined as soon as possible and enabled to return to their duties.

(j) Summoning of experts: Only the experts cited in the Charge Sheet shall be summoned to give evidence, the Prosecutor shall move the Court well in time for the issue of process to the experts giving them sufficient time to adjust their programmes to attend the Court on the dates fixed for their evidence. Messages shall not be sent at the last minute to get the expert witnesses to the Court.

Appeal and Revision

The deficiency and lacunas made during investigation by the IO at the end of the case whether discharge or an acquittal, the evidence on record as well as technical evidence shall be projected out before filing an appeal and revision before the Hon'ble Court.

Procedure for the expunction of strictures made in Judgments

Whenever instances of remarks by the Trial Court against any Police Officer or Police Force come to notice, a general representation by the Police Officer through their Senior Public Prosecutor shall be moved in writing to the Union Territory Administration for expunction of such remarks by filing appropriate appeal/revision in the competent Court.

Base insinuations or false allegations against Police

Whenever any question containing base insinuation or false allegations is put by the defence pleader to a Police Officer in the witness box, the latter shall at once appeal to the Court for the source of the insinuation or allegation to be disclosed, so that he/she may be in a position to run a defamation case against the person making it. Public Prosecutor shall also file petitions to this effect and have them placed on the record of the case so that the Appellate Court may be made aware that the insinuation or allegation has been challenged.

False cases

(a) When an IO is satisfied that a case is intentionally or maliciously false, he/she shall make a special endeavour to collect evidence to secure the conviction of the informant under section 217 or 248 of BNS, 2023. As soon as the FR reporting the case as intentionally or maliciously false is accepted by the Court, the IO shall, with the concurrence of the District Superintendent of Police submit a complaint to the Court praying that the complainant be

prosecuted under sections 217 or 248 of BNS, 2023 as the case may be. Such formal complaint shall be accompanied by a list showing the names, father's name and residence of the witnesses to be summoned to prove the falsity of the case and a summary of the points each witness shall prove. The complaint shall be submitted to the Court through the Public Prosecutor.

(b) Sanction of the Court under section 215 of BNSS 2023 to prosecute under section 248 of the BNS, 2023 is required in the following occasions:

(i) When the Court has taken any judicial proceedings in a case in which the original complaint was made to the Police and the case was reported by them as false. The dismissal of a case under section 178 of BNSS without investigation or after having heard the complainant alone without allowing him/her to call his/her witness, does not constitute a judicial proceeding.

(ii) Sanction u/s 215 BNSS is not required in case of complaints concerning heinous cases made directly to the Police.

Withdrawal of cases

In the context of section 360 BNSS, it permits withdrawal from prosecution by the PP/APP in charge of a case with the consent of the Court at any time before the Judgment is pronounced. This power of PP is derived from the statute and shall be exercised in the interest of the administration of justice. The PP shall put up details of the case for approval of the Hon'ble LG before submitting it to the Court. Section 360 of BNSS provides that no Court shall allow withdrawal from prosecution by PP without giving an opportunity of being heard to the victim in the case.

Protection of witness

The District SP shall direct the IOs, SHOs and SDPOs in their concerned Districts to adopt adequate measures to comply with the Witness Protection Scheme, 2018. The ability of a witness to give testimony in a judicial setting or to cooperate with law enforcement agencies and IOs without fear of intimidation or reprisal is essential in maintaining the rule of law. The objective of this scheme is to ensure that the investigation, prosecution and trial of criminal offences are not prejudiced because witnesses are intimidated or frightened to give evidence without protection from violent or other criminal recrimination. It aims to promote law enforcement by facilitating the protection of persons who are involved directly or indirectly in assisting criminal law enforcement agencies. Witnesses need to be given the confidence to come forward to assist law enforcement and Judicial Authorities with full assurance of safety. It is aimed to identify a series of measures that may be adopted to safeguard witnesses and their family members from intimidation and threats against their lives, reputation and property.

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CHAPTER - 10

ARREST AND CUSTODY OF ACCUSED

Arrest means “the deprivation of a person of his liberty by a legal Authority or at least by apparent legal Authority”.

Power of Arrest

Chapter V of the BNSS, 2023 deals with various provisions of arrest (sections 35 to 62). Police Officers derive their powers of arrest without warrant from sections 35, 39, 40(2), 61, 148 and 170 BNSS. Sections 43, 44, 46, 47, 49, 57, 58, 187 and 189 of BNSS deal with various procedures and precautions during and after arrest.

(i) Police Officers shall bear in mind that the arrest is permissive but not obligatory. They may submit the Final Report under section 193 BNSS, 2023 without effecting the arrest of the accused.

(ii) While effecting the arrest of any person, a Police Officer shall ensure strict compliance with the Guidelines issued by the National Human Rights Commission and the Higher Judiciary, and safeguards provided under the provisions of BNSS, 2023.

(iii) After an arrest of a person, during the custody, the Officer arresting shall ensure necessary arrangements and precautions that the person in custody is neither physically harmed by anybody nor by the person himself.

Arrest warrants

The warrants are either bailable or non-bailable. In respect of bailable warrants, the arrestee shall be released on bail when he offers the required security and in respect of non-bailable warrants, the Police Officer has no discretion, and the person shall be produced before the concerned jurisdictional Court. Prompt execution of warrants is one of the foremost duties of the Police and shall receive high priority. The warrant shall be executed by the Officer to whom it is endorsed. If that Officer wants a warrant to be executed by his subordinate Officer, he shall make an endorsement by name accordingly.

Arrest with warrant

(i) Sections 72-83 under Chapter VI of BNSS, 2023 deal with the issue of a warrant of arrest.

(ii) Warrants directed to a Police Officer for execution under section 79 BNSS shall be addressed to him by name and title of his office. Section 81 BNSS prescribes that all subsequent endorsements shall be by name. If therefore,

the Officer to whom the warrant is addressed desires to entrust the execution of the warrant to some other Police Officer, the endorsement shall be by name.

(iii) The Officer entrusted with the service of a warrant shall be informed of the date on which he is required to return, and on his return the warrant if it has been executed shall be returned to the Court with a report endorsed on its back by the Officer to whom the warrant was first directed stating how and by whom it has been served.

(iv) A warrant of arrest of an accused person remains in force, and shall be retained at PS, till the arrest is made or the individual surrenders or till the warrant is formally cancelled or withdrawn by the Court which issued it.

(v) When a Police Officer to whom a warrant has been entrusted for execution fails to find the accused person or has reason to believe that he has absconded or is concealing himself and the warrant cannot be executed, he shall submit a report in writing stating clearly the reasons for such belief.

(vi) A Magistrate issuing a warrant is required to fix a date by which the warrant is to be executed, or failure to execute is reported. If it is not possible to return the warrant duly executed to the issuing Court by the date fixed in the warrant, the Officer-in-charge of the PS to whom the warrant has been addressed or endorsed, shall submit to the issuing Court not later than the morning of the date fixed, a report stating the reason why the warrant has not been executed.

(vii) If the accused is absconding, he shall also send with his report the original report referred to in clause (e) above of the Officer to whom the warrant was made over for service together with the list of property belonging to the absconder. It shall then rest with the Public Prosecutor to apply for proclamation and attachment, if necessary.

(viii) An unexecuted warrant for the arrest of a witness shall be returned to the Magistrate on the date fixed therein so that he may take any further steps he may deem fit.

(ix) Unexecuted warrants for the arrest of the accused person shall be kept in a file until they are arrested or the warrants are cancelled or withdrawn.

Arrest without warrant

The powers of arrest without warrant possessed by Police Officers are laid down in sections 35, 36, 39, 43, 49, 50 and 170 BNSS.

Discretion to Arrest

A Police Officer has discretion whether or not to arrest a person on his own motion in a cognizable case and shall be careful to abstain from unnecessary

arrests. While making the arrest, IO shall observe and follow the provisions of the BNSS and Guidelines issued by the Hon'ble Courts from time to time. Hon'ble Supreme Court of India in CA No. 2207/2023 in *Md. Asfak Alam vs State of Jharkhand and ANR* dated 31st July 2023 directed the following regarding arrest:

(i) Police Officers not to automatically arrest when a case under section 498-A IPC (section 85 BNS) is registered but to satisfy themselves about the necessity for arrest under the parameters laid down above flowing from section 41 Cr.PC (section 35 BNSS).

(ii) All Police Officers shall submit a checklist contained in specified sub-clauses under section 41(1)(b)(ii) Cr.PC (section 35 BNSS).

(iii) The Police Officer shall forward the checklist duly filled and furnish the reasons and materials which necessitated the arrest while forwarding /producing the accused before the Magistrate for further detention.

(iv) The decision not to arrest an accused shall be forwarded to the Magistrate within two weeks from the date of the institution of the case which may be extended by the District Superintendent of Police for the reasons to be recorded in writing.

(v) Notice of appearance in terms of section 41-A Cr.PC (section 35 BNSS) be served on the accused within two weeks from the date of institution of the case, which may be extended by the District Superintendent of Police for the reasons to be recorded in writing.

(vi) Failure to comply with the directions aforesaid shall apart from rendering the Police Officers concerned liable for Departmental action, they shall also be liable to be punished for contempt of Court to be instituted before the High Court having territorial jurisdiction.

(vii) These directions have been circulated to the field formations by PHQ, Puducherry vide Circular No.07/SP(HQ)/OW/2023 – 146 dated 26.09.2023.

Procedure for making Arrest as provided under BNSS

Provisions of Chapter V of BNSS and Guidelines issued by NHRC and Hon'ble Court from time to time be observed while effecting any arrest by the IO. Followings are general precautions and Guidelines to be followed while making any arrest:

(i) Every Police Officer while making an arrest shall bear an accurate, visible and clear identification of his name which shall facilitate easy identification. (section 36 of BNSS)

(ii) Every Police Officer while making an arrest shall prepare a memorandum of arrest which shall be attested by at least one witness, who is a member of the family of the person arrested or a respectable member of the locality where the arrest is made, and countersigned by the person arrested. (section 36 of BNSS)

(iii) Every Police Officer while making an arrest shall inform the person arrested, unless the memorandum is attested by a member of his family, that he has a right to have a relative or a friend named by him to be informed of his arrest. (section 36 of BNSS)

(iv) Every Police Officer shall forthwith give the information regarding such arrest and the place where the arrested person is being held to any of his friends, relatives or such other persons as may be disclosed or nominated by the arrested person to give such information. (section 48(1) of BNSS).

(v) The Police Officer shall inform the arrested person of his rights as soon as he is brought to the PS. (section 48 (2) of BNSS). An entry of the fact as to who has been informed of the arrest of such person shall be made in a book to be kept in the PS. (section 48 (3) of BNSS)

(vi) No person who is arrested shall be detained in custody without being informed, as soon as may be, of the grounds for such arrest.(Article 22 (1) of the Constitution of India)

(vii) Every Police Officer or other person arresting any person without warrant shall forthwith communicate to him full particulars of the offence for which he is arrested or other grounds for such arrest. (section 47 (1) of BNSS)

(viii) Where a Police Officer arrests without warrant any person other than a person accused of a non-bailable offence, he shall inform the person arrested that he is entitled to be released on bail and that he may arrange for sureties on his behalf. (section 47 (2) of BNSS)

(ix) A Police Control Room shall be established in every District and at the Union Territory level. The names and addresses of the persons arrested shall be displayed on the notice board of the control room at every District. (section 37 of BNSS)

Under section 37 of BNSS - The Government shall:

(a) Establish a Police Control Room in every District and at State level;

(b) Designate a Police Officer in every District and every PS, not below the rank of Assistant Sub-Inspector of Police who shall be responsible for maintaining the information about the names and addresses of the persons arrested, the nature of the offence with which charged, which shall be prominently displayed in any manner including in digital mode in every PS and at the District headquarters.

(i) Section 43 of the BNSS lays down that the Police Officer making the arrest of a person shall do so by actually touching or confining the body of the person to be arrested, unless there is submission to the custody by word or action. When a person is to be apprehended and if he resists by force or tries to

evade, the arresting Police Officer may use necessary force to arrest him except causing death. But if the accused to be arrested is involved in an offence punishable with death or imprisonment for life, the force can be even to the extent of causing death depending upon the circumstances.

(ii) Every person who is arrested and detained in custody shall be produced before the nearest Magistrate within twenty-four hours of such arrest excluding the time necessary for the journey from the place of arrest to the Court of the Magistrate and no such person shall be detained in custody beyond the said period without the Authority of a Magistrate. (Article 22 (2) of the Constitution of India)

(iii) A Police Officer making an arrest without warrant shall, without unnecessary delay and subject to the provisions herein contained as to bail, take or send the person arrested before a Magistrate having jurisdiction in the case, or before the Officer-in-charge of a PS. (section 57 of BNSS)

(iv) No Police Officer shall detain in custody a person arrested without a warrant for a longer period than under all the circumstances of the case is reasonable, and such period shall not, in the absence of a special order of a Magistrate under section 187 of BNSS, 2023, exceed twenty-four hours exclusive of the time necessary for the journey from the place of arrest to the Magistrate's Court. (section 58 of BNSS)

(v) No person who is arrested shall be denied the right to consult, and to be defended by, a legal practitioner of his choice**.** (Article 22 (1) of the Constitution)

(vi) When any person is arrested and interrogated by the Police, he shall be entitled to meet an advocate of his choice during interrogation, though not throughout the interrogation. (section 38 of BNSS)

D. K. Basu Guidelines regarding Arrest

(i) The Police Personnel carrying out the arrest and handling the interrogation of the arrestee shall bear accurate, visible and clear identification and name tags with their designations. The particulars of all such Police Personnel who handle the interrogation of the arrestee shall be recorded in a Register.

(ii) That the Police Officer carrying out the arrest of the arrestee shall prepare a memo of arrest at the time of arrest and such memo shall be attested by at least one witness, who may be either a member of the family of the arrestee or a respectable person of the locality from where the arrest is made. It shall also be counter-signed by the arrestee and shall contain the time and date of arrest.

(iii) A person who has been arrested or detained and is being held in custody in a PS or interrogation centre or other lock-up shall be entitled to have one friend or relative or other person known to him or having interest in his welfare being informed, as soon as practicable, that he has been arrested and is being detained at the particular place, unless the attesting witness of the memo of arrest is himself such a friend or a relative of the arrestee.

(iv) The time, place of arrest and venue of custody of an arrestee shall be notified by the Police, where the friend or relative of the arrestee lives outside the District or town, through the Legal Aid organisation in the District and the PS of the area concerned within a period of 8 to 12 hours after the arrest.

(v) The person arrested shall be made aware of this right to have someone informed of his arrest or detention as soon as he is put under arrest or is detained.

(vi) An entry shall be made in the diary at the place of detention regarding the arrest of the person which shall also disclose the name of the friend of the person who has been informed of the arrest and the names and particulars of the Police officials in whose custody the arrestee is.

(vii) The arrestee shall, where he so requests, be also examined at the time of his arrest and major and minor injuries, if any present on his/her body, shall be recorded at that time. The Inspection Memo shall be signed both by the arrestee and the Police Officer effecting the arrest and its copy shall be provided to the arrestee.

(viii) The arrestee shall be subjected to medical examination by a trained Doctor every 48 hours during his detention in custody by a Doctor on the panel of approved Doctors appointed by Director, Health Services of the concerned State. Director, Health Services shall prepare such a panel for all Tehsils and Districts as well.

(ix) Copies of all the documents including the memo of arrest, referred to above, shall be sent to the illaqa Magistrate for his record.

(x) The arrestee may be permitted to meet his lawyer during interrogation, though not throughout the interrogation.

(xi) A Police Control Room shall be provided at all District and State Headquarters, where information regarding the arrest and the place of custody of the arrestee shall be communicated by the Officer causing the arrest, within 12 hours of effecting the arrest and at the Police Control Room it shall be displayed on conspicuous notice board.

Other instructions regarding Arrest

(i) The IO, shall keep the Officer-in-charge of the PS informed, and ensure corresponding entries in relevant record, of all major steps undertaken during the process of investigation.

(ii) Police Officer making an arrest shall record the reasons for making the arrest to justify it, if required. The Police Constables and Head Constables who make the arrest shall submit a report detailing the circumstances of the arrest to the SHO or IO concerned who shall incorporate the contentsof such reports in the General Diary, Case Diary etc. All Police Constables, Head Constables and Sub-Inspectors working in the field and empowered under law to exercise the powers of arrest without warrant, shall exercise their powers with prudence and be accountable for the arrest made in the discharge of their assigned tasks and duties.

(iii) In the light of these instructions, the action of Police Officers of all ranks, in arresting persons, if not necessary and not arresting when it is necessary, shall amount to misconduct, and may call for suitable disciplinary action. No arrest shall be made in a routine manner simply because the law empowers the Police Officer to do so. The existence of the power to arrestis one thing, while the justification for the exercise of the power of arrest is quite another.

(iv) When a Police Officer proceeds to arrest a person and cannot identify him personally, he shall secure the services of a person who knows the person to be arrested and shall also provide himself, if available, with a photograph, a descriptive role and the marks of identification of that person.He shall be sure of the identity of the person to be arrested.

(v) The Police Officer shall be in Uniform with his name and number if any, onthe pocket, besides carrying his identity card, or, if in plain clothes, carry his identity card and shall disclose his identity. He may arm himself with such firearms and accessories required for his defence, if the circumstances demand such a precaution.

(vi) The person to be arrested with or without warrant shall be informed of the grounds for making the arrest. The arrest shall be effected without unnecessary violence or publicity.

(vii) When a person to be arrested is concealing himself in a closed place, the Police Officer has every right to enter such place even by force to effect the arrest. He can even arrest everyone who obstructs him from discharging his duty. However, he shall behave decently with women inmates. Police Officer can exercise the right of private defence of his body and others while facing resistance during effecting the arrest.

Arrest of persons employed in public utility services

(i) When the immediate arrest of persons employed in a public utility service (such as the Telegraph, Postal, Railway, Ferry service) shall cause risk or inconvenience to the public, the IO shall make immediate arrangements to prevent escape and apply to the competent Authority to have the accused relieved. In cases, where immediate arrest can be made, without risk or

inconvenience to the public, notice of the arrest shall at once be sent to the Senior of the accused to enable him to arrange for his duties.

(ii) In every case in which a Government servant is arrested, a notice of his arrest shall be sent forthwith to his immediate superior or to the head of his office or Department with intimation to the District SP and SDPO. Such Officer shall also be informed of the result of the case in which the Government servant was arrested.

Requisition to arrest by any other Police Officer

Any Police Officer may cause any person whom he is empowered to arrest to be arrested by giving to any other Police Officer the information which shall justify that Officer in making the arrest in the exercise of his own powers under that section. The requisition shall specify the person to be arrested and the offence or other cause for which the arrest is to be made.

Order to a subordinate Police Officer to arrest

The Officer-in-charge of a PS or any IO may also cause any person whom he is empowered to arrest without a warrant by issuing an order in writing.

Section 57 BNSS

The Officer-in-charge of a PS, or any Police Officer making an investigation, under section 55 of the BNSS, depute any Officer subordinate to him to arrest the person. He shall give an order in writing specifying the person to be arrested and the offence or cause for which the arrest is to be made. The Officer so authorized shall notify to the person to be arrested, the substance of the order and, if so required by such person, shall show him the order. This section, however, does not take away the statutory power vested in all Police Officers by section 35 of the BNSS.

A Head Constable in charge of an Outpost or a Beat area or check post, without the intervention of the SHO, may take action in offences under special and local enactments, which empower the Head Constable to take action. When a private person arrests any person who commits a non-bailable and cognizable offence in his view, he shall be taken to the nearest PS immediately and such person be re-arrested by the Police.

Treatment of the arrested persons

(i) Whenever any person is arrested by a Police Officer or by a private person and is brought to the PS, the SHO shall examine the body of the arrested person and note whether he has any injuries over his body. If any, injuries are observed irrespective of their nature, he shall forward the said person to the nearest Medical Officer of the Government civil hospital or other hospitals of

local bodies authorized for medico-legal work, for treatment and injury certificate. The Medical Officer shall be requested to specify the age of each injury.

(ii) When any person with injuries in a serious condition or a drunken person in uncontrollable condition, who is unable to take care of himself, is brought to the PS, the SHO shall immediately forward such persons(s) to the Government hospital. Any delay may cause death, in which case the Police Officer-in-charge of the PS shall be held responsible. The statement of the injured person shall be recorded in the hospital and further action taken.

(iii) When an arrestee demands an examination of his body, which shall afford evidence to disprove the charges levelled against him and establish his innocence or evidence of an offence against his own body, the Police Officer shall forward him to the Medical Officer of the Government civil hospital for the examination and injury certificate. Such a certificate shall be forwarded to the Magistrate concerned.

Search of the arrested person

Whenever a person is arrested and not released on bail by a Police Officer, a thorough search of his clothes and belongings shall be made before putting him in lockup. Articles found upon him other than necessary wearing apparel shall be placed in safe custody and if any articles are seized from his person, a receipt showing the articles taken possession by the Police Officer shall be given to such person. The personal articles of the person shall be kept in safe custody in the Property Room (Malkhana) and entries made in the concerned Registers. If there are any incriminating articles or objects or materials, which might be necessary for investigation, they shall be separated and the procedure for recording and dispatching case property to Courts shall be followed. The other property shall be returned to him or his nearest kith or kin when he is remanded to custody.

Arrest in special cases

(1). Arrest of female

(a) In addition to all the safeguards and procedure to be followed while arresting a male suspect/accused, following additional requirements are to be observed while arresting a female suspect/accused:

(b) Save in exceptional circumstances, no woman shall be arrested after sunset and before sunrise, and where such exceptional circumstances exist, the woman Police Officer shall, by making a written report, obtain the prior permission of the Judicial Magistrate of the first class within whose local jurisdiction the offence is committed or the arrest is to be made. [section 43 (5) BNSS]

(c) Where a woman is to be arrested, unless the circumstances indicate to the contrary, her submission to custody on an oral intimation of arrest shall be presumed and, unless the circumstances otherwise require or unless the Police Officer is a female, the Police Officer shall not touch the person of the woman for making her arrest. [Proviso to sub-section (1) of section 43 BNSS]

(d) Whenever it is necessary to cause a female to be searched, the search shall be made by another female with strict regard to decency. [section 49(2) BNSS]

(e) Female suspects shall not be kept in a Police lock-up in which male suspects are detained. They shall be Guarded by female constables (*Sheela Barse vs. State of Maharashtra*)

(f) Interrogation of female suspects shall be carried out only in the presence of female Police Officers/Constables. (*Sheela Barse vs. State of Maharashtra*)

(2). Apprehension of Juvenile in conflict with law

The Juvenile Justice (Care and Protection of Children) Act, 2015 provides for certain special provisions in case of apprehension of a Juvenile in conflict with law.

(a) As soon as a Juvenile in conflict with law is apprehended by Police, he shall be placed under the charge of the designated Child Welfare Police Officer, who shall produce the Juvenile before the Juvenile Justice Board (JJB) without any loss of time but within a period of twenty-four hours of his apprehension excluding the time necessary for the journey, from the place where the Juvenile was apprehended, to the JJB. In no case, a Juvenile in conflict with law shall be placed in a Police lockup or lodged in a Jail.

(b) Where a Juvenile is apprehended , as soon as may be after the apprehension, inform the parent or guardian of the Juvenile, if he can be found, of such arrest/apprehension and direct him to be present at the JJB before which the Juvenile shall appear.

(3). Arrest of deserter

A deserter shall on arrest or surrender be taken to the Officer-in-charge of the nearest PS who shall communicate to his Commanding Officer as soon as possible. The deserter shall then be taken to the nearest Magistrate for orders.

(4). Arrest of public servant

information of the intended arrest of a public servant shall, if possible, be given to such public servant's immediate Senior Officer before the arrest is made; otherwise information shall be given immediately after arrest.

(5). Arrest of persons belonging to the Indian Army, Navy or Air Force

On the arrest by the Police of a person subject to Military, Air Force, Naval law charged with the commission of an offence early intimation shall be sent to the Officer Commanding the Unit to which such person belongs.

(6). Arrest of foreigner

Where the arrested person is a foreigner, then following the provision of the Vienna Convention on Consular Relations, he/she has a right to contact and inform about the factum of arrest to the diplomatic or consular officials of his or her country.

(7). Arrest of Judicial Officer

The Supreme Court in the case of *Delhi Judicial Service Assn. vs. State of Gujarat* has laid down the following Guidelines for the Police while arresting a Judicial Officer:

(i) If a Judicial Officer is to be arrested for some offence, it shall be done under intimation to the District Judge or the High Court, as the case may be.

(ii) If facts and circumstances necessitate the immediate arrest of a Judicial Officer of the subordinate Judiciary, a technical or formal arrest may be effected.

(iii) The fact of such arrest shall be immediately communicated to the District and Sessions Judge of the concerned District and the Chief Justice of the High Court.

(iv) The Judicial Officer so arrested shall not be taken to a PS, without the prior order or directions of the District and Sessions Judge of the concerned District, if available.

(v) Immediate facilities shall be provided to the Judicial Officer for communication with his family members, legal advisors and Judicial Officers, including the District & Sessions Judge.

(vi) No statement of a Judicial Officer who is under arrest be recorded nor any panchnama be drawn up nor any medical test be conducted except in the presence of the legal advisor of the Judicial Officer concerned or another Judicial Officer of equal or higher rank, if available.

(vii) There shall be no handcuffing of a Judicial Officer. If, however, violent resistance to arrest is offered or there is imminent need to effect physical arrest in order to avert danger to life and limb, the person resisting arrest may be over powered and handcuffed. In such case, immediate report shall be made to the District and Sessions Judge concerned and also to the Chief Justice of the High Court. But the burden shall be on the Police to establish

the necessity for effecting physical arrest and handcuffing the Judicial Officer and if it be established that the physical arrest and hand-cuffing of the Judicial Officer was unjustified, the Police Officers causing or responsible for such arrest and handcuffing shall be guilty of misconduct and shall also be personally liable for compensation and/or damages as may be summarily determined by the High Court.

(8). Arrest of Doctor

A medical Doctor, accused of rashness or negligence may not be arrested routinely (simply because a charge has been levelled against him). Unless his arrest is necessary for furthering the investigation or for collecting evidence or unless the IO feels satisfied that the Doctor shall not make himself available to face the prosecution unless arrested, the arrest may be withheld.

(9). Arrest, detention and release of MP/MLA

(i) Information about the arrest, detention, release, etc., of the Members of the Parliament or State Legislative Assembly shall be sent immediately by fastest means of communication to the Speaker/Chairman, as the case may be, by the District Superintendent of Police concerned.

(ii) As per section 222 A of the Rules of Procedures and Conduct of Business of the Rajya Sabha, the Police, Judge or Magistrate shall, have to intimate the Chairman of the Rajya Sabha about the reason for the arrest, the place of detention or imprisonment.

(iii) The main privileges of the Members of Parliament are in civil cases. As per section 85 of the Code of Civil Procedure, they have freedom from arrest during the continuance of the House and 40 days before its commencement and 40 days after its conclusion. However, privilege of freedom from arrest does not extend to criminal offences or cases of detention under preventive detention.

(iv) No arrest can be made within the precincts of the House without the prior permission of the Chairman/Speaker of the House. Similarly, no legal process, civil or criminal, can be served within the precincts of the House without obtaining the prior permission of the Chairman/Speaker whether the House is in Session or not.

(v) The only protection from arrests is to the President of the India, who is immune from civil and criminal proceedings until their term is over.

Instructions for effecting arrest in jurisdiction of other States/ Union Territories

The following instructions shall be followed when any accused is arrested in the jurisdiction of PS of other State/ Union Territory:

(i) The IO or other Police Officer/Staff shall take written permission of their Senior Officer before going out to other State/Union Territory for effecting arrest. They can take permission on the phone only in case of urgencies. Further, GD entry shall be made in the PS in this regard.

(ii) A lady Police Officer shall be made part of a team if the arrestee (the person to be arrested) is a female.

(iii) The local Police in whose jurisdiction accused is to be arrested shall be informed and assistance and cooperation from the concerned PS shall be sought. However, in case of exigency or apprehending his/her escape or for reasons to be recorded in writing, prior intimation may not be made.

(iv) The Police Officer shall prepare an arrest memo specifying the time and date of arrest and the name of the relative or friend to whom the information of arrest is given.

(v) After arrest, the IO/Police team shall visit the local PS, and an entry in the Daily Diary shall be made indicating the name of the persons arrested. Articles shall also be mentioned in the Daily Diary, if anything is recovered. In case, victim is recovered, details of victim shall also be given.

(vi) Transit remand shall be obtained after producing the arrestee before the area Magistrate. The arrestee shall be produced in front of the Magistrate before 24 hours.

(vii) The IO/Police Officer shall make an arrival entry in the Record after arriving at the PS. Details of person arrested and the articles recovered, if any, be entered in the GD. Further, he shall also inform the concerned SHO or Senior Officer about it immediately.

(viii) After arrival, the arrested person shall be produced at the earliest before the jurisdictional Magistrate (within 24 hours of the arrest, excluding the time of the journey).

(ix) If during investigation, any victim is rescued, then statement of the victim shall be recorded at the earliest. If the victim recovered is minor, he/she shall be produced before the local Child Welfare Committee for a further decision concerning the custody. In any circumstance, minor victim shall not be made to stay in the PS during the night hours.

Guard for lock-up

(i) On the arrival of an arrestee, the Officer-in-charge of a PS shall put a Guard and place a Head Constable or a Constable as in charge. He shall enter their names and their hours of duty in the Sentry Relief Book.

(ii) At the time of relieving sentries, the in-charge of the Guard and the relieving Sentry shall count the arrestees and see that all is well.

(iii) The key of the lock-up shall remain with the Sentry and except in urgent cases, such as an outbreak of fire, he shall not unlock the door without first calling the Officer-in-charge of the PS. Arrestee/inmate shall be permitted to leave the lock-up after nightfall except in special or emergent circumstances which shall be recorded in the Sentry Relief Book.

(iv) There shall be proper lighting to illuminate the interior of the lock-up.

(v) If it becomes necessary to take out a arrestee/inmate, the Officer-in-charge of the Guard shall be called and the assistance of other Constables may be taken, if required.

Treatment of persons in custody

(a) Once a person is in custody of the Police, the responsibility for his life and safety is on the Police. The physical and psychological condition of every person in custody is a major factor that shall determine the precautions, facilities and arrangements required to be made. The other factors such as the nature of the offence in which he is involved, the investigation required to be done, the antecedents, age, sex, ignorance and vulnerability are all vital and crucial. While every case has its peculiar features and circumstances, certain important Guidelines shall be observed.

(b) The first requirement is physical safety of the person in custody. This includes safety from injury and death, whether self inflicted or otherwise. As the psychological state of each individual cannot be accurately gauged, it is necessary to realize that the general mental state of a person arrested and brought to PS shall be fear, shock, trauma, sense of guilt and shame etc., and suicidal tendencies may therefore develop. Hence the place where he is lodged shall not contain anything including his apparel or belongings that afford him any opportunity to attempt or commit suicide.

(c) There shall be a watch on the person all the time. The room or place where he is kept shall be as such as to afford a full view to the Police Officer posted to watch him.

(d) Wherever any attempt or suspicion about the movements or action comes to notice, the lock-up room shall be opened and searched. There shall be effective intervention to prevent attempt at suicide and injuries. The whole episode shall be recorded in the PS General Diary and the person shall be sent for Medical examination with a report.

(e) The statements of other persons in custody and those present shall also be recorded and enclosed to the report.

(f) Since the person is in custody, sometimes even self-inflicted injuries or suicides can be interpreted as those caused by Police. Hence effective and timely intervention, contemporaneous recording of events, reporting to all concerned of such attempts by persons in custody are important.

(g) No Police Officer or IO shall use any force or cause any physical injury during interrogation of the person in custody. If such injuries are caused and result in death of the person, the Police Officers concerned shall be liable for prosecution as per law.

(h) No one shall be subjected to torture, or to cruel inhuman or degrading treatment in custody.

(i) Appropriate number of blankets shall be supplied by the SHO for the use of persons in Police custody for each lock-up. These shall be kept clean, washed and dried.

(j) The Police lock-up, toilets, blankets etc. shall be kept clean.

(k) The persons in custody shall be given daily food as prescribed at government rate. If food is brought by their relatives, each item of the food shall be tested by the family member in the presence of Police.

Confinement of other Department prisoners / arrestees in lock-up

(a) When any person arrested and escorted by Officers of other Units such as PSs, CID, Excise, Customs etc., are brought for confinement in the PS lock-up, a written requisition shall be given to the SHO of the PS and the latter shall keep such arrestee in the lock-ups. The Officers of the other Units shall keep their subordinates also besides the PS Guard. If there are no arrestees in the concerned PS lock-up, the key of the lock-up shall be given to the Officers of other branches or Units or Departments and they shall be responsible for the arrestee safe custody.

(b) In the lock-up, if there are already arrestees of the concerned PS, the key shall remain with the in-charge of the Guard of the PS.

(c) In all circumstances, the duty of supplying the arrestee with food and guarding them, when taken outside the lock-up, shall lie with the outside Officers.

Escape from custody

(a) In all cases of escape of arrestee/prisoners from Police custody including those from Jails where Police Guards are posted, an FIR shall be registered for investigation and a search immediately launched.

(b) The radio or telephonic report shall immediately be followed by a detailed report furnishing the circumstances under which the person escaped, whether the escape of the arrestee/prisoner was accidental or as a result of collusion or negligence, the action taken to apprehend hi, the person or persons responsible for the escape, the exact quantum of responsibility to be attached to the Police Personnel involved and the action taken against them, and other relevant particulars.

(c) Copies of the reports shall be sent by the District Superintendent of Police to the IGP/DGP.

Use of Handcuff

As per section 43(3) of BNSS,

"The Police Officer may, keeping in view the nature and gravity of the offence, use handcuff while making the arrest of a person or while producing such person before the Court who is a habitual or repeat offender, or who escaped from custody, or who has committed offence of organised crime, terrorist act, drug-related crime, or illegal possession of arms and ammunition, murder, rape, acid attack, counterfeiting of coins and currency-notes, human trafficking, sexual offence against children, or offence against the State."

Look Out Circular

In case, it is suspected that the absconding accused may flee the country, Look Out Circular (LOC) may be issued to prevent his escape. LOCs are opened to monitor the entry or exit of persons who may be wanted by the law enforcement Authorities.

The basic substantive Guidelines regarding publication of the Look Out Ciruclars in relation to the Indian citizens, issued by the MHA, enunciate the following principles:

(a) The request for opening of LOC is required to be made to all immigration check posts in the country in the official Format prescribed by the MHA.

(b) The request for opening of LOC shall invariably be issued with approval of an Officer not below the rank of District Superintendent of Police concerned.

(c) The originating agency shall ensure that complete identifying personal particulars of the person, in respect of whom the LOC is to be opened, are clearly mentioned in the prescribed proForma. The LOC shall not be opened for less than three identity parameters other than the name of the subject.

(d) A LOC is valid for a period of one year. However, in case the originating agency wants to extend the validity beyond one year, it can ask for the extension before the expiry of the one year period. If no request is made for the extension of the LOC within the stipulated period of one year, the immigration Officer concerned is authorized to suspend the LOC. Further, MEA, New Delhi may also be requested not to provide passport facilities to the absconding accused and also for the revocation of the passport, if already issued as provided under sections 6 and 10 of the Passport Act, 1967.

Report of Arrest

An Officer-in-charge of a PS is required to report all arrests without warrant made by himself or in his jurisdiction, to the District Police Control Room. Reports of such arrests shall be submitted to the Crime Records Bureau as well.

Bail

Bail broadly means security for release of a person who is arrested. A person is released on bail with or without sureties. Offences are of two types as far as bail is concerned, bailable and non-bailable.

(a). Bail in bailable offences: The SHO is competent to release a person on bail when arrested for bailable offences. If the arresting Police Officer is not the SHO, the arrestee shall be produced before the SHO with a written report for release on bail. If the accused jumps bail in a bailable offence and when he is arrested again, it shall be treated as a non-bailable offence. In case bail is given by SHO in bailable offence, the bond shall be taken. The detailed addresses of the sureties have to be noted therein.

(b). Bail in non-bailable offences: When a person is arrested for a non-bailable offence, ordinarily he shall be produced before the Court.

Points for opposing bail in non-bailable offences

(a) Likelihood of absconding.

(b) Possibility of tampering with evidence, intimidation and threat to witnesses/victim or their relatives/friends.

(c) Likelihood of repeating the offence.

(d) Nature of the offender and the seriousness of the offence.

(e) Likelihood of breach of peace and tranquility in the locality.

(f) Likelihood of retaliations by the victim party.

Bailable warrants

(i) When a person is arrested under a bailable warrant, he shall not be compelled to come to the PS to give bail. He shall be given bail at the place of arrest, if he offers security.

(ii) No Police Officer has power to re-arrest an accused in the same case, who has been released on bail u/s 480 BNSS 2023. When re-arrest is necessary, an application shall be made to the competent Court for cancellation of the bail bond and issue of a warrant of arrest in accordance with the provision

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CHAPTER - 11

SEARCH, SEIZURE AND CUSTODY OF PROPERTY

Introduction

Personal and house search are important tools of investigation. Police Officers are empowered to conduct these searches as per the various provisions under chapter VII of BNSS. Personal search is conducted immediately after a person is arrested and taken into custody. House search can be conducted prior to arrest or after the arrest as per the needs and demands of the investigation.

Power of search

(i) An Officer-in-charge of a PS or an IO, have reasonable grounds for believing that anything necessary for the purpose of investigation may be found in any place within jurisdictional limits of the PS, and that such thing cannot in his opinion be otherwise obtained, without undue delay may search the place under section 185 of the BNSS, 2023. Before making the search, the Police Officer shall record in writing the grounds of his belief, specifying there the thing for which the search is made the IO is unable to conduct the search person, he may after recording in writing his reasons for so doing in the General Diary, require any Officer subordinate to him to make the search. Police Officer so deputed shall be given an order in writing specifying the place to be searched, and so far as possible, the thing for which the search is to be made. Copies of Records made above shall be sent to the nearest Magistrate empowered to take cognizance of the offence.

(ii) When a search has to be conducted in the jurisdiction of another PS, whether in the same or a different District , an Officer-in-charge of a PS making an investigation may require under sub-section (1) of section of 186 of the BNSS, 2023 the Officer-in-charge of the Former PS to make a search or cause search to be made. But where there is reason to believe that the delay occasioned by such a procedure might result in evidence being concealed or destroyed, the IO may, under sub-section (3) of section of 186 of the BNSS, 2023 make the search himself or cause the search to be made, in which case, he shall forth with send a notice of the search together with a copy of the list prepared under section 103 of the BNSS, 2023 to the Officer-in-charge of the PS, within the limits of which the place searched is situated and to the nearest Magistrate empowered to take cognizance of the offence. When a search is made under section 185 or section 186 of the BNSS, 2023, a copy of the list prepared under section 103 of the BNSS, 2023, signed by the witnesses, shall be delivered to the owner or occupier of the place searched.

Precautions for conducting search

The following precautions shall be taken while conducting search:

(i) Searches, as far as possible, be conducted during daytime, except when circumstances otherwise warrant. Before proceeding to conduct a search, there shall be reasonable grounds for making the search, place(s) to be searched, the thing or things for which search is to be made, and why such thing or things cannot otherwise be obtained without undue delay.

(ii) During house search, the SHO/IO shall post Sentry to prevent entry and exit of unwanted persons.

(iii) The witnesses to search shall be respectable inhabitants of the locality. When it is not practicable to do so, witnesses have to be selected from other place(s), making a record of the reason in Case Diary. Avoid calling the same witness in several searches. If, for any reasons, the same witnesses have witnessed for more than one search, make a record of those reasons in Case Diary. When the witnesses are selected, serve an order on each of them requesting them to attend and witness the search.

(iv) Search is to be commenced only after securing the presence of witnesses and explaining to them the object of the search and the articles for which it is conducted. The occupant of the place to be searched shall be asked to be present and to attend the search. If the occupant is not willing or fails to be present to attend the search, make a record of it in the CD as well as in the search list.

(v) If there is reasonable apprehension that the delay caused in securing the attendance of the occupant frustrates the very object of search, search may be conducted in the presence of whosoever present on his behalf and record the reasons for so proceeding, in Case Diary and search list. Get yourself and the witnesses searched in the presence of the owner or occupier or any other adult male member of the house, if available, before the commencement of the search. Once the search is started, do not allow persons inside the house to go out or those outside to come in. Conduct the search in each room in the presence of the witnesses.

(vi) After the search is completed and the thing or things for which the search was conducted and any other incriminating articles are found or brought out, and make a record in the search list. It shall be clearly mentioned in the search list, every item of property seized, the exact place where it was found/recovered and how and by what means it was taken out from that place. Descriptive particulars and identification marks of the incriminating articles recovered be noted down in the search list. Make out the search list on the spot even if no article is seized. Record the number of the house and other particulars including the occupant's name, parentage and occupation.

(vii) Recover documents, if any, to prove the ownership or occupancy of the person from the place where incriminating articles are recovered and record such recovery in the search list. Sign with date on all pages of all copies of the search list and obtain the signatures of the witnesses on all pages of all the copies. Give under acknowledgment a copy of the search list immediately to the occupant of the house searched.

(viii) On completion of the proceedings, send without delay one copy of the search list to the jurisdictional Magistrate, attach another copy to the CD of the relevant date to be sent to District SP, file the third copy in CD file, and attach the fourth copy with the Charge Sheet to be sent to the Court.

(ix) The original copy of house search slip after submitting to the Court as per section 103 of BNSS, acknowledgement from Court shall be obtained with date, time and seal.

(x) In heinous cases, official witnesses shall be utilised for house search.

(xi) In sensational cases, while conducting house search the whole procedure may be videographed with the assistance of Police photographer.

Procedure for seizure of animals and perishable property

(i) If the property consists of animal or animals they shall be kept in a cattle pound attached to the PS or Outpost. Where no such cattle pound exists, they may be made over to the charge of the village headman or the owner or other respectable person of the locality on his signing agreement to produce the same before the Court as and when required to do so. Bills for expenses for feeding and watering such animals shall be submitted to the District Superintendent of Police together with particulars of the case in which they were seized.

(ii) In order to avoid losses to the parties, property which deteriorates very rapidly such as fruits, etc., may be disposed of after obtaining the orders of a Magistrate.

Motor vehicles detained or seized

A motor vehicle detained or seized by the Police in connection with a case or accident shall be produced before a Magistrate along with the identity or condition of the vehicle. The Magistrate may then exercise the discretion vested in him by section 497(1) of BNSS to order it to be sold or otherwise disposed of. Pending order of the Magistrate, the vehicle shall be kept in safe custody either in the PS or in a Police transport garage or any other suitable place.

Panchnama

(a) The only occasion on which a document which is popularly styled as a panchnama is required by law to be drawn up are when (i) some articles are seized in the course of search of a place under section 103 of BNSS or (ii) an investigation into the cause of death is made under section 194, BNSS.

(b) The holding of panchnamas on other occasions is not a duty imposed upon a Police Officer by law, though in practice a Police Officer resorts to it as a mode of procuring independent evidence to corroborate the results of his own inquiry and observation. In such cases, a panchnama by itself has no evidentiary value. It is merely a memorandum of what has been observed by the panch and the IO, who are apt to forget many of the details observed by them, in the interval between the events themselves and the day on which they are called on to testify to them in Court. Hence, a panchnama is useful only as a piece of corroboration of the oral evidence of the panch and the IO (section 160, BSA) or as a memorandum of facts observed by them, which they may use to refresh their memory while giving evidence of those facts (section 162, BSA). For the latter purpose, it is essential that the person using the panchnama shall either have written it himself immediately after having observed certain facts or shall have personally read it soon after it was written up by someone else, and found it to be correct.

(c) The following general hints shall be borne in mind in holding panchnamas:

(i) The panchnama shall be written up at the place where and immediately after, the proceeding concerned, e.g., a search, is held.

(ii) It shall be held ordinarily during day, but if the circumstances demand it, even during night time.

(iii) As many fair copies are supposed to be made, it shall be written up very carefully, so as to avoid the need for insertions or erasures. All erasures or insertions, if inevitable, shall be initialed by at least two of the panchs. Copy of the panchnama shall be given to the person concerned without his asking for it.

(iv) In all murder cases, the IOs shall themselves draw the panchnamas.

(v) In case of the attachment of currency notes or documents, the identification of which is a material point, the initials of the panch shall be taken on them, and in case of currency notes, the numbers shall also be noted in panchnama.

(vi) Where the complainant or informant is present, the identification of property attached shall be done in the presence of the panch and the fact noted in the panchnama.

(vii) When ornaments are concerned, they shall get properly weighed by a goldsmith who may be included among the panchs.

(viii) Where any property is produced by the accused, the exact place where it was found and the fact that the panch accompanied the accused producing it shall be mentioned.

(ix) Care shall be taken to avoid the inclusion in the panchnama of;

(a) any statement of accused person except to the extent admissible under section 23 of the BSA, 2023, or of other persons except when the statement is coupled with some relevant conduct, e.g., the owner of property in identifying it makes a statement that it is his own. Statements of accused shall be incorporated in the panchnama, only if the accused has made the statement in the presence of the panch witnesses. It shall be borne in mind that the value of such a panchnama is reduced to a great extent, if some part of it is found to be untrue.

(b) the opinions of the panch or the IO except to the extent permitted by section 194, BNSS, 2023.

(i) For certain specific duties the Home Guards are a part of the Police organization and as such a member of the Home Guards cannot be regarded as an independent person in the judicial sense. In view of this, Police Officers shall refrain from using Home Guards as panch witnesses.

(ii) A fresh panchnama shall be drawn up every time when the offender is approached by a bogus customer in a trap case.

Guidelines for search and seizure of electronic / digital evidence

(i) Digital evidence or electronic evidence is “any probative information stored or transmitted in digital Form that a party to a Court case may use at trial”. Section 79A of IT (Amendment) Act, 2008 defines electronic Form evidence as “any information of probative value that is either stored or transmitted in electronic Form and includes computer evidence, digital audio, digital video, cell phones, and digital fax machines”. The main characteristics of digital evidence are, it is latent as fingerprints and DNA, can transcend national borders with ease and speed, highly fragile and can be easily altered, damaged, or destroyed and also time sensitive. For this reason, special precautions shall be taken to document, collect, preserve, and examine this type of evidence. When dealing with digital evidence, the principles that shall be applied are, actions taken to secure and collect digital evidence shall not change that evidence; persons conducting the examination of digital evidence

shall be trained for this purpose and any activity relating to the seizure, examination, storage, or transfer of digital evidence shall be fully documented, preserved, and available for review.

(ii) During the seizure of digital evidence in the course of investigation of a cyber crime (or conventional crime with digital trails), the seizure procedure involves several precautions that are required to be taken in addition to the precautions and care taken during seizure of conventional articles.

(iii) The electronic and digital evidence shall be collected only with the assistance of experts from Cyber PS / FSL with their attestation and 63 BSA Certificate.

Chain of custody

Continuity of possession or the chain of custody of evidence is an important aspect whenever evidence is collected, until it is presented in the Court as an exhibit. The chain of custody assures continuous accountability. If it is notproperly maintained, an item may become inadmissible in the Court. Failure to substantiate the chain of custody may lead to serious questions regarding the authenticity and integrity of the evidence and the examination rendered upon it, making the whole process an exercise in futility. Failure to mark the items for subsequent identification in the Court of law may result in the acquittal of the accused. Similarly, failure to account for certain items during a certain period or with a particular agency such as Court, laboratory, PS, etc., at a particular time results in inadmissibility of the evidence itself.

(a) When any property is seized by Police, it shall be brought to the PS concerned and kept in the Malkhana pending the orders of the Magistrate or Court regarding its disposal.

(b) Every item that is so received shall be entered in the Malkhana Register. The Head Moharir is directly in charge of the 'Malkhana' and is responsible for the care and safety of property received and for the correctness of accounts thereof. Each article in the Malkhana shall be labelled.

(c) The label shall contain a reference to the entry in the Malkhana Register and a description of the article itself and a reference to the case number and serial number off the seizure list.

(d) When any property is seized by Police and brought to an Outpost it shall be kept in the Malkhana of the Out post. The Head Constable in charge of the Outpost shall maintain a Malkhana Register in accordance with these rules and shall forward the property with the least possible delay to the Officer in charge of the PS to whom he is subordinate.

Forwarding of property to Court Malkhana

All property connected with criminal cases shall be forwarded from the PS to the Court Malkhana at the time of submitting Charge Sheets unless otherwise directed by the Magistrate. The property relating to a criminal case which is not sent up for trial and any other property not connected with a case shall be retained in the PS Malkhana and disposed of in accordance with the orders of the Magistrate.

Whenever any property is forwarded to the Court, the Officer forwarding the property shall prepare a list of such property in duplicate and the list shall accompany the property sent. The Court malkhana Head Constable shall check the property received with the list and acknowledge receipt on the duplicate thereof. The original list shall be retained in the Court Malkhana Office and the duplicate containing the acknowledgement shall be returned to the Officer forwarding the property through the person who brought it. If any article is sent in a sealed cover, a sample of the seal used shall be fixed.

Conveyance of property

When the articles connected with criminal cases are easily portable, the practice of making the Police or the parties interested or willing to convey them to the PS or Outpost or to the Court Malkhana may be continued. In no circumstance shall the accused or persons interested in him be used to convey them. When they are bulky and it is found necessary to engage a conveyance, the cheapest available conveyance shall be used. A bill for such conveyance supported by vouchers and a certificate showing the necessary for incurring the charge, shall be submitted to the District Superintendent of Police for payment out of his office contingencies.

Disposal of case properties pending completion of trial

Section 497(1) of BNSS, 2023 States that "When any property is produced before any Criminal Court during any inquiry or trial the Court may make such order as it thinks fit for the proper custody of such property pending the conclusion of the inquiry or trial, and if the property is subject to speedy and natural decay, or if it is otherwise expedient so to do, the Court may after recording such evidence as it thinks necessary order it to be sold or otherwise disposed of."

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CHAPTER – 12

PREVENTIVE ACTION

Introduction

Law empowers the Police and the Executive Magistracy to prevent offences, breach of peace, and maintain public order. These powers inter alia include preventive arrests, security proceedings, removal of public nuisances, prohibitory orders and also deal with disputes that threaten peace. The powers are meant to provide a sense of safety, security and confidence in all sections of society. Prevention is as important as punitive action. Section 151 of BNSS provides protection against prosecution for certain acts done in good faith. This is a shield for bold and proactive initiatives taken in public interest for preventing offences and breach of peace.

Collection of information

One of the most important duties of Police is to collect information about every movement, state of feeling, dispute or incident which may lead to a breach of peace and on the basis of such information preventive measure is to be adopted and also to communicate such information to Senior Officers for further necessary action.

Prevention of breach of peace

The majority of riots and other disturbances of the peace take place in connection with disputes regarding processions, festivals, fairs, right of way and other easements and similar matters. In order to prevent such breaches, the following steps shall be taken according to the circumstances of each case:

(i) SHO shall always keep in touch with the information recorded in his Records relating to crime in villages and acquaint himself with the occasions on which a breach of the peace is likely to take place.

(ii) When a probable disturbance is within sight, he shall visit the place in question and try to ascertain the condition of public feeling by getting into touch with influential party and non-party men.

(iii) The Outpost Police and village headmen shall be instructed to keep a watch on meetings held, handbills distributed and rumours set afloat, very often by outside agitators.

(iv) Action may also be suitably taken under section 127 of BNSS against persons who may be delivering inflammatory speeches or indulging in similar activities.

(v) Higher Officers, especially in the Gazetted ranks, shall interpose by contacting the influential leaders of parties and even by distributing leaflets containing advice and warning, and shall try to avert trouble with their assistance (vide section 168 BNSS).

(vi) If the prospects of averting trouble are not encouraging steps shall be taken to deploy sufficiently large Police strength in the vicinity of the scene where a breach of the peace is anticipated, as a mere show of strength is sometimes likely to be sufficient to avoid untoward developments. For this purpose all available strength of the Police Force, especially armed men of the District , shall be concentrated at the place. The Magistrate having jurisdiction, may, if necessary, be requested to appoint special Police Officers under section 17 of the Police Act, 1861.

(vii) If the breach of the peace is likely to arise out of a dispute in connection with any procession etc. steps shall be taken under section 30 of the Police Act.

(viii) If time permits, proceedings may be started against the ring leaders under section 126 of BNSS and in case the cause of the trouble is a dispute in connection with any land, temple or other immovable property, under section 164 of BNSS.

(ix) If none of the steps prove or is likely to prove effective, the Magistrate concerned may, as a last report, be requested to issue orders under section 163 of BNSS, temporarily prohibiting persons from doing certain acts, even if they are perfectly lawful.

(x) Higher Supervisory Officers, such as the District Superintendent of Police, shall invariably be present on the scene of the apprehended trouble and shall not leave the matter to be dealt with by the subordinates.

Preventive action under section 125 BNSS

Security for keeping the peace can be demanded by a trial Magistrate from an accused person convicted of an offence involving a breach of the peace in addition to the sentence passed for it.

Preventive action under section 126 BNSS

(i) Proceedings under section 126 BNSS are an effective means for preventing a breach of peace or a disturbance of public tranquillity which is reasonably apprehended in connection with religious processions, festival, fairs, elections or any political movement. It is not always essential in every case that there need to be two parties fighting against each other. It shall, however, be clear that a breach of the peace is imminent unless averted by proceedings under this section.

(ii) Before starting proceedings under this section, Police shall collect evidence oral or documentary, of persons (including Police Officers) acquainted with the circumstances of the case, regarding:

(a) the specific occasion on which the breach of the peace is anticipated;

(b) the existence of cause, quarrel or other circumstances which is likely to lead to the breach and the period of its duration.

(c) the declarations of the parties indicating their determination to carry out or to prevent certain things in connection with the subject matter of the quarrel;

(d) the strength and the followers of the party or parties; and

(e) attempts made for conciliation, with their results, etc.

(iii) It is not necessary to record elaborate statements of witnesses, short notes are sufficient. The provisions of section 181 BNSS, do not apply to any statements or notes made in connection with such an inquiry.

(iv) The proceedings shall be initiated by a Police Officer lodging personally or sending by post to the Magistrate having jurisdiction, information in writing, specifying the name with full address of the person from whom security is sought to be demanded, the occasions on which the breach of peace is apprehended, and the circumstances calculated to lead to the same, and praying for security being demanded. The period and the nature of the security may also be suggested. The names with addresses of witnesses to be examined in the case shall be mentioned in the information.

(v) The Magistrate shall then issue process for the attendance before him of the person to be proceeded against. If it is necessary to prevent an imminent breach of the peace, action may be taken according to section 170 BNSS, otherwise, the Magistrate may be requested to issue a warrant of arrest. The Magistrate dealing with the case shall issue a preliminary order under section 81 BNSS calling on the person to show cause as to why he shall not be ordered to furnish security specified in the order.

(vi) The Magistrate shall then record evidence tendered by the Police and also by the person proceeded against and make such final order as he deems fit in the light of the evidence recorded, if, pending the completion of an inquiry, it appears necessary to take immediate steps to prevent a breach of the peace or the commission of an offence, the Magistrate shall be requested to take interim security from the person.

(vii) Care shall be taken to see that action under this section is taken against the party who is about to play an aggressive part calculated to lead to a breach of the peace and not against a person who is acting within his rights, though a breach of peace may be apprehended as a result of the activities of a person or persons who may feel aggrieved by the lawful exercise of such rights.

(viii) Order under section 126 BNSS may be passed upon the plea and consent of the person proceeded against without recording evidence, as the procedure to be adopted is that of a summons case.

(ix) Against two contending parties, two separate proceedings shall be instituted, as persons proceeded against in both cannot be said to be associated with one another.

(x) In proceedings against opposite parties (factions), persons proceeded against in the one may be cited as witnesses against the other and vice versa.

Preventive action under section 126/170 BNSS

Section 126 BNSS deals with security for keeping the peace. Similarly, section 170 BNSS deals with arrest to prevent the commission of cognizable offences, which provides:

(i) A Police Officer knowing of a design to commit any cognizable offence may arrest, without orders from a Magistrate and without a warrant, the person so designing, if it appears to such Officer that the commission of the offence cannot be otherwise prevented.

(ii) No person arrested under sub-section (1) shall be detained in custody for a period exceeding twenty-four hours from the time of his arrest unless his further detention is required or authorized under any other provision of this code or any other law for the time being in force.

The main object of these sections are preventive in nature that is to prevent the commission of any cognizable offence. The action under these sections includes security through a bond as well as arrest by a Police Officer.

A combined effect of these provisions is that it is not a punishment as under any substantial law but to prevent commission of a cognizable offence either through the fear of a civil liability, i.e., executing a bond for keeping peace or arresting the person before the actual commission of a cognizable offence.

All the Police Officers while dealing with cases u/s 126/170 BNSS shall keep in the mind the Guidelines /directions mentioned above before initiating any action. They shall have the prior concurrence from the SDPO concerned before effecting any arrest U/s 170 of BNSS. This shall be meticulously observed. The SDMs shall not give their approval in a mechanical manner but shall act strictly as per the law/directions given by various Courts to ensure that there is no misuse of these provisions of the law. The Executive Magistrate shall realize the onerous responsibility they carry and act in a fair and transparent manner in accordance with Guidelines laid down by the Court.

Preventive action under section 127 BNSS

Proceedings for security for good behaviour under this section are generally taken against;

(a) political agitators disseminating seditious matter by making speeches or distributing pamphlets, handbills etc., or matter which is calculated to promote racial hatred between different communities; and
(b) editors, printers, publishers etc., of newspaper or other books, disseminating such matter. In (b) the sanction of Government is necessary in this case

Police shall collect evidence of speeches delivered or pamphlets distributed, etc., and note in their reports persons present at the meetings at which the speeches were delivered or those to whom the pamphlets were distributed. It is immaterial whether the objectionable activities of the person proceeded against took place within or without the jurisdiction of the Magistrate before whom the information is lodged. All that is necessary is that the person shall be within the Magistrate's jurisdiction at the time when the information is lodged. The procedure for initiating the proceeding and the stages of the inquiry in Court shall be substantially the same as out lined in the rule above in the case of proceedings under section 127 BNSS.

Preventive action under sections 128 and 129 BNSS

Proceedings under sections 128 and 129 BNSS, are among the most useful means at the disposal of the Police for checking and controlling crime and shall be resorted to in suitable cases. The evidence on the following points shall be useful in a proceeding under section 128 BNSS:

Clause (a):

(i) The person proceeded against was found by a Policeman or any other person at an unusual time and in suspicious circumstances at a place where he had no business.
(ii) His movements, costume or disguise indicated an attempt to conceal his presence or identity at the time and place.
(iii) When questioned, he gave a false name and residence.
(iv) His conduct e.g. an attempt to run away was highly suspicious.
(v) He was making an attempt or exhibited conduct suggesting that his object was to commit an offence.
(vi) Letters or documents had passed between him and any other person suggesting that the concealment was for the commission of an offence.

(vii) He was in possession of implements of house-breaking, bunches of keys or master keys etc.

Clause (b):

(i) The person proceeded against does not follow any profession or occupation or any other kind of employment being his apparent means of livelihood.

(ii) He lives in a style entirely inconsistent with his apparent means of livelihood.

(iii) He lives in a licentious life, e.g., indulging in organized crimes.

(iv) His income is totally inadequate to meet the requirements of himself and his family.

(v) He gave an unsatisfactory explanation of his presence at the place at which he was found.

(vi) He evaded replying to questions or gave inconsistent false replies.

(vii) He was found in company of persons of reputedly bad character, when he had no valid reason for being in their company.

For a proceeding under section 129 BNSS, evidence shall be collected as follows:

SHO shall prepare the ground well before starting proceedings under this section. It is desirable to prepare a History Sheet of a bad character to be proceeded against, taking care to note, therein from time to time the reports against his character. Beat Policemen shall also inquire and note in their Beat books everything they learn against the individual so that the entries may later be useful in a proceeding under this section.

In addition to the materials collected as above, the following types of evidence shall be highly useful:

(i) Evidence of previous convictions in respect of offences of a similar nature.

(ii) Evidence of person who testify to their having seen the person committing an offence or to their suspecting him to have committed it, in view of his presence at or near the scene or movement from or to it, etc., though the statements of such persons may be uncorroborated and insufficient to sustain a prosecution in respect of that offence.

(iii) Evidence regarding the bad repute of the person proceeded against of respectable witness who owing to their residence in the locality or otherwise, have means for knowing it.

(iv) Evidence of the unaccountable absence of the person proceeded against, especially at night time.

(v) Evidence of his association with other bad characters, receivers or disposers of stolen property.

(vi) If the person to be proceeded against under sections 128 and 129 BNSS is covered by section 55 BNSS, he may be arrested by a SHO or any subordinate Officer deputed by him and produced before a Magistrate. In other cases, the Magistrate shall issue process for his attendance after information has been lodged against him. The procedure regarding the collection of evidence by the Police and the lodging information and the inquiry to be made by the Magistrate shall be substantially the same as out lined in sub-rule (2) above.

The following points shall be carefully observed in taking proceedings under sections 128 and 129 BNSS:

(i) It is inappropriate to proceed against a person simply because a prosecution against him has failed.

(ii) A person who is already undergoing imprisonment ought not to be proceeded against as, while in Jail, he is incapable of committing any offence.

(iii) Proceedings under both sections cannot be taken against one and the same individual at one and the same time.

(iv) Two or more persons may be jointly proceeded against under section 103 BNSS, if there is evidence to prove their association in their criminal activities.

(v) The statement of a witness examined in proceedings under section 129 BNSS, deposing to the commission by the person proceeded against of a certain offence does not amount to first information of a cognizable offence and it is not necessary to Register the offence.

(vi) Proceedings under section 129 BNSS shall be initiated by lodging information as soon as possible after the inquiry into character of the person has been finished, as the absence of evidence of any offence committed by him in the meanwhile indicates that there is no necessity to demand security from him.

(vii) Mere evidence of previous conviction unassisted by evidence of reversion to crime on the part of the person proceeded against, after undergoing his last sentence, shall not be sufficient to support a demand for security.

Breach of Bond

According to section 140 BNSS., the bond to be executed by any person shall bind him to keep peace or to be of good behaviour, as the case may be, and in the latter case the commission or attempt to commit, or the abetment of, any offence punishable with imprisonment, wherever it may be committed, is a breach of the bond. The commission of any act which is likely to provoke a breach of peace in case of person bound down under sections 125 and 126 BNSS is an example of breach of bond.

Assemblies and Processions

(i) The duties and powers of the Police in respect of the control of assemblies and processions are out lined in sections 30, 30A, 31 and 32 of Police Act, 1861. The SHOs shall cause timely information to be sent to the District Superintendent of Police of any projected gathering, procession or festival or other event that is likely to make the exercise of his power under section 30 of the Act advisable.

(ii) If the District Superintendent of Police considers it necessary to call upon any person or class of persons under section 30 (2) of the Act to apply for a permission in respect of an assembly or procession, he shall obtain from the District Magistrate a statement in writing that in his judgment the assembly or procession is likely, if held during a certain period uncontrolled to cause a breach of the peace. He shall thereafter cause a general or special notice to be issued directing the persons concerned to apply for permission/license.

(iii) The permission to be issued under section 30(3) of the Act shall be specific in nature and the Officer issuing it may impose any conditions to suit the needs of any occasion or locality.

(iv) Under section 30 (1) of the Act, the District Superintendent may issue directions regarding the conduct of an assembly or procession whether it is permitted or not and whether there has been a notice requiring, or an application requesting a permission or not. Unless he proposes to take action under section 163 BNSS, he shall issue such directions whenever any person gives notice of his intention to convene or collect an assembly or to direct or promote a procession regarding which no notice has been issued requiring an application for a permission. Directions under section 30 (1) of the Act shall be given in writing, whenever possible; but disobedience of verbal directions also, by any person who is aware of them, is punishable under section 32 of the Act. The District Superintendent of Police may alter or omit any of the directions printed in the Form and may issue any other directions to suit the needs of any occasion or locality.

(v) When a license/permission is issued or directions are issued, the District Superintendent shall satisfy himself that they include, special conditions or directions necessary for the preservation of the peace. He shall not allow persons taking part in an assembly or procession to carry those things which, in his opinion are not required for purposes of display or are not a necessary feature of the assembly or procession. In order to check the indiscriminate use of fire-works, the District Superintendent shall specify the number and type of fire-works, if any, that may be let off in any assembly or procession. Such permissions or directions shall be issued in triplicate; one copy shall be given to the licensee or the person to whom the directions are addressed, one retained in the District Superintendent’s office and one sent to the PS concerned.

(vi) If, notwithstanding the issue of a notice under section 30 (2) of the Act, an assembly or procession is held without a permission, a prosecution under section 32 of the Act shall lie against any conveners or collectors of the assembly or any directors or promoters of the procession who have disobeyed the notice to apply for a license, but not against any other person merely because he is a member of the assembly or takes part in the procession.

(vii) It is the duty of the Police Officers who are present at an assembly or procession to give reasonable orders under section 31 of the Act, and to note the name and address and the actions of any person who disobeys any such orders, or any orders issued under section 30 (1) of the Act, whether the orders are verbal or in writing. Since an offence under section 32 of the Act is non-cognizable a Police Officer has no power forthwith to arrest a person who commits such offence unless an arrest is justified under section 58 BNSS or a Magistrate is present and issues orders of arrest under section 187 BNSS or the person who disobeys such orders also commits a cognizable offence.

(viii) An order to disperse may be given under section 30 A (1) of the Act only if an assembly or procession has violated the conditions of a permission issued. However, it is not a substitute for an order under section 148 (1) BNSS and, before force can be used to disperse an assembly or procession which has disobeyed it, a second order to disperse shall normally be given under section 148 (1) BNSS. When, there is no time for more than one order to disperse, such order shall be given under section 148 (1) BNSS. The advantage of giving an order under section 30 A (1) of the Police Act are (i) that an assembly or procession which disobeys it becomes at once an unlawful assembly and section 148 BNSS becomes applicable even though the circumstances shall otherwise not permit their use, and (ii) that the members of such an assembly or procession may be arrested without warrant as being guilty of an offence under section 189 BNS.

(ix) An assembly or procession, whether licensed under section 30 (3) of the Act or not, may be dispersed by force only under section 148 (2) BNSS that is to say only – if it has duly been ordered to disperse under section 148 (2) BNSS and has not dispersed or if it has conducted itself in such a manner as to show a determination not to disperse.

(x) A prosecution shall lie under section 32 of the Police Act against any person who violates the conditions of a license issued under this rule and any member of an assembly or procession whether licensed or otherwise who knowingly disobeys directions issued by a District Superintendent of Police under section 30 (1) of the Act or disobeys the reasonable orders of a Police Officer under section 31 of the Act.

(xi) A prosecution shall lie under section 189 BNS against any person who is a member of a licensed assembly or procession which neglects or refuses to obey an order under section 30A(1) of the Police Act and thereby becomes an unlawful assembly.

(xii) A prosecution shall lie under section 189(3) BNS against any person who joins or continues in an unlawful assembly after it has been duly ordered to disperse under section 148(1) BNSS.

Dispersal of unlawful assemblies

(a) The Police Officer who learns that a riot or other disturbance has broken out or is about to break out or that he has to disperse an unlawful assembly, shall inform the nearest Magistrate and give him an opportunity to accompany the Police party. The departure of the Police party shall, however, on no account be delayed with a view to obtaining, the presence of a Magistrate under sections 148 and 149 BNSS an Officer-in-charge of a PS may command any unlawful assembly to disperse, and if any such assembly does not disperse or conducts itself in such a manner as to show a determination not to disperse, may proceed to disperse such assembly by force. Police Officers Senior in rank to SHOs can exercise these powers, under section 170 BNSS, and all Police Officers acting in good faith are protected from penal consequences by 151 BNSS.

(b) It is impossible to lay down detailed orders for the dispersal of unlawful assemblies as the circumstances of different cases may vary within the widest limits. One assembly may be merely technically unlawful and with tact and patience may be dispersed without the use of force, while another may be armed with dangerous weapons or so violent as to demand the use of instant force. The Police Officer-in-charge shall decide what steps are appropriate in each particular case, giving due allowance to the following principles :

(i) Force shall not be used unless it is absolutely necessary.
(ii) Not more than the minimum amount of force may be used.
(iii) The use of force shall cease the moment the assembly shows signs of dispersing

SOP to be followed for dispersing an unlawful assembly

Note: (The senior-most Police Officer shall update the District control room about the situation report, gathering figures and the action proposed at every stage)

(i) As far as practicable, efforts shall be made to disperse the unlawful assembly without using force i.e. through persuasion, negotiations, mediations etc.

(ii) At the very out set announcements for dispersal shall be made through PA system or other available means.

(iii) If they persist with their illegal act, their assembly shall be declared unlawful.

(iv) Consequently, they shall be ordered to disperse, if they do not, they shall be arrested using minimum necessary force.

(v) If this doesn't work, they shall be cautioned that force shall be used.

(vi) If the unlawful assembly still persists, then force shall be used to disperse them.

(vii) Force is to be used by first using non-lethal means followed by harsher ways, if required till the situation is brought under control. Use of lethal means shall be the last option, only when everything else fails.

(viii) The senior-most Police Officer present on the spot shall assess the feasibility of charging at the unlawful assembly with lathis and shields first. The assessment shall depend upon the relative strength of the unruly mob and Police Force and whether the Police party is equipped properly with anti-riot gear so that Police Personnel do not suffer disproportionate injuries.

(ix) If the unlawful assembly persists, the Police contingent shall, as far as practicable, use water cannon and tear smoke shells and attempt shall be made to avoid hitting directly on vital parts of their body by the shells to minimize causalities.

(x) If use of tear smoke is not effective, other non-lethal methods shall be used exercising caution and discretion.

(xi) Some of the other non-lethal methods are stingers, stun and dye-marker grenades, plastic bullets, teaser, The LRAD, laser dazzlers, net guns and stink bombs.

(xii) When all above options turn unsuccessful and use of firearms becomes necessary, the procedures envisaged in BNSS are to be followed.

(xiii) At the out set, the unlawful assembly be warned through PA System/loud hailers, etc., about the use of firearms.

(xiv) When the unlawful assembly does not respond positively and use of firearms becomes unavoidable, it is advisable that the initial round of firing be made in air.

(xv) As far as practicable, attempt shall be made to fire below the waist, when resorting to firing becomes necessary to disperse unlawful assembly. If he is compelled to have to resort to the use of firearms, he shall follow the following instructions:

(a) If the use of firearms is necessary, the armed squad shall be supplied with 20 rounds of ball per man. Arrangements shall be made to have a reserve supply of ammunition available on the spot. When armed Police are used

the party shall ordinarily be accompanied by the District Magistrate or a Magistrate specially selected by him.

(b) Before firing is actually commenced a Magistrate, supported by a file with fixed bayonets, shall proceed to within speaking distance of the mob and order it to disperse; shall the order be disobeyed, the Magistrate shall distinctly warn the assembly or the mob that firing shall be resorted to and shall be effective. Shall the mob still refuse to disperse, the Magistrate shall fall back on the main Police party.

(c) The responsibility for ordering the opening of fire shall rest on the Magistrate and no order for firing shall be given until some overt act of violence has been committed by the mob.

(d) Firing shall cease the instant it is no longer necessary. The Magistrate shall direct the Police Officer-in-charge to cease fire as soon as the mob shows the slightest indication of retiring or dispersing.

Note – 1. Shall a Magistrate for any unavoidable reason not be present the duties of the Magistrate shall devolve on the Senior Police Officer present.

Note – 2. Before the Magistrate advance to warn the mob, the whole squad shall be ordered to load and keep their muskets at safe.

Note – 3. No Police Officer is empowered to disperse an unlawful assembly unless he ranks as an Officer-in-charge of a PS or above; or, in the absence of such Officer-in-charge, any Police Officer, not below the rank of a Sub-Inspector.

(e) Proper briefing shall be done by the Officer-in-charge conveying the instructions in clear terms before the deployment is made.

(f) Efforts shall be made to carry out videography/photography of the entire dispersal exercise.

(g) To restore confidence among the public the administrative machinery shall get activated in their areas and establish contact with the respectable of the area and address the problems responsible for any law and order situation.

Action on conclusion of Riot

When an unlawful assembly has been dispersed, first aid shall be rendered by the Police, and arrangements be made to remove the dead and wounded to the hospital. A supply of first aid kits and few stretchers shall be kept in PS/Headquarters to be sent out whenever necessary. If an unlawful assembly has been fired upon, the Senior Police Officer shall draw up a report indicating the following details:

(i) **Serial number-** Each incident of firing shall be shown as a separate serial.

(ii) **Date and time of firing**

(iii) **Place** – Only the area of concern may be indicated.

(iv) **Ordered by** – This shall indicate whether firing was done on the orders of a Magistrate or a Police Officer. The name and rank or designation of the person who ordered fire shall also the given.

(v) **Public casualties** - This is only meant for casualties which occurred because of Police firing. It shall not take into account casualties inflicted on any member of the public by other person or members of the riotous assemblies.

(vi) **Casualties in Police**- This shall only include casualties which were inflicted on the Police during the incident.

(vii) **The type of fire-arms and weapons used** – This shall show whether rifles or muskets or revolvers or any other weapons were used.

(viii) **Whether warning was given or not -** The warning shall refer to firing.

(ix) **Whether tear smoke and lathi charge were ineffective and if so, for what reason** - This is meant to indicate whether tear smoke and lathi charge were unable to deal with the trouble.

(x) **Brief details of the incident** – Circumstances in which the firing was ordered with a brief account of the agitation preceding it.

(xi) **Effect on the crowd** - The effect of firing on the crowd may be mentioned with special reference to its reaction on the agitation.

(a) A copy of the report shall at once be sent to the DGP, District Magistrate and the Chief Secretary, if the Officer drawing up the report is an Officer other than the District superintendent of Police, the report shall be submitted to the District Superintendent of Police for being transmitted to the DGP, District Magistrate and the Chief Secretary.

Police action during strike or similar disturbance

(a) It is the primary duty of Police to preserve law and order and not to interfere in or arbitrate on the economic issues which may be involved.

(b) In particular, the Police shall prevent breaches of the peace, secure the safety of property, secure the safety of non-strikers and deal with any cognizable case of which they may obtain information.

(c) It shall be remembered that peaceful picketing to prevent by persuasion (as distinct from force or intimidation) non-strikers from resuming work is not an offence.

Action to prevent offences

(a) Under section 168 BNSS, every Police Officer may interpose for the purpose of preventing, and shall, to the best of his ability, prevent the commission of any cognizable offence. Under section 169 BNSS every Police Officer receiving information of a design to commit any cognizable offence shall communicate such information to the Police Officer to whom he is subordinate, and to any other Officer whose duty it is to prevent or to take cognizance of the commission of any such offence.

(b) According to section 23 of the Police Act, 1861, it shall be the duty of every Police Officer to prevent the commission of offences and public nuisances.

Prevention of injury to public property

Committing injury to public property is punishable offence under sections 324 to 328 BNS. The Police Officer has a duty cast upon him under section 171 BNSS to interpose and prevent any injury attempted to be committed in his view to any public property, movable or immovable, or the removal or injury of any public landmark or buoy or other mark used for navigation.

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CHAPTER - 13

UNNATURAL DEATH

Introduction

Section 194 to 196 BNSS, 2023 lays down the procedure for holding the inquests. Inquest means legal examination of dead body. Inquest is to be held on the bodies relating to unnatural deaths. The purpose of inquest is to ascertain the apparent cause of death in cases where the Police receives information that a person has met with an unnatural death. These incidents of death are required to be handled carefully by the Police.

First information

The Officer-in-charge of a PS or some other Police Officer especially empowered by the local administration in this behalf, on receiving information that:

(a) a person has committed suicide; or

(b) a person has been killed by another; or

(c) a person has been killed by an animal; or

(d) a person has been killed by machinery; or

(e) a person has been killed by an accident; or

(f) a person has died under circumstances raising a reasonable suspicion that some other person has committed an offence.

shall record such information in the same manner as the 'first information' in case of a cognizable offence and the provisions of chapter 8 of this Manual shall apply to such cases.

Information to be sent to Magistrate and Senior Officers

Immediately after recording such information, a copy of the report prepared under the preceding rule shall at once be forwarded to the nearest Magistrate empowered to hold inquests. Another copy of the said report shall be dispatched at once to the District Superintendent of Police through the SDPO. A PS, which cannot at once send a copy of such report to a Magistrate or to the District Superintendent of Police shall convey the information by telephone or wireless, if available, sending a copy of such report by post/ email/any electronic communication by the first available opportunity.

Inquiry on the spot

(1) Immediately after sending the information in accordance with the preceding rule, the Officer-in-charge of the PS or some other Officer specially empowered shall proceed to the place where the body of such deceased person is and summon two or more respectable witnesses of the neighbourhood.

(2) The inquest proceedings are to be conducted under section 194 BNSS and involve a close and minute examination of the dead body, examination of persons acquainted with the facts and circumstances of the case and an inspection of the spot where the body is lying and of its surroundings. The most important thing in such an investigation is the identification of the body which shall be done by assembling relations and other persons among the villagers who are likely to have known the deceased. In case the body is not identified, a photograph, finger impressions, a descriptive roll and marks of identification shall be taken.

(3) Body sketch to accompany Medico Legal Certificate (Form 8.2/ refer Chapter 8 in Part-IV of the Manual), Post Mortem report and Inquest report: Every Medico Legal Certificate & Port Mortem Report shall contain a printed Format of the human body on its reverse, and injuries, if any, shall be indicated on such sketch. The prescribed Format for sketch is given at Appendix (Form 8.3/ refer Chapter 8 in Part-IV of the Manual).

Inquest

(a) In the presence of the panchayathar witnesses, a minute inspection shall be made on every part of the body. All external injuries such as wounds, fractures, bruises, contusions, scalds, burns and any other marks on it shall be noted with following details:

(i) The position and the condition of the corpse shall be fully noted and described;

(ii) The details of wearing apparel, colour of hair or other peculiar or characteristic marks, ornaments, documents or any other articles found on it shall be mentioned.

(iii) The size of wounds, their number, nature, shape and dimensions, whether bleeding or not, the direction from which, the manner in which and the probable weapons with which they were caused and the absence or presence of ants or maggots on the body shall be specified.

(iv) The spot where the body is lying and its surrounding area shall be carefully inspected to find an indication as to the cause of death.

(v) The situation of the place where the body has been found shall be examined to ascertain whether death occurred there or somewhere else. In case of a house or room, mention shall be made as to whether it was closed from inside or from out side.

(vi) The circumstances under which the body was found, whether suspended from a tree or roof / window / ceiling fan of a house, floating in water, etc. shall be mentioned.

(vii) The details and description of the weapons, bullets and their marks, poisons, clothes, shoes and any other articles and their identity, the apparent means employed to cause death and any marks or engraving on it which could establish the ownership shall be carefully noted.

(viii) The existence (or non-existence in certain cases) of any marks of struggle, blood, foot-prints or finger impression shall be observed and noted. A detailed report in triplicate containing information on the points indicated above shall be drawn up. The panchayathar witnesses can express their prima facie opinion as to the apparent cause of death. The inquest report shall then be signed by the Officer who prepared it and by the panchayathars. A copy of the report shall at once be forwarded to the District Magistrate or the SDM.

(b) When several persons have died at the same time or place or in the same occurrence, there shall be separate inquest proceedings for each body, even though the first information may be the same.

Special precautions about inquest

(i) Inquest shall be held immediately after inspection of the scene.

(ii) Independent witnesses of the locality shall act as panchayathars and they shall be present all through the inspection by the IO.

(iii) Inquest shall be drawn at the scene.

(iv) When different parts of the body are found at different places, separate inquests shall be drawn, and steps shall be initiated to establish the identity of the body. If the identity is not known, a colour photograph and colour video graph shall be taken in an undisturbed position. Then different photographs shall be taken in different angles. Finger impression shall also be taken. When several bodies are there, more number of Police Officers may be engaged to hold inquest on different bodies. Body and the wounds shall be described methodically and systematically from head to foot.

(v) The description of clothes found on the body and the exact place of blood or stains found shall be noted.

(vi) If any article is seized, packing and sealing shall be done on the spot.

(vii) Every detail touching the apparent cause of the death shall be recorded.

(viii) Exact measurements shall be given and vague expressions shall be avoided.

Inquest by Executive Magistrate

In the following cases, the Executive Magistrates shall hold inquest under section 196 of BNSS.

(a) Where the case involves suicide by a woman within 7 years of her marriage; or

(b) Death of a woman within 7 years of her marriage and there is suspicion that some other person committed the offence; or

(c) Death of a woman within 7 years of her marriage and any of her relative has made a request in this behalf; or

(d) The Police Officer for any other reasons considers it expedient to do so; or

(e) In all cases of deaths under custody of Police and encounter deaths.

In all above cases, it is necessary that the body is sent for post mortem. The inquiry by the Magistrate in the cases a, b, and e mentioned above shall be either instead of or in addition to the investigation held by the Police Officer. The Guidelines issued by NHRC and Hon'ble Courts from time to time regarding inquiry and investigation of cases of death in Police action or encounter or custody shall be followed. In every instance of death in Police custody or Police encounter, it is incumbent on the IO concerned to take up investigation on the circumstances leading to the death of the deceased concerned, which includes carrying out parallel inquest on the body of the deceased, which is to be carried out only after conclusion of the magisterial inquest being conducted by the jurisdictional SDM.

All District hospitals under the State Government and Central Government and such private hospitals, which are authorized by the State/Central Government can conduct post-mortem examination. Ayurvedic, Unani and Homeopathy Doctors are not authorized to conduct post-mortem examinations.

Disinterment (exhumation)

(i) If it becomes necessary to disinter a body which has been formally buried, the SHO/IO shall immediately inform and seek permission from SDM. Any kind of delay shall be avoided. No such permission is, however, required, if the body has been merely hidden or concealed underground or buried without any ceremony. When there is a Magistrate authorized to hold inquests, it shall be the duty of the Police Officer to Guard the grave till the arrival of the Magistrate to attend for disinterment.

(ii) In every case, in which a body has been laid for a period exceeding three weeks, no disinterment shall be caused or effected until the opinion of the Civil Surgeon has been obtained, and with the concurrence of the District Magistrate.

(iii) On receipt of the Magistrate's permission, such Police Officer shall, in the presence of two or more respectable inhabitants of the neighborhood and Executive Magistrate, cause the body to be disinterred. Such Police Officer shall then comply with the provisions of section 194 BNSS.

(iv) The dates of burial and disinterment shall be noted and the identity of the body shall be established.

Site plan

A map of the scene of occurrence shall always be prepared and all the necessary points and circumstances relating to the incidents of the case shall be accurately noted in it. Detailed Guidelines on site plan are mentioned in Chapter 8 of the Manual.

Preservation of corpse

(1) All fresh bodies shall be preserved in morgue.

(2) If such facility is not available they shall be kept on ice blocks.

(3) In absence of the above, it shall be placed upon a layer of powdered charcoal from which it is separated by a cloth. A cloth with another layer of charcoal shall then cover it. The whole body being covered by another cloth and a mat.

(4) After the post-mortem examination, unless there are orders to the contrary, the Police shall hand over the body to the relatives or friends of the deceased. In their absence, they shall arrange for the disposal of dead body as prescribed.

Points for enquiry in death caused by various reasons and modes

The following important points shall be observed during inquests:

(a) Suspected poisoning

(i) Collection of food remains and vomit.
(ii) Ascertain exact time of taking food.

(b) Hanging or strangulation

(i) Before cutting or removing, note the strangulating medium, lividity of face, especially of lips and eyelids, any projection of the eyes, the state of the tongue, whether enlarged or protruded, flow of any fluid from the mout h or nostrils, excretion of stool/semen/urination.

(ii) Note the state of the neck, whether there are any marks, and State of the thumbs, whether crossed over the palm.

(iii) If possible, bring away the materials by which hanging or strangulation has been effected.

(c) Body found in tank or well

(i) Note for marks of blood around the mout h or sides of well or tank.

(ii) Details of clothing and the manner of wearing.

(iii) State of skin, whether smooth or rough and any external marks of injury.

(iv) Note the condition of the hands and feet. Sand or weeds under nails if any shall be removed and preserved.

(d) **Body found murdered in open**

(i) Note the location, character and number of injuries.

(ii) If weapon is found, pack and seal it carefully without disturbing the prints, if any.

(iii) In the case of an exposed infant, note the state of umbilical cord, and any marks of violence. Examine the skull for any fracture.

(iv) If the sex is not definite, seize and collect the jaw and the bones of the pelvis and samples of the skin.

(v) If the body is burnt, collect the pieces of bones.

(e) Death due to firearms and explosives

(i) Exact shape, location and number of entry and exit wounds.

(ii) Marks of burns of hair or skin around the wounds.

(iii) Recovery of pellets, spent cartridges or any firearms from the scene.

(iv) Remains of explosive devices.

(v) The damage caused by firing or explosion at the scene.

Post-mortem examination (PME)

(i) After the inquest is over, if there is no suspicion as to the cause of death and if no offence is suspected, the body shall be handed over to the relatives of the deceased for disposal, or be disposed of by the Police at Government expense unless the municipal or other private body or any other institution for the disposal of such bodies arranges to do so.

(ii) In every case, where death appears to have been due to suicidal, homicidal or accidental or suspicious causes, and where any doubt exists as to the cause of death, or for any other reasons, the Police Officer considers it expedient to do so, he shall forward the body to the nearest Medical Officer empowered to hold PME with a requisition in Form 13.1. It shall be remembered that the existence of an apparently fatal wound does not necessarily establish the cause of death. In cases, where investigation establishes the accidental or suicidal nature of the event which led to the death and the history of the deceased and of the case suggests no reasons to suspect that expert examination of the body shall reveal any cause of death other than the apparent one, such examination may be dispensed with. In all cases where suspicion exists, the body shall be examined by a Medical Officer.

(iii) The body shall be sent for PME through Assistant Sub-Inspector or HC as in charge or if neither of them is available, a Senior PC. He shall remain in charge of it until examination is completed. If necessary, additional Guard shall be detailed to place as a Sentry at the mortuary, but the Officer who accompanies the body shall hand it over personally to the Medical Officer. He shall be present in Court when the Medical Officer's testimony is given in order that the identity of the body examined may be established. Whenever necessary, the IO shall attend the post-mortem examination.

(iv) Where, owing to advanced putrefaction or the circumstances in which the corpse was found, movement of the corpse may make it impossible for the Medical Officer to Form a correct opinion as to the nature of the injuries or the exact cause of death, the IO shall require the Medical Officer empowered to conduct post-mortem examination or to conduct such examination of the body at the scene of occurrence.

(v) On completing the post-mortem examination, the Medical Officer shall fill up the whole of the post-mortem report in triplicate. One of the copies shall be sent to the IO through the Police Officer who brought the corpse. The original report with the requisition Form shall be forwarded to the District SP through the Senior Medical Officer for his/her remarks if any.

(vi) If the Investigation Officer wants the viscera or any part of the body to be preserved for further examination or chemical analysis, he shall specifically mention so in the Form of requisition for post-mortem. If he has any doubt with regard to any part of the post-mortem report, he shall refer to the Medical

Officer concerned or to the civil surgeon or head of the forensic Department of the concerned hospital.

(vii) After post-mortem examination is completed, the Police Officer who escorted it to the mortuary, shall take charge of the body and disposed of in the manner prescribed above. A receipt from the person to whom the body is handed over shall be obtained.

(viii) At the time of post mortem of unidentified dead bodies, blood or other suitable biological samples shall be collected for DNA profiling, and stored in a database to be maintained centrally at the FSL/CFSL to facilitate cross matching with the DNA of the family members of unidentified person.

Photographs and video graphs of post-mortem in certain cases

(i) In case of death of a person in Police action [under section 43 BNSS or section 148 to 150 BNSS] or death while in Police custody, the Magistrate or the Investigation Officer shall arrange for photography and videography while conducting the post-mortem examination of the deceased. The photographs of the deceased shall also be arranged to be taken in all cases.

(ii) Such photograph and video graph shall be taken either by arranging a Police photographer or a nominated photographer of the Union Territory Administration, and where neither of the above is available, an independent or private photographer shall be engaged.

(iii) Such photographs or video graphs shall be seized under a panchnama or seizure memo and all steps taken to ensure proper proof of such photographs/video graphs during the trial.

(iv) The video or photographs shall be stored on a separate memory card, accompanied by a duly certified certificate under section 63 of BSA, 2023.

(v) When post-mortems are recorded in electronic form, the file containing the post-mortem proceedings, duly certified, shall be placed with memory card/CD/pendrive as an attachment.

Examination of witnesses

After the inquest is held, IO shall record the statements of any person who appears to be acquainted with the facts of the case and of any relatives of the deceased who may give evidence relating to the cause of death.

Case Diaries

Case diaries shall be written in the manner prescribed under chapter 8 of the Manual. They shall be prepared in duplicate and entered in CCTNS also; the original being submitted to the Sub-Divisional Police Officer and the duplicate being retained

as office copy. Copies of statements recorded under the preceding rule together with copies of inquest report, post-mortem examination report and other relevant documents shall be attached with the case diaries submitted to the SDPO.

Final Report

After completion of investigation, a Final Report (Form 8.4/ refer Part-IV of the Manual) shall be submitted to the District Magistrate or SDM. The substance of the Final Report shall be embodied in the last Case Diary and submitted to the SDPO.

Unidentified Bodies

If a body is unidentified, the IO shall take the following steps:

1. Take photographs (face, lateral and length-wise) of the deceased through which body can be identified.
2. If face is smudged due to bloodstains etc., one photograph shall be taken as such and another photograph after cleaning the face, for identification purpose.
3. Find out whether the dead body is of a Hindu or Muslim or Buddhist or Christian or any other religion.
4. Search for identification marks, tattoo marks, tailor marks and any physical deFormity or any physical peculiarities.
5. Search for tyre marks or other incriminating evidence in and around the dead body to ascertain whether the body was brought from outside and dropped at the scene or otherwise.
6. Inform the local press to publish photo and also the local cable TV network to broadcast the news.
7. Send photographs and descriptive particulars (crime circulars) to all SHOs of bordering PSs and those PSs where there is reason to identify the body.
8. Send a detailed message to all the SHOs of the District , besides sending a copy of the message to SHOs and SPs of bordering Districts concerned to inform, whether any men/women missing cases were reported prior to noticing the dead body.
9. Take fingerprints of the dead body. If the body is putrefied, address a letter to the Medical Officer to preserve all the 10 phalanges so that fingerprints can be taken.
10. The search slip of the deceased shall be prepared and sent to the FPB to ascertain the identity of the deceased from Records of FPB. Even if the skin is contracted or wrinkled due to decomposition, the search slip shall be prepared

and the Doctor be requested to remove the skin. All the 10 digits shall be sent to the FPB.

11. The dead body shall be sent for autopsy to ascertain the cause of death, duration since death, age etc., and if needed, the Medical Officer shall be requested to preserve the limb of the deceased for DNA purposes.
12. At the time of post mortem of unidentified dead bodies, blood or other suitable biological sample shall be collected for DNA profiling, and stored in a database to be maintained centrally at the FSL/CFSL to facilitate cross-matching with the DNA of family members of unidentified person.
13. UIDB (Unidentified Dead Body) Form shall be filled up immediately and sent to all PSs. The UIDB shall be preserved for at least one week in the mortuary and all efforts shall be made to get it identified.
14. A site plan of the place of finding the dead body and articles found around it shall be shown therein.
15. Wireless messages shall be flashed to all SHOs, CIs, SDPOs and District SsP in Union Territory of Puducherry and to all District SsP in India.
16. Enquiries shall be made at the place of recovery of the unidentified dead body regarding the circumstances under which the body was recovered.
17. Hue and Cry notices with the photograph of the deceased shall be distributed.
18. Wide publicity shall be given through the electronic and print Media. CRB and NCRB shall also be informed about the recovery of UIDB.
19. Declaration of suitable reward for anyone who aids in identifying the dead body in deserving cases shall be made.
20. The clothes, ornaments and other articles found on the deceased shall be preserved. Any birth mark, scar, tattoo mark, dhobi/tailor mark on the clothing, deFormity on the body etc., shall be clearly recorded.
21. All the articles found on the dead body and around shall be taken into possession as pieces of evidence.
22. In case of hanging, the mode and the height of point of suspension shall be clearly recorded. Opinion of autopsy Doctor on the load bearing capacity of rope/cloth etc. used for hanging be sought. Also, he shall be asked to opine on the correspondence between the ligature mark and the ligature used.
23. In cases of drowning, the depth of water and presence of any foreign matter ticking to the body shall be mentioned. Autopsy surgeon’s opinion be sought whether the drowning is forced, accidental or suicidal.
24. In case of poisoning, search for the container shall be made. Besides, the vomit, stool, nails, hair, etc. shall be preserved and sent for forensic analysis.

25. The UIDB shall be taken to the nearest hospital for examination by the Doctor and it shall be shifted to the morgue only after the Doctor declares the person dead. However, this shall not be required in case of recovery of a decomposed dead body.
26. If the body bears injuries, the autopsy surgeon shall be requested to opine on the following:
    (a) The nature of injuries i.e. ante-mortem or post-mortem and whether such injuries are sufficient to cause death.
    (b) Whether the injuries are homicidal, suicidal or accidental.
    (c) Whether the injuries are self-inflicted or otherwise.
27. Keeping in view the autopsy report and the circumstances of the case, the SDPO, CI, SHO and IO shall examine whether it is a case of homicidal, suicidal, accidental or natural death.
28. If it is a case of cognizable crime, a case shall be registered forthwith under the appropriate sections of law and taken up for investigation.
29. If the deceased is identified, his / her relatives and acquaintances shall be contacted to find out the possible reasons for the death.

Register of unidentified dead bodies

In the Union Territory of Puducherry, all unnatural death / unidentified dead body cases are to be registered u/s 194 BNSS and the details shall be entered in a Register kept for this purpose. The SHOs, CIs and SDPOs shall scrutinize this Register frequently and ensure that all requisite steps to identify the body have been taken. Whenever required, they shall initiate further legal action as per circumstances of the case and proceed with proper investigation under relevant provisions of law.

Disposal of dead bodies

The unclaimed dead bodies shall be disposed of in a dignified manner after waiting for a week. Wide publicity shall be given and information shall be dispatched to all the PSs of the District . Fingerprint and DNA may be preserved and the body shall be cremated if there are no claimants. The information regarding the disposal of unclaimed dead bodies shall be dispatched to NCRB through CCTNS portal/CRB.

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CHAPTER - 14

FINGERPRINTS

Introduction

Fingerprints (FPs) serve as the most valuable, infallible and accurate means of personal identification, and have since long become an indispensable tool in the investigation of crime and administration of justice. Investigation of a crime is primarily meant to identify the person or persons responsible for the crime and fingerprints provide a scientific clue to the identity of criminals. Fingerprints have a role in prevention of crime and detection of crime, especially in cases of property offences, forgeries and fabrication of false documents.

Two kinds of Record

(i) Ten digit fingerprint Records are for the purpose of establishing both identity and past criminal history of a suspected individual, to locate wanted criminals who escaped from Police, and to know the identity of unidentified dead bodies. In the ten digit type of collections, fingerprint slips of all individuals as mandated in the Criminal Procedure (Identification) Act, 2022 are to be taken for record and maintained according to the Henry system of classification.

(ii) The second variety is the single digit fingerprint Records for the purpose of establishing the identity of offenders in crimes like house breaking, dacoity, robbery and other crimes through fingerprints traced at the scene of crime. The single digit fingerprint system provides a means for rapid identification of fingerprints left at the scene of crime in cases where culprits are not known. In single digit collections, fingerprints of all ex-convicts whose criminal activity was dacoity, robbery, house breaking, and theft and other professional criminals are recorded according to the Batley system of classification.

FPB assistance to investigating agencies

(a) Furnishing criminal antecedents, providing the background of any individual detained under suspicious circumstances,
(b) Tracing of out-of-view criminals,
(c) Establishing the identity of unidentified dead bodies,
(d) Linking the criminal to the crime through chance prints,
(e) Identifying accused persons from the Records maintained,
(f) Assisting in apprehending proclaimed offenders, absconders and persons who escaped from prisons, and
(g) Giving opinion in documents bearing disputed fingerprints, and imparting training to Police Officers.

Fingerprint Slips

Fingerprint slips are of two kinds:

(A) Fingerprint Record Slip: This slip is prepared and send immediately after a person is convicted or re-convicted by the Court. SHO shall send this slip for record to the FPB, Puducherry along with the conviction memorandum.

(B) Fingerprint Search Slip: This slip of a suspect or arrested person shall be taken by the SHO and sent to the FPB, Puducherry in order to know the antecedents of the suspect or arrested person.

Fingerprints at the scene of crime

Fingerprints found at the scene of crime are known as chance prints. These prints are found in three Forms, i.e., visible prints, plastic prints and latent prints (invisible prints).

Procedure for lifting of chance prints

1. The first duty of a Police Officer on arriving at the scene of crime is to instruct everyone to keep his hands off the articles to be examined for latent prints. The search for chance prints shall be conducted carefully and systematically. The search shall start from the point of entry into the premises, such as windows, ventilators, chimneys, roof holes, skylights where chance prints are most commonly found. Thereafter, the search shall extend to all places at the scene where the culprits moved during the commission of crime, ending at the point of exit. All the articles suspected to have been disturbed or handled by the offenders during the commission of offence shall be thoroughly examined.

2. Articles bearing chance prints at the scene of crime have to be preserved from damage by unwanted persons and climatic conditions before the expert examines them. Ccare shall to be taken by the Police Officer reaching the scene first, to keep away unconcerned persons and by collecting movable articles left in the open, and placing them in a safe place. A cover shall be put over immovable articles, protecting the chance prints from sun, rain and dust. No damage shall be caused to the prints already existing on the articles. The Police Officer shall not leave his own prints on them.

3. When chance prints are found in narrow nooks and corners, or the inner surfaces of jewel cases, jars and flower vases, where it is not possible to photograph them, the clues of evidence shall be secured and preserved by the process of lifting. The method adopted in shifting fingerprints is to press

the adhesive surface of a transparent cellophane tape against the developed chance prints without forming air bubbles lift it and transfer them to a contrast lift cards.

4. Lifting shall be resorted to only for those prints where photography is not possible, as there is every risk of the prints getting partly or wholly damaged in the process. Lifting of chance prints also can be done on all surfaces after photography, making use of latest methods like iodine fuming, ninhydrin, glueing and applying multiple wave length light derived from polilight, poliray etc. or laser beams.

Development and lifting of latent fingerprints

1. Latent (invisible) fingerprints found on various items at the scene of crime can be developed to render them visible by spraying powders, solutions and gases depending on the background and nature of print.
2. In case the articles are to be sent to the FPB for expert's examination, they shall be packed with care and security by the IO, so that no damage is caused to the prints or articles during packing or transit either by careless handling or friction from packing material.

Instructions for Police Officers in fingerprint work

1. Never allow any unauthorized person to disturb the scene of crime or articles there and damage physical evidence left on them before the arrival of fingerprint expert.
2. Always take care of the scene of crime articles that are exposed bearing chance prints by providing shelter or cover to protect them from sun, rain, dust etc., to prevent damage to the clues, before they are examined by a fingerprint expert.
3. Always make it a point to utilize the services of a fingerprint expert if any chance prints are suspected to exist on any article at the scene of crime.
4. Write the name of the individual on the fingerprint slip before taking his fingerprint.
5. Furnish the address on a search reference as to whom the result of search has to be communicated.
6. Furnish crime number on search reference at the time of arrest and also on conviction memo after conviction of an individual.
7. Always use proper ink and pressure while taking fingerprints. The fingerprint slips to be sent to FPB shall be clear and fully rolled.
8. Fingerprint slips along with a conviction memo shall be sent to FPB for record after an individual is convicted.

9. Attest the conviction particulars, entered on the reverse of the fingerprint slip, to be sent along with conviction memo to FPB without fail.
10. Remember always to use separate containers for preserving severed fingers of an unidentified dead body.

Persons whose fingerprints are to be taken for record

Fingerprints of all persons as mandated in Crimal Procedure (Identification) Act, 2022 shall be taken for the purpose of record.

Note: Whenever the finger impression slips are sent to the Finger Print Bureau, Puducherry, three sets of extra finger print slips shall also be taken which shall be forwarded to the District Bureaux at Cuddalore, Villipuram and Chennai only in respect of the following offences.

(i) Murder for gain
(ii) Dacoity
(iii) Robbery
(iv) Burglary
(v) Kidnapping for ransom
(vi) Offences relating to sandalwood

Procedure regarding sending fingerprint slips to FPB

(i) It is the responsibility of SHOs to take fingerprints of persons who, on conviction, have to be finger printed.
(ii) Two sets of fingerprints shall be taken on the arrest of an accused person and the name and other particulars filled in, immediately after the prints have been recorded.
(iii) Resistance to, or refusal to allow, the taking of fingerprints is an offence under section 221 of BNS read with section 6 of the Identification of Prisoners Act. If a person, who is required to allow his finger prints to be taken, resists, or refuses to allow, the taking of the same, it shall be lawful, under section 6 (1) of the Identification of Prisoners Act, to use all means necessary to secure the taking thereof.
(iv) The SHO or the concerned Officer shall, at the time of arrest, fill up the description of the arrested person, sign on the first page, and send one set for search direct to the FPB.
(v) If the person charged is convicted, all the particulars of the conviction shall be filled in and, if the convict has previous convictions, all particulars of his previous and present convictions in the chronological order with their FPB serial numbers and Regular Criminal Number (RCN) shall be entered and forwarded to the Crime Records Bureau, together with the Court Disposal Form (Conviction Memorandum).

(vi) In all other cases not covered by the preceding clause, the fingerprint slips shall be forwarded by the Superintendent of Police/Districts as soon as they are received from the SHO to the FPB, Puducherry where their receipt shall be entered by the tester.

(vii) The fingerprint slip shall be folded in accordance with the directions on the Form.

(viii) Shall the District SP decide on the Court Disposal Form (Conviction Memorandum) that the fingerprints of an accused person undergoing imprisonment in a Jail are to be recorded, the Court Disposal Form shall be numbered and forwarded with the fingerprint slip to the fingerprint expert.

Search slips to be sent by PSs and investigation Units

1. The fingerprints of all unidentified persons who are arrested as suspects or are under trial on a criminal charge shall be taken by the SHO/IO and submitted to the FPB for search. In such cases, the search slip shall contain full details of the circumstances under which the suspect has come into the hands of the Police and also information regarding convictions, with the Bureau serial numbers, if known. The Bureau shall return the counterfoil of the search slip, duly filled in, for file with the counterfoil in the PS.

2. For this purpose, every person in custody whose residence and antecedents are not known or have not been fully ascertained during Police investigation, or of persons, who, though known, have been out of view for some time, shall be considered to be “Unidentified".

3. Action after conviction: If the person is convicted, the counterfoil of the search slip shall be returned to the Bureau with fingerprint slip for Record.

4. Where the identity of the corpse of a person killed by accident or who has met with death under suspicious circumstances or in the commission of crime has not been fully ascertained by ordinary enquiries, the fingerprints shall be taken and sent to the Bureau for search. Ordinarily, there is not much difficulty in taking impressions from the fingers of a corpse, but it sometimes happens that the skin of the fingers is so contracted and wrinkled that decipherable prints cannot be obtained. In such cases, the Medical Officer holding the post-mortem shall be asked to remove the skin from the fingers. He shall place each piece in a separate envelope marking on the outside the finger to which it belongs. These envelopes shall then be sent to the FPB for opinion.

Submission of fingerprint slips for search to the Bureau

1. The fingerprint slips of all unidentified persons, reasonably suspected to be residents of, or to have extended their criminal operations to another State(s), shall be sent for search directly to the Bureau(x) of the State(s) of which they are residents or to which their operations are believed to have extended.

2. Copies of all such slips shall be sent to FPB, Puducherry as well for search.

Information to FPB in certain cases

1. When a prisoner escapes from the Police or Judicial custody and if his fingerprints have been taken previously, the fingerprint slip shall be forwarded to the FPB, so that it may be placed on record. When the slip has already been forwarded, it shall be necessary to inform the Bureau of the escape, in order that the slip may be suitably marked.
2. If any person whose fingerprint slip has been sent for record is subsequently declared a proclaimed offender, or escapes from Jail or Police custody, or absconds after committing some offence, the SHO shall immediately send information to the FPB.
3. When a criminal for whom a History Sheet is maintained in a PS goes out of view, same procedure shall be followed.
4. When a person whose fingerprint slip is on record in any Bureau dies, the SHO shall send information to the concerned Bureau.

Additional functions of the FPB Staff

1. Visit the scene of crime along with IO, if possible or separately for detection and development of chance prints whenever requisitioned.
2. Visit the PSs and investigating teams in each District for collection of fingerprint slips of all ex-convicts concerned in property and other grave offences for building of single digit Records for the efficient functioning of FPB.
3. Comparison of chance prints and search slips received from PSs and investigating teams with fingerprint Record and communicate results thereof to sender.
4. To scrutinize all fingerprint slips of the convicts received by CRB from SHOs and investigation Units and decide/advise whether they are correctly taken and fit for record; or to return them with suggestions if they are not suitable.
5. To visit the prisons once a quarter to test the fingerprint slips of those convicts received by CRB who are undergoing imprisonment, and to prepare fresh slips for record if the slips are not properly taken on the earlier occasion or worn out.
6. To testify in the Courts in cases where chance prints are identified with the fingerprint Records of Bureau.
7. When the chance prints are not identified, to forward them to neighbouring/Central FPB for comparison. The SHO and IOs may utilize the services of the experts from the FPB to visit scenes of crime for development of chance prints and obtain their guidance on various aspects of fingerprint work.

Procedure for submission of fingerprint slips for Record in the FPB

1. Immediately after the conviction of criminals, the SHO, (IO) who is in charge of the team shall take the finger impressions of the ten fingers of the convict on the prescribed Form in duplicate and send it to the FPB.
2. The finger impression Forms of the convict shall contain the name, parentage, place of residence, address etc, of the convict and invariably with the signature of the SHO. Care shall be taken to see that the prints are very distinct and show the whole contour of the bulb of the fingers.
3. The fingerprints, which are meant for Record in the FPB, shall invariably be sent to the CRB through a name cover clearly marked. Care shall also be taken to see that the prints are not damaged in folding the paper containing the prints.
4. The services of FPB Staff shall be requisitioned by SHOs for the development of chance prints left by the criminals at the scenes of serious crime.
5. Every PS in the District shall submit to the FPB a list of all history-sheeted criminals along with their fingerprint slips.
6. The single digit serial numbers assigned to the classified prints of the criminals by the single digit Unit shall be recorded against corresponding entries in the PSs and Investigating Units.
7. SHOs and all IOs in the Districts shall visit the FPB regularly during their visits to review:
    (a) The stage of all such cases in which the services of the FPB Unit Staff were requisitioned,
    (b) Whether all the fingerprint slips of the persons sent by the SHO were received in the FPB?
    (c) Whether the photo chance prints were compared with the fingerprint slips and if so, the results of comparisons, thereof?
    (d) Any new orders or instructions received from the Senior officers and CRB for compliance for greater co-ordination between the FPB and SHOs to update their knowledge of the latest changes, if any, made.
    (e) Any other reconciliation.
8. The SHOs shall promptly furnish to the FPB full details of the case in which chance prints were developed, whenever they are finally detected.
9. SHOs shall send the finger print slips of all persons arrested in specific cases or under preventive sections, on monthly basis, to the Finger Print Bureau for comparison with the collection of unsolved scene of crime chance prints.

Computerization of fingerprints

(a) Use of computer technology in storing and retrieval of data shall ensure availability of required information to the IOs in the field with speed and accuracy. The voluminous increase in fingerprint Records has become laborious and time-consuming. It is also difficult to identify chance prints developed at the scene of crime in the manual system. Several days are required before a search slip can be identified and the result communicated to the field Officers. The Record slips, which are subjected, to frequent handling, are liable to wear and tear and damaged soon. Diligence and continuous concentration and very careful maintenance is required to prevent mismatch and wrong identification.

(b) Updating of Records is a serious problem, as classification Formula or serial number furnished by the Police is not always correct. Every incoming FP slip has to be searched with reference to the main Records to avoid duplication. FP slips bearing smudged prints, missing prints, and gradational type prints consume a great deal of time in the main bureau collections. To overcome handicaps in manual searching, computerization of fingerprint Records and introduction of computerized search is necessary.

(c) The computerized system assigns a serial number (Regular Criminal Number, RCN) to each convicted person instead of the slip based on first crime number. This number consists of 12 digits, the first five indicating the PS in which the criminal was first convicted, the next two the year of conviction and last five digits for the serial number. This RCN once given to a convict shall remain constant throughout his criminal career, irrespective of the number of convictions he may accumulate.

(d) To derive maximum advantage from the system, the SHOs shall ensure that every FP slip sent to FPB for search or Record shall contain clear and fully rolled fingerprints. The services of fingerprint Staff shall be taken.

National Automated Fingerprints Identification System (NAFIS)

(a) NAFIS is developed by the NCRB at the Central Fingerprint Bureau (CFPB) in New Delhi. The project is a country-wide searchable database of crime- and criminal-related fingerprints. The web-based application functions as a central information repository by consolidating fingerprint data from all States and Union Territories.

(b) NAFIS assigns a unique 10-digit National Fingerprint Number (NFN) to each person arrested for a crime. This unique ID shall be used for the person's lifetime, and different crimes registered under different FIRs shall be linked to the same NFN.

(c) The NAFIS application facilitates both rolled and plain fingerprint enrolment and provides search, matching and verification of fingerprint information.

(d) IO of a PS shall enroll the fingerprints of arrested persons in the respective NAFIS system.

(Note: The provisions of Criminal Procedure (Identification) Act, 2022 shall be followed in collection of finger prints in the NAFIS).

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CHAPTER - 15

BEAT POLICING

Beat and patrol system

The principal functions of the Police are the prevention, detection of crime and bringing offenders to justice. Preventive work shall receive higher priority than other Police work. Intimate knowledge of people and the conditions prevailing in the jurisdiction, the willing involvement and cooperation of all sections of the local community, knowledge about the nature of crimes and the movements and activities of criminals of various categories are conditions precedent to the successful prevention of crime. To gain such knowledge and build cooperation of the people and interpose between the criminal and his opportunity, an efficient Beat system is vital.

Meaning of Beat

Beat means a segment or part of the jurisdiction of a PS consisting of a village or group of villages or a locality in a town. Each Beat shall be given a name in the name of village/area/locality in a PS. Beat service means performance of any of the functions and responsibilities of the Police Officer assigned to the Beat, in that Beat area.

Organisation of rural/town/municipal Beats

(i) Beats shall be organised taking into consideration of the crime, the vigilance required, factions prevailing, clandestine activities being organised in the area etc. The frequency of visits and period of stay shall depend upon the sensitive or hypersensitive nature of the area. The classification keeps changing from time to time.

(ii) The following are the types of villages/bazaar/locations to be classified as sensitive or hypersensitive within the general Beats.

   (a) Villages/bazaar/locations in which bad characters reside i.e., offenders, criminals, or members of organised crime gangs or syndicates or those who foment or incite caste, and communal violence, for which History Sheets are maintained and require surveillance.

   (b) Villages/bazaar/locations in which there have been in the immediate past frequent incidents or out breaks of crime, either against persons or property.

   (c) Villages/bazaar/locations in which there are active factions due to group rivalries, political, communal or caste or other tensions, and

   (d) Villages/bazaar/locations in which organised criminals or drug-related activity or manufacture, trafficking in firearms and explosives exist or

shelters of terrorists and other organised criminals exist. A shelter need not be a place; it shall include a person as well.

(iii) The District Superintendents of Police shall issue separate orders dividing the jurisdiction of every PS, including that coming under the Out posts/picket posts, into a certain number of Beats, taking into consideration the geographical requirements, crime, law and order and other problems. Each such Beat shall be identified by a name.

(iv) The entire PS area in a town shall be divided into Beats keeping convenience, geographic contiguity, accessibility and ability to cover all the roads/ streets in the Beat in one day or night on foot. A Beat book shall be maintained for each general Beat.

(v) The selection and grouping of villages/bazaar/locations as outlined above shall be reviewed by the SDPO every year during annual inspections. They may order such changes as necessary, according to the circumstances. When the necessity ceases a sensitive/hypersensitive village/bazaar/location may be converted as normal Beat area.

(vi) The SDPO, during the annual inspection, shall particularly ensure whether the Beats have been organised based on all relevant and realistic factors. He shall personally tour in one or two Beats along with SHO and the Police Officers assigned to the Beat in the same manner as a Beat Constable does, to make sure that it is organised properly and can be served in the manner prescribed.

(vii) Two Police Officers i.e., either two Police Constables or one Constable and one Head Constable shall be allotted to each Beat of rural area. For urban areas, 3-4 Constables/Head constables may be allotted to each Beat. They are responsible to visit and patrol sensitive village/bazaar/locations. The hyper- sensitive villages/ bazaar/locations shall be more frequently visited. It is not necessary that all villages in a Beat shall be covered every time the Constables go to that Beat. They shall cover the villages in the Beats at least once a week not only in the daytime but also at nights. They shall proceed for Beat duty every day as per instructions of the SHO. The SDPO shall make a surprise visit to at least one Beat in a PS in a month in addition to regular inspections.

(viii) If with the prevailing Staff position of a PS in urban area, there comes any difficulty in implementation of the Beat system recommended for urban areas, the Beat system recommended for rural areas may be implemented in these areas also.

(ix) The SHO shall decide the intervals at which he shall march men on the different Beats in his jurisdiction according to the importance of the Beats. Constables shall be deputed to Beats as soon as possible visits to more important Beats being more frequent than to others.

Duties of Beat Constables

The Constables assigned to a Beat shall perform the following duties:

(i) Identify through discreet enquiry, observation and verification about habitual offenders, especially dangerous criminals, the nature of crime they are addicted to, or gangs, including members of organised crime syndicates requiring surveillance irrespective of their area of operation.

(ii) Collect information from or about travellers at camping grounds, rest houses and other places of public resort.

(iii) Ascertain or verify information concerning crime or criminals.

(iv) Service of summons and execution of warrants.

(v) Gather information about movement of bad characters, suspicious strangers and wandering gangs in the village.

(vi) Enquire about the movements and good and bad activities of all ex-convicts and History Sheeted persons especially with reference to their lavish expenditure or of other persons connected with them beyond their normal means;

(vii) Find out the existence of any receivers of stolen property and contacts by bad characters or strangers with them.

(viii) Identify liquor shops, illicit sources of liquor, vice dens, gambling houses, drug peddlers, and unlicensed weapons.

(ix) Collect intelligence about agitation activities of political parties or other organisations and clandestine activity of any organisation or their associates, or members or supporters.

(x) To notice and ascertain any fresh settlers in the village or visitors and the places from where they have arrived and their friends and relatives in the village with whom they are staying or providing support to them.

(xi) To liaise with community elders, respectable members of the community, the residents of each village under his charge, and to review, during every visit, the crime prevention measures in the village.

(xii) To collect information relating to activities of subversive, militant and anti-social nature, if any in the village and communicate the same to the SHO immediately.

(xiii) To acquaint him with the local disputes having potential for violence or with caste or communal overtones, and inform the SHO of the same with all the available details.

(xiv) Collection of information and evidence in the cases reported from that particular Beat.

(xv) Tracing absconding criminals and suspects.

(xvi) Verification related to the issue of passports and gun licenses, tenants and domestic/ professional help, and character and antecedents of candidates selected for government service.

(xvii) To carry out any other policing task in respect of the village assigned by the District Superintendent of Police or by SDPO through general or special order.

(xviii) To record any public grievances and complaints in relation to policing, and

(xix) To maintain a Record of aforesaid duties and responsibilities carried out by him during his visit and submit the same regularly to the SHO.

Details of information to be gathered on each important item

1. **Crime -** Crimes include all offences and all undetected crimes and hushed-up/unreported crime.
2. **Gangs -** The names of the criminals of organised crime or terrorist gangs that have passed through the village/town area, whether they stayed there, if so, their phone number and duration of their stay, conduct of any activity by those gangs during such sojourn, their source of livelihood during their stay, whether they belong to particular caste and organized gang, the number of males, females and children, the name of leader.
3. **Suspicious strangers** - Their arrival in the village/town area and all their activities and doings and any information of interest from Police point of view; the object of their visit, the place, relationship and antecedents of the person with whom they stayed, any suspicious activity during their stay and basis for the suspicion; any crime that occurred during their stay.
4. **Receivers of stolen property** - Existence of any receivers of stolen property in the village/town area, those who visit them and any suspicion about them, their frequent absence and the places and purpose of their visits outside the village; method of disposal of stolen property, by sale outside or by melting it (jewellery etc.) immediately and persons who help them. In respect of other property like antiquities or art pieces his contacts out side.
5. **Suspects** - Their presence in the village/town area or otherwise; the work in which he is engaged, the place of his work and his earnings there from; the earnings of his dependents, and whether the total income is sufficient for him to maintain his family above want, or whether he lives too extravagantly for his income, whether female members have, or wear valuable jewels or ornaments, the period of his absence if any from village/town area and details of places visited, persons contacted, purpose and date of return, whether, after the last visit of the Police to the village/town area, he was absent at any time from the village/town area, either by day or night and if so, the duration of

stay and his last absence and how he accounted for his absence, and the names of his associates, frequent visitors and their antecedents, discreet enquiries from reliable persons about his way of life and earning.

6. **Habitual Offenders and History Sheeters -** The Beat Police Officers shall be fully conversant with the movements or changes of residence of all persons for whom History Sheets of any category are maintained. They shall promptly report the exact information to the SHO, who shall make entries in the relevant Registers. The SHO on this basis of information shall report by the quickest means to the SHO in whose jurisdiction the concerned person/persons are going to reside or pass through. The SHO who receives the first communication shall acknowledge the communication and inform the concerned Beat Police Officers of the area. If the subject is moving out to another area he shall initiate the same procedure of intimating the concerned SHO. The receiving Officer shall acknowledge the first and second communications. When replies are received the SHO shall make necessary entries in the History Sheet and Records.

7. **Proclaimed Offenders** - A person against whom arrest warrant has been issued can be declared as 'proclaimed offender' if the Court has reasons to believe that he/she is absconding or in hiding, blocking execution of the warrant. The proclamation order issued under section 84 of BNSS shall be widely published. To facilitate the arrest of an absconding warrantee or a proclaimed offender, it is also necessary that an effective watch is maintained over his harbourers. Persons who shallfully or knowingly harbour such offenders could be prosecuted under section 253 of BNS. It is, therefore, necessary that the widest publicity is given to the proclamation order issued under section 84 of BNSS so that its knowledge can be conclusively proved against the harbourer for prosecution u/s 253 of BNS. The observance of formalities under sections 84 and 85 of BNSS does not serve the purpose unless the SHO and IO make all out efforts to trace the offender, not only in their jurisdiction but also outside jurisdiction too. Information shall be gathered through sources and action taken to work it out eliciting the cooperation of the Police of the place where the offender is known to be hiding.

8. **Bad Characters** - In the case of a BC who is known to have gone to another State, a BC Roll 'A' shall be sent directly to the SHO of the PS in the other State preceded first by communication through quickest means. Entries in the concerned Record shall be made when a reply is received. If similar communication is received from other States, action shall be taken to verify and enter in the concerned Records. A reply shall be sent to the concerned based on enquiries.

9. **Bad Character going out of view -** When a BC absents himself or goes out of view, whether wanted in a case or not, the information shall be disseminated to the PSs having jurisdiction over the places likely to be visited by him and also to the neighbouring PSs, whether within the Union Territory or outside. If he is traced and intimation is received of his arrest or otherwise arrangements to get a complete and true picture of his activities shall be made and the concerned Record updated.

10. **Liquor shops -** whether any illicit sale or manufacture of liquor is prevalent, the persons frequenting the shop most, the character and antecedents of the illicit liquor seller; and whether the person running these shops is a receiver of stolen property or harbourer of thieves or other offenders. Apart from this, information on organised gangs of illicit liquor manufacture, or trade, and their active members shall be gathered.

11. **Unlicensed weapons -** The persons suspected to be possessing unlicensed arms, The sale and delivery of weapons by license-holder to an unlicensed person, and whether the license-holder purchased the weapon from an unlicensed seller; whether there is manufacture, trading in unlicensed weapons, explosives and explosive substances, demand of license from a suspected person carrying arms or ammunition, and seizure of the same under a seizure memo for any contravention detected.

12. **Public gathering and gram sabhas -** Meetings held and subjects discussed.

13. **Collection of money -** Whether any collections are made from public, the person collecting it, the purpose, the name of the treasurer and the use of such collections and whether it is voluntary or by force or intimidation. All information relating to collection of money whether clandestine or open, whether for religious purposes or development works shall be gathered. The analysis of the information and action to be taken shall be decided by SHO.

14. **Matters affecting the public peace -** The important points on which information shall be gathered and the nature of action to be taken in respect of communal, caste and group tensions, factors likely to affect public order are detailed below.

15. **Communal -** The nature of relationship between minority and majority communities, whether enmity prevails or points of friction and tensions exist, the details of disputes of long standing nature, whether dormant or active – efforts of village/town area community to settle amicably, militant groups who under religious garb foment trouble and their active supporters, their activities and grievances specific to the village, important impartial and sober elements or Community Liaison Group members of both communities who can resolve problems and help maintain peace, preventive measures at local or higher level that shall be necessary to prevent breach of peace. The constable In-charge of Beat shall be in constant touch with SHO to enable him to deal with situations according to the need.

16. Caste problems -

(a) Number of offences reported or unreported under SC and ST Prevention of Atrocities Act, 1989, possibility of any atrocity taking place against Scheduled Caste or Scheduled Tribe members.

(b) Necessity or otherwise of DM or District SP to visit and intervene personally.

(c) Need or otherwise for granting or cancellation of weapons license for any person to remove the imbalance or to ensure self-defence of any person or group.

(d) The activities of village/town/defence parties, fishermen watch groups and other non-governmental organizations, if any in the village/town, their composition and work to maintain cordial relations and improve awareness of the problem.

(e) The names and antecedents of militant persons, who foment, incite and take advantage of tensions in all communities, and their antecedents.

(f) To keep the SHO informed from time to time about caste tensions, if any, to enable the SHO or other Supervisory Officers to take necessary steps to maintain peace in such a situation.

17. Political rivalries - In almost all villages, people have political affiliations with one or the other party. In most villages the public in general do not actively participate in political activities on a regular basis. Majority of them show interest only during election time, while a very small group may be active throughout . The Police are concerned only with violent clashes or possibility of offences due to intense political rivalries generally prior to elections or as an aftermath, and in some instances even at other times. The political factions quite often get aligned with communal or caste or village/town factions. Such situations are often a serious threat to law and order. Beat Constables have a duty to clearly understand these factors and keep detailed information about any possible clashes in each village. A report shall be made on the existence of such rivalry and the list of anti-social elements who take advantage of such situations.

18. Factions - The existence of a faction, political, social, or communal, the latest moves and plans of the factionists, their supporters likely developments or offences, the opinion of the residents of the area, the names of active members, their resources and weapons and their involvement in cases in the area or out side, are the important factors which influence factious crime and public peace;

19. Agrarian unrest - The villages in which there are serious land disputes, occupation of Government or private property, possession or dispossession, sale or transfer of land in scheduled areas, owner-tenant disputes, agricultural wages, water disputes etc. are causes of unrest. information of all such issues with a potential for

law and order situations or clashes or offences either spontaneous or instigated is required to be collected and recorded in the village history note book. Beat Constables with the help of local panchayat and contacts with local people shall be in a position to collect this information. In the event of likelihood of the breach of peace, the names of parties, the object of dispute or conflict, and the extent to which the village and its residents are likely to be affected shall be assessed and regularly informed to the SHO.

Beat Area Policing

(i) Two Officers in the rank of Police Constable/Head Constables shall be assigned for the rural Beat and 3-4 Constables/Head Constables shall be assigned as far as possible to a Beat in an urban area.

(ii) The Police Constable/Head Constables assigned to a Beat shall be thoroughly briefed by the SHO. He shall bring to their notice personally and in writing the standing instructions and responsibilities, and shall give specific instructions to the Officer regarding such matters as the nature of the work they have to perform, the manner in which it shall be performed and the time by which they shall return to the PS, after each spell of duty. He shall give them the benefit of his own knowledge and explain the purpose and specific problems that require to be looked into in each village.

(iii) Constables kept in charge of a Beat shall not normally be changed for two years and may be continued up to three years if possible to enable them to acquire a thorough knowledge of the area, population, nature of its crime and criminals, and other matters of Police interest.

(iv) Efforts shall be made to establish village/town defence parties and sound Police-public cooperation and interaction which in turn helps in building up relevant data and intelligence regarding all categories of persons, suspicious strangers and other activities of Police interest in the Beat area. This is the bedrock of Police, crime, criminal and Police information systems as well as the preventive and detective strategies of Police.

(v) Constables going on Beat duty shall proceed to the Beat directly from the PS. Likewise, on return they shall report at the PS before going home, hand over reports, walkie talkie and arms and ammunition and other equipment, if any, issued. Any other information that deserves to be communicated shall be informed by quickest means like telephone or fax or any other means.

(vi) The departure of a Constable on Beat duty shall be noted in the GD, together with the special instructions given to him by the SHO.

(vii) During the day, the Beat Constables shall make enquiries about bad characters, but during the night, bad characters shall only be checked to know their presence or absence from the village. No enquiries shall be conducted during the night.

(viii) Lurking points shall be identified and Constables of the Beat shall spend sufficient time there during patrol duty.

Checking of Beats

(i) Checking of Beats means verification of the work done by Beat area PCs including the information brought by them, and secondly physical check during night patrolling. This shall be done through inquiries by SHO himself or an Officer (SI/ASI) deputed by him.

(ii) The SHO or SI or ASI shall visit selected villages/locations (not the same every time) with the Beat books and compare the dates and hours of the entries in the Beat books with those in the Point books. Such verification shall be made even when the SHO or ASI/SI or Officer-in-charge of the Outpost goes to a village on any other work, such as petition enquiry or investigation. If Beat books are not available, the checking Officer shall note down the particulars in his notebook and compare them with the Beat book on his return to the PS. Verification of information may also be done in the same manner.

(iii) The SHO shall also make enquiries with villagers other than Point book holders regarding the Beat Police Officers presence on the days noted in the Beat book. Such enquiries shall be more in the nature of acquainting himself with actual field realities rather than out of any distrust.

(iv) The SHO shall personally check the patrols in each Beat area in his jurisdiction at least twice a month. ASIs or Outpost in-charge shall do so more often.

Duties of Supervisory Officers in relation to Beats

Officers of and above the rank of SDPO visiting or inspecting a PS shall not only see whether Beat villages/locations have been properly selected, but also ensure that the function of Beats are being achieved and the data required is being compiled on sound lines. The fact of having done so shall be embodied in the inspection or visit notes, together with the instructions, if any, given to the SHO. He shall go through the village permanent information book and see if entries are made as per proForma and the information is authentic and record his comments wherever necessary in the Register.

Road patrols

It is incumbent upon the Police to ensure the safety of the roads and strict attention shall, therefore, be paid to road patrolling. Policemen on road patrol shall observe all passengers and vehicles, take special note of persons of suspicious appearances etc. As far as possible, Beat Constables/HCs shall be assigned for patrolling in their

own Beats only. They shall check motor vehicles for the observance of Motor vehicles Act and Rules and prevent any breach of traffic regulations, public nuisance and mischief or other crime. They shall be sent out with definite instructions which may be varied, as circumstances permit, with respect to the time to be passed at particular spots. If possible, two Constables shall patrol together. To secure the due performance of road patrolling, constant checking is absolutely essential. The SDPO shall see that all subordinates perform their fair share of this duty.

Pickets

Two or more Policemen shall be sent to important junctions or strategic points where smugglers or criminals are likely to pass. Such Policemen shall post themselves in unobservable parts of the locality, alert and ready to pounce upon a criminal. It might be advantageous to have such men in plain clothes depending upon the time, nature of the locality and the circumstances in each case. But whenever they are sent in plain clothes they shall carry with them their appointment certificates and preferably one or two men of the party may be required to be in Uniform and mufti dress. The places at which they post themselves shall be shifted from one corner to another for specified periods. They shall be able to spot their checking Officer while they pass. Specific directions as to the locality and time at each spot shall be noted in their duty certificates/picket duty Register.

Night patrol in towns

Two Constables in Uniform shall be given a specific area to perform every night, noting the exact streets or lanes or routes to be patrolled. The route for patrolling shall be changed every night. Care shall be taken to limit the extent of these patrols, the number of such patrols depending on the area to be patrolled. Night patrols shall ordinarily be for a period of five or six hours; patrolling shall normally be between the hours of 22:00 and 06:00. Night patrolmen shall always carry lathies and an electric torch may be provided to each patrol. Bad characters shall not be checked by night as a routine, unless they are actually under suspicion of being engaged in night crime. The SHO shall give suitable instructions to the patrolmen before they are sent out. The District SP may draw up detailed schemes of patrolling towns according to local conditions and other facilities available.

Night patrol in rural areas

It is not necessary to patrol villages by night as a routine unless there is any special reason to do so such as an out break of crime or other disturbance. Men shall, however, be sent as and when information is received, to hide themselves in unobservable parts of a specified place to prevent smuggling of contraband articles and to apprehend smugglers. It is for the SHO to issue suitable instructions in this regard to the men of his PS and Out posts under his charge.

Checking of night patrols

The Sub-Inspector, Assistant Sub-Inspector, Head Constables and Constables in a PS shall go on night patrols by means of surprise visits as frequently as possible. Whenever men are sent out from Out posts for night patrol or picket the Officer-in-charge of the Out posts shall similarly check them by surprise. The District Superintendent of Police shall himself go on rounds at night occasionally and depute his SDPO to do so. The District Superintendent of Police shall lay down the number of times that each Officer has to go on night rounds.

Procedure on return from Beat patrolling

When a Police Officer returns from Beat duty, he shall report to the SHO. An entry shall be made about the time of return of the Constable/HC from Beat duty in the GD. The SHO shall verify and satisfy himself that the Police Officer has contacted Point Book holders. The SHO shall debrief the Beat Police Officers and take report on the following:

(a) Collection and updating of information.
(b) Surveillance over History Sheeted persons.
(c) Meeting public, members of fishermen watch group (FWG), village panchayat officials and representatives of panchayats.
(d) Service of summons and execution of warrants.
(e) Petition enquiries entrusted.
(f) Assessment of possible breach of peace and public nuisances.
(g) Their observation relating to the absence of ex-convicts, bad characters and history-sheeted criminals.

The information brought by the Beat constable shall be verified by the SHO by contacting the concerned Police Officer where the absentee criminal is said to have gone. Similarly, he shall himself verify if he is elsewhere in his jurisdiction. If there are any strangers found in the area with suspected movement, he shall make a report immediately to the concerned SHO.

The information relating to the absence or a temporary change of address given by the ex-convict or History Sheeted person shall be verified by the SHO with the concerned PSs for the correctness of the information.

Records pertaining to Beats

The information furnished by the Beat area Police shall be entered by the SHO in the following Records:

Beat Visiting Book

All the villages/localities earmarked in the Beat shall be first arranged alphabetically leaving some pages of the book for each village/locality. On the pages allotted for a village/locality, the usual signatures of five or six inhabitants with good antecedents of that village/locality where Point books are kept shall be obtained. The inhabitants shall cover all important localities and sections of people. Three of the five persons may be a (i) member of the panchayat (ii) panchayat secretary, and (iii) member of FWG. The first page shall carry an index to the villages/locality with the page numbers noted against them. The night patrolling by Beat area Constables to each village shall also be noted in the pages meant for each village and signed by them on their return to the PS. The sample signature book shall be in the Form 15.1.

Beat Books

(I) Every Beat shall have a Beat book in Form 15.2. In the Beats having more than one Beat Officer, the SHO shall entrust the responsibility of maintaining the Beat book to one of the more intelligent and literate Officers.

(II) The Beat book shall contain the following information:

1. Crime Map of the Beat showing the location of murders, dacoities, robberies, burglaries, cable, vehicle, and other thefts for the current and preceding two years.
2. Gist of important law and order incidents that have taken place in the Beat in the last two years. As and when any law and order incident takes place in the Beat, the same shall be entered for the current year by the Beat Officer
3. Crime map showing the automobile accidents for the current and the preceding two years.
4. Address, telephone number, name of Guards of every bank.
5. Details of schools/colleges of the area especially girls' schools and colleges.
6. Details of markets, bazaars, haats etc. and their working hours as many are illegal and obstructing traffic.
7. Details of jewellery shops and their working hours.
8. Complete information about slums and crime-prone areas, their residents, complete details of criminals, local dons etc.
9. Details of all hotels, lodges and restaurants with telephone numbers
10. A list of monasteries/gumpas, temples, mosques, churches and other religious places with prayer timings, annual festivals etc.
11. General information about bus stops.
12. Information about all festivals celebrated in that area.

13. Details of all professional criminals and anti-social elements.
14. Names, addresses and telephone numbers of members of fishermen watch groups and peace committees.
15. Areas which are prone to communal/caste conflicts.
16. List of persons helpful to the Police and their telephone numbers.
17. Names and addresses of persons who usually are hindrance to Police work.
18. List of industries in the Beat, along with names and addresses of their owners/CEO, the strength of the labour force and details of unions and their office bearers.
19. Offices of the print/electronic media along with names of journalists and their telephone Nos.
20. Details of hospitals, clinics, blood banks and dispensaries along with name and telephone numbers of the Chief Medical Officer/Doctor.
21. Details of multiplexes, cinemas, theatres and video parlours.
22. Details of offices of various political parties active in the Beat.
23. Details of Fire Stations, Electric Sub-Stations, Doordarshan/AIR Kendra, Telephone Exchange, TV tower- with address and telephone nos.
24. Details of petrol pumps.
25. Details of scrap dealers.
26. Details of gas and explosive go-downs.
27. List of individuals holding arms license.
28. List of bus/taxi stands.
29. Details of Government / Semi-Government offices.
30. List public playgrounds for the children and what are the hours when the rush is more.
31. List of mega markets and other commercial establishments having large footfalls.
32. List of cybercafes.
33. List of beauty parlours.
34. List of 10 most influential persons from each community residing in the Beat area with their address, telephone number etc.
35. List of addresses of suspects residing in the Beat.
36. List of known drug peddlers residing in the Beat.
37. List of addresses of Modus Operandi Criminals residing in the Beat.
38. List with addresses of ex-convicts residing in the Beat.

39. List of liquor shops.
40. List of used car dealers.

Instructions for Beat Officers

Constables in charge of Beats whenever they proceed to the area shall take the Beat Book along with them and note in the appropriate columns, the information they gather, during each visit. The Beat constables are required to sign the Point books during night patrol duty and obtain signatures of PB holders while on such duty.

The Beat Book shall also be carried and action indicated as mentioned in the previous order, if a constable goes on any other duty to any of the villages in the Beat. Urgent visits where a specific work is performed and return is immediate, shall not count as Beat duty. The Beat books shall contain in the appropriate column, the names of suspects, and habitual offenders, proclaimed offenders, ex-convicts, receivers and other history-sheeted persons.

Point Books

Books in Form 15.3 shall be supplied to the selected inhabitants of every village/locality with good antecedents including a few members of the panchayat and FWG in the PS limits. Constables in charge of Beats and Officers overseeing their work or visiting the village for any purpose shall sign the Point books whenever they visit the village, noting the date and time.

Digitization of Beat Book

In future, the E-Beat system shall be implemented with digital Point books and Beat books. The respectable members of the society can be taken on board and their feedback on the functioning of Beat Staff taken online. The location of Beat Staff can be monitored and digitally recorded.

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CHAPTER – 16

SURVEILLANCE OF SUSPECTED PERSONS

Introduction

Surveillance is the process of keeping suspected persons and their premises under observation for learning as much as possible about their activities, operations and contacts. The purpose of surveillance is to prevent commission of an offence or to apprehend persons involved in commission of an offence or to learn the identities of all the persons involved in a certain criminal enterprise for their apprehension.

Methods of surveillance

Surveillance may, for practical purposes, be defined as consisting of the following measures:

(i) Thorough periodical enquiries by the SHO as to the suspect's reputation, habits, association, income, expenses and occupation.

(ii) Domiciliary visits both by day and night at frequent but irregular intervals.

(iii) Secret picketing of the house and approaches on any occasion when the suspect is found absent.

(iv) The reporting by village headmen, village watchmen and other sources about the movements and activities of the suspect.

(v) The verification of the suspect's movements and absences by means of bad character rolls.

(vi) Shadowing of a suspect, whenever necessary, in order to ascertain his movements and contacts.

(vii) The collection in a History Sheet of all information bearing on the conduct of a suspect.

(viii) Technical surveillance and Call Detail Record (CDR) analysis can be done whenever it is necessary and with the prior approval of the Competent Authority.

(ix) Surveillance shall never be an impediment to steady employment and shall not be made unnecessarily irksome or humiliating. The persons under surveillance shall, if possible, be assisted in finding steady employment and the practice of warning against employing him shall be discouraged.

Records

In order to deal effectively with crime, it is necessary to have a continuous record of the criminal history of individuals and localities. To secure this, each PS shall maintain the following Records.

(A). Notes on Villages

Every SHO shall maintain confidential notes on villages in Form 16.1 information relating to different villages shall be recorded on separate sheets, headed by the names of the villages. One or more sheets, as may be necessary, shall be kept for PS. These shall contain particulars of the population, outlying hamlets, principal castes and communities, names of village headmen and watchmen, chief landowners and leading men of the village, notes on religious or other festivals, disputes over property, factions, prevalence of organized crime, important facts about the history of the village, persons bound down to keep the peace, Police bandobust necessary for any occasion and in short, any information which may be useful to a new SHO having no previous experience of the PS. All entries in this Record shall be compiled by the SHO and checked and initialled by the SDPO who shall ensure by frequent checks that it is kept up-to-date.

(B). Village Crime Sheet

Village Crime Sheet shall be maintained at every PS as per Form 6.2 in which all cognizable cases registered in the PS shall be entered. The cases occurring in different villages shall be recorded on separate sheets, headed by the names of the villages. Only important particulars need be entered therein such as the FIR number, date of registration, place and date of occurrence, section of law, name and residence of the accused and the result of the case. The Village Crime Sheets shall be kept together in a single file for five years after which they may be removed and filed with the Confidential Note Sheets of the respective villages.

(C). Head-wise Crime Register

A Head-Wise Crime Register shall be maintained in the PS in Form 6.3. In this shall be entered in the order of their occurrence all true cases of crime coming under the following classes as well as attempts to commit these offences which are known or believed to be the work of habitual criminals.

Crime - Major classification

(A)	**BNS**	22.	Kidnapping
1.	Dacoity	23.	M.O. Women

2.	Murder	24.	Extortion
3.	Attempt to Murder	25.	Abduction
4.	Robbery	26.	Eve Teasing
5.	Rape	27.	Dowry
6.	Riots	28.	Dowry Death
7.	Kidnapping for Ransom	29.	Attempt to Culpable Homicide (110 BNS)
8.	Snatching	30.	Culpable Homicide
9.	Day Burglary	31.	Cheating
10.	Night Burglary	32.	Drugging
11.	Pick Pocketing	33.	Criminal Breach of Trust
12.	MV Theft	34.	221, 279, 283, 219/80, 117, 349 BNS
13.	House Theft	**(B)**	**Others**
14.	Servant Theft	35.	Arms Act
15.	M.V. Accessary	36.	Excise Act
16.	Shop Theft	37.	NDPS Act
17.	Other Theft	38.	Gambling Act
18.	Simple hurt	39.	POCSO Act 2012
19.	Grievous Hurt	40.	Foreigners Act
20.	Simple Accident	41.	MZI Act
21.	Fatal Accident	42.	Prevention of Corruption Act

(D). General Conviction Register

A Register in Form 16.4 shall be maintained in every PS in which the names of the following persons shall be entered provided, except in case of persons coming under clause (iv) below, their fingerprints have been ordered to be retained by the District Superintendent of Police:

(i) All true cases of crime relating to theft of automobiles and automobile accessories, burglary, snatching, robbery, dacoity, travel, misappropriation, criminal breach of trust, cheating, extortion. Cases under Arms Act and Explosive Act, kidnapping, abduction, culpable homicide, organized crime,

possession and receipt of stolen property reported and registered in the PS including attempts to commit these offences, shall be entered in this Register, in the order of their occurrence chronologically.

(ii) Persons convicted under chapters V, VI, X and XVII of BNS, for which a punishment of three years or upwards is described.

(iii) Persons convicted of offences under sections 176-180 BNS (forgery of currency notes and bank notes).

(iv) Persons convicted under the Telegraph Wires (Unlawful Possession) Act and other special enactments like Immoral Traffic (Prevention) Act, 1986, Forest Act, Excise Act and FEMA, if their fingerprints have been ordered to be retained by the District SP.

(v) Persons bound over under sections 128 and 129 Bharathiya Nagarik Suraksha Sanhita.

(vi) Unconvicted persons reasonably suspected to have committed offences with the approval of the District Superintendent of Police or the SDPO. These shall be retained only so long as reasonable suspicion exists against them.

(vii) The conviction of a person, whose place of residence is in the limits of another PS, shall be communicated to that PS by means of a Bad Character Roll for entry in the General Conviction Register of that PS. The Roll shall be returned with the page of the General Conviction Register in which the entry is made in the other PS and this shall be noted in the last column of the GCR of the first PS. The same procedure shall be followed when a person changes his place of residence after release.

This Register shall contain convictions in cases registered at the PS and of persons living in the PS limits, convicted elsewhere. If a conviction is reversed on appeal, the entry shall be crossed out unless the person is brought under clause (iv). In the remarks column of the Register shall be entered a broad classification of crime committed by the criminal. The names of persons registered in the General Conviction Register shall be struck off after a period of ten years from the expiry of their last sentence, provided in the case of persons for whom History Sheets have been opened, the History Sheets have been discontinued. The District Superintendent of Police or the SDPO may, however, sanction the removal of names at any time within the period mentioned above, if the retention of such names is considered unnecessary. Convicted and un-convicted persons not removed from the General Conviction Register shall be enquired at least once a year.

An alphabetical index of persons entered in the General Conviction Register shall be maintained. A check Register of persons entered in the General Conviction Register shall be maintained village-wise, villages being arranged alphabetically.

(E). History Sheets

History Sheets are maintained as per Form 16.5 for ex-convicts, persons bound over for good behaviour and for suspects who shall be kept under regular surveillance. History Sheets shall not be opened for persons of no fixed residence. A person for whom a History Sheet is maintained shall be closely but quietly and discreetly watched and relevant checking entries be made on a monthly basis. Information may be collected about him from village officials and others.

A History Sheeter shall not be subjected to any annoyance of obtrusive inquiries nor shall the fact that an account is being kept of his doings be divulged. History Sheets shall be maintained in English and written by the SHO. The first part of the History Sheet shall consist of a brief account of the criminal's life, his habits, means of livelihood, and relations in the village etc. In the second part shall be entered a detailed account of each of the offences for which the criminal was convicted or which he was suspected of having committed. The method of commission in each case shall be carefully described and the names of proved or suspected associates be mentioned. The third part shall be the current history of the criminal which shall be entered up by the SHO from the notes in the index to History Sheets. This Record shall be an absolutely fair one and any information favourable to the History Sheeter shall also be duly recorded.

History Sheets of the persons residing permanently or temporarily in the PS 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 shall be maintained in the PS.

History Sheets shall be opened automatically at the time of conviction, for persons convicted, and the sheets be retained for two years after their 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 X, VI and XVII of the BNS	-	Once
(b). Professional prisoners		
(c). Sections 308 to 311 BNS (Dacoity)	-	Once
(d). Sections 307, 309 to 311 BNS (Robbery)	-	Once
(e). Burglary (Day /Night); if convicted or liable to conviction under section 13 BNS; Theft of ISR nature	-	Twice
(f). Theft not covered under ISR	-	Thrice

(g). Bound down (conviction) under section 128 BNSS - Twice

(h). Bound down (conviction) under section 129 BNSS - Once

Persons or prisoners convicted as above shall be styled as KD (Known Depredators). Their History Sheets shall be called KD sheets. Inmates or ex-inmates of the Juvenile Correctional Home shall not be styled as KDs.

Other History Sheets

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

(1). Rowdy Sheets

The following persons shall be classified as Rowdies and Rowdy Sheets in Form 16.7 shall be opened for them under the orders of the District Superintendent of Police.

(i) Persons who habitually commit, attempt to commit or abet commission of offences involving the breach of peace.

(ii) Persons bound over under sections 125, 126 and 129 BNSS.

(iii) Persons who have been convicted u/s 34 A (1) and 34 B IX, 34-BB of the Police (Puducherry 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.

(2). 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 District 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.

(3). Suspect Sheets

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

(i) Persons once convicted under the following offences of the BNS - burglary, theft or attempts of such offences.

(ii) Persons not convicted but believed to be addicted to crime (property offences)

(4). 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.

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 :

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

The entries in various columns in the History Sheet shall be checked by the SHO personally and maintained up-to-date. The surveillance charts for both the HS holders and the sureties shall be put up by the SHO before CI once a fortnight, who in turn shall 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 District Superintendent of Police and shall be filed in the PS. The History Sheets of persons who have died shall be destroyed under orders of an Officer of and above the rank of District 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 District Superintendent of Police shall be taken for the extension in the first instance up to 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 shall be under close watch. If they settle down and maintain good character, close watch can be removed.

General instructions regarding History Sheets

(i) The History Sheets shall not be opened for criminals of no fixed residence.

(ii) The fact that a History Sheet has been opened for a suspect or a Budding Criminal shall be kept 'confidential'.

(iii) All registered rowdies shall be kept under the same type of watch as required for KDs.

(iv) The names of the history-sheeted KDs shall be entered in the KD Check Register.

(v) KDs and rowdies shall be checked regularly by the Beat Officers and the SHOs.

(vi) Circle Inspectors and SDPOs shall also make random checks during the night patrolling. If they notice any absentee, the same shall be indicated in their night checking reports.

(vii) The checking, however, shall be discreetly done by the method of enquiries and not in the manner of domiciliary checks.

(viii) The Circle Inspectors and the SHOs when they visit the area shall make their own independent verification.

(ix) All reports against notorious rowdies and Budding Criminals entered in the GD of the PS and matters brought to light on enquiries of the petitions shall be entered against them in the sheets and shall be dated.

(x) Besides known rowdies, there are a set of Budding Criminals and antisocial 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.

(xi) They are the persons who escalate the law and order problems at a given situation or a bandh like situation. The activities of such persons need close monitoring. A Confidential Register may be maintained by the SHO which shall be kept in his personal custody in which the names of such persons and their categories shall be entered.

Numbering of History Sheets

History Sheets shall be numbered serially in each PS.

(i) An index to History Sheets and Personal Files in Form 16.6 shall be maintained in each PS. Apart from the identity particulars of the criminal, it shall also contain the date on which the sheet was opened; whether he is a criminal in this territory / region, KD, habitual offender or suspect. When History Sheets or personal files are transferred or destroyed, this Register shall accompany the sheet or files to the District Superintendent of Police for orders of such transfer or destruction.

(ii) History Sheet of a person who changes his residence to another PS limit shall be forwarded to that PS through the SDPO / District SP concerned.

(iii) When any information favourable to an individual for whom a History Sheet is being kept, is received, it shall be entered therein.

(iv) The History Sheet of a BC who changes his residence from PS of this territory to a PS of the neighbouring State, it shall be forwarded by the SHO of the PS to the District 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.

(5). Bad Character Roll – A

(i) The Officer-in-charge/SHO of a PS shall at once, on receipt of information that

a person under surveillance is absent, fill in a Bad Character Roll 'A' as per Form 16.8 and shall add a brief précis of the habits and manners of such bad character and forward it by the quickest possible means, to the Officer-in-charge of the PS within which is situated the place to which the Bad Character is alleged or believed to have gone.

(ii) If the destination of the Bad Character is not known, a copy of the roll shall be sent to every PS within or outside the District to which there is any likelihood of his having gone.

(iii) If he is a member of a known gang of criminals, the Officer-in-charge shall, besides taking action as above, at once arrange a special watch to be maintained on the other members of the same gang, whether residing in his or other PS limit until he returns.

(iv) A Police Officer who receives the roll shall immediately take steps to ascertain whether the bad character has arrived within the limit of his jurisdiction. If the Bad Character is found, the Police Officer shall note the date and hour of his arrival, the name of the person with whom he is staying, and the names of any persons with whom he associates and he shall arrange to have his proceedings watched in the same way as if he was a registered Bad Character of his own PS. If he has not been traced on the expiry of one week from the receipt of the roll, the Officer receiving the roll shall return it with a statement to that effect on the back of it to the PS which issued it.

(v) When the BC leaves the limits of the PS for his home or elsewhere, within or outside the District , the SHO shall forward the roll to the SHO of the PS to which the BC has gone noting on the back of it all the information regarding the individual's movements which was collected while he was residing within the limits of the PS and sending intimation to any intermediate PS/PSs falling on his route. If the Bad Character goes to a PS other than that in which he is registered, the SHO of the latter shall be informed of the fact.

(6). Bad Character Roll – B

(i) On receipt of information that a suspicious stranger has arrived within the PS jurisdiction it shall be the duty of the Officer-in-charge of the PS to send Bad Character Roll – B as per Form 16.9 with the utmost possible dispatch to the PS limits of which the stranger alleges that he resides. If before the receipt of the reply to the roll, the stranger leaves the place for another jurisdiction, a copy of the roll shall be sent to that PS.

(ii) On receiving such a roll, the SHO of a PS shall at once return it with complete information regarding the individual in question, if he is a resident of that PS; if he is not a resident, the roll shall be returned with a statement to that effect. In such case, the Officer who issued the roll shall take all possible steps to discover the identity of the stranger.

(iii) The nature of the information received regarding the stranger shall guide the Police Officer as to the steps that shall be taken, whether to institute proceedings under sections 128 or 129 BNSS or to watch the movement of the stranger.

(iv) BC rolls 'A' and 'B' for reporting the arrival or departure of bad characters on their return to the issuing Officer shall be pasted on the foil of the roll book. They shall be destroyed after three years.

(v) The concerned Beat Officer shall keep an updated list of BC of A and B category and check them on daily basis and make entries in BC rolls.

(7). Organized Crime Register

Organized crime is the act by the criminals who are normally associating themselves with other criminals/accomplices in continuing serious criminal activities for illegal and illegitimate pecuniary gains. Organized criminals who work together for the duration of a particular criminal activity or activities are what we call an organized crime group/syndicate. A Register is to be maintained at the PS containing the details of accused involved in organized crimes like drug-trafficking, smuggling, money laundering and hawala, contract killing, kidnapping for ransom, extortion, human-trafficking, gambling, bootlegging, etc.

(8). Religious and Political Activities Register

A Register is to be maintained in PS, wherein the details of all the political, religious and social activities shall be maintained and updated by the concerned Beat Officers on weekly basis.

(9). Proclaimed Offender (PO) Register

PO Register shall be maintained in the Form 2.12 (refer Part-IV of the Manual). The Register shall be maintained in two parts.

Part – I: The name of Proclaimed Offenders who are residents of home Police Station irrespective of the PS in which proclaimed, shall be entered in this part.

Part-II: The name of Proclaimed Offenders of the cases registered in his home PS but not residents of the home PS.

In addition to this, a list of Proclaimed Offenders shall also be hung up in the office and notice board of the PS.

(10). Absconding Warranties / Bail Jumpers / Absconders

A Register is to maintained in the PSs, wherein the details of all those criminals, who have absconded themselves or have jumped the bail be entered and the Beat Officers shall collect intelligence about them.

(11). Jail Release List

(i) The Jailor of the District Jail is required to send a list of prisoners to be released during the next ensuing month, to the concerned Superintendent of Jail before the 15th of each month.

(ii) In addition to the list to be sent before the 15th, the Jailor shall, if necessary, send a supplementary list containing the names of prisoners admitted after the 15th of each month, who shall be released during the next ensuing month.

(iii) Whenever there is a delay in the receipt of release list from Jails, the matter shall be reported to the IG/Prisons who shall bring it to the notice of the Superintendent of the Jail.

(iv) Extracts from release list shall be communicated by the District Superintendent of Police through the SDPO to the PSs within the limits of which the prisoners' homes are situated and SHOs shall, after reasonable time return these extracts through their SDPO, noting therein whether the prisoners referred to have returned to their homes or not.

(v) Use of e-Prisons and Inter-operable Criminal Justice System (ICJS) portal shall be done for getting the information. The e- Prisons, which aims at computerization of the functioning of prisons in the country, has been operationalized in all States/Union Territories. The e-Prisons data has been integrated with Police and Court system under the ICJS. The e-Prisons uses data maintained by the States/Union Territories on the National Prisons information Portal as per protocols notified for e-Prisons. The system can be accessed through the secure NIC network, exclusively by the authorized officials of Law Enforcement Agencies and Prisons, through ICJS.

Instructions regarding watching ex-convicts ordered to notify residence

The following are the rules to be framed by the Government under sub-section (5) of section 394 of BNSS:

(i) A convict in respect of whom such an order u/s 394 BNSS has been passed shall, when called upon by the Officer-in-charge of the Jail in which he is confined before his release, state the place at which he intends to reside after his release, naming the village or town and the street therein. After release and on arrival at his residence, he shall, within 24 hours, notify at the nearest PS that he has taken up his residence accordingly.

(ii) Whenever he intends to change his residence, he shall (not less than two days before making such change) notify his intention to the nearest PS, giving the date on which he intends to change his residence and the name of the village/town and street in which he intends to reside, and on arrival at such residence, he shall, within twenty-four hours, notify to the nearest PS that he has taken up his residence accordingly.

(iii) The Officer recording a notification shall allow such period as may be reasonably necessary to enable the convict to take up his residence in the place notified. If the convict does not take up his residence in such place within the period so allowed, he shall, not later than the day following the expiry of such period, notify his actual place of residence to the Officer in charge of the PS within the limits of which he is residing.

(iv) Whenever a released convict intends to be absent from his residence between sunset and sunrise, he shall notify his intention at the nearest PS, stating the time and purpose of such absence, and the exact address where he can be found during that period.

(v) Every notice required to be given by the foregoing rules shall be given by the released convict in person unless prevented from doing so by illness or other sufficient cause, in which case the notice required shall be sent either by letter duly signed by him or by an authorized messenger on his behalf.

(vi) Whenever a released convict gives any notice under the rules, he shall be furnished with a certificate to the effect that he has given such notice by the Officer to whom he gives it.

Provisions of 394 Bharatiya Nagarik Suraksha Sanhita

The following instructions are issued concerning ex-convicts ordered to notify residence under sub-section (5) of section 394 of BNSS:

(i) Each SHO is responsible for maintaining a correct list of ex-convicts ordered to notify residence, which shall be displayed in the PS. The villages notified and the dates of release shall be entered from Jail release lists.

(ii) When an ex-convict does not appear at the place notified within a reasonable time, the SHO shall report the fact to the CRB, which shall order for enquiries to be made after approval of District SP/SDPO.

(iii) Ex-convicts ordered to notify shall be watched in the same way as other dangerous criminals and their intended movements, of which they shall give notice and movements communicated through BC Rolls shall be watched.

(iv) Prosecution of ex-convicts for breach of the rules shall not be undertaken without the sanction of the District SP or the SDPO.

Surveillance of a person conditionally released

(i) A list of all convicts conditionally released shall be maintained in Form No. 20.8.

(ii) When a convict is conditionally released the District Superintendent of Police shall be supplied by the Jail Administration with a certified copy of the order of conditional release with date of release endorsed on it, and a descriptive roll of the convict. If the release is subject to conditions, which the Police are required to take measures to secure the observance issue suitable orders to subordinate Officers concerned.

Hue and Cry Notice

When the immediate dissemination of intelligence as well as the cooperation of the Staff of neighbouring PSs is desirable, hue and cry notices in Form 16.11 shall be issued in the following classes of cases when the person concerned has not been immediately arrested or the property stolen has not been recovered:

(i) Professional NDPS cases;

(ii) Dacoity and all organized crime, in which wandering gangs, foreigners or residents of other jurisdictions are known or suspected to have been concerned;

(iii) Escape of prisoners from lawful custody;

(iv) Cases of cheating by professional criminals;

(v) Cases of shaking off Police supervision by wandering gangs;

(vi) Other cases in which the accused have absconded after committing the offence, or in which identifiable property of considerable value has been stolen; and

(vii) Sighting or information of the presence of poachers.

Hue and Cry Notices shall ordinarily be dispatched by post, radiograms, telegrams, electronic media or by special messengers, whichever is quicker.

On receipt of a Hue and Cry Notice the SHO of a PS shall at once enter it in red ink in the Register of Correspondence and shall take all necessary action. He shall cause enquiries to be made about the movements of local Bad Characters and shall check surveillance reports. He shall also enquire into points mentioned in the Hue and Cry Notice which require particular investigation and shall communicate the result. He shall in all cases communicate the contents of the notice to his subordinates and chaukidars of his jurisdiction and shall warn them to be on the lookout for the offender or stolen property, as the case may be. All actions taken

shall be clearly noted on each notice, which shall be consecutively numbered and filed. Successful detection of culprits or tracing of stolen property shall be always rewarded.

Release of Foreign Prisoners

Before a foreign prisoner whose fingerprints are taken for record is released, the SP of the District where the case is registered shall send a report to the Director, IB through proper channel informing the route and conveyance by which he is likely to leave this country.

Convicts released on medical grounds

A convict released by the Government on medical grounds is required to follow certain conditions for his release and thereafter. The conditions to which he subscribes before release are set forth below;

(i) The said convict shall, within fourteen days from the date of his release, present himself to the District SP or if he is absent, to the SDPO in charge of administration and shall produce the copy of the conditions of his release given to him by the Jail Superintendent.

(ii) That he shall henceforth report himself, once in each month, at such time and to such Officer as may be directed by the District SP or SDPO.

(iii) That he shall not leave the District without the written permission of the District SP and he shall accept and fulfill the conditions of grant of such permission.

(iv) That he shall not commit any offence punishable by law in force in India.

(v) That he shall not associate with notoriously bad characters or lead a dissolute life and he shall live peacefully and shall endeavour to earn an honest livelihood.

Budding Criminal / Ruffian Register

A Register is to be maintained in four parts. The first part shall contain details of ruffians of the area. The second part shall be used for entering the details of ruffians of other area. The third part of the Register shall contain the details of bogus sureties and the fourth part shall contain the details of budding criminals.

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CHAPTER -17

INSPECTION AND SUPERVISION

Introduction

Observation, assessment and evaluation of the work and performance for analyzing the quality, quantity and standard of work and performance, are necessary to provide speed and dynamism to the functioning of any organization. Inspection is such a tool by which the Senior Officers not only observe the working of their subordinates, but they also make an evaluation of the positive and negative aspects of the their performance. Inspection, thus, becomes an effective mechanism of feedback and follow up with regard to the working and performance of any Unit and its Personnel. Inspection, as an effective and efficient supervisory style for organizational development, Personnel growth and performance evaluation, shall be used and utilized on a regular basis with objectivity and without any prejudice, bias and preconceived notions.

Aims and Objectives

Inspection of offices/PSs/Outposts and other Units by Senior Officers is one of the effective methods and tools by which the efficiency of the Force can be enhanced. It is, in fact, the only way by which the Senior Officers can come to know their subordinates by personal contact, their standard of work and their personal difficulties on the one hand and the general state of crime, standard of investigation and preventive work on the other.

The object of inspections shall, therefore, be not to criticize and find fault with the work of the subordinates but to suggest or take measures for the improvement of Police administration and quality improvement in the service delivery in their work and functioning.

Scale of Inspection

The heads of offices are required to make a detailed inspection of their offices at least once a year to ensure that their offices are functioning properly and efficiently. The inspections shall be formal (annually) and casual or surprise checks (as frequently as possible). In addition, the Officers shall inspect every year in detail the PSs and the offices of their subordinates in accordance with the scale prescribed from time to time. The DGP shall prescribe the scale of inspections, the Inspecting Authorities, and the mode of inspection of their related matters. The inspections shall also be supplemented by surprise checks and visits, with a view to ensure that the defects pointed out at the time of inspection have been rectified and that there is general improvement in the standard of work.

Format for conducting Inspection

Inspection shall be carried out in the Format prescribed hereunder, the first page of the Inspection Note shall contain the following details:

1. Name of the PS
2. Period of inspection
3. Date of inspection
4. Name and designation of the inspecting Officer
5. Name (s) of the SHO(s) during the period under inspection
6. Name of the present SHO with date of assuming charge
7. Name of the CI(s) during the period of inspection
8. Date of last inspection and name of the inspecting Officers

Inspection Note

The Inspection Note shall be divided into ten parts as under:

Part-I:

1. Topography of the PS and its adjacent PSs
2. Area
3. Population (as per latest census)
4. Number and names of villages
5. Number of Beats with details of each Beat
6. Break-up of population in terms of religion
7. Important Government offices and other institutions in the jurisdiction
8. Important fairs and festivals.

Part II:

Part II shall discuss the points raised in the previous inspection note. Points which have not been complied shall be mentioned clearly with instructions to comply the same immediately.

Part III:

Part III of the Inspection Note shall discuss the incidence of crime under the BNS, BNSS and Special and Local Laws. A comparison of the crime figures for the period under inspection with the corresponding period of the last year shall be made. For purpose of uniformity, the statement of cases may be in the following proForma:

BNS Cases

1	Murder	16	Wire theft
2	Attempt to murder	17	Snatching
3	C. H. murder	18	Other theft
4	A.C.H. Murder	19	C.B.T.
5	Dacoity	20	Cheating
6	Preparation for Dacoity	21	Counterfeit currency
7	Extortion	22	Assault on Government Servant
8	Robbery	23	Molestation of women
9	Rape	24	Eve-Teasing
10	Kidnapping	25	Attempt to suicide
11	Rioting	26	Dowry Death
12	Hurt	27	Cruelty to women by husband and relatives
8	H.B. by Day	28	Abetment to suicide
14	H.B. by Night	29	Other BNS cases
15	M.V. theft		

Special and Local Laws

1. PCR Act and SC/ST(POA) Act	8. M.V. Act
2. Explosive Substances Act	9. Mental Health Act
3. POCSO Act	10. P.P. Act
4. PDPP Act	11. POP(PD) Act
5. NDPS Act	12. P.G. Act
6. Dowry Prohibition Act	8. Loudspeaker Act
7. Lottery Act	14. Other Acts

BNSS Cases

1. 170 BNSS	7. 106 BNSS
2. 126 BNSS	8. 152 BNSS

3. 128 BNSS	9. 163BNSS
4. 129 BNSS	10. 164 BNSS
5. 35 BNSS	11. 194 BNSS
6. 35, 106 BNSS	12. 196 BNSS

The Inspecting Officer shall discuss any increase in crime during the period of inspection under various heads and contributing factors for the same. He shall see the following :

1. Whether the scenes of crime in serious cases have been visited by the SHO/CI/SDPO?
2. Whether IO has done compliance of the instructions given by the CI/ SDPO?
3. Preventive action taken in cases of rioting, hurt, etc.
4. Delay in registration of cases, their investigation, cases chargesheeted but not taken on file in Court, etc., shall be seen with a critical view. Instances of non-registration may be seen with reference to entries in the General Diary.
   (a) The progress of cases pending trial shall be monitored to see if there has been any delay in the trial attribut able to Police negligence.
   (b) The value of property stolen and recovered shall be discussed with the percentage of recovery.
   (c) In case there is any increase in the number of accidents, reasons for the same shall be critically examined.
   (d) Cases which have been sent as undetected (UN) or mistake of fact (MF) shall be seen to find out if the cases have been investigated properly.
   (e) Unnatural deaths shall be studied carefully pointing out the reasons for such deaths and the means adopted by the persons.

In case of unnatural deaths, the Inspecting Officer shall ensure that the IO has obtained the photograph and fingerprints of unidentified dead bodies and sent the same to the CRB and FPB. Whether the IO has examined the dead bodies thoroughly and described all injuries, marks of violence, presence of foreign matter such as hair, fibre, torn clothes, shirt buttons, traces of paint, tyre mark, etc. The receipt of the post-mortem report and the final disposal of cases shall be discussed. Cases in which inquests were held by the Executive Magistrates shall be discussed separately. The Inspecting Officer shall see that the following instructions of the MHA, GoI have been followed in case of dowry deaths:

“If a woman dies within seven years of her marriage, the inquest has to be conducted by an Executive Magistrate, investigation by a Gazetted Police Officer not below the rank of Dy.SP and Post-mortem by a team of Doctors.”

The quality of action taken under sections 126, 128, 129 of BNSS, etc. shall be examined to see if action has been taken on genuine grounds or merely to show figures. Action taken u/s 217 and 248 BNS shall be seen in reference to cases registered in the PS.

Efforts of the PS under the Special and Local Laws shall be stated in a comparative manner to see if the SHO has been taking interest in controlling bootlegging, drug peddling, gambling, eve-teasing, immoral traffic and action under the various provisions of the Puducherry Police Act.

Brief facts of cases under the Dowry Prohibition Act, cases of 80, 108 and 85 and 86 BNS involving women and those under the NDPS Act, Explosives Act, etc. shall be discussed to see the interest of the local Police in curbing such activities.

The FIR index maintained by the SHOs shall be seen to check if copies of FIR and other documents have been sent to the CRB, whether investigation has been done on day-to-day basis, if case diaries have been written on time, if the cases have been chargesheeted without delay and if the IO has made proper efforts to detect the crime.

Cases investigated by various IOs and their performance shall be discussed. Cases pending investigation during the previous years shall be seen with reference to the FIR index to ensure that old cases are not pending investigation. Departmental action against defaulting IOs shall be recommended wherever required.

The pocket notebooks of SHOs and IOs shall be checked up and tallied with the Case Diaries and GD. IOs interest in taking help of the technical experts shall be seen. Sample check shall be done to see the use of Village Crime Notebooks, History Sheets, etc. by IOs in detecting property offences. The percentage of cases sent to Court and the percentage of conviction shall be discussed.

While discussing prosecution of cases in the Courts, the inspecting Officer shall look into the following:

1. Whether the IOs have taken legal advice from the Directorate of Prosecution during the course of investigation in all warrant cases.
2. Whether verification in respect of previous convictions was made in property offences and reports u/s 13 BNS filed in deserving cases. Any failure on the part of IO shall be discussed.
3. Whether any case is pending trial for a long time in the Court due to omission/negligence of the IO.
4. Whether appeals/revisions have been filed in cases of acquittals, if not reasons for the same shall be elicited and recorded.

5. Whether service of summons and execution of warrants was satisfactory. Cases where prosecution is closed or delayed due to improper service of summons and execution of warrants shall be discussed and responsibility fixed. Process Register shall be checked thoroughly for any lapse and detailed comments recorded.
6. Attendance of Police Officers and IOs in pending trial cases shall be checked to see lapses, if any.
7. Whether the SHO/IO is visiting the Court and discussing cases with the prosecuting Staff.
8. Acquittal of cases shall be checked up to see if these have been due to poor investigation, non-production of witnesses, non-appearance of Police Officers, etc. Action in such cases shall be recommended. A separate note shall be made about the failure of the CI and the SHO to recommend action against such IOs.

Part IV:

Part IV of the Inspection Note shall comprise inspection of the PS Records. The efficiency of an SHO and the effectiveness of Staff in a PS can be judged from the Records that are maintained in the PS and action taken against criminals, bad characters, suspicious persons, etc.

The points to be checked up by the Inspecting Officers shall include:

1. Whether cognizable cases have been registered with regard to the information received and entered in the General Diary ?
2. Proper entry of all cases in the FIR Index, Crime Register and other Records and the progress of investigation, final disposal of the case and decision in the Court.
3. Delay in investigation and pendency of cases shall be checked by going through the FIRs registered in the previous years.
4. Whether copies of FIR have been given to the complainants and their signatures obtained in the original FIR in token of receipt and whether monthly, quarterly, half-yearly and annual abstracts in the FIR Index have been made and the figures correctly entered?
5. Whether History Sheets of persons have been maintained and complete details including photographs, fingerprints, etc. are available.
6. The Inspecting Officer shall go through the General Conviction Register (GCR) and Village Crime Register, to find out if History Sheets have been opened for all persons who qualify the criteria. Instructions regarding opening of History Sheets shall be given wherever necessary. History Sheets shall be examined and comments regarding retention/closure shall also be given.

7. The Inspecting Officer can see if the SHO has been exercising proper surveillance over KDs, rowdies, BCs and suspects by checking the History Sheets, ex-convict/KD Check Register and the General Diary.

8. Entries of arrested persons can be checked-up in the GD, Village Crime Register, Sentry relief book, Prisoners Search Register, Bail Bond Register, arrest card, etc. Sending of information regarding arrest to the CRB shall also be checked up.

9. Entries in the Prisoners Search Register, General Diary, Arrest Card, etc. shall be checked to see if entries have been made properly.

10. Beat Book shall be checked-up to see if the SHO has arranged effective night patrolling, simultaneous searches in possible places to round up bad characters, absconding criminals, etc. This shall give an idea to the Inspecting Officer if the SHO has made efforts for crime control.

11. Cases booked u/s 128 BNSS, etc. shall be checked to see if the action taken by the SHO is genuine or merely to boost up figures.

12. Crime Registers Part-I to Part-V shall be checked up for cross entries of crimes and criminals. The various parts of the village crime notebook shall be checked to see if the required information has been entered.

13. The FIRs shall be checked-up along with the various Crime Registers for entries.

14. The Inspecting Officer shall check-up the follow-up action taken by the SHOs on receipt of the Jail Release List from the CRB and entry of information in the FIR Index, GCR, Village Crime Notebook, History Sheet if existing, etc.

15. The release of accused persons on bail by the Court is required to be informed to the CRB by the SHO immediately besides entries in the FIR index, having entries of cases pending trial and the reports to be obtained from the Court of LPC case.

16. The Register of POs shall be checked-up and tallied with the Crime Registers, FIR Index having entries of cases pending trial and the reports to be obtained from the Court of LPC cases.

17. The number of POs added since the last inspection and the efforts made by the Police to trace them shall be checked-up. Personal File of all these POs containing details of name, parentage, permanent and temporary address, fingerprints, photograph, details of sureties, places frequented by the PO, etc. which are required to be opened shall be checked-up by the Inspecting Officer. In case of POs involved in heinous or grave offences, recommendations for reward and efforts for publicity are required to be made. The Inspecting Officer shall check-up whether action has been taken in this connection.

18. Crime charts are required to be maintained for the main heads of crime for the past 3 years and the current year. It shall be checked if entries have been made with reference to Part-I and discuss if any area is affected by more incident of crime and the action taken by the SHO to curb the same.
19. Standing Order No. 45/89 mentions about the maintenance of Information Sheets shall be in two parts, i.e., Part-A and Part-B. Part-A Register is meant for Information Sheets dispatched and Part-B is for Information Sheets received. This shall also be checked-up.
20. The Ex-Convict Check Register shall be seen to find out if the PS Staff had made checking of the presence of such persons and if efforts have been made to trace out ex-convicts.
21. The Summons and Warrants Register shall be checked to see the service of processes. The monthly abstract shall be checked for percentage of service and to find out if there is any lapse on the part of any PS Staff in their service. Checking of concerned Register and obtaining of certificate from the Court Clerk for the Summons/Warrants Register shall be done.
22. Details of army deserters shall be seen in the Register to check-up the efforts of the PS to apprehend them.
23. Effective day and night patrolling can be checked up by referring to the General Diary and the pocket notebooks of the Officers and Lower Sub-ordinates.
24. Preparation and sending of conviction memo to CRB shall be seen to confirm completion of Records.
25. The Inspecting Officer shall see the disposal of case property recovered in cases or lying in the PS. He shall also pay attention to the disposal of all properties seized u/s 106 BNSS. Instructions shall be given to deposit all such property in the Court without delay.

Part-V:

Part-V of the Inspection Note deals with the Staff of the PS and shall include:

1. Checking of Police Personnel, attached with the PS about their knowledge of law, Police procedure, duties pertaining to his rank etc.
2. He shall see if duties are evenly and fairly distributed and properly rotated keeping in mind the availability and suitability of the Staff. This shall be done with the help of the duty roster.
3. Staff shall be tested in drill and command, both with and without firearms.
4. A welfare meeting of the Staff shall be conducted to find out their grievances and to redress the same.

5. The Inspecting Officer shall conduct a kit inspection, identify unserviceable articles and recommend replacement.
6. Departmental proceedings pending against Staff in the PS shall be discussed to see if there is any delay in their disposal.
7. It shall be checked if all Staff of the PS have done their annual range firing practice.
8. Availability of recreational facilities, provision of daily newspapers, etc., shall be seen and suggestions given for improvement.

Part-VI:

Part-VI of the Inspection Note deals with the Government property, maintenance of accounts and arms & ammunition. The Inspecting Officer shall see the following points :

1. Every Government property supplied to the PS shall be entered in the Government Property Register with proper initials and date. It shall be checked-up if the SHO has given annual verification certificate in the Register. Physical verification of the stock shall be done to see if there is any discrepancy or shortage. Obsolete articles shall be considered for return to the Chief Stores or disposal otherwise.
2. The Inspecting Officer shall check the Arms License Register and see if weapons for which licences have expired have been deposited in time in the PS and the Register in the PS has been cross-checked with the Register in the office of DM. Checking is required to be done during the 'second fortnight of the first month of every quarter' after which a certificate is to be obtained from the DM office and the same shall be affixed in the Register.
3. The accounts of the PS shall be checked for proper maintenance of cash books, permanent advance Register, etc. The cash in the PS shall be physically verified.
4. The Inspecting Officer shall check-up proper maintenance of the Criminal Intelligence Gazette sent by the CRB and whether the IOs are making use of this Record while dealing with property offences.
5. Proper maintenance of the Standing Order file and other orders received from the PHQ shall be checked up.
6. The Circulars, issued by the PHQ and other directions/Guidelines issued by the MHA and Supreme Court of India shall also be checked-up.
7. The Petition Register shall be checked to see the receipt and disposal of petitions and if there has been any delay in their disposal.
8. The bus warrants and railway warrants shall be checked-up with the Registers to see their proper use.

9. The Casual Inspection Reports which are either written in the Register or pasted in the Register shall be checked to see if compliance of Inspection Notes has been made.
10. The GOs' Visiting Notes shall be checked-up to see the compliance of observations made there in.
11. The Records to be seen while inspecting Part-VI shall include:
    (a) Arms License Register
    (b) Arms Deposit Register
    (c) Government Property Register, Indent Book and List of Articles returned to the Stores
    (d) Government Firearms and Ammunition Register shall be checked up to see the conditions of the firearms & ammunition, their maintenance by the PS Staff and their checking by the armourer.
    (e) Railway Warrants and Bus Warrants shall be verified with the vouchers and Registers.
    (f) Permanent Advance Register
    (g) Cash Book
    (h) Reference/Petition Register
    (i) Casual Inspection Register
    (j) GO's Visiting Note
    (k) Criminal Intelligence Gazette File
    (l) Standing Order File
    (m) Other Circulars/Orders from Head office and directions from the MHA and Supreme Court of India.

Part-VII:

Part VII of the Inspection Note deals with building, land, its upkeep and cleanliness, carrying out repairs, vehicles and wireless equipment. Comments of the inspecting Officer about the building shall include:

1. General appearance.
2. Maintenance with details of repairs required, last date of whitewashing, etc.
3. Drainage and sanitation.
4. Availability of water supply and condition of electrical fittings.
5. Whether a Record of land and building including a sketch is available in the PS.

6. Maintenance of bathrooms, lavatory and the premises in general of the PS.
7. To see if there is any encroachment on land needs eviction.
8. The land meant for the use of Police situated in the PS complex either for official or residential purposes is free from encroachment or other constructions.
9. Adequacy of PS and residential accommodation and suggestions for increasing the same, if required.
10. The condition of the lock-up shall be seen with regard to its adequacy, provision of separate lavatories for men and women, etc. The blankets and durries meant for prisoners shall be checked to see if these shall require replacement. Lighting arrangements outside the lock-up shall be seen if they shall need any improvement.
11. Vehicles attached to the PS shall be inspected to see their maintenance, History Sheet, log book, petrol/diesel coupons, etc. The physical condition of motorcycles in the PS shall be checked to see their maintenance. Availability of garage facilities shall be checked. In case any vehicle is found to be not road-worthy, the inspecting Officer shall give his recommendations to SP (Motor Transport) for taking necessary action.
12. Wireless sets and batteries shall be seen to check if they are in good working condition.
13. Availability of Forms and maintenance of Log Books by the Wireless Staff shall also be checked.
14. The Inspecting Officer shall specifically check the Records of prisoners kept in the PS to see if diet money has been claimed for them.

Part-VIII: Miscellaneous

Part-VIII shall include the following:

1. **Public relations**: During the inspection, the Inspecting Officer shall hold a meeting of important persons in the area and ascertain their views about the working of the PS. The crime situation in the area and other matters shall be discussed with them. These meetings shall ensure the public co-operation and help to improve Police - Public relations.

2. **Weeding out of old Records**: The IO shall check the life of various Records maintained in the PS and recommend the mode of their destruction.

Part-IX:

This part shall deal with the comment of the Inspecting Officer on the performance of the SHO and other Staff and their preventing and detecting ability, knowledge of crime and criminals, interest in scientific methods of investigation, control over crime and criminals, maintenance of law and order, maintenance of PS Records, detection and disposal of cases, handling of law and order situations, opening of History Sheets, preparation of dossiers, maintenance of PS building and Government property and all other aspects inspected by him. He shall give his view on the working of the PS as a whole and suggest means to improve the same. Action against the SHO and other officials, if needed, shall be recommended.

Part-X: Disposal of Inspection Notes

The Inspection Notes shall be prepared in five copies; one copy shall be given to the SHO, to be kept in the Inspection Note Register and for taking action to comply with the points raised in the Inspection Note. A compliance report in this connection shall be sent to the DGP through proper channel within 15 days. The CI and the SDPO while forwarding the compliance report shall physically check the Records once again to see the compliance. A copy of the compliance report shall also be retained by the SHO in the Inspection Note Register.

Supervision

(A). Supervision by the Circle Inspector (CI)

The principal duties of the CI are to investigate heinous/special report crimes, supervise the working of SHOs and the PS Staff in his circle, maintain discipline among his subordinates, look after their welfare, ensure upkeep of the arms, accoutrements and other Government property and buildings, and to keep the SDPO informed about important matters. The other duties of CI are as follows:

(a) On the occurrence of a crime, the CI shall proceed to the spot without delay to supervise and guide the investigation and if necessary. He shall himself assume charge of investigation of all the heinous crimes. He shall investigate other important cases also, if circumstances require so, or if the District SP or SDPO directs him to do so.

(b) If the CI has to leave a case he has been investigating, he shall record in his Case Diary the opinion he has formed of the case till then as well as the detailed instructions regarding the line of further action to be taken.

(c) The CI shall make casual inspection of at least one PS and its Outpost, if any, daily and supervise the SHO in performance of all his duties. He shall also check up the PS Records whether they are being properly maintained and updated. He shall compulsorily check the lock-ups and ensure that the

detained person is accounted for properly. If the CI is present during the investigation conducted by one of his subordinates, he shall countersign the Case Diaries and certify that they contain a correct record of the investigation.

(d) The CI shall transmit to his SDPO the Case Diaries received from his SHOs after recording his remarks thereon.

(e) If a breach of the peace is anticipated in his jurisdiction, the CI shall promptly proceed to the locality and take measures to prevent it. He shall attach more importance to maintenance of the public order.

(f) The CI shall record his daily movements and activities chronologically in his note book. When a note book is finished, it shall be filed with the Circle Records and retained for three years. He shall leave his current notebook behind when he is transferred.

(g) The CI shall compile the annual review of crime of each PS under his jurisdiction. He shall send it to the SDPO for approval before the end of January. After approval, he shall send it to the PS keeping a copy of it in his office for his use for guidance and compliance by the SHOs.

(h) The CI shall record in the Visiting Book / Circle Remarks Book the dates of changes of the circle charge. He shall check the Records and make his observation in the Visiting Book. He shall also write in the Visiting Book about certain developments which have bearing on the policing in his area.

(B). Supervision by the Sub-Divisional Police Officer (SDPO)

The SDPO is in-charge of a Sub-Division for supervising prevention, detection and investigation of crime and maintenance of law and order in his jurisdiction. He exercises general control over the work of the SHOs and Circle Inspectors, apart from any specific duty that he may be required to perform by the orders of the Senior Officers from time to time. He shall maintain a Crime Register. The reader shall put up all General Diaries, Weekly Diaries and Case Diaries received in the office of SDPO for his scrutiny. Any comments or orders made by him on any diary shall be communicated to the Officer concerned by the reader. If the SDPO considers it necessary to bring any matter to the notice of the Senior Officers, the reader shall put up such papers before him.

The SDPO has to supervise the investigation of cases in accordance with instructions contained in the chapter of Investigation in the Manual. He shall render all assistance to IOs by suggestions and advice and shall correct all faults that he observes. He shall also give necessary instructions to the Circle Inspectors and SHOs regarding Police bandobust which may be necessary for any occasion. He is also responsible for the proper observance of all the rules contained in chapters on ‘Preventive Action’, ‘Beat Policing’ and ‘Surveillance of Suspected Persons’ and may give suitable instruction to his subordinates for this purpose.

The SDPO shall take the opportunity of visiting some of the villages, meeting and addressing the local people, acquainting himself with the local conditions in those villages and devising ways and means of improving the law and order situation. The approach to the people shall always be marked by a polite and helpful attitude. In cases where there are complaints from villages particularly in regard to harassment or unnecessary interference by members of the Police force, prompt action shall be taken to investigate them to secure the confidence of the public. Villages, which are crime-prone or where there are factions or bad characters, shall receive the special attention of the SDPO. Other responsibilities of SDPOs are as follows:

(a) SDPO functions subject to the orders of the District Superintendent of Police, whom they are bound to keep fully informed of their doings and of what is going on in the Sub-Division, and to consult him in all matters of difficulty. He shall exercise effective control, command his Staff and provide adequate and timely guidance, help and assistance to his subordinates.

(b) He shall immediately and quickly reach on the spot of serious crime and handle the law and order situations occurring in his jurisdiction.

(c) He is expected to ensure quick and timely disposal of cases and to ensure that matters of various kinds are not unnecessarily pending in the PSs.

(d) He shall quickly, impartially and competently investigate the cases, which are expected to be investigated by him or the ones, which have been entrusted to him for investigation.

(e) He shall complete the enquiry into the complaints received by him and shall complete the Departmental enquiries speedily, which are entrusted to him.

(f) He shall ensure that all returns, reports, data and statistical information are sent to all the prescribed places and Officers in time by his own office and the PSs under his charge.

(g) He shall maintain cordial relations with the magistracy and officials of Government and non-governmental Units and agencies and community relations.

(h) He shall make recommendations for initiating Departmental action for the dereliction of duty to the District SP against the Police Officers that he is not empowered to punish.

(i) He shall initiate annual performance appraisals of the SHOs and Sub-Inspectors under his charge and, shall be a Reveiwing Officer for the Officers whose APARs have been initiated by the SHOs.

(j) He shall ensure that the transport, arms and ammunition, stores and buildings belonging to the Police Department are maintained in good condition;

(k) He shall gain confidence and loyalty of subordinates by personal integrity, impartiality, devotion to duty and a high sense of justice.

(l) He shall get to know all the Officers and men serving under him, redress their grievances, if any, encourage those who are promising and effectively deal with those who are guilty of misconduct or criminal misconduct or remiss in the discharge of duty.

(m) He shall take steps to ensure that the Officers in charge of investigation and prosecution show due interest in the prosecution of cases in Court and that no case fails on account of apathy or negligence.

(n) Ensure that women help desk, CCTNS, etc. are effectively functioning in his Sub-Division.

(C). Supervision by the District Superintendent of Police

The administration of the Police throughout a District shall be fully vested in the District Superintendent of Police. His work is of varied nature and in doing the same, he shall keep the following essential requirements in view;

(a) To keep the District peaceful and the public satisfied with the security afforded to persons and property;

(b) To keep the force under control, in good discipline, well-trained, efficient and contented;

(c) To maintain cordial relations with the magistracy and other officials and non-officials;

(d) To ensure that the transport, arms and ammunition, stores and buildings belonging to the Department are maintained in good condition;

(e) To promote good police-public relations;

(f) To organize good intelligence arrangements;

(g) To acquire full and detailed knowledge of the District and its current problems from the police point of view;

(h) To participate, to the extent possible and permissible, in welfare activities sponsored by official and non-official agencies;

(i) To gain the confidence and loyalty of sub-ordinates by personal integrity, impartiality, devotion to duty, and a high sense of justice;

(j) To ensure by consistent supervision that the prevention, investigation and detection of crime in his District are properly and efficiently dealt with by the force under his command;

(k) To get to know all Officers and men serving under him, redress their grievances if any, encourage those who are promising and effectively deal with those who are guilty of misconduct or remiss in the discharge of duty;

(l) To ensure the honesty and integrity of his subordinate Officers;

(m) To study crimes and criminals in his District as a whole; and

(n) To pay surprise visits to the PSs at irregular intervals and check whether Officers and men are alert.

The District Superintendent of Police shall be fully informed of all activities in his District that have a bearing on law and order and he shall take precautions to ensure that such activities do not result in breach of peace. He shall also require his subordinates to keep him fully informed of all the developments and he shall use Special Branch Staff to secure information in regard to such developments. The District SP is responsible to prevent problems arising out of communal tensions and to take prompt action whenever there is any communal problem.

The District Superintendent of Police may ask to report subordinate Police Officers temporarily from any of the PSs in his District for duty in other PSs in the same District where extra force is required to deal with an emergency or to make arrangements in connection with fairs, festivals, meetings, processions or the visit of VIPs. The District Superintendent of Police is responsible for ensuring that his assistants and deputies work efficiently, and he shall bring to the notice of the DIGP, IGP and DGP, any defects of character or temperament or want of zeal, which detract them from their utility as Police Officers.

The District Superintendent of Police shall deal with crime as a whole, studying the criminal problems of Districts, rather than merely visiting individual scenes of offences, a duty which more properly falls upon the SDPOs and other subordinates who have the main responsibility to ensure that investigations are conducted in the manner prescribed. The District Superintendent of Police shall visit important scene of offences and supervise the investigation of cases like: dacoity, robbery, murder, culpable homicide not amounting to murder, housebreaking and theft of a sensational nature, any disturbances due to riot, or affray of heinous nature, theft of a sensational nature or any case of heinous nature.

The District Superintendent of Police shall tour all parts of his District , remaining longer in the troublesome localities. In addition to inspecting the PSs, he shall visit villages and make himself acquainted with the members of the village, citizens committees, village officials and principal inhabitants, endeavoring to gain their confidence and co-operation and at the same time ascertaining the state of crime and enquiring into the work of his subordinates.

He shall take special steps to improve the rapport between the Police and the public by holding conferences of important and influential members of the public at convenient centres. He shall ensure that the services of CLGs, etc. constituted by SHOs are utilized for prevention of crime and maintenance of law and order. He shall also meet the members of weaker section and hear their grievances and take steps to redress them. He shall satisfy himself by public contact that his subordinates are doing their duties faithfully and with integrity. His tours shall not be rushed but regulated that he becomes acquainted with the conditions in all important villages. During his visits to villages, he shall also make enquiries about the current activities of the known criminals.

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CHAPTER - 18

CRIME AND CRIMINAL TRACKING NETWORK & SYSTEMS

Introduction

Crime and Criminal Tracking Network & Systems (CCTNS) is a Mission Mode Project under the National e-Governance Plan of Government of India keeping in view of an urgent national need for digitization of database on crime and criminals for sharing information with all the stakeholders in the system and to meet challenges of crime control and maintenance of public order effectively. This project is being extended with country wide network covering almost all the 15,000 PSs and about 6,000 other Higher Police Offices.

CCTNS aims at creating a comprehensive and integrated system for enhancing the efficiency and effectiveness of policing through adopting of principle of e-Governance and creation of a nationwide networking infrastructure for evolution of IT-enabled state-of-the-art tracking system around investigation of crime and detection of criminals.

The objectives of the CCTNS are as follows:

(i) Make the Police functioning citizen-friendly and more transparent by automating the functioning of PSs.

(ii) Improve delivery of citizen-centric services through effective usage of ICT.

(iii) Provide the IOs with tools, technology and information to facilitate investigation of crime and detection of criminals.

(iv) Improve Police functioning in various other areas such as law and order, traffic management etc.

(v) Facilitate interaction and sharing of information among PSs, Districts, State/Union Territory headquarters and other law enforcement.

(vi) Assist Senior Police Officers in better management of Police Force.

(vii) Keep track of the progress of cases, including in Courts.

(viii) Reduce manual and redundant record-keeping.

Main features of CCTNS

(A). Core Application Software (CAS)

CAS (State) has been implemented in the CCTNS centralized architecture at the State Data Centers (SDCs) and it supports the remotely managed client environment at PSs to work in online/offline mode. CAS (State) includes following modules covering business processes in PSs and at higher offices:

(i) **Registration:** The Registrations can be of general service petitions or general complaints. This service is initiated once the citizens Register their complaints or petitions with Police Personnel. Based on the nature of the petition (general service petition, cognizable complaint, non-cognizable complaint), the service to citizens shall be honoured by issuing No Objection Certificates, Permissions etc., or Registering a complaint and issuing FIR/NCR. Based on the evidence and facts, the Police Personnel shall proceed for investigation.

(ii) **Investigation:** After a complaint is registered, Police initiates the investigation process. The identified IO shall visit the crime scene and record the crime details The IO shall send the collected evidences to external agencies for further verification. The IO shall arrest the accused if any and proceed for interrogation and later file a Charge Sheet/Final Report and submit the accused in the Court.

(iii) **Prosecution:** Interfacing with the Courts during the prosecution of cases is an integral part of the responsibilities of Police Personnel. After filing the Charge Sheet the Police Personnel shall update the trial details and execute the summons/warrants issued by Court. The Police Personnel shall also record the Court disposal details including persons involved, attendance, examination, Court order, details about bail and status of accused.

(iv) **Search and basic reporting:** Since the inception of the case, the Police Personnel can search different Registers to track/identify the criminals involved in different cases/crimes. This helps the Police Personnel to map the missing cases with unknown dead bodies and enables them to generate different reports like NCRs, NBWs, PT cases, UI cases etc.

(v) **Description of modules and functional requirements:** Registration comprises functionalities which gather/store the information and decide their importance/priority. All of these functionalities are performed by Police Personnel mainly on the inputs from civilians.

(B). Integrated investigation Forms and other Forms

National Crime Records Bureau has prepared standardized Formats for Integrated Investigation Forms (IIFs) in Core Application Software and provided the same to all the States/ Union Territories which is being used by the Police Officers throughout the country. These IIFs are:

1. IIF-I- First Information Report,
2. IIF-II- Crime Details Form,
3. IIF-III- Arrest Memo,
4. IIF-IV- Seizure Memo,
5. IIF-V- Final Report Form,
6. IIF- VI- Court Disposal Memo,
7. IIF-VII- Result of Appeal,
8. IIF-VIII- Man Missing Report,
9. IIF-IX- Un-identified Found Person,
10. IIF-X- Un-identified Dead bodies and
11. IIF-XI- Registration of Unnatural Death

The goals of the system are to facilitate collection, storage, retrieval, analysis, transfer and sharing of data and information.

(C). Reports

One of the main objectives of CCTNS is to reduce redundant record keeping and to reduce the workload. In order to provide better and real-time reports on crime and criminal analysis, the following reports are available in Core Application Software for use by Police Personnel:

1. Analysis of Status of Missing Persons
2. Cases Against Police
3. Cognizable Crime Under Special and Local Laws (SLL)
4. Crime Against Women
5. Crime Cases and Action Taken
6. Death in Police Custody
7. Detail of Accident Cases Registered
8. Detail of Rape Cases Registered
9. Details of Cases Chargesheeted
10. Details of Cases Registered
11. Details of Dowry Dead Cases
12. Details of Motor Vehicles Stolen
13. Details of Motor Vehicles Unclaimed/Recovered

14. Details of NBW Pending
15. Details of NBW Received
16. Details of Suicide Cases
17. Details of Summons Received and Executed
18. Details of Unnatural Death Cases
19. Disposal of SLL Crime Cases by Courts
20. Disposal of SLL Crime Cases by Police
21. Foreign National Report
22. Grave Crimes Pending Investigation
23. Heinous Cases
24. Juvenile Report
25. Kidnapping and Abduction
26. Mobile Theft
27. Motive for Kidnapping and Abduction Cases
28. Motive for Murder Cases
29. NCR to FIR
30. Organized Human Trafficking cases Detected
31. Pending Trial Cases
32. Police Firing Detail
33. Police Personnel Killed
34. Property Stolen and Recovered
35. Recoveries under NDPS Act
36. Reports on Cases Under Investigation
37. Reports on Cases Under SC/ST Act
38. Reports on Complaints
39. Reports on Escape from Police Custody
40. Reports on Missing Persons
41. Reports on Missing Persons during the Period
42. Reports on NBW
43. Reports on PCR Calls
44. Reports on Petition/Verification Requests
45. Reports on Summons
46. Under Investigation Cases
47. Vehicles Stolen and Recovered

Also, following are the custom Reports available under CCTNS:

1. Accident Report
2. Arrested Person Report
3. Cases Registered Details Report
4. Crime Data under Heinous Cases Report
5. Crime Head Case Details Report
6. Crime Head Report Workout
7. Final Report Prepared (Only for SHO/SDPO)
8. FIR Upload Status Report
9. IIF Entry Against FIR Started Report
10. IIF Entry Chart SDPO Report (Only for SDPO)
11. IIF Status Report
12. List of Persons Reported Missing/Traced
13. Missing Kidnapping Statistics Report

(D). Crime and Criminal Information

(i) It is an investigation support and repository for crime and criminal related data.

(ii) It facilitates in identifying and shortlisting details of most probable criminals involved in crime along with their personal details.

(iii) Provides details about arrested persons, missing persons, unknown dead bodies.

(iv) It provides various reports and Registers related to crime and criminal analysis required by State/ Union Territory Police.

(E). Search and Query

It is an advanced analytical search engine. This helps in accelerating the process of identification of criminals involved in crime through various search parameters like Accused Name, Relative Name, Crime Number, Act/Section, PS, District, etc. for fetching the data available from CAS Database. Crime search can also be done through various search parameters like Act/Section, FIR Date Range, PS, District, State, Place of Occurrence, Major Heads, Crime Methods and Property Type etc. This feature helps in crime and criminal analysis, and investigation process.

(F). Crime reports for Senior Officers

Senior Police Officers can view the total crime details in real-time under following heads:

(i) FIR management: Bodily Offences, Property Offences, SC/ST, Women Harassment through ITSSO Portal, White Collar Crimes, Road Accidents, Cyber Crimes,

(ii) Status of the FIR: Arrests, Seizure, Charge Sheets, Final Reports, Pending Investigation etc.

(iii) Case status: Month, Year, PS Wise, District-wise, etc.

(iv) Status of Police-related Services under Citizen Portal: Month, Year, Received, EO Assigned, Pending.

(G). Citizen Portal

The following Police services are being provided to the citizens under Citizen Portal:

1. Filing of complaints to the concerned PS.
2. Obtaining the status of the complaint.
3. Obtaining copies of FIRs.
4. Portal for sharing information and enabling citizens to download required Forms.
5. Details of arrested persons/wanted criminals, missing/kidnapped persons details
6. Details of unidentified persons and dead bodies.
7. Details of stolen/recovered vehicles, arms and other properties.
8. Submission of requests for issue/renewal of various NOCs.
9. Event / Performance request, Protest / Strike request, Procession request
10. Tenant/PG Verification request and Character Certificate request

Duties and responsibilities of CCTNS Cell and PS Staff

For implementation of the CCTNS, data entry in CAS, proper maintenance and troubleshooting of the issues pertaining to hardware, software and networking, the following shall be the duties and responsibilities of CCTNS Cell and the respective PS CCTNS Staff while carrying out the day-to-day task. CCTNS Cell shall function under the supervision of Nodal Officer, CCTNS. The PS CCTNS Staff shall function under SHO and under supervision of concerned SDPO/District Superintendent of Police.

CCTNS Cell

The functions of the CCTNS Cell are as follows:

(a) CCTNS Cell shall act as CCTNS core team.

(b) The Cell shall monitor all CCTNS activities across Puducherry and shall assist PS CCTNS Staff as and when its help is sought.

(c) The Cell shall monitor and ensure proper data entry in various IIF Forms is being done in all the PSs.

(d) The Cell shall be responsible for the repair of faulty hardware, installation of operating systems and other necessary software, resolving issues related to Core Application Software, and restoration of connectivity with the help of PS CCTNS Staff.

(e) The Cell shall maintain an Incident Reporting System for hardware maintenance.

(f) The Cell shall oversee and ensure data synchronization from PSs to State Data Centre and from State Data Centre to National Data Centre on regular basis.

(g) The Cell shall maintain the administrator credentials of all offline Servers as well as client systems.

(h) The Cell shall maintain servers of CCTNS installed at State Data Centre.

(i) The Cell shall coordinate with other stakeholders of CCTNS project for its smooth functioning.

(j) The Cell shall provide training to the Police Personnel on basic IT awareness, hardware/software/network troubleshooting, role based training of CAS etc.

(k) Staff of this Cell shall visit all PSs and higher offices as and when directed to ensure effective implementation of CCTNS.

(l) The Cell shall coordinate with NCRB for any software update.

(m) Maintenance of the Data Centre and applications/databases hosted on Intranet,

(n) Identifying various areas in Police Department for computerization and providing necessary domain knowledge to the software development teams and facilitating them in testing and implementation.

(o) Organizing training on basics of computers and other specialized technical areas and usage of various applications developed and implemented by the Police computer services to the IT core team members in Districts/ Units.

(p) Coordination with various Government agencies like IT Department, NIC, BSNL, etc for technical solutions and guidance in respect of networking all PSs with the Data Centre through broadband/ dial-up connectivity etc.

(q) All correspondence regarding CCTNS shall be handled by this team.

PS Staff for CCTNS

Police Officers of all ranks shall ensure implementation of CCTNS as per instruction issued by the Government from time to time. Concerted efforts shall be made by Police Officers of all ranks to switch over to maintenance of case Records and crime Records in digital Format as envisaged under CCTNS Project. It is envisaged that every Staff in the PS shall be able to operate CCTNS and shall take turns to handle the system. In this regard, the PS Staff detailed for CCTNS duty for the day shall have the following duties:

(a) CCTNS Staff shall be deployed in each PS and shall work under the direct supervision of the concerned SHO.

(b) PS CCTNS Staff is responsible for carrying out all CCTNS-related activities at PS level such as feeding data in the Core Application Software (online/offline mode) on a regular basis, maintenance of the CCTNS equipment, helping IOs in taking out printout s of IIF Forms for Court files etc.

(c) PS CCTNS Staff shall ensure the availability of user IDs of the IOs posted at their PSs.

(d) PS CCTNS Staff shall also be responsible for maintaining a hardware Register for keeping a record of all CCTNS hardware in the PS.

(e) PS CCTNS Staff shall inform any issue noted in software/hardware/network to CCTNS cell for early resolution.

(f) PS CCTNS Staff shall inform CCTNS cell and co-ordinate with BSNL in case network connectivity fails between the PS and SDC.

(g) If connectivity fails due to some unavoidable circumstances and not restored on time, then the data entry is to be done in offline mode and sent to the CCTNS cell for updation in SDC.

Training

The CCTNS project envisions that all PS Staff shall have the basic understanding of handling the Core Application Software, both in online or offline mode. Moreover, all the IOs and SHOs have been provided with their user IDs and passwords so as to update their cases and complaint status on real time. It is also expected that various services, Forms and modules of the project like search of criminal, previous involvement etc. shall be used extensively by the PS Staff in their day to day surveillance and investigation duties. Keeping this in mind, new recruits are being imparted basic training of CCTNS like data entry in all available Forms of Core

Application Software (CAS), taking of offline backup of CAS in MSSQL, basic troubleshooting in CAS etc. in coordination with Police Training School.

Advanced training is also imparted to Officers of Puducherry Police in coordination with NCRB at regular intervals as per the course calendar of NCRB via online/offline module. In particular Station Writers, Court Constables and tech-savvy Constables shall be targeted and imparted training in IT applications. IT training shall be mandatory for Police recruits during their induction training.

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CHAPTER - 19

POLICE COMMUNICATION

Introduction

Police communication is the technical Unit of Police Department headed by SP (Wireless). Police Control Room / Central Control Room / Emergency Response Support System was created to facilitate communication and connect all the stakeholders towards the maintenance of law and order, regulation of traffic, assisting disaster management, etc. Historically, HF was succeeded by VHF, which was succeeded by telecommunications, followed by mobile technologies. Now digitalization of wireless network has led to;

(a) Hybrid VHF + IP Network, etc. connecting all 4 regions under one roof making distance immaterial.

(b) Polnet 2.0 – Satellite Network for Police, Defense, Para-military Forces, etc.

Objectives

The Union Territory of Puducherry is geographically non-contiguous and considering the topography of the Union Territory, establishing and maintaining seamless communication between these regions is a big challenge. The Police communication embraces a significant role in this regard as illustrated below:

(i) Provides communication support to Police in crime prevention, law and order duties and VVIP security, etc.

(ii) Provides assistance to Union Territory Administration for inter-Departmental co-ordination.

(iii) Extends communication assistance to local Police, Traffic Police, IR Battalion, Coastal Police, etc. for smooth functioning of the organization.

Functions of various Units

1. **Operations** - This Unit looks after the network of the licensed pairs of VHF frequency. It groups the user stations within the network for smooth communication. The Unit regulates VHF communication traffic and looks after installation and maintenance of repeater stations, static sets with antenna in buildings and mobile vehicles, etc.
2. **Workshop** - This Unit looks after repairing of wireless equipment and sets.

3. **CIPHER** is the work of encryption and decryption of secret messages. This work is the extended scope of work of wireless operation.
4. **Operator (Wireless) -** It assists Senior Officers and the Police Control Room in synchronizing the VHF communication during the maintenance of law and order, disaster relief work, etc.

Message writing instructions

(i) The Officers entitled to use Police communications network shall send messages pertaining to law and order, crime prevention, investigation, prosecution and all connected matters therewith. Messages about natural calamities, accidents and missing persons, dissemination of crime-related information or criminal intelligence also fall within the purview of law and order, for the purposes of use of the radio grid. However, Puducherry Police Radio also extends its services to civil administration for maintaining inter-Departmental and inter-State communication.

(ii) Radio messages shall be treated at par with telegrams / email.

(iii) The originator of the message shall send it in the prescribed Format (see Chapter-19 in Part-IV of the Manual) accompanied by a signed hard copy. He may also email the digital soft copy and the signed scanned copy. Message shall be type written or written legibly in the standard Form.

(iv) The communication Staff shall not accept any messages without an authorized originator.

(v) If sent in hard copy, the each message shall be sent in duplicate to the Radio Station, one copy of which shall be retained in the Radio Station and the other shall be returned to the sender with acknowledgement.

(vi) Normally, messages are cleared according to the serial order of their receipt at the Radio Station. However, to ensure faster clearance, the messages are prioritized as (a) CRASH (b) MOST IMMEDIATE (c) IMMEDIATE (d) ORDINARY, according to the urgency and importance of the message.

Police Central Control Room (CCR)

1. Emergency Response Support System (ERSS) is functioning at the Police CCR. All calls received at ERSS on toll-free “112” number are responded by the CCR by sending the nearest Beat/Police Officer to the caller.
2. Regular LMV/Motorbike patrols are marched from the CCR to ensure presence and visibility of the Police in the area as well as to assist local Police, where required.
3. Polnet 2.0 (VSAT) connectivity has been established with DGsP of other States/ Union Territories, in addition to the MHA, CAPFs and CPOs. Data,

voice and video communication can be established with any of them using this network during an emergency or otherwise.

4. MITRA, mobile-based SOS application for women has been integrated with CCR for quick Police response to the women in distress.
5. Urgent/important messages are circulated by the CCR to all the concerned Officers through SMS and WhatsApp.
6. CCR disseminates a consolidated Daily Occurrence Report (DOR) gathered from all the PSs and Police Units, and a Daily Activity Report (DAR) of ERSS, Cyber PS, etc. to the Senior Officers.

Radio Telephony

(a) All PSs and authorised Officers may be provided with VHF communication facility for quick exchange of information related to law and order, crime prevention and investigation, Any emergency situation etc.,

(b) The SHO of PS is responsible for the safe custody of the static station equipment. The Officer to whom a mobile station or a hand held set is provided is responsible for its safe custody. The Inspector (Wireless) is responsible for accounting and carrying out repairs of the equipment.

(c) Officers shall respond from the mobile/handheld sets whenever they are called. They shall be well conversant with the handling and maintenance of equipment. They have to ensure daily maintenance of equipment. If any defect is noticed, they shall inform to the Control Station as well as Inspector (Wireless). They shall pursue the matter with Inspector (Wireless) till the technical Staff rectifies the defect.

(d) Officers provided with mobile/handheld VHF sets shall ensure that their batteries are charged and no communication breakdown occurs due to discharged battery.

(e) Every care shall be taken to protect the VHF equipment. In case it is lost or damaged it shall be immediately reported to the concerned PS and the Inspector/ SI (Wireless).

(f) Wireless set shall be used by the authorized Police Personnel only for official communication.

Workshops

Workshop shall be handled by the wireless Staff having necessary technical skills. In-charge (Workshop) shall maintain all inventory of the stock of spares received and details where it was utilized. He shall also maintain History Sheet for all individual equipment / sets under his control and supervision in addition to the HS maintained at wireless stores. Periodical physical inspection of the wireless sets shall be conducted by him.

Wireless Stores

In-charge (Wireless Stores) shall liaise with Chief Stores and Police Headquarters to meet the requirements of wireless stores. He shall be assisted by a sufficient number of Staff to handle the stock and its inventory. He shall maintain the indent and receive the store materials from Chief Stores and distributed to the all concerned. He shall initiate purchase proposals in advance by periodically liaising with outlying regions. He shall coordinate with SP (HQ) and Chief Stores for all requirements.

Wireless Training

VHF training and periodic refresher training are given to the Staff as per the requirement.

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CHAPTER - 20

CYBER CRIME

Introduction

Use of ever upgrading technology in every aspects of our life has become a reality. Since the start of the civilization, society has undergone paradigmatic changes centred around technology. The technology proliferating towards the use of internet activity results in on the one hand ease of accessing information and transforming information landscape and on the other hand creating exploitation, vulnerability and also making it easier for transferring the confidential data illegally to commit offences. This poses a new challenge for the Police and other law enforcement Authorities that are being called upon to ensure that users of computer and computer networks do not become victims of computer/cyber-crime and also to take up investigation of this new generation of offences.

The most common cyber crimes nowadays include cyber defamation, cyber-bullying, identity theft/impersonation, misinformation/disinformation, online shopping fraud, money mules, UPI transaction/Credit Card fraud, etc.

Cyber PS

Cyber PS, Puducherry shall investigate the cyber-crimes covering all the four regions of the Union Territory. All the complaints shall be registered in the National Cyber Crime Reporting Portal (NCRP) hosted by I4C. All local PSs receiving cyber-crime related complaints shall assist the complainants in Registering it in the citizen portal (cybercrime.gov.in). The NCRP is integrated with CCTNS for further registration of FIR.

Computer Crime

There is no universal accepted definition of computer/cybercrime but broadly in general parlance, the computer crime is any illegal or unauthorized activity involving computers. The crime can be against an individual or organization or against the nation. Such an illegal or unauthorized act may manifest in preventing the computer to perform its duties as designed or slowdown its operations, as also corrupting or copying the data or software. A computer crime can thus be broadly defined as commission, or attempt or abetment to the commission of any one or any combination of the following illegal/unauthorized activities.

(a) Unauthorized access, alteration, addition, deletion or hiding of data;

(b) Unauthorized access, alteration, addition, deletion or hiding programme or information;

(c) Stealing of data, programme in any manner;

(d) Unauthorized (physical/logical) entry into the computer work environment;

(e) Change or alter the defined system.

(f) Introducing or causing to be introduced any computer contaminant or computer virus into any computer, computer system or computer network;

(g) Disrupting or causing disruption of any computer, computer system or computer network;

(h) Denial or causing denial of access to an authorized person, to any computer system or computer network by any means;

(i) Assisting any person to facilitate access to a computer, computer system or computer network in contravention of the provisions of IT Act, 2000 or the rules or regulations made there under;

(j) Charging the services availed of by a person to the account of another person by tampering with or manipulating any computer, computer system or computer network;

(k) Destroying or deleting or altering any information contained in a computer resource, or diminishing its value or utility, or affecting it injuriously by any means; and

(l) Stealing, concealing, destroying, altering or causing any person to steal, conceal, destroy or alter any computer source code used for a computer resource with the intention of causing damage.

Investigation of Computer Crime

Unlike the collection of evidence in a normal crime, the collection of computer evidence on any scene of crime requires special skills. Therefore, the investigators are advised that they may call for specialists from NIC or the Forensic Science Laboratory where necessary.

Whenever the investigators come across a computer during investigation of any crime, they shall remember that it could contain data, which could lead to valuable evidence for the crime being investigated. Therefore, preservation of the same becomes important from the point of view of evidence. Any mistake in preserving the evidence could result in loss of valuable evidence.

The investigator shall remember that computers could frequently be connected in a network and the vital necessary evidence might have been transmitted or stored at a location different from the site of the search. The information could be stored even across the boundaries of the country. The IO shall therefore be extremely careful whenever he comes across a network of computers. It may also be

necessary to involve a computer expert at the earliest as investigator may not be equipped to collect various kinds of data storage on magnetic or optical media.

Pre-Investigation Assessment

It is very important for every IO to do a pre-investigation assessment for each cybercrime/incident that is reported. Depending on the nature of each incident reported, the IO shall collect necessary information from complainant(s)/victims to understand the full scope of the incident, and the possible out comes. This shall help the IO to build the plan of action/next steps in the investigation.

Investigators and technical Personnel are aware of the fact that, the digital evidence is very critical and volatile; hence it is necessary to protect and collect the right evidence for the pre-investigation assessment. A pre-investigation assessment shall help the IO to decide on the priority actions that are necessary for securing all the digital evidences without giving scope for their destruction, loss or tampering.

For an act to be investigated under section 66 of the ITAA 2008 as a Cyber Crime, it needs to satisfy two conditions:

(i) Firstly, it has to be an act as defined under section 43 of the IT AA, 2008; and

(ii) Secondly, it shall have been done by a person with dishonest or fraudulent intentions. The explanation of the words, dishonestly and fraudulently shall have the same meaning as in sections 2(7) and 2(9) of the BNS.

Once the information reveals the commission of a cognizable offence under the ITAA, 2008 and other Acts, the IO shall;

(i) Elicit the information regarding the act under report in detail and, ensure that the details of the offences are captured in the complaint, in full.

(ii) Indicate the nature/modus operandi of the cyber-crime in detail (e-mail address, systems, time zones, etc).

(iii) Indicate all the details that can be identified from the complaint like,

(a) IP address in case of e-mail and internet.

(b) Profile name or user name in case of social networking abuse.

(c) Bank details/internet banking branch, etc., in case of online fraud.

(d) Credit card details and nature of purchase, etc., in case of card fraud, etc.

Include the time and date in the exact Format the complainant mentioned or noted in any of the documentation attached with the complaint (such as e-mails) and, time zone conversion shall have to be taken care during the course of investigation.

Preliminary review of the scene of the offence

At the scene of offence (home, office, public place, etc.), the IO shall carefully survey the scene, observe and assess the situation and decide on the steps for proceeding further. The pre-investigation assessment shall help the IO to understand the local situation, circumstances and technical details of the systems/network at the scene of the crime before proceeding to seize/preservation of evidences. As mentioned earlier, the digital evidence is highly fragile and volatile. It shall be available in a number of devices, locations and in various Formats.

Evaluating the scene of offence

(i) While identifying the digital evidence, IO shall make sure that, the potentially perishable evidence is identified and, all the precautions are put in place for its preservation. At the time of review, disturbing or altering the condition of electronic evidences shall be avoided.

(ii) If the systems are OFF, they shall not be turned ON for the inspection. If systems are ON, it is advised to leave them ON.

(iii) If systems are ON at the scene of the offence, IO shall take appropriate steps to photograph it, plan for the seizure of the pieces of evidence at the earliest and document it. IO shall notify appropriate technical Personnel to support during the seizure process so that the perishable evidence (volatile data) are appropriately recovered without loss.

(iv) IO shall make note of the attached network cables and power lines to the systems. With the help of the complainant or the technical expert, make a note of all the network connections, modems, telephone lines.

Preliminary interviews at the scene of offence

Conducting preliminary interviews at the scene of offence shall help IO to identify and seize potential evidence during pre-investigation. Some of the interview questions that IO can make use of are:

(a) Whether there are any logs (system access, etc.) present that cover the issue? Are there any suspicious entries present in them?

(b) Did anyone use the system after the issue occurred?

(c) Did you observe any similar instance before?

(d) Were there any alarms that were set off by the firewall/IDS/network security devices?

(e) Whether log Register of the users is maintained (in case of a cyber cafe)?

In case of mobile-based cyber crimes:

(a) Whether screenshot of the accused's social media profile, chats with the victim and images/audio/video posted by the accused available?

(b) Any other digital/physical evidence available with the victim.

(c) Bank account number, bank name, IFSC code, etc. of accused, if available.

(d) UPI ID/phone number of the accused, if available.

At the scene of offence, IO shall:

(a) Identify the complainant/owner(s) of the various devices and obtain the access details, usernames, and service providers' details. IO shall ensure that these persons are available along with the search and seizure team for accessing various password protected/secured information in the presence of the panch witnesses.

(b) Gather information as provided in the questionnaire(s) above, on all the security systems including encryption policies and off-site data storage and data centre and disaster recovery policies of the organization or backup plans etc.

(c) Identify the list of the people who can identify the network and a schematic diagram of the network shall be useful to be prepared during the interviews.

The above Format(s) for pre-investigation assessment shall help the IO(s) to understand the incident in totality. The above questionnaire is in no way an exhaustive list but a broad guideline. As every situation is different, IOs are encouraged to reach out to the experts from FSL where required. At the end of the pre-investigation assessment the IO shall be able to decide on the issuance of preservation notices for the designated/authorized persons (in case of a company or large establishment with number of systems) or individuals who are owners of the systems and victims. Similarly it shall allow the IO to decide on the kind of technical support to be requisitioned, to proceed with the acquisition of evidences.

Issuance of preservation notice

A. Based on the information gathered, the IO shall come out with issues to be complied immediately by issuing specific do's and don'ts to the complainant/company/agency e.g. stopping the access, taking backups, or preserving log information, etc. till further orders. For example, continuing access to the e-mail by the accused can enable him to delete the mails which are in criminating in nature.

B. A preservation notice needs to be sent to all affected parties to make sure that they do not delete any data that could be relevant to the case. It is ideal to issue this notice, which is necessary for preserving evidence.

C. The preservation notice could be prepared based on the procedural framework out lined by the law. The preservation instructions may be adapted as per law and section 94 BNSS can be invoked to issue such instructions. IOs are free to amend the notice to suit the local requirements.

Containment of the incident/offence

(a) In case of financial frauds, the IO shall immediately contact the concerned branches of the banks to freeze the beneficiary/suspect/accused person's bank accounts in case of fraudulent money transfers.

(b) The IO shall request the service providers to block/remove and at the same time preserve the access details of the fake/defamatory profiles in social media/websites/instant messaging applications. The IO shall also notify the service providers to preserve the access details of the defamatory/ obscene contents.

(c) If the targeted system is to be restored by the affected party immediately for commercial reasons or in the public interest, the IO shall obtain the services of technical Personnel from the FSL, if required and obtain the image copy of the affected system and permit restoration of the system, only after that. These actions need to be documented with enough justification and shall be used under the rarest of rare circumstances. Normally, the restoration is done after the seizure of the evidence and not at the stage immediately following the reporting of the crime.

Preparation for collecting evidence at the scene of crime

The following precautions are advised to an investigator if he comes across a computer or computer network suspected to be involved in computer crime:

(a) If the IO has prior knowledge that the scene of crime which is going to be searched shall have computer systems or computer network in place, it is advisable to contact the experts from FSL. In case it is possible, advanced information may be collected regarding the make, model, operating system, network connections etc. being used by the organization or individual, whose premises is being searched, as this information could prove valuable.

(b) The information so collected shall be passed on to the expert, who can make necessary preparation that may be required to collect evidence. This is necessary, as many a times, it may not be possible to remove the computer systems physically and the data or programme may have to be copied as per provision of BSA on the crime scene itself. The investigator or the expert, who may accompany the Police Personnel going for search shall carry necessary media in the Form of hard disk, pendrive, tools, software and other specialized items and shall carry necessary packing material, which can prevent loss of evidence collected as offered on such media as data on magnetic media can be destroyed by media, dust and electrostatic environment.

(c) During the course of the search, the investigator shall not, under any circumstances, allow a suspect or accused to touch any part of the computer system. It shall be remembered that even a press of a key could erase the entire data. These days, it is even possible to enter or delete data with the help of remote keyboards and mouse. Hence care shall be taken that suspect or accused does not have possibility of passing any instructions to the computer through any of such devices.

(d) Sometimes, it may be desirable/necessary for suspect or accused to be present during the search to collect valuable information especially if data is protected by user identities or passwords. In such situations, the investigator shall be careful to keep the suspect/accused out of reach of computer system and shall not try to recover data by using the identities or passwords told by such person. He shall invariably take help of an expert under such circumstances.

(e) Nowadays, most computers are part of the network, which may be connected through cables, radio links, telephone, fibre optics etc. In a network, individual computer systems may function as standalone machines also and may contain significant data/programmes. On the other hand, the information could be found elsewhere-in a physically remote area-as server connected in the network. Therefore, help of an expert shall be taken to identify where the storage is located. The type of storage arrangement in use in a network shall determine the search and seizure procedures. It is, therefore, necessary that when a network environment is to be searched, adequate technical Personnel along with the IO shall be assigned for the job.

(f) In case, it is found that the server or data storage is located outside the boundaries of India, prompt necessary action has to be taken through a competent Court to issue a “Letter Rogatory”. The assistance of Interpol through CBI may also be taken in this regard. It may therefore be necessary to ensure that the suspect/accused is not able to tamper with the information contained in the computers at the time of the search.

Search and seizure of evidence contained in computer systems

(a) The system shall be observed carefully and the name and the model number of the system shall be noted. It is necessary to prevent loss or corruption of evidence and to ensure preservation of quality of evidence.

(b) Under no circumstances, crime suspect/ ccused shall be allowed to touch a computer system or use remote control devices, which can manipulate the data /programmes contained in the computer systems.

(c) The suspect/accused or anybody else shall not be allowed to remove anything from the scene or carryout any activities on the computers. It shall be remembered that the computers, video screens, printers and other peripheral devices may also contain valuable evidence, which could be destroyed, if anybody is permitted to handle these equipment. In case, no technical/expert assistance is available, and the investigator is not trained to handle such computer systems, it may be advisable to leave computers on the scene as it is, till technical assistance arrives.

(d) If the computer systems are found working, it may be necessary to power off these with the help of experts. In case of non-availability of expert the following procedure shall be adopted: (i) Desktop: Power cord shall be removed, (ii) Laptop: Remove the battery, (iii) Mobile: Remove the battery. This is required because if we shut down the computer system it shall change the log of the last time a data was accessed in the computer system. This may be treated as tampering with evidence during trial.

(e) Before disconnecting and dismantling any computer component, everything shall be labeled, and initialed with the date along with the signatures of witnesses as per provisions of law. Special care shall be taken to label and document all the cables. The corresponding labels shall be placed on the devices, which are connected with particular cables and if necessary a descriptive labeling system i.e. LPT1, Serial Port etc. may be used.

(f) It may be extremely useful and necessary to take close-up photography - both still and video of all the individual pieces of hardware and connections. The investigator may also draw a diagram of the location of the various computer systems.

(g) The equipment available at the scene shall not be dismantled by the investigator and the job shall be best left to a specialist, who may disable a network/remove the peripherals first and then the computer system.

(h) In case, the scene of crime contains multiple computer systems, care shall be taken to keep one system separate from the other and the peripherals attached to such system shall be marked and packed separately, so that they do not get mixed-up.

Investigation Guidelines for IOs in cyber crimes

(a) IO shall gather Call Detail Record (CDR) of the accused from TSPs through proper channel, where necessary.

(b) Banks shall be approached to gather KYC details of the accused.

(c) If the bank account number of the accused is known, bank shall be requested to immediately freeze the account.

(d) OTT players/Big Tech Companies (Telegram, Facebook, Instagram, Google, WhatsApp, etc.) shall be approached for gathering resolution of user accounts to identify the accused.

(e) Call logs, IP logs, creation/access logs, etc. linked to the social media apps/websites/e-mails shall be gathered by the IO following the legal procedure.

(f) Mobile phone, tablet, laptop, etc. shall be seized along with the charger.

(g) Password/Pattern/PIN where available shall also be seized.

(h) In case of seizure of digital devices, hash value of hard drives/folders/files where suspected documents are stored shall be duly generated and reflected in the seizure memo.

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CHAPTER - 21

CRIME AGAINST WOMEN AND CHILDREN

Introduction

Crime against women can be broadly classified under the following two categories:

Crime under BNS

(i) Rape and other sexual offences (sections 63 to 72)

(ii) Criminal force and assault against women (sections 73 to 78)

(iii) Offences relating to marriage including dowry deaths (sections 79 to 85)

(iv) Causing of miscarriage, etc. (sections 86 to 90)

(v) Offences against children (sections 91 to 97)

(vi) Kidnapping and abduction for different purposes (sections 135 to 144) *(Note: Some of these provisions are applicable for both men and women but these crimes are generally committed against women)*

(vii) Cruelty, both mental and physical (sections 85 and 86)

(viii) Trafficking and Importation of girls (up to 21 years of age) included as part of organized crime (section 111)

Crime under Local and Special Laws

(i) Immoral Traffic (Prevention) Act, 1956

(ii) Dowry Prohibition Act, 1961

(iii) The Child Marriage Restraint (Amendment) Act, 1979

(iv) Indecent Representation of Women (Prohibition) Act, 1986

(v) Commission of Sati (Prevention) Act, 1987

Rape / sexual assault

According to section 63 of BNS, a man is said to have commited 'rape' under any of the circumstances described in this section.

Aggravated forms of rape

The more aggravated forms of rape have been defined under section 64 of BNS as mentioned below with enhanced punishments.

(i) If a Police Officer commits rape within his PS limits or in the premises of any PS or on a woman in his custody or in the custody of his subordinate;

(ii) If any other public servant taking advantage of his official position commits rape on any woman in his custody or in the custody of his subordinate;

(iii) Whoever being on the management or on the Staff of a Jail, remand home, or other place of custody established under/by law or of a woman or children's institution takes advantage of his official position and commits rape on any inmate;

(iv) Whoever being on the management or on the Staff of a hospital, takes advantage of his official position and commits rape on a woman in that hospital;

(v) Whoever commits rape on a woman knowing her to be pregnant;

(vi) Section 65, BNSS defines punishment for whoever commits rape on a woman under 16 years and under 12 years of age; and

(vii) Section 70, BNSS defines punishment for whoever commits gang rape;

Registration of FIR and investigation

(i) On receipt of complaints of crime against women, FIR shall be promptly registered u/s 173 of BNSS. This also includes provisions of Zero FIR and e-FIR.

(ii) As far as possible, investigation of crime against women shall be conducted by a woman Officer.

(iii) The salient features are as follows:

(a) The information pertaining to offences given by a woman victim shall be recorded by a woman Police Officer or any woman Officer.

(b) In case the victim is temporarily or permanently mentally or physically disabled, the information shall be recorded either at the residence or at a convenient place in presence of an interpreter or a special educator. videography of such statements of the victim shall be done.

(iv) The IO shall make careful enquiries to find out other evidences to corroborate the statement of the victim. Corroboration may be by direct or circumstantial evidence, which shall, in addition to confirming that the offence was committed shall also establish that the accused has committed it.

Medical examination of the Victim

(a) The section 184 of BNSS imposes an obligation on the part of the IO to get the victim of the rape medically examined immediately. A copy of the Report of such medical examination shall be immediately collected from the Medical Officer and handed over to the Magistrate who records the statement of the victim under section 183 of BNSS.

(b) The victim as well as the accused person(s) shall be sent for the medical examination by the IO immediately under properly filled in prescribed medical examination Forms**.**

(c) A rape victim above 18 years of age can be examined only after her written consent and a rape victim under 18 years of age can be examined only after a written consent from her parents / guardians.

(d) The examination of private parts of both victim and accused for injuries, presence of blood, semen or hair and evidence of a venereal disease shall be done by a Medical Officer. Under no circumstances IO himself at the place of occurrence or in PS or at any other place shall attempt this examination.

Inspection of the scene of crime

(a) Inspection and collection of valuable clues from the scene of crime play a vital role in the successful investigation and prosecution of a case. It shall be the foremost duty of the IO to safeguard the scene of crime so that available clues are not disturbed/tampered.

(b) The scene of crime shall be thoroughly inspected and all-out effort shall be made to collect maximum evidence from the spot. The Sexual Assault Evidence Collection Kit shall be used for proper evidence collection.

(c) Scientific/FSL team shall be called at the scene of crime to collect finger/ foot prints and other suspected items i.e. hair, blood, semen, body fluid, ornaments etc. found at the spot.

(d) The scene of crime shall be photographed from all angles.

(e) As the Sketch Map of the place of occurrence is an important document, it shall be drawn properly, indicating distance between items found at the spot. The position of witness, if any, shall be shown.

(f) Exhibits collected/lifted shall be properly packed/ preserved as per the norms, sealed and sent to FSL for chemical analysis as early as possible.

(g) The accused shall be sent with his wearing apparel for medical examination if the apprehension is immediately after the commission of offence. If there is delay in arrest, the clothes, which he was wearing at the time of the commission of offence, shall be seized and sent for medical examination.

Following aspects shall be kept in mind while investigating a rape case :

In case of the Victim

(i) The exact time and duration of the incident;

(ii) Age;

(iii) The place where the offence was committed, and whether anyone in the vicinity heard her cries (in case of forced intercourse);

(iv) Whether she was intoxicated/drugged, if so, by whom;

(v) Injuries to the body, their nature and position, particularly nail or teeth marks on the parts of the victim's body, injuries around the wrist, forearms or other parts caused by broken bangle pieces;

(vi) Presence of marks on external clothing, including torn portions of clothing to connect it with the alleged place of commission of offence;

(vii) Presence of semen or blood stains on her person or on the clothes;

(viii) Injuries to private parts, presence of blood or semen or any foreign hair in or near the vagina or other parts of the body or on the clothes;

(ix) Whether the victim has been infected with any venereal diseases; and

(x) The condition of pubic hair, whether traces of semen or blood.

In case of the Accused

(i) Age and physical development;

(ii) Injuries to his person, face, neck and around genitals;

(iii) Tearing of clothes, marks on the clothes;

(iv) Presence of blood or semen stains on his person or clothes or pubic hair. Blood and saliva shall be collected for DNA if necessary, after following due procedure;

(v) Injuries to the male organ; and

(vi) Presence of foreign hair on the body/clothes of the accused;

The Place of Occurrence

(i) Marks of struggle like trampling of the ground if it is grassy or marshy;

(ii) Broken bangle pieces, etc;

(iii) Examine the scene of offence for primary or corroboratory evidence. It is especially important to examine the scene of crime during the time of day/night at which the alleged crime has been committed to correlate it with the vulnerability of the victim. The scene of offence may be photographed and video graphed to corroborate the incident as narrated by the victim.

Guidelines for investigations in rape cases

(a) Precautions shall be taken to ensure that the identity of victim is not revealed in any publication. Violations in this regard are liable for penal action u/s 72 of BNS.

(b) Examining the victim on the same aspects of incident and make her narrate the incident again and again shall be avoided. Help of a professional

counsellor may be sought during the process. Examine and record her statement in the presence of a female attendant.

(c) Collect the wearing apparel worn by the victim at the time of commission of offence under panchnama and send immediately for medical examination.

(d) Collect evidence regarding the previous relationship between the accused and the victim, if any.

(e) Protect the victim and her parents from the possible intimidation, threats, coercion and reprisals by the accused or their supporters. Also render the help that is possible to the victim in her rehabilitation.

(f) The determination of blood groups may prove to be of invaluable help in the detection of rape cases. The DNA profiling provides convincing scientific proof in cases of rape. Wherever necessary the samples shall be sent for DNA analysis and opinion shall be taken in the manner prescribed in this regard.

(g) Procedures laid down and Guidelines issued from time to time for such offences by the Courts or other competent institutions shall be followed.

Cruelty against women and dowry deaths

(i) Relevant provisions of BNS covering these aspects are sections 80, 85 and 86. Section 85 deals with the husband or relatives of the husband of a woman subjecting her to cruelty. Cruelty can be physical or mental as defined under section 86. Section 80, provides for cases of unnatural death of a woman within 7 years of marriage due to cruelty and harassment by husband or his relatives if that cruelty/harassment is for the purpose of dowry.

(ii) Sections 117 and 118 of BSA talk about the presumption of guilt in such cases, thereby shifting the burden of proof of innocence on the accused. Section 194 (3) BNSS provides for inquest by Magistrate in cases of death of women under suspicious circumstances within 7 years of her marriage. Section 2 of the Dowry Prohibition Act defines the word 'Dowry'.

(iii) The main ingredients of section 80 are the death of a woman within 7 years of marriage and secondly that it was occasioned by cruelty on account of demand for dowry. The word cruelty is defined in section 86.

(iv) If the complaint discloses a dowry death, it shall be registered under section 80 and section 85 may also be added. Where it is a suicide due to cruelty or harassment, a case under sections 85 and 108 of BNS shall be registered. The inquest proceedings in such cases shall be held by an Executive Magistrate according to 194(3) BNSS. Prompt intimation shall be sent to the concerned Executive Magistrate to visit the scene and hold the inquest. The Police shall associate with the inquest/enquiry conducted by the Executive Magistrate. As soon as the inquest is completed, the body shall be sent for post-mortem examination.

(v) The IO shall visit the scene of occurrence promptly, inspect it, collect all relevant material and evidence, record the statements of witnesses and take all possible steps to secure scene of offence and avoid tampering of evidence. The IO shall particularly look for evidence in the form of letters and other communications or documents and all other material, which show evidence of harassment and cruelty. He shall also collect evidence relating to the receipt or agreement regarding the dowry. Evidence regarding proof of marriage shall also be collected.

(vi) While examining the relatives of the victim, effort shall be made to inspire confidence in them to disclose all details and evidence of cruelty, harassment or details concerning dowry.

(vii) Independent evidence has to be collected by examining the neighbours of the area particularly near the victim's residence and other persons known to the deceased. It may not be entirely safe to rely only on the evidence of the close kith and kin of the victim, particularly in the absence of some other circumstances. It is also possible that the victim might not have disclosed all the instances to her parents. In such cases, it is possible that the friends and other acquaintances can provide more information.

(viii) The offence u/s 80 of BNS is non-bailable and non-compoundable. If there is any risk of the accused to abscond, action shall be taken to keep them under surveillance if necessary till the initial investigation is completed. The initial investigation means inquest and post-mortem and examination of important witnesses. When the prima facie case is established against any accused, arrest shall generally be affected in these cases.

(ix) The evidence of cruelty and linking that cruelty with the demand of dowry is the vital aspect in the cases of dowry deaths. Closest examination of independent witnesses apart from the relatives, letters, SMS, instant messaging applications, email, etc. indicating the state of relationship between the victim and her husband, the transfer of money through banks to the husband or his relatives and their accounts, the purchases and assets acquired after the marriage and their source shall be important in establishing that.

(x) In investigation of dowry deaths by burning, the remnants and all evidence relating to the burning of the victim shall be carefully collected. The investigation shall be conducted on a day-to-day basis without any delay and completed promptly. During the trial, it is necessary that the witnesses are produced and their evidence recorded in the court as early as possible.

Matrimonial cruelty and harassment

(i) Many of the aspects related to section 85 have already been discussed in the section above. The key difference is that the stipulation of 'within 7 years of

marriage' is mentioned in section 80 but not in section 85 and section 108 of BNS; and for section 80, cruelty/harassment has to be for the demand for dowry as defined under section 86.

(ii) Section 117 of BSA raises presumption against her husband and his relatives of abetment of suicide by a married woman. If the cruelty, as defined in this section, prior to the woman committing suicide within seven years of marriage is established, there is a presumption of abetment against her husband and other accused.

(iii) In the investigation of cases of this nature, IO shall pay attention to the following points.

(a) The complaint from the affected woman or her parents or siblings shall be registered promptly.

(b) The Prosecution shall establish that she is a married woman, that she was subjected to cruelty and that it was by her husband or his relatives.

(c) The evidence collected particularly the letters, social media/SMS/instant messaging apps, notes, diaries, bank accounts and other material objects shall be examined and properly appreciated. All witnesses who are likely to testify to the acts of harassment or cruelty shall be promptly examined.

(d) The husband and his relatives shall be examined.

(e) Where there are injuries, the procedure prescribed for medical examination and certificate shall be complied.

(f) Very often allegation of persistent demands for money or property is made. Normally oral assertions are made. In such case, IO shall skilfully, by examining as many witnesses as possible ascertain the correct situation. Circumstances such as the woman being sent away or going away to her parents' place, her disclosures to relatives and friends shall be useful evidence.

Important provisions under Dowry Prohibition Act 1961

(i) Dowry, under this Act, is defined as any property or valuable security given or agreed to be given directly or indirectly by one party of the marriage to the other party at, before or after the marriage and in connection with the marriage.

(ii) Section 3 makes giving or taking or abetting dowry punishable with a minimum and maximum of 5 years.

(iii) Section 4 makes demanding dowry an offence punishable with a minimum of 6 months and a maximum of 2 years.

Provisions under Juvenile Justice (Care and Protection of Children) Act, 2015

(i) The Juvenile Justice Act is the primary legal framework for the protection, treatment and rehabilitation of children in India. This law, brought in compliance of Child Rights Convention, repealed the earlier Juvenile Justice Act of 1986. This Act has been further amended in the years 2006 and 2010.

(ii) Juvenility refers to the anti-social acts of children. Such acts could either be a deviation from normal behaviour (such as incorrigibility, disobedience, running away from home, reading obscene literature and viewing obscene or crime prone movies); or doing acts that are forbidden by law (such as, committing offences which could range from petty crimes to the most heinous ones).

(iii) Juvenile Justice Board is an Authority constituted under the Act to deal with the matters concerning children who have committed crimes i.e. children in conflict with law. Cases of children in conflict with the law can only be heard in the Juvenile Justice Boards and not by another court.

(iv) When a Police Officer comes in contact with a Juvenile he shall place the child with the Child Welfare Police Officer (CWPO) who shall report the child to the Juvenile Justice Board within 24 hours without delay. Till the inquiry is pending, the child is kept in an observation home, unless otherwise his custody is given to parents/guardians by the Competent Court. On conviction, the child is sent to the special home or place of safety.

(v) Under the Act, the Child Welfare Committee in a District is the Authority to deal with cases concerning children in need of care and protection. The Committee has a chairperson and four other members. The purpose of the Child Welfare Committee is to provide for the care, treatment, protection, rehabilitation and development of the child and in doing so, uphold the rights of the child. The Committee may commit a child to the children's home or shelter home if the child has no family or support system immediately available. The main aim of this system is to restore the child to his family or family environment.

Role of Police under the Juvenile Justice Act

(i) For the purpose of achieving rehabilitation and social integration, elaborate procedures are prescribed under the Act. Section 63 of the Act provides that Police Officers with adequate aptitude and appropriate training and orientation be designated as Juvenile or Child Welfare Officer to handle the Juvenile in coordination with the local Police.

(ii) The key responsibility of Police Officers, whether designated as a Juvenile or Child Welfare Officer or not, is that the Officer shall always keep in mind that a Juvenile in conflict with law or a child in need of care and protection is

required to be handled gently and cannot be treated at par with persons, who are, otherwise, called criminals.

(iii) To take serious cognizance of adult perpetrators of crimes against children and to see to it that they are apprehended and booked without delay under the appropriate provisions of law.

(iv) Police Officers shall as far as possible be in plain clothes while handling children in conflict with the law and children in need of care and protection.

(v) The Police or the Juvenile/Child Welfare Officer shall exercise the power of apprehending the Juvenile only in cases of his alleged involvement in serious offences (entailing a punishment of more than 7 years imprisonment for adults).

(vi) In dealing with cases of Juveniles in conflict with law, the Police or the Juvenile/the Child Welfare Officer from the nearest PS, shall not be required to Register an FIR or file a Charge Sheet, except where the offence alleged to have been committed by the Juvenile is of a serious nature such as rape, murder or when such offence is alleged to have been jointly with adults; instead, in matters involving simple offences, the Police or the Juvenile/Child Welfare Officer from the nearest PS shall record information regarding the report containing social background of the Juvenile and circumstances of apprehension and the alleged offence and forward it to the Board before the first hearing.

(vii) No security proceedings under sections 126 to 129 BNSS shall be launched against a Juvenile.

(viii) Section 21 of the Juvenile Justice (Care and Protection) Act, 2015 prohibits publication of name, etc., of Juvenile or child in need of care and protection involved in any proceeding under the Act. Any person who contravenes this provision, shall be liable to a penalty which may extend to twenty-five thousand rupees.

Provisions under Protection of Children from Sexual Offences Act, 2012

The Protection of Children from Sexual Offences (POCSO) Act, 2012 protects children from offences of sexual harassment and pornography while safeguarding the interests of the child at every stage of the judicial process. The POCSO Act, 2012 provides a comprehensive definition and procedures to be adopted in case of sexual crimes and exploitation of children.

General instructions/Guidelines to be followed by Police in POCSO cases

(i) The SHO/ IO shall ensure that as and when any information or complaint is received pertaining to a sexual offence involving a child victim, he shall register the FIR promptly and accurately as per the provisions of the Protection of Children from Sexual Offences Act, 2012 and other laws in force.

(ii) The SHO/IO shall ensure that guardians/parents of the victim child shall be informed immediately after reporting of the incident and a copy of the FIR and other relevant documents shall be handed over to the complainant or guardian of the victim child.

(iii) The SHO/IO shall ensure that no accused or suspected accused shall be brought in contact with the child.

(iv) The SHO/IO shall ensure that the names and contact details of the Magistrates, SJPU and CWO, CCIs, CWCs, JJBs and the Children's Courts shall be available and displayed at PS.

(v) The SHO/IO shall ensure that cases of POCSO Act shall be dealt by a Police Officer, not below the rank of Sub-Inspector, preferably by a lady Police Officer.

(vi) The SHO shall ensure that the Child Welfare Police Officer/ IO shall be in plain clothes while dealing with victim child.

(vii) In case, the child is abandoned against whom offence under POCSO Act has been committed and such child has no guardian, then SHO shall make all the arrangements to give the victim child such care and protection as required by the circumstances i.e. admitting the child into shelter home or to the hospital etc. The SHO shall also give information to the child line services or to a Child Welfare Committee or to the District Child Protection Unit within 24 hours (excluding the time necessary for the journey) and hand over the child to a child care institution registered under the Juvenile Justice (Care and Protection of Children) Act, 2015.

(viii) CWPO/IO shall ensure that the statement of the child victim shall be recorded at the residence of the victim or at any other place, where the victim can make a statement freely without any fear/pressure.

(ix) The IO shall ensure that the statement of the child victim is also recorded by audio-video electronic means.

(x) SHO/IO shall ensure that the statement of the victim shall be recorded verbatim and in simple language so that the child understands contents being recorded.

(xi) SHO/IO preferably within 24 hours, shall ensure that the statement of the victim child shall be recorded before the Magistrate u/s 183 BNSS and in the event of the child victim being in the hospital, the statement shall be recorded in the hospital.

(xii) SHO shall send the Special Report of such cases to the Child Welfare Committee and designated court of POCSO within a period of 24 hours. In such report, the SHO shall mention the need of the child for care and protection and steps taken in this report.

(xiii) SHO/IO shall ensure that the medical examination of the child victim is conducted at the earliest in accordance with section 184 BNSS from the nearest Government hospital.

(xiv) In case, the victim girl child is abandoned then the SHO/IO shall ensure the presence of a lady member of NGO or lady social worker during the medical examination.

(xv) IO shall promptly refer for forensic examination of clothing and articles necessary to be examined, to the forensic laboratory, which shall deal with such cases on priority basis to make its report available at an early date.

(xvi) SDPO shall also ensure that the investigation of such cases involving sexually abused child shall be investigated on a priority basis. The Charge Sheet in such cases shall be put before the designated court of POCSO within the period allowed as per the legal provisions of BNSS.

(xvii) SDPO/SHO shall ensure that the identity of the child victim is protected from media as per existing laws in this regard, unless otherwise directed by the special court in the interest of the child.

Other Legislations for the children

There are some other legislations to protect the interests of children.

The Child Labour Prohibition And Regulation Act (1986) prohibits children below 14 years from employment in railway, in such other processes as beedi making, carpet weaving, cement manufacturing, cloth printing, dyeing and weaving, begging, manufacture of matches, explosives, fireworks, mica cutting and splitting, shellac and soap manufacture, tanning, wool cleaning and building construction. In other cases where children are employed, certain precautions have to be taken in the interest of their safety and health as per section 13. Violation of provisions entail punishment of 3 months up to one year. The offences however are not cognizable.

(a) Section 16 empowers any person and Police Officer or inspectors appointed under the Act to file complaints in a competent court.

(b) Whenever violation of the Act comes to notice, duty of the Police Officer shall be to make a record in the General Diary and file a complaint before the Metropolitan Magistrate or First Class Magistrate who is competent to try the case. For every second offence, the punishment is 6 months to 2 years of imprisonment.

(c) The main responsibility of enforcing this Act is that of the inspectors appointed for this specific purpose. The Police Officer need not necessarily undertake the job of going round the factories or places of work with a view to detect and prosecute the violation. However, all Police Officers shall be vigilant during the beat patrolling, visits and rounds.

(d) The Police shall make thorough inquiries when they come across organized, deliberate employment of children against the provisions of this Act, and a proper FIR shall be registered under appropriate sections of BNS and the Act. The example of such racketeering is the middle men who gather children and make them work taking advantage of the poverty of the parents.

(e) Every PS shall maintain Missing Children Register and make efforts to trace them. The Register shall be kept up to date with details of inquiries conducted.

Immoral Trafficking

(i) The trafficking in women and abuse of children is a very heinous crime. The Immoral Traffic (Prevention) Act (ITPA), 1956 as modified in 1988 contains various new provisions to effectively deal with the menace of this problem. The very definition of prostitution has been altered and the status of the prostitute more as a victim has been recognized in the modified Act. Stringent penal provisions are provided to deal with the exploiters of these victims.

(ii) The victims usually include poor and illiterate persons, those who have domestic and marital problems, widows etc. Procuring minor girls and boys has also become serious form of crime. Wrongful confinement, kidnapping and abduction are sometime the accompanying offences along with the offences under ITPA.

(iii) In ITPA, prostitution is defined as sexual exploitation or abuse of persons for commercial purposes. As per this definition, prostitution is not confined to only women. Further, it includes not only exploitation of one person by another but also abuse of one's own self for commercial purposes. Exploitation or abuse for purposes other than commercial is not covered under this definition.

(iv) Under section 13 of ITPA, there shall be for each area to be specified by the State Government in this behalf, a Special Police Officer (SPO) appointed by or on behalf of that Government for dealing with offences under this Act in that area.

(v) The SPO of an area shall be assisted by such number of subordinate Police Officers (including women Police Officers wherever practicable) as the State Government may think fit and the State Government may associate with the SPO a non-official Advisory Body consisting of not more than five leading social welfare workers of that area (including women social welfare workers wherever practicable) to advise him on questions of general importance regarding the working of this Act.

Investigation Guidelines

The IO shall keep in mind the following Guidelines in the investigation of cases under this Act.

(i) The rescued women shall be examined in great detail, with sympathy and not with derision and hostility. The grip of the procurers shall be so strong and possibility of their acceptance in society or family being bleak, they tend not to disclose any details. Hence, the IO shall first take all steps in coordination with the advisory bodies, voluntary social welfare organizations in the field, the Governmental agencies in charge of correctional and protection homes to give confidence to the women to be able to tell the details of persons who exploited them.

(ii) The law is intended to punish those who exploit the women and trade on them and not the victims. The evidence of victims is therefore extremely important.

(iii) The names and identity of women are often changed, and hence, the correct identity shall be established by gathering information about their native village/town.

(iv) The persons doing odd jobs in the brothel or place where the women are kept and used as sex workers shall be a useful corroboration.

(v) The chits, papers or bank transactions if any, house owner's title, the rental documents (genuine or fake), Municipal Records, details of previous cases in which the accused may be involved shall be collected.

(vi) The means of livelihood of the accused shall be thoroughly investigated including the adequacy or otherwise of such means to the style of life being led by him.

(vii) The circumstances under which the girl has disappeared or left shall be brought out clearly.

(viii) Medical examination of persons found whether women or minors, male or female shall be got conducted.

(ix) Where offences under this Act or BNS are part of organized crime, sections 111 and 61 of BNS shall be added.

(x) Photographic or video graphic evidence whenever possible shall be secured during investigation of the cases. The IO shall take special care to produce the witnesses and in consultation with the APP/PP ensure the posting of case on a day-to-day basis. It shall be remembered that a sense of shame, reluctance and even fear very often prevents the witnesses from deposing either during investigation or trial. Necessary precautions shall be taken to prevent undue publicity. For necessary publicity, permission of the concerned court shall be taken.

Anti-Human Trafficking Unit (AHTU)

The Anti Human Trafficking Unit is an integrated task force to prevent and combat trafficking in persons and comprise a group of trained officials of Police, Women and Child Welfare Department and other relevant Departments of the Puducherry Union Territory.

The AHTU is entrusted with CBCID Unit since 2011. Later, AHTU was notified as PS for the entire Union Territory for registration and investigation of all cases relating to the crime of human trafficking which shall be in addition to the other PSs in the District . The AHTU shall function under the direct supervision of the Superintendent of Police (CID), Puducherry and shall report to the Senior Superintendent of Police (Crime and Intelligence) who is the Nodal Officer for Anti-Human Trafficking.

As directed by the Women Safety Division, MHA to set up AHTU in all the Districts of States/ Union Territories, three more AHTUs were established in Karaikal, Mahe and Yanam region. The details are as follows:

S.N.	Incharge-Officer	Region
1	SHO, CBCID PS, Puducherry	Puducherry
2	Inspector of Police, Coastal PS, Karaikal	Karaikal
3	Circle Inspector of Police, Mahe	Mahe
4	Circle Inspector of Police, Yanam	Yanam

The Officers in charge shall look after the functioning of AHTU in their respective jurisdictions with existing PS strength under the supervision of SP (CID), Puducherry. The Anti-Human Trafficking Unit shall be associated with one representative each from the following Departments whenever required:

(a) Women and Child Development
(b) Health and Family Welfare Department
(c) Labour and Employment
(d) Prosecution

Responsibilities of AHTU

The Anti-Human Trafficking Unit shall attend to all three aspects of trafficking viz. prevention, protection and prosecution. They shall also develop databases on traffickers, and network with all concerned agencies as and when required. The AHTU shall thus be the field-level functional Unit to address human trafficking in a holistic manner. The AHTU shall be responsible for:

(i) Ensuring focused attention in dealing with offences of human trafficking and providing a multidisciplinary approach and a joint response by all stake holders.

(ii) Ensuring an organized crime perspective in dealing with trafficking crimes (involving offences of wrongful restraint, wrongful confinement, selling and buying minors for the purpose of prostitution, begging, bonded labour, gang rape, subjecting women and children to commercial sexual exploitation, etc.).

(iii) Bringing about inter-Departmental collaboration among the Police and all other Government agencies and Departments, such as women and child, labour, health etc.

(iv) Conduct rescue operations with the assistance of NGOs whenever they receive information on labour trafficking activities either from Police sources, NGOs or civil society.

(v) Ensuring a victim-centric approach which ensures the best interest of the victim/survivor and prevents ‘secondary victimization/re-victimization of the victim as well as ensuring a gender sensitive and child rights sensitive approach in dealing with trafficked victims.

(vi) Functioning as the grassroots Unit for collection and development of an exhaustive database on all law enforcement aspects of the crime, including information on traffickers and trafficking gangs, which they shall convey to the District and State CRB for further transmission to the NCRB. Thus, AHTU shall facilitate availability of comprehensive national level data on this criminal activity.

(vii) Ensuring registration of cases from the perspective of trafficking as a 'continuous crime concept' i.e., from the source to the destination.

(viii) Guiding and mentoring NGOs from the prosecution perspective inter alia evidence collection, victim preparation for trial etc.

Functions of AHTU

Collect/disseminate/utilize intelligence on offenders; maintain a database of offenders as well as their hierarchical structure, place of operation, segments of supply chain and allied places of exploitation; partner with NGOs and local communities to unearth information relating to human trafficking and above all carry out a professional investigation.

Activities before Registration of FIR

(a) Collect intelligence on traffickers;

(b) Thorough interrogation of suspects;

(c) Follow up on one lead can lead to information on another;

(d) Develop, update and share database on traffickers;

(e) Some information sources which may be approached are;

- Travel agents/tour operators
- Immigration agents
- Marriage bureaus
- Hotels
- Massage parlours
- Escort services
- Illegal abortion clinics
- Internet sites

Pre-rescue planning

(a) Take prompt action on the information;

(b) Verify the genuineness of the information;

(c) Understand which Departments are to be associated with the operation;

(i) the when, where and how of it;
(ii) how many are likely to be rescued; and
(iii) how many are likely to be arrested.

(d) Ensure appropriate legal and administrative sanction wherever required;

(e) Think about logistics including food, clothes, medicines, money etc. that may be required;

(f) Think about a contingency plan in case of unforeseen challenges; and

(g) Consider how the confidentiality of the operation can be maintained.

Rescue before Registering the FIR

(a) Enter source information in the GD maintaining the anonymity of the source/victim/location;

(b) Carry out a recce of the place to be searched;

(c) Draw a map of the area which can be used for briefing and assigning specific duties (includes duties like cordoning, guarding entry and exit points, locating hide-outs etc.);

(d) Wherever possible obtain a search warrant;

(e) Ensure proper composition of the rescue team;

(f) Team shall have two women officials of any rank;

(g) If rescued persons are to be interviewed, it shall be done by a woman Police Officer or in the presence of a woman representative of an NGO;

(h) Secure the help of NGOs to act as witnesses;

(i) Arrange adequate number of vehicles and Escort for rescued persons so that victims are segregated from offenders;

(j) Arrange material for documentation and evidence collection such writing pads, white paper, pen, etc;

(k) Inform Appropriate Authorities regarding the places to be visited and time of operation;

(l) Alert the Authorities of the homes in the vicinity;

(m) Conduct the rescue promptly;

(n) Identify children among the rescued as they have to be produced before the Child Welfare Committee;

(o) Ensure safety of all rescued persons;

(p) Segregate offenders from the victims;

(q) Allow rescued persons to take their belongings with them; and

(r) Collect documents and exhibits from the place of rescue.

Rescue after registration of FIR

All the principles of rescue before registration of FIR shall be applicable here. In addition, the following steps need to be carried out :

(a) The IO shall record the events in the CD;

(b) Statements u/s 180 of BNSS need to be recorded;

(c) All memos shall bear the FIR no., and date.

Post-rescue activities

(a) Recording statements.

(b) Counselling by a trained counsellor.

(c) Age statement:

(i) The IO shall obtain the date of birth certificate, school certificate, ration card or any other document useful to determine the victim's age.

(ii) The IO shall send the victim for an age-determination test to a Forensic Medicine Department

(iii) All possible circumstantial evidence regarding the age of the victim from neighbours, other rescued persons, etc.

(iv) In case of doubt, or dispute with regard to the age of the victim, the IO shall refer the case to Medical Board.

(d) Production of the rescued person before the Magistrate/CWC:

(i) Produce adult victims before the Magistrate.

(ii) Produce child victims before the CWC.

(iii) If nobody is available, send the rescued persons to Government-run or NGO-run Home.

(iv) If none of the above are available, the Police Officer shall take the initiative to arrange a place.

Medical care of victims

Informed consent of the victim is mandatory before a medical examination. A lady Police official shall escort the victim. The presence of a known NGO may also be ensured. Since the victims may be addicted to drugs, drinks, smoking etc. they may be referred to appropriate de-addiction counselling services.

Rehabilitation of victims

Ensure that the victims are reunited with the appropriate persons after receipt of the home verification report. Provide adequate security to the victim during the transfer of the victim. Only genuine and supportive parents/guardians shall be given custody of the rescued victims.

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CHAPTER - 22

COMMUNITY POLICING

Introduction

Police organisations in a democratic polity can discharge their duties effectively only with the cooperation of the people. Public assistance is needed for prevention, detection, investigation and prosecution of cases, and also for maintaining peace during all major social, cultural, economic and political events. The execution of Police duties presupposes public support to Police. Police needs assistance of the public as witnesses, informers and supporters. The Police shall therefore endeavour to create impression in the public that they are their friends and are there to help them in case of need.

Principles of Community Policing

Following are some of the principles of community policing:

(i) The basic mission of Police is to prevent crime and disorder as an alternative to the repression of crime and disorder by military force or the severity of legal punishment.

(ii) The ability of the Police to perform their duties is dependent upon public approval of Police existence, actions behaviour, and the ability of the Police to secure and maintain public respect.

(iii) The Police shall secure the willing cooperation of the public in voluntary observance of the law to be able to secure and maintain public respect.

(iv) The degree of cooperation of the public that can be secured diminishes proportionately and the necessity for the use of physical force and compulsion in achieving Police objectives.

(v) The Police seek and preserve public favor, not only by catering to public opinion, but by constantly demonstrating absolutely impartial service to the law, in complete independence of policy, and without regard to the justice or injustice of the substance of individual laws; by ready offering of individual service and friendship to all members of the society without regard to their race or social standing; by ready exercise of courtesy and friendly good humor; and by ready offering of individual sacrifice in protecting and preserving life.

(vi) The Police shall use physical force to the extent necessary to secure observance of the law or to restore order only when the exercise of persuasion, advice, and warning is found to be insufficient to achieve Police

objectives; and Police shall use only the minimum degree of physical force which is necessary on any particular occasion for achieving a Police objective.

(vii) The Police at all times shall maintain a relationship with the public. They shall follow the principle that Police are the public and that the public are the Police. The Police shall always direct their actions towards their functions and never appear to usurp the powers of the Judiciary by avenging individuals or the State, or authoritatively judging guilt or punishing the guilty.

(viii) The test of Police efficiency is the absence of crime and disorder, not the visible evidence of Police action in dealing with them.

Components of Community Policing

Police-community relations may be viewed as a kind tripod based on three equal components. These are:

(1) Public Relations
(2) Community service
(3) Community Participation

Community Policing initiatives by Puducherry Police

Puducherry Police has always embraced the traditional ethos of community policing by building stronger ties with the people of Puducherry and empowering them to play an active role in crime prevention and detection. In today's times, Community policing plays a key role in which citizens act as eyes and ears of Police. Regular Public grievance redressal meetings are conducted. Some of the initiatives taken by Puducherry Police to promote community policing are:

Community Liaison Group (CLG)

Interaction meetings between Police Officers and people living in the jurisdiction of a PS help in understanding the problems of the public and to improve Police–public relations. Keeping these in mind, ‘Public Co-operation Committees’ in the jurisdiction of each PS vide Standing Order No. 21/91, dated 18.02.1991 of Office of the IGP, Puducherry had been set up in the name of ‘Community Liaison Group’ consisting of respectable persons of the locality, representatives of residents’ welfare associations/women organizations/markets/businesses interests/truck operators/educational institutions/industrial areas/cinema hall owners, etc.

Meetings are conducted regularly with the members of the CLG. In the meeting, the following points are discussed :

(i) Suggestions for improving the image of the Police.
(ii) Suggestions for improvement in Police-public relations.
(iii) Suggestions for quicker Police response.
(iv) Suggestions for improvement in traffic.
(v) Removal of encroachments from roadside pavements in the area.
(vi) Suggestions regarding Neighborhood Watch Scheme.
(vii) Problems faced by the people regarding policing of different colonies.
(viii) Efforts to ensure peace if there have been problems of law and order.
(ix) Other areas in which cooperation of the public shall be useful.

Neighbourhood Watch Scheme (NWS)

NWS is being locally organized in each and every colony/residential area in synchronization with the local people and NGOs, as a preventive measure against crime. This is found effective as the Beat Officers are being assisted by the local people in patrolling the village residential colonies during night hours.

Fishermen Watch Groups

Apart from CLGs, 'Fishermen Watch Groups' are functioning in the coastal area PSs, in which, the members of such groups are sensitized frequently regarding the current security scenario and are asked to give information relating to the presence of strangers, movements of suspicious boats/materials in the coastal area, etc. They are also requested to intimate the factional feuds and other factors disturbing peace in their villages immediately to the Police, so that such problems can be settled before it becomes a riot/clash.

Peace Committees

Peace Committees have been Formed in the communally sensitive areas of the respective PSs involving members from all communities, besides Police and Revenue officials. Peace Committee meetings are organized by the Police whenever required and conducted at the office of the Sub-Divisional Magistrate (Revenue) to prevent misunderstandings and to resolve the issue amicably.

Traffic Warden Scheme

As per Standing Order No. 54/1992, dated 25.03.1992 of the Office of IGP, Puducherry, traffic wardens are enlisted to help and co-operate with Police officials in traffic, regulation and enforcement. Their duties shall include assisting the Police

in conducting traffic education programmes among pedestrians, school children, drivers etc. from time to time.

'Eyes and Ears' of Police

As per the Circular No. 4/DGP/Secy/2009-68, dt. 23.06.2009 of DGP, Puducherry, the 'eyes and ears of Police' have been activated in all the PSs in order to develop criminal intelligence. The 'eyes and ears of Police' includes individuals, such as, vendors, security Guards, parking place attendants, hawkers, petrol pump workers, tempo/auto drivers, persons working in STD/ISD booths, students, etc.

Senior Citizens Care

Security of Senior citizens, who are residing alone, is also ensured by the Puducherry Police. A separate Register is maintained for Senior citizens in all the PSs. The Beat Officers are sensitized periodically to visit the houses of Senior citizens regularly, to hear their grievances and if any grievance pertains to the Police, it shall be brought to the notice of the SHO for further action.

Public Awareness

Pamphlets containing 'tips for preventing thefts/burglaries/snatching', leaflets regarding guidance to the Senior citizens and the contact telephone numbers of PS/Police Officers have been circulated to the members of the public. The 'Puducherry Police' hosts an exclusive website with all relevant information to the members of public as well as the Senior citizens.

'Attupatti' Experiment

As a part of community policing, 'Attupatti' village in Orleanpet PS limit has been adopted by the Police in order to prevent crimes, drug-abuse and to uplift the social status of the yout h of the area. Attupatti is a slum area, situated 3 kms. away from Puducherry citty. Attupatti village was adopted during the month of October 2022 with the following Agenda and Action Plan.

(i) To encourage Police-People co-ordination.
(ii) To engage 'children in conflict with law', budding criminals, chronic alcoholics, drug addicts, etc. into productive activities.
(iii) To encourage women and girls to learn new skills and realize their self-worthiness.
(iv) To work towards a 'crime-free society'.

Creating Awareness towards a Drug-Free Society

Awareness drives in Forms of street plays, short videos and seminars are being conducted by the Police Officers to make the public aware of the ill-effects of the narcotic drugs and to advise the younger generation with an emotional appeal not to become a prey of this social monster. Counselling is given to persons involved in drugs, along with their parents/guardians in PSs. 'Anti Narcotic Cell' (ANC) have been constituted in educational institutions to prevent the menace and also to act as an informer to the Police. Cycle rallies and other sporting community events are conducted regularly to create awareness on drug abuse.

Mission Veeramangai

Karaikal District Police has launched an initiative to provide self-defence training to girls students from 6th to 10th class. The training sessions were focussed on building physical strength by practicing range of punches, kicks and other combat exercises. They sought to instill values of fearlessness, courage and self-confidence at their adolescent age.

Cyber Initiatives

Social Media handles and WhatsApp numbers have been provided for establishing direct contact between the locals and PS/Unit officials

For effective redressal of grievances of the public an online petition monitoring system called 'E-Complaint Box' has been launched with the technical collaboration of Puducherry Technological University.

The mobile complaint app "Karai Kavalan" has been one of the key initiatves to promote ideals of community policing. The citizens of Karaikal can anonymously report any misconduct to their nearest PS through the app instantly with photo evidence. Complainant can check the status of the reported case in real time on the app. The app has the provisions for updating the location for the complainant, which can help complainants in any emergency or threat.

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PART-III

PERSONNEL MANAGEMENT

CHAPTER - 23

APPOINTMENT

Appointment of Gazetted Officers

Appointments to the posts of Group ‘A’ and ‘B’ (Gazetted) are made by the Government of India as well as the Union Territory of Puducherry.

Appointment of Upper and Lower Subordinates

The DGP/IGP is the Appointing Authority for Sub-Inspectors of Police whereas Senior Superintendent of Police (Crime and Intelligence) is the Appointing Authority for Police Constables. For other Group “C”” posts in the Police Department, Senior Superintendent of Police (Crime and Intelligence) is the Appointing Authority.

Physical and other requirements for enlistment

A candidate for enlistment in the Police service in any rank shall be an Indian citizen of good character and antecedents and shall fulfil the conditions provided in Recruitment Rules/Standing Orders. Any person ‘dismissed’ from Government employment is prohibited for applying for a Police job.

Physical standards and medical standards

The candidate shall be required to meet the physical standards and medical standards as prescribed in the prevailing Recruitment Rules notified in the Gazette issued by the Government of Puducherry and Standing Orders from time to time. Due care shall be taken to ensure that the age of every Police Officer is correctly ascertained and recorded at the time of his enrolment.

Appointment by deputation

The appointment by deputation shall be made in accordance with the Recruitment Rules.

Method of recruitment

Recruits may be enlisted through open competition by advertising vacancies in the Media. All enlistments in the Force shall be subject to verification of character and antecedents of the candidate through the Special Branch, medical test etc.

Appointment Letter

A letter of appointment under the provision of law shall be issued to each member of the Force on enrolment. The appointment letter shall be surrendered on the suspension of the holder or on his dismissal or discharge from the Force. An appointment letter issued as above shall become null and void, whenever the person named in it, ceases to belong to the Police Force. A member of the Force losing his appointment letter shall at once report the fact to the concerned Senior Superintendent of Police. Appointment letter to Lower Subordinates shall be issued by the Senior Superintendent of Police and to Upper Subordinates by the DGP/IGP or by the Senior Superintendent of Police under the Authority of the DGP/IGP.

Verification of Character, preparation of Character Roll and Service Book

Soon after enlistment, but subject to verification of character, a Character Roll/Service Book in the prescribed Form shall be prepared for each Recruit in his presence. The Gazetted Officer before signing the roll, shall satisfy himself that the recruit understands the purpose of the agreement and that the Recruit is satisfied that his age has been correctly recorded. As soon as possible after the completion of basic training, every Recruit shall make and subscribe in the corresponding Form, the oath of loyalty and allegiance, which shall also be administered at a formal ceremony held during passing out parade.

Every enrolled Police Officer shall be on probation for a period of two years from the date of appointment. The period of probation includes the period of training of a Recruit in the Police Training School or the period of training of an Officer in the Police Training College.

Every person promoted to a higher rank from any group “C” post to any group “B” post shall be on probation for two years from the date of such promotion. If the post to which a person is appointed either directly or by promotion is a temporary post, he shall be appointed to that post on officiating basis and the period of successful officiating in that post shall be counted as probation period.

Any enrolled Police Officer appointed or promoted may within the period of such probation, be discharged or reverted to his substantive rank as the case may be without formal Departmental proceedings, if he fails to maintain an exemplary standard of conduct and efficiency or if he fails to pass the tests or examinations as may be prescribed for each category or post by the Appointing Authority or a higher Authority.

If, at the conclusion of the period of probation, the Authority empowered to make the appointment or promotion, as the case may be, considers that the standard of work by the Police Officer concerned has been such as to justify neither discharge nor reversion nor confirmation, or for any other reason considers that an equitable decision cannot immediately be made, that Authority may, for reasons to be recorded in writing and formally communicated to the Police Officer concerned extend the probationary period for not more than one year.

The decision on whether an employee shall be confirmed or his probation extended shall be taken soon after the expiry of the initial probationary period, that is, ordinarily within six to eight weeks and communicated to the employee together with the reasons in case of extension. A probationer who is not making satisfactory progress or who shows himself to be unfit for the service in any way shall be informed of his shortcomings well before the expiry of the original probationary period so that he can make special efforts on self-improvement.

Concentration of attention on the Probationer's ability to pass the probationary or the Departmental examination tends to obscure the wider object of probation. In judging the fitness for confirmation of employees selected on the result of a rigorous written examination. Passing the probationer of a Departmental examination shall be an essential, but not the most important part of the qualification for confirmation. There shall be a very careful assessment of the outlook, character and aptitude for the kind of work that has to be done in the service before a probationer is confirmed, and only those who possess qualities of mind and character needed in the particular service and the constructive out look and human sympathy acceded in the public service generally shall be confirmed. A probationer shall be given an opportunity to work under more than one Officer during the period of his probation and reports on hiswork obtained from each one of those Officers. The reports for the whole period may then be considered by the concerned SeniorSuperintendent of Police for determining whether the probationer concerned is fit to be confirmed in service.

Seniority issues

The seniority of a Direct Recruit is to be determined by the order of merit indicated at the time of initial appointment. Where promotions are made based on non-selection seniority-cum fitness, subject to the rejection of the unfit, the seniority of persons considered fit for promotion at the same time shall be the same as the relative seniority in the lower grade from which they are promoted. Where, however, a person is considered unfit for promotion and is superseded by a junior, such person shall not, if he is subsequently found suitable and promoted, take seniority in the higher grade over the junior persons who had superseded him.

The Appointing Authority, may at the time of passing an order appoint two or more persons simultaneously to a rank or grade, fix the order of precedence among them in accordance with the principles laid down below; and, where such order has been fixed, seniority shall be determined in accordance with it.

The following principles shall be observed in determining seniority of Officers of the same rank or grade.

(a) Officers who are officiating or on probation in any rank or grade, take seniority below Officers confirmed in that rank and among themselves in accordance with the date of appointment to that rank or grade.

(b) If the date of appointment is the same, an Officer on a higher rate of pay shall take seniority over an Officer on a lower rate in the same scale.

(c) If the rate of pay is also the same, seniority shall be determined in accordance with the length of service.

(d) If the length of service is also the same, seniority shall be determined in accordance with age.

The transfer of a person from one class or category of the service to another class or category carrying the same pay or scale of pay shall not be treated as first appointment to the latter for the purpose of seniority and the seniority of a person so transferred shall be determined with reference to the date of his first appointment to the class or category from which he was transferred. Where any difficulty or doubt arises in applying this sub-rule, seniority shall be determined by the Appointing Authority.

Where a member of the service in any rank, category or grade is reduced to a lower rank, category or grade, he shall be placed at the top of the latter unless the Authority ordering such reduction directs that he shall take rank in such lower rank, category or grade next below any specified number thereof.

The general principles in determining the seniority of Officers of the same rank or grade shall be followed in accordance with the Guidelines issued by the Department of Personnel and Training, Government of India from time to time in this regard.

Seniority for each rank of Executive and Technical posts shall be maintained by the Police Headuarters and a copy of the seniority list of each rank shall be published in the Police website from time to time.

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CHAPTER - 24

TRAINING AND EXAMINATION

Introduction

Training happens to be an important instrument and process of human resources development. The objectives of the Police training shall be the inculcation of knowledge and professional skills and the development of attitudes appropriate to their work and the people they come into contact with. Police training shall work as a change agent to bring about the requisite changes at the level of knowledge, skills, attitudes and values.

Police training as a continuous process shall help the Police Personnel in their overall career development and shall acquaint them with the overall organizational and professional climate while familiarizing them with their overall professional milieu with a necessary bias for Science and Technology.

Objectives of training

The objectives of Police training as a whole shall be the following:

(a) To prepare professionally sound and operationally competent Policemen of various ranks;

(b) To develop physical fitness and competence for handling various Police equipment and weapons;

(c) To create an adequate level of awareness in the trainee participants, about their roles, responsibilities and duties, along with the requisite responsiveness and accountability expected from the Policemen working in a democratic society;

(d) To instill sound knowledge about law and procedure, to equip the trainees to handle their various tasks of order maintenance and crime management;

(e) To evolve requisite professional skills, so very essential to perform their roles in a democratic and free Society;

(f) To develop requisite attitudes, norms and values in the Police trainees;

(g) To foster loyalty to the Constitution, commitment to the aspirations of the Union, the concept of an egalitarian Society, and the need for national integration; and

(h) To create an awareness in the Policemen that they are friends of the people and that they can win the confidence and cooperation of the Community only with service orientation and by respecting the needs, demands and rights of the people.

Training of the Constabulary

A Police Constable is the most frequently seen Police Officer and the first to come in contact with the people, who expect him to use his authority to safeguard their rights and render them assistance in solving their problems. His powers of arrest though limited, gives him much scope for the use of his authority. His training shall concentrate on imparting professional skills and developing his abilities and attitudes in such a way, so as to enable him to discharge his functions effectively.

He has to deal with individuals as well as groups of people. The one aspect which deserves the maximum attention in his training, therefore, is his behaviour and attitude towards the common man. He shall be physically fit and fully trained in unarmed combat.

Basic training of Constables

Every Recruit Police Constable on enlistment for the Police (Executive) shall report to the Police Training School, Gorimedu, Puducherry to receive training in drill, musketry, law and other Police duties. The period of training shall be twelve months including nine months of basic foundational training course and three months attachment to various Units followed by examination and passing out parade.

Procedure of training

(a) The Police training of Constables is divided into two categories, i.e., indoor training and outdoor training.

(b) For the training of Recruits in law and Police duties (Indoor), regular training classes are held under the supervision of Inspector (Indoor). For the training in drill and musketry and other armed duties (Outdoor), regular training classes are held under the supervision of Inspector (Outdoor).

(c) The training of all Recruits shall be carried out under the direct and personal control of the Principal, Police Training School, Gorimedu, Puducherry. The training shall, however, be under the overall control and supervision of the Senior Superintendent of Police (HQ), Puducherry.

Indoor and outdoor training

(i) The Indoor and Outdoor syllabus shall be reviewed from time to time based on the evolving need of policing. The syllabus and subjects to be taught during basic training shall be decided by the Competent Authority and notified from time to time.

(ii) The training shall be carried out according to the prescribed syllabus. The Senior Superintendent of Police (HQ), Puducherry and Principal (PTS) shall exercise close supervision on overall training and they shall ensure that Recruits are fully and comprehensively trained.

(iii) **Practical exposure:** Apart from theoretical classes on important topics like the scene of the crime, scientific-technical aids, and finger and footprints, sufficient periods shall be allocated for practical exposure including visits to the Forensic Science Laboratory, Mobile Forensic Unit, and Finger Print Unit so that Recruits may co-relate practical with theory.

(iv) **Sensitization modules** like gender sensitization, service orientation in public dealing, community policing, dealing with the Victims of Crime, visiting Old Age Homes, visiting Children's Homes and capsule courses like Personality Development and Public Speaking, visiting a Vital Installation/Airport, Relief and Rescue during disaster shall be included to sensitize the Recruits and fine-tune their attitude and behaviour towards the different sections of the Society including women, senior citizens, children and weaker sections.

(v) **Training methodology:** Interactive lectures, case studies, group discussions, practical exercises and simulation of the scene of crime, demonstration, audio-visual aids, and presentation of papers on professional subjects shall be used for training purposes. The teaching methodology shall include more case studies, practical exercises, role-plays, demonstrations, examples, illustrations, films, etc. apart from routine lectures. All theories shall be explained in the context of ground realities.

(vi) **Assessment of Recruits:** Training performance report of each Recruit in Indoor and Outdoor subjects shall be submitted every month to the Senior Superintendent of Police (HQ), Puducherry by Principal (PTS) in consultation with Inspector (Indoor) and Inspector (Outdoor). A personal dossier of each trainee shall be maintained by both Inspector (Indoor) and Inspector (Outdoor) separately.

(vii) **Performance Register:** Performance Register shall be maintained by Inspectors (Indoor) and (Outdoor), and shortcomings / observations / weaknesses etc. of the Recruits shall be entered in the Register, and a Weekly Report shall be sent to the Principal (PTS).

(viii) Every Recruit shall maintain notebooks for individual subjects. The Inspector (Indoor) and Law Instructors shall ensure that all Recruits make full and intelligent use of these notebooks by noting down important points in each lecture for revision and refreshing their memory from time to time.

(ix) The Inspector (Indoor) and Law Instructors shall check the notebooks of all Recruits carefully from time to time and ascertain if they have been attentive in classes and following the lecture. When any notebook is checked, the initial of the Officer with the date of checking shall be entered therein. If any Recruit has not written any notes satisfactorily, the checking Officer shall ascertain the reasons for not doing so and take suitable action.

(x) The Principal, PTS shall obtain details of progress made by each Recruit in Indoor and Outdoor activities from the Inspector (Indoor) and Inspector (Outdoor) respectively at the end of every month and submit a consolidated Progress Report for the Senior Superintendent of Police (HQ), Puducherry.

Examinations

The Recruits shall be periodically assessed through Unit tests and examination in both indoor and outdoor subjects, in both theoretical and practical mode. The method and mode of assessment shall be as per prescribed norms laid down in the Standing Orders. Marks of Unit tests, final examination and Principal's assessment marks shall be considered for preparing the final mark sheet.

The Principal (PTS), the Inspector (Indoor) and Inspector (Outdoor) of PTS shall carefully scrutinize the performance of trainees in these examinations / tests and in all cases where any Recruit found lacking, special attention shall be paid, so that he/she can be brought to the desired level.

Disciplinary action / termination of service

(a) The Principal, PTS shall initiate disciplinary action against the Recruits by sending reports to the DGP, Puducherry including termination of the services of Recruits, if the Recruits are found to be most undisciplined or unfit for training.

(b) The services of Recruits who fail to qualify in the final examination shall also be terminated by Principal (PTS). However, maximum of two additional chances shall be given to the unsuccessful Recruits. The Senior Superintendent of Police (HQ), Puducherry shall be the Appellate Authority in such cases.

Posting of Recruits on completion of training

On completion of training, the Recruits shall be posted to Puducherry Armed Police for one year including attachment with various Units of Puducherry Police on rotation basis until completion of their probationary period. During the probationary period, he/she shall be posted under SHO/Sub-Inspector who shall be required to give them careful and regular attention and to submit reports every two months regarding their progress. The concerned SDPO/SP shall also be required to see and question him frequently and keep him under close supervision so that they can acquire proficiency through the experience of fieldwork.

Other training courses, imparted in PTS

(A). Training of Head Constables for the armed and civil Police

(a) All Head Constables promoted from lower ranks, shall be required to undergo 45 days of induction training at Police Training School, Gorimedu, Puducherry.

(b) After promotion to the rank of Head Constable, the Officer is assigned to the investigation of only minor offences under BNSS / BNS / other relevant Acts and needs to know about GD writing.He is also required to work as in charge of Malkhana, Records, Guards, mess, warrant and summons, etc.

(c) The main objectives of such training shall be to impart and enhance professional knowledge to hone their skills and to cultivate an appropriate attitude to serve the Community.

(d) The training of Head Constables is two-fold i.e. indoor for gaining professional knowledge and skills, and outdoor shall be for physical fitness, sharpening reflexes inculcating and strengthening of the fibre of discipline and building team spirit.

(B). Training of Upper Subordinates

(a) An Upper Subordinate, recruited directly to the rank of Sub-Inspector shall be required to undergo a course of training in an affiliated Police Training College of any neighbouring States. The HCs promoted to the rank of Sub-Inspector shall undergo a 90-day capsule course in PTS, Gorimedu, Puducherry.

(b) The Sub-Inspectors, who are directly recruited may, on successful completion of the course at a Police Training College**,** be posted at PTS for undergoing a 45-day course on local and special laws and other subjects specific to Puducherry Police.

(C). Practical training programme of Sub-Inspectors

The Sub-Inspectors, who are directly appointed may, on successful completion of the course at a Police Training College, be posted for practical training for a period of 6 months as prescribed.

The Probationer shall keep a personal diary. The Officer-in-charge of his training in the respective sections as stated above shall submit a report to the Senior Superintendent of Police (HQ) on his progress and work. The Sub-Divisional Police Officer, Circle Inspector and SHO shall examine the work of the Probationer whenever opportunity offers and take steps to prevent him being used merely to lighten the work of those under whom he serves. However, the programme of training may be revised from time to time with the approval of the DGP, Puducherry

(D). Refresher training course

(a) Police Training School shall organize Refresher training for in-service Police Personnel of Puducherry Police periodically. A batch of Police Personnel consisting of such number of Sub-Inspectors, ASIs, Head Constables and Police Constables as decided by the Principal PTS, shall be called from

different Units including PSs and Outposts to PTS, Gorimedu, Puducherry periodically for refresher courses.

(b) The Inspector (Indoor) shall maintain a Register of upper and lower subordinates of Puducherry Police and shall submit a list of Police Personnel for the Refresher course to the Principal, PTS, for issuing of necessary orders.

(c) Upper and Lower Subordinates of Puducherry Police shall undergo periodical firing practice.

(E). Training of Coastal Police

Every Police Personnel posted in Coastal PSs shall be required to undergo training at specialized Training Centres meant for Coastal / Marine Police as per the prescribed syllabus of the Training Center.

(F). Training of Recruit Drivers

The Recruit Police Drivers shall undergo 6 months basic training at Police Training School, Gorimedu, Puducherry.

(G). Training of Followers in Police Department

The Recruit Followers shall undergo 3 months basic training at Police Training School, Gorimedu, Puducherry.

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CHAPTER - 25

PAY AND ALLOWANCE

The pay and allowances of all the ranks of Puducherry Police shall be governed by the Central Pay Commission or as per the Government of India's decision issued from time to time in this regard.

Increments

The increments shall be applicable in accordance with updated CCS (Revised Pay) Rules and orders issued by the Government of India from time to time.

Allowances

In addition to all allowances extended to other Civil Staff of Puducherry Administration, Allowances such as Fixed Travel Allowance (up to Head Constable) is also granted in order to meet the expenses in commuting the distances within the area of work at the rates as decided by the Government from time to time.

Pension

Pension proposal of the retiring Officers and Staff shall be sent to the Directorate of Accounts and Treasuries, Puducherry, well in advance and Pension Payment Orders are arranged to be issued within the month of retirement.

Compensatory pay

Compensatory Pay comprising of basic pay and DA for 30 days is granted to the Police Personnel up to the rank of Inspector every year.

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CHAPTER- 26

PROMOTION

Promotion from one rank to another rank and from one grade to another in the existing rank shall be made by selection/non-selection. The seniority-cum-fitness, efficiency, honesty and general conduct shall be the main factors governing selection, but specific qualifications, whether in the nature of training courses passed, or practical experience shall also be carefully considered in each case.

Promotions to Gazetted ranks

Promotions to the IPS Officers are given by Ministry of Home Affairs (MHA), Government of India. Promotions to the PPS Officers from Entry Grade up to JAG-I are recommended by the Departmental Promotion Committee constituted by the Union Public Service Commission (UPSC), having members from the Puducherrry Administration, Police Department and the MHA, GoI.

Promotions to the ranks of Upper Subordinates and Lower Subordinates, whether officiating or probationary, Executive or Technical shall be recommended by the Police Establishment Board (PEB) in accordance with notified RR. Promotions from the rank of Inspector to SDPO also known as Superintendent of Police is recommended by the Civil Services Board (G.O.Ms.No.32, dated 23.06.2014 of DP&AR(PW) Puducherry) and appointed by the Hon'ble LG of Puducherry.

Modified Assured Career Progression Scheme (MACP)

The MACP scheme is introduced by the Government of India to give adequate promotional avenues to Government employees by giving them earlier financial benefits. Accordingly, the Government introduced the MACP scheme in which there shall be three financial up gradations, counted from the direct entry grade on completion of 10, 20 and 30 years of services respectively, or 10 years of continuous service in the same level in Pay Matrix, whichever is earlier. The latest Guidelines as issued by DoPT, GoI shall prevail.

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CHAPTER - 27

LEAVE, RESIGNATION AND TRANSFER

The grant of leave to members of the Police Force shall be governed by the CCS (Leave) Rules, 1972.

Leave not a matter of right

Leave cannot be claimed as a matter of right. When the exigencies of public service so require, leave of any kind may be refused or revoked by the Authority competent to grant it, but it cannot alter the kind of leave due and applied for except at the written request of the Government servant. The earned leave shall not ordinarily be denied to any employee, especially in the last ten years of his service.

Kinds of Leave

The following kinds of leave may be sanctioned by the sanctioning Authorities of the Police Department.

(i) **Earned Leave:** The credit of EL shall be afforded in advance at a uniform rate of 15 days on the 1st of January and 1st of July every year, which can be accumulated up to a maximum of 300 days.

(ii) **Half Pay Leave:** This leave can be granted on calculation of 20 days for each completed year of service which includes periods of duty and leave including extraordinary leave with or without Medical Certificate, but does not include periods of suspension treated as dies-non, overstayed or AWL (Absent Without Leave).

(iii) **Commuted Leave:** Commuted leave not exceeding half the amount of half pay leave due can be sanctioned on production of Medical Certificate, provided that the leave sanctioning Authority is satisfied, as regulated by the Central Government Leave Rules.

(iv) **Leave not due:** Leave not due may be granted to a permanent Government servant with no half-pay leave at credit. However, such leave may be granted to temporary officials with a minimum of one year of service if they suffer from tuberculosis, leprosy, cancer or mental illness.

(v) **Extraordinary Leave:** This leave may be granted to an official when there is no leave admissible.

(vi) **Maternity Leave:** Maternity leave is admissible to Police women and other female employees working in the Police Department.

(vii) **Paternity Leave**: A male official with less than two surviving children may get this leave for 15 days.

(viii) **Special Disability Leave:** All employees of the Police Department, when disabled by injury intentionally or accidentally inflicted or caused in consequence of the due performance of official duties or official position or when disabled by illness may be granted this leave.

(ix) **Study Leave:** May be granted to the officials with not less than five years of service for undergoing a special course consisting of higher studies or specialized training. For this kind of leave, the maximum period i.e. 24 months in the entire service and may be granted at a stretch or in different spells.

(x) **Casual Leave:** Causal leave is not a recognized form of leave and is not subject to any rules made by the Government of India. Causal leave can be combined with

(a) Special casual leave,

(b) While on tour,

(c) Joining duty during the middle of a year,

(d) LTC,

(e) Casual leave can be taken for half a day also,

(f) The maximum limit of casual leave that can be granted to an individual in a calendar year shall be 10 days,

(g) The address of the Government servant while on casual leave shall invariably be indicated in the application for casual leave, if he is away from home during the period of casual leave.

Note: A Register of casual leave shall be maintained by every Supervisory Officer to grant causal leave to his subordinates.

(xi) **Special Casual Leave:** Special casual leave shall be granted to Police Personnel for the purpose of participation in;

(a) Sports events,
(b) Cultural activities,
(c) Mountaineering/trekking expeditions,
(d) Undergoing family planning operations, which shall be admissible, up to a maximum of 30 days in a calendar year.

(xii) **Child Care Leave:** Subject to the provisions of Central Civil Services leave rules, a female government servant and single male government servant may be granted child care leave by an Authority competent to grant leave for a maximum period of 730 days during the entire service for taking care of two eldest surviving children, whether for rearing or for looking after any of their needs, such as education, sickness and the like.

(a) Child Care Leave may be combined with Leave of any other kind.
(b) Child Care Leave shall not be debited against the Leave account.

Leave Account

A Leave Account in the prescribed Form shall be maintained by the head of the office for each Police Personnel whose pay and allowances are drawn and disbursed by him. The leave account of the head of the office shall be maintained by the next higher Administrative Authority.

(a) The members of the service applying for leave shall furnish their mobile phone number and leave address in their leave applications. Any change in address while on leave shall also be reported to their immediate superiors and to the sanctioning Authority.

(b) A member of the service who remains absent after the end of his leave is not entitled to leave salary for the period of such absence and that period shall be debited to his leave account as though it were half-pay leave to the extent such leave is due and as extraordinary leave to the extent the period of half-pay leave falls short of the period of such absence unless the leave is extended by the competent Authority.

Combination of different kinds of Leave

Any kind of leave due and admissible to a Police Personnel may be granted in combination with or in continuation of any other kind of leave. Casual leave, which is treated as duty and is not any recognized form of leave, shall not be combined with any other kind of recognized leave.

Granting of Leaves

The delegation of powers to sanction leave to Officers of different ranks of the Police Force shall be as follows:

S.N.	Rank of Police Officers	Kind of leave to be sanctioned	Authority competent to sanction
1.	Gazetted Officers (IPS)	Casual Leave, Earned Leave and other kinds of Leave.	DGP/IGP Government
2.	Gazetted Officers (PPS)	Casual Leave, Earned Leave and other kinds of Leave.	DGP/IGP

3.	Inspectors (Law and Order) Armed Police and other Units)	Casual Leave Earned Leave and other kinds of Leave.	Senior Superintendent of Police (L&O) and concerned Senior Superintendent of Police of Armed Police/Other Units. DGP/IGP
4.	Sub-Inspector (Law and Order), Armed Police and other Units).	Casual Leave Earned Leave and other kinds of Leave.	Superintendent of Police concerned. Senior Superintendent of Police concerned
5.	(a). ASIs and equivalent ranks working in other Units (b). ASIs and equivalent ranks working in PSs	CL, EL, HPL, EOL, Commuted Leave, etc. CL EL, HPL, Commuted Leave, EOL, etc.	Superintendent of Police concerned Circle Inspector Superintendent of Police concerned
6.	(a). Civil Police – HCs / PCs/ equivalent ranks and other contingent Staff working in other Units (b). Civil Police – HCs / PCs / Equivalent ranks and other contingent Staff working in PSs and Outposts	CL, EL, HPL, Commuted Leave, EOL, etc. CL EL, HPL, Commuted Leave, EOL, etc.	Superintendent of Police concerned Regular SHO of the concerned P.S. Superintendent of Police concerned.
7.	Puducherry Armed Police HCs / PCs / Bugler Boys / Followers / Water carrier / sanitary Assistants and other contingent Staff	CL EL, HPL, Commuted Leave, EOL, etc.	Inspector (concerned Company Commander) Commandant(PAP)
8.	Ministerial Staff OSD, SAO, JAO Other ministerial Staff working in other pay/drawing and disbursing Officer's	CL, EL, HPL, Commuted Leave, EOL, etc. CL, EL, HPL, Commuted Leave, EOL, etc.	DGP/IGP Superintendent of Police (concerned pay Drawing / Disbursing Officers)

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	offices		
9.	Mahe region All PCs / HCs / ASI / SI working in Mahe region	CL, EL, HPL, Commuted Leave, EOL, etc.	Superintendent of Police (Mahe)/CI Mahe
10.	Yanam region All PCs / HCs / ASI / SI working in Yanam region	CL, EL, HPL, Commuted Leave, EOL, etc.	Superintendent of Police (Yanam)/CI Yanam

Note:

(i) SHOs who are authorized to grant CL shall ensure that at no period of time more than 10 % strength of the PSs including Out posts avail various kinds of leave.

(ii) The technical and specialized Staff such as wireless, radio operators/ supervisors, drivers, computer operators, fingerprint expert, reporter, photographer, carpenter, electrician, artist, etc. shall get leave from the concerned competent Authorities under whom they are subordinates.

(iii) If the concerned leave sanctioning Authority is away from the Headquarters or on leave the Officer who holds additional charge shall sanction or recommend the leave, as the case may be.

(iv) Casual leave to the personal Staff shall be granted by the Officer under whom they are posted and pay disbursed. The Officer with whom they are working shall forward the leave petitions to such leave sanctioning Officer.

(v) Earned leave and other kinds of leave shall similarly be granted by the Officer under whom the personal Staff are posted and pay disbursed. The leave could be sanctioned subject to availability of leave and sent to the PHQ where the papers shall be examined and orders issued.

(vi) The Police official, holding office keys, papers, files, firearms, articles of stores, etc. shall not avail leave without handing over such articles.

Resignation by a Police Officer of subordinate rank

(i) Resignation of any Police Officer of subordinate rank may be accepted only by the Officer empowered to appoint (the Officer so empowered to appoint being hereafter in this section referred to as the Appointing Authority) the Officers of such subordinate rank.

(ii) A Police Officer of subordinate rank who intends to resign from Police service shall give to the Appointing Authority notice in writing to that effect

and shall not be permitted to withdraw himself from duty unless he has been granted permission to resign by such Authority and two months have elapsed from the date on which he tendered his resignation: Provided that the Appointing Authority may at his discretion, permit a Head Constable or a constable to withdraw himself from duty on his crediting to the Government two months' pay in lieu of notice.

(iii) No Police Officer of subordinate rank whose resignation has been accepted by the Appointing Authority shall be permitted to withdraw from duty until he has fully discharged all debts to the Government or to any Police fund and has surrendered his letter of appointment, arms, accoutrements, Uniform and all other Government property in his possession and has also rendered a complete account of all Government money and property for which he is responsible.

(iv) Notwithstanding anything contained in this section, if any Police Officer of subordinate rank tenders his resignation on medical grounds and produces a certificate signed by an authorized Medical Officer in this behalf declaring him to be unfit because of disease or mental or physical incapacity for further service in the Police, the Appointing Authority shall forthwith permit him to withdraw from duty on his discharging, or giving a satisfactory security for the payment of, any debt due from him to Government or to any Police fund: Provided that he shall forthwith return the certificate of appointment, arms, accoutements, Uniform and all other Government property in his possession before he is permitted to withdraw from duty.

(v) A Police Officer found by a Medical Board to be permanently unfit for any Form of duty shall be liable for compulsory retirement in accordance with the procedure laid down.

(vi) If any such Police Officer of subordinate rank resigns or withdraws himself from the duties of his office in contravention of this section, he shall be liable on the orders of the Appointing Authority to forfeit all arrears of pay then due to him.

Desertion

(i) Absence without leave for 21 days completes the offence of desertion, after which the Officer’s name shall invariably be struck off from the date of absence.

(ii) An application for reinstatement from an Officer who has been struck off as a deserter shall not be entertained unless it reaches the concerned Senior Superintendent of Police within two months of the date of the commencement of the absence without leave. The Senior Superintendent of Police shall not reinstate a deserter until the deserter has attended in person not later than the date prescribed by the Senior Superintendent of Police and has given his

explanation for his absence without leave and unless the Senior Superintendent of Police is satisfied after such enquiry as may be necessary that the case deserves reconsideration. At the end of the two months, if no application for reinstatement is received, the Senior Superintendent of Police in the case of lower subordinate and the DGP in the case of an upper subordinate shall record a formal order confirming the dismissal. In other cases, a charge shall be framed and Departmental enquiry held in accordance with rules laid down in this manual before confirming the dismissal or reinstating the deserter with or without punishment.

(iii) A deserter may also be prosecuted for an offence punishable under section 29 of the Police Act.

The above-mentioned provisions as regards desertion shall be applicable to all Police officials of Puducherry Police

Postings and Transfers

All postings and transfers of IPS Officers to and from the Union Territory of Puducherry are ordered by the Central Government. Transfer and postings of IPS and PPS Officers within the Union Territory of Puducherry are ordered by the Union Territory Government. The transfer and postings of all Police Personnel up to the rank of Inspector of Police shall be done by the Police Establishment Board in accordance with the transfer policy existing at that time. The Police Establishment Board comprises the DGP / IGP who is the head of the Department and other Senior Officers (vide orders dt: 25.03.2011):

Director General of Police	- Chairman
Inspector General of Police	- Member
Deputy Inspector General of Police	- Member
Senior Supdt. of Police (HQ)	- Member
Senior Supdt. of Police (L&O)	- Member
Senior Supdt. of Police (C&I)	- Member
Supdt. of Police (HQ)	- Member Secretary

The transfers shall be guided by the transfer policy issued by the Puducherry Police vide Standing Order No. 01/2018.

Charge Certificates of non-Gazetted Officers

When a Non-Gazetted Officer hands over charge of his office, PS or Outpost as the case may be, he shall prepare a charge certificate containing a memorandum of all money handed over and signed by himself and the relieving Officer. The charge certificate shall be prepared in duplicate, the original to be forwarded through the proper channel to reach the Senior Superintendent of Police within a fortnight of

the transfer of charge. The following lists in duplicate shall be prepared and signed both by the relieving Officer and the relieved Officer and attached with the charge certificate:

(a) List of Government property
(b) List of indisposed papers
(c) List of Registers, Files or other Records
(d) List of case property

The office copy of the Charge-Certificate together with a copy each of all lists shall be filed in the concerned office, PS or Out post.

Reporting of Joining and Relief of Police Officers

Whenever a Police Officer joins duty at a PS, Out post, Radio Station, office or other post of duty or is relieved from such PS or post either on transfer or leave, the Officer in charge of such PS or office or post shall make an immediate report thereof either in writing or by radio message whichever is quicker to the concerned Senior Superintendent of Police. This shall be in addition to any charge certificate that may be required to be sent under the proceeding rule.

Charge Certificates of Gazetted Officers

When charge of a post is assumed or relinquished by a Gazetted Officer, a Charge Certificate in G.F.R 33 shall be prepared and signed both by the relieving Officer and relieved Officer, and sent to the DGP, Puducherry and to the concerned offices.

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CHAPTER – 28

DECORATION AND REWARD

Rewards

(a) The nature of work in Police organization involves a level of danger to life and a superior level of self-discipline and service to the society as a whole. The morale of the Police Officers and men needs to be boosted from time to time with rewards and appreciation.

(b) Rewards may be given to encourage members of public for assisting the law enforcement machinery.

(c) Rewards may be granted to a Police Officer in recognition of conspicuous good work done by him in any branch of Police activities, or to an Officer who has displayed exceptional smartness, alertness, keenness skill, courage, honesty or hard work during the investigation, handling law and order situation, VVIP visits, intelligence input, disaster management, ceremonial functions, other specific executive/operational duties assigned to a particular Unit. The criterion shall be the work done, and not the result obtained. Rewards shall be given generously but not in a routine manner that it loses its value. Grant of reward shall not be made for the routine performance of ordinary duties, but for merit in any branch.

(d) No rewards shall be sanctioned to Gazetted Officer under the existing rules. The Gazetted Officers may, however, be issued Appreciation Letters by the DGP / Inspector-General of Police for doing work of outstanding merit.

(e) Rewards may also be sanctioned to Police Officers showing special merit in sports and cultural activities with the prior approval of the DGP, Puducherry.

Powers to sanction Rewards

(a) The reward is granted in the Form of cash payment and appreciation letters.

(b) The reward is granted to Police Officers and subordinates up to the rank of Inspector of Police and also to general public who have rendered any service of special merit. The rewards may be sanctioned within the following limits.

- By the Senior Superintendents of Police up to Rs.5000 in each case subject to a total expenditure of Rs. 2,00,000 in a financial Year.
- By the Deputy Inspector General of Police up to Rs.10,000 in each case subject to a total expenditure of Rs. 3,00,000 in a financial year.
- By the ADGP / IGP up to Rs.15,000 in each case subject to a total expenditure of Rs. 5,00,000 in a financial year.

- By the DGP / IGP (Head of Police) up to Rs. 20,000 in each case subject to a total expenditure of Rs. 5,00,000 in a financial year.

Payment of Rewards

Rewards can be given under any of the following categories and shall be given as promptly as possible:

(1) Cash Rewards
(2) Appreciation/Commendation letters
(3) Commendation Certificates
(4) Rewards / Medal by State or Central Government
(5) Good Service Entry / Meritorious Service Entry
(6) DGP Commendation Disc
(7) Other Rewards

Rewards offered by Private Persons

Police Officers and men shall not accept any monetary rewards, presents or gifts from distinguished foreigners/ visitors or members of public as such acceptance are in contravention of the provisions of Central Civil Services (Conduct) Rules, 1964. If a reward is offered to any Police Officer, he shall refer the matter to his Supervisory Officer.

Every reward offered by the members of the public shall be distributed to Police Officers concerned with the prior approval of the DGP / Inspector-General of Police as under:

(a) Rewards from the public, which are of Rs. 500 or less shall be paid in full to the Police Officers concerned.

(b) In the case of rewards above Rs.500, a minimum of Rs.500 shall be paid to the Officers and the balance remitted to the Welfare Fund of the Puducherry Police.

(c) Notwithstanding the provisions of clauses (a) and (b) above, the Authority competent to sanction rewards shall have the discretion to pay whole or any part of the amount over and above Rs.500 to Police Personnel and to credit the balance to the Welfare Fund of the Police.

Procedure for grant of Commendation Certificate/Cash Rewards

The procedure for the grant of Commendation Certificate and Cash Reward shall be governed by the Standing Order, as may be issued by the DGP.

Communication of Rewards

All such orders of Cash Reward/ Commendation Certificate/ Appreciation Letter / Good Service Entry / Meritorious Service Entry and/or other rewards shall be communicated to the Officer concerned and copy of the order be filed in his personal file and the entries be made in his Service Book.

Medals

The Government of India and the Government of Puducherry has instituted the following medals (includes but not limited to) for Police Personnel. All the criteria and procedures for medals are governed by Government of India as issued, from time to time.

1. Ashoka Chakra series of Gallantry Awards.
2. President's Police Medal for Distinguished Service
3. President's Police Medal for Meritorious Service
4. Jeevan Raksha Padak series of Awards.
5. Union Home Minister's Medal for Special Operation.
6. Union Home Minister's Medal for Excellence in Investigation.
7. Union Home Minister's Medal for Excellence in Police Training (Indoor/Out door).
8. UHM Medal for Asadharan Aasuchana Kushalata Padak.
9. Lieutenant Governor's Medal for Extraordinary Service
10. Lieutenant Governor's Police Commendation Certificate
11. Rajiv Gandhi Meritorious Police Service Medal
12. Chief Minister's Medal for Best Services
13. Chief Minister's Medal for Very Good Services
14. DGP Commendation Certificate
15. Commandant Commendation Certificate (IR Battalion)
16. Commandant General Commendation Certificate (Home Guards)
17. The Chief Secretary's Police Trophy for Best PS

Wearing Decorations and Medals

The order of precedence of wearing various medals and decorations shall be strictly followed as per rules.

Loss of Medal

All losses of medals shall be reported by the recipients to the DGP/IGP through proper channel. They shall be replaced on payment of the cost by the recipient subject to the orders of the Government after due enquiry.

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CHAPTER – 29

CONDUCT AND DISCIPLINE

Introduction

Police Personnel shall, at all times, exhibit high standards of official and personal conduct and shall maintain prescribed norms of discipline under all circumstances. The Norms of conduct and parameters of discipline shall, therefore, be prescribed and laid down.

Seniority among Officers of the same rank or of the same grade shall be reckoned in accordance with the principles laid down in the chapter 23 of this Manual or as per seniority lists published from time to time.

Saluting and Official Greetings

1. A salute is the Police method of greeting the Seniors and not a servile act. It is an out ward sign of an inward spirit of discipline and respect for Superiors. The unity and discipline of the Force are indicated by the manner in which the men salute and the Officers return them.
2. Failure to salute shows disrespect, idleness and a low standard of discipline. Failure by an Officer in Uniform to insist on being saluted is a breach of discipline.
3. A Subordinate Officer shall always salute a Senior Officer first. It is good manners for a Junior Officer to salute a Senior Officer, when they meet, though they may be of the same rank.
4. Any Police Officer who is saluted shall smartly acknowledge the salute.
5. Police Officers when on motor shall not salute. They shall keep both hands on the handlebars and look straight to the front. The same procedure shall be adopted when driving a motor vehicle.
6. Subordinate Police Officers in Uniform shall salute all Gazetted Officers of the Government and Commissioned Officers in Uniform of Navy, Army, Air and Auxiliary Forces, when addressing them or being spoken to by them.
7. If the nature of the duty such as regulating traffic or other special circumstances makes it undesirable, a Police Officer shall not be required to salute unless spoken to by a person entitled to be saluted.
8. When a Senior Officer enters a room in a PS or classroom etc., the men in the room shall pose attention while seated or stand to attention until they are told to resume their seats or occupation. The Senior Officer present shall call the men to attention; otherwise, the first man who observes any Senior Officer entering a room shall give notice to the others by calling them to attention.

9. When two or more Officers are together, the Senior only, whether in Uniform or not, shall return the salute.

10. When appearing in a conference or assembly of Senior Officers, only the senior-most Officer shall be saluted. It is incorrect to salute in turn the other Officers.

11. An Officer in Uniform, wearing a head dress and appearing in an office or orderly room before a Senior Officer, shall salute, retain his head-dress and stand to attention unless she is asked to sit down. On being asked to sit down, he shall remove his headdress. It is highly improper to place the head-dress on the table of the Senior Officer, or to retain it on one's head while sitting. It is similarly improper to wear dark glasses when addressing or being addressed by a Senior Officer.

12. All Officers and Constables shall salute the Court (the Magistrate or Judge) on entering the Courtroom.

13. When wearing western-style civilian dress, it is etiquette and good manners to remove the head-dress before entering the room of a Senior Officer or a dwelling place of any kind.

14. When a Senior Officer comes to a function accompanied by a lady, the Officer shall be greeted first if the function is an official parade and the Officer is to be the reviewing Officer. Otherwise, on all other occasions, the lady shall be greeted first.

15. When Officers are in a body apart from the parade, all of them shall salute independently on the approach of a Senior Officer. If, however, they are on an official parade, they shall be called to attention by the senior-most Officer among them who alone shall salute.

16. When a Senior Officer arrives on parade, he is greeted by the parade commander who calls the parade to attention and salute. It is not necessary for an Officer on the parade to salute when the Senior Officer is going round to inspect the parade unless addressed by him or having occasion to address him.

17. If the Senior Officer arrives after the parade has started, the parade shall not be called to attention. The parade commander shall salute the Senior Officer and obtain instructions from him.

18. When the Senior Officer goes round the parade ground, the sub-Unit commanders only shall salute, if they are not engaged in instructing their squads. They shall otherwise continue without diverting their attention to greet the Officer. If, however, the Senior addresses any squad commander, the latter shall immediately stop his instructions, bring his squad to attention, and shall himself salute. After having done with the Senior Officer, he shall proceed with his squad in accordance with the programme.

19. When at a ceremonial parade the command 'National Salute - Present Arms is given, and the national anthem is not played, all Police Officers present but not on parade shall stand to attention until the order 'Slope Arms' is given. When, however, the national anthem is played all Officers of and above rank of Assistant Sub-Inspector not on parade except those Officers attending or accompanying the personage taking the salute, shall salute. Other non-Gazetted Officers shall stand to attention without saluting. Officers attending or accompanying the personage shall stand to attention but shall not salute.

20. All those who are not wearing Uniforms shall stand to attention when the national anthem is played. Those wearing hats shall take them off.

21. The following orders shall be observed when the national anthem is played:

    (i) While on parade, all Officers of the rank of Assistant Sub-Inspector and above shall salute, and the men shall come to attention. This does not apply to ceremonial parades when men shall present arms.

    (ii) While on the move, the party commander shall halt the party and shall salute, whereas, the rest of the men shall remain at attention.

    (iii) If standing in an organized party, the salute shall be given only by the Officer of the rank of Assistant Sub-Inspector and above, except that a Head Constable shall salute, if he is in charge of a party and the others shall come to attention.

    (iv) All ranks wearing Indian-style civilian dress shall stand to attention.

    (v) All sentries on duty shall slope arms.

    (vi) All Officers carrying a drawn sword shall remain at the carry.

22. When Police are posted for street lining on public occasions such as Presidential or Governor visits, mounted and dismounted Officers of and above the rank of Inspector shall salute. Officers below the rank of Inspector shall not salute, but stand to attention.

Police Officer's Behaviour while on Duty

(a) It is improper for Police Officers, while on duty in Uniform to smoke, chew pan, be unnecessarily engaged on their mobile phones or talk leisurely with friends in public. Such an exhibition creates an unfavourable impression in the minds of the public who cannot distinguish whether such men are on or off duty at that time.

(b) While on duty in plain clothes, Officers shall invariably carry with them their identity cards. It is essential that a plain clothed Policeman is not identified as a Policeman. If, however, anybody questions his identity when taking any action, the identity card shall be shown to him.

(c) Every Police Officer shall at all times maintain absolute integrity, devotion to duty and do nothing which is unbecoming of a Police Officer.

(d) No Police Officer shall, in the performance of his duties or in exercise of the powers conferred on him, act otherwise than in his best judgement except when he is acting under the direction of his official superior.

(e) The direction of the official superior shall ordinarily be in writing, oral direction to subordinates shall be avoided, as far as possible. Where the issue of oral direction becomes unavoidable, the official superior shall confirm it in writing immediately thereafter.

(f) The subordinate Police official who has received oral direction from his official superior shall seek confirmation of the same in writing as early as possible, whereupon it shall be the duty of the official superior to confirm the direction in writing.

(g) No Police Officer shall indulge in any act of sexual harassment of any woman.

(h) If a subordinate Police official is involved in a criminal case; his involvement, arrest and conviction; the fact and the circumstances connected therewith; shall be reported to his official superior as soon as possible.

(i) No Police Officer shall evade or shirk the responsibility devolving legitimately on him and seek instruction from or approval of a Superior Authority when such instruction or approval is not necessary in the scheme of distribution of powers and responsibilities.

Behaviour of Police Officers towards the Public

(a) Every member of the Police Force shall regard himself as a servant and guardian of the general public and treat all law-abiding citizens, irrespective of their social position, with unfailing patience, Courtesy and tact. While addressing members of the public, all Officers and men shall use the honorific plural for the person addressed. The aim shall be to make the Police force trusted and respected by the people.

(b) The heads of offices shall ensure that their subordinates treat the members of the public approaching them on official business with consideration and courtesy, so as to encourage them to represent their grievances to them. They shall also take steps to ensure that members of the public, when they come to see them on business are not kept waiting unnecessarily and their complaints and applications are promptly looked into and disposed of.

Behaviour of Police Officers towards Subordinates and Superiors

(a) Senior Police Officers shall strictly avoid the use of unduly harsh language while addressing or talking to their juniors and subordinates. They shall

show their subordinates the same consideration, as they shall expect from their superiors. It is essential that members of the subordinate Staff, in turn, shall behave respectfully towards their superiors and do their duty satisfactorily.

(b) No Police Officer shall pass in temperate comments towards the subordinate Officers or Senior Officers.

(c) If any Police Officer considers that an erroneous view has been taken of his conduct in any matter, he may refer the question in a temperate manner through the proper channel.

(d) Any Police Officer making complaints or allegations, which he cannot substantiate or prove, against any Officer shall render himself liable to disciplinary action.

(e) No Police Officer shall place any obstacle in the way of an Officer junior to him wishing to communicate with Higher Authority through the proper channel.

Taking part in Gambling or Accepting Bribe

(a) No Police Officer shall take any part in any form of gambling or lottery, or otherwise conduct himself in any manner calculated or likely to bring the force into contempt and disrepute.

(b) No Police Officer shall accept bribe in the Form of cash or kind or in any other manner what so ever, in lieu of discharging their duties. Any Police Officer who may at any time be offered a bribe in cash or any kind shall make an immediate report of the fact to his official superior. Failure to comply with this order shall in itself constitute a breach of discipline.

Consumption of Alcohol / Drugs

No Police Officer shall consume or be under the influence of intoxicating drugs or liquor or toddy while on duty or otherwise.

Behaviour towards Officers of other Departments

The Police Officers shall treat the Officers of other Departments and organizations such as the Judiciary, Home Guards, Administration, and the Armed Forces with respect and courtesy.

Individual and Collective Responsibility

(a) Police Officers usually act individually in the execution of their duty. They shall remember that on the behaviour of each individual depends the reputation of the force and the degree to which the law-abiding section of the public shall

be willing to cooperate against lawbreakers. In particular, the following matters shall receive constant attention:

(i) All ranks shall at all times carry themselves smartly, and be cleanly and decently dressed. Special attention shall be paid to the cleanliness and proper wearing of Uniforms.

(ii) All ranks shall wear Uniform when on duty, except for those men employed on detective and similar duties where the wearing Uniform might be prejudicial to the successful execution of the duty concerned.

(iii) Every Police Officer shall keep his temper thoroughly under control and shall act with courtesy on all occasions, irrespective of the behaviour of others towards him.

(b) No Police Officer shall, in any place and whether on leave or on duty, conduct himself in any manner, or take part in any activities, calculated or likely to bring the Force into contempt; or to be prejudicial to the maintenance of good order and discipline of the Force; or to be prejudicial to the proper performance of duties of the Force.

(c) The Police shall be faithful and display allegiance to the Constitution of India and respect and uphold the rights of citizens as guaranteed by it.

(d) The Police are essentially a law enforcement agency. They shall not question the propriety or necessity of any duty enacted by law. They shall enforce the law firmly and impartially, without fear or favour, malice or vindictiveness.

(e) The Police shall recognize and respect the limitations of their powers and functions. They shall not usurp or even seem to usurp the functions of the Judiciary and sit in judgement on cases. Nor shall they avenge individuals and punish the guilty.

(f) The Police shall recognize that they are members of public, with the only difference that in the interest of the community and on its behalf, they are employed to give full-time attention to duties which are normally incumbent on every citizen to perform.

(g) In securing the observance of law or in maintaining order, the Police shall use the methods of persuasion, advice and warning. Shall these fail, and the application of force become inevitable, only the absolute minimum force required in the circumstances shall be used. The Police shall not take recourse and custodial violence under any circumstance to secure evidence in an investigation.

Bar on Political Activities

(a) No Police Officer shall be a member of, or join or be otherwise associated with, any political party or trade union or any organization which takes part in politics nor shall take part in, subscribe in aid of, or assist in any other manner, any political movement or activity.

(b) It shall be the duty or every Police Officer to endeavour to prevent any member of his/ her family from taking part in subscribing/ in aid of or assisting in any other manner any movement or activity which is or tends directly or indirectly to be subversive of the Government as by law established, and where a Police Officer is unable to prevent a member of his family from taking part in or subscribing in aid of, or assisting in any other manner, any such movement or activity, he/she shall make a report to that effect through the proper channel to the DGP / Union Territory Administration.

(c) If any question arises whether any movement or activity falls within the scope of this rule, the decision of the Government thereon shall be final.

(d) No Police Officer shall canvass or otherwise interfere or use his influence in connection with, or take part in, an election to any legislature or local Authority

Provided that

(a) A Police Officer qualified to vote at such election may exercise his right to vote, but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted;

(b) A Police Officer shall not be deemed to have contravened the provisions of this rule by reason only that he assists in the conduct of an election in the due performance of a duty imposed on him by or under any law for the time being in force;

Explanation: The display by a Police Officer on his person, vehicle or residence of any electoral symbol shall amount to using his influence in connection with an election within the meaning of this sub-rule.

Association of Police Officers in Trade Union Movement

(A). No Police Officer shall

(a) pay or contribute towards expenses of any trade union.

(b) be a member of or be associated in any way with, any trade union, labour union, political association or with any class of trade unions, labour unions or political associations.

(c) be a member of, or be associated in any way with, any other society, institution, association or organization that is not recognized as part of the Force of which he is a member or is not of a purely social, recreational or religious nature.

(d) shall participate in or address any meeting or take part in any demonstration organized by any body of persons for any political purpose or for such other purposes as may be prescribed.

(B). Participation in Hartals, Strikes etc.

No Police Officer shall directly or indirectly participate in any Form of strike or hartal or picketing. Refusal to take food resulting in physical inability to discharge his duties efficiently or refusal to receive pay or allowances shall also be construed to be 'strike' and shall render the Officer resorting to it liable to severe disciplinary action.

Section 10 of Act V of 1861 absolutely forbids any Police Officer from taking up any employment whatsoever, other than his official duties under the Act, save with the express and written permission of the DGP. This restriction is binding throughout every Officer's service whether on leave or on duty.

(C). Membership in Co-Operative Societies

Police Officers may take part in the promotion of cooperative societies, but no Police Officer shall, except with the sanction of the Competent Authority, hold office in any cooperative society or serve on any committee appointed for the management of its affairs, unless the society is composed wholly of Police Officers or partly of Police Officers and partly of other Government servants in the Police Department. The Senior Police Officer shall get the prior sanction of the DGP/IGP, while the subordinate Officers shall get the written sanction of the Senior Superintendent of Police concerned. A Police Officer who is a member of a co-operative society composed wholly of Police Officers or partly of Police Officers and partly of other Government servants, in the Police Department may accept remuneration for keeping the accounts of the society, with the sanction of the DGP/IGP.

Prompt Attention to and Disposal of Complaints from the Public

Prompt and efficient disposal of public grievances is the primary duty of every Police Officer. They shall be ready to hear complaints requiring immediate attention at any time of the day, as far as possible, so that members of the public shall feel confident that they can always approach the Police Officers concerned for redressal of their grievances in a sympathetic manner.

Receiving Gifts

(a) Except for the farewell entertainment on the occasion of a Police Officer's retirement or transfer, no Police Officer shall accept gifts of more than trifling value as specified in conduct rules at the time of transfer or retirement.

(b) Provided that gifts of a value, reasonable in all circumstances of the cases, may be accepted from relations and personal friends or presented to such persons on occasions such as weddings, anniversaries, funerals and religious functions when the making or receiving of such gifts is in conFormity with the prevailing religious or social customs; but acceptance of such gifts other than those of a trifling value shall be reported to the Government and the gifts shall be disposed of in such manner as the Government may direct.

Prohibition of Receipt of Rewards from Public

No Police Officer shall accept any reward, fee or honorarium, other than rewards authorized under these rules, without the prior sanction of the DGP/IGP.

(a) A Government servant shall not accept any gift from any foreign firm, which is either contracting with the Government of India or is one with which the Government servant had, has or is likely to have official dealings.

(b) On occasions such as weddings anniversaries funerals are religious functions, when the making of gifts is in conformity with the prevailing religious and social practice, a Government servant may accept gifts from his near relatives or from his personal friends having no official dealings with him but shall make a report to the Government, if the value of such gifts exceeds:

(i) Rupees seven thousand in the case of a Government servant holding any Group 'A' post ;
(ii) Rupees four thousand in the case of a Government servant holding Any Group 'B' post;
(iii) Rupees two thousand in the case of a Government servant holding any Group 'C' post and
(iv) Rupees one thousand in the case of a Government servant holding any Group 'D' post.

In any other case, a Government servant shall not accept any gift without the sanction of the Government, if the value exceeds :

(i) Rupees one thousand five hundred in the case of a Government servant holding any Group 'A' or Group ‘B’ post and

(ii) Rupees five hundred in the case of a Government servant holding any Group 'C' or Group ‘D’ post.

Insolvency and Habitual Indebtedness

(a) If a Police Officer is adjudged or declared insolvent or has incurred debt aggregating to a sum which in ordinary circumstances, he could not repay within a period of two years or if a part of his salary is frequently attached for debt or has been continuously so attached for a period of two years or is attached for a sum which, in ordinary circumstances, could not repay within a period of two years, he may, unless he proves that the insolvency or indebtedness is the result of circumstances which, with the exercise of ordinary diligence, he could not have foreseen or over which he had no control and has not proceeded from extravagant or dissipated habits, be presumed to have contravened the provisions of conduct rules. In case of wilful default by Police Officer the DGP/IGP may by written order divert part of the salary of such Officer to service the borrowing.

(b) No Police Officer shall borrow money from or otherwise become in any way indebted to:

(i) Any other Police Officer;

(ii) Any member of the public residing or carrying on business in the Puducherry Union Territory; or

(iii) An agent, dependent, relation or surety of the persons mentioned at (i) and (ii) above.

Provided that this rule shall not apply to ordinary debts relating to the purchase of articles and commodities of essential day-to-day use from any shop.

(a) No Police Officer shall, directly or indirectly, loan money to any other Police Officer or to any person who is, or may be, subject to his official Authority.

(b) All Police Officers shall report to their immediate Senior Officers any instance amongst their subordinates of prohibited pecuniary transactions, insolvency, or indebtedness to an extent exceeding 6 month’s pay.

(c) A Police Officer who has been dismissed from the service on account of insolvency shall not be eligible for re-employment in any branch of the public service.

Political or Outside Influence

No Police Officer shall bring or attempt to bring any political or other outside influence to bear upon any superior Authority to further his interests in respect of matters pertaining to his service.

Bigamous Marriage

No serving Police Officer who has a wife/husband living shall contract another marriage.

Neglect of Family and Children

Police Officers shall maintain a decent standard of conduct even in their private lives and shall not neglect to take proper care of their dependent parents, wives and children. Disregard by them of obligations towards their wives and children tend to injure their reputation and thereby undermine the trust and confidence which the public reposes in them. Complaints by family against such Police Officer may invite Departmental action.

Behaviour of Police Parties during Journeys

When Police parties are sent from one District to another on duty, Officers-in-charge of the parties shall keep their men under proper control throughout the journey.

Tendering Evidence

While giving evidence and on every other occasion, a Police Officer shall speak the truth, the whole truth and nothing but the truth. He shall not be swayed by any desire to assert his own importance or to secure a conviction or an acquittal by any other temptations. When repeating a conversation or statement, he shall not exaggerate, misrepresent or suppress any part of it. Every Police Officer shall adopt every legitimate means in his power to assist in raising the prestige of the service in the estimation of the public and in securing its goodshall and respect by right behavior on or off duty. He shall always be available to those who seek his aid.

Vindication of Acts and Character of Police Officers

No Police Officer shall, except with the previous sanction of the Union Territory Administration, have recourse to any Court or to the press for the vindication of any official act which has been subject matter of adverse criticism or any attack of defamatory character.

Explanation: Nothing in this rule shall be deemed to prohibit a Police Officer from vindicating his private character or any act done by him in his private capacity.

No Police Officer shall, except with the previous sanction of the Government accept from any person or body of persons, compensation of any kind for any malicious prosecution brought against him or for any defamatory attack made on his public acts or character, unless such compensation has been awarded by a competent Court.

Association of Government Servants' with Public institutions

The association of the names of serving Police Officers with public institutions or works, such as libraries, hospitals, schools, roads, buildings, etc., is prohibited. Similarly, Police Officers are prohibited from associating their names with such objects as shields, trophies, prizes, medals and cups. In exceptional circumstances, prior sanction of DGP/IGP shall be obtained.

Communication with the Press, Radio or Television

No Police Officer shall, in his personal capacity in any radio broadcast, social media post or in any document published anonymously or in his own name or in the name of other person or in any communication to the press or in any public utterance make any statement of fact or opinion which has the effect of an adverse criticism of any current or recent policy or action of the Central Government or State Government or the Union Territory Administration or which is capable of embarrassing the relations between the Central Government and the Government of any State; or which is capable of embarrassing the relations between the Central Government and the government of any foreign State; Provided that nothing in this rule shall apply to any statements made or views expressed by a Police Officer in his official capacity or in the due performance of the duties assigned to him.

Employment other than Police Duties

No Police Officer, except with the previous sanction of the Government, permit his son, daughter or dependent to accept employment with any private firm with which he has official dealings or with any other firm having official dealings with the Government. Provided that where the acceptance of the employment cannot await the prior permission of the Government or is otherwise considered urgent the matter shall be reported to the Government and the employment may be accepted provisionally subject to the permission of the Government.

No Police Officer shall take up any employment whatsoever, other than his official duties, save with the express and written permission of the DGP/IGP. This restriction is binding throughout every Officer's service whether on leave or on duty.

Movable, Immovable and Valuable Property

(I) Every Government servant shall on his first appointment to any service or post submit a return of his assets and liabilities, in such Form as may be prescribed by the Government, giving the full particulars regarding:

(a) the immovable property inherited by him, or owned or acquired by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person;

(b) shares, debentures and cash including bank deposits inherited by him or similarly owned, acquired, or held by him;

(c) other movable property inherited by him or similarly owned, acquired or held by him; and

(d) debts and other liabilities incurred by him directly or indirectly.

Note 1: Clause (I) shall not ordinarily apply to Group 'D' servants but the Government may direct that it shall apply to any such Government servant or class of such Government servants.

Note 2: In all returns, the values of items of movable property worth less than Rs.10000 may be added and shown as a lump sum. The value of articles of daily use such as clothes, utensils, crockery, books, etc. need not be included in such return.

Note 3: Where a Government servant already belonging to a service or holding a post is appointed to any other civil service or post, he shall not be required to submit a fresh return under this clause.

(II) Every Police official belonging to any service or holding any post included in Group 'A' and Group 'B' shall submit an annual return in such Form as may be prescribed by the Government in this regard giving full particulars regarding the immovable property inherited by him or owned or acquired by him or held by him on lease or mortgage either in his name or in the name of any member of his family or in the name of any other person. Where a Police official enters into a transaction in respect of movable property, either in his name or in the name of any member of his family, he shall, within one month from the date of such transaction, report the same to the prescribed Authority, if the value of such property exceeds two months' basic pay of the Government servant:

(III) Provided that the previous sanction of the prescribed Authority shall be obtained by the Government servant if any such transaction is with a person having official dealings with him.

(IV) All requests for obtaining prior sanction and making intimation about transactions in immovable and movable property may be made in the standard Form No.-I 18(2) and Form No.-II 18(3) of CCS (Conduct) Rules, 1964 or any other Law/Rule in force by the GoI from time to time.

(V) Subject to the condition which follow, any Police Officer may possess or acquire land and other property.

(VI) Every Police Officer on appointment or promotion to a rank above that of Constable shall report to the concerned Authority in prescribed Form of CCS (Conduct) Rules details of all immovable property held by him, or by his/ her spouse, children, father, brothers or nephews at the time of such appointment or promotion. Any interest held by the Officer in a joint Hindu family property shall also be shown by him in the declaration.

(VII) No Police official shall, except with the previous knowledge of the prescribed Authority, acquire or dispose of any immovable property by lease, mortgage, purchase, sale, gift or otherwise either in his own name or in the name of any member of his family, provided that the previous sanction of the prescribed Authority shall be obtained by the Police official if any such transaction is with a person having official dealings with him.

Return of Immovable Property

(a) By each calendar year, a report in the prescribed Form shall be prepared by every upper subordinate/Police Officer and sent directly to the Officer or the Government, as the case may be in accordance with the rules and provisions made in this regard by the respective State/ Union Territory Government or the Police organization.

(b) On 31st January each year, every Police Officer shall write up a fresh declaration Form containing details of additional immovable property acquired, or previously declared immovable property disposed of, during the previous year by him or by the relatives as noted clause above.

(c) The declarations of immovable property of lower subordinates shall be recorded with their character rolls. Those of upper subordinates with the declarations as to sources of income shall be recorded with their Confidential Files.

Guidance by Senior Officers

Senior Officers shall encourage the Subordinate Officers to be upright, honest and faithful. They shall put down with a firm hand arrogant, overbearing, rough or unmannerly conduct on the part of the subordinate Police Officers whenever it comes to their notice. It shall be realized that no matter how successful one may be in the detection of crime or proficient in any field of Police work, he/ she is liable to be punished if he/ she shows himself incapable of treating the public properly.

Audience with Senior Officers and DGP / IGP

All Subordinate Police Officers shall obtain the written permission of the concerned Senior Superintendent of Police before seeking an interview with the DGP/IGP or any Higher Authority on any matter. Such written permission shall be produced at the time of the interview. Failure to observe this order constitutes a breach of discipline. When the Senior Superintendent of Police grants permission to an Officer to interview the DGP/IGP, he shall forward to the DGP/IGP with his remarks an application from the Officer concerned stating the reasons for which the interview is required and shall at the same time inform the applicant that he shall not go for the interview until orders have been received by him.

Orderly Room

Orderly Room shall be held by the Officers of and above the rank of Superintendents of Police. The Officer presiding in Orderly Room is required:

(a) to hear, and, so far as empowered, to pass orders on all requests and representations preferred by subordinates in proper manner.

(b) to hear, and, so far as empowered, to dispose without delay of defaulters' cases.

A Police Officer willing to appear at Orderly Room to make a request or representation shall obtain the permission of his/her immediate Senior Officer to do so. Defaulters shall be produced in Orderly Room by the Officer preferring the charge against them.

It shall be the duty of the Reader to be present at Orderly Room, and to produce the character rolls and personal files of all request men and defaulters if required for reference by the presiding Officer.

(a) When Orderly Room is held by a Gazetted Officer other than the Superintendent of Police, the Orderly Room Register shall be submitted without delay to the Senior Superintendent of Police for his information and any orders which he may have to pass.

(b) After the Senior Superintendent of Police has seen the Orderly Room Register, they shall be communicate to the concerned Inspector who shall be responsible that all orders passed thereon are given effect to in the proper manner. The Registers shall then be returned to the Reader in whose custody they shall usually remain.

Petition

Petitions include memorandum, representation, letter or an application of the nature of a petition. The following instructions shall be followed in the matter of submission, receipt and transmission of petitions addressed to the Hon'ble Lieutenant Governor or to the President of India in respect of matters arising out of service in the Police Force or the termination of such service etc.

(A). Manner of submission of Petition

Every petition shall be legible and may preferably be typed. Every petition shall be authenticated by the signature of the petitioner and shall be submitted by him in his own behalf. Every petition and the documents accompanying it shall be in the official language of the Union.

(B). Contents of Petition

Every petition shall (a) contain all material statements and arguments relied upon by the petitioner; (b) be complete in itself and include a copy of the order complained against, as well as copies of orders, if any, passed by subordinate Authorities; (c) contain no disloyal, disrespectful or improper language; and (d) end with a specific prayer.

Method of submission

Every petition shall be submitted to the concerned Authority through the Senior Superintendent of Police and shall be accompanied by a letter requesting the Senior Superintendent of Police to transmit it to the said Authority. The Senior Superintendent of Police shall forward the petition to the Authority through the usual channel together with a concise statement of the facts, material thereto and all relevant papers and unless there are special reasons to the contrary an expression of his opinion thereon.

Withholding of petition

The Senior Superintendent of Police may at his discretion, withhold a petition when:

(a) the petitioner has not complied with any of the provisions stated above or the petition is a representation against an order communicated to the petitioner more than six months before the submission of the petition and no satisfactory explanation of the delay is given; or

(b) a previous petition from the petitioner on the same subject has been disposed of by the Authority to which the petition is addressed, discloses no new facts or circumstances that afford grounds for a reconsideration of the matter; or

(c) the petition is are presentation against a decision that is declared to be final by any law or statutory rule; or

(d) the petition is an application for employment under the Government not made in pursuance of any rule or announcement calling for applications for such employment; or

(e) the petition relates to a subject on which the Senior Superintendent of Police is competent to pass orders and no application for redress has been made by the petitioner to him or

(f) the petition is a representation against the non-exercise in favour of the petitioner of a discretion vested in the Senior Superintendent of Police

(g) the petition is a representation against the discharge or termination of service by a Competent Authority of the petitioner having been appointed on probation, during or at the end of such probation or having been appointed to hold a temporary post on the expiration of the period of such appointment or having been engaged under an agreement or contract in accordance with terms of such agreement or contract, or

(h) the petition is are presentation against an order from which the petitioner has already exercised or has failed to exercise a right of appeal available under the rules or against an order by a Competent Authority in the exercise of appellate or revisional powers conferred by any rule, or order, regarding his condition of service or

(i) the petition is a representation against an order of a Competent Authority refusing to grant or recommend a special pension or any pecuniary or other concession to which the petitioner is not entitled under any rules or orders or contract regulating his conditions of service.

The Authority which withholds a petition shall inform the petitioner of the withholding thereof and the reasons therefore. A quarterly return specifying particulars of all petitions withheld and the reason for withholding the same shall be submitted to the Administration by the Senior Superintendent of Police.

In the rules under this chapter, the term ‘members of the family’ in relation to a Police Officer includes:

The wife, child or stepchild of such Police Officer whether residing with him or not, and any other person related, whether by blood or by marriage to the Police Officer or to such Police Officer’s wife and wholly dependent on such Police Officer, but does not include wife legally separated from the Police Officer, or child or stepchild who is no longer in any way dependent upon him or of whose custody the Police Officer is deprived by law.

(a) As regards possessions other than immovable property, the Government reserves to itself the right to demand from any Police Officer, shall the public interests require that such a demand shall be made an account of investments made or movable property acquired by him or by any of the near relatives.

(b) The proper channel of communication between enrolled and Gazetted Officers is through their immediate and intermediate Senior s and the preferment of requests representations and other communications save through this channel shall not ordinarily be permitted.

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CHAPTER - 30

DEPARTMENTAL ACTION, PUNISHMENT AND APPEAL

Introduction

Reward and punishment are two essential tools of administration and management. Good and commendable performance shall be suitably rewarded and dereliction of duty shall be punished. These are the universally accepted principles of Police Administration. Use, utility and inevitability of these principles become more apparent for an organization like Police, where code of conduct, discipline and performance occupy a significant place in the overall professional milieu. The parameters, procedures and methods of punishment, Departmental proceedings and rewards, shall be based on judicious, objective and just foundations. For every category of Personnel, separate rules and provisions are made for this purpose and Police organizations are no exception to this general rule.

Acts and Rules applicable to the Members of Puducherry Police

(a) The Central Civil Services (Conduct) Rules, 1964.

(b) The Central Civil Services (Classification, Control and Appeal) Rules, 1965

(c) The Puducherry Police Subordinate Services (Discipline and Appeal) Rules, 1968

(d) The Police Act, 1861

(e) The Police Forces (Restrictions of Rights) Act, 1966

(f) Other laws wherever specified with regard to Police

Suspension Review Committee

Group B – ASI to Inspector of Police

1	Chief Secretary to Government	Chairman
2.	DGP/IGP	Member
3	Secretary to Government (Law)	Member

Group C – Police Constable, Head Constable and other ranks below Police Constable

1	DGP/IGP	Chairman
2.	Senior Superintendent of Police (C&I)	Member
3	Senior Superintendent of Police (HQ)	Member

Disciplinary Authority

(a) The DGP shall be the Disciplinary Authority for upper subordinates, i.e. from Assistant Sub-Inspector to Inspector of Police.

(b) The Senior Superintendent of Police (C&I) is the Appointing Authority and also the Disciplinary Authority for lower subordinates, i.e., Head Constable, Police Constable and other ranks below Police Constable.

(c) The Administrator of the Union Territory of Puducherry shall be the Disciplinary Authority for Gazetted Police Officers.

S.N.	Penalties	Inspectors of Police		Sub-Inspectors or equivalent rank, Assistant Sub-Inspectors or equivalent rank		Head Constable, Constable and other ranks below Police Constable	
		D.A.	A.A.	D.A.	A.A.	D.A.	A.A.
1.	Dismissal from service which shall ordinarily be a disqualification for future employment	DGP	CS	DGP	CS	SSP (C&I)	DGP
2.	Removal from service which shall not be a disqualification for future employment	DGP	CS	DGP	CS	SSP (C&I)	DGP
3.	Compulsory retirement	DGP	CS	DGP	CS	SSP (C&I)	DGP
4.	Reduction to a lower rank, grade or post or to a lower time scale or to a lower stage in a time scale for a specified period	DGP	CS	DGP	CS	SSP (C&I)	DGP
5.	Fine not exceeding one month's pay	DGP	CS	DGP	CS	SSP (C&I)	DGP

6.	Withholding of increments or promotion for a specified period with cumulative effect	DGP	CS	DGP	CS	SSP (C&I)	DGP
7.	Censure	DGP	CS	DGP	CS	SSP (C&I)	DGP
8.	Forfeiture of increment without cumulative effect	DGP	CS	DGP	CS	SSP (C&I)	DGP
9.	Recovery from any of the whole or part of any pecuniary loss caused to the Government by negligence or breach of orders	DGP	CS	DGP	CS	SSP (C&I)	DGP
10.	Punishment drill not exceeding 15 days	N.A.	N.A.	N.A.	N.A.	SSP (C&I)	N.A.

CS: Chief Secretary, Puducherry
DGP : Director General of Police, Puducherry
SSP(C&I): Senior Superintendent of Police(Crime & Intelligence), Puducherry
D.A. : Disciplinary Authority
A.A. : Appellate Authority

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CHAPTER – 31

PROSECUTION AND SUITS

Article 311 (2) of the Constitution, section 218 of BNSS as well as the provisions of limitation, as available in the Police Acts, provide certain safeguards to Police Officers, when criminal or Departmental proceedings are initiated against them. A proper appreciation of the above provisions shall ensure the ends of law and natural justice, while dealing with complaints against Police Officers.

When an offence of misconduct on the part of a Police Officer can be adequately punished departmentally, such Officer shall not be prosecuted under section 29 of the Police Act, nor shall an upper subordinate under any circumstances be so prosecuted without the sanction of the DGP. Prosecution of Police Officers for non-cognizable offences is to be deprecated. A Criminal Court may award either imprisonment which involves dismissal or fine. Both fine and dismissal can be awarded departmentally. The only cases which form an exception are:

(a) Cases, in which the offender is an incorrigibly bad character, and it is desirable to make an example of him;

(b) Cases of escape from lawful custody due to culpable negligence or collusion, in which case an Officer concerned shall as a rule be prosecuted, and if convicted shall be dismissed from the Force; and

(c) Cases of peculiar aggravation in which the interests of public justice demand a public prosecution and trial.

Punishment after Conviction

The following Guidelines shall be followed in awarding punishments to the accused Police Officer after he is convicted for any offence by a Court of law.

(i) A conviction on a criminal charge does not automatically entail dismissal, removal or reduction in rank. The penalty imposed upon shall not be arbitrary or grossly excessive or disproportionate to the offence committed or one not warranted by the facts and circumstances of the case. The Disciplinary Authority is to take the conviction as sufficient proof of misconduct on the part of the Officer and has thereafter to decide:

(a) Whether the conduct that has led to the conviction on a criminal charge was such as to warrant the imposition of any penalty; and

(b) If so, what shall be the penalty or quantum of penalty?

(ii) The Disciplinary Authority shall study the judgment of the criminal Court and take into consideration all the facts and circumstances of the case and also factors such as:

(a) The entire conduct of the Officer;

(b) The gravity of the offence committed by him;

(c) The impact his misconduct is likely to have on the administration;

(d) Whether the offence for which he was convicted was of a technical or trivial nature; and

(e) The extenuating factors, if any, present in the case.

(iii) The Disciplinary Authority shall do this exercise ex-parte (suo moto) and he need not hear the Police Officer concerned before deciding upon the punishment to be imposed. In ex-parte proceedings, the copies of statements and related documents including order sheets shall be sent to the Officer concerned by post.

(iv) If an Officer appeals to a higher Court and gets a stay order and is in the meanwhile dismissed or any other punishment awarded by the Department, the stay shall be infructuous. Even in case he appeals to higher Court and gets a stay for the suspension of sentence, the process of dismissal or other punishment can be taken up by the Department, irrespective of the stay of sentence, unless the conviction is also stayed.

(v) Conviction and sentence to pay fine or released on probation under Probation of Offenders Act: Police Officers convicted but released on probation of good conduct under section 4 of PoO Act can be dismissed or removed from service or otherwise punished on the ground of misconduct which led to conviction on a criminal charge. In a criminal trial the conviction is one thing and the sentence is another. The Court while invoking the provisions of section 3 or 4 of the PoO Act does not deal with the conviction. It only deals with the sentence, which the offender, has to undergo. Instead of sentencing the offender, the Court releases him on probation for good conduct. However, the conviction remains untouched and the stigma of the conviction is not obliterated. Section 12 of the Act does not preclude the Department from taking action for misconduct, which leads to the offence and to his conviction thereon as per law.

Procedure on Acquittal in a Criminal Case

When a Police Officer has been tried and discharged or acquitted on a criminal charge, he shall not be punished departmentally on the same charge or on a charge based on evidence which has been rejected by the Court. Provided that when a criminal charge against a Police Officer has failed solely for technical reasons or when the Court notes the facts as suspicious but gives the accused the benefit of doubt or records the opinion that witnesses have resiled through the exercise of influence upon them; or when though an acquittal is ordered on the main charge, facts are brought to light in the course of the trial which justify a separate Departmental charge, the acquittal or discharge (either as a result of the case having been compounded or otherwise) shall not in itself be a bar to Departmental action, nor shall such an acquittal be regarded as an honourable acquittal for the purpose of Fundamental Rule 54. In such cases, the District /Senior Superintendent of Police may, with the concurrence of the DGP, in the case of an upper subordinate proceed to take Departmental action in accordance with these rules. Before deciding to launch a Departmental enquiry orwhile disposing a pending enquiry in the case of a Police Officer, who is acquitted by the criminal Court, the Competent Authority is under an obligation to apply his mind to the requirements prescribed to decide whether it is a fit case to defer from the rule of verdict of the Court or not.

Defence of Police Officers for Acts done in Official Capacity

(i) Police Officers shall always be protected when it appears to the Union Territory Administration / Police Department that they have acted in good faith.

(ii) If the Union Territory Administration / Police Department decides not to undertake defence or to act on behalf of the Police Officer, the Officer may take such measures, as he considers necessary at his own expense to conduct prosecution on his behalf or to defend himself. If the verdict is in his favour, the Government shall ordinarily reimburse his reasonable expenses.

(iii) When criminal proceedings are instituted against a Police Officer, either by the Union Territory Administration / Police Department or with their sanction, the Union Territory Administration/ Police Department as a general rule, declines to undertake his defence. However in exceptional cases where the Police Officer concerned isunable to arrange his defence at his own expense on account of financial or other valid reasons, the Union Territory Administration / Police Department may sanction the defence, provided that;

(a) The Police Officer undertakes to refund the entire sum incurred by the Union Territory Administration / Police Department in connection with the conduct of his defence if the case does not end in his favour, and

(b) The Union Territory Administration / Police Department is satisfied about the possibility of recovering such a sum from the Police Officer.

(iv) When in pursuance of these rules, a Police Officer engages, and is permitted to engage, a counsel for his defence, the Union Territory Administration / Police Department shall reimburse the expenditure to the extent it is allowed to the Union Territory Administration / Police Department counsel in the concerned Court as per rules prevailing.

(v) When a civil suit is threatened to be launched against a Police Officer for acts done in the discharge of his official duties and if a notice is given prior to the filing of suit and / or if a written statement is to be filed by the Police Officer in connection with the suit pending, a copy of his reply to such notice or his written statement shall be submitted to the DGP through proper channel. If he decides to defend the Police Officer, he shall examine the reply submitted and issue suitable Guidelines after taking legal advice.

Matters not connected with the Official Duties of the Police Officer

Government shall not give any assistance to a Police Officer or reimburse the expenditure incurred by him in the conduct of proceedings in respect of matters not arising out of or connected with, his official duties or his official position irrespective of whether the proceedings were instituted by a private party against the Police Officer or vice versa.

Criminal Prosecution and Civil Suits by Police Officer

(i) **Defamation:** Sometimes a Police Officer faces defamatory remarks, statements or imputations in respect of his conduct in discharge of his official functions, made by individuals or published in newspapers. In such cases, they may decide to launch a criminal case of defamation u/s 356(2) of BNS with punishment including community service and they may apply to the Union Territory Administration / Police Department for sanction to prosecute. Every complaint referred to the Union Territory Administration / Police Department shall set forth the facts which constitute the offence alleged, the nature of such offence, and such other particulars as are reasonably sufficient to serve notice to the accused of the offence alleged to have been committed. If the Union Territory Administration / Police Department accord sanction, the Public Prosecutor shall file a complaint in the Sessions Court directly without being committed to it through the lower Court and the Public Prosecutor shall conduct the prosecution at the cost of Union Territory Administration. Whenever the Head of the Department comes across such derogatory remarks published in press or otherwise, they shall take initiative in the matter under sections 356(3) and 356(4) of BNS.

(ii) If the sanction of the Union Territory Administration / Police Department could not beobtained, the Police Officer may file a complaint on his own in the Court as perthe ordinary procedure.

(iii) The institution of a civil suit on behalf of the State requires the sanction of the Union Territory Administration / Police Department. In all such suits and in suits by or against Police Officers which go to the Union Territory Administration / Police Department for sanction, the plaints and written statements shall, except in cases of emergency, require approval of the Union Territory Administration / Police Department, before they are filed. After the approval, the DGP can act further on behalf of the Union Territory Administration / Police Department and if a civil suit is instituted against the Union Territory Administration in connection with a matter concerning the Police Department, the Senior Superintendent of Police, shall refer the matter to the DGP for orders, as the defence of such suits ordinarily falls upon the Government Pleader of the area.

Under Article 351 of the Civil Service Regulations, future good conduct is an implied condition of the grant of pension and the Government has the right to withhold or withdraw a pension or any part of it, if the pensioner is convicted of a serious crime or found guilty of grave misconduct. It is, therefore, necessary to ensure that cases where pensioners are convicted by a Court of any crime are also brought to the notice of the Government. Public Prosecutor shall ensure the prompt intimation of such cases to the administrative Authorities concerned.

Assistance to Police Officers for Acts done in Official Capacity

The Police Department and the Union Territory Administration shall protect and support Officers, who are harassed by litigation while discharging his/her legitimate duties. False and malicious allegations are often made against Police Officers with a view to hamper and embarrass them in proper discharge of their duties. He/She shall be given all protection by extending legal aid, financial support and such other Departmental / administrative assistance as may be deemed proper in each case.

Anonymous/Pseudonymous Complaints

In case of an anonymous/ pseudonymous complaint, DoPT's OM and Chief Vigilance Commission's circular in this regard shall be followed and the complaints are to be closed accordingly.

Claims for Loss of Services against Members of the Public

Police Officers shall report promptly to the DGP through their Senior Officers the full facts regarding any injury sustained incapacitating them from service either temporarily or permanently, whether on or off duty owing to the negligence of a member or members of the public.

Legal Advice with regard to Litigation affecting the Union Territory Administration

The Union Territory Administration considers it desirable that, in regard to litigation by or against the administration, legal advice shall always be obtained before a suit is instituted or the defence of a suit undertaken on behalf of the Union Territory Administration. It is not necessary that such advice shall be obtained merely because the notice of a suit against the Union Territory Administration is given under section 82 of the BNSS but in important cases it may be desirable for the Officer dealing with the notice to obtain legal advice regarding it. The Officers though are competent to sanction the filing or defence of suits on behalf of the Union Territory Administration they are not bound to follow the legal advice, and if they decide to reject it, they shall place the reasons for their decision clearly on record.

Appearance and Preparation of Affidavits and Counter-Affidavits

(i) In cases where the Police has been impleaded as party, the HoD/DGP shall approve the counter-affidavit and swear to it before filing it in the High Court.

(ii) In other cases involving small matters of local importance, of which the Police has no special knowledge or where no general issues are involved, no useful purpose shall be served by the counter-affidavit being approved by the DGP. Insuch cases, the draft counter-affidavit need not be submitted to the DGP for approval, provided that the IGP ensures that the public interest is safeguarded, that the counter affidavit brings out the views of the Department clearly.

Writs against Police Officers

Whenever any writ is filed against a Police Officer, the respondents concerned who are directly involved, shall promptly prepare a well-drafted report for preparing a counter affidavit, and if necessary by consulting the prosecuting Officer or can take opinion from the legal cell, before taking the approval of Government Pleader.

District Legal and Administrative Cell (DLAC)

District Legal and Administrative Cell (DLAC) has been constituted for Puducherry District. The composition of DLAC is as follows:

1. Supervisory Officer - SDPO also known as SP
2. Assisted by - One Inspector or Sub-Inspector
3. Police Personnel - Two men of PAP (having knowledge of law and drafting preferably)

Functions of DLAC

(i) To monitor the pending trial cases, especially heinous crimes.

(ii) To supervise the timeline in finalizing the heinous crimes including crime against women and children (rape and POCSO cases).

(iii) To monitor the proposals under the Goondas Act.

(iv) To ensure that Witnesses Protection Scheme is implemented in true spirit.

(v) To monitor various Guidelines of the Hon'ble Supreme Court and High Court and its implementation.

(vi) To ensure that appeals, reports & affidavits, etc., are filed in the higher Courts in a timely manner and to have close coordination with PPs/APPs.

(vii) To monitor service of summons and execution of warrants.

(viii) To supervise bail objections in important cases.

(ix) To monitor petitions received from public/institutions.

(x) To prepare replies in respect of various commissions.

(xi) To maintain crime statistics of the District .

(xii) To accomplish any other work pertaining to the District Police administration as entrusted by the Senior Officers.

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CHAPTER – 32

SERVICE RECORD

The Service Book of a Government servant is a document to record all the events in his/ her entire service period and career, recording each and every administrative action in respect of the Government servant right from the stage of his recruitment till his retirement to reflect the history of service of a Government employee.

Contents of Service Book

Part I of the prescribed Format of the Service Book reflects the Bio data of the employee and shall include the following details:

(a) Individual Record-sheet containing birth proof, educational qualifications and other certificates.

(b) Health certificate and medical examination certificate.

(c) Attestation Form/character and antecedent certificate.

(d) Offer of appointment.

(e) Appointment order.

(f) Oath of allegiance.

(g) Marital status.

(h) Hometown declaration.

Soon after enlistment and after verification of character, a “Character Roll” also known as Part I of service book in Form 32.1 shall be prepared for each recruit in his presence. When the roll is otherwise complete, the recruit shall be taken before a Gazetted Officer and shall in his presence sign the Form or agreement printed as item 4 in the roll and affix his signature. The Gazetted Officer before signing the roll, shall satisfy himself that the recruit understands the purport of the agreement, and that the recruit is satisfied that his age and other details been correctly recorded.

The Part II of the Service Book includes entries of the following certifications/nominations in respect of a Government employee;

(a) Family particulars with due certification from the Government servant that he has furnished the details of the family members for filing nomination in GPF, NPS, family pension, etc.

(b) Nomination for Central Government Employees Group Insurance Scheme (CGEGIS) with similar certification as indicated above. Further, leave encashment details, testimonials and other documents referred to and relied upon shall be maintained in this part.

Declaration of movable and immovable property

Rule 18 (1) (i) of the CCS (Conduct) Rules, 1964 prescribes that every Government servant shall on his first appointment to any service or post submit a return of his assets and liabilities, in such Form as may be prescribed by the Government, giving the full particulars regarding;

(i) immovable property inherited by him, or owned or acquired by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person;

(ii) shares, debentures and cash including bank deposits inherited by him or similarly owned, acquired, or held by him;

(iii) other movable property inherited by him or similarly owned, acquired or held by him; and

(iv) debts and other liabilities incurred by him directly or indirectly.

Maintaining Service Book

(a) Service Books shall be kept in the office in which the pay of the person concerned is drawn. Entries in Service Books shall be in Hindi/English and shall be properly attested by the authorized Officer.

(b) Service books shall be taken up for verification of pensionable service in January each year. After satisfying himself that the services of the Police Officer concerned are correctly recorded in his Service Book, the Officer authorized by the DGP/IGP shall record in it a certificate in the following form over his signature: “Service verified from……..to according to Pay Bill Register and other Records (The Record from which the verification is made)”.

(c) When a Police Officer is transferred from the Force to another office, the Superintendent of Police shall Record in the Service Book over his signature, the result of the verification of service with reference to pay bills and acquittance rolls, in respect of the whole period during which the Officer was employed under him.

(d) There shall be mandatory revision of entries in Service Book every 10 years of service. The concerned Officer shall counter verify the information as submitted by him.

(e) Service Book shall be shown to the Government servants once every year and their signatures obtained therein.

Personal Files

A personal file shall be maintained by the character roll clerk for every enrolled Police Officer. These files are intended for the record or original orders and papers concerning Officer's service and conduct and are supplementary to the character roll. The personal file of Police Officers who have quit the service or died shall be kept in a separate bundle for three years, after which they shall be destroyed.

Confidential Reports

The performance of every Government servant is assessed annually through his/her Annual Performance Assessment Report (earlier Annual Confidential Report), which is an important document providing the basic and vital inputs for assessing the performance of the Government servant and for assessing suitability for further advancement in his/her career on occasions like confirmation, promotion, selection for deputation, selection for foreign assignment etc. Performance appraisal is a tool for human resource development in order to enable a Government servant realize his true potential.

1. The performance in respect of upper and lower subordinates is assessed annually through the Assessment Report that is written by their reporting Officer. Performance appraisal is meant to be a joint exercise between the Government servant reported upon and the Reporting Officer. The Reporting Officer shall, as a rule, have sufficient knowledge of the work and qualities of the employee reported upon, and submit it to the Reviewing Officer. If the Reviewing Officer does not fully agree with the Reporting Officer, he shall indicate the nature and extent of such difference.
2. The Assessment Report guides the defects and shortcomings, of the Officer reported and decides the future career advancement.
3. Thus, the system of APAR has two principle objectives. First and foremost is to improve the performance of the subordinate in his present job. The second one is to assess his potentialities and provide him appropriate feedback and guidance for correcting his deficiencies and improving his performance.
4. If a Reporting/Reviewing Officer is under suspension when the Annual Performance Assessment Report has become due to be written/reviewed, it may be written/reviewed by the Officer concerned within two months from the date of his having been placed under suspension or within one month from the date on which the report was due, whichever is later.

5. The full APAR including the overall grade and assessment of integrity shall be communicated to the concerned Officer after the report is complete with the remarks of the Reviewing Officer and the Accepting Authority wherever such system is in vogue.

6. The concerned Officer shall be given the opportunity to make any representation against the entries and the final grading given in the report within a period of fifteen days from the date of receipt of the entries in the APAR. The representation shall be restricted to the specific factual observations contained in the report leading to assessment of the Officer in terms of elieving es, work out put etc. While communicating the entries, it shall be made clear that in case no representation is received within the fifteen days, it shall be deemed that he/she has no representation to make.

Maintenance of APAR

APAR rolls shall be arranged according to the rank and kept under the custody of the concerned Authority, who shall be responsible that they are neither damaged nor tampered with. The offices responsible for the custody of APARs/ACRs in Puducherry Police are as follows:

(a) Office of DGP	- ASI and above ranks
(b) Office of SSP (L&O), Puducherry	- PCs and HCs
(c) Office of SSP (C&I)	- All technical Staff

Uniform Year (Financial) for writing APAR

The reporting period of the confidential reports shall be co-terminus with the financial year (April-March).

Periodicity of writing

1. The assessment of the performance of Police Officers shall cover a definite period over which it is possible to Form a reasonably correct assessment. With this end in view, APARs are recorded for the period covered by the financial year.

2. Normally there shall be only one report covering the year. There may, however, be occasions where it becomes necessary to write more than one report during a year by different Reporting Officers, when the Reporting Officer or the Officer reported upon, is transferred or deputed elsewhere for a period of more than three months, etc. In that event, the condition stipulated is that, the Reporting Officer has at least three months' experience on which he can base his report on the Officer reported upon. When more than one report is written, each report shall indicate precisely the period covered by it. If the period of observation happens to be less than three months, this fact only need to be indicated in the report.

3. The annual report shall be recorded within one month of the expiry of the report period. Any delay in this regard shall be adversely commented upon. If there is delay in submission of self-appraisal by the Officer reported upon, the Reporting Officer shall give the report without self-appraisal making a suitable note.
4. If two or more Reviewing Officers are working during the year, The Reviewing Officer whose period is more than the other Reviewing Officer shall review in Annual Performance Assessment Report.

Representation against Adverse Remarks

1. The Competent Authority for considering adverse remarks under the existing instructions may consider the representation, if necessary in consultation with the Reporting and Reviewing Officer and shall decide the matter objectively based on the material placed before him within a period of thirty days from the date of receipt of the representation.
2. All representations from lower subordinates and upper subordinates against adverse remarks shall be examined by the Reviewing Officer in consultation with the Reporting Officer.
3. The decision of the Officer and the final grading shall be communicated to the concerned Officer reported upon within fifteen days and a copy of communication of final grading shall be kept in the dossier.

Transfer of Reporting and/or Reviewing Officer in the middle of the Reporting Year

1. If an Officer is transferred during the middle of the reporting year, he shall immediately write the APAR of his subordinates in respect of the year for the period up to the date of his transfer, provided that the period is at least four months and the reports shall be submitted to the Reviewing Officer who shall retain them in his custody and record his remarks in the reviewing portions in the last of the reports for the year, taking into account the reports for the previous portions of the year also, submitted to him by the transferred Officers, at the time of their transfer. If the Reviewing Officer is transferred not simultaneously with Reporting Officer, but after sometime, he shall hand over such reports to his successor and the successor shall review the reports if he happens to have three months experience. Otherwise, the previous Reviewing Officer shall review the report at the end of the year.
2. If, however a Reviewing Officer retired while there is no change in the Reporting Officer and the subsequent Reviewing Officer does not have three months experience of the work and conduct of the reportee, the reviewing portion shall be left blank with a suitable note, recorded therein. This note can be recorded by the new Reviewing Officer who could not review the report because he did not have even three months experience or by the Reporting Officer himself.

Reporting of APAR

1. The annual report shall be recorded within one month of the expiry of the report period.
2. When there is no Reporting Officer with the requisite experience of three months or more during the period of report, the Reviewing Officer himself may initiate the report as a Reporting Officer, provided the reviewing Officer is the same for the entire period of report.
3. If the Reporting Officer/Reviewing Officer is under suspension, then the confidential report may be written/reviewed by the Officer concerned within two months of his being placed under suspension or within one month from the date on which the report was due, whichever is later.
4. With respect to Officers who have undergone training in approved institutions in India or abroad the following procedure shall be adopted:

   (a) Whenever an Officer attends an approved course of study or training the fact of his having done so shall be entered in his confidential report.

   (b) The report, if any, received from the head of the institution shall either be placed in original in the confidential dossier of the Officer or the substance of it.

   (c) An entry about the report submitted by the Officer on his study/training done shall also be mentioned in his confidential report, if it is either out standing or of poor quality, indicating how the Officer made use of his period of study or training.

5. When the Reporting Officer retire or demits office, he may be allowed to give the report on his subordinates within a month of his retirement or demission of office. However, a Reviewing Officer cannot review the APAR after his retirement.
6. In the case of Central Government Officers who are deputed to other Department/State Governments or are on foreign service, the APAR shall be maintained by their parent Departments and the periodicity of such APAR shall be the same as in the parent Department. It shall be the responsibility of the parent Department to obtain the reports of their Officers on deputation and maintain them.

Time Schedule for Preparation of Confidential Reports

1. Time lines are prescribed to ensure timely completion of writing the APARs of Central Government employees, for various stages. Any failure on the part

of the Reporting/Reviewing Officers to comply with the time-schedule shall be viewed seriously.

2. A Reporting Officer shall not wait till the expiry of the time-limit for self-appraisal of the Officer to be reported upon. After the expiry of the first week, if self-appraisal is not received, the Reporting Officer shall take it upon himself to remind the Officer to be reported upon in writing, asking him to submit the self-appraisal by the stipulated date.

3. It shall also be made clear in the reminder that if the Officer to be reported upon fails to submit the self-appraisal by the stipulated date, the report shall be written without self-appraisal. If no self-appraisal is received by the stipulated date, the Reporting Officer can obtain another blank APAR Form and proceed to write the report on the basis of his experience of the work and conduct of the Officer reported upon.

S.No	Nature of Action	Date by which to be completed (subject to Change)
1.	Distributionof blank APAR Forms to all concerned	31st March (This may be completed even a week earlier)
2.	Submission of self-appraisal to Reporting Officer by Officer to be reported upon (where applicable)	15th April
3.	Submission of report by Reporting Officer to Reviewing Officer. - Where self-appraisal by Officer reported upon is prescribed. - Where self-appraisal by Officer reported upon is not prescribed. - Where Officer reported upon is himself a Reporting Officer for subordinates under him	 7th May, 21st May, 22nd May
4.	Report to be completed by Reviewing Officer.	• 23rd May where the due date for the Reporting Officer is 7th May. • 7th May where the due date for the Reporting Officer is 21st April. • 5th June where the due date for the Reporting Officer is 22nd May

NRC (No Report Certificate)

Wherever there is any gap in the APAR during a particular reporting period, it is the responsibility of the officer authorized for maintaining the APAR to place a 'No Report Certificate/NRC' indicating the reasons, e.g. the Officer has not worked for minimum 3 months under a Reporting Officer; he was on leave/training during the period; he was on unauthorized absence if it is a fact; the APAR could not be completed by lapse of the time limit for making remarks by the Reporting/Reviewing Officer etc.

Note: In the matter of APAR, NRC etc. the latest instructions/OM as issued by DoPT shall prevail over the provisions mentioned in this Manual.

APAR channel for Upper and Lower Subordinates of Puducherry Police

The Officer Reported upon	**Reporting Authority**	**Reviewing Authority**
Police Constables and Head Constables	Inspector of Police i/c of the Circle /Unit	Superintendent Police i/c of sub-division/Unit
Asst. Sub- Inspectors, Sub-Inspectors and Inspectors	Superintendent of Police i/c of Sub-Divisions or Units	Concerned Senior Superintendent of Police
Superintendents of Police	Senior Superintendent of Police concerned.	DGP/IGP
Senior Superintendents of Police	D IGP	DGP/IGP
DIGP	IGP	DGP
IGP	DGP	Chief Secretary to Government
DGP	Chief Secretary to Government	Hon'ble Chief Minister of Puducherry

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CHAPTER – 33

CLOTHING AND EQUIPMENT

Clothing is the most influential factor in making a first impression because it signals a person's social status, occupation, group membership and, in some cases, special status or authority. Likewise when a Police Personnel/Officers wears a Police Uniform it symbolizes a certification of legitimacy and a suppression of individuality, the public believes they embody the stereotypical traits of all Police Personnel/Officers and rate them as being more competent, reliable, intelligent, honest, trustworthy and professional than people wearing other clothing. Police Uniform/clothing plays an important part in the public perception of the Police and also Formulate an impression about a Policemen/Officer.

When Police Personnel/Officers wear their smart Uniform and perform their duty, they have a sense of authority over all the members of public. Due to the smartness and high standards that Uniformed Police Personnel exhibit, the public automatically respect them and is aware of how they shall behave around them. Thus every Police Personnel/Officer appointed/posted in the Union Territory of Puducherry shall wear his Uniform with great pride, authority and with discipline as prescribed in this Manual.

Uniform for all Units

The Uniform of Police Officers for Civil / Armed Police, Police Training School (Recruits) and other Specialized Units of Puducherry Police shall be as per Appendix-33.1 (see Chapter 33 in Part-IV of the Manual).

The pattern of Uniform for all ranks of Police Personnel shall be as follows:

Shirts

Khaki cotton cellular and cotton terrene and shall have:

(i) Two breast pockets with three-point flaps fastened by one button and two press buttons having a seamless centre pleat with bottom rounded corners;

(ii) Folded/Half sleeves for khaki cotton-cellular and cotton terrene.

(iii) Plain back without pleats;

(iv) The shirt shall be open all the way down the front with five buttons (excluding one button for collar) showing and fastened by button holes in the seamless centre pleat.

(v) Shoulder straps each having one button.

(vi) Pointed cuff strap at the back for lanyard and whistle cord.

Trousers (slacks)

Khaki cotton terrene with one pleat each in the front on both sides. Two straight side pockets, one pocket with one concealed button in the back on the right side. No turn-ups and shaped from instep to heels. Three loops of army pattern fastened by khaki bone button at the waist for belt.

Badges of rank

Inspector: Three five pointed stars and a ribbon ½" in width half red and half dark blue which shall be worn horizontally (red colour facing the stars) and an inch from the base of the shoulder straps.

Sub-Inspector: Two five pointed stars and a ribbon ½" in width half red and half dark blue which shall be worn horizontally (red colour facing the stars) and an inch from the base of the shoulder straps.

Assistant Sub-Inspector: One five-pointed star and a ribbon ½" in width half red and half dark blue which shall be worn horizontally (red colour facing the stars) and an inch from the base of the shoulder straps.

Head Constable: Chevrons (three stripes) in white with Ashoka emblem on both arms midway between the elbow and the point of the shoulder, the out er points being uppermost.

Medals: Description and Method of Wearing

The medals shall be fixed on a piece of hard buckram or metal plate covered with scarlet lining. The size and method of wearing full medals are as under:

(i) Horizontal dimension of the backing shall be a max of 20 Cms. (though where possible it shall be restricted to 15 Cms.) and the vertical dimension 7.5 Cms.

(ii) The vertical length of the medal ribbon up to the top of the medal shall be 4 to 4.5 Cms. And at the back of the medal it shall cover the whole of the backing i.e. 7.5 Cms. The medals shall be so stitched that half the medals hang outside the backing and all medals are uniformly dressed in line at the bottom.

(iii) When the medals cannot, on account of their numbers, be stitched on so as to be fully visible, they shall overlap from right to left so that the Senior most decoration or medal is fully visible.

(iv) Full medals shall be worn over the left pocket of the shirt or tunic so that the bottom edges of the medals fall in line just above the top of the pocket flap button.

(v) The medals shall be worn so that the backing is symmetrical on either side of a vertical line drawn through the middle of the pocket button.

(vi) The backing shall be affixed to the shirt or tunic with eliev and supported at the top by a hinged metal bar fixed to the backing, the bar running through the loops on the shirt or tunic and fastened to the backing with a hook.

Occasions for Wearing: Full medals shall be worn on all ceremonial occasions with the shirt while attending official functions, and other formal receptions

Medal Ribbons: Description and Method of Wearing

Medal ribbons shall be mounted on a flat bar

(i) Each medal ribbon shall be fully visible. There shall be no overlap.

(ii) The vertical dimension of the visible portion of each ribbon shall be 1.3 Cms.

(iii) A maximum of four medal ribbons shall be worn in each row. When larger numbers are authorized they shall be worn in two or more rows.

(iv) The shorter row shall be worn uppermost and displaced symmetrically on either side of the centre of the longer row.

(v) Except when only one medal ribbon is authorized, a single medal ribbon shall never be worn as a row. Where necessary, the top two rows shall be adjusted such that the top row has two medal ribbons and the one below has three medal ribbons.

(vi) Ribbons shall be worn in order of their precedence, with the one having the highest precedence being worn at the right extreme of the top row, and the one with the lowest precedence worn at the left extreme of the bottom row.

(vii) Plastic medal ribbons shall not be worn. Backing underneath the ribbons to give them a curved appearance shall not be used. Ribbons shall not be encased in transparent plastic material.

Uniform to be Worn

(I). Working Uniform

Trouser and shirt cotton terrene, oxford shoes, khaki socks, leather belt, peak cap/beret cap with badge (pagari for Sikh Officers), rank badges, title shoulder, formation sign, dark blue /khaki lanyard with whistle, name tab, ribbon as per entitlement and decoration.

(II). Ceremonial Uniform

Trouser khaki drill, shirt khaki cellular (khaki cotton terrene trouser and shirt), brown ankle boot/shoes, khaki socks, sam browne belt, (with or without sword), peak cap with badge (pagri for Sikh Officers), rank badge, title shoulder, name tab, formation sign, dark blue/khaki lanyard with whistle and medals with ribbon as per entitlement and decoration.

Police Officers of all ranks shall wear Uniforms on all parades and on all duties of ceremonial nature or which involve the exercise of their powers as Police Officers; provided that this rule shall not apply to Police Officers specifically deputed on plain clothes duties. The wearing at any time of a mixture of Uniform and plain clothes or of unauthorized variations of Uniforms is absolutely prohibited.

Uniform Rules

(a) The nature of Uniform to be worn-on duty shall be regulated by the order of the DGP / IGP according to the climatic conditions and nature of the duty, subject to the rules in this chapter and provided that all men parading or proceeding on duty together shall be clothed alike.

(b) For all duties performed in the public view, Police Officers of all ranks shall be so turned out that there can be no possibility of mistake as to their being Police Officers. For such duties, though the comfort of Officers and men in climatic and other circumstances shall be considered, smartness shall not be sacrificed.

(c) Officers and men appearing in Courts of law as witnesses, orderlies or Escorts, and clerks on duty at PSs, shall wear Uniform. All Officers on plain cloth duty attending Court shall be neatly and properly dressed.

(d) Police regular Uniform shall not be worn at fancy dress balls, nor shall such Uniforms be lent for use or worn by their owners in dramatic performances or other entertainments. There is, however, no objection to Uniform of obsolete pattern being worn on such occasions.

Dress and Appearance

(a) Police Personnel shall ensure that they are correctly dressed when in Uniform at all times and that Uniforms are kept clean and neatly ironed.

(b) No Police Personnel shall appear in public, wearing an incomplete Uniform.

(c) Cross belt is authorized for Officers only and shall be worn with ceremonial dresses when taking part in or while witnessing parades. The leather shall be properly polished and the metal parts also properly polished. The belt shall be adequately tight, it shall neither be very loose nor very tight. The length of the belt shall be kept correctly measured so that no extra portion of the belt projects.

(d) Peak Cap shall not be loose. In case it is loose, sufficient packing shall be given so that it fits correctly on the head. There shall be no stains. It shall have a fresh look. All leather and metal parts shall be properly polished. The badge shall be fitted properly in the centre of the cap.

(e) The shoes shall be properly polished and the blackish tinge of polish shall be removed. Laces shall be new and not twisted. Laces shall be properly tied and the eyelet holes shall be together and not kept loose. Khaki socks shall be worn and this shall be of sufficient height so that it is visible even if the pant comes above the boot level.

(f) Security cell Staff shall wear navy blue safari suit with navy blue socks and brown/black shoes (by the upper/lower subordinates respectively).

(g) Tourist Police is a concept adopted by Puducherry Police to facilitate the tourist coming to Union Territory of Puducherry. Dress code for the tourist Police Personnel includes trouser and shirt cotton terrene, brown/black oxford shoes, khaki socks, leather belt, blue colour cap, rank badges, title shoulder, formation sign, dark blue/khaki lanyard with whistle, name tab, ribbon as per entitlement and decoration along with tourist police badge on right arm.

(h) Dress code for the Police Radio Personnel includes trousers and shirt cotton terrene, brown/black oxford, shoes, khaki socks, leather belt, peak cap/red cap, rank badges, title shoulder, formation sign, dark blue/khaki lanyard with whistle, name tab, ribbon as per entitlement and decoration.

(i) Police Personnel shall not expose any undergarment to public view, when in Uniform.

(j) Ordinarily, no visible jewellery shall be worn with Uniform other than a wristwatch and two finger rings. Women Officers may wear ‘mangal sutra’ wedding rings and ear studs, but these shall be as inconspicuous as possible. No other ornaments shall be worn by lady Officers when in Uniform.

(k) All Officers whether or not required to wear Uniform, shall keep their hair tidy and neatly trimmed. All women Police Officers shall keep their hair neat, tidy and above the collar of the shirt in hair net bun.

(l) All male Officers in Uniform or otherwise shall be clean-shaven. Moustaches are permitted subject to the general principle that flamboyant moustaches shall not be worn.

(m) It shall be the responsibility of all Supervisory Officers to ensure that the dress and appearance of Officers under their command reflect credit on the force.

Uniform for Lady Officers in an Advanced Stage of Pregnancy

Lady Officers with about 16 weeks of pregnancy may switch over to the following alternative working dress:

(a) Khaki saree: Khaki cotton or khaki terricot saree to be draped over the left shoulder passing under the shoulder straps with badge.

(b) White blouse: White cotton blouse of waist length worn up to the elbow, buttoned up all the way down in the front with front buttons or concealed hooks; stand and fall collar; shoulder straps to be sewn at the out er end and fixed by a single button at the inner end; two breast pockets; and back plain without pleats.

(c) Badges of ranks to be worn on the shoulder straps of the blouse.

(d) Brown leather sandals/shoes with straps toes not visible heels not exceeding 2 ½".

(e) Khaki socks

(f) Head-gear (optional), same as worn in normal times

Dress Allowance

(a) Consequent upon the decisions taken by the Government on the recommendations of the Seventh Central Pay Commission, all Uniform related allowances viz. Clothing Allowance, Initial Equipment Allowance, Kit Maintenance Allowance, Robe Allowance, Robe Maintenance Allowance, Shoe Allowance, Uniform Allowance and Washing Allowance have now been subsumed in a single Dress Allowance.

(b) Consequent upon Ministry of Finance, GoI, OM No. 19051/1/2017-E.IV dated 02/08/2017 and Finance Department, Government of Puducherry vide I.D. Note/O.M. No.G.12011/FD/F3/A2/2018 dated. 06.12.2021, the Police Personnel who were earlier being provided Uniforms, shall not be provided with Uniforms.

(c) The rates of dress allowance shall be as per MoF, GoI, OM No. 19051/1/2017-E.IV dated 02/08/2017 and as amended from time to time,

which shall be credited to the salary of employees directly once a year in the month of July.

(d) Ceremonial Uniform and other accessories (not covered under Dress Allowance) as well as specialized items/accessories for specific nature of duties shall be purchased as per GFR and supplied to Police Personnel.

Ceremonial Dress

The details of ceremonial dress items for Band Unit are listed at Appendix 33.2 (refer Chapter 33 in Part-IV of the Manual).

Procurement of Ceremonial Dress

The requirements of the ceremonial kit items of different Units shall be compiled by the Chief Stores. The same shall be procured as per prevailing financial rules with the approval of the Competent Authority.

Before purchasing, the Chief Stores shall first obtain samples and get them approved by the Purchase Committee.

Sizes of Ceremonial Dress

The ceremonial dress items to be procured shall be of the standard sizes.

Receipt of Ceremonial Dress Items

On receipt of the consignment (ceremonial dress) from suppliers, the same shall be inspected under the orders of the Purchase Committee to match the same with the approved samples/quality. Dress items so received shall not be accepted, if they are not as per the approved sample or designated quality.

Replacement of Ceremonial Dress

The average/expected life period of the ceremonial dress items is at least 02 years or depending upon its durability.

In case if the concerned Unit/Station Officer feels that the existing ceremonial dress/ items are not in good condition and need replacement the same is to be submitted to the Chief Stores after approval from the concerned Superintendent of Police and procurement of new dress may be initiated with the approval of Competent Authority as per prescribed rules and proceedings.

Ceremonial Dress Items Registers

The Chief Store shall maintain the following Registers:

(a) **Stock Register**: Details of ceremonial dresses purchased with their prices and names of suppliers, quantities, etc. are to be entered in this Register.

(b) **Distribution Register**: Unit/PS-wise details of items issued with dates shall be entered.

(c) **Register of Ceremonial Items Deposited:** The unserviceable ceremonial dress items deposited by the various Stations/Units shall be properly entered.

Inspection of Register and Verification of Stock

All the stock Registers of Chief Stores shall be checked and verified by the concerned Inspector before 31st March of every year and necessary entries shall be made. A report to that effect shall be submitted to the SP (HQ).

Mode of Issue of the Ceremonial Dress Items

A ceremonial dress item procured by Chief Stores, duly accepted by the committee is to be issued to the concerned Units/Stations with proper issue vouchers.

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CHAPTER – 34

ARMS & AMMUNITION

Introduction

Arms and ammunition are an integral part of policing. They are an important tool to counter extraordinary situations and situations like attack on PSs/Offices/Units, besides where there is extreme threat to the life of protected persons and general public. They are also means of self defence and important for the protection of property. Hence there needs to be a continuous endeavor to constantly upgrade and modernize our present artillery and train our Force well in its usage. The arms and ammunition are issued to Police Personnel, PSs, Outposts, Guards, Escorts, PSOs, etc. for perfoming duties, There are two Armoury Units in Puducherry Police, i.e., PAP and IR Battalion.

Scale of Arms and Ammunition

The following scale has been prescribed by BPR&D vide D.O. letter No. 52/03/2000-DD(W), dated 05 January 2001. However, the scale of arms can be revised from time to time based on evolving needs of policing.

(I). PS (including Outposts) – Constable, Head Constable, ASI, SI, Inspector

Constable – SLR/ INSAS, HC – Carbine, ASI and Sub-Inspector – 9 mm Pistol, Inspector – Glock Pistol/9mm Pistol, Gazetted Officer – 9 mm Pistol/.38Revolver.

All PSs and Outposts – 3 to 7 numbers of Rifle 7.62mm SLR

Each PS including Outpost and detatchments – 1 no. of Tear Gas Gun, 4 nos. of Tear Smoke Shell, 4 nos. of Tear Smoke Grenade, 4 nos. of Dye Marker/Stun Grenade.

For Sensitive PS / Heavy Station – 2 nos. of Tear Gas Gun, 4 nos. of Tear Smoke Shell, 4 nos. of Dye Marker Grenade/Stun Grenade.

(II). Armed Police – Constable, Head Constable, ASI, SI, Inspector

PC – Rifle 7.62mm Bolt action / Rifle 7.62mm SLR/ 5.56 INSAS
HC – Carbine 9mm/ AK 47 Rifle
ASI, SI, Inspector, Gazetted Officer – 9mm Pistol/ Glock Pistol/ .38 Revolver
Each company – 5 nos. of Anti-riot Gun, 5 nos. of Tear Gas Gun with 4 Nos. of Tear Smoke Shell and 4 nos. of Tear Smoke Grenade

(III). VIP Security Duty – Constable, Head Constable, ASI, SI, Inspector, Gazetted Officer (during Special Arrangements)

PC/HC – 9 mm Pistol, Carbine, AK 47 Rifle
ASI/SI/Inspector – 9 mm Pistol/ Glock
Gazetted Officer – 9 mm Pistol/ .38 Revolver Special

(IV). Traffic Duty – Constable, Head Constable, ASI, SI, Inspector

On a requirement basis (Bandh duty, VVIP Escort duty or any other special arrangements)
ASI, SI, Inspector and Gazetted Rank Officers – 9 mm Pistol/Glock.

(V). Task Force / Commando Force

Constable, Head Constable – 9mm Carbine/MP5, AK 47, Pistol 9mm
ASI, SI, Inspector – 9mm Pistol/ Glock

(VI). CID / Special Branch (as per the requirement)

Constable – SLR/INSAS/ Carbine
HC, ASI, SI, Inspector – 9mm Pistol/ Glock

(VII). DGP reserve

Arms and ammunition for DGP Reserve shall be issued from Armoury, as and when required basis.

(VIII). Ammunition for service

Rifle 7.62 SLR/INSAS/AK 47 – 100 rounds.
Rifle 7.62 mm Bolt Action – 50 rounds.
Revolver/Pistol/Glock – 30 rounds.
Carbine 9mm/MP 5 – 50 rounds.
Tear Gas Shells – 10 shells.

(IX). Training – Constable, Head Constable, SI (for Drill and Firing Purpose)

For Drill purpose – Rifle .303/Rifle 7.62mm Bolt Action/Rifle 7.62 mm SLR

RPCs firing practice:

.303” Rifle/Rifle 7.62 mm Bolt Action with 35 Rounds,
SLR – 10 rounds,

Carbine – 5 rounds,
INSAS – 5 rounds,
AK 47 – 5 rounds,

Time-barred Munitions are used for training purpose for 1 batch of 40.

RPCs per day of Firing Practice

Tear Smoke Shell – 10 nos.
Tear Smoke Grenade – 10 nos.
Dye Marker Grenade/Stun Grenade – 5 nos.

For Head Constables

For Drill Purpose – Rifle 7.62mm SLR
For Firing purpose for each Trainee Head Constable

Carbine – 15 rounds,
SLR 5 rounds,
AK 47 – 5 rounds,
Pistol – 5 rounds,
INSAS – 5 rounds,

Time-barred Munitions are used for training purpose for 1 batch of firers per day of firing Practice

Tear Smoke Shell – 10 nos.
Tear Smoke Grenade – 10 nos.
Dye Marker Grenade/Stun Grenade – 5 nos.

For Sub-Inspectors

For Drill Purpose – 7.62mm SLR

For Firing Purposes:

9mm Pistol – 15 rounds
9mm Carbine – 5 rounds
INSAS – 5 rounds
AK 47 – 5 rounds
SLR – 5 rounds to each trainee SI**.**

Time-barred Munitions are used for training purpose for 1 batch of firers per day of firing Practice.

Tear Smoke Shell – 10 nos.
Tear Smoke Grenade – 10 nos.
Dye Marker Grenade/Stun Grenade – 5 nos.

The arms & ammunition are issued for training based on the indent given by the Superintendent of Police (PTS).

(X). Annual Firing Practice

Rank	Weapon	Ammunition
PCs and HCs	7.62 MM SLR	10 rounds
ASI, SI, Inspector	9mm Pistol/Glock Pistol	10 rounds
	.38 Revolver	12 rounds
Gazetted Rank Officer	9mm Pistol/Glock Pistol	10 rounds

The number of arms & ammunition for the annual firing practice of Gazetted Officers may be decided by the Commandant (PAP). For the firing practice for the special occasions and for participating in firing competitions, the number of arms & ammunition may be approved by the Commandant (PAP) based on the requirement.

Indents

Indents for ammunition shall be drawn up in accordance with the interim and current scales fixed by the BPR&D/ Government of India except in case of uncontrolled stores, e.g. spare parts of fire-arms, etc. for which no current scale has been fixed and which shall be indented for in accordance with requirements. Annual indents for arms and ammunition shall reach the Government of India by the 31 March of every year. Lubricants, cleaning materials, target materials are drawn from Chief Store, Puducherry Police through SP (HQ).

Register for Arms, Ammunition and Accessories

(a) **Stock Register**: A stock book of arms and accessories shall be maintained by in-charge Armoury in the prescribed Form. All receipt of fire-arms and accessories of each class from and on return to Arsenals/ordnance factories shall be recorded in the stock Register which shall show at any time to exact number of arms and accessories of each class on charge.

(b) **Issue / Receipt Register**

Issue Voucher (IV) Register: For indent received from PSs, Outposts, other Units/detachments for requisition of arms, ammunition, cleaning materials, etc., entries are maintained in this Register.

Receipt Voucher (RV) Register: After purchasing and receiving arms and ammunition from the Arsenal, the entry is made in the receipt voucher Register by in-charge Armoury under the supervision of Inspector (Armoury). The receipt/return of arms and ammunition from the PSs, Outpost, other Units and detachments are also entered in this Register.

(c) All issues and receipts of arms and accessories shall be entered in the Armoury General Diary with details of the type and number of the weapons issued, the name of the Police Officer to whom issued and the nature of the duty for which issued. The signature of the Officer/Personnel/Officer-in-charge of the party should be obtained in the Amoury Acknowledgement Book.

(d) An Ammunition Register for all types of ammunition shall be maintained in a stock Register in which provision is made for the following details to be entered in respect of all categories of ammunition:

(I) Receipts from all sources including fresh receipts from Arsenals.
(II) Issue to PSs, Outposts, PAP Companies, Other Units, etc.

Distribution of Ammunition

(a) The primary division of ammunition on charge is into ‘service’ and ‘practice’ stocks, according to the prescribed scales.

(b) Ammunition shall be supplied from the ‘service’ stock to PS. Outposts and PAP Companies where rifles are kept along with scale of 100 rounds per rifle. At PSs, Outposts and PAP companies, the whole of this stock shall ordinarily be kept in a locked box in the store room and issued as required for use. For standing Guards 10 rounds shall be issued from Armoury of PAP as per the instructions of Company Inspector/ SI (Major) to each under Officer and Sentry of the Guard and shall be carried in a bandolier. The balance shall be kept in a locked box in charge of the Guard Commander to be issued only when required for use.

(c) The remainder of the ‘service’ stock and the whole of the ‘practice’ stock, shall be kept in the magazine under the personal charge of the SI (Armoury) under the supervision of Inspector (Armoury) who shall be responsible for transfer from one stock to another.

(d) The Commandant (PAP)/Commandant (IR Battalion) may authorize the keeping of a part of the practice stock in boxes or in bandoliers in the Armoury for use in emergencies.

Custody and Care of Arms

(a) Arms in charge of the Police are generally kept in clean condition, except when in action, which get clogged and dirty owing to want of proper cleaning and lubrication. The weapons shall, where possible, be disassembled, cleaned, overhauled and oiled monthly; otherwise they clog and are liable to give misfires, non-extractions and other failures causing an unnecessary expenditure of components in repairs.

(b) Moreover, that part of the barrel which is imbedded in the stock fore-end requires lubricating half-yearlywith a mixture of ½ kg of beeswax to one pint of lubricating oil and unless this is done, the barrels rust and eventually become unserviceable from deepexternal corrosion.

(c) All arms when not in use shall be kept in racks in the Armoury or other place for that purpose. In the Armoury, the armourer under the direct supervision of the Inspector/SI (Armoury); at PSs, the Station Writer under thesupervision of the Officer-in-charge of the PS; and at all other places, the under Officer in command of the detachment shall be directly responsible for the custody and care of all arms borne on charge and for the correctness of all issues and receipts.

(d) The individual Police Officer to whom a weapon is issued shall be responsible for cleaning it according to these instructions before and after use. The periodical cleaning and oiling of arms not in use shall be done by a team of Personnel provided specifically for the purpose. The “pull off” of all rifles shall be tested annually.

(e) Every Police Officer is personally responsible for the safe custody and care of every weapon, or accessory thereto, issued to him, until it is returned to the custody of the Officer responsible for issuing it.

Arms shall be cleaned once a week or often if considered necessary by the SHO/ Officer-in-charge. All shall be stripped and overhauled once every half year and the Inspector/SI (Armoury) shall see that this is done by preparing a roster giving against each weapon the approximate date on which its next overhaul shall be taken up. He shall also scrutinize as frequently as possible the work of the armourers while they are striping or taking down actions or reassembling them. To maintain a proper record of the dates of overhaul the Inspector / SI (Armoury) shall enter these dates in the remarks column of the Arms History Sheet Register.

Arms Cleaning

The arms used for firing shall be cleaned before and after firing. All Arms shall be cleaned once a week or often if considered necessary by the Commandant (PAP)/ Commandant (IR Battalion)/Senior Superintendent of Police. All arms shall be

stripped and overhauled once every half year and the SI (Armoury) shall see that this is done by preparing a roaster given against each weapon, the approximate date on which its next overhaul shall be taken up. He shall also scrutinize as frequently as possible the work of the armourers while they are disassembling or taking down actions or reassembling them.

To maintain a proper record of the dates of overhaul, the Inspector (Armoury) shall enter these dates in the remarks column of the Arms History Sheet Register. The Senior Superintendent of Police, SDPOs and the Circle Inspectors, at their inspections, shall see that the overhauls are duly made and that the arms have been properly reassembled at PSs, Outposts, other Units/detachments, etc. either by depositing the arms at Armoury or by the armourer at PS, where necessary.

Care, Loss, Damage, etc., for Arms

(a) Every Police Officer issued with arms, accessories thereof and ammunition shall be personally responsible for their cleaning safe custody and care until he returns them on the completion of his duties, or proceeds on leave, or ceases to be a Police Officer, to the Officer responsible for their issue.

(b) Every Police Officer, who loses or damages the weapon issued to him or any part thereof, shall report such loss or damage without delay to his immediate Senior Officer who shall submit a report immediately in writing to the Commandant (PAP)/ Commandant (IR Battalion) through the proper channel. An enquiry shall be made immediately by the committee under the head of Commandant (PAP)/ Commandant (IR Battalion)**.**

(c) Any Police Officer who fails to report forthwith the loss of arms, etc. detailed in sub-para (a) above by his subordinate shall be suspended and charged with neglect of duty.

(d) An Officer, to whom the report of such loss is made shall immediately take all possible steps for the recovery of the arms & ammunition, etc. lost.

(e) The Armourer who receives back the arms into the Armoury shall be responsible for seeing that the arms are not damaged on any component part lost.

Ammunition Accounts

(a) Ammunition of any class expended in action against criminals, or in any other manner, including annual musketry practice shall be debited to practice stock Register.

(b) The service stock Register shall always be kept complete and all expenditure shall be from practice stock.

(c) In order that the oldest ammunition on charge may be expended in practice all ammunition received from the Arsenal shall be placed in the service stock Register. A corresponding transfer of the oldest of that stock shall be made to the practice stock. This transfer shall normally be carried out when supply of ammunition is received from the Arsenal. It shall be combined with the renewal of all service ammunition on issue in PSs, Guards, etc. all such ammunition shall be withdrawn and transferred to the practice stock in the magazine and shall be replaced from the next older portion of the service stock Register.

Control and Inspection of Magazines and Storage of Ammunition

(a) The inspection year is from April 1st to March 31st.

(b) 100 percent inspection of the arms of the Police shall be carried out in a period of three years. 100 percent inspection of one-third of the arms of each sub-division / District / Unit shall be carried out annually.

(c) Ammunition in sealed boxes means ammunition in boxes with the factory or Arsenal seal intact, or in open boxes if the tin lining is unopened and has obviously not been tampered with or, briefly, ammunition in a hermetically sealed box which has not been opened since leaving the factory or Arsenal.

(d) Loose ammunition means ammunition other than that held in sealed boxes, e.g., cartridges carried in pouches or stored loose in boxes etc.

(e) Where no proper magazine is available, cartridges may be stored in any substantially constructed building, or in any room, cupboard or other compartment in such a building, provided that the following conditions are fulfilled:

  (i) The “place selected” shall be free from easily inflammable materials, and shall be subject to no undue risk of fire, provided that these conditions are fulfilled, it is not necessary that the “place selected” shall be detached from other buildings.

  (ii) The building shall be weatherproof with proper lighting and kept dry. The wall of the Armoury shall be raised up to 15 to 20 feet, with iron fencing of the compound wall at the top. The building shall be away from the highway/main road (if possible)

  (iii) The “place selected” shall be in charge of a responsible person, be kept scrupulously clean and designated exclusively for such storage. Separate workshop/place to repair of arms shall be assigned.

(f) Boxes containing ammunition shall be raised at least fifteen centimeters from the floor by means of battens or other suitable supports.

(g) The boxes shall be arranged according to date of manufacture (the latest being at the bottom and oldest at the top) and stacked headers and stretchers, each stack being a few inches away from its neighbouring stack. Boxes shall be stored away from the wall.

(h) The service and practice ammunition shall be stacked separately. The oldest ammunition shall always Form the practice stock. Ammunition for training shall be included in practice stock.

(i) To prevent deterioration of ammunition, care shall be taken to exclude dampness from the place of storage and the minimum number of boxes only opened at one time; loose ammunition shall be kept at a minimum.

(j) Whenever fresh stocks are received they shall be placed in the service stock and the oldest ammunition from service stock shall be transferred to the practice stock.

(k) Where service ammunition shall be held loose, ready for use (e.g., Guards, during emergency etc.), it shall, as far as possible be of the latest date of manufacture available from the service stock. For this purpose a few boxes of latest date of manufacture from the service stock shall be kept aside.

(l) Loose ammunition referred to above shall be turned over at least once annually and replaced by new ammunition from sealed boxes, the old ammunition shall be expended at the earliest opportunity.

(m) No lights (other than an electric torch) nor smoking shall on any account be allowed inside or in the immediate vicinity of the magazine.

(n) Oiled cotton rags, waste and articles liable to spontaneous ignition shall not be taken into the magazine. Fire extinguishers/ firefighting equipment shall be installed and maintained periodically to meet any emergency.

(o) Boxes of ammunition shall not be thrown down or dragged along the floor; and shall be stocked on wooden trestles. Where there are white ants, the legs or trestles shall rest in shallow copper lead or brass bowls containing little water.

(p) The lightning conductor shall be tested at least once a year.

(q) The person in charge of the magazine shall be responsible that the magazine is well and securely locked.

(r) No unauthorized person shall at any time be admitted into the magazine/ammunition stock room. The duties of Sentry at Armoury shall include making entry and exit of any person to the Armoury, with the person's signature, time (in & out) and purpose of visit. The person shall thoroughly be checked while visiting the Armoury.

(s) In case of the arms and ammunition issued to PSs/Outposts/other Units/detachments/PAP companies, the Officers in charge shall submit monthly and annual inspection report through concerned Superintendent of Police to the Commandant (PAP).

(t) The Commandant (PAP) / Commandant (IR Battalion) shall make at least one unexpected inspection of the magazine/ ammunition stock room under his charge every half year to see that the above rules are being complied with.

Each class of ammunition shall be kept together and separate from other classes. In each class, service stock shall be separate from the practice stock, and within each such stock, space shall be left between groups of boxes received at different times from the Arsenal. Each such group shall be marked with a card showing the date of receipt, date of entry in service or practice stock as the case may be, the ordnance mark and the date of manufacture. A Gazetted Officer shall verify the stock at least once every six months.

The magazine in the Armoury shall be provided with locks with duplicate keys, one set remaining with the SI (Armoury) and the other set with the Inspector(Armoury) or with the Commandant(PAP)/Commandant(IR Battalion) in his absence. The Inspector/SI(Armoury) shall be present for the opening and closing of the magazine.

Deposit of Private Arms

Arms belonging to persons other than members of the Force may be kept in the 'kot' of the concerned PS under the orders of District Magistrate inspecial circumstances like prior to elections, VVIP/VIP visits etc. The SHOs of concerned PSs shall intimate the details of private arms deposited with name of the owner to the District Magistrate under intimation to the District Superintendent of Police.

Disposal of Empty Fired Cartridges (EFCs)

The entire stock of EFCs that have accumulated to date shall be sold by auction through open tender to be processed through Metal Scrap Trade Corporation (MSTC) Limited, a Government of India undertaking subject to the following conditions:

(a) Organizations shall mutilate the EFCs before selling.

(b) The sale proceeds of EFCs shall be duly accounted for and credited in the Government account.

Disposal of Misfired Ammunition and Explosives

The misfired and unserviceable ammunition and explosives has to be deposited with the Central Weapon Store, CRPF, Rampur (UP).

Component Parts, Armourer's Tools and Cleaning Materials

(a) Records of stock of component parts, armourer's tools and cleaning materials shall be maintained in a stock Register.

(b) Component parts shall be kept in a locked cabinet under the personal charge of the SI (Armoury) and the armourer's tools and stores for cleaning and lubricating shall be kept by the armourer. Issues from the stock of

components shall be made to the armourer only on the Authority of the Commandant (PAP) / Commandant (IR Battalion) which shall be noted in the remarks column of the stock Register.

(c) A Gazetted Officer shall check the stock of component parts, armourer's tools and cleaning and lubrication material with the equipment tables once a year and have indents prepared under his personal supervision.

Care and Repair of Arms

(a) The DC (Quarter Master) / Inspector (Armoury) shall be responsible that the efficiency of the armourers is maintained. All such armourers shall be trained at centres decided by Government and shall be sent for refresher courses under arrangements made by Government from time to time. Armourers are required to know the names and uses of all components, tools and stores and to be able to carry out all replacements of components and minor repairs, special cleaning and periodical lubrication of arms and accessories held on charge.

(b) Ordinary replacements of components lost or damaged in the course of duty, and of ammunition not exceeding 5 rounds lost in any one case, may be authorized by the Commandant (PAP) / Commandant (IR Battalion) who shall in each case, prepare a loss statement and pass orders whether the cost is to be borne by Government or by the individual responsible. In the latter case, an order for the recovery of the sum involved shall be issued in the order book and recovery shall be made in the acquaintance roll of the pay next due to the Officer concerned after the priced vouchers have been received and replacement made

(c) When any weapon Forming part of Police armaments is lost or seriously damaged, or when ammunition or fired cases exceeding five in any one case, are lost, a committee of three Officers, of whom at least one shall be a GO shall be appointed by the Commandant(PAP)/Commandant(IR Battalion)/District Superintendent of Police to enquire into the circumstances under which the loss or damage occurred.

(d) When loss, destruction or damage of any weapon is found by the committee to be due to the neglect or malice of any Police Officer, such committee shall record its opinion whether the cost of repair or replacement shall be borne wholly or in part by the Officer at fault.

(e) Unless there are special reasons to the contrary, the whole cost shall be charged to the Officer at fault. The committee shall submit its report to the DGP through proper channel for necessary instructions.

Issue of Arms and Ammunition

(a) The Officer-in-charge of Armoury shall equip and arm all Guards, Escorts or other parties proceeding on duty with such arms and equipment as the nature of duty may require, as per the direction of Company Inspector/ SI (Major).

(b) Arms and ammunition shall ordinarily be kept in the Armoury and shall only be issued under special circumstances or as specially sanctioned under the orders of Commandant (PAP) / Commandant (IR Battalion).

(c) All issues and receipts of ammunition shall be shown in the ammunition stock Register. All receipts of Empty Fired Cartridges shall be shown in Empty Fired Cartridges Stock Register.

Returns of Arms and Ammunition

(a) There are four quarterly returns to be prepared by the Officer-in-charge of every Unit/section in a year commencing from 1st April and ending with March 31st. The returns are to be sent in the first week following each quarter from July, October, January and April.

(b) In the first, second and third returns, only those items are to be shown for which transactions have been made during the quarter. The fourth return is the annual stock return in which all the items held on charge by every Officer of the concerned Unit/section for the quarter ending 31st March is to be prepared and sent. If no transaction took place in any of the quarter, a nil statement may be sent.

Stock Taking

All arms, ammunition and ordnance stores are required to be checked twice a year, together with other Government property on charge. As soon as the returns have been received from the PSs or other Units/sections, the Inspector (Armoury) shall personally check the whole stock of arms, ammunition, accessories, appliances, stores, tools and components kept in the Armoury. Having noted or reconciled any discrepancies in those stocks immediately in his charge, he shall compare his accounts and the returns from outside detachments with the distribution statements of arms and ammunition for the whole District /sub-division and with the equipment tables, and shall report the result noting any discrepancies to the Commandant (PAP) / Commandant (IR Battalion). On receipt of this report by the Commandant, a Gazetted Officer shall be required personally to verify it. Such Gazetted Officer shall enquire into and pass orders on any discrepancies, taking the orders of the Commandant if necessary and shall personally satisfy himself of the correctness of all the articles reported on. The report, when duly verified by a Gazetted Officer, shall be attached with the reports of the general stock taking of Government property in the District .

All arms, ammunition and ordnance stores on charge shall be thoroughly checked on transfer of charge of the SI Armoury, and when the armourer is transferred, the stock for which they are directly responsible shall be checked.

Procedure for declaring Weapons / Ammunition as Unserviceable

The category of weapons/ammunition may not be obsolete but some arms/ammunition may be rendered unserviceable due to wear and tear, accident, completing of shelf life, mishandling, damage beyond repair etc. The qualified AIA (Assistant Inspectorate of Arms) is the Competent Authority for declaring the arms as unserviceable/BER (Beyond Economical Repair).

Receipts of Arms from Arsenal

(a) Armourer along with Escort party shall receive the arms from the Arsenal/ordnance factory.

(b) The arms to be collected shall be inspected by the in charge of the Escort party and armourer, before packing of the arms.

(c) The seals and weight as shown in the invoice of all items received from an Arsenal shall be carefully checked.

(d) Every package received from the Arsenal shall be taken over by the in-charge Escort party after verifying the vouchers.

(e) Every package received from an Arsenal through Escort party shall be opened in the presence of a Gazetted Officer or the Inspector (Armoury), who shall personally check the contents and sign the invoice in token of having done so.

(f) Full boxes of ammunition shall not be opened on receipt, if the weight is correct and the seals intact. If the seal has been damaged in transit, the pin with which the lid is attached shall be withdrawn and the lid removed to permit inspection of the inner tin casing; provided the latter is hermetically sealed, the contents shall be assumed to be correct.

Return of Arms to Arsenal etc.

(a) Un-serviceable tools and components, empty cartridge cases, empty oil drums and packing cases shall not be returned to the Arsenal without previous intimation. Defective ammunition and unserviceable or repairable arms shall not be returned till the authorization of the ordnance Officer concerned has been obtained on a committee report.

(b) Arms, ammunition and other ordnance stores returned to the Arsenal shall be sent under armed Escort in strong boxes – the cases in which consignment have been received from the Arsenal being used if possible and suitably sealed with the official seal of the Commandant.

(c) Every precaution shall be taken to prevent the inclusion of live or misfired rounds with empty cartridge cases returned to the Arsenal. If in the Arsenal report, the inclusion of live or misfired cartridges in a box of empty cases, is found disciplinary action shall be taken against the Officer responsible for the packing of the box.

(d) Refund shall be obtained from the ordnance stores for all empty cases returned.

Precautions against the Issue of Dummy or Blank Cartridges with Live Rounds

Every Officer who issues ammunition to armed men or parties proceeding on duty and the commander of each such party shall exercise special care to prevent dummy (Drill) or blank rounds getting mixed up with live rounds, either at the time of issue or return of ammunition, and to prevent the substitution of rounds of local or other non-government manufacture.

Requisition for or Return of Arms, Ammunition, etc.

A requisition letter is prepared by the Officer-in-charge of the PS/Unit addressed to the Commandant PAP along with Indent and submitted through proper channel for the supply of arms, ammunition, which is attended by SI(Armoury) for supply. While returning a requisition letter along with LARS (List of Articles Return to Store) is submitted by the in-charge Armoury through the Commandant.

The items which are sent to Armoury for repair need not be removed from the charge of concerned Register but a note on the last page of the Register with the remarks that the items are sent to Armoury for repairs may be given. When submitting requisitions and returning arms and ammunition the Officer-in-charge of the section/Unit shall give his serial number in the Forms.

The requisition and the list of articles returned to Armoury shall bear serial number of the Armoury in order of supplies made and stores received in the Armoury. The Officer-in-charge when preparing returns shall always note down the entry number in the columns where receipt and issue numbers are required to be given.

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CHAPTER – 35

POLICE WELFARE

The working conditions of the Policemen are often harsh and their working life is very arduous and hence the Senior Police Officers shall have the maximum concern for the welfare of the constabulary and take all necessary action to Formulate various schemes of welfare to improve the living conditions of the lower ranks of the Police Force and to keep their morale high. The job relating to the welfare activities of Puducherry Police Personnel has been assigned to this Puducherry Police Welfare Society (PPWS), which shall initiate and follow up all welfare schemes under the supervision of the Senior Superintendent of Police (Head Quarters), Puducherry.

The PPWS is successor of the erstwhile "MUTUELLE MILITAIRE DES FORCES PUBLIQUES" which existed during the French Regime from 1947. In 1963, this society were christened as "Puducherry Police Welfare Society" and registered thereafter in July 1975 and subsequently renamed as 'Puducherry Police Welfare Society' (PPWS) in the year 2023, with the objectives of undertaking welfare activities for the Police Personnel and their family members. The Superintendent of Police(Training & Welfare) is the in-charge of PPWS. He is assisted by one Inspector and one Sub-Inspector of Police.

All the Police Personnel of Puducherry Police upto the rank of SP are members of PPWS. DGP/IGP/DIGP/SSsP are honorary members of the society. Each member has to remit a monthly subscription.

Welfare Activities

(a) **Merit Scholarship**: The society grants a merit scholarship to the wards of the members, who secure more than 50% and up to 84 % marks, at the rate of 500/- per month and from 85 % and above marks at the rate of 1000/- per month. A total number of 70 merit scholarships are granted per year.

(b) **Special Merit Scholarship:** This scholarship is granted to the wards of Police Personnel doing professional courses, such as MBBS., Engineering, CA, Law, Architecture etc. at the rate of 1000/- per month.

(c) **Cash Awards**: Three awards are given to those wards of the Police Personnel, who secure highest percentage of marks at Senior secondary and higher Secondary level.

(d) **Non-Pensioned Widow Grant:** Widows of Police Personnel, who are not entitled to pensioner's benefit, are given 5000/- per month

(e) **Spectacle Grant:** The members are eligible for a grant of 2,000/- as a spectacle grant twice during their service

(f) **Death Grant (Funeral)**: 25,000/- is given at the time of the funeral of the Police Personnel who died while in service as a non-recoverable grant. Further, Rs. 1,00,000/- is given to the legal heir of the Personnel after the funeral.

(g) **Grant of Loans**: The members are granted loans for various purposes like self-marriage, ward's marriage, house repairs and medical emergencies without interest from the PPWS fund.

(h) **Group Personal Accident Insurance Scheme**: This scheme was started in March 1995 when the CM of Puducherry sanctioned a grant of Rs. 20 lakhs to the society in three instalments. The amount has been deposited in the bank and its annual interest is utilized to pay premiums for the Group Personal Accident Insurance Scheme which covers all ranks of Puducherry Police.

As per this scheme, whoever, being a member of PPWS, dies in an accident while on duty or in service, his/her family shall get insured amount. The insured amount for the ranks from Constables to Inspector is Rs. One lakh and the for the ranks from SP to IGP/DGP is Rs. Five lakhs.

(i) **Puducherry Police Savings Linked Group Insurance Scheme**: The General Body of the PPWS had accepted the proposal of LIC of India to cover the members of the Puducherry Police under a Savings Linked Group Insurance scheme, wherein the family of a deceased Police Personnel shall be benefited in the event of his death due to natural causes. The Police Department has launched this scheme under which the lower subordinates shall get an insurance coverage of Rs. 1 lakh, upper subordinates Rs. 2 lakhs and the Gazetted Officers Rs. 3 lakhs.

(j) **Community Hall:** A Police Community Hall was constructed at Gorimedu Police Complex in 1992. It has been renovated as A/C Hall. It is given at 50% rates to the Police Personnel and Home Guards for marriage and other family functions.

(k) **Ceremonial Send Off to the Retiring Personnel:** Whenever any member of the Force attains superannuation, a send off is given in appreciation of his long service and a lump sum grant of Rs. 1,00,000/- is given to him. To assist the retired Policemen, the following instructions shall be followed.

(i) A list of retired Police officials shall be maintained in the PSs and in the office of the District /Senior Superintendent of Police and the Superintendent of Police (Training & Welfare).

(ii) The retired Police Officers shall be invited to all the Police functions particularly for the Police Raising Day.

(iii) The Supervisory Officers during their visits to the PSs shall ensure that the instructions given above are carried out in the true spirit.

Checks and audits

At the end of each calendar year, the PPWS accounts shall be audited by a qualified Charted Accountant.

Welfare of Puducherry Police Personnel

There shall be a fixed drill to look after certain very important matters pertaining to the welfare of the Puducherry Police Personnel, which include the steps to be carried out in the event of,

(a). death of a Police official,
(b). hospitalization,
(c). retirement, and
(d). death of a retired Police official.

(1). In the event of the Death of a Serving Police Official

(i) A vehicle shall be provided for the transportation of the dead body from the hospital, etc., to the residence of the deceased within Puducherry, Karaikal, Mahe and Yanam.

(ii) The Superintendent of Police (Motor Transport) shall arrange transport to carry the dead body to the native place of the deceased other than this Union Territory, if so desired by his / her relatives, as permissible under the Government rules.

(iii) The concerned SHO of the area shall visit the house of the deceased and attend to the immediate needs of the family.

(iv) The Superintendent of Police of the concerned Unit shall visit either the house of the deceased or attend the cremation/burial.

(v) Two wreaths shall be placed

i. On behalf of all ranks of the Puducherry Police

ii. On behalf of the Unit to which the deceased was attached at the time of his death.

(vi) Commandant (PAP) shall make arrangements for the funeral parade at the place of cremation/burial.

(vii) The Superintendent of Police concerned shall ensure that all dues are paid expeditiously to the family of the deceased.

(viii) Claims in respect of leave salary and other dues, if any, shall be promptly settled and the same be disbursed without any delay to the bereaved family.

(2). In the case of Hospitalization of a Police Official

(i) If anyone is admitted to the hospital for treatment, the concerned Supervisory Inspector of the Unit or the concerned SHO, if he works in a PS, shall visit the hospital, ascertain his health/medical condition and inform the Superintendent of Police concerned who, in turn, shall do the needful through Superintendent of Police (Training & Welfare).

(ii) Sufficient money for such assistance shall be kept in advance at Karaikal, Mahe and Yanam and monthly returns about the same shall be submitted promptly by the concerned Superintendent of Police / Circle Inspector to the office of the Superintendent of Police (Training & Welfare).

(iii) An attendant/PC shall be provided to the patient by the SHO or the Unit Inspector depending on the nature of the sickness.

(iv) Any request for financial assistance shall be routed through the Superintendent of Police concerned to the DGP/IGP/DIGP/SSsP/SP(Training & Welfare) for necessary action.

(3). In the event of Retirement

(i) A send-off/farewell party shall be given to all the retiring Police officials by the concerned Unit/sub-division.

(ii) A memento shall be presented to them by the Unit/PS concerned

(iii) A Commendation Certificate with a suitable cash reward from the DGP/IGP shall be given to a retiring official having a good record, during the send-off party.

(iv) The Superintendent of Police concerned shall attend the send-off party.

(v) A Police Officer shall accompany the retired official to his house and see him off, after the send-off party was over.

(vi) All pension papers of the Police official shall be sent well in advance (at least eight months before retirement) to the Officer concerned for prompt and timely settlement of pension and pension benefits.

(vii) The pension dues of the retired officials in respect of outlying regions (Karaikal, Mahe and Yanam) shall be disbursed by the Superintendent of Police concerned.

(viii) The Superintendent of Police (HQ) shall send, well in advance, a list of officials retiring during the quarter to SP (Traning & Welfare) and Commandant (PAP) for necessary action at their end.

(ix) The retired officials shall be honoured separately or during a function or during a parade, and the payment of retirement benefits shall be made by the Senior most Police Officer present at the occasion. Officials from Karaikal, Mahe and Yanam can come to Puducherry to receive the PPWS benefits if they so desire.

(4). In the case of the Death of a Retired Police Officer

In case of the death of a retired Police Officer, a wreath shall be placed on behalf of all ranks of the Police by SP(Training & Welfare). As per the corrigendum of Standing Order No.20/89, dated 12.04.2023 of Office of the DGP, Puducherry the funeral parade shall be given to deceased Police Officers as per rank.

Treatment of Retired Police Officials, Members of the Home Guard and India Reserve Battalion Personnel

(i) All retired Police officials shall be invited to all functions in Police Department.

(ii) The Police Personnel of IR Battalion and members of Home Guards shall be invited to all functions of the Police Department.

Welfare Meetings

It is incumbent upon the Circle Inspectors/ Inspector of Police in charge of Units to conduct welfare meetings for the Police/Home Guards Personnel working under their control once in a month to find out and address the grievances of the Personnel. Similarly, the Superintendents of Police in charge of Sub-Divisions/ Units shall also conduct welfare meeting for the Police Officers and other ranks including Home Guards working under them once in a quarter. SP(HQ) shall hold a similar meeting in respect of all the Personnel including the ministerial Staff working in the Police Headquarters. The copies of the minutes of such welfare meetings shall be submitted to the SSsP concerned, DIGP and the IGP/DGP for information and ensuring suitable action, followed by an action taken report. Besides, SSsP, DIGP and the DGP/IGP shall also conduct separate welfare meetings once in a year.

***

PART-IV
APPENDICES
(CHAPTER-WISE FORMS, FORMATS, RETURNS, ETC.)

CHAPTER – 2

FORM No. 2.1
PUDUCHERRY POLICE
CRIME REGISTER

(Note: Case details of the FIR to be recorded till final disposal of the case by Court)

FIR No.	U/s &Date (Brief description of the offence)	Place of occurrence & distance, direction from PS	Name, Parentage, Age, & Residence of the Complainant/ Informant	Name, Parentage, Age, & Residence of the accused person	Name & Signature of the I.O.	Brief facts of the case	Signof SHO	Result of the case

FORM No. 2.2
PUDUCHERRY POLICE
NON-COGNIZABLE CASE REGISTER

NCFIR No.	U/s & Date	Place of occurrence & distance, direction from PS	Name, Parentage, Age, & Residence of the Complainant/ Informant	Name, Parentage, Age, & Residence of the accused person	Brief facts of the case	G. D. entry No. & Date	Preventive action, if any (Challan details)	NCFIR chalked out by	Remarks

FORM No. 2.3
PUDUCHERRY POLICE
UDFIR REGISTER

UDFIR No.	U/s &Date (Brief description of the offence)	Place of occurrence& distance, direction from PS	Name, Parentage, Age, & Residence of the Complainant/ Informant	Name, Parentage, Age, & Residence of the deceased person	Name & Signature of the I.O.	Brief factsof the case	Sign of SHO	Result of the case

FORM No. 2.4(a)
PUDUCHERRY POLICE
CHARGESHEET/ FINAL REPORT REGISTER

Sl. No.	Crime No., Date & U/s	IO of the case	CS No./FR NO., Date & Dispatch to SDPO DR No.	Name & Signature of CS/FR Officer	Whether SCS required? If yes, reason thereof	Supplementary CS No. & Date	Name of Supplementary CS Officer & Signature

FORM No. 2.4 (b)
PUDUCHERRY POLICE
SUPPLEMENTARY CHARGESHEET REGISTER

Sl. No.	Crime No., Date & U/s	IO of the case	CS No., Date	Reason for Supplementary CS	Supply. CS No., Date & SDPO DR No.	Name of Supply. CS Officer & Signature

FORM No. 2.4I
PUDUCHERRY POLICE
UDFIR FINAL REPORT REGISTER

Sl. No.	UDFIR No. Date & U/s	IO of the case	FR No. and Date	Name & Signature of FR Officer	Whether SFR required? If yes, reason there of	Cause of Death	Supplementary FR No. & Date	Name of Supplementary FR Officer & Signature	Result of the case

FORM No. 2.5
PUDUCHERRY POLICE
CFSL/FSL REGISTER

Sl. No.	Crime No. Date & U/s	Details of Exhibits	Forwarding Note No. & Reminder No.	Deposited at FSL/CCS on & by (Name, Signature & CCS/FSL)	Received at FSL/CCS on & by (Name & Signature & FSL/CCS)	Date of dispatch to CFSL & CFSL Name	Acceptance Report of CFSL/FSL	Date of receipt of report / Exhibit & by whom & reference No.	Receiving Officer &whom assigned for draft CS & CS/SCS No.

FORM No. 2.6
PUDUCHERRY POLICE
CASE PROPERTY REGISTER

PS…….

Yearly Serial No.	F.I.R. No. date of offence or GD No. of entry and date of Daily Diary (as the case may be)	Description and value of property	Order of Magistrate for disposal	Signature of person receiving it	Signature and remarks of Station Officer or P.P., if any

FORM No. 2.7
PUDUCHERRY POLICE
ARREST REGISTER

Sl. No.	Crime No., Date & U/s	Name and address of the accused	Date & Time of arrest	Signature of accused	Person to whom Arrest intimation given	Name & Address of Bailer	Date & Time of Bail from Police Station with GD entry no	Signature of Bailer	Date of Bail from Court

FORM No. 2.8
PUDUCHERRY POLICE
PETTY CASE REGISTER

Sl. No.	Challan NO., Date &U/s	Complainant Name and Details	Name & Details of accused	Place, Date and Time of offence	Brief facts of the case	Result of the case	Remarks& Sign of SHO

FORM No. 2.9
PUDUCHERRY POLICE
STOLEN PROPERTY REGISTER

FIR No. and Section	Description and value of property stolen			Property recovered						Remarks including result of case
				By Police			Otherwise			
		Rs.	P.		Rs.	P.		Rs.	P.	

FORM No. 2.10(a)
PUDUCHERRY POLICE
SUMMON REGISTER

Sl. No.	Receipt Date	Date of issue from Court	Date fixed	Court Name & No.	FIR No. U/s	Details of Summonee	Handed over to PC	Signature	Date of Service	Returnto Court (with reason)	Return to other PS

FORM No. 2.10(b)
PUDUCHERRY POLICE
WARRANT REGISTER

Sl. No.	Receipt Date	Date of issue from Court	Date fixed	Court Name & No.	FIR No. U/s	Details of Summonee /Warrantee	Handed over to PC	Signature	Date of Execution	Return to Court (with reason)	Return to other PS

FORM No. 2.11
PUDUCHERRY POLICE
QUARTERLY CRIME ABSTRACT

Sl. No.	BNS case		Excise case		Other Local and Special Law		UD case		Case property		Total pending as on				
	Registered	Disposed	Registered	Disposed	Registered	Disposed	Registered	Disposed	Added	Disposed	BNS	Excise	Other local & Special Law Case	Case Property	UD Case

Details of cases disposed:

Sl. No.	Case	Crime no.	Date	U/s
1.	BNS			
2.	EXCISE			
3.	LOCAL & SPECIAL LAW			
4.	UD CASE			

Sl. No.	
Name, age and parentage of offender	
Description	
Residence	
Section of offence	
FIR No. and date	
PS and District	
Details of Stolen property	
In case of conditionally released who has been declared proclaimed offender (i)Offence in which conditionally released(ii)Village in which released (iii)Jail from which conditionally released	
(1) On his own, accused has visited **(2)** Or is expected to visit	
In his own District : - **1)** Name **2)** Relations **3)** Residence	Name of relations whom the proclaimed offender is expected to visit or enter in communication
In his own District : - **1)** Name **2)** Relations **3)** Residence	
Reward offered for Arrest	
Remarks	

FORM NO. 2.12

PUDUCHERRY POLICE

PROCLAIMED OFFENDER REGISTER

Sl. No.													
Name, age and percentage of Proclaimed Offender													
Description													
Residence													
Section of offence													
FIR No. and Date													
Police Station and District													
Details of Stolen property													
In case of conditionally released who has been declared Proclaimed Offender (a) Offence in which conditionally released (ii) Village in which released (iii) Jail from which conditionally released													
(1) On his own, accused has visited (2) Or expected to visit													
Name of relations whom the Proclaimed Offender is expected to visit or enter in communication													
In his own district:- 1) Name 2) Relations 3) Residence													
In his own district:- 1) Name 2) Relations 3) Residence													
Reward offered for arrest													
Remarks													

FORM No. 2.13
PUDUCHERRY POLICE
VILLAGE ROSTER

DIVISION No. I		DIVISION NO. II		Division No. III		Division No. IV	
Beat No.1	Beat No. 4	Beat No. 3	Beat No. 2	Beat No. 5	Beat No.7	Beat No.6	Beat No. 8
Beat duty Staff							

PUDUCHERRY POLICE

FORM NO.2.14

VILLAGE CRIME REGISTER (PART- I)

BEAT CRIME NOTE BOOK OF BEAT .....

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

.....

Population Male .....

Female.....

No. of houses .....

Names of outlying hamlets with number of houses in each

Revenue

Market Day, fairs and festivals

Principal Castes and **communities**

Headmen	Other leading men	Beat watchmen

FORM NO. 2.14

PUDUCHERRY POLICE

VILLAGE CRIME REGISTER (PART – II)

Serial No. in First Information Register	Date of occurrence and name of complainant	Section of law, nature of offence and class of property attached	Name, parentage, age and residence of accused/ suspect	Place where property was recovered and where criminals were found	Names and particulars of person suspected of having helped to conceal property of criminals by furnishing bail or otherwise	Result of case

FORM NO. 2.14

PUDUCHERRY POLICE

VILLAGE CRIME REGISTER (PART – III)

Cases traced to the Village during the year

Serial No. in First Information Register	Date of occurrence and name of complainant	Section of law, nature of offence and class of property attached	Name, parentage, age and residence of accused/ suspect	Place where property was recovered and where criminals were found	Names and particulars of person suspected of having helped to conceal property of criminals by furnishing bail or otherwise

FORM.NO. 2.14

PUDUCHERRY POLICE

VILLAGE CRIME REGISTER (PART- IV)

Notes of crime in the village with special reference to fractions, land or water disputes presence of criminal tribes or gangs. Occurrence of obstructions on or damage to railway line within the jurisdiction, special outbreaks of crime in the jurisdiction etc.

FORM No. 2.15
PUDUCHERRY POLICE
PCR/ ERSS REGISTER

Sl. No.	DATE & TIME OF CALL	ATTENDED BY	BRIEF FACTS OF THE CALL	ACTION TAKEN ON THE CALL	REMARKS & SIGN OF SHO

FORM No. 2.16
PUDUCHERRY POLICE
MLC REGISTER

Sl. No.	DATE & TIME OF CALL	HOSPITAL NAME	PATIENT NAME AND DETAILS	BRIEF FACTS	ACTION TAKEN ON THE CALL	REMARKS & SIGN OF SHO

FORM No. 2.17
PUDUCHERRY POLICE
MISSING PERSONS REGISTER

Sl. No.	1.	2.	3.	4.	5.	6.	7.	8.	9.	10
Name and contact details of complainant										
Name, Father's/Husband's name,Age, sex and contact details of missing person										
Missing from (Place last seen, Date & Time)										
Identifying marks										
Wearing apparels at the time of missing										
G.D. Entry No./ Missing Report No.& date										
Photo (Passport Size)										
Whether traced out or not (G.D.No., Date & Time)										
To whom handed over (Name &Contact details)										
Remarks & Sign of SHO										

FORM No. 2.18
PUDUCHERRY POLICE
REGISTER OF UNIDENTIFIED DEAD BODY (UIDB)

Sl. No.	UD FIR No., Date & U/s	Name ofthe deceased (if Known after identification) Sex, Age	Body found (place, date & time)	Identifyingmarks	Wearing apparels at the time of recovery	Whether identified or not (Date)	To whom handed over (Name, Contact details,G.D No.,date & Time)	Remarks & Signof SHO
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								

FORM No. 2.19
PUDUCHERRY POLICE
MOTOR ACCIDENT CLAIM TRIBUNAL (MACT) REGISTER

Sl. No.	FIR No, Date & U/s	Date of sending e-mail to Insurance	Date of submission of FIR (Form 54)	Details of vehicles involved	Documents attached(tick relevant entries)						Date of submission of FIR with annexure to concerned Insurance agency	First date of hearing fixed by MACT. Whether notified to (tick relevant entries)				Name & Signature of I.O	Remarks
					FIR copy	Site plan/ Photos	Driving license	Insurance policy	Registration certificate	PME or injury report		Victim / Victim's family	Driver	Owner	Insurance		
1.																	
2.																	
3.																	
4.																	
5.																	
6.																	
7.																	
8.																	
9.																	
10.																	

FORM No. 2.20
PUDUCHERRY POLICE
WOMEN & CHILD HELP DESK REGISTER

Sl. No.	Name & contact details of Victim	Name and contact details of opposite party	Brief facts of complaint	Action taken	Signature of I.O./ E. O	Remarks & signature of SHO
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

FORM No. 2.21
PUDUCHERRY POLICE
COMPLAINT REGISTER

Sl. No.	Name of Complainant	Subject line	Reference No.	Name of Enquiry Officer	Date of Handing over complaint	Signature of EO / Eos	Dispatch No.	Remarks

FORM No. 2.22
PUDUCHERRY POLICE
POSTING REGISTER

Sl. No.	Rank	Name	Blood Group	Date of appointment	Date of Posting	Qualification	Dateof Birth	Previous Posting

FORM No. 2.23
PUDUCHERRY POLICE
DUTY ROSTER

DATED :

PS : **SUB-DIVISION :** **DISTRICT :**
SHO : **INSPR/SI.**

Particulars	INSP.	SI	ASI	HC	PC	PC(D)	HG	FC	FS
Sanctioned strength									
Present Strength									
Shortage									
Casual Leave									
Earned Leave									
Absent									
Medical Rest									
Out Station Duty									
Other Duty									
Training Course									
Total									

Sl. No.	NATURE OF DUTY	0800 Hrs to 1200 Hrs		1200 hrs to 0800 hrs.	
1.	Duty Officer				
2.	Head Constable	HC		HC	
3.	G.D. Writer ‘b’	0700-1400 hrs	1400-2120 hrs	2120-0700 hrs	
4.	Lock-Up Duty	PC		PC	
5.	Sentry Duty	0600–0900 hrs 1120-1500 hrs	0900-1120 hrs 1500-1800 hrs	1800-2100 hrs 0000-0300 hrs	2100-0000 hrs 0300-0600 hrs
		PC/	PC/	PC/	PC/
6.	Second Officer				
7.	HM/Station Writer				
8.	Office Duty				54
9.	Child & Women Helpdesk				
10.	Malkhana Mohirar				
11.	Dak Duty/MLC/CCTNS				
12.	Summon & Warrant Duty				

8.	Tourist Police	
14.	Casual Leave	
15.	Earned Leave	
16.	Medical Rest	
17.	CCL/Maternity/Paternity	
18.	Absent	
19.	Trg. Course/Refresher Pts	
20.	PS Driver	
21.	Other Unit Office Duty	
22.	Sports/Police Entertainment	
23.	Other Duty/Excise Raid	
24.	Permisison Leave	
25.	FS/AC	
26.	Mess Duty	
27.	Record Section	
28.	SDPO Office	
29.	Parade At Police Line	
30.	Law & Order Duty	

BEAT STAFF

BEAT –I	BEAT –II	BEAT – III	BEAT –IV
AREA			
BEAT –V	BEAT – VI	BEAT – VII	BEAT – VIII
AREA			

PICKET DUTY

SN	Name of Picket	2100 hrs. to 0500 hrs.	2120hrs. to 0400 hrs.
		Name of Staff	Name of Staff
1.			
2.			
3.			
4.			

Signature of SHO Dated ……..

FORM No. 2.24
PUDUCHERRY POLICE
SENTRY RELIEF REGISTER

SN	Rank & Name of Sentry	Time of posting	Time of elievin gg	Relieved by	No. of rounds of ammuniti on with Sentry when relieved	No. of persons in Lockup	Signature of SHO/ Posting Officer	Signature of Sentry	Remarks
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									

FORM No. 2.25
PUDUCHERRY POLICE
REWARD REGISTER

Sl. No.	Name of Police Personnel recommended	Brief statement of work and reference to cause, if any	Recommendation by forwarding Officer, if any	Sanctioning Authority order No. and Date

FORM No. 2.26
PUDUCHERRY POLICE
REGISTER OF GOVERNMENT PROPERTY

Date of receipt	VoucherNo.	Description of Property	Nos.	Remarks	Signature of HM	Sign of SHO

Signature of SHO

FORM No. 2.27
PUDUCHERRY POLICE
ARMS LICENSE REGISTER

Sl. No.	License No. and date of issue	Name and address of licensee	Description including number and identification marks of weapon	Purpose for which granted	Places for which valid	Names of retainers	Date of expiry of license	remarks

FORM No. 2.28
PUDUCHERRY POLICE
ARMS DEPOSIT REGISTER

Sl. No.	Particulars of Arms	Name of owner	License No.	Valid up to	Date of Deposit	Signature of depositor

FORM No. 2.29(a)
PUDUCHERRY POLICE
DISPATCH REGISTER

Sl. No.	Number and date of documents received		From whom	Brief subject	Assistant to whom marked	File No.	Remarks
	Number	Date					
1	2.	3.	4.	5.	6.	7.	8.

FORM No. 2.29(b)
PUDUCHERRY POLICE
RECEIPT REGISTER

RD No.	Number and Date of Documents Received Number and Date	From whom Received	Brief Subject	Address to whom	Remarks

FORM No. 2.30
PUDUCHERRY POLICE
MEMO BOOK

Memo No.	Number and Date of Memo Received / Number and Date	From whom Received	Brief Subject	Address to whom	Remarks

FORM No. 2.31
PUDUCHERRY POLICE
GAZETTED OFFICER'S VISIT BOOK

Date and time of Visit	Name and designation of Visiting Officer	Observation

FORM No. 2.32
PUDUCHERRY POLICE
LOCKUP REGISTER

Sl. No.	Crime No. Date & U/s	Name and Address of the accused	Date & Time of Detaining in Lockup	Signature of Accused	Date & Time of releasing from Lockup	Signature of accused	Remarks	Sign of SHO

CHAPTER – 3

FORM-1

FIRST ACCIDENT REPORT (FAR)

By Investigating Officer to Claims Tribunal
Within 48 hours of the receipt of intimation of the Accident
Copy to Victim(s) and Insurance Company and Union Territory of Puducherry Legal Services Authority (UTPLSA)

FIR No.	
Date	
Under Section	
PS	

1.	Date of Accident	
2.	Time of Accident	
3.	Place of Accident	
4.	Source of Information	
	Name, mobile number & address of the Informant	
	Name	
	Mobile No.	
	Address	
5.	Nature of Accident	
6.	Number of Vehicles involved	
	Whether Registration Number of the Offending Vehicle known	Yes No
	Whether offending Vehicle impounded by the police	Yes No
	Whether the driver of the offending vehicle found on the spot	Yes No
	Number of Fatalities	
	Number of Injured	
	Details of the Hospital where victim(s) taken	
	Hospital Name	
	Address	
	Doctor's Name	

7	Availability of CCTV Footage If yes, CCTV Footage be preserved and be filed with DAR	Yes No	
8.	Details of Owner(s), Driver(s) and Insurance of the Vehicle(s)		
	Details	Vehicle 1 (Offending vehicle)	Vehicle 2 (Victim)
Vehicle Details			
	Vehicle Registration No.		
	Driver Details		
	Name of the Driver		
	Address of Driver		
	Mobile No. of Driver		
	Owner Details		
	Name of the Owner		
	Address of Owner		
	Mobile No. of Owner		
	Insurance Details		
	Insurance Policy No.		
	Period of Insurance Policy		
	Name of Insurance Company		
	Address of Insurance Company		
9.	Details of Victim(s)		
	Name	Deceased /Injured	Address & Contact Details
i.			
ii.			
iii.			
iv.			
v.			
vi.			

10.	Other Accident Details		
i.	Reporting Date & Time		
ii.	Landmark		
iii.	Severity		
iv.	Count of	Injured	Death
	Rider		
	Pedestrian		
	Passengers		
v.	Collision Type		
vi.	Collision Nature		
vii.	Initial observation of accident scene		
viii.	Weather Condition		
ix.	Light Condition		
x.	Accident Spot		
xi.	Visibility		
xii.	Load Condition (1)		
xiii.	Load Condition (2)		
xiv.	Road Classification		
xv.	Local Body		

SHO/IO.
EMPLOYEE No:
Phone. No. :
PS :
Date :

Documents to be attached:Copy of FIR
Images/ Videos to be attached:

(i) Main Resting Place of Vehicle
(ii) Damage to Vehicle
(iii) Damage to Property
(iv) Obstructions of Objects on Road
(v) Junction/ Road Type
(vi) Road Surface
(vii) Skid Marks
(viii) Surroundings
(ix) Any feature which might have contributed to the accident
(x) Other Images

FORM-II

RIGHTS OF VICTIM(S) OF ROAD ACCIDENT AND FLOW CHART OF THE SCHEME MENTIONED BELOW

To be handed over by IO to the Victim/Family Members/Legal Representatives within 10 days of the accident

1. Right to immediate medical aid and treatment.
2. Right to copy of FIR.
3. Right to copy of First Accident Report (FAR) in Form – I.
4. Right to copy of Rights of Victim and Flow Chart of this Scheme in Form –II.
5. Right to copy of Driver's Form-III along with the documents.
6. Right to copy of Owner's Form-IV along with the documents.
7. Right to copy of Interim Accident Report (IAR) in Form-V along with the documents.
8. Right to blank copy of Format of Victim's Form-VI and Form-VIA.
9. Right to copy of Detailed Accident Report (DAR) in Form-VII along with the documents.
10. Right to copy of Insurance Form-XI.
11. Right to copy of Report under section 173 of the Code of Criminal Procedure, 1973 (2 of 1974).
12. Right to copy of Victim Impact Report in Form-XII.
13. Right to copy of MLC and Postmortem Report.
14. Right to free legal aid from State Legal Services Authority.
15. Right to appear before the Claims Tribunal in person or through lawyer.
16. Right of a minor child/ children (18 years or below) of the victim to be referred to the Child Welfare Committee by the IO for Inquiry into their needs and status.
17. Right of a minor child/ children (18 years or below) of the victim to have the Child Welfare Committee conduct an Inquiry through the District Child Protection Officer into their well-being, medical needs,security, nutrition, etc.
18. Right of a minor child/ children (18 years or below) of the victim to get all benefits of Juvenile Justice (Care and Protection of Children) Act, 2015 in case the Child Welfare Committee returns a finding of a child being a Child in Need of Care and Protection (CNCP).
19. Right of such minor child/children of the Victim to be placed in a Children's Home in case both the parents died or the surviving parent is unable to take care of the child, as provided under the Juvenile Justice (Care and Protection of Children) Act, 2015.
20. Right to receive compensation under the Scheme for Motor Accident Claims Formulated by the Madras High Court.

Flow Chart of the aforesaid Scheme is attached herein.

S.H.O. /I.O. EMPLOYEE No. :

Phone No. : _____

P.S. :_____

Date : _____

Acknowledgement of the Victim/Family Members/Legal Representatives

I have received this Form and the Flow Chart of the Scheme along with the copy of a blank Victim's Form-VI andForm-VIA.

Victim/FamilyMembers/Legal RepresentativesData :

FORM-III

DRIVER'S FORM

By Driver of the vehicle(s) to IOWithin
thirty (30) days of the Accident
Copy to Victim(s) and Insurance Company

FIR No.	
Date	
Under Section	
PS	

1.	Driver Details	
	Name	
	Father's Name	
	Mobile No.	
	Address	
2.	Age/Date of Birth	
3.	Gender	
4.	Educational Qualifications	
5.	Occupation	
6.	Monthly Income	
7.	Driving Licence (Permanent, Learner's, etc.)	
8.	Driving Licence No.	
9.	Period of Validity of Licence	
10.	Licensing Authority	
11.	Vehicle Registration No.	
12.	Vehicle Type	
13.	Owner Details	
	Name	
	Mobile No.	
	Address	
14.	Insurance Details	
	Policy No.	
	Period of Policy	
	Name of Insurance Company	

15.	Other details	
i.	Nationality of Driver	
ii.	Occupation of Driver	
iv.	Cell Phone Driving?	
v.	Severity	
vi.	Seatbelt/ Helmet	
vii.	Drunk Driving	
viii.	Mode of Transport	
ix.	Hospitalization delay	
x.	Driving License Type	

Verification:

Verified at____on this _____day of_____/20___that the contents of the above Form are true to my knowledge and the documents attached are true copies of their originals.

Documents to be attached:

(i) ID/address proof

(ii) Driving Licence

(iii) Insurance Policy

(iv) Vehicle Registration

FORM-IV

OWNER'S/ INSURED'S FORM

By Owner of the vehicle(s) to IOWithin thirty (30) days of Accident
Copy to the Victim(s) and Insurance Company

FIR No.	
Date	
Under Section	
PS	

1.	Vehicle Details	
	Registration No.	
	Colour	
	Make	
	Model	
	Year of Manufacture	
	Chassis No.	
	Engine No.	
	Registering Authority Name	
	Vehicle Type	
	Vehicle Use Type	
2.	Owner Details	
	Name In case of a company, give name of person in- charge in terms of section 199 of the Motor Vehicles Act, 1988	
	Father's**/** Husband's Name	
	Mobile No.	
	Address	
	Occupation	
3.	Driver Details	
	Name	
	Father's Name	
	Mobile No.	
	Address	
	Driving Licence No.	
	Period of Validity	
	Licensing Authority	

4.	Insurance Details	
	Policy No.	
	Period of Policy	
	Name of Insurance Company	
	Address of Insurance Company	
	Details of previous Insurance Policy	
	Whether the vehicle previously involved in any MACT case? If yes, give details of FIR and MACT case.	
5.	In case of commercial vehicle	
	Permit details	
	Fitness details	
6.	Whether the owner reported the accident to the Insurance Company	
7.	Other details	
	Load Category	
	Age of vehicle	
	Vehicle Description	
	Pollution under Control Certificate Validity	
	Tax Details	
	Seat Capacity	
	Insurance Company	

Verification:

Verified at___on this day of_____/20____that the contents of the above Form are true to my knowledge and the documents attached are true copies of their originals.

Documents to be attached:

(i) ID/address proof

(ii) Registration Certificate

(iii) Driving License of the Driver

(iv) Insurance Policy

(v) Permit

(vi) Fitness

FORM-V

INTERIM ACCIDENT REPORT (IAR)

By Passenger(s) and Pedestrian(s) to IO to Claims TribunalWithin fifty (50) days of Accident
Copy to Victim(s) and Insurance Company and UTPLSA

FIR No.	
Date	
Under Section	
PS	

1.	Date of Accident	
2.	Time of Accident	
3.	Place of Accident	
4.	Offending Vehicle	
	Registration No.	
	Vehicle Make	
	Vehicle Model	
5.	Driver of the offending vehicle	
	Name	
	Father's Name	
	Mobile No.	
	Address	
	Driving Licence	
	Driving Licence No.	
	Validity of Licence	
	Licensing Authority	
6.	Owner of the offending vehicle	
	Name	
	Father's Name	
	Mobile No.	
	Address	
7.	In case of commercial vehicle	
	Permit details	
	Fitness details	

8.	Insurance Details	
	Policy No.	
	Period of Policy	
	Name of Insurance Company	
	Address of the Insurance Company	
9.	Witness(es) to the accident	
	Witness-1: Name	
	Mobile No.	
	Address	
	Witness-2: Name	
	Mobile No.	
	Address	
10.	Brief description of the Accident:	
11.	Details of compliance(s)	
i.	Date of filing of First Accident Report (FAR)	
ii.	Date of uploading FAR on the website of Puducherry Police	
iii.	Date of delivery of FIR and FAR to the Insurance Company	
iv.	Date of delivery of FIR, Form-II and FAR to the Victim(s)	
v.	Date of receipt of Form-III from the Driver	
vi.	Date of receipt of Form-IV from the Owner	
vii.	Date of delivery of Form-III and Form-IV to the Insurance Company	
viii.	Date of delivery of Form-III and Form-IV to the Victim(s)	
ix.	Whether the information/ documents of the driver/owner have been verified. If yes, attach the Verification Report.	Yes No
12.	Passenger Details (Passenger of the Vehicle)	
i.	Gender	
ii.	Occupation	
iii.	Severity	

i.	Injury Type	
ii.	Mode of Hospitalization	
iii.	Hospitalization Delay	
iv.	Education	
v.	Passenger Position	
vi.	Seatbelt/ Hemet	
vii.	Passenger Action	
viii.	Nationality	
13.	Pedestrian Details	
i.	Gender	
ii.	Severity	
iii.	Mode of Hospitalization	
iv.	Hospitalization Delay	
v.	Education	
vi.	Injury Type	
vii.	Pedestrian Position	
viii.	Occupation	
ix.	Nationality	

S.H.O. /I.O. EMPLOYEE No:

Phone No:
P.S:

Date:

Documents to be attached:

(i) First Accident Report (FAR)

(ii) Driver's Form-II along with documents submitted by the Driver

(iii) Owner's Form-III along with documents submitted by the Owner

(iv) Verification Report

FORM-VI

VICTIM'S/ CLAIMANT'S FORM

By Victim(s)/ claimant(s) and Medical Officer(s) to IO within sixty (60) days of Accident
Copy to Insurance Company and UTPLSA

FIR No.	
Date	
Under Section	
PS	

1.	Date of Accident	
2.	Time of Accident	
3.	Place of Accident	
4.	Nature of case	
5.	Registration Number of the offending vehicle	
6.	Owner Details	
	Name	
	Address	
7.	Driver Details	
	Name	
	Address	
8.	Insurance Details	
	Policy No.	
	Period of Policy	
	Name of Insurance Company	
	INJURY CASE	
9.	Name of the Injured	
10.	Father's Name	
11.	Address of the Injured	
12.	Contact No. of Injured	
13.	Age / Date of Birth	
14.	Gender of the Injured	
15.	Marital status of the Injured	
16.	Occupation of the Injured	

'

17.	If the Injured was employed, give the name and address of the employer	
18.	Income of the Injured	
19.	Whether Injured assessed to Income Tax If yes, file the copy of Income Tax Returns for the last three years	
20.	Nature and description of Injury	
21.	Medical treatment taken by the Injured	
22.	Name of hospital and period of hospitalization Hospital Name Period of Hospitalization Doctor's Name	
23.	Details of surgery(s), if undergone	
24.	Whether any permanent disability If yes, give details	
25.	Pecuniary Losses suffered	
i.	Expenditure on treatment	
ii.	If treatment is still continuing, give the estimate of expenditure likely to be incurred on future treatment	
iii.	Expenditure on conveyance, special diet, attendant charges, etc.	
iv	Loss of income	
v.	Loss of earning capacity	
vi	Any other pecuniary loss/ damage	
26.	Whether the injured got reimbursement of medical expenses from his employer or under a Mediclaim policy or under any government cashless treatment scheme or government insurance scheme If yes, provide details	
27.	Value of loss/ damage to the property	
28.	Any additional information	
29.	Brief description of the accident	
30.	Compensation claimed	
31.	Hospital details	
i.	PM Jan Arogya Yojana (PMJAY) Empanelled	
ii.	Hospital name	

iii.	State	
iv.	District	
v.	Address	
vi.	Pincode	
vii.	Hospital Type	
viii.	Classification (if Government)	
ix.	Speciality (if Private)	
x.	Mobile	
xi.	National Identification Number (NIN)	
xii.	Landline	
xiii.	E-Mail	
xiv.	Username	
xv.	Password	
xvi.	Retype Password	
xvii.	Hospital Location	
xviii.	Police District	
xix.	PS	
32.	Patient's details	
i.	Patient Type	
ii.	In Patient/Out Patient	
iii.	Time of Arrival	
iv.	Patient Name	
v.	Patient Age	
vi.	Patient Contact Number	
vii.	Gender	
viii.	Injury Severity	
ix.	Relation (if Male / Transgender)	
x.	Relation (if Female)	
xi.	Father's Name	
xii.	Patient Address	
xiii.	Accident Register Number	
xiv.	ID Proof	
xv.	ID Proof Number	
xvi.	Identification Mark 1	
xvii.	Identification Mark 2	
xviii.	Informant Name	
xix.	Informant Address	

xx.	Contact Number	
xxi.	Doctor Name	
xxii.	Doctor Regn. Number	
33.	Treatment details	
i.	Injured Part of Body	
ii.	Trauma Flag / Triage	
iii.	Injury Nature	
iv.	Level of Consciousness	
v.	Breathing	
vi.	Systolic BP (MM)	
vii.	Diastolic BP (MM)	
viii.	Pulse/Heart Rate (BPM)	
ix.	Respiratory Rate	
x.	SPO2 (%)	
xi.	Temperature (°F)	
xii.	Orientation	
xiii.	Description of Pupil	
xiv.	Physical Examination	
xv.	Treatment	
xvi.	Opinion Obtained	
xvii.	X Rays Done	
xviii.	CT Scan	
xix.	Emergency Department Disposition	
34.	History as stated by the Injured	
35.	Details of Injuries	
	Discharge Summary	
i.	Name of the Doctor	
ii.	Doctor Regn No.	
iii.	Condition at admission	
iv.	Results of clinical investigation if any	
v.	Injuries diagnosed other than those noted inthe Wound Certificate, if any	
vi.	Details of treatment given, including those of surgical and other procedures if any	
vii.	Condition at discharge	
viii.	Advice given at the time of discharge regarding further treatment if necessary	
ix.	Remarks if any	

FORM-VII

DETAILED ACCIDENT REPORT (DAR)

By IO to Claims Tribunal within ninety (90) days of Accident Copy to Victim(s)/ claimant(s), Driver, Owner, Insurance Company and UTPLSA

FIR No.	
Date	
Under Section	
PS	

1.	Date of Accident	
2.	Time of Accident	
3.	Place of Accident	
4.	Nature of Accident	
5.	Offending Vehicle Details	
	Registration No.	
	Make	
	Model	
	Vehicle Type	
	Vehicle Use Type	
6.	Driver of offending vehicle	
	Name	
	Father's Name	
	Mobile No.	
	Address	
	Driving Licence	
	Driving Licence No.	
	Validity of Licence	
	Licensing Authority	
7.	Owner of offending vehicle	
	Name	
	Father's Name	
	Mobile No.	
	Address	

8.	Insurance Details of offending vehicle	
	Policy No.	
	Period of Policy	
	Name of Insurance Company	
9.	Whether License has been verifie from the Authority. If yes, attac report If no, give reasons	
10.	Whether Driving Licence suspended/ cancelled If yes, give details	
11.	Whether driver injured during the accident If yes, give details	
12.	Vehicle was driven by	
13.	Whether the Driver was driving under the influence of alcohol/drugs. Whether findings based on scientific report. If yes, give details	
14.	Whether driver carrying mobile phone at the time of accident If yes, give details of Mobile	
	Mobile No.	
	IMEI No.	
	Make & Model	
15.	Whether driver previously involved in motor accident case(s) If yes, whether case pending or decided by MACT? Give details of the FIR and MACT case	
16.	In case of commercial vehicle	
	Permit details	
	Fitness details	
17.	Whether Permit and Fitness have been verified from the Authority If yes, attach report If no, give reasons	
18.	Whether the Owner reported the accident to the Insurance company If yes, give date	
19.	In case the driver fled from spot, whether the owner produced the driver before the Police If yes, attach the copy of notice under ection 133 of Motor Vehicles Act, 1988	

Victim(s) details				
20.	Victim(s)			
	DEATH CASE			
21.	Name of the deceased			
22.	Age of the deceased			
23.	Occupation			
24.	Details of the legal representatives of deceased			
(i)	Name	Relationship	age	
(ii)	Nil	Nil	Nil	

INJURY CASE		
25.	Name of the injured	
26.	Age	
27.	Occupation	
28.	Nature of Injury	
29.	Details of Injury	
30.	Offences Charged	
	BNS, 2023	
a.	Section 281	Rash driving or riding on a public way
b.	Section 125	Causing hurt by act endangering life or personal safety of others
c.	Section 125	Causing grievous hurt by act endangering life or personal safety of others
d.	Section 106	Causing death by negligence
e.	Any other offence	
	Motor Vehicles Act, 1988	
a.	Sections 3/181	Driving without license
b.	Sections 4/181	Driving by minor
c.	Sections 5/180	Allowing unauthorized person to drive
d.	Section 182	Offences relating to licenses
e.	Sections 6/192	Without fitness
f.	Sections 66(1)/192A	Without permit
g.	Sections 112/183(1)	Over speeding
h.	Sections 113/194	Over loading
i.	Sections 119/184	Jumping red light

j.	Sections119/177	Violation of mandatory signs (One way, No right turn, No left turn)
k.	Sections122/177	Improper/ obstructive parking
l.	Sections146/196	Without insurance
m.	Section 177/Rules of Road Regulation 17(1)	Violation of “One way”
n.	Section 194(1A)/Rules of Road Regulation 29	Carrying High/Long Load
o.	Section 184/Rules of Road Regulation, rule 6	Violation of “No overtaking”
p.	Section 177/Central Motor Vehicles Rules, 1989 Rule 105	Without light after sunset
q.	Section 179	Disobedience of orders, obstruction and refusal of information
r.	Section 184	Driving dangerously
s.	Section 184	Using mobile phone while driving
t.	Section 185	Drunken driving/ drugs
u.	Section 186	Driving when mentally or physically unfit to drive
v.	Section 187	Violation of Sections 132(1)(a), 133 & 134
w.	Section 190	Using vehicle in unsafe condition
x.	Section 194A	Carrying more passengers than authorized
y.	Section 194B/ Central Motor Vehicles Rules, 1989 Rule 138(3)	Driving without a safety belt
z.	Section 194C	Penalty for violation of safety measures for motorcycle driver and pillion rider
aa	Section 194D	Penalty for not wearing protective headgear
bb	Section 194E	Failure to allow free passage to emergency vehicles
cc	Section 194F	Using the horn unnecessarily or in places where it is prohibited
dd	Section 197	Taking vehicle without Authority
ee	Section 199A	Offence committed by Juveniles
ff	Any other offence	

31.	Detailed description of the Accident
32.	Direction(s) required from the Claims Tribunal
i.	The driver of the offending vehicle has not furnished Form-III/has furnished incomplete Form-III, despite letter(s) dated…….. [Copy (s) attached]. The driver be directed to furnish the Form-III before this Tribunal within 15 days.
ii.	The owner of the offending vehicle has not furnished Form-IV/ has furnished incomplete Form-IV, despite letter(s) dated…….. [Copy (s) attached]. The owner may be directed to furnish the Form-IV before this Tribunal within 15 days.
iii.	The victim(s) of the accident has/have not furnished Form-VI/ Form-VIA/ has furnished incomplete Form-VI/ Form-VIA, despite letter(s) dated…….. [Copy (s) attached]. The victim may be directed to furnish the Form-VI/ Form-VIA before this Tribunal within 15 days.
iv.	The Registration Authority has not given the VerificationReport despite letter(s) dated.....[Copy (s) attached]. The Registration Authority be directed to furnish the Verification Report directlybefore this Tribunal within 15 days.
v.	The Hospital has not given the MLC/ Post Mortem report despite letter(s) dated [Copy (s) attached]. The Hospital be directed to furnish the above-mentioned documents directly before this Tribunalwithin 15 days.

33.	Documents to be attached		
	Document	Attached	Not Attached
i.	FIR		
ii.	Form-I – First Accident Report (FAR)		
iii.	Form-II – Rights of Victim(s) and FlowChart		
iv.	Form-III – Driver's Form along with documents submitted		
v.	Form-IV – Owner's Form along with documents submitted		
vi.	Form-V – Interim Accident Report(IAR) along with documents submitted		

vii.	Form-VI- Victim's Form along with documents submitted		
viii.	Form-VIA – Details of minor children of the Victim along with documents Submitted		
ix.	Form-VII- Detailed Accident Report (DAR)		
x.	Form-VIII – Site Plan		
xi.	Form-IX – Mechanical Inspection Report		
xii.	Form-X – Verification Report		
xiii.	Form-XI – Insurance Form along with documents submitted		
xiv.	Photographs of the scene of accident from all angles		
xv.	Photographs of all the vehicles involved in the accident from all angles		
xvi.	CCTV Footage of the accident		
xvii.	Report under section 193 of the BNSS, 2023		
xviii.	Copy of notice under section 133 of the Motor Vehicles Act, 1988		
34.	DEATH CASE		
i.	Post-Mortem Report		
35.	INJURY CASE		
i.	Medico Legal Case (MLC) Form		
ii.	Multi angle photographs of the injured		
36.	OTHER DOCUMENTS		

Verification:

Verified at ____ on this day of _____ that the contents of the above report are true and correct, and the documents were gathered during investigation.

S.H.O. / I.O
EMPLOYEE No.
Phone No :
P.S :
Date :

FORM- VIII

SITE PLAN

By IO (through Roads & Highway Engineer) to Claims Tribunal alongwith DAR within ninety (90) days of Accident

FIR No.	
Date	
Under Section	
PS	

1.	Date of preparation of site plan	
2.	Type of collision(collision from)	
3.	Road direction	
4.	No. of lanes	
5.	Width of road	
6.	Place of accident	
7.	Detailed Site Plan with road and junction name, direction and location of vehicle(s) on the	
8.	Other details	
i.	Area Type	
ii.	Road Owning Agency	
iii.	Type of Structure	
iv.	Type of Road Surface	
v.	Surface Condition	
vi.	Type of Carriageway	
vii.	Accident Location	
viii.	Horizontal Curve	
ix.	Vertical Curve	
x.	Junction Type	
xi.	Junction Control	
xii.	Sight Distance	
xiii.	Speed Limit	
xiv.	Road Margins	
xv.	Type of Terrain	
xvi.	Type of Surface Gradient	
xvii.	Physical divider / Barrier	
xviii.	Type of Median	
xix.	Pedestrian Infrastructure	
xx.	Ongoing Road Work	
xxi.	Road Markings	
xxii.	Road Sign Board	
xxiii.	Factors of Road Accident	

S.H.O./ I.O.
EMPLOYEE No. :
Phone No.:
P.S.:
Date:

FORM – IX			
MECHANICAL INSPECTION REPORT			
By IO (through Motor Vehicle Inspector) to Claims Tribunal along with DAR within ninety (90) days of Accident			
FIR No.			
Date			
Under Section			
PS			
Date of Mechanical Inspection			
Name of Motor Vehicle Inspector			
Registration No. of the Motor Vehicle Inspector			
1	Vehicle Registration No.		
2	Vehicle Type		
3	Vehicle Make		
4	Model Name		
5	Colour of Vehicle		
6	Engine Number		
7	Chassis Number		
8	Location of vehicle inspection		
	Accident Site		
	Garage		
	Other (Specify)		
9	In case of Commercial Vehicle		
	Details of Fitness		
	Details of permit		
10	Evidence of Impact 1 (Paint Transfer)		
	Paint Transfer found		
	Colour of Paint Transfer		
	Location of Paint Transfer		
11	Evidence of Impact 2 (Scratch marks/ Others)		
	Paint Transfer found		
	Colour of Paint Transfer		
	Location of Paint Transfer		

12	Point of Impact		
13	Mechanical condition of Vehicle		
	Steering		
	Wheels		
	Wipers		
	Mirrors		
	Others		
14	Whether vehicle modified by		
	Installing CNG/LPG Kit		
	Change of vehicle body		
15	Condition of Tyres		
16	Horn		
	Whether installed		
	If yes, whether functional		
17	Brake lights & other lights functional		
18	Whether vehicle had faulty number plate		
19	Status of Airbags		
	Whether the vehicle fitted with airbags		
	If yes, whether airbags were deployed		
20	For educational institution bus, whether the vehicle was fitted with the doors that can be shut & whether the vehicle had a suitable inscription to indicate that they are in the duty of an educational institute		
21	Whether vehicle had tinted glasses		
22	Speed Limiter Devices in cases of PSVs (Commercial Vehicles)		
	Whether vehicle fitted with Speed Limiter		
	If yes, whether functional		

23	Parking Sensors		
	Whether Rear Parking Sensors installed		
	If yes, whether functional		
24	Vehicle Location Tracking (VLT) Devices		
	Whether installed		
	If yes, whether functional		
25	Description of damage (including internal & external damage and estimated cost of damage)		
26	Other Details		
i	Vehicle Category		
ii	Registration Number Status		
iii	Registration Number Status		
iv	Load Category		
v	Year of Manufacture		
vi	Age of vehicle		
vii	Vehicle Description		
viii	Pollution under Control Certificate Validity		
ix	Tax Details		
x	Seat Capacity		
xi	Insurance Company		
xii	Disposition		
xiii	Maneuver at Accident		
xiv	Vehicle Damage		
xv	Accused/ Victim		
xvi	Brake Type		
xvii	Condition of Brake		
	Air Brake		
	Hydraulic		
	Mechanical Failure		
	Vaccum Assisted Hydraulic Brake		
xviii	Condition of Foot Brake		
xix	Condition of Hand Brake		
xx	Brakes Even or Not		
xxi	Mechanical Failure		
xxii	Tyre Condition		

xxiii	Mechanical		
xxiv	Vehicle Defect Type		
xxv	Accident Due to		
xxvi	Steering Type		
xxvii	Steering Condition		
xxviii	Condition of Wheels		
xxix	Whether Vehicle Modified		
xxx	Whether Rear Parking Sensors Installed		
xxxi	Type of Scratch		
xxxii	Damage Status		
xxxiii	Vehicle had a faulty Number plate?		
Xxxiv	Run Protection Device and Side Under Run Protection Device		
xxxv	Bull Bars		
xxxvi	Reflective Tapes		
xxxvii	Wind Screen Safety		
xxxviii	Track Mark		
xxxix	Check Report Issued?		
	Photographs of the vehicle Images / Videos to be attached		
1	Main Resting place of Vehicle		
2	Damage to Vehicle		
3	Damage to Property		

Motor Vehicle Inspector

Date:_____

FORM-X VERIFICATION REPORT

By IO to Claims Tribunal Along with DAR within ninety (90) days of Accident through information available on VAHAN Database

FIR No.	
Date	
Under Section	
PS	

1.	Vehicle Registration No.	
	Validity Period	
2.	Engine No.	
3.	Chassis No.	
4.	Category of Vehicle	
5.	Vehicle Make & Model	
	Make	
	Model	
6.	Owner Details	
	Name	
	Address	
7.	Details of Insurer	
8.	Details of Permit	
	Permit No.	
	Validity	
9.	Details of Fitness Certificate	
	Fitness Certificate No.	
	Validity	
10.	In case Record not	

S.H.O./I.O

EMPLOYEE No:

Phone No. :

P.S.:

Date:

GOVERNMENT OF PUDUCHERRY
Abstract

Transport Department, Puducherry-Constitution of Road Safety Fund-Framing of Puducherry Road Safety Fund Rule-2015-Notification –Orders – Issued.

.....

TRANSPORT SECRETARIAT

G.O.Ms.No. 16 /Tr.Sectt/2015 Puducherry, dated 20.08.2015

READ:

1. Minutes of the 14th meeting of National Road Safety Council (NRSC) held on 7th October, 2013.
2. Minutes of the meeting of Council of Ministers, Puducherry held on 19.6.2015.
3. I.D Note No. 6231/TD/TP/Road Safety/2013-15 dt. 19.2.2015 and 06.08.2015 of the Transport Department, Puducherry.

-oOo-

ORDER:

The following notification shall be published in the Extraordinary Official Gazette of Puducherry:-

NOTIFICATON

WHEREAS, taking into consideration the grim road safety scenario, the Government of India, Ministry of Road Transport & Highways, New Delhi has instructed to prepare an action plan for improving road safety in a time bound manner with annual targets and commensurate allocation of resources;

AND WHEREAS, in the of the 14th Meeting of National Road Safety Council(NRSC) held on 7th October,2013 at New Delhi , the NRSC council has recommended that states will also take necessary action to designate/set up a Lead Agency for road Safety at various levels with the authority and responsibility to make decisions, control resources and coordinate efforts by all sectors of Government, with adequate finances by way of a road safety fund to use for road safety, and should be publicly accountable for its actions;

File

AND WHEREAS, it is proposed to set up a Road Safety Fund for improving road safety measures and commensurate allocation of resources, out of the proceeds of the spot fine and compounding fee collections of the Transport Department and the Police Department in the Union territory of Puducherry.

2/-

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NOW, THEREFORE, the Lieutenant–Governor, Puducherry is pleased to approve setting up of Road Safety Fund in the Union territory of Puducherry and for the said purpose, hereby makes the Puducherry Road Safety Fund Rules, 2015 for implementation in the Union territory of Puducherry , as appended to this notification.

This issues with the concurrence of the Finance Department vide their U.O.No. 3487/F.5/A1/14-15 dt. 13.3.2015.

//BY ORDER OF THE LIEUTENANT – GOVERNER//

(S.D.SUNDARESAN)
ADDITIONAL SECRETARY TO GOVERNMENT
(TRANSPORT)

To

The Director,
Directorate of Stationery & Printing,
Puducherry.

..... With a request to publish the said notification in next issue of the Official Gazette and to supply 100 copies thereof to this department for reference and record.

Copy to:

1) The Commissioner-cum-Secretary (Transport), Puducherry.
2) The Inspector General/Deputy Inspector General of Police, Puducherry
3) The Director, Local Administration Department, Puducherry.
4) The Chief Engineer, Public Works Department, Puducherry.
5) The Director, Directorate of Health & Family Welfare Services, Puducherry.
6) The Chief Town Planner, Puducherry
7) The Senior Superintendent of Police (Traffic), Puducherry .
8) The Executive Engineer (National Highways), P.W.D., Puducherry.
9) The Transport Commissioner, Puducherry
10 The Director, Planning and Research Department, Puducherry.
11) The Director, Directorate of Accounts & Treasuries, Puducherry.
12) Spare copy.

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APPENDIX TO G.O Ms No. 14 /Tr. Sectt/2015 dt. 20.08.2015

THE PUDUCHERRY ROAD SAFETY FUND RULES - 2015

(1) Short title and commencement. -

(a) These rules may be called The Puducherry Road Safety Fund Rules, 2015.
(b) These rules shall extend to the whole of the Union territory of Puducherry.
(c) They shall come into force on the date of their publication in the official gazette.

(2) Definitions.-

In these rules, unless the context otherwise requires,-
(a) 'Fund' means the Puducherry Road Safety Fund;
(b) 'Year, means financial year;
(c) 'Committee' means "Inter Departmental Executive Committee";and
(d) 'Government' means the Administrator of the Union territory of Puducherry appointed by the President of India under Article 239 of the Constitution.

(3) Objective. -

(i) To set up the Puducherry Road Safety Fund for improving of Road Safety measures in the Union Territory of Puducherry and commensurate allocation of resources.

(ii) To establish a dedicated agency viz: Inter Departmental Executive Committee to oversee the issues related to road safety and evolve effective strategies for implementation of Road safety measures.

(4) Constitution.-

The fund shall be constituted out of the proceeds of the spot fine and compounding fee collections of the Transport Department and Police Department, Puducherry.

(5) Administration of the Fund. -

(a) The fund shall be administered by an Inter Departmental Executive Committee consisting of the following officials:

1	Secretary (Transport)	Chairman
2	The Inspector General/Deputy Inspector General of Police, Puducherry	Member
3	Director, Local Administration Department	Member
4	Chief Engineer, Public Works Department	Member
5	Director, Directorate of Health & Family Welfare Services	Member
6	Chief Town Planner, Puducherry	Member
7	Senior Superintendent of Police(Traffic), Puducherry	Member
8	Executive Engineer (National Highways).	Member
9	Transport Commissioner, Puducherry	Member-Secretary

(b) The Inter-Departmental Committee shall meet once in three months or even earlier to process the pending applications for assistance and oversee connected related issues relating to road safety.

c) The quorum of the Committee shall be five.

(6) Procedure. -

(i) Requests for financial assistance along with the estimate shall be sent to the Member Secretary of the Committee, who will process the same and place before the Committee for approval.

(ii) On approval of the Committee, the Member Secretary will issue necessary proceedings.

(iii) The Director, Directorate of Accounts & Treasuries, Puducherry shall open an ESCROW account for this purpose and maintain the Fund collected from the proceeds.

(iv) Based on the proceedings and necessary bills submitted, the Member Secretary shall effect payments to the Departments concerned from the Fund. Any financial gap shall be met from the Grants/Budgetary provisions of the Department concerned.

(v) The user Department shall start the work immediately and send a completion report within three months, the Member Secretary will place such reports for the information of the Committee.

provision in the budget for meeting ... traffic offences and make adequate

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(7) Projects that Qualify for Assistance. -

(i) Survey, installation and maintenance of road traffic signals / blinkers at inter sections in the city.
(ii) Road marking, installation of traffic signs, cats-eye, reflectors etc.
(iii) Purchase of barricades, cones and other traffic equipments.
(iv) Establishment of traffic education parks.
(v) Preparing literature and educational materials such as road signs charts, traffic rules, safe driving, etc for distribution among public including children.
(vi) Preparing and screening of short films on Road Safety on TV Channels and in various educational institutions.
(vii) Preparing slides on traffic rules and their public screening.
(viii) To put up hoardings and release advertisements in Newspapers on traffic rules and Road Safety.
(ix) To organize painting, essay writing, debate, competitions, etc., on traffic rules / regulations.
(x) Purchase / maintenance of computers for traffic data analysis.
(xi) Purchase of video projection system and VCRs and Video Cameras.
(xii) Organize permanent Road Safety exhibition.
(xiii) To organize Road Safety week every year.
(xiv) To organize seminars, workshops, training, etc. on Road Safety measures.
(xv) Purchase of devices to check over speeding drunkenness etc.,
(xvi) Purchase of equipments for electronic monitoring of traffic and detection of offenders.
(xvii) Collection and Analysis of Statistics relating to road accidents.
(xviii) Studies to identify the causes for Road Accidents, identify Accident Prone Spots and recommend remedial measures.
(xix) Preparation of integrated action plan for Road Safety for specific towns / cities, implementing of engineering measure to improve Road geometric and inter sections to reduce accidents.
(xx) Improvement of lighting at Road junctions.
(xxi) Preparation of Books, audio, visual and other instructional material and organize training for drivers, traffic police, para medical personnel and different classes of Road users.
(xxii) Purchase of wreckers and other equipments to clear accident sites quickly.
(xxiii) Purchase of wireless and other equipments to regulate traffic and advise drivers in advance about Road Blocks due to accidents, floods, Road damages, or other causes.
(xxiv) Purchase of patrol vehicles and other vehicles specially designed for Road Safety work.
(xxv) Purchase of Ambulance and equipments, for speedy movements and Trauma Care of Accident Victims.
(xxvi) Provision of secretariat and other infra structural services for the Road Safety Commissioner.
(xxvii) Any other special project that the committee considers necessary and a report on this shall be submitted to the Government by the Committee.

(8) Audit. -

The fund shall be audited once in a year by the ACCOUNTANT GENERAL and the report on this shall be submitted to the Government by the Committee.

(9) Removal of doubts. –

If any doubt arises interpretation of these rules, the decision of the Government shall be final.

// BY ORDER OF THE LIEUTENANT – GOVERNOR//

(S.D. SUNDARESAN)
ADDITIONAL SECRETARY TO GOVERNMENT
(TRANSPORT)

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புதுச்சேரி மாநில அரசிதழ்

La Gazette de L'État de Poudouchéry

The Gazette of Puducherry

PART - I

சிறப்பு வெளியீடு	EXTRAORDINAIRE	EXTRAORDINARY
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விலை : ₹ 2-00	Prix : ₹ 2-00	Price : ₹ 2-00

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No. 55	Poudouchéry	Mardi	23	Juin	2015	(2 Asadha 1937)
No.	Puducherry	Tuesday	23rd	June	2015	

GOVERNMENT OF PUDUCHERRY

TRANSPORT SECRETARIAT

(G.O. Ms. No. 73/Tr. Sectt./2014, dated 17th November 2014)

NOTIFICATION

In exercise of the powers conferred by sub-section (2) of section 215 of the Motor Vehicles Act, 1988 (Central Act No. 29 of 1988) and in supersession of the notification issued *vide* G.O. Ms. No. 7/2007-TD, dated 10-3-2008 of the Transport Secretariat, Puducherry, save as respects things done or omitted to be done before such supersession, the Lieutenant-Governor, Puducherry is pleased to approve and reconstitute the "Puducherry Road Safety Council" in the road transport sector in the Union territory of Puducherry, with the following official/ non-official members:—

1. The Hon'ble Chief Minister .. Chairman
2. The Hon'ble Minister for Transport .. Vice-Chairman
3. The Chief Secretary to Government-*cum*-Chairman, STA, Puducherry. .. Member

[415]

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4.	The Secretary to Government (Transport), Puducherry.	.. Member
5.	The Secretary to Government (PWD), Puducherry	.. Member
6.	The Secretary to Government (LAD), Puducherry	.. Member
7.	The Secretary to Government (Town Planning), Puducherry.	.. Member
8.	The Director General/Inspector General of Police, Puducherry.	.. Member
9.	The Director (LAD), Puducherry	.. Member
10.	The Chief Engineer (PWD), Puducherry	.. Member
11.	The Chief Town Planner, Puducherry	.. Member
12.	The General Secretary, Association of Bus Owners, Puducherry.	.. Member
13.	The General Secretary, Association of Goods Carriage Owners, Puducherry.	.. Member
14.	3 persons who are experts in the field of Road Safety nominated by the Government.	.. Members
15.	The Transport Commissioner, Puducherry	.. Member-Secretary.

2. The council shall perform the following functions :

(i) To advice the Government on all matters pertaining to planning and coordination of policies, practices and standards of Road Safety in the Road Transport sector.

(ii) To formulate and recommended Road Safety Progammes to the Road Safety-High Level Committee and District/Regional Road Safety Committee.

(iii) To suggest areas for research and development, to improve Road Safety aspets including maintenance of statistics and their analysis; and

(iv) To generally oversee and monitor Road Safety scenario through Road Safety-High Level Committee and District/Regional Road Safety Committe and to assign any related work to these committee.

3. The non-official members shall hold office for a period of two years.

4. The council shall decide the procedure and methodology to be adopted for its functioning.

5. The council shall meet ordinarily once in six months.

6. This notification shall come into force with immediate effect.

(By order of the Lieutenant-Governor)

S.D. SUNDARESAN,
Transport Commissioner-*cum*-
Additional Secretary to Government (Tr.).

online publication at "http://styandptg.puducherry.gov.in"
Government Central Press
Directorate of Stationery and Printing
Puducherry-9

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GOVERNMENT OF PUDUCHERRY

Abstract

Transport – Constitution of the Road Safety - High Level Committee as per the provisions of the Motor Vehicles Act, 1988 - Orders – Issued.

TRANSPORT SECRETARIAT

G.O.Ms.No 35/Tr.Sectt./2014 Puducherry, dated 25.08.2014

ORDER: I.D Note No I/11011/5/2013/P3/H(PF)/254, dt 7.04.2014 of the Home Department, Puducherry.

- o0o -

The following notification shall be published in the Extraordinary Official Gazette of Puducherry:-

NOTIFICATION

In exercise of the powers conferred by Section 215 of the Motor Vehicles Act, 1988 (Central act No.59 of 1988), the Lieutenant-Governor, Puducherry is pleased to approve and constitute the "Road Safety - High Level Committee" in the road transport sector in the Union Territory of Puducherry, with the following Officials with immediate effect.-

1	The Chief Secretary, Puducherry.	Chairman
2	Director General of Police / Inspector General of Police, Puducherry.	Vice-Chairman
3	Secretary to Govt. (Transport), Puducherry.	Member
4	Director, Local Administration Department, Puducherry.	Member
5	The Chief Engineer, PWD, Puducherry.	Member
6	Director of Medical & Health Service, Puducherry.	Member
7	Transport Commissioner, Puducherry.	Member
8	District Collector, Puducherry / Karaikal.	Members
9	SPs of Karaikal, Mahe / Inspector of Police, Yanam.	Members
10	Regional Administrator, Mahe	Member
11	Regional Administrator, Yanam	Member
12	Senior Superintendent of Police (Traffic), Puducherry	Member-Secretary

2 The Committee shall periodically review the Road Safety Scenario.

3 The Committee shall decide the procedure and methodology to be adopted for its functioning.

4 The Committee shall meet ordinarily once in six months

//BY ORDER OF THE LIEUTENANT GOVERNOR//

(S.D.SUNDARESAN)
ADDITIONAL SECRETARY TO GOVERNMENT

To
The Director,
Directorate of Stationery & Printing,
Puducherry

..... With a request to publish the said notification in next issue of the Official Gazette and to supply 100 copies thereof to this department for reference and record.

Copy to:

(1) The Chairman and Members of the High Level Road Safety Committee.
(2) The Jt. Secretary to Government of India, Ministry of Road Transport and Highways, New Delhi
(3) The Records Branch.
(4) Order / Spare

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CHAPTER – 4

Form 4.1

Name of Master/Sarang.....

Name of Vessel..... **Date----------**

Departure				Engin eRPM		Arrival						

Form No. 4.2

CHECK LIST FOR INSPECTION OF VESSELS BY SENIOR OFFICERS:

1. General clean up of the vessel.
2. Turn out of the staff.
3. Documents maintained and documentation.
4. Professional knowledge and emergency drills.
5. Check whether the Log Book, Fuel Register other documents are maintained properly, and the registers are indexed and paged property.
6. Whether the equipment and gadgets are maintained properly and kept under working condition.
7. Whether the vessel requires any major Repair & Maintenance work.
8. Efforts need to be extended to improve the seaworthiness of the vessel.
9. Requirement of any critical spares so as to ensure stop gap arrangement.
10. When the last overhauling and major maintenance was conducted.
11. Any defects available on board.
12. The vessel is properly painted and ensured rust free atmosphere.
13. Ensure the availability of adequate number of life rafts, life jackets, life buoy, ropes, first aid box onboard of vessel.
14. The fire-fighting equipment and fire extinguisher is intact and replaced before expiry.

CHAPTER – 6

APPENDIX 6.1

For Treasure within State

Amount		Escort Strength		
Over	Not Exceeding	SI	ASI/HC	PC
--	25 lakh	-	1	4
25 lakh	1 crore	-	1	6
1 crore	5 crore	1	1	8

Inter-State

Amount		Escort Strength			
Over	Not Exceeding	Inspector	SI	ASI/HC	PC
10 lakh	1 crore	-	1	1	8
1 crore	5 crore	-	1	2	10
5 crore	10 crore	1	1	2	15

For Prisoners

Strength of Prisoners	Strength of Head Constables	Strength of Constables
1-2	--	2
3-5	--	3
6-7	1	3
8-10	1	5
11-15	1	8

CHAPTER-8

Form 8.1

PUDUCHERRY POLICE

Sl.No.	Date & Time	Incident/Information	Complainant	Type of incident Cog./Non-Cog.

Sig. of I/C OP

Form 8.1

PUDUCHERRY POLICE

Sl.No.	Date & Time	Incident/Information	Complainant	Type of incident Cog./Non-Cog.

Sig. of I/C OP

FORM No. 8.2

ORIGINAL

Ref.ML. No./PES:.....Date:.....

Certificate of Examination by a Medical Officer

As per requisition from.....

dated.....physical examination of ..... S/o

.....(address) .....

.....,

involved in crime number.....of ..... police station

was done at.....am/pm on..... at .....

Consent : .....

.....

Identification marks :

(1).....

(2).....

History (Related to illness / injury if any) : .....

.....

Findings of physical examination :

A. General : Height : .....cm. Weight : .....kg. Build & nourishment : Poor/Moderate/Obese.

Pallor : Present/Absent. Physical deformity if any :.....

Others if any :.....

B. Systemic Examination : Pulse :...../min. Blood Pressure :.....mm of Hg.

CVS, NS, RS & GIS :.....

.....

C. Injuries (If any) :.....

.....

.....

.....

.....

.....

D. Investigations if any :.....

Opinion :

There is no evidence of any clinically identifiable illness.

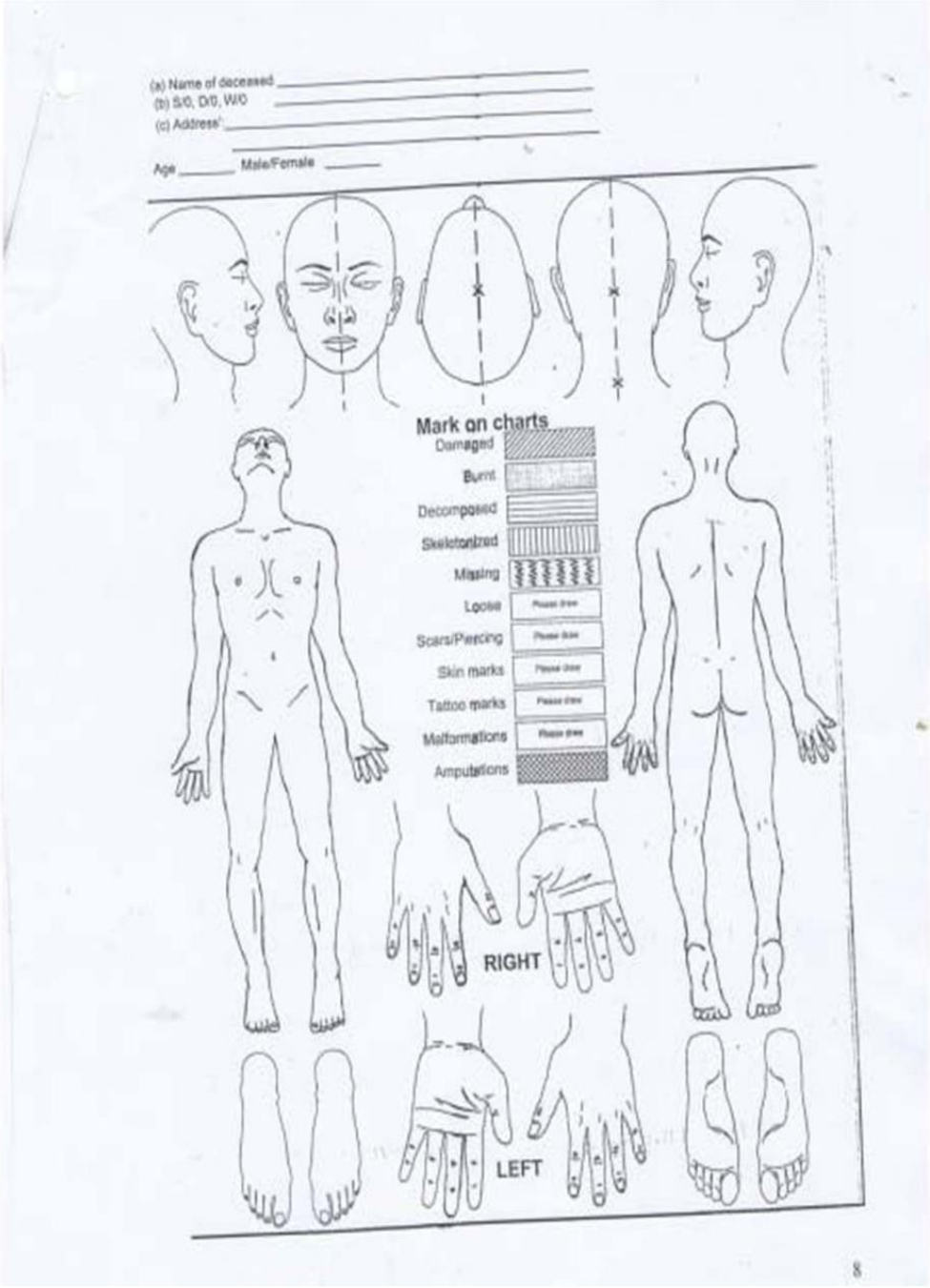
There are no injuries on the person / Injuries on the person could be caused as alleged.**

Suggestions if any :.....

Date : .....
Place : .....
Name of Institution. : .....
(strike off which is not applicable)

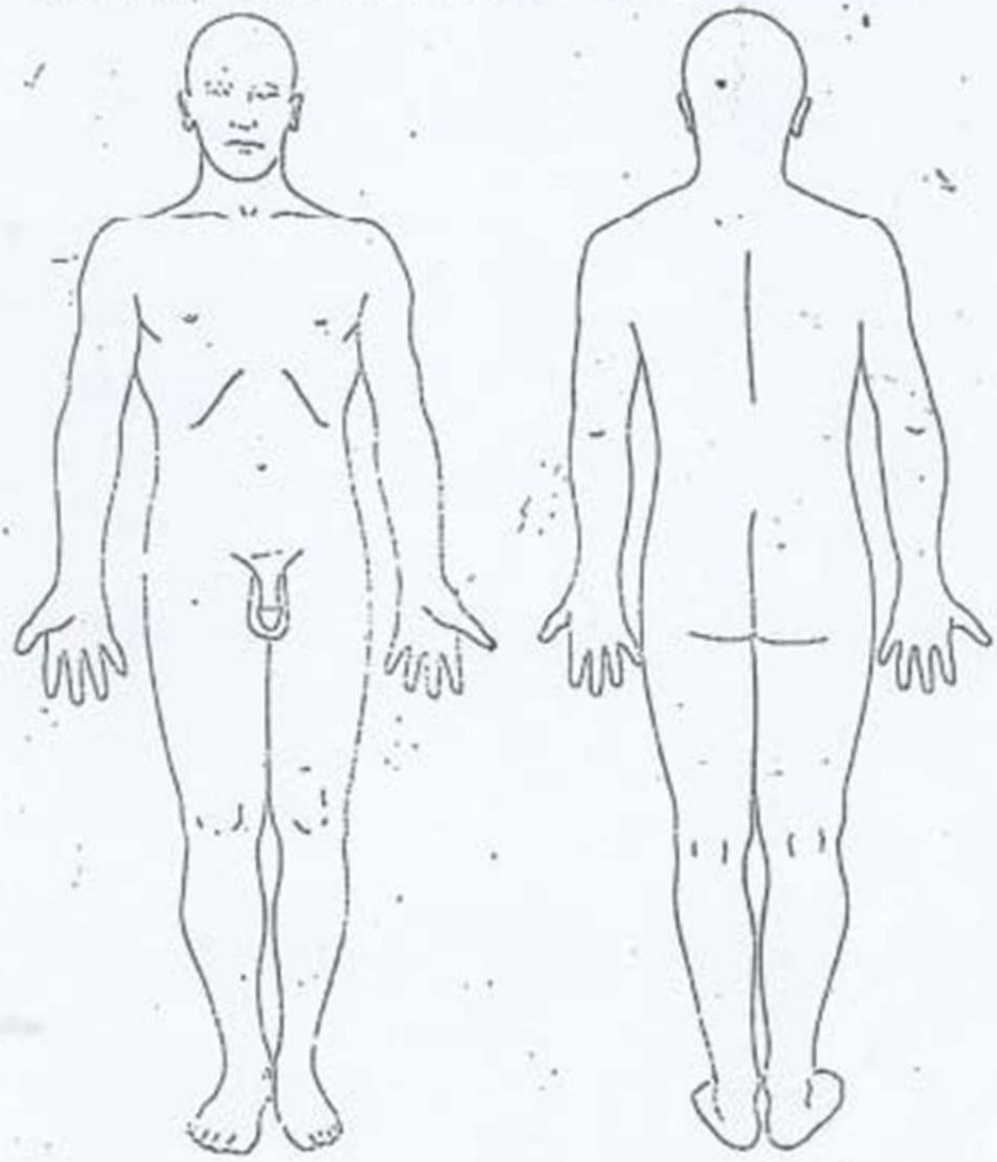
Signature : .....
Name : .....
Designation : .....

FORM No. 8.3


(a) Name of deceased
(b) S/O, D/O, W/O
(c) Address
Age
Male/Female
Mark on charts
Damaged
Burnt
Decomposed
Skeletonized
Missing
Loose
Scars/Piercing
Skin marks
Tattoo marks
Malformations
Amputations
RIGHT
LEFT
8

FORM No. 8.3

Full Body: Male-Anterior and Posterior Views (Ventral and Dorsal)



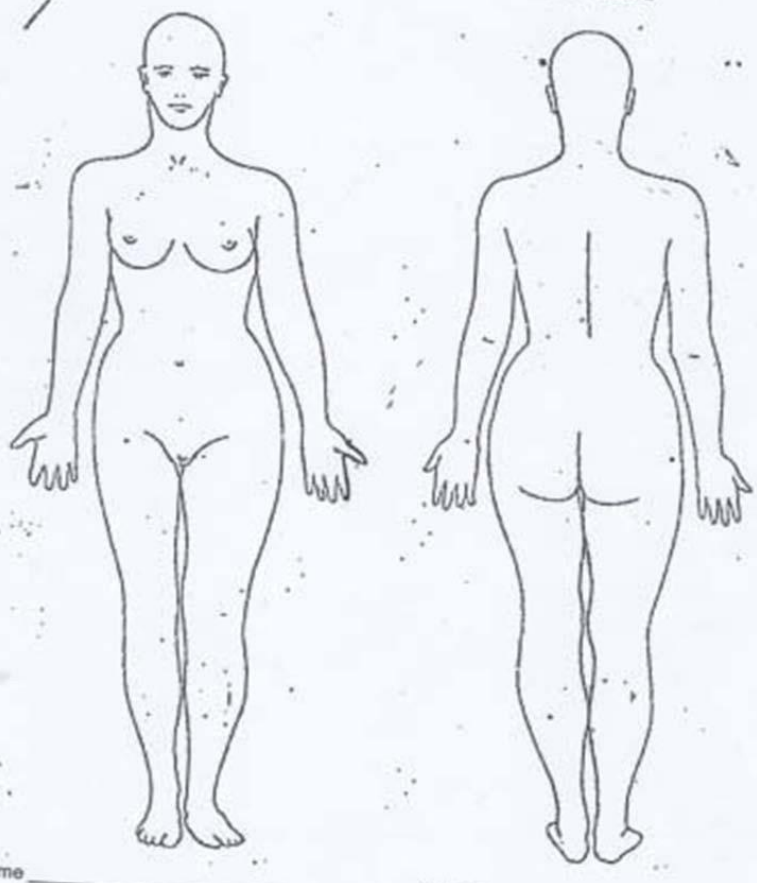
Name _____ Case No. _____

Date _____

23

FORM No. 8.3

Full Body: Female-Anterior and Posterior Views



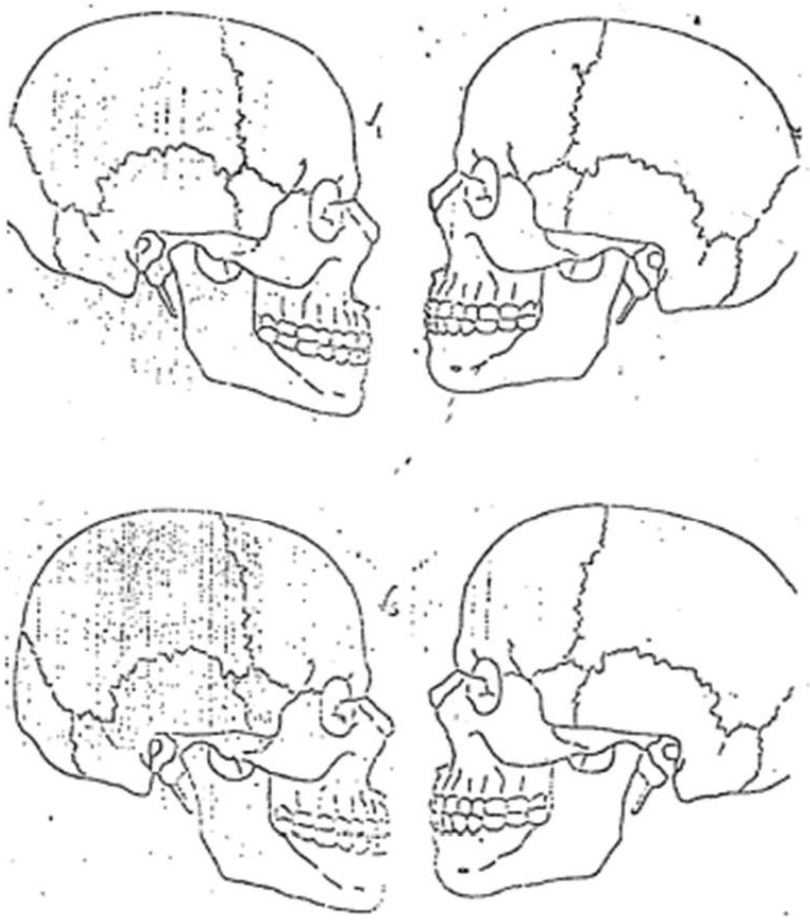
Name _____ Case No. _____

Date _____

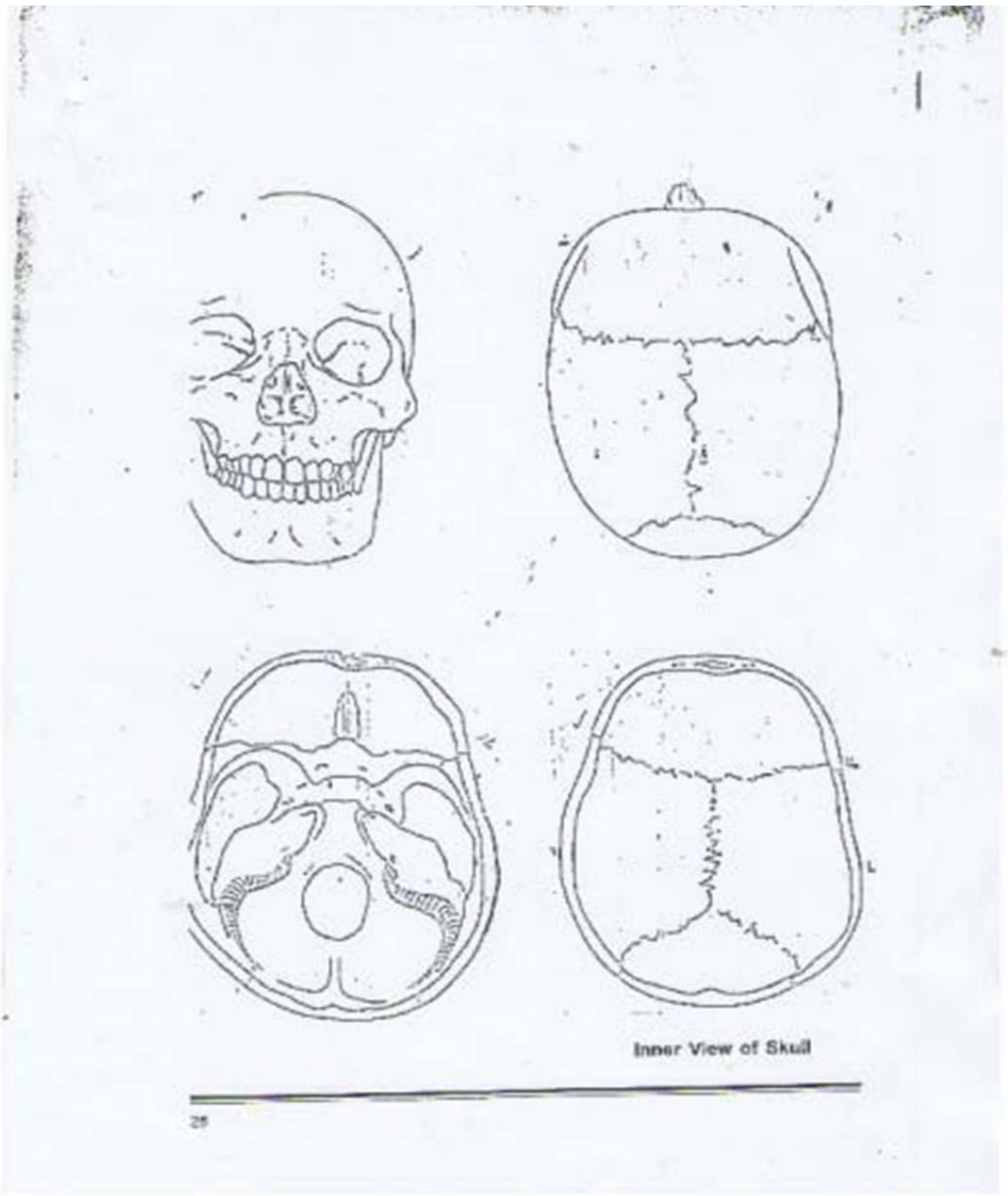
24

FORM No. 8.3

Head - Surface and Skeletal Anatomy : Lateral view



FORM No. 8.3



Form 8.4/I.I.F.-V

FINAL REPORT FORM (Under Section 193 BNSS)

IN THE Court OF .....

1. District ..... P.S. ..... Year..... FIR No..... Date .....
2. Final Report / Charge Sheet No. ..... 3. Date.....
4. (i) Act..... ..... Sections .....
   (ii) Act ..... Sections .....
   (iii) Act ..... Sections .....
   (iv) Other Acts & Sections .....
5. Type of Final Form/Report: Charge Sheet / Not chargesheeted for want of evidence / FR True, Undetected / FR True, Untraced / FR True, offence abated / FRUnoccurred.
6. If FR Unoccurred: False/Mistake of Fact/Mistake of law/Non cognisable /Civil nature.
7. If Charge sheet : Original / Supplementary. (tick ' 3 ' applicable portion).
8. Name of I.O . ..... Rank .....
No..... (at the time of charge sheet)
9. (a) Name of complainant / informant .....
   (b) Father's / Husband's name .....
10. Details of Properties/Articles/Documents recovered/seized during investigation and relied upon (separate list can be attached, if necessary).

Sl. No.	Property description.)	Estimated value Rs.	P.S. Property Register No.	From whom/ where recovered or seized	Disposal
1	2	3	4	5	6

11. Particulars of accused persons chargesheeted: (Use separate sheet for each accused) Sl. No. ..... (i) Name .....Whether verified .....
(ii) Father's/Husband's name .... (iii) Date/ Year of birth.....
(iv) Sex.....(v) Nationality ..... (vi) Passport No. ....
Date of Issue ..... Place of Issue ....
(vii) Religion ..... (viii) Whether SC/ST/OBC ..... (ix) Occupation .....
(x) Address .....
..... Whether verified .....
(xi) Provisional criminal No. .. ..
(xii) Regular criminal No. (if known) ..... (xiii) Date of arrest .....

(xiv) Date of release on bail ..... ….. (xv) Date on which forwarded to Court.....

(xvi) Under Acts & Sections.....…….

.(xvii) Details of bailers / sureties: Name …….. Father's/Husband's name …….

Occupation ..... Address ..... …

Identification

……..

(xviii) Previous convictions with case references

.....…

.....

(xix) Status of the accused: Forwarded / Bailed by Police / Bailed by Court / Judicialcustody / Absconding / Proclaimed offender (tick ' 3 ' applicable portion).

12. Particulars of accused persons - not chargesheeted (suspect) : (Use separatesheet for each suspect) Sl. No. …… (i) Name..... Whether verified.....……

(ii) Father's/Husband's Name .....… (iii) Date/Year of birth .....

(iv) Sex ..... (v) Nationality ..... (vi) Passport No. .....……..

Date of Issue.....… …….. Place of Issue .....….

(vii) Religion .....…… (viii) Whether SC/ST/OBC ..... (ix) Occupation .....….

(x) Address..... Whether verified.....

(xi) Provisional criminal No. .....

(xii) Regular criminal No. (if known) ..... (xiii) Date of arrest .....

(xiv) Date of release on bail .....….. (xv) Date on which forwarded to Court.....

(xvi) Under Acts & Sections ..... ……

(xvii) Details of bailers / sureties:

Name…… Father's/Husband's name……Occupation……

Address

.....

Identification ……..

(xviii) Previous convictions with case references.....

(xix) Status of the accused: Forwarded / Bailed by Police / Bailed by Court / Judicialcustody / Absconding / Proclaimed offender

12. Particulars of accused persons - not chargesheeted (suspect) : (Use separatesheet for each suspect) Sl. No. …… (i) Name. Whether verified.....……

(ii) Father's/Husband's Name .....… (iii) Date/Year of birth .....…

(iv) Sex ..... (v) Nationality ..... (vi) Passport No…….....

Date of Issue.....…… …….. Place of Issue .....….

(vii) Religion .....… (viii) Whether SC/ST/OBC ..... (ix) Occupation……

(x) Address.....…….. Whether verified……

(xi) Provisional criminal No. .....…….. (xii)Suspicion approved : Yes/No

(xiii) Status of the accused (suspect):Bailed by Police/Bailed by Court/ Judicialcustody/Not arrested (tick ' 3 ' applicable portion).

(xiv) Under Acts & Sections.....

(xv) Any Special remarks including reasons for not chargesheeting .....

13. Particulars of witnesses to be examined:

Sl NO.	Name	Father/Husbands name	Date/Year of birth	Occupation	Address	Type of evidence to tendered
1	2	3	4	5	6	7

14. If FR is false, indicate action taken or proposed to be taken u/s 182/211 I.P.C .....

15. Result of Laboratory analysis …….....

16. Brief facts of the case (Add separate sheet, if necessary) .....……

17. Refer Notice served : Yes/No Date..... (Acknowledgement to be placed)

18. Dispatched on .....……

No. of enclosures ……

List of enclosures: As Annexed

Forwarded by Officer-in-charge
Name ……..
Rank ..... No. .....…..

Signature of IO
submitting Final Report/Charge Sheet
Name……..
Rank .....No. ...

CHAPTER-13

FORM No. 13.1
PUDUCHERRY POLICE
FORM- I (POST MORTEM EXAMINATION REQUEST LETTER)

From,

……
……

To,
The Professor & Head,
Department of Forensic Medicine,
(Hospital Name).

Sir,

I am herewith sending a dead body of deceased namely ……. …… through ……/ self, IO in connection with FIR/ UDFIR No. …….. dated……. U/s ……. BNS/ BNSS of PS……..... Kindly do the postmortem examination and give your report.

Sign of Investigation Officer

Received the dead body of…….at .....hrs……..on…… from ……PS through .....…….

Sign Forensic Medicine Dept. with Seal

FORM No. 13.1
PUDUCHERRY POLICE
FORM 2 (PARTICULARS OF DECEASED)

Name of the deceased :
Sex :
Religion :
Length of the body :
Identification Marks :

Complexion of the body :

Sent through :
PS :

FIR No. :

Date :

Inquest timing :

Injuries found on the body:

Brief facts :

Signature of the Investigation Officer

CHAPTER – 15

FORM No. 15.1
PUDUCHERRY POLICE
SAMPLE SIGNATURE BOOK

Sl. No.	Name	Address or designation	Signature
1	2	3	4

FORM No. 15.2
PUDUCHERRY Police
BEAT BOOK

Rank and No. of Officer	Work Allotted	Time	Report of Work
1	2	3	4

FORM No. 15.3
PUDUCHERRY POLICE
POINT BOOK

Village/locality……

Name of person with whom kept ……..

Sl. No.	Date & hour of visit	Visiting Officer		Signature
		Rank & No.	Name	
1	2	3	4	5

CHAPTER – 16

FORM No. 16.1
PUDUCHERRY POLICE
NOTES ON VILLAGE

Name of PS…… **Name of Village…..……..**

(1) Notes on special out breaks of crime: (2) party factions, with nature of differences: (3) important disputes between land-lords, between landlords and tenants, or between tenants, and action taken to stop them: (4) References to operations of suspected receivers of stolen property: (5) name of persons living in the village suspected of committing crime in this or other Stations, with grounds for suspicion, and the names of witnesses who can give evidence supporting the suspicions: (6) Visits of criminals and suspects of other villages, with names of persons visited and reasons for such visits: (7) Any other matter of interest which the District Superintendent of Police considers shall find entry, with special reference to local conditions.

Date of entry	Remarks	Signature of Officer
1	2	3

FORM No. 16.2
PUDUCHERRY POLICE
VILLAGE CRIME SHEET

Part-I

Population by Census (year)	No. of Houses	Name of outlying hamlet with No. of houses in each Revenue	Market Days	Name of Headsman/Leading Person

Part-II

FIR No. & Date	Date & Time of Occurrence	Offence	Value of stolen property	Property recovered	Name of accused or suspected with parentage, religion and residence	Result of the Case

Part-III

FIR No. & Date	Name of convict and No. of History Sheet	Parentage & religion	Place & Date of convict	Offence	Punishment awarded	Place of crime if committed out side the village	Remark (Here later modus operandi permanent change of residence membership of known going etc.)

Part-IV

Observation of SHO of the PS

FORM No. 16.3
PUDUCHERRY POLICE
HEAD WISE CRIME REGISTER

Sl. No.	FIR No. & Date	Under Section	Date & Place of Occurrence	Brief fact of the case	Property		Name & Address of the complainant	Name & Address of accused	Date of arrest	Name of I.O & Remarks
					Stolen	Recovered				

FORM No. 16.4
PUDUCHERRY POLICE
GENERAL CONVICTION REGISTER

Sl. No. and Date	Convict's name, year of birth, present and Former address, personal description & caste	Name of father and other relatives, their address and occupation	Date, Sentence, Section, Date of conviction, Court which convicted	FIR No. & date, place of occurrence, name and address of complainant, name of I.O. and identifying Jail warden	Previous sentence with date, place of conviction and other details as col. 5	Brief history of the case, name & address of accomplices if any, History Sheet No. if any, cross ref. to other Registers(PT – Pending trail, PRT-Persons Residing Permanent or Temporary, FP – Finger Print) date of release, name of Jail from which released, result of annual enquiry in the case of persons for whom history sheet has not been opened.
1	2	3	4	5	6	7

FORM NO. 16.5

HISTORY SHEET

PUDUCHERRY
Police

NAME :

HS No :
DATE OF OPENING:
PS :

(b) **PERSONAL INFORMATION**

1	NAME				
2	ALIAS				
3	PARENTS DETAILS				
4	SPOUSE DETAILS				
5	DATE OF BIRTH & AGE				
6	NATIONALITY				
7	RELIGION				
8	CASTE				
9	PERMANENT ADDRESS				
10	PRESENT ADDRESS				
11	E-MAIL ID & MOBILE NUMBER				
12	EDUCATION DETAILS				
13	OCCUPATION DETAILS				
14	EMPLOYER DETAILS				
15	ID PROOF DETAILS	AADHAR	VOTER ID	DRIVING LICENSE	PASSPORT

15. BANK ACCOUNT DETAILS

SL. NO.	BANK NAME & BRANCH	ACCOUNT NUMBER

16. PAN No.:-

17. VEHICLE DETAILS

SL. NO.	MAKE AND MODEL	VEHICLE NO.

18. MOVABLE AND IMMOVABLE PROPERTY DETAILS

SL. NO.	PROPERTY DETAILS (INCLUDING DESCRIPTION / ADDRESS)	OWNERSHIP	VALUE/ WORTH

19. IDENTITY MARKS

(1)
(2)

20. SPECIAL FEATURES –

21. REMARKS –

OTHER DETAILS

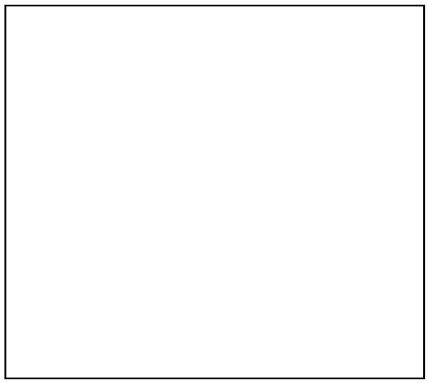
1. SMOKING/ADDICTION -
2. REGULAR VISITING PLACES -
3. HIS/HER PECULIAR HABITS -
4. HIS/HER AREA OF OPERATION -

(c) **DESCRIPTIVE ROLL / PHYSICAL FEATURES**

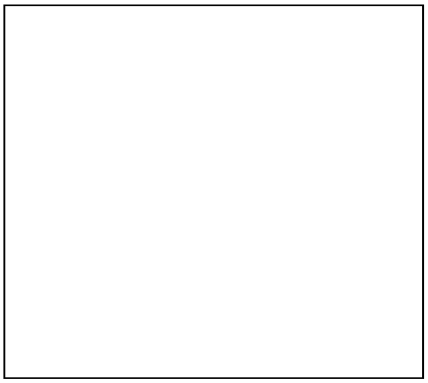
1	SEX	
2	HEIGHT	
3	COMPLEXION	
4	BUILT	
5	EYE COLOUR	
6	FACE	
7	MOUT H	
8	CHIN	
9	HAIR COLOUR	
10	NOSE	
11	TEETH	
12	DEFORMITY	
8	BURN MARKS	
14	LEUCODERMA	
15	MOLE	
16	SCAR	
17	TATTOO	
18	SPEECH	
19	LANGUAGES	
20	REMARKS, IF ANY	

(d) **PHOTOGRAPH OF THE ACCUSED**

LEFT POSE



RIGHT POSE



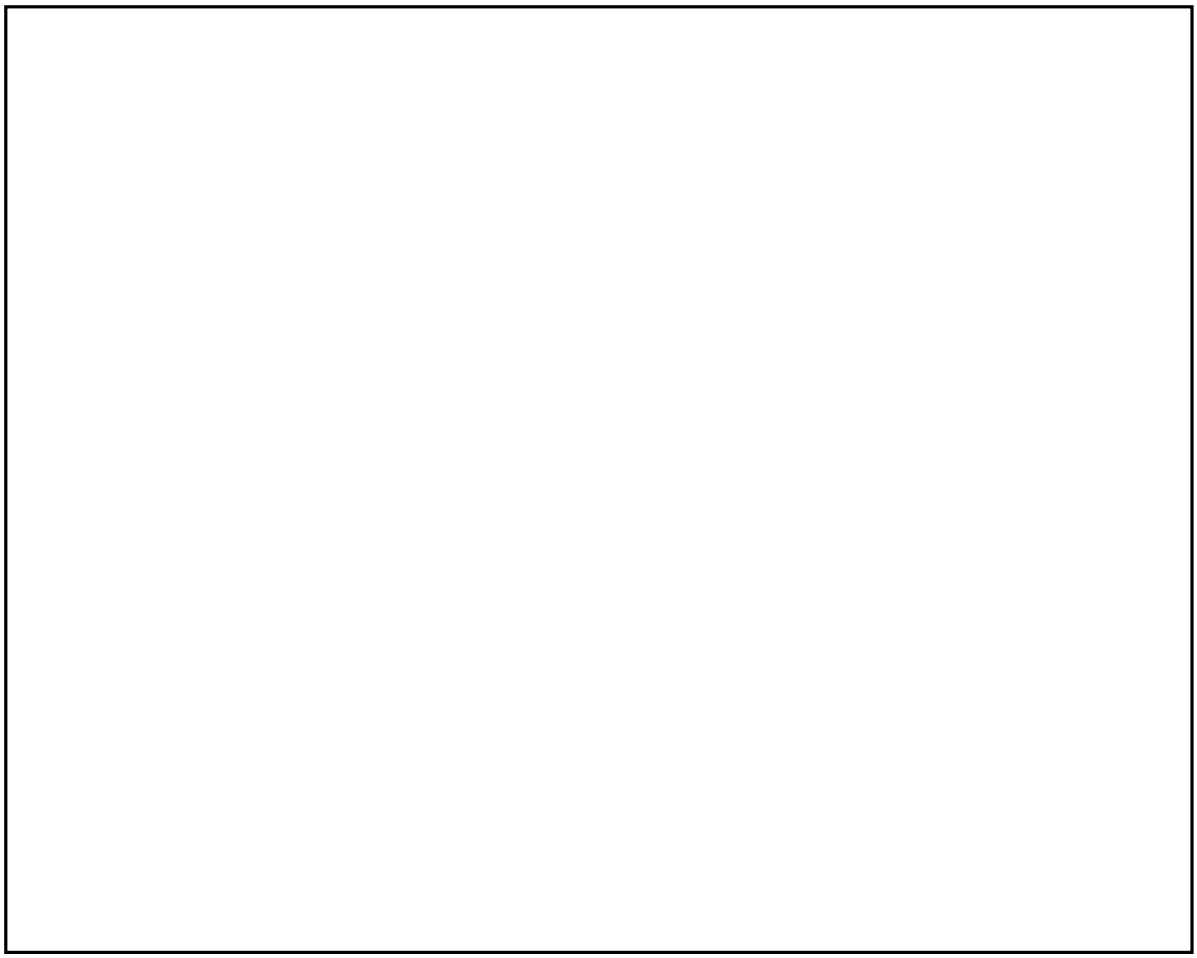
FRONT POSE

TATTOO IMAGE, IF ANY

DEFORMITY IMAGE, IF ANY

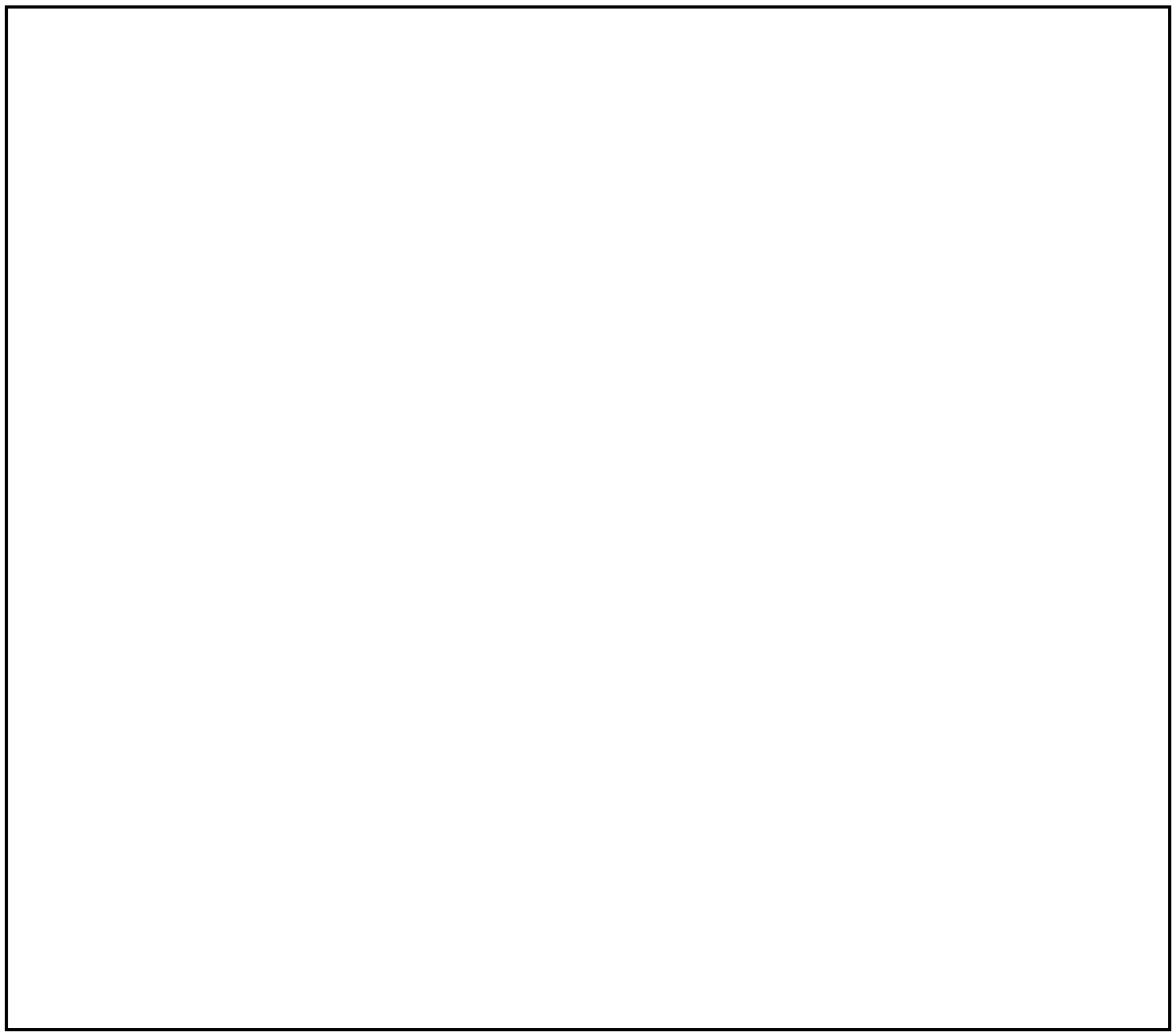
IV.A. FINGERPRINT OF THE ACCUSED

LEFT PALM



LEFT HAND FINGERTIPS

IV.B. FINGERPRINT OF THE ACCUSED
RIGHT PALM



RIGHT HAND FINGERTIPS

V. PREVIOUS CASES / INVOLVEMENTS

SL. No.	FIR No.	Date	Sections	PS	Status of Case	Status of Accused	Present Status
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

VI. FAMILY MEMBERS OF THE ACCUSED

SL.NO.	NAME	RELATION	ADDRESS	CONTACT NO.

BAILER'S INFORMATION

SL.NO.	NAME	PARENTAGE	ADDRESS	CONTACT NO.
1.				

FRIENDS INFORMATION

SL.NO.	NAME	PARENTAGE	ADDRESS	CONTACT NO.
1.				

DETAILS OF ASSOCIATES

SL. No.	CHALLAN No.	Date	Sections	PS	STATUS
1					
2					

SL.NO.	NAME	PARENTAGE	ADDRESS	CONTACT NO.
1.				

DETAILS OF PREVENTIVE CHALLANS

MONTHLY CHECKING

DATE:

- REMARKS (LIVELIHOOD & RESIDENCE):

SIGN OF BEAT OFFICER & DIVISION OFFICER:

SIGN OF SHO

DATE:

- REMARKS (LIVELIHOOD & RESIDENCE):

SIGN OF BEAT OFFICER & DIVISION OFFICER:

SIGN OF SHO:

DATE:

- REMARKS (LIVELIHOOD & RESIDENCE):

SIGN OF BEAT OFFICER & DIVISION OFFICER:

SIGN OF SHO:

FORM No. 16.6
PUDUCHERRY POLICE
INDEX TO HISTORY SHEETS AND PERSONAL FILES

Sl.No. of History Sheet	Name, Father's Name, village	Date of opening of History Sheet	Whether a personal fileis also maintained, if so reference No.	Date on which the History Sheet was closed or transferredto another PS	Reason for closure or transfer of History Sheet	Signature of SHO
1	2	3	4	5	6	7

FORM No. 16.7
PUDUCHERRY POLICE
ROWDY SHEET

Name and aliases……
No……Date……son of……
……..age…… year of entry……
religion……Occupation……
Native Place……..
PS……District ……..
Present address……Type of offender, nature of rowdyism and favourite localities for offences, etc……
Contact/Mob.No……..

Name, father'sname	Address	Instances of association	Sheet number, ifany
1	2	3	4

CONVICTION PARTICULARS

Serial Number	Petty case number	Brief nature of the offences and date, conviction details; Court and Crime Number; Police Officers present
1	2	3

Remarks: (Here enter further instances of rowdyism, details of petitions or complaints useful for a security case and present conduct)

FORM No. 16.8
PUDUCHERRY POLICE
BAD CHARACTER ROLL – FORM A
(To report absence or departure of a Bad Character)

P.S……. Sub- Division……District ……..

1. Bad character roll serial number……Date of report……
2. Name…….Age/date of Birth……..
3. Father's/Husband's name……..
4. Caste……Religion……Occupation……
5. Descriptive marks of the bad character……
6. Contact/Mob No……..
7. Address……
8. Surveillance Register Sl. No……
9. Particulars of convictions……..
10. Class/nature of offences he commits……
11. Places likely to visit, and the purpose of visit…….
12. Information about his/her relatives/associates in such places …….
13. Date and hour of leaving the place……
14. Date and hour of dispatch of this roll……..

Signature
Designation

Acknowledgement of receipt of Bad Character Roll – Form A
(This portion shall be torn off and returned immediately on receipt of the roll)

Bad Character Roll Form A, bearing No…… dated……. Of PS ……. Was received by me at ……. Hours on ……
The person named therein has not arrived in the limits of this PS. Inquiries are being made.

Signature
Designation

Information if any available about the conduct of the bad character during his stay within this PS:
Signature
Designation

FORM No. 16.9

PUDUCHERRY POLICE

BAD CHARACTER ROLL – FORM B

(To report arrival of a suspicious stranger)

P.S……Sub Division……District ……..

1. Bad character roll serial number……Date of report……
2. Name…….Age/date of Birth……..
3. Father's/Husband's name ……..
4. Caste…….Religion……Occupation…….
5. Descriptive marks of the bad character……
6. Contact/Mob No……..
7. Address……
8. Previous known conviction if any……
9. Name and address of the person with whom staying, with information as to his conduct and associates……..
10. Name of PS and village from which he has reportedly come……
11. Date on which he reportedly left the said village ……
12. Date of arrival within this PS Jurisdiction……
13. If departed, the date and hour of departure, with name of person who reported it ……
14. Whether the stranger is returning to his home or going elsewhere ……
15. Date and hour of dispatch of this roll ……

Signature & Designation

If the stranger is identified, full particulars about him shall be entered here and the roll shall be returned to the PS of issue

---

Acknowledgement of receipt of Bad Character Roll – Form B

(This portion shall be torn off and returned immediately on receipt of the roll)

Bad Character Roll Form B, bearing No…… dated……. Of PS …….. Was received by me at ……. Hours on ……

Signature & Designation

FORM No. 16.10
PUDUCHERRY POLICE
SURVEILLANCE REGISTER OF PERSON CONDITIONALLY RELEASED

Sl. No.	Name Father's name Caste/Religion	Village full address	Date of entry	Brief reason for entry, conditions of release and signature	History Sheet No. if applicable	Any observation or fact which came to light subsequently	Remarks
1	2	3	4	5	6	7	8

FORM No. 16.11
PUDUCHERRY POLICE
HUE AND CRY NOTICE

Police Station……. DISTRICT ……

The SHO of……PS gives notice that ……., son of……, alias,…….. religion……., resident of village ……., PS……..., District ……, whose description is given below (and whose photograph is attached) is evading arrest in a case FIR No…… under Section …… of PS ……... District ……., is absent from his home and is likely to commit offences of……..…

Any person giving information leading to his arrest shall be suitably rewarded.

Description:

Name……,age…….years, build……
height……,complexion/characteristics/mannerisms……

(Signature)
SHO
……PS

CHAPTER – 19

PUDUCHERRY POLICE

M E S S A G E

To	**:**	
Info	:	
From	:	
No.		**Dated:**
MESSAGE		
Originator Signature		
Wireless Office Use		
Date:		**Time Handed over IN (Or)**
Date:		**Time Read IN**
Date:		**Time OUT**
Registration No. (NR)		**Group (No of Words):**
		Signature of the Wireless Officer

CHAPTER – 32

FORM No. 32.1
PART-I CONTENTS OF SERVICE BOOK

Sl. No	Particular
1.	Name in full (In Block Letters)
2.	Father's Name
3.	Husband's Name
4.	Nationality (If not a citizen of India, number and date of eligibility certificate)
5.	Whether a member of Schedule Cast/Tribe/OBC.?
6.	Date of Birth by Christian Era and wherever possible also in Saka Era (both in words and figures)
7.	Education Qualification
	a) At the time of first appointment
	b) Subsequently acquire
8.	Professional and technical qualifications and covered by 7
9.	Exact height by measurement (without shoes)
10.	Personnel marks of identification
11.	Permanent Address
12.	Signature of left hand thumb impression of the Government Servant (with date)
8.	Signature and Designation of attesting Officer(with date)

PART-II CONTENTS OF SERVICE BOOK

Sl. No.	Subject	Certificate	Signature and Designation of the Certifying Officer
1.	Offer of appointment	The employee has been accepted the offer of appointment and the acceptation letter filed at Sl. No…of Vol-II of the service book	
2.	Appointment order	Appointment order of the employee filled at at Sl. No…of Vol-II of the service book	
3.	Medical Examination	The employee was medically examined by ….. on…… and found fit. The medical certificate has been kept in safe custody vide Sl. No…of Vol-II of the service book	
4.	Character and Antecedent	His/her Character and Antecedent have been verified and the and the verification report kept in safe custody vide Sl. No…of Vol-II of the service book	
5.	Allegiance to the Constitution	He/she taken the oath of allegiance/affirmation to the Constitution vide Sl. No…of Vol-II of the service book	
6.	Oath of Secrecy	He/she has read the official secrets act and central service (conduct) rules and has also taken the oath of secrecy vide Sl. No…of Vol- II of the service book	
7.	Martial Status	He/she furnished declaration regarding his/her not having contracted bigamous marriage. The relevant declaration has been filled at Sl. No…of Vol-II of the service book	
8.	Declaration of Home Town	He/she has furnished the declaration of home town which has been accepted and filed at Sl. No…of Vol-II of the service book	
9.	Verification of entries in	The correctness of the entries against sl. No. 5-8 of Part-I “Bio-Data” has been verified from originalcertificates considered as valid	

	Part-I	documentary evidence for the respective purpose. Attested copies of this certificates have been filed at Sl. No…of Vol-II of the service book	
10.	(a) GPF/PRAN No.	He/she has filed a nomination for GPF/PRAN and the following related notices which have been forwarded to the accounts Officer on dates shown against them, have been filed in Vol-II of the service book	
	(b)Nomination of GPF/PRAN	1. 2. 3.	
11.	Family Particulars	He/she has furnished details of the family member which have been filed at Sl. No…of Vol-II of the service book	
12.	D.C.R Gratuity and Family pension	He/she has filed nomination for D.C.R gratuity and family pension and this following related notices which have been filed in Vol-II of the service book vide sl. Nos. shown against them 1. 2.	

CHAPTER – 33

APPENDIX – 33.1

Upper Subordinates (Inspectors, Sis & ASIs) of Civil Police, Armed Police and Units

Full Dress

S.N.	Male	Female
1.	Khaki Shirt & Slack	Khaki Shirt & Slack
2.	Peak Cap Khaki With Brown Leather Strip & Badge	Peak Cap Khaki With Brown Leather Strip & Badge
3.	Rank Badge	Rank Badge
4.	Dark Blue Whistle Lanyord	Dark Blue Whistle Lanyard
5.	Name Plate With Designation In Both English & Tamil Script	Name Plate With Designation In Both English & Tamil Script
6.	Shoulder Title (PP / PAP)	Shoulder Title (PP / PAP)
7.	Shoulder Ribbon (Red & Blue)	Shoulder Ribbon (Red & Blue)
8.	Sam Browne Cross Belt	Sam Browne Cross Belt
9.	Brown Shoes	Brown Shoes
10.	Socks Khaki	Socks Khaki

Working Dress

S.N.	Male	Female
1.	Khaki Shirt & Slack	Khaki Shirt & Slack
2.	Peak Cap Khaki With Brown Leather Strip & Badge	Peak Cap Khaki With Brown Leather Strip & Badge
3.	Rank Badge	Rank Badge
4.	Shoulder Ribbon	Shoulder Ribbon
5.	Dark Blue Whistle Lanyord	Dark Blue Whistle Lanyord
6.	Name Plate With Designation In Both English & Tamil	Name Plate With Designation In Both English & Tamil
7.	Shoulder Title (PP / PAP)	Shoulder Title (PP / PAP)

8.	Sam Browne Belt	Sam Browne Belt
9.	Brown Shoes	Brown Shoes
10.	Socks Khaki	Socks Khaki

Lower Subordinates (PC & HC)

Full Dress

S. N.	Male	Female
1.	Khaki Shirt & Slack	Khaki Shirt & Slack
2.	Red Cap With Badge	Beret Cap Red With Badge
3.	Chevron (For Head Constable)	Chevron (For Head Constable)
4.	Name Plate With Designation In Both English & Tamil Script	Name Plate With Designation In Both English & Tamil Script
5.	Shoulder Title (PP / PAP)	Shoulder Title (PP / PAP)
6.	Black Belt	Black Belt
7.	Black Ammunition Shoe	Black Ammunition Shoe
8.	Socks Khaki	Socks Khaki
9.	Khaki Whistle Lanyord	Khaki Whistle Lanyard

Working dress

S. N.	Male	Female
1.	Khaki Shirt & Slack	Khaki Shirt & Slack
2.	Red Cap With Badge	Beret Cap Red With Badge
3.	Chevron (For Head Constable)	Chevron (For Head Constable)
4.	Name Plate With Designation In Both English & Tamil Script	Name Plate With Designation In Both English & Tamil Script
5.	Shoulder Title (PP / PAP)	Shoulder Title (PP / PAP)
6.	Black Belt	Black Belt
7.	Black Shoes	Black Shoes
8.	Socks Khaki	Socks Khaki
9.	Khaki Whistle Lanyord	Khaki Whistle Lanyard

Traffic Police : Upper Subordinates (Inspectors, Sis & ASIs)

Full Dress

S. N.	Male	Female
1.	White Shirt & Slack	White Shirt & Slack
2.	Peak Cap White With Brown Leather Strip & Badge	Peak Cap White With Brown Leather Strip & Badge
3.	Rank Badge	Rank Badge
4.	Red Whistle Lanyord	Red Whistle Lanyard
5.	Name Plate With Designation In Both English & Tamil Script	Name Plate With Designation In Both English & Tamil Script
6.	Shoulder Title (PP / PAP)	Shoulder Title (PP / PAP)
7.	Shoulder Ribbon (Red & Blue)	Shoulder Ribbon (Red &Blue)
8.	Sam Browne Cross Belt	Sam Browne Cross Belt
9.	Brown Shoes	Brown Shoes
10.	Socks Khaki	Socks Khaki

Working Dress

S. N.	Male	Female
1.	White Shirt & Slack	White Shirt & Slack
2.	Peak Cap White With Brown Leather Strip & Badge	Peak Cap White With Brown Leather Strip & Badge
3.	Rank Badge	Rank Badge
4.	Red Whistle Lanyord	Red Whistle Lanyord
5.	Name Plate With Designation In Both English & Tamil Script	Name Plate With Designation In Both English & Tamil Script
6.	Shoulder Title (PP / PAP)	Shoulder Title (PP / PAP)
7.	Shoulder Ribbon (Red & Blue)	Shoulder Ribbon (Red & Blue)
8.	Sam Browne Belt	Sam Browne Belt
9.	Brown Shoes	Brown Shoes
10.	Socks Khaki	Socks Khaki

Lower Subordinates (Constables & Head Constables)

Full Dress

S. N.	Male	Female
1.	Red Cap With Badge	Red Beret Cap With Badge
2.	Shirt White Half	Shirt White Half
3.	Shoulder Titles (PP / PAP)	Shoulder Titles (PP / PAP)
4.	Rank Chevrons For HC	Rank Chevrons For HC
5.	Whistle With Lanyard Red	Whistle With Lanyard Red
6.	Slacks White	Slacks White
7.	Black Leather Number Belt	Black Leather Number Belt
8.	Socks Nylon (White)	Socks Nylon (White)
9.	Black Shoes	Black Shoes
10.	Name Plate With Designation In Both English & Tamil	Name Plate With Designation In Both English & Tamil

Working Dress

S.N.	Male	Female
1.	Red Cap Blue With Badge	Beret Cap Red With Badge
2.	Shirt White Half Sleeves	Shirt White Half Sleeves
3.	Shoulder Titles (PP / PAP)	Shoulder Titles (PP / PAP)
4.	Rank Chevrons For HC	Rank Chevrons For HC
5.	Whistle With Lanyard Red	Whistle With Lanyard Red
6.	Slacks White	Slacks White
7.	Black Leather Number Belt	Black Leather Number Belt
8.	Socks Nylon (White)	Socks Nylon (White)
9.	Shoes Black	Shoes Black
10.	Name Plate With Designation In Both English & Tamil	Name Plate With Designation In Both English & Tamil

Security Cell & Dog Squad Staff:

Working Dress

S.N.	Male	Female
1.	Safari Suit Dark Blue	Safari Suit Dark Blue
2.	Shoes Black	Shoes Black
3.	Socks Blue	Socks Blue

Recruit Constables

Activities	Male	Female
Physical Training	Lower- Khaki Shorts Top-White T-Shirt With Collar Shoes-Sports Brown Canvas Shoes With White Socks.	Lower- Khaki Track Suit & Slacks Top – White T-Shirt With Collar Shoes – Brown Canvas Sports Shoes With White Socks.
Parade	Khaki Shorts Cotton and Top White T-Shirt, Ammunition /DM Shoes, Web Belt, Brown Socks, Khaki Beret Cap	Khaki Shorts Cotton and Top White T-Shirt, Ammunition /DM Shoes, Web Belt, Brown Socks Beret Cap
Indoor Classes	Khaki Pant, Half Sleeves Khaki Shirt, Black Belt, Black Shoe, Khaki Socks.	Khaki Pant, Half Sleeves Khaki Shirt, Black Belt, Black Shoe, Khaki Socks.
Fatigue	White T-shirt and Khaki Shorts and Brown PT Shoes And Khaki Cotton Socks.	Blue Track Suit White T-Shirt With Collar Brown PT Shoes and Khaki Cotton Socks
Field Craft	Khaki Cotton Uniform, Commando Cap, Web Belt, Jungle Shoe, Black Anklet	Khaki Cotton Uniform, Beret Cap, Web Belt, Jungle Shoe, Black Anklet
Mufti Dress	Whitepant, Full Sleeves White Shirt, Black Belt, Black Shoes, White Socks.	Whitepant, Full Sleeves White Shirt, Black Belt, Black Shoes, White Socks.
Firing	Khaki Teri Cotton Full Pant, and Half Shirt Khaki, Jungle Shoe, Anklet, Army Commando Cap, Khaki Socks.	Khaki Teri Cotton Full Pant, and Half Shirt Khaki, Jungle Shoe, Anklet, Army Commando Cap, Khaki Socks.

APPENDIX 33.2

The Details of Ceremonial Dress Items for Band Unit

1. Peak Cap/Red Rounding Golden Zari With Puducherry Police Badge (Bandmaster)
2. Red Cap With Puducherry Police Badge
3. Coat Tunic – Red Terricot
4. Pants – Blue Terricot
5. Dress Cord – Golden Zari
6. Shoulder Epaulettes With Golden Zari
7. Tunic Button With Puducherry Police Monogram (Brass Round)
8. Kamarbandh Red & Blue Golden Colour With Side Zhallar and Puducherry Police Monogram
9. Strap (Red Colour)
10. Socks (Blue Colour)
11. Derby Shoe Brown (Band Master)
12. Derby Shoe Black

ABBREVIATIONS / ACRONYMS

1.	AC	Assistant Commandant
2.	ACR	Annual Confidential Report
3.	ACSOC	Area Coastal Security Operational Centre
4.	ADGP	Additional Director General of Police
5.	AHTU	Anti-Human Trafficking Unit
6.	AK – 47	Avtomat Kalashnikova - 47
7.	ANC	Anti Narcotics Cell
8.	ANTF	Anti-Narcotics Task Force
9.	APAR	Annual Performance Appraisal Report
10.	APP	Assistant Public Prosecutor
11.	ARS	Anti-Rowdy Squad
12.	ASI	Assistant Sub-Inspector of Police
13.	AWL	Absent Without Leave
14.	AWPS	All Women Police Station
15.	BC	Bad Character
16.	BDDS	Bomb Detection and Disposal Squad
17.	BNS	Bharatiya Nyaya Sanhita
18.	BNSS	Bharatiya Nagarik Suraksha Sanhita
19.	BPR&D	Bureau of Police Research & Development
20.	BSA	Bharatiya Sakshya Adhiniyam
21.	C&I	Crime & Intelligence
22.	C.B.T	Computer Based Test
23.	C.H. Murder	Culpable Homicide Murder
24.	CA	Chartered Accountant
25.	CAPF	Central Armed Police Forces
26.	CAS	Core Application Software
27.	CBCID	Crime Branch, Crime Investigation Department
28.	CCR	Central Control Room
29.	CCS	Central Civil Service
30.	CCTNS	Crime and Criminal Tracking Network & Systems
31.	CCTV	Closed Circuit Television
32.	CD	Case Diary
33.	CDR	Call Detail Record
34.	CEO	Chief Executive Officer
35.	CFPB	Central Fingerprint Bureau
36.	CFSL	Central Forensic Science Laboratory
37.	CGEGIS	Central Government Employees Group Insurance Scheme
38.	CI	Circle Inspector
39.	CID	Crime Investigation Department
40.	CLCC	Casual Leave
41.	CLG	Community Liaison Group
42.	CNG	Compressed Natural Gas
43.	CPCR	Coastal Police Control Room
44.	CPMF	Central Para Military Force
45.	CPO	Central Police Organisation
46.	CPS	Coastal Police Station
47.	CPSC	Central Police Canteen system

48.	CRB	Crime Records Bureau
49.	CRPC	Criminal Procedure Code
50.	CS	Coastal Security
51.	CS No.	Chargesheet Number
52.	CSOC	Coastal Security Operational Centres
53.	CTC	Children Traffic Corps
54.	CVC	Chief Vigilance Commission
55.	CWC	Child Welfare Committee
56.	CWO	Child Welfare Officer
57.	CWPO	Child Welfare Police Officer
58.	DA	Dearness Allowance
59.	DAR	Detailed Accident Report
60.	DC	Deputy Commandant
61.	DDO	Drawing and Disbursing Officer
62.	DGP	Director General of Police
63.	DIGP	Deputy Inspector General of Police
64.	DLAC	District Legal and Administrative Cell
65.	DM	District Magistrate
66.	DNA	Deoxyribonucleic acid
67.	DO	Duty Officer
68.	DoPT	Department of Personnel and Training
69.	DOR	Daily Occurance Report
70.	DP & AR	Dept. of Personal and Administrative Reforms
71.	EEE	Engineering, Education and Enforcement
72.	EFCs	Empty Fired Catridges
73.	e-FIR	Electronic - First Information Report
74.	EL	Earned Leave
75.	EO	Enquiry Officer
76.	EOL	Extra Ordinary Leave
77.	EPS	Excise Police Squad
78.	ERSS	Emergency Response Support System
79.	EVM	Electronic Voting Machine
80.	FAR	First Accident Report
81.	FEMA	Foreign Exchange Management Act
82.	FIR	First Information Report
83.	FPB	Finger Print Bureau
84.	FPs	Fingerprints
85.	FR	Final Report
86.	FR No	Final Report Number
87.	FRO	Foreigner’s Registration Office
88.	FRRO	Foreigners Regional Registration Office
89.	FWG	Fishermen Watch Group
90.	GC	Guard Commander
91.	GCR	General Conviction Register
92.	GD	General Diary
93.	GEQD	Government Examiner of Questioned Documents
94.	GoI	Government of India

95.	Gos	Government Orders
96.	GPF	General Provident Fund
97.	GPS	Global Positioning System
98.	HC	Head Constable
99.	HOD	Head of the Department
100.	HPL	Hay-Pay Leave
101.	HS	History Sheet
102.	IAR	Interim Accident Report
103.	IB	Intelligence Bureau
104.	ICG	Indian Coastal Guard
105.	ICJS	Inter-operable Criminal Justice System
106.	ICT	Information and Communication Technology
107.	IED	Improvised Explosive Device
108.	IGP	Inspector General of Police
109.	IIF	Integrated Investigation Form
110.	INSAS	Indian Small Arms System
111.	IO	Investigation Officer
112.	IPS	Indian Police Service
113.	IR Battalion	India Reserve Battalion
114.	ISD	International Subscriber Dialling
115.	ISR	Intelligence, Surveillance, and Reconnaissance
116.	IT	Information Technology
117.	ITAA	Information Technology Amendment Act
118.	ITPA	Immoral Traffic Prevention Act
119.	ITSSO	Investigation Tracking System for Sexual Offences
120.	IV	Issue Voucher
121.	JAO	Junior Accounts Officer
122.	JCP	Joint Coastal Patrolling
123.	JJB	Juvenile Justice Board
124.	KD	Known depredator
125.	KYC	Know Your Customer
126.	L&O	Law and Order
127.	LARS	List of Articles Returned to the Stores
128.	LMV	Light Motor Vehicle
129.	LOC	Look Out Circular
130.	LPC	Land Possession Certificate
131.	LPG	Liquified Petroleum Gas
132.	LRAD	Long-range Acoustic Device
133.	LTC	Leave Travel Concession
134.	MACP	Modified Assured Career Progression Scheme
135.	MACT	Motor Accident Claim Tribunal
136.	MF	Mistake of Fact
137.	MHA	Ministry of Home Affairs
138.	MITRA	Mobile Initiated Tracking & Rescue Application
139.	MLA	Member of Legislative Assembly
140.	MLC	Medico-Legal Certificate
141.	MP	Member of Parliament
142.	MSSQL	Microsoft Structured Query Language
143.	MTO	Motor Transport Office

144.	MV	Motor Vehicle
145.	MV ACT	Motor Vehicle Act
146.	MZI Act	Maritime Zones of India Act
147.	NAFIS	National Automated Fingerprints Identification System
148.	NBW	Non-Bailable Warrant
149.	NC FIR	Non-Cognizable First Information Report
150.	NCR	Non-Cognizable Report
151.	NCRB	National Crime Records Bureau
152.	NCRP	National Cyber Crime Reporting Portal
153.	NDPS	Narcotic Drugs and Psychotropic Substances
154.	NFN	National Fingerprint Number
155.	NGO	Non-Governmental Organisation
156.	NIC	National Informatics Centre
157.	NOC	No Objection Certification
158.	NPS	National Pension Scheme
159.	NRC	No Report Certificate
160.	NSG	National Security Guard
161.	NUC	Not Under Command
162.	NWS	Neighbourhood Watch Scheme
163.	OSD	Officer on Special Duty
164.	OTT	Over the Top
165.	PA System	Public Address Systems
166.	PAP	Puducherry Armed Police
167.	PC	Police Constable
168.	PCR	Police Control Room
169.	PCR ACT	Protection of Civil Rights Act
170.	PDPP Act	Prevention of Damage to Public Property Act
171.	PEB	Police Establishment Board
172.	PG Act	Public Gambling Act
173.	PHQ	Police Head Quarters
174.	PME	Post-Mortem Examination
175.	PMJAY	Pradhan Mantri Jan Arogya Yojana
176.	PO	Proclaimed Offender
177.	POCSO	Protection of Children from Sexual Offences
178.	POL	Petroleum Oils and Lubricants
179.	PoO Act	Probation of Offenders Act
180.	POP	Police of Police
181.	POP(PD) Act	Puducherry Open Places(Prevention Of Disfigurement) Act
182.	PP	Public Prosecutor
183.	PPE	Personal Protection Equipement
184.	PPS	Provincial Police Service
185.	PPWS	Puducherry Police Welfare Society
186.	PRAN	Permanent Retirement Account Number
187.	PS	Police Station
188.	PSs	Police Stations
189.	PT Case	Pending Trail case
190.	PTS	Police Training School
191.	PWD	Public Works Department
192.	RAD	Register of Arms Deposited

193.	R & AW	Research and Analysis Wing
194.	RCN	Regular Criminal Number
195.	RCS	Referred Chargesheet
196.	RCSOC	Regional Coastal Security Operational Centre
197.	RTI	Right to Information Act
198.	SAO	Senior Accounts Officer
199.	SC/ST POA Act	Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act
200.	SDC	State Data Centre
201.	SDM	Sub-Divisional Magistrate
202.	SDPO	Sub-Divisional Police Officer
203.	SGASI	Special Grade Assistant Sub-Inspector of Police
204.	SHO	Station House Officer
205.	SI	Sub-Inspector
206.	SJPU	Special Juvenuile Police Unit
207.	SLL	Special and Local Laws
208.	SLR	Self Loading Rifle
209.	SMS	short Message Service
210.	SOP	Standard Operating Procedure
211.	SP	Superintendent of Police
212.	SSP	Senior Superintendent of Police
213.	STD	Subscriber Trunk Dialling
214.	STF	Special Task Force
215.	UD	Undetected
216.	UI Case	Under Investigation Case
217.	UIDB	Unidentified Dead Body
218.	UT	Union Territory
219.	UTPLSA	Union Territory of Puducherry Legal Services Authority
220.	VCR	Village Crime Register
221.	VHF	Very High Frequency
222.	VLT	Vehicle Location Tracking
223.	VSAT	Very small aperture terminal

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Puducherry Police 2024

"Absence of Disease, Wealth, Plenty of General Happiness and Defensive Forces;
These are the Five Jewels of a State" - (THIRUKURAL)

POLICE MANUAL 2024

GOVERNMENT OF PUDUCHERRY
POLICE DEPARTMENT